



NCARB

# REGIONAL SUMMIT

## WCARB Region 6

### 2022 Regional Summit

#### Meeting Materials— Charlotte, NC





NCARB

# REGIONAL SUMMIT

## 2022 REGIONAL SUMMIT AGENDA

Charlotte Marriot City Center  
100 W Trade Street  
Charlotte, NC 28202

Thursday, March 3, 2022

### Afternoon - Registration Open

#### Regional Dinners:

- **Region 1:** **Mimosa Grill**  
327 S Tyron Street  
Charlotte, NC 28202
- **Region 2:** **Eddie V's**  
101 S Tyron Street  
Suite 100  
Charlotte, NC 28280
- **Region 3:** **Bernadins**  
435 S Tyron Street  
Suite 100  
Charlotte, NC 28202
- **Region 4:** **Bernadins**  
435 S Tyron Street  
Suite 100  
Charlotte, NC 28202
- **Region 5:** **No Dinner**  
*As decided by the Region 5 members, Region 5 will not have a group regional dinner. In lieu of a regional dinner, members are encouraged to self-select into small (or large) groups for dinner on Friday evening. Several restaurant options will be emailed to you however, you are welcome to go anywhere you'd like or have dinner on your own.*
- **Region 6:** **Chima- Dinner at 6:30pm**  
139 S Tyron Street  
Charlotte, NC 28202

**Region 1:**  
New England

**Region 2:**  
Mid Atlantic

**Region 3:**  
Southern

**Region 4:**  
Mid Central

**Region 5:**  
Central States

**Region 6:**  
Western



NCARB

# REGIONAL SUMMIT

## FY22 Regional Summit | Region 6 Agenda

### Hotel & Meeting Accommodations

Charlotte Marriot City Center  
100 W Trade Street  
Charlotte, NC 28202

### Zoom Help Desk

<https://ncarb.zoom.us/j/96390314828?pwd=bzU0c0RhQUUyVlFBZVCdE4yYXRvdz09>

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### Friday, March 4, 2022

*All times are in Eastern Time*

#### Breakfast on your own

**8 a.m.**

**Registration Open**

**9:00 a.m. – 9:30 a.m.**

**Meetings for:**

- First time attendees

**Charlotte DE**

<https://us02web.zoom.us/j/81476619124?pwd=VWo5bk5TbFRVUERvWFNBM1BnVOJPQT09>

- Public Members

**Uptown Ward 1+2**

<https://us02web.zoom.us/j/84753251617?pwd=ajlnZmlPdVpiaFRReERjZEk4djdaZz09>

**10:00 a.m. – 1 p.m.**

**Region 6 Meetings**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzI2cmInMjRQOEJkWitNdz09>

Introductions, Regional Business and Candidate Visits

**1:00 p.m. – 2:00p.m.**

**Lunch**

Region 1:  
New England

Region 2:  
Mid Atlantic

Region 3:  
Southern

Region 4:  
Mid Central

Region 5:  
Central States

Region 6:  
Western



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# REGIONAL SUMMIT

**2:00 p.m. – 2:45 p.m.**

**NCARB session**

**Charlotte DE**

<https://us02web.zoom.us/j/86590293867?pwd=NzJyeEtYTTZLeENFc3BjNzFPdy83Zz09>

NCARB Updates, Presentation of Resolutions and DEI Efforts

**2:45 p.m. – 3:45 p.m.**

**Plenary Keynote**

**Charlotte DE**

<https://us02web.zoom.us/j/86590293867?pwd=NzJyeEtYTTZLeENFc3BjNzFPdy83Zz09>

NC Board Introduction

Speaker- Christopher Locke: Designing in Color

**4:00 p.m. – 5:00 p.m.**

**Blended Breakout Sessions**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzl2cmInMjRQOEJkWitNdz09>

Importance of licensure and impact on community health and wellness

**6:30 p.m.– 9:30 p.m.**

**Evening Networking Reception: NASCAR Hall of Fame**

**Saturday, March 5, 2022**

*All times are in Eastern Time*

**Breakfast on your own**

**10:00 a.m. – 1:00 p.m.**

**Region 6 Meetings**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzl2cmInMjRQOEJkWitNdz09>

Exploration of new data around DEI from a Regional lens, debrief on the breakouts, resolutions and visiting team

**1:00 p.m. – 2:00 p.m.**

**Lunch**

**Region 1:**  
New England

**Region 2:**  
Mid Atlantic

**Region 3:**  
Southern

**Region 4:**  
Mid Central

**Region 5:**  
Central States

**Region 6:**  
Western



NCARB

# REGIONAL SUMMIT

**2:00 p.m. – 3:00 p.m.**

## **Closing Plenary**

**Charlotte DE**

<https://us02web.zoom.us/j/88285538073?pwd=Njc2TXI5QlFOMHFDaVhKM1J2cW9jZz09>

Regional Chair report-outs on breakout sessions conversations and/or regional discussions.

Closing Speakers - DEI consultants Emily Holthaus and Jon Hockman

**Region 1:  
New England**

**Region 2:  
Mid Atlantic**

**Region 3:  
Southern**

**Region 4:  
Mid Central**

**Region 5:  
Central States**

**Region 6:  
Western**

# The 2022 WCARB Regional Meeting

Friday, March 4<sup>th</sup> – Morning and Afternoon Meetings

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzI2cmInMjRQOEJkWitNdz09>

(\* - denotes voting items)

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10:00 a.m.	<b>Convene Meeting</b> <i>Tara Rothwell, Chair</i>	<b>Charlotte City Center Marriott</b>
		<b>Meeting Room: Charlotte Ballroom B &amp; C</b>

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10:00 a.m.	1. <b>Quorum Roll Call</b>	
10:05 -10:10 a.m.	2. <b>Introductions</b>	
	3. <b>*Approval of Agenda</b>	
	4. <b>*Approval of Minutes: June 26, 2021 Regional Meeting – Los Angeles, CA &amp; Executive Committee Planning Meeting: November 12, 2021</b>	
10:15– 10:30 a.m.	5. <b>Regional Director’s Report</b> <i>Sylvia Kwan</i>	
10:30-11:15 a.m.	6. <b>State Reports</b>	
11:15-11:30 a.m.	7. <b>Chair’s/Executive Committee Report</b> <i>Tara Rothwell</i>	
11:30-11:45 a.m.	8. <b>Financial Report</b> <i>Catherine Fritz</i>	
11:45 a.m.	9. <b>Election Procedure Protocol</b> <i>Doug Sams</i>	
	10. <b>Nominations – from the floor</b> a. <b>Regional Director</b> b. <b>Executive Committee (3 members)</b> <i>Doug Sams</i>	
	11. <b>Nominee Speeches</b> a. <b>Regional Director</b> b. <b>Executive Committee (3 members)</b> <i>Doug Sams</i>	
11:45-1:00 p.m.	12. <b>*Elections</b> <i>Election Committee Chair</i> a. <b>Regional Director</b> <b>Executive Committee (3 members)</b> <i>Doug Sams</i>	
2:00 –5:00 p.m.	<b>NCARB SESSION</b> a. <b>Presentation of Resolutions</b> b. <b>Plenary/ Speakers</b>	



**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF  
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6  
Hybrid Meeting**

**Saturday, June 26, 2021**

Madam Chair Sylvia Kwan called the meeting to order at 8:09AM PST.

**AGENDA ITEM 1**

**Roll Call:**

Alaska – present  
Arizona – present  
California – present  
Colorado – present  
Guam – present  
Hawaii – present  
Idaho – present  
Nevada – present  
New Mexico – present  
Northern Mariana Islands - present  
Oregon – present  
Utah – present  
Washington – present

There was approximately **10** members in attendance via Zoom.

**AGENDA ITEM 1- Approval of Agenda**

**Motion: To approve agenda**

**By:** Nilza Serrano (CA)

**Second:** Esther Fleming (MP)

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

**Introductions**

There were new members in attendance: Tonie Esteban-MBM Oregon, Catherine Gutierrez-MBE Guam, Robert Pearman-MBM California, Sara Neal-MBE Alaska, Ron Jones-MBM California, Jedd Walker- MBM Idaho, & Judith Stapley-MBE Arizona.

## **Approval of the Minutes**

**Motion: To approve minutes from March 4-5, 2021 Regional Virtual Meeting**

**By:** Tara Rothwell (NM)

**Second:** Scott Harm (WA).

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

## **AGENDA ITEM 2 - Regional Director's Report – Ed Marley, NCARB AIA**

“To say that this past year has been a wild ride would be an understatement. I’m going to try to fit an entire year of Board work into my brief report. I was appointed to serve as Board liaison to the Professional Conduct Committee. Here are some of the highlights of the Board Activities covering the past year up to the 2021 January Board Meeting. In spite of having to shift to remote meetings, I am continually impressed with the agility and resiliency of our NCARB staff and the Board of Directors. They have not only maintained a high level of service but have also opened new service approaches in response to the Pandemic conditions. All while working remotely. Here’s a quick summary of activities over the last year.

### **1. ARE Update**

- a. The Pandemic caused the shutdown of all Prometric Testing Centers from March 18 to June.
- b. Updated ARE 5.0 to reduce the number of test questions and increase test time while maintaining the rigor, validity and reliability of the exam.
- c. Set new Cut Scores for all six adjusted exam divisions.
- d. Implemented an online proctored version of the exam on December 14, 2020. We are seeing about 20% participation in online proctored exams with scores similar to test center administered exams.
- e. To accommodate online proctoring a digital whiteboard was developed in the software to replace scratch paper in the testing centers and online. This new feature is required to maintain exam security. This feature was not well received by exam candidates.

### **2. Line-Up Software Venture**

- a. Client base continues to grow. Board has authorized the next increment of funding. While there has been a slight downturn in marketing efforts this past year, future revenue projections look very strong over the next 5 years.

### **3. Resolutions**

- a. 2021 1 – Remote Meetings, a special meeting of the Member Boards will be held in May to act on this resolution to allow electronic voting.
- b. 2021 B – Certification Guidelines Education Alternative – Clarifies qualifications for eligibility.
- c. 2021 C – Certification Guidelines Foreign Alternative – Clarifies qualifications for eligibility.

- d. 2021 D – Sunset of Resolution 2000-1 – Opposition to interior design registration.
- e. 2021 E – Amendment and Restatement of NCARB Legislative Guidelines and Model Law regulations.
- f. 2021 F – Omnibus Sunset of Resolutions in Conflict with Current Council Policies – Review of previous resolutions to ensure alignment with current NCARB policies.
- g. 2021 G – Bylaws Amendment – Director Term Limits – change from three terms to two terms.
- h. 2021 H – Bylaws Amendment – NCARB Board of Directors Realignment – Combines positions of Secretary and Treasurer and eliminates the position of Second Vice President.
- i. 2021 I – Member Board Dues Reduction – Reduces dues from \$6,500 to \$1,000.

#### **4. Collaboration with collaterals**

- a. CLARB – Representatives attended the January Board Meeting. Our discussion was focused on the restructuring of their Board of Directors.
- b. CIDQ – discussion on the work of the NCARB Interiors Task Force with CIDQ representation, exam requirements mapping conducted via the Interiors Task Force, advocacy, incidental practice, CIDQ’s definition of interior design, exam rigor, and use of the title “interior architecture” by some colleges and universities to describe their interior design programs.

#### **5. Other Business**

- a. President Calvani established the Incidental Practice and Responsible Charge Task Forces.
- b. Alliance for Responsible Professional Licensure, AIA no longer participating in ARPL.
- c. Annual Meeting – Currently proposing a hybrid format of on-site in Los Angeles as well as Zoom for those who are under travel restrictions.

#### **6. Finances**

- a. The FY21 budget performance is very strong despite the past year’s events. We took a very conservative approach to our budget in anticipation of downturns in projected revenues. Revenues have exceeded projections which allowed the Board to restore certain initiatives including the following. The Board approved disbursements from the Strategic Reserve Fund for the Analysis of Practice research project, Beyond Boyer Study, a compensation study, and consulting for NCARB’s data analytics efforts. The Board also approved disbursements from the Operating Fund for staff development, cost of living adjustments and promotions.
- b. Short Term Reserve Funds and Strategic Reserves are healthy and tracking within Board’s target balances for each fund.

#### **7. Member Initiatives**

- a. Advocacy & Outreach: CEO Mike Armstrong continues his outreach to Member Boards and to the Collateral organizations.”

### **AGENDA ITEM 3- Regional Chair's Report – Sylvia Kwan, FAIA**

Madam Chair Kwan thanked the California Board for hosting this year's annual business meeting. She introduced Melarie Gonzales as the new executive director and thanked Gina Spaulding for her work to our region.

### **AGENDA ITEM 4- Financial Reports- Corey Solum, Secretary/Treasurer**

Tara Rothwell, on behalf of Solum, presented the financial report to the membership:

The Balance Sheet as of June 15, 2021 was provided in the meeting materials for the membership.

Also provided:

- The Profit and Loss statement for October 1, 2020 – June 1, 2021
- The Profit and Loss statement for the previous fiscal year of October 1, 2019 – September 30, 2020

As of June 15, 2021, total assets from both the checking and savings accounts total \$123,630.39.

### **AGENDA ITEM 5- 2021-2022 WCARB Budget**

Rothwell explained that the budget for the upcoming fiscal year, October 1, 2021-September 30, 2022 be approved by the members.

**Motion: To approve the 2021-2022 budget**

**By:** Jim Oswald (NM)

**Second:** Esther Fleming (MP)

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

### **AGENDA ITEM 6- WCARB State Reports**

Madam Chair Kwan asked members to present their state reports.

**Alaska:** Fritz reported that the board is searching for a new executive director. Alaska board has new board members. Also the interior designers are still seeking registration in Alaska. The board will be monitoring the developments as they pertain to HB 61.

**Arizona:** Judith Stapley is the new MBE for Arizona. Arizona board composition contains 5 professionals and 6 public members. However, only one board member is active, all other board members are waiting for any news on board appointments. Lots of legislative challenges and 1,000 additional applications for boards.

**California:** Feng encouraged NCARB to keep diversity as a very important topic to keep on their agenda.

**Colorado:** Morissette stated Colorado still cannot travel. Continuing education requirement competency finally changed however, it's hard to deal with.

**Guam:** Guterrez stated Guam board is reviewing their laws and regulations. Launched a new website and actively taking online applications.

**Hawaii:** Nothing new to report.

**Idaho:** McClintick stated Idaho is down one board member but have a new board specialist. They are trying to get everything back in order after the pandemic. She stated the board office has moved.

**Nevada:** Mickey stated their next board meeting will be in person. The Legislative Session wrapped up and tried to make a superboard and finally died. RD exam partnered with NCARB to do practice analysis and new exam for RD's.

**New Mexico:** Oswald explained rule change will be taking place this upcoming fiscal year. There will be revised continuing education requirements because of the CE challenges New Mexico encounters after renewal season. All applications and renewals are now offered online.

**Northern Mariana:** Fleming reported that not much is happening in the Northern Marianas right now. There are 35 registrants, only two since last year. The board cannot receive direct payments, only checks, which has been a challenge. It is time for the board to review their regulations.

**Oregon:** Howard stated the Governor is lifting COVID restrictions June 30<sup>th</sup>.

**Utah:** Carson stated the Governor issued a change to boards to examine regulation and laws to reduce unnecessary barriers. Carson will chair the diversity task force.

**Washington:** Storvick stated their board will keep remote meetings until the end of the year. He explained engineers stamping architectural documents.

#### **AGENDA ITEM 7- Volunteers for WCARB Committees**

Nilza Serrano would like to be on Diversity.

Tian Feng and Scott Harm would like to be on the Education/Program Committee.

Ron Jones would like to serve as a liaison.

**AGENDA ITEM 8-Strategic Plan Update**

Fritz provided an overview of the strategic plan. Executive Committee members assigned to workgroups to help guide the work.

**AGENDA ITEM 9-2022 Regional Meeting Discussion**

Feng would like to discuss climate change and resiliency. Add to supplemental exam or possibly ARE.

**AGENDA ITEM 10-NCARB Visiting Team**

Bob Calvani, NCARB President, Alfred Vidaurri, NCARB 1VP, Mike Armstrong, CEO, Mary de Sousa, COO, Guillermo Ortiz de Zarate, CIO, and Josh Batkin, NCARB Staff were present to answer any questions.

The Visiting Team answered questions about the proposed resolutions, diversity task force and reduction of dues. Armstrong discussed NCARB's strong financial position has a healthy reserve due to 48,000 certificate holders.

Madam Chair Sylvia Kwan thanked the Visiting Team for stopping by Region 6.

**AGENDA ITEM 11-New Business/ Old Business**

No old business or new business.

**ADJOURN**

The meeting was adjourned at 9:31AM and will reconvene at the NCARB Regional Summit Meeting in Charlotte, North Carolina in March 4-5, 2022.

**WCARB Meeting @ NCARB ABM Los Angeles, CA  
Attendees June 26, 2021**

**\*Via Zoom**

**ALASKA**

\*Catherine Fritz  
Sara Neal

**ARIZONA**

Ed Marley  
\*Judith Stapley

**CALIFORNIA**

Sylvia Kwan  
Jon Baker  
Tian Feng  
Nilza Serrano  
Laura Zuniga  
Ron Jones  
Robert Pearman

**COLORADO**

\*Mary Morissette

**GUAM**

Cathyann Gogue  
Catherine Gutierrez

**HAWAII**

Brian Fujiwara

**IDAHO**

\*Jedd Walker  
\*Allison McClintock

**NEVADA**

William Snyder  
George Garlock  
Greg Erny, Past NCARB President  
James Mickey  
Monica Harrison  
Gina Spaulding (Region 6 Exec)

**NEW MEXICO**

Bob Calvani, NCARB President  
Ray Vigil  
Tara Rothwell

Jim Oschwald  
\*Mark Glenn  
Melarie Gonzales (Region 6 Exec)

**NORTHERN MARIANA ISLANDS**

Robby Glass  
Esther Fleming

**OREGON**

Tonie Esteban  
\*Doug Sams  
\*Don Eggleston  
Jim Chaney  
Erica Ceder  
\*Lisa Howard

**UTAH**

Celestia Carson

**WASHINGTON**

Scott Harm  
\*Susan Cooley  
\*Rick Storvick

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF  
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6  
Executive Committee Fall Planning Meeting, Santa Fe, NM  
9:00AM MST**

**Friday, November 12, 2021**

Roll Call:

Corey Solum, Vice Chair, UT  
Catherine Fritz, Secretary/Treasurer, AK  
Tian Feng, Member, CA  
Doug Sams, Member, OR  
Sylvia Kwan, Regional Director, CA  
Melarie Gonzales, Region 6 Executive Director  
\*Madam Chair Rothwell was excused.

**Approval of the Agenda:**

**Motion: To approve agenda**

**By:** Tian Feng (CA)

**Second:** Doug Sams (OR)

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

**Approval of the Minutes from NCARB 2021 Regional Meeting in Los Angeles, CA:**

**Motion: To approve agenda**

**By:** Tian Feng (CA)

**Second:** Catherine Fritz (AK)

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

**Regional Chair's Report:**

Madam Chair Kwan attended her first National Board of Directors (BOD's) meeting in September 2021 in Colorado Springs. She is the first woman of color to serve on NCARB BOD's in over 100 year's. She briefed the ExCom a summary of her meeting experiences.

She expressed that the BOD worked with NCARB consultants on DEI and the topic of interior designers during their two day meeting.

**Chair's Report:**

Vice-Chair Solum briefed the Executive Committee (ExCom) about the Regional Leadership Committee (RLC) meeting that he and Ms. Gonzales attended in Charlotte, NC on October 26-29, 2021. 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 goal of the RLC meeting was reviewing and finalizing the agenda for the 2022 Regional Summit in Charlotte, NC on March 3-5, 2022 hosted by Region 2.

### **2021 Regional Meeting Planning:**

The Executive Committee worked to develop the agenda for the 2022 WCARB Regional Meeting and discussed at length the major issues that are currently under discussion within the region.

The committee discussed the election process and positions to be placed on the Regional agenda.

A discussion of the WCARB bylaws were reviewed and will be voted on at the Regional Meeting. A draft of rule changes will be considered and voted on in June 2022.

The committee reviewed and discussed the strategic task force committee work and to review the bylaws and rules pertaining to the strategic plan.

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

The Executive Committee reviewed the 2021 objectives and strategic action items as assigned to a ExCom liaison. In June 2022 new members will be selected to review action items.

### **Discuss where Region 6 will host the 2023 Regional Summit**

The Executive Committee discussed which jurisdiction would host the 2022 Regional Summit within Region 6. Hawaii hasn't had the opportunity to host a regional meeting since 1986. NCARB staff will review which other NCARB collaterals have conducted meetings in Hawaii.

If Hawaii is not a possible destination other potential locations are Scottsdale, Arizona, Salt Lake City, Utah, or Albuquerque, New Mexico.

### **2022 Regional Dinner in Charlotte, NC:**

Ms. Gonzales informed the Executive Committee that the Regional Execs visited restaurants in Charlotte for the regional dinner venues. Chima Restaurant was selected as the location for WCARB. The set price for the dinner is \$131 for guests who will attend. There is no charge for members to attend as it is a benefit of membership.

### **Financial Statements for 2021 Reviewed and Approved:**

The Executive Committee reviewed and approved the financial statements for 2021.

### **Executive Committee Changes for 2022:**

Each year, the region elects a new regional director, a position currently held by Sylvia Kwan. Chair Kwan indicated that she will be running for another term as Regional Director.

There will be three open positions on the Executive Committee currently held by Corey Solum, Catherine Fritz and Doug Sams.

Elections for Executive Officers will be for Chair, Vice-Chair, Secretary/ Treasurer.

### **New Business:**

Member Sams informed the Executive Committee that he is relocating to Region 3 in 2022. He will finish his term with Region 6 until June 2022.

### **Old Business/ Other:**

None

The meeting was adjourned at 2:30 p.m. by Vice- Chair Solum.



NCARB

# REGIONAL SUMMIT

## **Regional Director's Report** **Sylvia Kwan, Regional Director**

*This publication is designed to provide timely updates on the actions and discussions of the NCARB Board of Directors immediately following meetings. Please remember that the information provided here may be confidential and will be indicated as such when necessary.*

## Executive Summary

President/Chair of the Board Alfred Vidaurri Jr., NCARB, NOMA, FAIA, convened the FY22 NCARB Board of Directors on January 20-22, 2022, in Key Largo, Florida. President Vidaurri led an agenda that continued the focus on his two multi-year goals: study and training on diversity, equity, and inclusion (DEI) within NCARB's volunteer community and exploring the concept of competency as a basis for designing future licensing models.

The Board conducted “blue-sky” discussions on emerging issues, participated in additional facilitated DEI discussions with outside consultants, approved adjustments to the FY22 budget, and hosted the leadership of the National Organization of Minority Architects (NOMA) for several hours of information exchange and dialogue regarding organizational initiatives and goals.

Also, the Board conducted its periodic review of Board policies, approved nominees for seats on the National Architectural Accrediting Board (NAAB) and American Institute of Architecture Students (AIAS) Boards of Directors, and approved an adjustment to its reserves policy. President Vidaurri; Treasurer Kenneth R. Van Tine, AIA, NCARB, LEED AP; and CEO Michael Armstrong also reported on current activities. Both the Executive Committee and the full Board met with the Council's investment advisors to discuss the status of the reserves investment portfolio, to review revenues and expenditures through the half of the fiscal year that ended on December 31, 2021, and to update the Council's Opportunity & Risk Study as guidance for preparation of the FY23 budget.

## Continuing the Focus on Diversity, Equity, and Inclusion

The two consultants supporting the Board's DEI efforts—Emily Holthaus, Managing Director of Diversity, Equity, and Inclusion for Nonprofit HR and Jon Hockman, Principal at McKinley Advisors (NCARB's governance consulting firm)—joined the Board for a third engagement this year. Holthaus and Hockman jointly facilitated a half-day session of DEI training and launched a holistic discussion about the organization's governance practices.

The discussions included a debrief on the Board's first-of-its-kind meeting with the Diversity Collaborative in December during the NCARB Committee Summit. The Board appreciated the candor of the volunteers and the constructive joint conversations. A training activity focused on identifying and interrupting/mitigating unconscious bias. The session concluded with an initial conversation about nonprofit board governance best practices and their impact on addressing bias and promoting diversity, equity, and inclusion. Next steps will include additional discussions regarding governance and a second meeting with the Diversity Collaborative following the NCARB Regional Summit in March.

The Board also received a detailed update on NCARB's Fairness in Licensure study, an ongoing effort conducted by staff and consultants, that involves a comprehensive assessment of NCARB programs through the DEI lens. The focus of this initiative is to better understand how the programs that facilitate architectural licensure impact specific demographic

groups within the licensure candidate community. Different groups have demonstrably varying levels of success and speed of progression through NCARB's programs. The work of the initiative is mindful that the joint NCARB-NOMA *Baseline on Belonging* survey indicates that other factors within education, the profession, and society at large are likely contributors to disparities seen along the licensure pathway. The purpose of the Fairness in Licensure effort is to assess whether disparities are due, directly or in part, to the design and structure of the programs NCARB administers.

## NOMA engagement

President Vidaurri welcomed leadership from NOMA. President Jason Pugh, AIA, AICP, NOMA, LEED AP; President-elect Pascale Sablan, FAIA, NOMA, LEED AP; Immediate Past President Kimberly (Kim) Dowdell, AIA, NOMA, NCARB; Vice President, Northeast Region (Tony) Edward Anthony Ransom; and Executive Director Tiffany Brown, MBA, NOMA, Assoc. AIA, joined the Board for an afternoon of discussion and informal engagement at dinner. This marked the second straight year—this time in person—that leaders from NCARB and NOMA met for an interactive discussion about organizational missions and opportunities for collaboration.

NOMA celebrated its 50th anniversary last year and is focused on improving communities and design through diversity and inclusion in the profession of architecture. NCARB is partnering with NOMA in a number of areas including the joint [Baseline on Belonging](#) study, which aims to better understand impediments to licensure, and the “Get on Board” initiative to provide appointing officials in the jurisdictions with a diverse slate of qualified candidates for licensing board positions.

The group engaged in productive conversations about the work NCARB was doing in diversity, equity, and inclusion and ways NCARB could support the NOMA goal of doubling the percentage of Black architects in the U.S. from 2% to 4% by 2030. NOMA shared information about other programs and initiatives including: “All in,” providing access, legacy, and leadership; “Project Pipeline,” supporting architectural camps introducing elementary, middle, and high school students to architecture; and the Historically Black Colleges and Universities (HBCU) professional development program focused on freshmen, sophomores, juniors.

The conversation also covered areas for additional collaboration including targeted outreach in support of NCARB's Get on Board initiative to identify potential new licensing board members, NCARB's HBCU outreach focused on licensure including joining the Integrated Path to Architectural Licensure (IPAL), and analyzing data in support of the NOMA 2030 challenge.

## Exploring Competency

The Board participated in a second engagement exploring the idea of competency as an organizing device for considering future licensing models. The session was led by NCARB Vice President of Experience + Education Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM, and NCARB Vice President of Examination Jared Zurn, AIA, NCARB, CAE, who facilitated several Board exercises.

As part of this effort, the Board heard reports from the Board liaisons to the Education, Experience, and Examination committees presenting their committees' response to the FY22 charge: “Develop and propose a theoretical [education] [experience] [examination]-only path to licensure that would ensure NCARB's interests in protecting the public health, safety, and welfare.”

At the beginning of the committee year, President Vidaurri encouraged volunteers to consider how program task, knowledge, and skill requirements can be achieved and how they might be assessed if there was only education, or only experience, or only the examination program. Each program committee engaged in an exercise with the NCARB Innovation team to begin to shape a new way to think—consider and develop a single concept, which can be used to inform continued conversations. The draft concepts lay a foundation for future evolution, in combination with current Council research including the Analysis of Practice, *Baseline on Belonging*, Fairness in Licensure, and the Board of Director's exploration of competency.

## Analysis of Practice Update

A third component of assessing competency will be the data received as part of the Analysis of Practice. This study will further identify the role and responsibilities of the architect compared to other contributors in today's environment. Areas of focus include the significance and value of health, safety, and welfare compliance; the value proposition of the architect; the prevalence of specializations; the interface between the architect and technology; the accrual of competency; and, fundamentally, the value of licensure. The Board was updated on the effort including mini surveys designed to encourage broad and diverse participation, focus groups that will be conducted in March, and the main validation survey that will issue in April. Member Boards are helping NCARB notify all licensed architects about the opportunity to participate.

## Draft Resolutions

The Board decided to move seven draft resolutions to membership for discussion and feedback. These resolutions will remain a draft until the Board of Director's final review in April and decision about which resolutions move forward to the membership for consideration at the June 2022 Annual Business Meeting.

The seven resolutions include:

- The mutual recognition agreement with the United Kingdom will be ready for Member Boards to ratify
- The Responsible Charge Task Force has recommended an update to the terminology and definition in the *NCARB Model Law and Regulations*
- The Diversity Collaborative is recommending an update to the committee listed in the *NCARB Bylaws*
- There is a comprehensive update to the requirements for certification in the *NCARB Certification Guidelines*
- And there are three housekeeping resolutions (two related to old policy resolutions and one related to the *NCARB Bylaws*)

Additional information about these draft resolutions is being distributed to all Member Board members and executives, and can also be found on the [Member Board Community](#).

## Fiduciary Responsibilities

NCARB Vice President of Administration Doug Morgan facilitated the Board's annual review of the Council's Opportunity & Risk Study. The study was redesigned this year to align with NCARB's Strategic Plan. The Board considered updates proposed by the Executive Committee and provided additional feedback for the updated study.

This information will help guide the preparation of the FY23 budget—for both the operating and reserves expenditures—later this spring. The study identifies potential investment opportunities including new initiatives, research, and enhancement of existing programs; the risks call out the cost of mitigating or repairing potential harm to the Council ranging from financial downturns and programmatic crises to legislative, legal, and reputational challenges. The items in the study are given a likelihood and impact rating along with an estimated cost.

Treasurer Van Tine introduced a proposed policy change regarding the Strategic Reserve and Strategic Growth Funds, developed in collaboration with the Council's investment advisors. This change automatically directs investments into the new strategic growth fund after a maximum cap is reached in the strategic reserve fund, rather than constant action by the Board. Before changing the policy, the investment advisors shared strategic and performance highlights regarding the Council's portfolios and financial markets. The Board agreed to transfer funds to the new Strategic Growth Fund when the Strategic Reserve Fund exceeds 120% of the minimum target balance.

The Board also approved amending the FY22 budget to add three expenditures:

- \$80,000 to fund staff placement fees from utilizing external recruiting efforts for technical staff positions
- \$50,000 to fund additional FY22 work with NCARB's DEI consultants
- The allocation of \$500,000 from reserves, previously approved as an investment in the Lineup for-profit subsidiary

The Board of Directors approved President Vidaurri's proposed nominees to serve on the Boards of AIAS and NAAB.

- Former NCARB President Kristine Annexstad Harding, FAIA, NCARB, will complete her three-year term as the NCARB liaison on the AIAS board in July 2022. The Board approved two nominees for consideration by AIAS to fill the vacancy.
- Former member of the Puerto Rico Board of Examiners for Architects and Landscape Architects Raúl Rivera-Ortiz, AIA, NCARB, will complete his three-year term with the NAAB in October. The Board approved two nominees for consideration by the NAAB to fill the vacancy.

## Reports

President Vidaurri gave the Board updates on his activities over the last several months, including a recap of NCARB's Committee Summit in December attended by members of nine committees and task forces. At that meeting in December, the Board held the previously mentioned joint discussion with the Diversity Collaborative and also engaged in diversity and unconscious bias training with NCARB's diversity consultants from Nonprofit HR and McKinley Advisors.

President Vidaurri also shared an overview of his participation in AIA Houston's Latinos in Architecture Symposium, where he provided an update on the Analysis of Practice and how the profession is grappling with societal changes. He was also interviewed for the "Life of an Architect" podcast, where he discussed the state of licensing, how NCARB has evolved, and future licensing models. He met with AIA Fort Worth and the DFW NOMA Chapter to provide an overview of key *Baseline on Belonging* findings. And he joined the other presidents of the collateral organizations on a panel about DEI efforts and how the built environment impacts mental health and wellness at the annual AIAS FORUM.

Finally, he noted the inclusion in the Board's meeting materials of a report from NCARB's Incidental Practice Task Force and its recommendation that the Interorganizational Council on Regulation take the initiative to build on the research and recommendations they have developed over the last year. The goal is for the design regulatory associations to work toward agreement on a uniform philosophy for appropriate overlapping practice among architects, engineers, surveyors, interior designers, and landscape architects.

CEO Armstrong also fielded questions on topics contained in his view-ahead CEO Update video, including confirming continued progress regarding the Architect Registration Examination®'s migration to the PSI test vendor later this year, identifying work on customer service enhancements, takeaways from external engagements, progress on a refreshed website, summaries of Member Board visits and outreach, and the release timing of next chapters of the *Baseline on Belonging* report.



NCARB

REGIONAL SUMMIT

## **State Reports**



## Jurisdiction: Alaska

### Board Composition

Architects: 2

Non-Architects: 9

Other Licensed Professionals: 8

(Total of 11 seats: 2 Architects, 2 Land Surveyors, 1 Landscape Architect, 5 Engineers of various disciplines, and 1 Public Member)

### Licensing Statistics

In State Registrants:	All professions: 2845	Architects: 221
Out of State Registrants:	All Professions: 3041	Architects: 326

### Brief Overview of Current Issues

The Alaska Board of Registration for Architects, Engineers and Land Surveyors (AELS) is adding a regulation that would allow for temporary licensure for military and military spouses. A regulation project that has been in being worked on for two years will soon be adopted. Most of the project is language clean-up, however notable changes are allowing landscape architects to sit for the LARE with no experience and adding more exam options for structural engineer by comity applicants. AELS is also considering regulation changes to the continuing education requirements as well as a regulation change to allow for staff to approve comity applicants who apply with a model law NCEES record, NCARB certificate or CLARB council record.

There is a bill (HB61) currently in legislation that would add Interior Designers as a licensed profession under the AELS board. As written, it would also add two seats to the AELS board. The AELS board has not issued a position statement on HB61, but is closely monitoring it.

### Current Legislation Related to Architecture

#### Miscellaneous

#### Board Members Terming out in 2022:

Jennifer Anderson - Civil engineer seat - term ends 3/1/2022



## Jurisdiction: Arizona

### Board Composition

Architects: 1

Non-Architects: 10 (6 public members)

Other Licensed Professionals: 4 (1 engineer, 1 landscape architect, 1 land surveyor, 1 geologist)

### Licensing Statistics

In State Registrants: 2164

Out of State Registrants: 3595

Total: 5759

### Brief Overview of Current Issues

If there were an issue to change in Arizona it would be regarding the currently required 3 Certificate of Experience (COEs) for applicants.

R4-30-201. Registration as an Architect, Engineer, Geologist, Landscape Architect, or Land Surveyor

- A. An applicant for registration as an architect, engineer, geologist, landscape architect, or land surveyor shall submit a completed application package for professional registration that contains the following:

14. Certificate of Experience Report from the applicant's present and past immediate supervisors. The applicant shall also provide Certificate of Experience Record from additional professional references as required by the Board. The applicant shall provide the name, address, and telephone numbers of all references. The applicant shall ensure that completed reference forms are provided to the Board, but the Board must receive them directly from the reference;

We often see this problem when the applicant has been the principal architect for multiple years, and therefore is the boss and has no one to sign off on their work experience.

### Current Legislation Related to Architecture

None that I am aware of yet for this legislative session.

### Miscellaneous

**Board Members Terming out in 2022:** Jack Gilmore/Landscape Architect, Stacy Skankey/Public, Clinton Campbell/Public



Western Council of  
Architectural Registration Boards  
**REGION 6**

**Jurisdiction: California**

**Board Composition**

Architects: 5  
Non-Architects:5 (one vacancy)  
Other Licensed Professionals: 0

**Licensing Statistics**

In State Registrants: 16,609  
Out of State Registrants: 4,160

**Brief Overview of Current Issues**

The Board is implementing legislation signed by the Governor last year that would require licensees to complete five hours of continuing education (CE) on the topic of zero net carbon design. This requirement will take effect January 1, 2023, and the Board will need to adopt regulations to further define the requirement by July 1, 2024.

Separate legislation om last year requires the Board to create a temporary license for applicants who are the spouse or domestic partner of an individual who is assigned to a duty station in this state under official active duty military orders.

**Current Legislation Related to Architecture**

N/A

**Miscellaneous**

The Board is currently preparing for a regulatory fee increase, primarily due to the costs it is incurring from replacing its information technology system.

**Board Members Terming out in 2022:**

None



Western Council of  
Architectural Registration Boards  
**REGION 6**

**Jurisdiction: Colorado**

**Board Composition**

Architects: 3  
Non-Architects: 3  
Other Licensed Professionals:  
3 Professional Land Surveyors,  
4 Professional Engineers

**Licensing Statistics**

In State Registrants: 3,687  
Out of State Registrants: 4,134

**Brief Overview of Current Issues**

The Board has formed a committee to do a side-by-side review of the Board's rules against the NCARB Model Rule/Law to consider revisions for consistency, as long as they are not more restrictive than Colorado's rules.

The Board will be considering revisions to Board policies related delegated authority for violations of continuing education. Colorado continues to see a significant number of violators but there is a perception that the Board's approach is punitive, although it has done little to deter violations.

**Current Legislation Related to Architecture**

Our legislative session only recently so nothing to report at this time.

**Miscellaneous**

**Board Members Terming out in 2022:**

Mary Morrisette, ARC  
Phyllis Widhalm, Public

The Division is committed to actively seek diverse Candidates for Board service that better reflects the world in which we live.

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

**Jurisdiction: Guam**

## **Board Composition**

**Architects: 2**

**Non-Architects: 5**

**Other Licensed Professionals: 0**

## **Licensing Statistics**

**In State Registrants: 28**

**Out of State Registrants: 61**

## **Brief Overview of Current Issues**

**No current issues**

## **Current Legislation Related to Architecture**

**None**

## **Miscellaneous**

**Board Members Terming out in 2022: 1**

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

Jurisdiction: Hawaii- *Report not Submitted*

## Board Composition

Architects:

Non-Architects:

Other Licensed Professionals:

## Licensing Statistics

In State Registrants:

Out of State Registrants:

## Brief Overview of Current Issues

## Current Legislation Related to Architecture

## Miscellaneous

## Board Members Terming out in 2022:

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

Jurisdiction: Idaho-*Report not Submitted*

## Board Composition

Architects:

Non-Architects:

Other Licensed Professionals:

## Licensing Statistics

In State Registrants:

Out of State Registrants:

## Brief Overview of Current Issues

## Current Legislation Related to Architecture

## Miscellaneous

## Board Members Terming out in 2022:



Western Council of  
Architectural Registration Boards  
**REGION 6**

**Jurisdiction: Nevada**

**Board Composition**

**Architects: 2768**  
**Registered Interior Designers: 150**  
**Residential Designers: 146**

**Licensing Statistics**

**In State Registrants: 756**  
**Out of State Registrants: 2,308**

**Brief Overview of Current Issues**

The board contracted with NCARB to assist in the analysis of the residential design profession. The residential design profession was legally recognized by the legislature in 1975. As a result in the findings of the practice analysis, the Board will be rewriting the residential design examination and will update the content of the exam.

The Board's annual continuing education seminar had to be held virtually again last November due to COVID restrictions. The seminar was a huge success and had approximately 580 attendees. Although the virtual meeting is well received, the Board will be considering bringing in-person seminars back in the future and once it's safe to do so.

**Board Members Terming out in 2022:**

William Snyder, Architect	10/31/22
Kimberly Ciesynski, Registered Interior Designer	10/31/22
John Morelli, Residential Designer	10/31/22



Western Council of  
Architectural Registration Boards  
**REGION 6**

**Jurisdiction: New Mexico**

### **Board Composition**

**Architects: 6**

**Non-Architects: 1**

**Other Licensed Professionals: NMBEA Public Member & Vice Chair Mark Glenn, Esq.**

### **Licensing Statistics**

**In State Registrants: 695**

**Out of State Registrants: 1,459**

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

#### **Current Legislation Related to Architecture**

House Bill 191 (HB191) amends and repeals certain sections of the Uniform Licensing Act (ULA).

#### **Miscellaneous**

The Board adopted the proposed rules with the intent of providing greater clarity in existing regulatory and statutory requirements, ensuring continued high levels of professionalism among licensees and registrants, and to generally satisfy the Board's statutory obligation to "safeguard life, health and property and to promote public welfare." Section 61-15-1. In addition, several of the proposed rule changes were intended to address recent statutory changes to the Uniform Licensing Act. See S.B. 2, 55th Leg., 1st S.S. (N.M. 2021), and H.B. 120, 55th Leg., 1st Sess. (N.M. 2021).

#### **Board Members Terming out in 2022:**

None



Western Council of  
Architectural Registration Boards  
**REGION 6**

Jurisdiction: [NMI Board of Professional Licensing](#)

Board Composition - Total = 5

Architects: 0

Non-Architects: [02 - Civil Engineer](#)

Other Licensed Professionals: [1 - Appraiser](#) and [2 - Public Members](#)

Licensing Statistics

In State Registrants: [06](#)

Out of State Registrants: [28](#)

Brief Overview of Current Issues

[None](#)

Current Legislation Related to Architecture

[None](#)

Miscellaneous

[None](#)

Board Members Terming out in 2022:

[None](#)



**Jurisdiction: Oregon**

**Board Composition**

**Architects: 5**  
**Non-Architects: 2**  
**Other Licensed Professionals: 0**

**Licensing Statistics**

**In State Registrants: 1,604 (registered by exam)**  
**Out of State Registrants: 2,310 (registered by reciprocity)**

**Brief Overview of Current Issues**

The Law Review Committee is nearly complete with their revisions to the Board’s statutes. A draft Legislative Concept will be submitted to the Governor’s office this Spring for consideration by the Legislature in 2023.

The Board assigned a liaison to monitor the work of NCARB’s Futures Collaborative and the Responsible Charge Task Force. The liaison will provide information to the Board on items such as stamping responsibly in digital modeling so the Board may determine if statute or rule changes are needed due to changes in the profession.

A DEI Committee was assigned to identify barriers to registration and practice in Oregon.

Board staff are conducting a review of compliance expenses to determine an estimate of the cost to issue a disciplinary order. This information will be used to help the Board set reasonable and consistent civil penalties.

**Current Legislation Related to Architecture**

None

**Miscellaneous**

N/A

**Board Members Terming out in 2022:**

Don Eggleston and Erica Ceder will seek reappointment in 2022

Jim Chaney (Public Member) has resigned from the Board effective upon the appointment of a replacement. The Governor's office is currently reviewing the Board's recommendation so we should have a new member prior to the Regional Summit in March.

**Board Members Appointed since 2021 Annual Business Meeting:**

Heidi Bertman (Architect)

There are two appointments that are awaiting the Governor's approval: Kathy Austin (Architect) and Mark Jacobsen (Public Member)



Jurisdiction: **UTAH**

Board Composition

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

Licensing Statistics

In State Registrants: **1,463**  
Out of State Registrants: **1,622**  
TOTAL: **3,085**

Brief Overview of Current Issues

- **None at this time**

Current Legislation Related to Architecture

- **None at this time**

Miscellaneous

**\*\*Please make note\*\***

**2022 Board Members**

- **Corey Robert Solum (Architect) 08/17/2015 06/30/2023**
- **Celestia Ray Carson (Architect) 07/01/2016 06/30/2024**
- **Brian K. Jacobson (Architect) 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 2022:

- **N/A**



## Jurisdiction: Washington

### Board Composition

Washington's Board for Architects is in its 102nd year of serving architects. The Governor-appointed board consists of seven members: six architect members and one public member.

Architects: 6  
Non-Architects: 1  
Other Licensed Professionals: 0

### Licensing Statistics

In State Registrants: 3,845  
Out of State Registrants: 2,792

### Brief Overview of Current Issues

The Washington Board conducted four virtual board meetings in 2021. The board continues to be fully operational in the remote environment.

In 2020 the board provided a written response to the State Attorney General who was researching the following question:

"Is it acceptable for engineers to stamp and sign architectural drawings for permits prepared by non-professionals for projects not accepted under RCW 88.08.410?"

*The opinion was released in March 2021 with the answer no.*

In 2021 the Board again responded to a new request for information from the State Attorney General regarding the following two questions:

- 1) When would a complete set of design documents created by an engineer for a non-agriculture and non-residential building that exceeds four thousand square feet amount to the practice of engineering as authorized in 18.43 RCW?
- 2) If the complete set of design documents is considered the practice of engineering as authorized by 18.43 RCW, would those documents fall under the exemption to architectural licensing provided in RCW 18.08.410(1)?

*At this time the board is waiting for the new opinion to be published.*

### **Current Legislation Related to Architecture**

None.

### **Miscellaneous**

In addition to the board meeting virtually since March 2020, staff have worked remotely and will continue teleworking through March 2022 and possibly beyond. The umbrella organization that supports the Washington Board for Architects was reorganized in December 2021 into functional work groups. The restructuring involved moving licensing, investigation, compliance, and research and analysis into separate functional groups and adding additional boards to the team that supports all administrative work of the boards.

The board will bid farewell to Executive Director, Rick Storvick, who will be retiring from the State in October 2022.

### **Board Members Terming out in 2022:**

Colin Jones 2010-2022



NCARB

REGIONAL SUMMIT

**Chair's/Executive Committee Report**  
**Tara Rothwell, Region 6 Chair**



NCARB

REGIONAL SUMMIT

## **Financial Report**

**Catherine Fritz, Secretary/Treasurer**

8:30 PM

02/22/22

Cash Basis

**WCARB**  
**Balance Sheet Standard**  
As of January 31, 2022

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	<u>Jan 31, '22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
New Mexico Bank & Trust	-5.00
NM Bank & Trust - Savin...	84,194.90
NM Bank & Trust - Chec...	51,462.69
Total Checking/Savings	<u>135,652.59</u>
 Total Current Assets	 <u>135,652.59</u>
 TOTAL ASSETS	 <u><u>135,652.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	0.18
Retained Earnings	122,131.39
Net Income	13,521.02
Total Equity	<u>135,652.59</u>
 TOTAL LIABILITIES & EQUI...	 <u><u>135,652.59</u></u>

8:34 PM

02/22/22

Cash Basis

# WCARB

## Profit and Loss Standard

October 2021 through January 2022

---

	<u>Oct '21 - Jan '22</u>
Ordinary Income/Expense	
Income	
Interest	2.82
Annual Dues	
Colorado	4,000.00
No. Marianas	4,000.00
	<u>8,000.00</u>
Total Annual Dues	8,000.00
Total Income	8,002.82
Expense	
Miscellaneous	146.22
Bank Service Charges	5.00
Executive Committee Tr...	9,740.55
Telephone	269.20
Executive Director's Pay	6,666.68
Meeting Costs	277.81
Internet	431.28
	<u>17,536.74</u>
Total Expense	17,536.74
Net Ordinary Income	<u>-9,533.92</u>
Net Income	<u><u>-9,533.92</u></u>

8:36 PM

02/22/22

Cash Basis

# WCARB

## Profit and Loss Standard

October 2020 through September 2021

---

	<u>Oct '20 - Sep '21</u>
Ordinary Income/Expense	
Income	
Meeting Reimbursement	1,500.00
Interest	11.61
Annual Dues	
Alaska	8,000.00
Arizona	4,000.00
California	8,000.00
Guam	8,000.00
Hawaii	8,000.00
Idaho	4,000.00
Nevada	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	<u>56,000.00</u>
Total Income	57,511.61
Expense	
Regional Dinner Expense	3,100.00
Bank Service Charges	107.06
Executive Committee Tra...	3,297.58
Telephone	134.60
Postage and Mailing	411.93
Executive Director's Pay	22,500.00
Executive Director's Travel	7,033.20
Internet	641.04
Computer Equip	1,878.24
Web Site	300.00
Web Site Development	100.00
Recurring Software Expe...	703.59
Total Expense	<u>40,207.24</u>
Net Ordinary Income	17,304.37

8:36 PM

02/22/22

Cash Basis

# WCARB

## Profit and Loss Standard

October 2020 through September 2021

---

	<u>Oct '20 - Sep '21</u>
Other Income/Expense	
Other Income	
Melarie Gonzales - NMBT	0.15
Total Other Income	<u>0.15</u>
Net Other Income	<u>0.15</u>
Net Income	<u><u>17,304.52</u></u>

WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS

APPROVED BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR October 1, 2021 - September 30, 2022

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00

TOTAL 2021-22 REVENUE: \$ 52,020.00

EXPENDITURES:

Executive Committee Travel	\$ 15,000.00
Education/Program Development and R6 Committee Expenses	10,000.00
Meeting Costs	2,500.00
Regional Dinner	4,500.00
Executive Director's Pay	20,000.00
Communication, Website & Internet	2,000.00
One-time expense: new computer/printer for new WCARB Executive	2,000.00
Printing, Production & Mailing	300.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2021-22 EXPENDITURES: \$ 56,800.00

**DRAFT**  
WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS

DRAFT BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR October 1, 2022 - September 30, 2023

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00

TOTAL 2021-22 REVENUE:                   \$ 52,020.00

EXPENDITURES:

Executive Committee Travel	\$ 15,000.00
Education/Program Development and R6 Committee Expenses	10,000.00
Meeting Costs	2,500.00
Regional Dinner	4,500.00
Executive Director's Pay	20,000.00
Communication, Website & Internet	2,000.00
Printing, Production & Mailing	300.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2022-23 EXPENDITURES:       \$ 54,800.00



NCARB

# REGIONAL SUMMIT

## **Elections**

## **WCARB Election Process**

The Regional Chair will designate two members from the Executive Committee and/or the general membership to serve on the Election Committee. The Election Committee oversees the elections by passing out the ballots, counting the ballots and reporting the outcome of the ballots to the membership.

### **There are three election types:**

1. Regional Director
2. Executive Committee
3. Executive Committee Leadership

### **Nominations for Regional Director and Executive Committee:**

Regional Director: The Chair will open the floor for nominations for candidates for the position of Regional Director. Candidates for Regional Director should receive a nomination and a second from a member of Region 6. After all the candidates for Regional Director have been nominated and seconded the Chair will close the nominations for Regional Director. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

Executive Committee: The Chair will open the floor for nominations for candidates for a position on the Executive Committee. Candidates for Executive Committee should receive a nomination and a second from a member of Region 6. After all the candidates for Executive Committee have been nominated and seconded the Chair will close the nominations for the Executive Committee. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

### **Nominee Speeches:**

After the nominations for Regional Director are closed, the Chair will invite the candidate(s) to speak briefly before the membership to tell them why they want to serve the region as its Regional Director.

After the nominations for Executive Committee are closed, the Chair will invite the candidate(s) to speak briefly before the membership to tell them why they want to serve the region on its Executive Committee.

## **Elections**

The Election Committee will oversee the elections for the Regional Director and the Executive Committee by passing out, counting and reporting the ballot results to the membership: first the Regional Director, then the Executive Committee.

In the event there is no contested election, the Chair can call for a vote by acclamation.

## **Nominations for Executive Committee Leadership:**

Executive Committee Leadership: After the Executive Committee is elected then the Chair will go through the nominating, speeches and election process again for the positions of Chair, Vice Chair and Secretary/Treasurer. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

## **Nominations for Chair of the Executive Committee**

The Chair will open the floor for nominations for candidates for the position of Chair. Candidates for Chair should receive a nomination and a second from a member of Region 6. After all the candidates for Chair have been nominated and seconded the Chair will close the nominations for the Chair.

## **Nominations for Vice Chair of the Executive Committee**

The Chair will open the floor for nominations for candidates for the position of Vice Chair. Candidates for Vice Chair should receive a nomination and a second from a member of Region 6. After all the candidates for Vice Chair have been nominated and seconded the Chair will close the nominations for the Vice Chair.

## **Nominations for Secretary/Treasurer of the Executive Committee**

The Chair will open the floor for nominations for candidates for the position of Secretary/Treasurer. Candidates for Secretary/Treasurer should receive a nomination and a second from a member of Region 6. After all the candidates for Secretary/Treasurer have been nominated and seconded the current Chair will close the nominations for the Secretary/Treasurer.

## **Nominee Speeches:**

After the nominations for Chair, Vice Chair and Secretary/Treasurer are closed, the Chair will invite the candidate(s) for Chair to speak briefly before the membership to tell them why they want to serve the region as its Chair.

The Chair will then invite the candidate(s) for Vice Chair to speak briefly before the membership to tell them why they want to serve the region as its Vice Chair.

The Chair will then invite the candidate(s) for Secretary/Treasurer to speak briefly before the membership to tell them why they want to serve the region as its Secretary/Treasurer.

## **Elections**

The Election Committee will oversee the elections for the Chair, Vice Chair and Secretary/Treasurer by passing out, counting and reporting the ballot results to the membership, first the Chair, then the Vice Chair and then the Secretary/Treasurer.

In the event there is no contested election, the Chair can call for a vote by acclamation.

This concludes the WCARB Election Process.

## **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.

### **2021-2022 Current WCARB Region 6 Executive Committee:**

\*FY2022-2023 Seats for election/re-election.

Sylvia Kwan (CA)– Regional Director, Region 6

Tara Rothwell (NM)– Chair of Region 6 Executive Committee

\*Corey Solum (UT)– Vice Chair of Region 6 Executive Committee

\*Catherine Fritz (AK)– Secretary/Treasurer of Region 6 Executive Committee

\*Doug Sams (OR)– Member of Region 6 Executive Committee

Tian Feng (CA)– Member of Region 6 Executive Committee

Melarie Gonzales (NM)– Executive Director, Ex Officio Member of Executive Committee



February 14, 2022

To: Region 6 Members

**RE: Candidate Statement for Regional Director Representing WCARB**

Dear Fellow WCARB Members:

This has been a memorable year in so many aspects. As your regional director on the NCARB national board, I have participated in some remarkable progress for our organization as well as for the architectural profession itself. One of the most heartening issues that the board has been dealing with is moving the knowledge of EDI to front and center of our conversation. Its reach has revealed some very interesting discrepancies in passing rates among the various constituencies who are test takers. With the research done by a consultant, NCARB has come to find out that the ARE may need further refinement to remove unintended biases. More work will need to be done and I look forward to participating in making the test fair for every candidate.

Another important study that is being done is the breaking down of the 3 E's: Education, Experience and Education, into distinct subsets for "blue sky" thinking. What if there is only education, or only experience, or only examination as a path to licensure? Three committees were charged with exploring these options, resulting in very creative ideas for each path. I was the board liaison to the Examinations Only committee, so was able to witness the work of many dedicated volunteers who contributed to this conversation. It would be rewarding to continue watching this development and expand into something that we can offer future candidates, who are becoming more diverse along with the general population in our country.

I originally joined the California Architect's Board in 2012, then was reappointed by Governor Newsom for another four-year term in 2019. I served as President of the board in 2018 and 2019, and was elected to the WCARB Executive Committee, for which I served as Chair in 2020. It was an honor to be elected to the National Board as your WCARB Regional Director in 2021. Although it was a challenging year due to the continuing COVID situation, the board is accomplishing some great things, not letting anything get in the way of moving NCARB forward as an innovative organization whose members protect the health, safety and welfare of the public.

Over the past years of service to NCARB, I have been a member of the Licensing Advisors Committee, the Diversity Task Force, the Regional Leadership Committee, and then as liaison to the Examinations Only Committee. Every one of these assignments have been fulfilling, and I hope to continue to be a valued member of future committees.

I have also volunteered years of service to the AIA, including being on the National Board. It is a positive step that we are once again developing a positive relationship with the AIA. As a participant in both organizations, I feel that I can offer viewpoints that contribute to a continuing dialogue. In addition, I have served in leadership positions at the San Francisco Chamber of Commerce, where I was Chair; Bay Area Council, Lambda Alpha International, and other non-profit organizations.

I look forward to the opportunity of serving WCARB as your Regional Director for one more year, and respectfully ask for your vote. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'SK', with a long horizontal line extending to the right.

Sylvia Kwan, FAIA, NCARB, LEED AP  
Consulting Principal



Tara Rothwell

WCARB – REGION 6

I have been a Member Board Member since 2013 in New Mexico. It is with a passion and desire to continue to provide a solid foundation for future architects that I am excited to announce my candidacy to continue on the executive committee for WCARB and to serve as chair for a second term.

I have been involved with NCARB meetings and committees for several years and I look forward to serving you all in Region 6 again! I bring a passion and commitment to all that I do, and I hope to offer different perspectives and positive ideas to the face of WCARB.

I look forward to continued growth both professionally and personally and I look forward to building and continuing the relationships and bonds that I have formed with my time in the organization.

The face of architectural practice is changing. While maintaining the architectural licenses we worked so hard to obtain, those of us who work in ancillary or non-traditional fields are often shunned by the profession for being “less” than a traditional architect. I have been working to expand on this changing definition of architectural practice and look forward to dialog about the different forms of practice and why they should be “equal” rather than “less”. Whether this change was prompted by family life, the need to be more creative, or the desire to effect design influence across a broader spectrum, this non-traditional practice model is becoming more of a norm.

I am a licensed architect in New Mexico. I worked in traditional practice in two different firms beginning with my graduation with my BArch in 1995. I currently provide consulting services through my design company modernFlair design. I have served on a number of Boards in leadership positions and regularly speak to audiences of various sizes to promote the profession. Expanding the relevance of the architectural license is a passion, and I look forward to working toward a leadership role with our Region.

I am currently serving on the PAC and the Diversity Collaborative for NCARB. I am a vocal advocate for positive change in this organization and look forward to continuing this mission.

Thank you,

A small, square image showing a handwritten signature in black ink on a light-colored background. The signature is stylized and appears to be the name 'Tara Rothwell'.

Tara Rothwell, NCARB, LEED AP



Education	<p>[ 8/1990 – 12/1995 ] Texas Tech University Lubbock, TX  Bachelor of Architecture</p> <ul style="list-style-type: none"> <li>▪ Specialty in Design</li> </ul>
Professional experience	<p>[ 2/1996 – 10/1999 ] Collins  Reisenbichler Architects El Paso, TX  Intern Architect</p> <ul style="list-style-type: none"> <li>▪ Healthcare Design</li> <li>▪ Client Contact</li> <li>▪ Project Management</li> <li>▪ Construction Administration</li> </ul>
Additional professional activities	<p>Past member of the American Institute of Architects; participate in an industry specific Mentor group ACE; participate regularly at DACC presenting to students about the profession and about women in architecture; LEED AP and involved in green building practices; participation on committee for National Council of Architectural Registration Boards for cut/score for the Architectural Registration Exam; member of the AIA Academy of Architecture for Health</p>
Professional memberships	<p>National Council of Architectural Registration Boards (NCARB); US Green Building Council – LEED Accredited Professional</p>
Community activities	<p>Past Board Member NMSU President Associate’s Board; Past Board Member – First Step Center; Co-Chair and Founder of the First Step Center Annual Golf Tournament; Member of Friends of First Step; Past Committee Member for the Community Foundation of Southern New Mexico Annual Gala; Sustaining Member and Past President of the Junior League of Las Cruces; I was a model for the High Heel for High Hopes event for the March of Dimes; Tough Enough to Wear Pink Campaign</p>
References	<p>Upon Request</p>
Interests and activities	<p>I am the mother of a 17 year old son; I enjoy golf but have little free time to play; graphic design and fundraising are my hobbies; I participate in church activities and as a breast cancer survivor, I enjoy mentoring others through this terrible disease.</p>
Volunteer experience	<p>I have served on a number of boards and have worked on fundraisers and events for the past 20+ years. I was on the committee for the Community Foundation Mayor’s Ball for four consecutive years and was involved in the Capital Campaign for the First Step Center; as a Past President of the Junior League of Las Cruces, I worked to promote the welfare of children in Dona Ana County; as a professional, I volunteer my time as a mentor to high school and college students; I participate in events for NMSU and I have donated services to many non-profit</p>

agencies including Mesilla Valley Hospice, DAAC, La Casa, First Step Center, Jardin de los Niño's and others.

Awards received      JLLC Sustainer of the Year; First Step Angel Award



February 14, 2022

Melarie Gonzales, Executive Director  
Western Council of Architectural Registration Boards, Region 6  
3005 S St. Francis Dr. Ste 1d #467  
Santa Fe, NM 87505

Dear Melarie and Esteemed Members of Region 6:

I appreciate the opportunity to request your support in my candidacy for the position of WCARB Executive Committee Vice-Chair. It has been an exciting last three 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 five years, I've had the pleasure to get to know many of you and could not be more excited to serve while I can.

With NCARB and WCARB for 2021, I most recently completed last year with the examination committee as well as working with NCARB diversity committee, and the WCARB executive 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 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.

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

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+Interior Design

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# 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 2020 - Current  
WCARB Strategic Plan Committee (2017-2021)  
NCARB Exam Committee (2020-Current)  
NCARB Diversity Committee (2019 - 2021)  
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 National Strategic Counselor (UT) 2022 - 2026

AIA Government Affairs, Chairperson 2018-2021

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

Disadvantaged Business Enterprise (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.

Dear WCARB Colleagues,

Welcome to our new WCARB members! You will find Region 6 to be friendly, passionate, and engaged in the work of licensing regulation. I have been fortunate to serve on the WCARB Executive Committee since 2020, and am seeking your support for a second 2-year term. If I am selected to serve a second term, I am also interested in filling the position of Secretary/Treasurer.

My work in the region has included the development of our Strategic Plan that was adopted in 2020. I'm especially interested in continuing to implement the Plan by working closely with committees and individuals who have volunteered to take on many important tasks. A robust Strategic Plan offers WCARB a roadmap to guide our activities and resources in ways that reflect the wishes of our members. I'm also very interested in the ongoing discussions about diversity - how diversity is specifically defined in our region, and what we can do to integrate that definition into actions that serve our jurisdictions.

On the national level, I am serving my second year on the NCARB Examination Committee, and will continue to be a voice from our region as new systems are rolled out. The remote testing option, for example, is expected to be a substantial benefit to licensing candidates who live in remote locations, of which our region has many.

I believe one aspect of our region's diversity is the type of architectural practice we engage in. My 40 year career as a public sector architect is distinct from the work of my friends and colleagues in traditional private firms. My clients are all of the people of Juneau, Alaska. I've honed skills in collaborative problem solving, project management, and public policy development. What this really means for WCARB is that I am very well organized, respectfully consider the views of all, and can see both the big picture and the details in what we do.

Another aspect of diversity is our differing jurisdictional frameworks. I have been on Alaska's multi-discipline Board of Registration for Architects, Engineers, Land Surveyors, and Landscape Architects since 2016. I am currently serving as the Board's Vice Chair, on its Legislative Committee, and am leading the implementation of the Alaska Board's Strategic Plan. Working under the large umbrella of all of the state's design disciplines has reinforced my belief that individuals with diverse differences can successfully arrive at good outcomes when they respectfully listen to one another and focus on the shared mission.

My enthusiasm for our work motivates me to continue to serve our region and all of NCARB's members. It has always been my nature to become actively involved in volunteer efforts I undertake. If I'm going to give my precious time to participate, then I'm going to really participate – not just watch from the sidelines!

Thank you for your thoughtful consideration, and I would appreciate your vote for a second term on the WCARB Executive Committee, and also for the position of Secretary/Treasurer.



MICHAEL KOLEJKA, NCARB, AIA, LEED-AP

## PRINCIPAL - ORCUTT WINSLOW ARCHITECTS

### PROFILE

- AIA Arizona Young Architect Award
- Practicing architecture for 18 years
- Licensed in 28 states
- Oversee a multi-billion dollar portfolio of senior living projects across the U.S.
- Principal-in-Charge for state veteran, private sector for-profit and not-for-profit senior living clients

### CONTACT

PHONE:  
602-214-6609

WEBSITE:  
<http://www.owp.com/mike-kolejka.html>

LINKEDIN:  
<https://www.linkedin.com/in/mike-kolejka-88a83aa/>

EMAIL:  
Kolejka.m@owp.com

### COVER LETTER

As a licensed professional with 18 years of experience in Arizona, I am grateful for the opportunity to submit my qualifications for consideration as a member of the WCARB (region 6) executive committee.

Over the past 18 years, I have focus a large part of my career on Senior Living as my market sector specialty. I'm honored to lead an amazing team of talented architects, interior designers, engineers and consultants. This collaboration among numerous building professionals has resulted in over \$3.7 Billion of construction throughout the United States.

Of particular interest in my career has been the focus on equitable senior living. Recent polling has found over 35% of baby boomers age 65-75 have zero retirement savings. Another 30% are at risk of outliving their lifetime savings. This is very concerning both as an architect and citizen. This shortfall in retirement could lead to serious challenges for these seniors and the overall U.S. economy. My firm is working on creative solutions to provide attainable senior housing and services for this population. We are looking at existing class-B / C office developments, retail centers and other underutilized buildings as potential locations for these alternative retirement communities.

By utilizing existing infrastructure in new ways, we can deliver housing at lower costs. Relying on nearby restaurants, activity centers, fitness / therapy to support these retirement communities, helps support our seniors while also giving local business new customers and income.

Part of goal in designing more housing for our seniors is the need for more architects, engineers and building professionals. After the recession, we lost many in the workforce due to a downfall in construction. With the economy thriving again, we are in need of more designer professionals. I have served on numerous AIA State and NCARB National committees/task forces looking at ways to help reduce the timeframe needed for Architects to become licensed. I worked closely with Arizona's state chapter of the American Institute of Architects (AIA) to develop helpful licensure guides to help candidates through this daunting process.

I was honored to serve as Arizona's state licensing advisor for seven years. In addition, I've truly enjoyed serving on several NCARB committees and task forces focused on improving the licensure process for aspiring Architects. The result of these efforts is more candidates applying with the State licensing boards and obtaining their licenses to practice.

A recent NCARB study found it takes 12.7 years on average for someone to become an Architect (schooling, internship and examination). This process rivals many medical practices and curtails many who would otherwise like to join the profession. As a professional, I am committed to finding ways to help shorten this timeline to licensure. Serving on as the WCARB (region 6) executive committee would be an excellent opportunity to help foster this goal of increasing the number of licensed Architects and reduce the burden and time it takes to become a member of this great design community. This would yield a large potential membership pool to support the goals and mission of the AIA, NCARB and all the other collateral organizations.

Sincerely,

Michael Kolejka, NCARB, AIA, LEED-ap  
Principal - Orcutt | Winslow Architects



## PROFILE

- AIA Arizona Young Architect Award
- Practicing architecture for 18 years
- Licensed in 29 states
- Oversee a multi-billion dollar portfolio of senior living projects across the U.S.
- Principal-in-Charge for state veteran, private sector for-profit and not-for-profit senior living clients

## CONTACT

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EMAIL:  
Kolejka.m@owp.com

# MICHAEL KOLEJKA, NCARB, AIA, LEED-AP

PRINCIPAL – ORCUTT | WINSLOW ARCHITECTS, LLLP

## EDUCATION

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Master's of Architecture [M.Arch.] - University of Arizona  
Aug. 2002 – May 2003  
Valedictorian - Graduate Fellowship Award

Bachelor's of Architecture [B.Arch.] – Virginia Tech  
Aug. 1997 – May 2002  
Valedictorian

## EMPLOYMENT

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Orcutt | Winslow Architects – Principal, Senior Living  
Aug. 2003 – Present  
Principal in Charge of Senior Living Design Studio  
Oversee over \$1.7 billion in senior living projects in over 12 states  
Lead business development efforts for over 1/3 of the 120+ person firm

## PUBLIC SERVICE

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Arizona Board of Technical Registration – Architect Member  
Oct. 2021 - Present  
Sole architect professional member on the State Board (gubernatorial appointed position)

Arizona Board of Technical Registration – Enforcement Advisory Comm.  
Aug. 2014 – Oct. 2021  
Provide professional assessments for 13 cases over the past five years  
Chaired two Enforcement Advisory Committees (EAC)

National Council of Architecture Registration Boards (NCARB)  
Education Committee  
Sep. 2019 – 2021

National Council of Architecture Registration Boards (NCARB)  
Case Study, Item Writing & Forms Task Force  
Jun. 2016 – Mar. 2019

National Council of Architecture Registration Boards (NCARB)  
Arizona State IDP Coordinator (AXP advisor)  
Apr. 2008 – Jul. 2015

American Institute of Architects – Phoenix Metro (AIA)  
Secretary  
Oct. 2005 – Jul. 2007

## AWARDS

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American Institute of Architects – Arizona (AIA)  
Young Architect Award  
2006

National Council of Architecture Registration Boards (NCARB)  
Presidential Commendation  
Oct. 2008

National Assoc. of State Director of Veteran Affairs (NASDVA)  
Distinguished Service Award  
Aug. 2018



NCARB

REGIONAL SUMMIT

**Region 6 Strategic Plan  
2022 Action Report**

# 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.

#### STRATEGIES:

- 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.

#### STRATEGIES:

- 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.

#### STRATEGIES:

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

**OBJECTIVE 1, 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 and to exemplify professional continuing education and life-long learning.

**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.

**PROPOSED 2021 ACTIONS:**

1. Plan and present at least one 1 hour program for WCARB members to be delivered through video conference.
2. Begin development of a database of relevant high quality speakers for member boards to access for educational offerings in their jurisdiction.
3. Become an AIA Continuing Education provider.

**ASSIGNED TO:**

1. Education Committee.  
Tien Feng  
Jim Mickey  
Tara Rothwell
2. Education Committee.
3. Melarie Gonzales, ED.

**EX-COM LIAISON**

1. COREY SOLUM
2. COREY SOLUM
3. NA

**b. Track and influence legal issues.**

- Stay abreast of NCARB legal briefs and legislative tracking of licensing issues and share this information with WCARB members.
- Gather and share information from WCARB members regarding issues facing their jurisdictions.

**PROPOSED 2021 ACTIONS:**

1. Develop a spreadsheet to track legislative and regulatory issues.
2. Develop a place on WCARB website for regulatory and legal issues.
3. Host a forum at 2022 Regional Summit to gather and discuss regulatory hot topics.

**ASSIGNED TO:**

1. Task Manager (1):  
- Sian Roberts (WA)
2. Melarie Gonzales, ED.
3. Working Group (2)  
- Sian Roberts  
- Greg Erny

**EX COM LIAISON**

1. CATHERINE FRITZ
2. COREY SOLUM
3. COREY SOLUM

**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.

**PROPOSED 2021 ACTIONS:**

1. Develop a list of new members and assign mentors.
2. Develop WCARB committee roles/responsibilities documents to broaden members' understanding of opportunities.
3. Develop a place on WCARB website for committee documents.
4. Form a Working Group to develop a new member orientation program.

**ASSIGNED TO:**

1. Ex Comm and Melarie Gonzales, ED.
2. Ex Comm and Melarie Gonzales, ED.
3. Melarie Gonzales, ED and Corey.
4. Working Group (3):  
- Scott Harm  
- Celestia Carson

**EX COM LIAISON**

1. NA
2. CATHERINE FRITZ
3. NA
4. COREY SOLUM

**OBJECTIVE 2, 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.

**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.

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to define diversity, and gather information about WCARB members' diversity.*
2. *Appoint a Task Manager to develop a format for gathering info on statutory/regulatory issues (also see OBJ 1. B.1).*
3. *Identify options for posting regulatory issues on WCARB website.*
4. *Appoint members to a Working Group to develop interest groups among WCARB members to encourage communications and sharing of activities/info.*

**ASSIGNED TO:**

1. *Working Group (3):*  
- Erica Cedar  
- Tonie Esteban  
- Nilza Serrano
2. *Task Manager (1):*  
- Sian
3. *Melarie Gonzales, ED and Corey.*
4. *Working Group (2):*  
b.1 working group

**EX COM LIAISON**

1. SYLVIA KWAN
2. CATHERINE FRITZ
3. NA
4. TARA ROTHWELL

**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.

**PROPOSED 2021 ACTIONS:**

1. *Identify WCARB members to serve as liaisons with other regions and develop a format to report issues and activities.*

**ASSIGNED TO:**

1. *Working Group (5):*  
-Region 1: Mary Morissette  
-Region 2: Scott Harm  
-Region 3: Carmen Wyckoff  
-Region 4: Jim Oschwald  
-Region 5: Ron Jones

**EX COM LIAISON**

1. TARA ROTHWELL

**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.

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to gather data from WCARB jurisdictions to better understand the similarities and differences of licensing requirements.*

**ASSIGNED TO:**

1. *Melarie Gonzales, ED and Working Group (2):*  
- Greg Erny  
- Sian Roberts

**EX COM LIAISON**

1. CATHERINE FRITZ

**OBJECTIVE 3, 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.

**a. Encourage WCARB member service on WCARB & NCARB committees.**

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

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to identify, encourage, and assist WCRARB members to apply for national committees.*
2. *Appoint Bylaws Committee to review current Bylaws and plan for updates, including changes recommended through these Strategic Plan Actions.*

**ASSIGNED TO:**

1. *Working Group (2):*  
- Sylvia Kwan
2. *Bylaws Comm (3):*  
- Mark Glenn  
- Robert Pearman  
- Melarie Gonzales

**EX COM LIAISON**

1. TARA ROTHWELL
2. DOUG SAMS

**b. Develop resolutions to improve WCARB and NCARB.**

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

**PROPOSED 2021 ACTIONS:**

1. *Identify WCARB resolution and laudatory needs.*
2. *Work with OBJ 3.a.1 Working Group to identify WCARB member(s) to apply to serve on NCARB Policy Advisory Committee.*

**ASSIGNED TO:**

1. *Resolutions Comm (2):*  
- Sian Roberts  
- Melarie Gonzales
2. *Working Group OBJ 3.a.1. Melarie, Tara*

**EX COM LIAISON**

1. TARA ROTHWELL
2. TARA ROTHWELL

**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.

**PROPOSED 2021 ACTIONS:**

1. *Develop a self-evaluation tool of WCARB Executive Committee make-up and activities to determine responsiveness to diversity.*
2. *Using the information gained from OBJ 2. a. 1. Working Group, identify ways to reach out to diverse members within WCARB to increase inclusion.*
3. *Participate in NCARB EDI efforts to develop specific actions to increase diversity.*

**ASSIGNED TO:**

1. *Exec Comm*  
Melarie Gonzales, ED.
2. *Working Group OBJ 2 a.1.*
3. *Working Group OBJ 2.a.1 and 3.c.1.*

**EX COM LIAISON**

1. N/A
2. SYLVIA KWAN
3. SYLVIA KWAN

# 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 3/05/21
Revised 3/06/93	
Revised 3/20/99	

.....

## Proposed Revisions to WCARB Bylaws

Reason for Revising ARTICLE VI MEETINGS OF THE WESTERN REGION: To allow the Executive Committee the flexibility to schedule and coordinate the WCARB Annual Meeting with the Regional Leadership Committee and not be restricted by a specific date established by the Members.

Revise ARTICLE VI MEETINGS OF THE WESTERN REGION a) to read: a) The Annual Meeting shall occur annually at a date established by the ~~Members~~/Executive Committee **in collaboration with the Regional Leadership 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.

Reason for Revising ARTICLE IX WESTERN REGION REGIONAL DIRECTOR: To align the term of the Western Region Regional Director to align with recent changes to NCARB bylaws regarding maximum length of term for regional director.

Revise ARTICLE IX WESTERN REGION REGIONAL DIRECTOR a) to read: 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 **two (2)** ~~three (3)~~ consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of **two** ~~three~~ consecutive terms.

Reason for Revising ARTICLE XII RULES OF THE REGION: Revise the Rules of the Region to allow the Executive Committee the flexibility to address current issues that challenge the governance of WCARB. Examples include virtual meetings, travel restrictions, etc.

Revise ARTICLE XII RULES OF THE REGION to read: The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote **of the Executive Committee** ~~at a meeting~~ of the Western Region and amended in the same manner.

# **WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**

## **REGION RULES - June 21, 2019**

The following Region Rules have been adopted in accordance with WCARB Bylaws, Article XII; and as such, set forth the governing rights and powers of the Western Region.

### **1.0 DEFINITIONS**

The definitions used in these rules shall be those as set forth in WCARB Bylaws, Article II.

### **2.0 ENDORSEMENTS:**

WCARB Members may endorse Resolutions and Nominations prior to the NCARB Annual Meeting. A majority vote of the membership shall be required. Endorsements shall serve to inform both WCARB Members and other Members of NCARB of the position taken by WCARB Members.

### **3.0 COOPERATION WITH NCARB:**

WCARB will cooperate with the NCARB in order to promote the interests of the Members and to coordinate the activities of the WCARB and its Members with those of the NCARB. WCARB may formulate policy recommendations on matters of general WCARB interest or as input to NCARB committees, task forces and other groups established by the NCARB. The development of such policy recommendations and input shall be for the purpose of improving the representation of WCARB Members' concerns before the NCARB. This representation shall not preclude the presentation by Delegates of divergent or more extensive input to the NCARB.

### **4.0 RELATIONS WITH OTHER ORGANIZATIONS:**

The WCARB will attempt to facilitate improved communication between various collateral organizations and the Members of the Western Region. Representatives of these organizations will be invited to meet with representative of the Western Region or to attend WCARB meetings as determined by the Executive Committee or a majority of the membership.

### **5.0 FINANCIAL**

#### **5.1 General**

5.1.1 The fiscal year shall be from October through September of each year.

5.1.2 The Executive Committee shall review and approve interim and year-end financial statements prepared by the Executive Director. These financial statements shall be presented to the Executive Committee prior to the WCARB Annual Meeting and prior to presentation to the Members.

5.1.3 The Executive Committee shall adopt an Annual Budget at the Executive Committee meeting in June. This budget shall take effect on October 1 of the same year and shall be presented to the Members for ratification at the Annual Meeting, at which time the Members may amend the Annual Budget.

5.1.4 The registration fees for the WCARB Annual Meeting shall adequately fund all of the meeting program expenses.

## 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 July 1 of each year.

6.2.2 Only those Member Boards who are current with their dues shall be eligible to participate in the work of the WCARB and to vote at the WCARB Meetings.

6.2.3 WCARB shall maintain an operating reserve of not less than (75%) of the current amount budgeted for operations in an interest-bearing account approved by the Executive Committee.

## 6.3 Expenses

6.3.1 The Executive Committee shall authorize the Executive Director to pay for all budgeted expenses including all legitimate reimbursable expenses applied for on WCARB reimbursement forms.

6.3.2 The Executive Committee members shall be reimbursed for all expenses related to WCARB work and in accordance with the Bylaws and the Rules.

## 7.0 DELEGATE FUNDING TO WCARB MEETINGS

7.1 To ensure the required attendance of an Official from each Member at the meetings of WCARB, Members' annual dues shall be increased by an optional supplemental dues assessment in an amount to be determined by each Member to meet the travel expenses of Delegates and the MBE from each Member to attend the meetings of the Western Region during the period covered by the annual dues.

7.2 The amount of the optional supplemental dues shall be established annually by each Member.

7.3 No funds shall be provided to a delegate for attendance at a Western Region meeting if such Member has not paid their annual and supplemental dues.

7.4 A WCARB Member may exercise an option to have added to their annual dues additional amounts in increments of \$100 to cover the travel for their Board Members or their MBE to the WCARB Annual Meeting and the WCARB meeting sessions at the

NCARB Annual Meeting. The assessment will be added only upon written request from the Member and the request is submitted to the Executive Director of the Western Region at least 30 days in advance of the annual dues billing.

7.5 Supplemental dues for delegate travel expenses to a WCARB meeting that have not been requested for reimbursement in writing shall remain in the Member jurisdiction's travel account.

## 8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

### 8.1 General

8.1.1 WCARB will process reimbursements for travel expenses, not to exceed the amount of supplemental dues paid, to individual delegates after their reimbursement forms have been approved by their Member Board Executive. Requests for reimbursement must be made by the MBE's on forms provided by WCARB within 60 days following the meetings for which travel reimbursement is requested. Any requests received after 90 days following the close of the NCARB Annual Meeting will not be processed. Reimbursement forms may be submitted by mail or e-mail to the Executive Director.

8.1.2 The Executive Director and/or WCARB Chair must approve any deviations from the Travel Reimbursement Guidelines in advance, and then only with adequate written justification.

8.1.3 It is the responsibility of the Member Boards to monitor the individual reimbursable expenses of their delegates.

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies.

## 9.0 SCHEDULE OF EVENTS

The work of WCARB shall adhere generally to the annual schedule set forth below. Variations from this schedule may be made by the Executive Committee as long as such variations do not conflict with the annual schedule of NCARB or create hardship for WCARB Members.

### WCARB Annual Schedule of Events

<u>Date</u>	<u>Responsibility</u>	<u>Task</u>
1st wk January	Exec. Director	Distribute WCARB Annual Meeting packets
3rd wk January	MBE's	Forward resolutions to Executive Director
3rd wk January	Exec. Director	Forward any proposed Bylaw changes to membership, making sure they arrive in each

		Board office 60 days prior to WCARB Annual Meeting
1st wk February	Exec. Director	Forward resolutions to membership, making sure they arrive in each Board office 30 days prior to WCARB Annual Meeting
2 <sup>nd</sup> wk February	MBE's	Forward Annual State Reports to Exec. Director.
1st wk March	Chair	Start arrangements for Exec. Director next year's WCARB Annual Meeting
1 <sup>st</sup> wk March	Exec. Director	Distribute Final Agenda for WCARB Annual Meeting;
2 <sup>nd</sup> wk March	WCARB	WCARB Annual Meeting
4th wk March	Exec. Director	Forward WCARB Resolutions to NCARB for consideration at the NCARB Annual Meeting
1st wk April	Exec. Director	Forward draft of WCARB meeting minutes to Executive Committee for review
1st wk April	Chair	State/WCARB Report to NCARB
2nd wk April	Exec. Director	Distribute minutes from WCARB Annual Meeting to all MBE's and Member Board Members and the Executive Committee
3rd wk April	Exec. Director	Forward any proposed By-Law Changes to membership, making sure they arrive in each Board office 60 days prior to WCARB June Meeting
1st wk May	Chair	Distribute tentative agendas for Executive Committee and WCARB Meetings to be held in Conjunction with NCARB Annual Meeting
2nd wk May	Exec. Director	Distribute information for NCARB Annual Meeting to Member Board Members: final agenda; minutes from WCARB annual meeting; finance report
2 <sup>nd</sup> wk May	NCARB/Exec. Dir	WCARB Invoices sent out
3rd wk June		NCARB Annual Meeting WCARB June Meeting

2nd wk August	Exec. Director	Forward typed draft of minutes from WCARB June meeting to Executive Committee for review and approval. Prepare annual financial statement for NCARB
4th wk August	Exec. Director	Distribute WCARB June meeting minutes to all MBE's and Member Board Members and the Executive Committee
1st wk September	Chair	Executive Committee Fall Meeting announced; agenda distributed; finalize WCARB Annual Meeting arrangements
1st wk September	MBE	Inform Exec. Director in writing of amount of Optional Supplemental Dues to be invoiced by Exec. Director
3rd wk September	MBE	Deadline for submitting written request for reimbursement to Exec. Director of Optional Supplemental Dues (90 days following the close of the NCARB Annual Meeting).
October	Chair, Exec. Director	Executive Committee Fall Meeting – at location of next WCARB Annual Meeting
1st wk November	Exec. Director	Distribute Fall Executive Committee Meeting Minutes
2nd wk November	Exec. Director	Complete WCARB Annual tax information and forward to NCARB
3rd wk. November	Exec. Director	Distribute preliminary Host State information on WCARB Annual Meeting to Member Boards: registration fees; hotel charges; locations; dates
2nd wk December	Chair	Forward periodic state reports to Regional Director for the NCARB Board of Director's Meeting

History:

Adopted 3/14/80 (A-D)  
Adopted 6/28/85 (E)  
Adopted 3/15/86 (F)  
Adopted 3/14/87 (F)  
Amended "F" 3/2/89  
Amended "A" 3/30/90  
Amended "E" 6/27/90  
"F" changed to "G" 10/19/91  
Amended new "F" d) 3/6/93  
Amended "F-Auto-Private & F-Per Diem 10/5/96  
Adopted 3/20/99 (revised in full)  
Revised 3/24/00  
Revised 6/19/09  
Revised 3/9/12  
Revised 6/21/13  
Revised 6/19/15  
Revised 6/21/19

## MEMORANDUM

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

**FROM:** Edward T. Marley, NCARB, AIA, LEED AP, NCARB Secretary

**DATE:** January 31, 2022

**SUBJECT:** 2022 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2022 Meeting, the Board voted to move seven draft resolutions to the membership for discussion and feedback. These resolutions will remain a draft until the Board of Director’s final review in April when it will decide which resolutions move forward to the membership for consideration at the June 2022 Annual Business Meeting.

All seven draft resolutions are enclosed in this packet.

- **Resolution 2022-A** has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.’s Architect Registration Board (ARB). The agreement is expected to be signed in Spring 2022, and if the agreement is ratified, it will be implemented by January 1, 2023.
- **Resolution 2022-B** updates the definition of responsible charge to reflect modern practice standards, including changing the term in *Model Law* to “responsible control.” The proposed responsible control language expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.
- **Resolution 2022-C** sunsets examination-related resolutions passed between 1966-1999 by the membership that no longer align with how NCARB operates today.
- **Resolution 2022-D** sunsets resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other

misc. policies that were passed between 1980-2020.

- **Resolution 2022-E** turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.
- **Resolution 2022-F** updates the *NCARB Bylaws* to add the Northern Mariana Islands to Article VI, Section 2; make minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replace pronouns with gender-neutral alternatives.
- **Resolution 2022-G** is a holistic update to the Requirements for NCARB Certification in the *NCARB Certification Guidelines* for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee's Rules of Procedure, and removing appendices A and B.

#### **Update on Resolution 2021-H**

Last year at its April 2021 meeting, the Board of Directors tabled a resolution proposed by the Diversity Collaborative that would realign the positions on the Board. At that time, the Board indicated that the proposal should undergo further review and discussion. In July, the Council hired DEI and governance consultants to shape discussions by the Board and other key volunteers regarding the various facets of diversity, equity, and inclusion; to provide guidance regarding non-profit governance best practices; and to facilitate membership listening sessions to ascertain DEI impediments in the volunteer culture. Work on exploring these issues remains ongoing as a precursor to any new or reconsidered resolution and will continue into FY23. A separate DEI Status Report message from President Alfred Vidaurri will be issued prior to the March 2022 Regional Meeting.

#### **Next Steps**

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. Again, these drafts

will undergo further discussion by the Board in April. At that time the Board will review Member Board feedback in determining which resolutions should be forwarded for a membership vote at the June Annual Business Meeting.

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  
**2022 Annual Business Meeting**

JANUARY 2022

National Council of Architectural Registration Boards  
1401 H Street NW, Suite 500  
Washington, DC 20005  
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# Draft Resolutions to be Acted Upon at the 2022 NCARB Annual Business Meeting

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### FY22 Draft Resolutions Overview

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

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

#### Resolution 2022-A: Mutual Recognition Agreement With the United Kingdom

This resolution has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.'s Architect Registration Board (ARB). The agreement is expected to be signed in Spring 2022, and if the agreement is ratified, it will be implemented no later than January 1, 2023. The current draft of the MRA is Appendix A.

Strategic Plan Objective:



Program and Service Excellence

#### Resolution 2022-B: NCARB Model Law and Regulations Amendment – Definition of Responsible Charge

The Responsible Charge Task Force is recommending that the definition of responsible charge be updated to reflect modern practice standards, including changing the term in *Model Law* to “responsible control.” The proposed responsible control language expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.

Strategic Plan Objectives:



Stakeholder Systems, Tools, and Resources



Data Analysis and Thought Leadership

#### Resolution 2022-C: Omnibus Sunset of Resolutions in Conflict With Current Council Examination Policies

This resolution is part of a multi-year effort to review, and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on examination policies that were passed between 1966-1999. Appendix B includes the list of resolutions.

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

**Resolution 2022-D: Omnibus Sunset of Resolutions in Conflict With Current Council Policies**

This resolution is part of a multi-year effort to review and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other misc. policies that were passed between 1980-2020. Appendix C includes the list of resolutions.

*Strategic Plan Objective:*



Stakeholder Systems, Tools, and Resources

**Resolution 2022-E: NCARB Bylaws Amendment – Diversity, Equity, and Inclusion (DEI) Committee**

This resolution turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council’s ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.

*Strategic Plan Objective:*



Future-Focused Research and Development

**Resolution 2022-F: NCARB Bylaws Amendment: Omnibus Updates**

A holistic review of the *NCARB Bylaws* was completed in FY22, and there are general recommended updates to make, including adding the Northern Mariana Islands to Article VI, Section 2; making minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replacing pronouns with gender-neutral alternatives. The proposed updates are in Appendix D.

*Strategic Plan Objective:*



Stakeholder Systems, Tools, and Resources

**Resolution 2022-G: Amendment and Restatement of the Requirements for Certification in the NCARB Certification Guidelines**

The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last document to receive a holistic review as part of a multi-year effort to review the Council’s membership documents for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee’s Rules of Procedure, and removing appendices A and B. Proposed updates can be found in Appendices E and F.

*Strategic Plan Objective:*



Program and Service Excellence

Strategic Plan Objective:



Program and Service Excellence

## RESOLUTION 2022-A

**TITLE:** Mutual Recognition Agreement with the United Kingdom

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

**WHEREAS**, the process to obtain a license in the United Kingdom is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed education, experience, and examination requirements; and

**WHEREAS**, the International Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the licensure requirements in the United Kingdom and determined significant correlation exists between the licensure requirements in the United Kingdom and the United States; and

**WHEREAS**, staff representatives from NCARB and the Architects Registration Board (ARB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

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

**RESOLVED**, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB), representing the 55 architectural registration boards of the United States, and Architects Registration Board (ARB), representing the United Kingdom, be and hereby is ratified and approved as published in Appendix A in these resolutions.

**FURTHER RESOLVED**, that upon the approval of this change by a majority of the Council Member Boards, such change will become effective no later than January 1, 2023.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed Mutual Recognition Agreement between NCARB and the United Kingdom's (U.K.) Architects Registration Board (ARB) presented here expands the reach of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in England, Northern Ireland, Scotland, and Wales. This proposed MRA is in its final form and will be signed by NCARB and ARB following ratification by the Member Boards. Once the MRA is approved and signed by both parties, it will become effective January 2023. Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from the U.K. who were certified through the requirements of this MRA. To streamline implementation and ease the burden of participation on Member Boards, this MRA does not require participating Member Boards to sign a Letter of Undertaking and become party to the MRA, as has been required with other MRAs. Instead, following discussion with each Member Board, NCARB will inform ARB as to which Member Boards will offer licensure reciprocity. NCARB will update the list of participating Member Boards from time to time as needed.

NCARB Certificate holders currently have the ability to expand their practices through all of North America due to our long-standing Mutual Recognition Agreements (MRA) with Canada and Mexico. In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with Australia and New Zealand.

The terms of this Agreement are derived from our current arrangements with Canada, Australia, and New Zealand and are strongly founded on accredited education, structured experience, and examination; the mainstays of licensure in our U.S. jurisdictions. In late 2018, then-President Greg Erny appointed education, experience, and examination subject-matter experts to assemble documents and review the requirements for registration in the U.K. Through a substantial comparative analysis, the International Evaluation Committee (IEC) found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed in both countries.

The detailed comparative analysis conducted by the IEC identified that:

- All 26 NAAB student performance criteria were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 96 AXP tasks were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 91 ARE assessment objectives were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.

Based on their analysis, the review team found that a rigorous and standardized registration process is in place in the U.K. that parallels NCARB's education, experience, and assessment of competency. The U.K. path is structured somewhat differently from NCARB's path; however, the IEC is confident that an equivalent level of competence is required of the architect at the point of registration.

The IEC's comprehensive review supported a recommendation to the Board to enter into formal negotiations based on the following main principles:

- Proof of current and valid licensure/registration in good standing from the home authority, and
- Lawful authorization to work in the locality (U.S. or U.K.) in which they are licensed/registered.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB and the ARB to move forward together. In the end, the Agreement respects each country's well-established, rigorous path to licensure rather than dissecting the individual components.

#### **ADVOCATES:**

- Policy Advisory Committee
  - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Emily Cronbaugh, Wyoming Member Board Executive
  - Brett Foley, Nebraska Member Board Member
  - Melarie Gonzales, New Mexico Member Board Executive
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
  - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
- International Evaluation Committee
  - Daniel D. Bennett, FAIA, NCARB, Alabama Member Board Member
  - Denis A. Henmi, FAIA, LEED AP, NCARB
  - Jeanne M. Jackson, FAIA, NCARB, LEED AP
  - James R. Lev, AIA
  - John P. Rademacher, AIA, NCARB, Ohio Member Board Member
  - Cheryl C. Walker, FAIA, NCARB
  - Terance B. White, AIA, NCARB

#### **RESOURCES:**

- Appendix A: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Registration Board

Strategic Plan Objectives:



Stakeholder Systems, Tools, and Resources



Data Analysis and Thought Leadership

## RESOLUTION 2022-B

**TITLE:** *NCARB Model Law and Regulations Amendment – Definition of Responsible Charge*

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors charged the Responsible Charge Task Force with reviewing and updating the “Responsible Charge” definition within *NCARB Model Law and Regulations*; and

**WHEREAS**, the Responsible Charge Task Force, upon research and review, recommended that the definition for “Responsible Charge” within *NCARB Model Law and Regulations* be updated to reflect current practice standards that maintain public safety, and all instances of “Responsible Charge” within *NCARB Model Law and Regulations* be updated to “Responsible Control”; and

**WHEREAS**, the *NCARB Model Law and 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 definition for “Responsible Charge” in Section 103 Definitions of the *NCARB Model Law and Regulations* be revised as indicated below:

“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.

Responsible Control – Responsibility for exercising the ultimate authority over, and possessing the knowledge and ability to oversee, delegate, and integrate the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the standard of care.”

**FURTHER RESOLVED**, that all instances of “Responsible Charge” within the *NCARB Model Law and Regulations* be revised to “Responsible Control”; and

**FURTHER RESOLVED**, that following the approval of the resolutions by and absolute majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

**FINANCIAL IMPACT:**

- No impact

**SPONSORS' STATEMENT OF SUPPORT:**

The Responsible Charge Task Force, formed in FY21, was charged with evaluating the existing definition of “Responsible Charge” within the *NCARB Model Law and Regulations* and proposing updates reflecting the continuously evolving practice of architecture. Over the last two fiscal years, the Task Force has conducted extensive research into current jurisdictional regulations, met with liability insurance and construction arbitration and litigation experts, and analyzed results from an independent survey of NCARB Certificate holders on how responsible charge is being maintained within architectural practice today. Based on this research, analysis, and discussions with other NCARB committees, the Task Force believes that the current definition of “Responsible Charge” within *NCARB Model Law and Regulations* is no longer appropriate and inadequately addresses the critical responsibilities of a sealing and signing architect.

Based on research conducted by the Task Force, the current definition does not align with modern practice standards for many architects and firms that are effectively protecting the public. Collaboration and integration are key components of practice today as architects rely on project teams, specialists, consultants, and other building and construction experts to provide detailed knowledge in the development of the instruments of service. As the built environment becomes increasingly more complex, the ability for one sealing and signing architect to possess full detailed knowledge of all aspects of a project is unreasonable for some projects, and in many instances, not possible, specifically on large or programmatically complex projects. Also, the current definition’s generic and simplistic approach does not provide clear guidance and expectations to practitioners, regulatory boards, or consumers when it comes to the responsibilities of the sealing and signing architect.

The proposed definition expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible charge. To bring the definition into alignment with the *NCARB Model Rules of Conduct*, the proposed definition replaces “Responsible Charge” with “Responsible Control.”

The Task Force identified several critical components an architect must maintain to be in responsible control of a project—responsibility, ultimate authority, knowledge, ability to oversee, delegate and integrate, as well as the professional standard of care.

Proposed Definition

Responsible Control – **Responsibility** for exercising the **ultimate authority over**, and possessing the **knowledge and ability to oversee, delegate, and integrate** the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the **standard of care**.

The addition of responsibility, ultimate authority, oversight, delegation, and integration to the definition acknowledges that architectural practice has evolved into a collaborative, team-oriented process, while still holding the sealing and signing architect fully responsible for the preparation and implementation of

the project's instruments of service. The sealing architect must also ensure they are exercising ultimate authority and proper oversight throughout the project.

The professional standard of care remains in the proposed definition. To bring the definition into alignment with architectural practice, it states that the architect must possess the knowledge and ability required to execute and implement the project. This allows the definition to remain flexible and applicable to various project types, scales, and firm practices while still measuring the actions of the architect against the professional standard of care.

The Task Force believes the modernization of the responsible charge definition within *NCARB Model Law and Regulations* continues to protect the health, safety, and welfare of the public with a more comprehensive and flexible definition that responds to current architectural practice, provides more coverage and clarity on the responsibilities of the signing and sealing architect, while providing reasonable model language to jurisdictions as they continue to protect their citizens.

#### ADVOCATES:

- Responsible Charge Task Force
  - Chair: David Hoffman, FAIA, NCARB, Hon. FCARM, Former Kansas Architects Board Member
  - Philip Cerrone, AIA, NCARB, LEED AP, Connecticut Member Board Member
  - Beth Chenette, Vermont Member Board Member
  - Robert Cozzarelli, FAIA, NCARB, PP, CID, New Jersey Member Board Member
  - Debra Dockery, FAIA, NCARB, Texas Member Board Member
  - Gregory Erny, NCARB, FAIA, Hon. FCARM, Nevada Member Board Member
  - Monica Harrison, Nevada Member Board Executive
  - Susan Schaefer Kliman, NCARB, AIA, LEED AP
  - Robert Larrimer, NCARB, AIA, Ohio Member Board Member
  - Thomas Lonardo, NCARB, Rhode Island Member Board Member
  - Anne Muller, Kentucky Member Board Member
  - Marin Pastar, AIA, NCARB, ASHE
  - John Pesa, AIA, NCARB, Massachusetts Member Board Member
  - Sian Roberts, FAIA, NCARB, DBIA, LEED AP, Washington Member Board Member
  - Rick Thompson, NCARB, AIA, Tennessee Member Board Member

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

## RESOLUTION 2022-C

**Title:** Omnibus Sunset of Resolutions in Conflict with Current Council Examination Policies

**Submitted by:** The NCARB Board of Directors

**WHEREAS**, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any that no longer align to current NCARB policies and are appropriate to sunset; and

**WHEREAS**, the Policy Advisory Committee has reviewed a batch of resolutions from 1960 to 2020 related to the examination and recommended several to rescind that conflict with current polities; and

**WHEREAS**, Resolution 1996-12 rescinded all previously enacted policies regarding the Council's examinations;

**WHEREAS**, Resolution 14 adopted in 2002 purported to rescind Resolution 1978-16 and a compilation of "active" examination-related resolutions was produced, causing uncertainty as to the effect of Resolution 1996-12; and

**WHEREAS**, the Council desires to clarify that all policies and resolutions regarding the Council's examinations enacted prior to the adoption of Resolution 1996-12 are understood to have been rescinded and are no longer active and the only active policies governing the exam are those located in the *ARE Guidelines*, *Certification Guidelines*, and/or other Board of Director policies adopted after the enactment of Resolutions 1996-12; 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 all policies and resolutions related to Council examinations that were enacted prior to the adoption of Resolution 1996-12 were, and hereby are, rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds the following resolutions:

- Resolution 1969-8 (Continuation of Studies Toward the Development of a New Examination)
- Resolution 1970-6 (Acceptance of Examination Grades Between Member Boards)
- Resolution 1971-4 (Eligibility Cut-Off Date for Council Oral Examination)

- Resolution 1971-6 (Phasing Out of Seven-Part Examination and Implementation of New Professional Examination)
- Resolution 1971-16 (Additional Registration and/or Certification Requirements)
- Resolution 1972-2 (NCARB Examinations)
- Resolution 1972-4 (Publication and Distribution of Examination Success Rates)
- Resolution 1972-5 (Implementation of New Examinations)
- Resolution 1975-6 (Publication of Examination Costs)
- Resolution 1975-16 (Prohibition of Examination Interpreters)
- Resolution 1975-20 (Administration of Parts I and II of the Equivalency Examination)
- Resolution 1976-5 (Evaluation of NCARB Examination)
- Resolution 1977-1 (Requirements for Graphics Examination)
- Resolution 1979-5 (Task Analysis and Validation Study)
- Resolution 1979-22 (Sequence of Sections A and B of Professional Examination)
- Resolution 1980-3 (Revision of Passing Procedure for Section B, Professional Examination)
- Resolution 1983-11 (Examination May Be Taken in Parts)
- Resolution 1983-12 (Allow Purchase of the ARE by Parts)
- Resolution 1984-14 (Security of NCARB Examinations)
- Resolution 1984-16 (Alternative Exam Methodologies to Multiple-Choice Exam Items)
- Resolution 1984-19 (Structural Examinations Format)
- Resolution 1985-8 (Rescission of 1984 Resolution No. 20 Permitting the Use of Reference Material in the ARE)
- Resolution 1988-7 (Withholding Access to ARE from Member Board Not Administering Examination)
- Resolution 1989-12 (Study the Appropriateness of Terminating the Paper-and-Pencil ARE)
- Resolution 1989-15 (Elimination of Special Seismic Test)
- Resolution 1992-2 (NCARB Written Examination Required for Certification)
- Resolution 1992-5 (ARE in English Requirement for Certification)
- Resolution 1993-1 (Rescind Resolution No. 1 of the 1990 Annual Meeting)
- Resolution 1993-2 (Reporting Scores for the Computerized ARE)
- Resolution 1994-10 (Giving Credit for Pilot Administrations of ARE '97)
- Resolution 1997-12 (Examination Fees)
- Resolution 1999-17 (Comprehensive Testing)

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

#### **Financial Impact**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

Today, the *NCARB Bylaws* specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Resolution 1996-12 rescinded previous policies and replaced them with new policies for the computerized exam. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution. To provide clear direction going forward, the Policy Advisory Committee recommends this resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

**ADVOCATES:**

- Policy Advisory Committee
  - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Emily Cronbaugh, Wyoming Member Board Executive
  - Brett Foley, Nebraska Member Board Member
  - Melarie Gonzales, New Mexico Member Board Executive
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
  - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

**RESOURCES:**

- Appendix B: NCARB Examination Policy Sunset: 1966-2002

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

## RESOLUTION 2022-D

**TITLE:** Omnibus Sunset of Resolutions in Conflict With Current Council Policies

**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS**, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any resolutions that no longer align with current NCARB policies and are appropriate to sunset; and

**WHEREAS**, the Policy Advisory Committee has reviewed a batch of resolutions from 1980 to 2020 related to experience, continuing education, membership, related organizations, studies, and other policies and recommended several to sunset; 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 sunsets the following resolutions, the full texts of which are attached hereto as Appendix C:

- Resolution 2000-12: Support the Work of the Collateral Internship Task Force Regarding IDP, Mentorship, and Education
- Resolution 1998-17: International Building Code 2000
- Resolution 1987-1: Continuation of an Education Evaluation Process
- Resolution 1986-11: Lateral Forces Home Study Program
- Resolution 1980-1: List of Licensees
- Resolution 1980-15: Support for IDP

**FURTHERED RESOLVED**, that following the approval of the foregoing resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

### Financial Impact

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

This year, the committee has reviewed resolutions dating back to 1980 related to experience, continuing education, membership, related organizations, studies, and other miscellaneous policies. Additional resolutions to clean up NCARB policies are expected over the next several years as the Council works to develop a more user-friendly resolution archive.

**ADVOCATES:**

- Policy Advisory Committee
  - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Emily Cronbaugh, Wyoming Member Board Executive
  - Brett Foley, Nebraska Member Board Member
  - Melarie Gonzales, New Mexico Member Board Executive
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
  - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

**RESOURCES:**

- Appendix C: NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

Strategic Plan Objective:



Future-Focused Research and Development

**RESOLUTION 2022-E**

**TITLE: NCARB Bylaws Amendment – Diversity, Equity, and Inclusion (DEI) Committee**

**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS,** the Board of Directors has charged the Diversity Collaborative with updating the *NCARB Bylaws* to include a standing committee focused on diversity, equity, and inclusion; and

**WHEREAS,** the Diversity Collaborative has recommended creating and adding a Diversity, Equity, and Inclusion Committee to Article XII, Section 8 of the *NCARB Bylaws*; and

**WHEREAS,** pursuant to Article XIV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or at the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards (37 votes).

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

**RESOLVED,** that Article XII, Section 8 in the *NCARB Bylaws* be revised to insert the following language as new subsection I of Article XII, Section 8:

“I. Diversity, Equity, and Inclusion Committee: The Diversity, Equity, and Inclusion (DEI) Committee explores the research and recommends strategies to increase the diversity, equity, and inclusive culture of NCARB to ensure that the organization represents the population it serves.”

**FURTHER RESOLVED,** that subsections following the insertion in Article XII, Section 8 be re-lettered; and

**FURTHER RESOLVED,** that following the approval of the resolutions by a two-thirds majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

**FINANCIAL IMPACT:**

- The Council would incur costs related to hosting in-person, hybrid, and/or remote meetings a few times a year.

**SPONSORS’ STATEMENT OF SUPPORT:**

To effectively protect the public’s health, safety, and welfare, those who regulate the profession of architecture must reflect, understand, and respect the communities they serve. NCARB is committed to advancing diversity, equity, and inclusion in the architecture profession through our work as a regulatory organization through a number of efforts including research, data, and advocacy. To help achieve this, it is

recommended that NCARB add the Diversity, Equity, and Inclusion Committee into the *NCARB Bylaws* to ensure the continuity of this important work.

As part of a continuation and commitment to the work the Council already has underway, the proposed resolution would codify the Diversity, Equity, and Inclusion Committee as an advisory committee as defined in the *NCARB Bylaws*. Advisory committees are comprised of NCARB volunteers, including Member Board Members, and make recommendations to the Board of Directors. There are currently eight advisory committees outlined in the *Bylaws* that directly impact NCARB program and policies, including:

- Education Committee
- Experience Committee
- Examination Committee
- Policy Advisory Committee
- Professional Conduct Committee
- Member Board Executives Committee
- Regional Leadership Committee
- Credentials Committee

This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion. Passage of the resolution by membership will also send a clear signal that this work is a priority to the organization and will allow the committee the opportunity to continue to evolve. Lastly, this firmer foundation will also allow future presidents to charge the committee with multi-year initiatives to continue to make progress in the DEI arena.

One of the important efforts NCARB has pursued toward this goal was the establishment of a Diversity Collaborative made up of regional leaders and other engaged volunteers. In 2018, the Collaborative was empowered to research and recommend strategies to increase the diversity of NCARB's governing bodies and leaders. The path to NCARB leadership—and eventually the Board of Directors—starts when a governor or other appointing authority selects someone to serve on a licensing board.

Last year, the Collaborative successfully put forth a resolution reducing the term limits for regional directors who serve on the NCARB Board of Directors from three years to two years, modestly expediting the pathway to leadership for individuals who wish to serve on the Board.

Additionally, the Collaborative was also charged with reviewing the Board of Directors' "Policy on Diversity and Inclusion," which was last amended in 2014. The collaborative recommended updating the policy to better reflect NCARB's holistic approach to ensuring diversity, equity, and inclusion (DEI) at all levels—including committee volunteers, licensing board members, record holders, and the national Board. The Board of Directors formally adopted these recommendations at the 2021 Annual Business Meeting.

It is recognized by the Collaborative that these milestones are cornerstones of a foundation that will build lasting, sustainable change for NCARB. Diversity, equity, and inclusion is not a time-bound effort; it is continuously evolving. By adding the DEI Committee to the *Bylaws*, NCARB will be positioned to meet these changes for the foreseeable future.

**ADVOCATES:**

- Diversity Collaborative Task Force
  - Chair: Celestia R. Carson, AIA, LEED AP, Utah Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Nolanda J. Hatcher, Alabama Member Board Member
  - Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
  - Latoya N. Kamdang, AIA, New York Member Board Member
  - Brenee King, Kansas Member Board Member
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Kate R. Nosbisch, Hon. AIA VA, Virginia Member Board Executive
  - Margaret S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
  - Nilza Serrano, California Member Board Member
  - Aelan B. Tierney, AIA, LEED AP BD+C, Massachusetts Member Board Member

**RESOURCES:**

- [NCARB's Policy on Diversity and Inclusion](#)

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

**RESOLUTION 2022-F**

**TITLE:** NCARB Bylaws Amendment: Omnibus Updates

**SUBMITTED BY:** Council Board of Directors

**WHEREAS,** the NCARB Board of Directors has determined upon careful consideration that it is advisable and in the best interests of the Council to amend the *NCARB Bylaws*; and

**WHEREAS,** the Policy Advisory and Credentials Committees have recommended updates to the *NCARB Bylaws* to address inconsistencies in the document and other general updates; and

**WHEREAS,** pursuant to Article XV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards (37 votes).

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

**RESOLVED,** that the amended Articles and Sections of the *NCARB Bylaws* are adopted in the form attached hereto as Appendix D.

**FURTHER RESOLVED,** that upon the approval of the changes by an affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2022.

**FINANCIAL IMPACT:**

- No financial impact

**SPONSORS’ STATEMENT OF SUPPORT:**

A few years ago, the Council Board of Directors established a regular review process for NCARB’s important governing documents and policies in order to be more thoughtful on how the organization updates and maintains items that are subject to the resolution process. With the last holistic review of the *NCARB Bylaws* completed in FY18, a follow-up review occurred this year that identified a few minor updates that should be made to align and reflect recent recommendations from NCARB committees.

**Northern Mariana Islands**

The Northern Mariana Islands rejoined the Council and Region 6 in 2019. They need to be readded to Article VI, Section 2.

**Gender Neutral Pronouns**

As part of NCARB's Diversity Policies, all documents should be written to be gender neutral. The *NCARB Bylaws* currently has several references to "he/her," which should be updated to the appropriate gender-neutral statement.

**Election Policies**

Last year the Credentials Committee did a review of the Council's election policies for the NCARB Board of Directors. Minor updates are being recommended for clarity and consistency for the different elected positions. A slight modification is also recommended to the deadline to receive a nomination for the president-elect, second vice president, treasurer, secretary, and public member positions so that the Credentials Committee has time to verify a nominee's qualifications prior to the elections taking place. New candidates can still be nominated onsite at the Annual Business Meeting, but nominations will be due earlier than when the election starts during the third business session.

**ADVOCATES:**

- Policy Advisory Committee:
  - Chair: Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Emily Cronbaugh, Wyoming Member Board Executive
  - Brett P. Foley, Nebraska Member Board Member
  - Melarie Gonzales, MBA, New Mexico Member Board Executive
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Margaret S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
- Credentials Committee
  - Chair: Catherine C. Morrison, AIA, NCARB, LEED AP BD+C, North Carolina Member Board Member
  - Sandra M. Matsushima, Hawaii Member Board Executive
  - Allison McClintick, Idaho Member Board Member
  - Charles L. Ward III, California Member Board Member
  - Albert F. Zaccone, AIA, New Jersey Member Board Member

**RESOURCES:**

- Appendix D: *NCARB Bylaws* Omnibus Updates

Strategic Plan Objective:



Program and Service Excellence

**RESOLUTION 2022-G**

**TITLE:** Amendment and Restatement of the Requirements for Certification in the *NCARB Certification Guidelines*

**SUBMITTED BY:** Council Board of Directors

**WHEREAS,** the Council Board of Directors has charged the Policy Advisory Committee with reviewing and updating the Requirements for Certification in the *NCARB Certification Guidelines*; and

**WHEREAS,** the Policy Advisory Committee has recommended that it is advisable to amend and restate the Requirements for Certification in the *NCARB Certification Guidelines*, as described below and reflected in the attached appendices to make them easier to understand and ensure consistency in the Requirements; and

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

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

**RESOLVED,** that the Requirements for Certification in the *NCARB Certification Guidelines* are hereby amended and restated in the form attached hereto in Appendix E; and

**FURTHER RESOLVED,** that upon the approval of the resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

**FINANCIAL IMPACT:**

- No financial impact

**SPONSORS’ STATEMENT OF SUPPORT:**

Over the last several years, the Council has been doing a holistic review of all its documents and policies that are subject to membership review through the resolution process. The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last major set of requirements to receive this review for clarity, ease of use by applicants, and alignment with current processes.

In FY20 and FY21, the requirements were reviewed to identify areas that cause applicants for NCARB certification the most confusion, any inconsistencies in the requirements, and other areas that could be clarified. As such, the Policy Advisory Committee is recommending the following updates to the document:

**General Updates/Clarifications Throughout:**

- “Registration/registered/registration” to “Licensure/licensed/license”
  - Align this document with other NCARB documents to reflect that “license” is the more understandable/standard term for today’s applicants. A note about registration and licensure will appear at the beginning of the *Certification Guidelines* (which is not subject to resolution) to reflect that the two words tend to be used interchangeably, but do occasionally have different meanings in some jurisdictions.
- “Mutual Recognition Arrangement” to “Mutual Recognition Arrangement/Agreement”
  - We have both agreements and arrangements with international organizations/countries. This provides clarity to something that has caused confusion.
- “You” vs. “Architect/Applicant/Individual”
  - This document mostly uses the second person (“you”) narrative, but over time has occasionally been switched into third person. Updated throughout for clarity and consistency.
- “Shall” vs. “must”
  - According to the Supreme Court, “shall” can mean “may” in certain contexts. In general, and because of this potential ambiguity, the document has been updated to reflect which items are really “musts.”
- Most additional changes in the document are for clarity or grammar, and do not result in policy shifts (except noted below).

**Recommended Changes/Clarifications:**

- Removal of the five-year grace period for applicants in process of earning NCARB certification when a change is implemented.
  - Leaves room for grandfathering language in a resolution to address candidates in process if the change is significant.
  - In general, five years is too long of window for candidates to still be able to meet old requirements.
  - In addition, the introductory paragraph has been updated to clarify what “in process” means to address applicant confusion.
- Removal of General (Sections 1.6 and 2.6)
  - NCARB staff recommended deleting this section, as it seems like it is no longer relevant to boards and NCARB. It was based on a paper process that doesn’t exist anymore.
- Clarifying Sections 1.3 and 1.4 (to be updated to 1.4 and 1.5)
  - Added language to clarify that if you met the experience and examination requirements at the time of initial licensure, those are considered equivalent for NCARB certification.
- Clarifying Section 2
  - Added note to section 2 clarifying that you may only do the education or experience alternative—not both.
- Clarifying Section 4.2 (to be updated to 4.3)
  - Language around the education requirements for applicants pursuing the Foreign Architect Path was clarified to reduce confusion regarding EESA evaluations.

- Aligning Section 5: Revocation and Reinstatement of the NCARB Certificate
  - Updated language to align with the *NCARB Bylaws* and the Professional Conduct Committee's Rules of Procedure, which was updated in FY21.
- Removing Appendix A: Architect Registration Examination
  - The content in this appendix applies to all candidates, not just Certificate applicants. As such, it should live in the *ARE Guidelines* with all other ARE policies.
  - Removing Appendix A will mean future updates to the Rolling Clock and extension policies will be done through NCARB Board of Directors action rather than membership vote in accordance with Article X, Section 1 of the *NCARB Bylaws*.
- Removing Appendix B: ARE 5.0 Equivalents
  - Given that changes to the exam happen through Board action rather than resolution, there is currently a (small) risk that the exam and equivalent appendix could become misaligned since the equivalent appendix currently requires a resolution.
  - This document will still exist as an independent document for Member Board reference and will be updated as needed based on how the exam evolves in the future.

Two appendices for this resolution have been developed so that Member Boards can understand all recommended changes to the Requirements for Certification in the *NCARB Certification Guidelines*:

- Appendix E: Clean version of the Requirements for Certification incorporating the recommended updates.
- Appendix F: The current version of the Requirements for Certification with the recommended updates noted.

#### ADVOCATES:

- Policy Advisory Committee
  - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
  - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
  - Emily Cronbaugh, Wyoming Member Board Executive
  - Brett Foley, Nebraska Member Board Member
  - Melarie Gonzales, New Mexico Member Board Executive
  - George Miller, FAIA, NCARB, New York Member Board Member
  - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
  - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
  - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

#### RESOURCES:

- Appendix E: Clean version of the requirements for certification with the updates.
- Appendix F: The current version of the requirements for certification with the recommended updates noted.

## FY22 Draft Resolution Appendices

- **Appendix A:** Mutual Recognition Agreement between the National Council of Architectural Boards and the Architects Registration Board
- **Appendix B:** NCARB Examination Policy Sunset: 1966-2002
- **Appendix C:** NCARB Policy Sunset: 1980-2018, Pt. 2
- **Appendix D:** *NCARB Bylaws* Omnibus Updates
- **Appendix E:** Updated version of the Requirements for Certification in the *NCARB Certification Guidelines*
- **Appendix F:** Mapping of the Current Requirements for Certification to the Proposed Updates

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

**XX xx, 2022**

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**The National Council of Architectural Registration Boards (NCARB)**  
representing the architectural licensing boards of the 50 United States,  
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico,  
and the U.S. Virgin Islands.

**AND**

**The Architects Registration Board (ARB)**  
the statutory regulator of architects in the United Kingdom.

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*This Mutual Recognition Agreement has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the U.S. or United States), and the United Kingdom (U.K.) and to support their mobility by creating the opportunity to practice beyond their borders.*

*More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a U.S. jurisdiction that participates in the Agreement.*

**WHEREAS**, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

**WHEREAS**, the Architects Registration Board is the body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the

qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

**WHEREAS**, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

**WHEREAS**, the ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration;

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

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

**WHEREAS**, accepting there are differences between the systems in place in the United States and the United Kingdom, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects registered to practice in the United States and the United Kingdom;

**WHEREAS**, NCARB and ARB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

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

## **1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROCITY**

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a “Participant”). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall

Appendix A

provide ARB with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

## 2. ELIGIBILITY REQUIREMENTS

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

## 3. CONDITIONS

### **A** U.S. Architect to ARB

Upon application, the ARB agrees to register as an architect in the United Kingdom any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement;
2. holds a current NCARB *Certificate* issued in accordance with the *Requirements for Certification of an Architect registered in a U.S. Jurisdiction* defined in the *NCARB Certification Guidelines which confirms successful completion of:*  
*Education Requirement:* a professional degree following in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB).  
*Experience Requirement:* completed NCARB’s Architectural Experience Program® (AXP®)  
*Examination Requirement:* Passed the NCARB Architect Registration Examination® (ARE®) or the equivalent.
3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Agreement, as confirmed by the NCARB Member Board following checks on an architect’s disciplinary record; and
4. Successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by ARB.

## **B United Kingdom Architect to NCARB Member Board**

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

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

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

## **4. MONITORING COMMITTEE**

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

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

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

## **5. DATA PRIVACY**

Each Party to this Agreement acknowledges that they each act as data controllers of any personal data they process in connection with this Agreement and shall in performing their obligations under this Agreement comply in all respects with applicable data protection and/or privacy laws, regulations, instruments or codes of practice relating thereto, including the United Kingdom General Data Protection Regulation. Each Party to this Agreement agrees that it has all rights and has fulfilled all legal obligations necessary to provide any personal data to any other Party to this Agreement for the other Party's processing in compliance with this Agreement.

## **6. LIMITATIONS**

Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions or restrictions on their license/registration as a result of a complaint or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by

Appendix A

the Participant or ARB, as applicable, necessary or desirable to protect the public interest or otherwise in accordance with the jurisdiction's applicable laws and regulations.

Nothing in this Agreement limits the ability of any Party to this Agreement or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

The extent of this Agreement relates only to the registration of architects and the Parties to this Agreement note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties to this Agreement and the Participants may be unable or unwilling to intervene in or advise on such matters.

**7. AMENDMENT**

This Agreement may be amended only with the written consent of NCARB and ARB.

**8. ENTIRE AGREEMENT**

Each Party to this Agreement acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

**9. NO ASSIGNMENT**

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

**10. WITHDRAWAL; DISPUTE RESOLUTION**

Should any dispute between ARB and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB in writing of all withdrawals.

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

**11. TERMINATION**

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

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

**12. ENTRY INTO FORCE**

This Agreement shall come into force X [days/weeks/months] after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present, so long as such condition is met on or before XXXXX, 2022, or as mutually extended by the NCARB Board of Directors and ARB.

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**SIGNATURES**

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**NCARB**

**ARB**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

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## APPENDIX I

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

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

### **1. Mechanisms for Dialogue and Administrative Co-Operation**

The Monitoring Committee will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of this Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

### **2. Mechanisms for Application**

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s registration/licensure status shall be in uniform format and in English.

### 3. Application Process

#### 3.1 Eligibility

To be eligible to benefit from this Agreement an architect must meet the requirements of Section 2 of the Agreement.

#### 3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure a *Letter of Good Standing* from the licensing or registration authority that issued the applicant's active license or registration, or a successor authority thereto (the "Competent Body"), stating that the applicant either has no record or notice of a disciplinary action, or if such record or notice exists describing such action and its current status. This statement must be sent directly to the point of contact listed in Section 2.1 herein by the Competent Body.
- 3.2.3 Secure the appropriate forms from the relevant authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this Agreement.

#### U.S. Architects to ARB:

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

#### U.K Architects to NCARB

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

#### 3.3. Conditions

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

### 4. Disciplinary Sanctions

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

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

## APPENDIX II

**MECHANISMS FOR MONITORING COMMITTEE**  
**Established under the**  
**MUTUAL RECOGNITION AGREEMENT**  
**between the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**(NCARB)**  
**and the**  
**ARCHITECTS REGISTRATION BOARD (ARB)**

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), and hereby establish and maintain a Monitoring Committee as set forth in the Agreement (the “Committee”), the following terms of reference describe the role and administration of the Committee contemplated by the Agreement and shall govern the actions of the Committee. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

### 1. Monitoring Committee

- 1.1 The Committee is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of this Agreement, to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved promptly and in a manner consistent with this Agreement. The Parties to this Agreement acknowledge that NCARB will be responsible for providing the relevant information required to carry out the monitoring arrangements in respect of Participants.
- 1.2 The Committee will also monitor the Agreement’s processes in an effective and nondiscriminatory manner and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information, in compliance with all applicable data protection and/or privacy laws as set forth in Section 5 of the Agreement.
- 1.3 The Committee shall maintain regular contact and meet at least annually or as often as required in order to effectively perform its duties, assist in the resolution of disputes, and review the implementation and effectiveness of this Agreement.

### 2. Meetings

- 2.1 At Committee meetings a representative of the host party (“Host”) shall serve as Chair. Hosting shall be on a meeting-by-meeting alternating basis between NCARB and ARB.
- 2.2 Meeting locations and dates shall be proposed by the Host, subject to agreement by the other Party. Meetings may be hosted virtually, in a hybrid format, or in person as mutually acceptable to ARB and NCARB.
- 2.3 Subject to Section 3 below, the Host is responsible for reserving or securing hotel and meeting room arrangements, catering, dinner reservations, agenda, and post-Committee meeting minutes for its corresponding Committee meeting.

Appendix A

- 2.4 Any in-person Committee meetings and draft agenda require typically three-month’s notice. Committee meetings that will be held via virtual means by which all participants can see and hear each other remotely typically require two months’ notice.
- 2.5 Minutes must be prepared and distributed to all Committee members by the Host within two months following each Committee meeting.

3. Expenses

- 3.1 NCARB and ARB are responsible for paying for the travel, hotel, and miscellaneous expenses for its own attendees. The Host shall make rooming arrangements for each attendee to be individually charged to such individuals.
- 3.2 Lunches during the meeting day(s) are the responsibility of and will be paid for by the Host.
- 3.3 Dinners during the meeting day(s) will be paid for by the participants, proportionately.

4. Finances

- 4.1 There are no dues associated with membership or participation in the Committee.

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**SIGNATURES**

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**NCARB**

**ARB**

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President

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Chair

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CEO

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# Appendix B:

NCARB Examination Policy Sunset: 1966-2002

## Appendix B: NCARB Examination Policy Sunset: 1966-2002

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution. NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

### Examination Policies: 1966-2002

Today, the NCARB Bylaws specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Prior to the computerized exam, examination policies were regularly implemented via resolution because the exam was administered by each jurisdiction. In preparation for the change from paper-and-pencil to a computerized exam, the Member Boards passed Resolution 1996-12 that was intended to rescind previous policies and replaced them with new policies. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution.

To provide clear direction going forward, the Policy Advisory Committee recommends a new resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

Appendix B includes all the resolutions included in the 2002 index of active of resolution:

## RESOLUTIONS 1966-2002

### III. EXAMINATION FOR REGISTRATION AND CERTIFICATION

#### RESOLUTION NO. 69-8

##### **Continuation of Studies Toward the Development of a New Examination**

RESOLVED, That this convention give its approval to the direction of the studies this past year that reviewed the process of education, internship, examinations, and practice for the architect and commends the NCARB Directors to continue these studies and report to next year's convention the progress; and

RESOLVED, That this report shall include a definitive study by a top level committee of NCARB, the members of Member Boards, and other professionals both in education and practice, toward development of a new NCARB examination and procedure for its use.

## RESOLUTIONS 1966-2002

### RESOLUTION NO. 70-6

#### Acceptance of Examination Grades Between Member Boards

WHEREAS, The principal purpose of the NCARB is to facilitate reciprocity between the states; and

WHEREAS, Many candidates for examination move or are transferred from the state of their original examination before its completion; now, therefore, be it

RESOLVED, That the Member Boards agree to accept grades earned by their candidates in other states and allow these candidates to complete the examination in the state of their new location according to the laws and rules and regulations of that state.

### RESOLUTION NO. 71-4

#### Eligibility Cut-Off Date for Council Oral Examination

WHEREAS, At the 1970 Annual Meeting certain changes were incorporated into the Council documents and procedures relative to the "senior" method of Council certification, one very important subject was inadvertently omitted; and

WHEREAS, The requirements for passage of the written examination for initial registration is uniform within the several states, the avenue of awarding registration and certification via the exemption, grandfather or senior method is no longer germane to the best interests of the state registration boards and the National Council. Therefore, it is desirable that a date be established after which no credits would be allowed for experience for admission to the Council Oral Examination for certification via the "senior" procedure; now, therefore, be it

RESOLVED, That the date for the matter discussed above be established as, and become effective on, December 31, 1971. All applicants for certification who have not passed a written examination will be required to do so unless they have completed all currently established criteria for "senior" certification to December 31, 1971. Individual architects who have met the "senior" requirements prior to the above-noted date will be eligible for certification via the Council Oral Examination.

### RESOLUTION NO. 71-6

#### Phasing Out of Seven-Part Examination and Implementation of New Professional Examination

WHEREAS, The purpose of registration is health, safety, and public welfare; and

WHEREAS, Public welfare demands a workable and satisfactorily built environment; and

WHEREAS, Competent architects are needed to meet this goal; and

WHEREAS, Registration is a professional competence identifying process; and

WHEREAS, This process measured educational, training, and examination evidence; and

WHEREAS, This evidence must be related to the wisdom and knowledge of the time, now, therefore, be it

RESOLVED, That the recommendations of the Examination Development Committee for revising the registration process, as detailed below, be accepted:

1. Purpose: To phase out the present 36-hour, seven-part examination for architectural license candidates. To implement, as soon as practicable, the new Professional Examination for candidates holding NAAB-accredited professional architectural degrees and a Qualifying Examination for candidates without NAAB-accredited degrees and/or with combinations of education and experience in accordance with NCARB equivalencies.
2. Prerequisites for New Professional Examinations: A professional architectural degree from an NAAB-accredited school to be required for entrance to the new Professional Examination beginning in June 1973 or a passing grade in the Qualifying Examination to be first offered in December 1972.  
For the holders of a master's degree in architecture, one year's acceptable experience in the field to be required.  
For the holders of a bachelor of architecture degree, the first professional degree, two (2) years acceptable experience in the field to be required.
3. Presentation: A complete examination process will be presented to the 1972 national convention.

### RESOLUTION NO. 71-16

#### Additional Registration and/or Certification Requirements

WHEREAS, Certification by NCARB is the desirable vehicle for professional mobility throughout the United States, now, therefore, be it

RESOLVED, That if any jurisdiction desires additional requirements for registration and/or certification, and for continued registration and/or certification beyond those currently required by the NCARB, those additional requirements be submitted to the NCARB Board for consideration and appropriate action and where legally possible the action of the NCARB be adopted by the various jurisdictions.

# RESOLUTIONS 1966-2002

## RESOLUTION NO. 72-2

### NCARB Examinations

WHEREAS, The goal of the examining procedure is to provide a reliable measure of a candidate's qualifications essential to the practice of architecture; and

WHEREAS, The current seven-part, written examination covers subject matter that can be related logically under three basic areas of architectural knowledge; and

WHEREAS, A candidate's performance in each of these three basic areas provides a measure of his proficiency in the general area; and

WHEREAS, Failure in a single part only of the seven-part examination does not necessarily demonstrate lack of proficiency in the general area; now, therefore, be it

RESOLVED, That the seven parts of the present NCARB written examination be grouped into three categories as follows:

Category 1: Examinations—(C), History and Theory of Architecture; (D), Site Planning; and (E), Architectural Design.

Category 2: Examinations—(F), Building Construction; (G), Structural Design; and (I), Building Equipment

Category 3: Examination—(H), Professional Administration.

RESOLVED, That if a candidate for the written examination attains a grade of 70 or more, but less than 75 in one part only of the entire examination and such failure occurs in either Category 1 or Category 2, then the failing grade shall be averaged with the remaining two parts in the same category and a passing grade be granted provided the averaged total of the category is 75 or greater.

## RESOLUTION NO. 72-4

### Publication and Distribution of Examination Success Rates

RESOLVED, That NCARB direct ETS to publish examination success rates of candidates of all Member Boards and to distribute these results to all boards.

## RESOLUTION NO. 72-5

### Implementation of New Examinations

RESOLVED, That the report of the Examinations Committee be approved for implementation as described below:

- (a) That the Equivalency Examination be first administered in June, 1973, and
- (b) That the Professional Examination be first administered in December, 1973, and

RESOLVED, That there be a five-year time limit for the use of the present examination for those Member Boards which cannot, by law, implement the new examination procedure. The five-year time period to begin January 1, 1973.

## RESOLUTION NO. 75-6

### Publication of Examination Costs

WHEREAS, Legislative bodies in a number of jurisdictions in the areas served by NCARB are requesting budget information from the examining boards; now, therefore, be it

RESOLVED, That the NCARB Board of Directors shall annually publish all examination costs.

## RESOLUTION NO. 75-16

### Prohibition of Examination Interpreters

WHEREAS, The objective of the Member Boards must be to facilitate and permit qualified and competent architects to practice architecture and, thereby fulfilling the legal obligation to protect the public welfare and the public's interests; and

WHEREAS, The complete understanding of the English language is essential to the practice of architecture in that comprehension of codes, rules, regulations, ordinances and the laws of the land is necessary to fulfill professional service verbally, as well as in the instruments of service including contract documents; and

WHEREAS, The architectural candidate, during the course of the examination must demonstrate his comprehension of the English language without the assistance of others; now, therefore, be it

RESOLVED, That the use of an interpreter assisting the candidate during the examination be forbidden.

## RESOLUTION NO. 75-20

### Administration of Parts I and II of the Equivalency Examination

WHEREAS, All Member Boards recognize and acknowledge progressive improvements in the content of the Professional Examination; and

WHEREAS, A number of boards now require both the Equivalency Examination and Professional Examination of all candidates; now, therefore, be it

RESOLVED, That NCARB Member Boards requiring all candidates to take both the Equivalency and the Professional Examination delete the parts of History and Theory of Architecture and Environmental Planning and Construction Theory and Practice of the Equivalency Examination as a requirement for candidates having an NAAB-accredited, or otherwise approved, professional degree in architecture.

## RESOLUTIONS 1966-2002

### RESOLUTION NO. 76-5

#### Evaluation of NCARB Examination

WHEREAS, All Member Boards use examinations prepared by NCARB to assist in determining a candidate's qualification for registration as an architect within each Member Board's jurisdiction, and

WHEREAS, The true intent of the NCARB examination procedure is to register candidates who prove their qualifications to practice the profession of architecture, and

WHEREAS, It is the responsibility of each Member Board to ensure proper registration practices by use of proper testing procedures, and

WHEREAS, It is essential periodically to evaluate those testing procedures to insure that the examinations appropriately and adequately test the education, knowledge and evidence of that experience which represents minimum competence for admission to professional practice; now, therefore, be it

RESOLVED, That the NCARB Board of Directors appoint a distinguished panel comprising both persons with broad architectural practice, knowledge and experience, who will reflect current accepted architectural practice standards and persons expert in testing procedures (none of the foregoing shall have served in the preparation of NCARB examinations), charged with defining standards of minimum competence for professional practice and evaluating the Professional Examination in order to ascertain that it appropriately and adequately tests the education, knowledge, skills and experience necessary to qualify for such minimum competence. The panel shall report its findings and recommendations to the 1977 Annual Meeting.

### RESOLUTION NO. 77-1

#### Requirements for Graphics Examination

RESOLVED, That all candidates for registration be evaluated for design competency as follows:

- (a) That the design section of the Qualifying Test as developed and used in 1977 be administered to all candidates commencing in 1978;
- (b) That grading of the design test be performed on a regional basis, commencing in 1978, or as soon thereafter as a Member Board can adopt the grading procedures;
- (c) That the NCARB Board of Directors continue the Design Committee in 1977-78 to further define the scope, content and procedures of the design test for presentation to the 1978 Annual Meeting for approval and use commencing in 1979.

### RESOLUTION NO. 79-5

#### Task Analysis and Validation Study

*(The Board submits the following resolution with the understanding that the committee which it establishes will continue the work of the Task Force on Registration established at the 1978 NCARB Annual Meeting.)*

RESOLVED, That NCARB is directed to analyze and to define the knowledge, skills, abilities and functions necessary for minimum competence for the practice of architecture in the United States (hereinafter referred to as "task analysis") and apply these findings to an evaluation of the current NCARB examinations, internship standards, education standards and practice standards, and recommend criteria as necessary and appropriate to conform to those findings (hereinafter referred to as a "validation study").

That a Steering Committee composed of one person and one alternate chosen by each NCARB Regional Conference, and a chairperson and vice chairperson chosen by the president of NCARB, shall be assigned the task of carrying out the foregoing directive and shall further be authorized and directed:

1. To engage, with approval of the Council Board, such independent experts, including testing experts, as the committee deems appropriate;
2. To call upon any standing or special committees of the Council to assist in its work;
3. To report periodically to the Council Board of Directors and all Member Boards on the progress of the Committee's work;
4. To report to the 1980 Annual Meeting its findings and recommendations with regard to the "task analysis" and "validation study."

### RESOLUTION NO. 79-22

#### Sequence of Sections A and B of Professional Examination

RESOLVED, That for purposes of Council certification, an applicant for registration may have passed Section A of the Professional Examination before or after such applicant has passed Section B of the Professional Examination.

### RESOLUTION NO. 80-3

#### Revision of Passing Procedure for Section B, Professional Examination

RESOLVED, That if a candidate fails one part only of Section B of the Professional Examination, and attains passing scores on all other parts, the passing scores will be recorded as the candidate's final grades in those parts of the examination passed. Upon the candidate retaking Section B, only the score in the part first failed will be considered in the retake record; and if that score is a

## RESOLUTIONS 1966-2002

pass, the candidate will be deemed to have passed all parts of Section B. If that part is failed a third time, the candidate must take the entire Section B, as hereinbefore stated.

### **RESOLUTION NO. 83-11**

#### **Examination May Be Taken in Parts**

RESOLVED, That there shall be no requirement that an applicant for certification must have taken all divisions of the Architect Registration Examination at his or her initial sitting for the examination, nor that he or she must have taken all previously failed divisions at any subsequent sitting for the examination.

### **RESOLUTION NO. 83-12**

#### **Allow Purchase of the ARE by Parts**

RESOLVED, That the new ARE, which can be taken in parts, be allowed to be purchased by Member Boards from NCARB in parts for any or all candidates.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has shown a continuing arbitrary and unilateral disregard for the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination, which has resulted in a breach of fundamental principles of examination grading and administration by causing candidates similarly situated to be treated dissimilarly, and by giving unfair advantage to California candidates, and by seriously affecting NCARB's ability to assess and measure the exam results nationally,

FURTHER RESOLVED, In the interest of the protection of the public's health, safety, and welfare, and also the protection of the rights of exam candidates, all Member Boards shall administer the Architect Registration Examination in strict compliance with the rules and guidelines as established by the NCARB Board of Directors and all Member Boards shall participate in the Regional Grading Sessions using the grading criteria as established by the NCARB Exam Committee, and the determination by the Board of Directors of the failure of any jurisdiction to honor the said rules, guidelines and criteria for the administration and grading of the Architect Registration Examination shall cause the immediate termination of that Member Board's right and privilege to purchase and administer the NCARB Architect Registration Examination.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has disregarded the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination,

NOW THEREFORE, The Board of Directors is hereby instructed to withhold the right and privilege of the California Board or any other board found to have been in infraction to purchase and administer the NCARB Architect Registration Examination until the Board of Directors shall have received satisfactory assurance from the California Board or any other board found to have been in infraction that the rules and guidelines will be strictly observed.

### **RESOLUTION NO. 84-14**

#### **Security of NCARB Examinations**

RESOLVED, That for purposes of test security, all Member Boards seek to provide in their rules for removal of NCARB examinations from any "Freedom of Information Act" or similar public domain laws or regulations.

### **RESOLUTION NO. 84-19**

#### **Structural Examinations Format**

RESOLVED, That the structural examinations of the ARE shall continue to test candidates by the use of the questions employing calculations of basic structural design problems, conforming generally to the specifications for the 1984 ARE.

### **RESOLUTION NO. 85-8**

#### **Rescission of 1984 Resolution No. 20 Permitting Use of Reference Material in the ARE**

RESOLVED, That Resolution No. 20 as adopted at the 1984 Annual Meeting be revoked and that no reference materials be permitted in the examination, and be it further

RESOLVED, That the examination be published to include all reference material necessary for its administration.

### **RESOLUTION NO. 88-7**

#### **Withholding Access to ARE from Member Board Not Administering Examination**

RESOLVED, That the Council withhold all portions of the Architect Registration Examination from any Member Board which has not committed itself to the satisfaction of the Council Board of Directors, to administering the examination to all of its applicants (other than applicants of whom it does not require a written examination) for registration.

# RESOLUTIONS 1966-2002

## RESOLUTION NO. 89-12

### Study the Appropriateness of Terminating the Paper-and-Pencil ARE

RESOLVED, That the Council Board of Directors study the appropriateness of changing from the paper-and-pencil ARE following its administration in June 1992 to a computer ARE for all non-graphic portions of the ARE and that a schedule of the details of the transition and the financial implications of the transition be presented to the 1990 Annual Meeting for its approval.

## RESOLUTION NO. 89-15

### Elimination of Special Seismic Test

RESOLVED, That the special seismic test be discontinued and that architects who need to be tested on this subject take Division E of the ARE or C/ARE.

## RESOLUTION NO. 92-2

### NCARB Written Examination Required for Certification

RESOLVED, That all applicants for Council certification be required to pass the NCARB written examination current at the time the applicant sat for the examination and that except as provided in Appendix C of *Circular of Information No. 1* and for CALE-registered persons in Appendix A of *Circular of Information No. 1*, there be no substitute for the written examination.

## RESOLUTION NO. 92-5

### ARE in English Requirement for Certification

RESOLVED, That the Architect Registration Examination (ARE) may be rewritten in French for Canadian provinces and in Spanish for Puerto Rico for registration purposes so long as all costs and security issues associated therewith are borne by the governmental agency requesting such permission, all in accord with NCARB guidelines.

AND, BE IT FURTHER RESOLVED, That applicants applying for NCARB certification must have passed the NCARB examination in the English language except for applicants under the interrecognition agreement with Canada who passed the examination in French or applicants from Puerto Rico who passed the examination in Spanish.

## RESOLUTION NO. 93-1

### Rescind Resolution No. 1 of the 1990 Annual Meeting

RESOLVED, That Resolution Number 1 of the 1990 Annual Meeting calling for a computerized ARE in 1995 be and hereby is rescinded, and that the computerized ARE be administered beginning in 1997, and that the implementation plan for the computerized ARE delivery system be in place no later than the 1994 NCARB Annual Meeting and Conference.

## RESOLUTION NO. 93-2

### Reporting Scores for the Computerized ARE

RESOLVED, That beginning with the first computer-delivered ARE and thereafter, only pass or fail status will be reported for all divisions of the ARE and diagnostic information will be available to boards with respect to every candidate.

## RESOLUTION NO. 94-10

### Giving Credit For Pilot Administrations of ARE '97

RESOLVED, That a candidate for NCARB certification shall be given full credit for passing a division of the ARE in a pilot administration of the computerized ARE in 1995 and 1996, and that all Member Boards are urged to accept candidates for registration whose certification by NCARB is based in whole or in part upon passing divisions of the ARE administered as part of the pilot administrations in 1995 and 1996.

## RESOLUTION NO. 96-12

### Examination Policies

RESOLVED, That all previously enacted policies regarding the Council's examinations be rescinded, and in their place, the Council Board of Directors is authorized to adopt the Examination Policies set out in Appendix B of the *Pre-Annual Meeting Report*.

## RESOLUTION NO. 97-12

### Examination Fees

RESOLVED, That NCARB address the computerized ARE cost concerns by:

- (1) thoroughly reviewing cost components such as the delivery cost, the credit card charges, the tutorials and any other possible cost savings to determine if the financial impact to the candidates of the change to the computerized ARE can be mitigated by reasonable means without diminishing the generally acclaimed improvements in the examination;
- (2) actively monitor the Chauncey Group (including Sylvan) contract for compliance in the delivery of the examination; and
- (3) reporting the results of the review and monitoring efforts at the 1998 NCARB Annual Meeting.

## RESOLUTION NO. 99-17

### Comprehensive Testing

RESOLVED, That NCARB is directed, in the shortest time possible, to investigate a testing and grading procedure by which a candidate can demonstrate his or her ability to solve individual problems within the context of a broader comprehensive solution.

# Appendix C:

NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

## Appendix C

### NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

#### Project Background

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution.

NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

The resolutions are being reviewed by category, and the first set of policies were sunset in FY21. This year, the PAC reviewed additional resolutions from 1980-2018 (there were no resolutions in 2019 or 2020) in the following areas:

- Membership
- Related Organization
- Examination (See Resolution 2022-C)
- Misc.

Additional resolutions from more categories and decades will be reviewed over the next several years as NCARB cleans up its resolution database.

#### Resolutions Recommended for Sunset as part of Resolution 2022-D:

##### Resolution 2000-12: Support the Work of the Collateral Internship Task Force Regarding IDP, Mentorship, and Education

“RESOLVED, that the member boards of NCARB support the ongoing work of the Collateral Internship Task Force by encouraging acceptance of the following principles:

1. that those enrolled in the IDP program may expect a professional and respectful practice experience, both in terms of the hiring and compensation practices of the employer firm as well as the breadth of experience available during the program. [Implied in this will be an expectation that the intern and the firm will be held to a high standard of accountability for compliance and record-keeping.]

2. that NCARB should maintain its ongoing efforts in developing and publishing Mentor Guidelines as well as encouraging qualified mentors from the profession to participate in the mentor process.
3. that all of the collateral organizations should participate in the successful development of architects by.
  - a. Encouraging more practice-based experience in the formal education process.
  - b. Encouraging continued learning through entire professional career.
  - c. Encouraging the profession to invest both time and financial resources towards the development of emerging architects.
  - d. Encouraging improved communications and awareness among the five collateral organizations so that the entire pathway to career development is clearly and uniformly understood by all.
4. that the culture of learning and practice for architects be of such strength and maturity that it allows consideration of alternative pathways to complete IDP.”

*Rationale:* Because the “principles” specifically listed are broad ideas on the experience program, it is unclear if they are only something NCARB should be “encouraging” while the task force was actively in existence. While the task force ended in 2005, these were likely intended to have a lasting impact beyond the that. While some of the outlined principles are still relevant, a few are outdated. The Policy Advisory Committee recommends that this resolution is sunset so that more recently developed goals of the Architectural Experience Program (AXP) can take precedence, and then a future committee further discusses what (if any) guiding principles should replace them.

### **Resolution 1998-17: International Building Code 2000**

“RESOLVED, that NCARB strongly supports the development and adoption of a single building code for use by all NCARB jurisdictions, and

FURTHER RESOLVED, that NCARB strongly supports the continued development of the International Building Code to incorporate technological changes that will occur in the future in order to provide for the protection of the health, safety and welfare of the general public, and

FURTHER RESOLVED, that copies of this resolution be forwarded to the International Code Council, Inc.”

*Rationale:* The resolution is titled International Building Code 2000, but the language is generic and doesn’t mention the code they were working on at the time. Sunsetting this resolution positions NCARB to be neutral in the development of ICC’s building codes, and engage in future code development as appropriate.

### **Resolution 1987-1: Continuation of an Education Evaluation Process**

“RESOLVED, That NCARB continue a process by which the educational credentials of a candidate not holding the NAAB degree can be evaluated by an independent evaluator. Such findings would be

presented as evidence of whether or not the candidate satisfied the educational requirements for architectural licensure. Such evaluation could be considered the equivalent of completion of an NAAB accredited educational program.”

*Rationale:* The Council developed the *Education Standard* in the early-1980s, which is used to evaluate degrees from non-accredited programs. Today, NCARB uses NAAB’s Education Evaluation Services for Architects (EESA) to evaluate architects’ degrees from non-accredited programs against the *Education Standard*. If a candidate is evaluated through the EESA process and has zero deficiencies, they are considered to have met the education alternative without any additional requirements. The general intent of this resolution has been folded into the NCARB Certification Requirements, which are part the *NCARB Certification Guidelines*. The requirements can only be changed by membership vote; therefore, this resolution is no longer needed and sunsetting it will prevent future conflict of policies.

### **Resolution 1986-11: Lateral Forces Home Study Program**

“RESOLVED, that NCARB develop a Home Study Course on lateral forces similar to an ADVP Monograph. The course shall be prepared to satisfy reciprocity requirements for registered architects who never passed a written examination on lateral forces. An examination of the Home Study Course shall be prepared which can be administered by each member board. The Home Study Course shall be available by July 1, 1987.”

*Rationale:* This home study course is no longer available and was meant for architects who took the national exam prior to 1965, when lateral forces questions were regularly incorporated into the exam. If there are any remaining architects who are deficient in this area, they can satisfy the requirement through divisions of the ARE in accordance with the ARE 5.0 Exam Equivalence guide, currently included in the *NCARB Certification Guidelines*.

### **Resolution 1980-1: List of Licensees**

“RESOLVED, That each Member Board provide NCARB, annually, a list of all licensees whose primary mailing address is within their jurisdiction.”

*Rationale:* Due to evolving jurisdictional privacy laws, many Member Boards can no longer provide this information to NCARB, and mailing addresses are no longer the primary way we need to communicate with licensed professionals. A similar request for an annual roster was incorporated in the *NCARB Bylaws* in 1994, and sunsetting this resolution has no impact on that provision. The Policy Advisory Committee recommends this resolution be sunset and that a future committee further examine this issue and update NCARB’s policy.

### **Resolution 1980-15: Support for IDP**

“RESOLVED, That the Council and its Member Boards continue their support of the Intern-Architect Development Program.”

*Rationale:* This resolution was put forward in the very early days of the Intern Development Program’s (IDP) existence when the Council was still working toward adoption of the program by its Member Boards. It is unnecessary for this resolution to remain active as other follow up actions by the Board of Directors and membership have affirmed the organizations support for IDP’s successor, the Architectural Experience Program (AXP)—including adding the program as a specific requirement for NCARB certification and adding the program to the *NCARB Bylaws*. If, in the future, the Council would want to change direction related to the experience component of licensure, it would require a vote of the membership to update both of those documents. Sunsetting this resolution now ensures the Council will not have a policy conflict in the future.

# Appendix D:

Resolution 2022-F *NCARB Bylaws* Omnibus Updates

The following markups to the *NCARB Bylaws* relate to making the document gender neutral and clarifying inconsistencies related to NCARB Board of Directors elections. This appendix relates to Resolution 2022-F. Articles with no changes have been omitted.

*(Adopted June 23, 1979, Cambridge, MA. Amended June 27, 1981, Maui, HI; June 26, 1982, Minneapolis, MN; June 25, 1983, Philadelphia, PA; June 30, 1984, Portland, OR; June 29, 1985, San Antonio, TX; June 28, 1986, Atlanta, GA; June 27, 1987, Seattle, WA; June 29, 1988, Chicago, IL; June 28, 1989, Boston, MA; June 30, 1990, Washington, DC; June 29, 1991, Denver, CO; June 27, 1992, San Francisco, CA; June 26, 1993, Kansas City, MO; June 25, 1994, Dearborn, MI; June 24, 1995, New Orleans, LA; June 29, 1996, Baltimore, MD; June 28, 1997, Minneapolis, MN; June 27, 1998, San Diego, CA; June 26, 1999, Charleston, SC; June 17, 2000, Chicago, IL; June 23, 2001, Seattle, WA; June 29, 2002, Boston, MA; June 28, 2003, San Antonio, TX; June 26, 2004, Portland, OR; June 25, 2005, Miami, FL; June 24, 2006, Cincinnati, OH; June 23, 2007, Denver, CO; June 28, 2008, Pittsburgh, PA; June 26, 2010, San Francisco, CA; June 25, 2011, Washington, DC; June 23, 2012, Minneapolis, MN; June 22, 2013, San Diego, CA; June 21, 2014, Philadelphia, PA; June 20, 2015, New Orleans, LA; June 18, 2016, Seattle, WA.; June 30, 2018, Detroit, MI; May 14, 2021, Special Vote; June 26, 2021, Los Angeles, CA; [June 4, 2022, Austin, TX.](#))*

[ Articles I-V omitted. No proposed changes.]

#### ARTICLE VI—REGIONS

SECTION 1. Purpose. In order to foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, six geographical Regions comprising, in the aggregate, all the Member Boards are hereby established. Each Member Board shall be required to be a member of its Region.

SECTION 2. Membership. The membership of the Regions is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, [Northern Mariana Islands](#), Oregon, Utah, Washington.

#### ARTICLE VII—THE BOARD OF DIRECTORS

SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director.

SECTION 2. Qualifications and Limitations. The qualifications for serving as a Director shall be as set forth in this Article VII, Section 2, and no entity responsible for nominating any Director shall impose any qualification not set forth herein.

A. A candidate for election to any Director position shall, at the time such person is nominated:

(i.) be a citizen of the United States;

- (ii.) have served at least two (2) years as a member of a Member Board; or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director;
  - (iii.) (iii) be a current member of a Member Board; be a past member of a Member Board whose service as a member ended no more than one year before nomination; be an officer of a Region; be an incumbent Director; or, in the case of a candidate for the Member Board Executive Director, be a current Executive Director; and,
  - (iv.) (iv) in the case of candidates who are architects, hold an active NCARB Certificate.
- B. With respect to candidates for a Regional Director position, all qualifications relating to current or past membership in a Member Board or Region must be within the Region from which the candidate is nominated.
  - C. If a Member Board regulates professions in addition to the profession of architecture, the candidate will qualify as a member or former member of a Member Board only if the candidate ~~he or she~~ is or was an architect-member or a public member of the architect section of the Member Board.
  - D. A candidate for election as the Public Director shall be at the time of nomination a public or consumer member on a Member Board, or have served in such position no more than one (1) year prior to the time of nomination to the Board of Directors.
  - E. An individual shall qualify to serve as the President/Chair of the Board during the one-year period immediately following their ~~his or her~~ term as First Vice President/President-Elect.
  - F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following their ~~his or her~~ term as President/ Chair of the Board.

SECTION 3. Terms of Office and Election. The term of office of a Director shall be one year from the adjournment of the Annual Business Meeting at which they are elected to serve or, in the case of President/Chair of the Board and Immediate Past President, succeeds to office, until the adjournment of the next Annual Business Meeting or until their successor is duly elected and succeeds to office. No person shall serve more than two terms in succession as a Regional Director or three terms in succession as a Member Board Executive Director or Public Director; provided, however, that service as an Elected Officer and Immediate Past President shall not count against such limits. No incumbent shall serve for more than one term in any Elected Officer position or as Immediate Past President; provided, however, that an Elected Officer shall be eligible for reelection for the full term of office if, during the period immediately prior thereto, such Elected Officer had succeeded to or been elected to the office to fill a vacancy.<sup>1</sup>

SECTION 4. Removal.

- A. A Director may be removed with cause by a majority vote of the Member Boards at a meeting where a quorum is present, with the meeting notice stating that the purpose, or one of the purposes, of the meeting is the removal of the director.
- B. Director may be removed with cause by the affirmative vote of two-thirds (2/3) of the Board of Directors.

SECTION 5. Nomination and Election of Directors.

- A. Directors shall be nominated as set forth below in this Section 5 of this Article VII. Notwithstanding the various methods of nomination set forth below, all Directors must be elected by a majority vote of the Member Boards at a meeting at which a quorum is present.
- B. Each Region shall select its nominee for Regional Director at a Region meeting. The nominations will be announced by the several Regions prior to and/or at the Annual Business Meeting of the Council.

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<sup>1</sup> The pronouns in Article VII, Section 3 were updated as part of Resolution 2021-07, and will be updated as of July 1, 2022.

- C. Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring ~~their~~ his or her candidacy at the time election for such position begins at the Annual Business Meeting by the time determined by the Credentials Committee.
- D. The candidate for Member Board Executive Director shall be nominated by majority vote of the Member Board Executive community comprised of the Executive Director of each Member Board. The nomination will be announced by the community prior to and/or at the Annual Business Meeting of the Council.
- E. Any person qualified to serve as the Public Director may be nominated by declaring ~~their~~ his or her candidacy at the time election for such position begins at the Annual Business Meeting by the time determined by the Credentials Committee.

#### SECTION 6. Vacancies.

- A. Vacancies in the office of any Regional Director or Member Board Executive Director shall be filled by an appointee nominated by the Region or the Member Board Executive community respectively and appointed by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Vacancies in the office of the Public Director and Elected Officers other than First Vice President/ President-Elect and President/Chair of the Board shall be filled by an appointee designated by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Any such appointee shall meet all qualifications applicable to the vacant Director position, as determined by the Credentials Committee.
- B. A vacancy in the office of President/Chair of the Board shall be filled by the First Vice President/President- Elect, who shall serve the remainder of the term as President/Chair of the Board and the following term during which ~~they~~ he or she would have succeeded to the office if not for the vacancy.
- C. A vacancy in the office of First Vice President/President-Elect shall be filled by the Second Vice President, who shall hold such office of First Vice President/President- Elect until the adjournment of the next Annual Business Meeting, at which Annual Business Meeting the Member Boards shall elect both a First Vice President/President-Elect and a President/ Chair of the Board, each of whom shall be subject to the qualifications applicable to candidates for First Vice President/President-Elect.
- D. A vacancy in the office of Immediate Past President shall remain vacant.
- E. Any Regional Director who moves ~~their~~ his or her principal residence to a place outside the Region from which ~~they~~ he or she ~~was~~ were nominated shall be deemed to have vacated the office of Regional Director, and any Director who ceases to be eligible as provided in this Article VII, Section 2 shall be deemed to have vacated ~~their~~ his or her directorship.

SECTION 7. Duties. The affairs of the Council shall be managed under the authority and direction of the Board of Directors, who shall act by majority vote of the Directors present at a meeting at which there is a quorum, except as otherwise expressly required by these Bylaws or applicable law. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws. All Directors shall serve without compensation; provided, however, that nothing herein shall prohibit the Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/ President-Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

SECTION 8. Meetings of the Board. The Board of Directors may meet in any manner allowed by applicable law in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Business Meeting and a regular meeting immediately following the adjournment of the Annual Business Meeting of the Council. Special meetings may be held upon call of the President/Chair of the Board or the Executive Committee and shall be held upon written request of the majority of the Board of Directors. All Directors shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any Director. A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

**ARTICLE VIII—OFFICERS**

SECTION 1. Elected Officers. The Elected Officers of the Council shall be the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, and the Secretary.

SECTION 2. President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

- A. preside at all meetings of the Board of Directors, the Executive Committee of the Board of Directors, and the Annual Business Meeting;
- B. present to the Council at the Annual Business Meeting a report of activities during the President/Chair of the Board's term of office;
- C. develop charges for all committees that will serve during ~~their~~ his or her term as President/Chair of the Board and, following approval of the charges by the Board of Directors, oversee the work of all Committees;
- D. select all members of Committees to serve during ~~their~~ his or her term of office as President/Chair of the Board subject to the terms of Article XII, Section 5;
- E. have the power to make appointments to any unfilled or vacant Committee membership during ~~their~~ his or her term as President/Chair of the Board, subject to the approval of the Board of Directors;
- F. represent the Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- G. perform such other duties and powers as the Board of Directors may from time to time decide.

SECTION 3. First Vice President/President-Elect and Second Vice President. The First Vice President/President-Elect and the Second Vice President, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board. In addition, the First Vice President/ President-Elect shall:

- A. develop the Committee charges to be completed during ~~their~~ his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors;
- B. select the Chair of all Committees to serve during ~~their~~ his or her term as President/Chair of the Board, subject to the approval of the Board of Directors; and
- C. select all members of Committees to serve during ~~their~~ his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors.

SECTION 4. Treasurer. The Treasurer shall:

- A. oversee the financial affairs of the Council and be the primary liaison of the Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council;
- B. report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and
- C. perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

SECTION 5. Secretary. The Secretary shall:

- A. record or cause to be recorded all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors; and
- B. perform such duties as the Board of Directors may designate.

Records of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

SECTION 6. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by and shall serve at the pleasure of the Board of Directors, and shall have such compensation and benefits as shall be established from time to time by the Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the Board of Directors and such other duties and powers as the Board of Directors may from time to time determine, subject always to the ultimate authority of the Board of Directors under applicable law and these Bylaws.

#### **ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION**

SECTION 1. Council Record. The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education, training, examination, practice, and character for purposes of establishing a Council Record. Upon request of the applicant, this Council Record will be forwarded to any Member Board or to any foreign Registration authority with whom the Council has an agreement for mutual reciprocity.

SECTION 2. Council Certification. Council Certification shall be given to an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, Registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that Registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

SECTION 3. Annual Renewal. Council Certification shall be in effect for a period of one year. Renewal of the Council Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Council Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Board of Directors may establish. A lapsed Council Certification may be reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Board of Directors may establish from time to time.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's Council Certification if:

- A. a Member Board has revoked (without limitation as to time) the Architect's Registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or
- B. facts are subsequently revealed which show that the Architect was actually ineligible for Council Certification at the time of Council Certification.

In addition, the Council may revoke an Architect's Council Certification if:

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of ~~their~~ his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or

- D. the Architect has surrendered or allowed ~~their Registration to~~ lapse ~~his or her Registration~~ with the Member Board in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully misstated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by applicable law) report to the Council the occurrence of any event that qualifies an Architect for revocation of ~~their~~ ~~his or her~~ Council Certification, as described herein.

[Article X Omitted. No proposed changes.]

## ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL

### SECTION 1. Dues and Fees.

- A. Annual membership dues may be changed for any period, by resolution adopted at an Annual Business Meeting with implementation of any increase to take place not less than three years after such resolution is adopted.
- B. The fees to be charged for services to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the Board of Directors present and voting.

### SECTION 2. Operating Fund.

- A. All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council's chief financial officer.
- B. As soon as feasible following the Annual Business Meeting, the Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. No Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the Board of Directors has made an appropriation to pay the same.
- D. The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

SECTION 3. Securities and Investments. In accordance with the Board of Directors' policies and directions by the Board of Directors to the Chief Executive Officer, the Council's chief financial officer shall have charge of the investment of all funds of the Council not held in its operating fund. In accordance with such policies and such directions, such chief financial officer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights.

SECTION 4. Liabilities of Officers, Directors, and Employees. No Director, officer, or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from ~~their~~ ~~his or her~~ acts performed in good faith and within the scope of ~~their~~ ~~his or her~~ authority.

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding:

- A. information barred from disclosure by an applicable statute;
- B. trade secrets;
- C. information disclosed to the Council in reliance upon its continued non-disclosure;
- D. information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council;
- E. personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- F. attorney-client communications and attorney work-product materials;
- G. transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder;
- H. contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and
- I. information arising from investigatory cases.

Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board.

To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board other than to members of such Member Board. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

[Article XII<sup>2</sup> omitted. No proposed changes as part of Resolution 2022-G.]

#### ARTICLE XIII—INDEMNIFICATION

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act (“RINCA”) and after the Council’s Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former Director or employee determined by Board of Directors to be an executive employee, or member of a Committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council’s request in any other entity or with respect to the Council’s employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney’s fees incurred in connection with the defense of such proceeding whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the Board of Directors. Expenses incurred of the character described above may, with the approval of the Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of ~~their~~ his or her status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

[Article XIV omitted. No proposed changes.]

<sup>2</sup> Resolution 2022-E proposes additional edits to Article XII, Section 8.

# Appendix E:

Updated version of the Requirements for Certification in the  
*NCARB Certification Guidelines*

The following document shows the proposed updated version of the Requirements for Certification in the *NCARB Certification Guidelines*.

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## Requirements for Certification

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Changes are put forth for a membership vote via a written resolution and become effective on the date identified in the resolution.

Changes to the NCARB certification requirements apply both to applications for certification in process and new applications. Individuals whose applications are in process at the time of a change will be subject to new requirements for certification unless otherwise stated in the resolution.

Note: In addition to the requirements outlined in this section, NCARB makes changes to its key licensure programs—the *NCARB Education Standard*, the Architectural Experience Program (AXP), and the Architect Registration Examination (ARE)—through other processes. NCARB will provide notice to Member Boards, licensure candidates, and architects at least 60 days prior to the implementation date.

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<hr/> Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction	
<b>Section 2</b>	Page XX
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<b>Section 5</b>	Page XX
<hr/> Revocation and Reinstatement of an NCARB Certificate	
<b>ARE 5.0 Exam Equivalents</b>	Page XX
<hr/> Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined in this section.	

## SECTION 1

### Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction

#### 1.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are licensed.

#### 1.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by a U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

#### 1.3 Education Requirement

You must hold a degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian equivalent.

NCARB will consider your program accredited if one of the following conditions is met:

- The program held NAAB accreditation during the entire course of your studies.
- If the program lost NAAB accreditation during your studies, it must have lost accredited status no less than 24 months **before** your graduation date.
- If the program obtained NAAB accreditation after your studies, it must have become accredited no more than 24 months **after** your graduation date.
- You hold a degree in architecture from a Canadian university certified by the Canadian Architectural Certification Board (CACB).

#### 1.4 Experience Requirement

You must have completed the Architectural Experience Program® (AXP®) or the equivalent at the time of initial licensure by meeting the requirements outlined in the *AXP Guidelines* and documenting that experience in your NCARB Record. This includes the previous completion of the AXP for initial licensure through either the hourly reporting method or the AXP Portfolio method. If you are documenting your experience retroactively to complete the AXP, be aware that the reporting requirement identified in the *AXP Guidelines* does not apply to architects already licensed in the United States or Canada.

- Verification of experience: If you were at the time of the activity already a licensed architect and not under the direct supervision of another, the verification must be by an architect who observed the activity and who was your professional partner, a person employed by the same employer, or familiar with your experience who is not your employee. Under no circumstances may you verify your own experience.

For additional information, please refer to the *AXP Guidelines*.

### 1.5 Examination Requirement

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent at the time of initial licensure, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

For additional information, please refer to the [ARE Guidelines](#).

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## SECTION 2

### Alternative Requirements for Certification of an Architect Registered Licensed in a U.S. Jurisdiction

Note: You **may not** do both the Two Times AXP path of the education alternative and the experience alternative outlined in this section. You may do one or the other when seeking NCARB certification.

#### 2.1 Good Character

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You must be of good character as verified by employers and the U.S. jurisdiction where you are licensed.

#### 2.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by an U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

#### 2.3 Alternatives to the Education Requirement

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If you do not hold a degree in architecture as identified in Section 1.3, NCARB will accept either of the following as satisfaction of the education requirement for certification:

##### 2.3A – Education Alternative to NCARB Certification

- You must have held continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction
- You must document additional experience via the Two Times AXP **or** submit a Certificate Portfolio, depending on your education background **as determined by NCARB.**

##### Two Times AXP

If you hold a four-year bachelor's degree that includes significant coursework in architecture (as determined by NCARB) awarded by a regionally accredited U.S. or equivalent Canadian institution, you must document two times (2x) the experience requirement of NCARB's Architectural Experience Program (AXP).

- Experience earned as part of your experience requirement for initial licensure may count toward the two times AXP requirement.
- You must document twice the required hours in each of the AXP's six experience areas, for a total of 7,480 hours.
- The experience must be verified either by a supervisor who meets the supervisory requirements of NCARB's AXP or by an architect familiar with your work. The architect must have been licensed at the time your work was completed.

- A bachelor's degree that includes significant coursework in architecture refers to any baccalaureate degree from an institution with U.S. or Canadian regional accreditation but without NAAB accreditation resulting from significant architecture coursework. NCARB will review coursework in architecture to determine if it is acceptable for this option. The amount of architecture coursework that is required may vary from institution to institution.

### **NCARB Certificate Portfolio**

If your highest level of education is a high school diploma (or the equivalent), associate's degree, bachelor's or master's degree unrelated to architecture, or a degree earned outside the United States or Canada, you must submit a Certificate Portfolio.

- You must document work experience performed as a licensed architect by building an online portfolio with examples of your work.
- Portfolios must be reviewed and evaluated by a body of peers as established by NCARB.
- Your portfolio must satisfy all subject areas of the *NCARB Education Standard* unless you meet one of the following conditions:
  - If you have 64 or more semester credit hours of postsecondary education, you have the option to obtain an Education Evaluation Services for Architects (EESA) evaluation report to identify specific subject-area deficiencies. Your Certificate Portfolio only needs to address the subject-area deficiencies identified by the EESA.
  - If you hold a U.S. or Canadian bachelor's degree or higher, you do not need to address the *Education Standard's* Liberal Arts subject area in your Certificate Portfolio.

### **2.3B - Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report**

- You may obtain an EESA evaluation report stating that you have met the requirements of the *NCARB Education Standard*, which approximates the requirements of a NAAB-accredited degree program. The EESA evaluation compares your existing post-secondary education to the *NCARB Education Standard* and identifies any deficiencies in your education. You must then complete additional coursework to satisfy those deficiencies and receive a report indicating you have met the *Standard's* requirements.
- The *NCARB Education Standard* is defined in the [Education Guidelines](#).

## **2.4 Alternatives to the Experience Requirement**

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If you received your initial license from a U.S. licensing board prior to January 1, 2011, you may provide documentation demonstrating that you have been licensed in an U.S. jurisdiction for at least five consecutive years in lieu of completing the standard experience requirement outlined in section 1.5.

To pursue this alternative, you must:

- Certify that your experience as licensed architect met the intent of the AXP in each of the experience areas.
- Provide verification from at least one additional architect that you obtained such experience.

## **2.5 Alternatives to the Examination Requirement**

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

- A. If your registration was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the Exam Equivalent Guide for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.

## SECTION 3

### **Requirements for Certification of an Architect Licensed in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement/Agreement With NCARB**

NCARB enters into mutual recognition arrangements/agreements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. If you are licensed in a foreign jurisdiction that participates in an NCARB MRA, you may apply for NCARB certification in accordance with the terms and conditions of the MRA.

- Australia
- Canada
- Mexico
- New Zealand
- United Kingdom<sup>1</sup>

Eligibility requirements and conditions for certification are established by each arrangement/agreement and may vary from MRA to MRA. The basic provisions include:

- Architecture licensure (or the equivalent) in good standing in a signatory jurisdiction in the home country that was not obtained through any other foreign reciprocal arrangements/agreements;
- Licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Nothing in this section of the *Certification Guidelines* or the individual MRAs precludes you from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction

After receiving an NCARB Certificate through an MRA, you can apply for licensure in a U.S. jurisdiction that participates in the MRA. The United States does not offer a national license to practice architecture; each U.S. state or territory is responsible for regulating the practice of architecture within its borders and may choose whether or not to recognize NCARB Certificates granted through an MRA. Please check directly with the U.S. or foreign jurisdiction for specific licensure requirements as each jurisdiction is responsible for regulating the practice of architecture within its borders, and the licensure process will differ depending on your chosen jurisdiction.

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<sup>1</sup> Inclusion of the United Kingdom is dependent on the passage of Resolution 2022-A, and would not be included in the *NCARB Certification Guidelines* until the MRA's implementation date.

## SECTION 4

### **Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority**

A “Foreign Architect” is an individual who holds a current registration in good standing in a country other than the United States or Canada at the point of application, which allows the individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current registration” may include a license that is eligible for reinstatement upon re-establishment of residency, and/or payment of fees.

Detailed instructions for earning an NCARB Certificate through the Foreign Architect Path can be found on the NCARB website.

#### **4.1 General**

---

You may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by NCARB’s Member Boards (Section 3), or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any U.S. licensing board without further examination of credentials.

All documents submitted as part of the procedures set forth in this section must be provided in English. If a document is not in English, you must arrange to have an official translation submitted on letterhead directly from the issuing authority, a lawyer, translation service, notary, or embassy. You may not provide the translation on their behalf.

#### **4.2 Credential Requirement**

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You must be credentialed in a foreign country in which the credentialing authority has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You may be required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential. You are required to arrange for independent verification by the credentialing authority to be sent directly to NCARB showing that your credential has been granted and is currently in good standing.

You may also be required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current

status. This statement must be sent directly to NCARB from the credentialing authority or certified translator if applicable.

#### **4.3 Education Requirement**

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You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. An official transcript of your educational record must be sent directly to NCARB from the school.

#### **4.4 Experience Requirement**

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You must complete the NCARB Architectural Experience Program (AXP) by documenting your experience through hours.

The reporting requirement identified in the *AXP Guidelines* does not apply to foreign architects seeking NCARB certification through this option once their application has been reviewed and approved for this option.

#### **4.5 Examination Requirement**

---

You must pass the Architect Registration Examination® (ARE®).

## SECTION 5

### Revocation and Reinstatement of an NCARB Certificate

#### Revoking a Certificate

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate or impose a disciplinary sanction if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You are convicted of a felony or crime involving fraud or wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- NCARB receives evidence of incompetence, dishonesty, or unlawful conduct that is not adequately refuted related to the practice of architecture or involving fraud or wanton disregard of the rights of others; or
- NCARB finds that you have engaged in any behavior—including written, verbal, or physical—that may be considered inappropriate, abusive, disruptive, threatening, discriminatory, prejudicial, or harassing in nature while engaging with NCARB, any Member Board, and/or any vendor working on behalf of NCARB; or
- You have willfully misstated a material fact in a formal submission to NCARB; or
- NCARB's Professional Conduct Committee otherwise finds that you violated the *NCARB Professional Conduct Committee's Rules of Procedure*.

Other sanctions may include:

- Suspending your NCARB Certificate
- Issuing a public reprimand
- Requiring the completion of ethics education courses
- Issuing a warning letter

#### Reinstating a Certificate

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. A Certificate that has been suspended will be automatically reinstated after the period of suspension is over, unless otherwise stated at the time of suspension.

DRAFT

# Appendix F:

Mapping of the Current Requirements  
for Certification to the Proposed Updates

## Certification Requirements

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change, and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants who fail to complete the NCARB certification process within five years will not be considered “in process” and will be required to satisfy current certification requirements.

### Changes to the NCARB Education Standard and the AXP

A change in the [NCARB Education Standard](#) or the AXP becomes effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and the AXP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the AXP prior to the effective date of the change shall be treated as having satisfied either or both.

This section is now “Requirements for Certification.” Language was updated to clarify the process for implementing changes to the certification requirements, as well as for programs including the *Education Standard*, AXP, and ARE.

The edited version recommends removing the five-year window for applicants “in process” to become certified under previous requirements:

- Leaves room in individual resolutions to provide a “grandfathering” timeframe
- Five years is often too long of a window

<b>Section 1</b>	Page 10
Requirements for Certification of an Architect Registered in a U.S. Jurisdiction	

Sections 1-5 maintain their current structure & align to Sections 1-5 of the edited version.

<b>Section 2</b>	Page 11
Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction	

Note: “registration/registered” updated to “licensure/licensed” throughout to align with current standard usage.

<b>Section 3</b>	Page 13
Requirements for Certification of an Architect Registered in a Foreign Jurisdiction Through an Established Mutual Recognition Arrangement With NCARB	

<b>Section 4</b>	Page 14
Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority	

<b>Section 5</b>	Page 15
<hr/>	
Revocation and Reinstatement of an NCARB Certificate	
<b>Appendix A</b>	Page 16
<hr/>	
Architect Registration Examination	
<b>Appendix B</b>	Page 17
<hr/>	
ARE 5.0 Exam Equivalents	

The Policy Advisory recommends removing Appendix A. This content does not apply solely to applicants for certification and lives in the *ARE Guidelines*.

The Policy Advisory Committee recommends removing Appendix B from the *Certification Guidelines* and creating a separate “Exam Equivalents Guide” which could be updated independently when needed.

## SECTION 1

### Requirements for Certification of an Architect Registered in a U.S. Jurisdiction

#### 1.1 Good Character

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You must be of good character as verified by employers and an NCARB Member Board where you are registered.

#### 1.2 Education Requirement

##### VIEW ALTERNATIVES

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

This is now section 1.3. Language around program accreditation status revised for clarity.

#### 1.3 Experience Requirement

##### VIEW ALTERNATIVES

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You must have completed the Architectural Experience Program® (AXP™). To begin participation in the AXP, an applicant shall have established an NCARB Record and met all requirements for eligibility listed in the [AXP Guidelines](#), which may be revised from time to time by NCARB.

This is now section 1.4. Language added to clarify that meeting experience program requirements that were current at the time of initial licensure is considered equivalent.

The *AXP Guidelines* describes the specific experience requirements including eligibility to begin participation in the AXP, experience settings, categories, areas, hour minimums and maximums, timely reporting and verification of experience<sup>1</sup>, and the like.

For additional information, please refer to the *AXP Guidelines*.

The [Reporting Requirements](#) identified in the *AXP Guidelines* do not apply to architects registered in the United States or Canada or to architects credentialed by a foreign registration authority pursuing NCARB certification.

### 1.4 Examination Requirement

#### VIEW ALTERNATIVES

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent, as identified in Appendix B, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

This is now section 1.5. Language added to clarify that meeting examination requirements that were current at the time of initial licensure is considered equivalent.

For additional information, please refer to the [ARE Guidelines](#).

### 1.5 Registration Requirement

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now section 1.2

### 1.6 General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This section will be removed, as it was based on previous paper application processes that no longer apply.

<sup>1</sup> Verification of experience: If you were at the time of the activity already a registered architect and not under the direct supervision of another, the verification must be by a person who observed the activity and who was your partner or a person employed by the same employer. Under no circumstances may you verify your own experience.

## SECTION 2 Requirements for Certification of an Architect Registered in a U.S. Jurisdiction

### 2.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

### 2.2 Alternatives to the Education Requirement

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

- A. 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) 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 term refers to any baccalaureate degree 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. The amount of architecture coursework that is required may vary from institution to institution.

This is now section 2.3. Language has been clarified/added to:

- Emphasize that NCARB determines which path is appropriate based on a candidate’s background
- Clarify requirements for the Two Times AXP path
- Clarify that applicants who choose to get an EESA must meet any deficiencies identified within the EESA report

In addition, clarification added to Section 2 introduction that applicants can only complete either the education or experience alternative, not both.

2. All other architects whose highest level of education may be high school, associate degree, unrelated bachelor or master degree, or non-U.S. or Canadian degree must:
  - Submit a Certificate Portfolio. Document experience as a licensed architect to satisfy all subject areas of the *NCARB Education Standard* through a portfolio for peer review.
    - i. Architects with 64 or more semester credit hours of postsecondary education have the option to obtain an Education Evaluation Services for Architects (EESA) to identify specific subject-area deficiencies to address through the Certificate Portfolio.
    - ii. The General Education subject area of the Certificate Portfolio is waived for those with a U.S. or Canadian bachelor degree or higher.
- B. Architects may obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

The NCARB Architectural Experience Program is described in the [AXP Guidelines](#). The *NCARB Education Standard* is described in the [Education Guidelines](#). These documents may be revised from time to time by NCARB.

### **2.3 Alternatives to the Experience Requirement**

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the AXP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.

This is now Section 2.4.

## **2.4 Alternatives to the Examination Requirement**

---

If you fail to meet the examination requirement identified in Section 1.4, you may still be certified in the following circumstances:

- A. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.
- B. If your registration was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See Appendix B for a table of these qualifying equivalents.

This is now Section 2.5.

## **2.5 Registration Requirement**

---

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now Section 2.2.

## **2.6 General**

---

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This will be removed. See note above on Section 1.6.

## SECTION 3

### **Requirements for Certification of an Architect Registered in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement With NCARB**

This is found in Section 3 of the edited version. Some clarifying language was added, and basic requirements were updated to reflect the proposed MRA with the United Kingdom.

NCARB enters into Mutual Recognition Arrangements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. U.S. jurisdictions that choose to become signatories to an MRA will recognize an NCARB Certificate issued in accordance with the terms and conditions of the MRA.

Eligibility requirements and conditions for certification are established by each Agreement/ Arrangement. The basic provisions include:

- citizenship or lawful permanent residence in a country that is party to the arrangement;
- licensure in good standing in a signatory jurisdiction in the home country;
- a specific period of post-licensure experience in the home country;
- licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Please refer to the [NCARB website](#) for the detailed requirements of each MRA.

Nothing in this section of the *Certification Guidelines* or the individual Mutual Recognition Arrangements precludes an applicant from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction.

## SECTION 4

### Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority

This is found in Section 4 of the edited version.

A "Foreign Architect" is an individual who holds a current registration in good standing in a country other than the United States or Canada at the time of application, which allows such individual to use the title "architect" and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A "current registration" may include a license that is eligible for reinstatement upon re-establishment of residency, and/or payment of fees.

#### 4.1 General

A foreign architect may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.

This is found in Section 4.1 of the edited version. Clarifying language added around translated documents.

#### 4.2 Education Requirement

You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. You are required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. You are required to have an official transcript of your educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required.

This is found in Section 4.3 of the edited version. Language regarding EESA evaluations was removed to address confusion among applicants.

#### 4.3 Registration Requirement

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice

This is found in Section 4.2 of the edited version.

of architecture. You are required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that your credential has been granted and is currently in good standing. You are also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority.

#### **4.4 Experience Requirement**

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You must document completion of the NCARB Architectural Experience Program® (AXP™).

This is found in Section 4.4 of the edited version.

#### **4.5 Examination Requirement**

---

You must pass the Architect Registration Examination® (ARE®).

This is found in Section 4.5 of the edited version.

## SECTION 5

### Revocation and Reinstatement of an NCARB Certificate

#### Revoking a Certificate

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- You have willfully misstated a material fact in a formal submission to NCARB.

#### Reinstating a Certificate

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied.

Section 5 has been updated to align with the *NCARB Bylaws and Professional Conduct Committee's Rules of Procedure*.

## APPENDIX A

### Architect Registration Examination

#### Description

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The content of the Architect Registration Examination (ARE) is based on the knowledge and skills required of a newly registered architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

To begin taking the ARE, an applicant shall have fulfilled all requirements for eligibility established by his or her jurisdiction and shall have established an NCARB Record. To complete the ARE, an applicant must achieve a passing grade on each division.

#### Five-Year Rolling Clock

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For all initial candidates for licensure, a passing grade for any division of the ARE shall be valid for an initial period of five years, plus any extension granted under the rolling clock extension policy, after which time the division will expire unless the candidate has completed the ARE.

Applicants for NCARB certification that completed the ARE or were licensed:

- A. Prior to January 1, 2006, will not have any divisions governed by the five-year rolling clock.
- B. Prior to July 1, 2014, will have only divisions passed after January 1, 2006, governed by the five-year rolling clock.
- C. On July 1, 2014 or later, will have all divisions governed by the five-year rolling clock.

Any applicant for NCARB certification that is determined to be deficient in a division of the ARE will have to test and pass that division, or the then current exam equivalents, to earn NCARB

Appendix A will be incorporated into the *ARE 5.0 Guidelines*, as these policies are relative to all exam candidates, not just Certificate applicants.

certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

### **Rolling Clock Extension**

NCARB may allow a reasonable extension to a division expiration period in circumstances where completion of the ARE is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such division expiration period if the birth or adoption of their child occurs within such rolling clock period.

## **APPENDIX B ARE 5.0 Exam Equivalents**

### **ARE 5.0 Exam Equivalents**

Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined below. Applicants that do not achieve all examination equivalents shall be required to pass the unachieved division(s) identified to meet the examination requirement for the NCARB Certificate.

**Practice Management (ARE 5.0) AND Project Management (ARE 5.0) are satisfied by successfully completing one examination in each of the following FOUR groups:**

#### **GROUP 1:**

- |  |             |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0)                                   | (2008-2018) |
| 2. Construction Documents & Services – ARE 3.1 and prior computer-based versions | (1997-2009) |
| 3. Division I of the ARE   | (1983-1996) |
| 4. Professional Examination–Section B, Part IV                                   | (1978-1982) |

Appendix B will be removed from the document and made an independent guide to be updated as necessary.

- 5. Professional Examination Part IV (1973-1977)
- 6. Examination Syllabus H (1954-1975)
- 7. Section 6 of the CALE (1987-1989)

**GROUP 2:**

- 1. Construction Documents & Services (ARE 4.0) (2008-2018)
- 2. Building Technology (1997-2009)
- 3. Division C of the ARE (1983-1996)
- 4. Professional Examination–Section A (1979-1982)
- 5. Qualifying Test E and F (1977-1978)
- 6. Equivalency Examination III (1973-1976)
- 7. Examination Syllabus E (1954-1975)
- 8. Section 9 of the CALE (1987-1989)

**GROUP 3:**

- 1. Programming, Planning & Practice (ARE 4.0) (2008-2018)
- 2. Pre-Design (1997-2009)
- 3. Division A of the ARE (1983-1996)
- 4. Professional Examination–Section B, Parts I and II (1979-1982)
- 5. Professional Examination Parts I and II (1973-1978)
- 6. Examination Syllabus C (1954-1975)
- 7. Section 7 of the CALE (1987-1989)

**GROUP 4:**

1. Programming, Planning & Practice (ARE 4.0) 2018)	(2008-
2. Site Planning 2009)	(1997-
3. Division B (Written and Graphic) of the ARE 1996)	(1988-
4. Division B of the ARE 1987)	(1983-
5. Professional Examination—Section A 1982)	(1979-
6. Qualifying Test E and F 1978)	(1977-
7. Equivalency Examination III 1976)	(1973-
8. Examination Syllabus D 1975)	(1954-
9. Section 8 of the CALE 1989)	(1987-

**Project Planning & Design (ARE 5.0) is satisfied by successfully completing one examination in each of the following SEVEN groups:**

---

**GROUP 1:**

- |  |                          |
|--|--------------------------|
| 1. Site Planning & Design (ARE 4.0)            | (2008-2018)              |
| 2. Site Planning                               | (1997-2009) <sup>1</sup> |
| 3. Division B (Written and Graphic) of the ARE | (1988-1996)              |
| 4. Division B of the ARE                       | (1983-1987)              |
| 5. Professional Examination–Section A          | (1979-1982)              |
| 6. Qualifying Test E and F                     | (1977-1978)              |
| 7. Equivalency Examination III                 | (1973-1976)              |
| 8. Examination Syllabus D                      | (1954-1975)              |
| 9. Section 8 of the CALE                       | (1987-1989)              |

**GROUP 2:**

- |   |             |
|---|-------------|
| 1. Building Design & Construction Systems (ARE 4.0) | (2008-2018) |
| 2. Building Design/Materials & Methods              | (1997-2009) |
| 3. Division H of the ARE                            | (1983-1996) |

4. Professional Examination—Section B, Part III (1978-1982)
5. Qualifying Test C (1978-1982)
6. Professional Examination Part III (1973-1977)
7. Equivalency Examination II (1974-1976)
8. Examination Syllabus F (1954-1975)
9. Section 5 of the CALE (1987-1989)

**GROUP 3:**

1. Building Design & Construction Systems (ARE 4.0) (2008-2018)
2. Building Technology (1997-2009)<sup>2</sup>
3. Division C of the ARE (1983-1996)
4. Professional Examination—Section A (1979-1982)
5. Qualifying Test E and F (1977-1978)
7. Equivalency Examination III (1973-1976)
8. Examination Syllabus E (1954-1975)
9. Section 9 of the CALE (1987-1989)

**GROUP 4:**

1. Structural Systems (ARE 4.0) (2008-2018)
2. General Structures (1997-2009)
3. Division D/F of the ARE (1988-1996)
4. Divisions D and F of the ARE (1983-1987)
5. Professional Examination—Section B, Part III (1979-1982)

- 6. Qualifying Test B (1977-1982)
- 7. Professional Examination Part III (1973-1978)
- 8. Equivalency Examination II (1973-1976)
- 9. Examination Syllabus G (1954-1975)

**GROUP 5:**

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. Lateral Forces (1997-2009)
- 3. Division E of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test B (1977-1982)
- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus G (1965-1975)
- 9. Section 2 of the CALE (1987-1989)

**GROUP 6:**

- 1. Building Systems (ARE 4.0) (2008-2018)
- 2. Mechanical & Electrical Systems (1997-2009)
- 3. Division G of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test D (1977-1982)
- 6. Professional Examination Part III (1973-1978)

- |  |        |
|--|--------|
| 7. Equivalency Examination II<br>1976) | (1973- |
| 8. Examination Syllabus I<br>1975)     | (1954- |
| 9. Section 4 of the CALE<br>1989)      | (1987- |

**GROUP 7:**

- |  |        |
|--|--------|
| 1. Schematic Design (ARE 4.0)<br>2018)         | (2008- |
| 2. Building Planning<br>2009) <sup>2</sup>     | (1997- |
| 3. Division C of the ARE<br>1996)              | (1983- |
| 4. Professional Examination–Section A<br>1982) | (1979- |
| 5. Qualifying Test E and F<br>1978)            | (1977- |
| 6. Equivalency Examination III<br>1976)        | (1973- |
| 7. Examination Syllabus E<br>1975)             | (1954- |
| 8. Section 9 of the CALE<br>1989)              | (1987- |

**Project Development & Documentation (ARE 5.0) is satisfied by successfully completing one examination in each of the following SIX groups:**

---

**GROUP 1:**

- |  |        |
|--|--------|
| 1. Construction Documents & Services (ARE 4.0)<br>2018)  | (2008- |
| 2. Construction Documents & Services – ARE 3.1 and prior |        |

computer-based versions 2009)	(1997-
3. Division I of the ARE 1996)	(1983-
4. Professional Examination—Section B, Part IV 1982)	(1978-
5. Professional Examination Part IV 1977)	(1973-
6. Examination Syllabus H 1975)	(1954-
7. Section 6 of the CALE 1989)	(1987-

**GROUP 2:**

1. Construction Documents & Services (ARE 4.0) 2018)	(2008-
2. Building Technology 2009)	(1997-
3. Division C of the ARE 1996)	(1983-
4. Professional Examination—Section A 1982)	(1979-
5. Qualifying Test E and F 1978)	(1977-
6. Equivalency Examination III 1976)	(1973-
7. Examination Syllabus E 1975)	(1954-
8. Section 9 of the CALE 1989)	(1987-

**GROUP 3:**

1. Building Design & Construction Systems (ARE 4.0) 2018)	(2008-
2. Building Design/Materials & Methods 2009)	(1997-
3. Division H of the ARE 1996)	(1983-
4. Professional Examination—Section B, Part III 1982)	(1978-
5. Qualifying Test C 1982)	(1978-

- 6. Professional Examination Part III (1973-1977)
- 7. Equivalency Examination II (1974-1976)
- 8. Examination Syllabus F (1954-1975)
- 9. Section 5 of the CALE (1987-1989)

**GROUP 4:**

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. General Structures (1997-2009)
- 3. Division D/F of the ARE (1988-1996)
- 4. Divisions D and F of the ARE (1983-1987)
- 5. Professional Examination—Section B, Part III (1979-1982)
- 6. Qualifying Test B (1977-1982)
- 7. Professional Examination Part III (1973-1978)
- 8. Equivalency Examination II (1973-1976)
- 9. Examination Syllabus G (1954-1975)
- 10. Section 1 of the CALE (1989)
- 11. Sections 1 and 3 of the CALE (1987-1988)

**GROUP 5:**

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. Lateral Forces (1997-2009)
- 3. Division E of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test B (1977-1982)

- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus G (1965-1975)
- 9. Section 2 of the CALE (1987-1989)

**GROUP 6:**

- 1. Building Systems (ARE 4.0) (2008-2018)
- 2. Mechanical & Electrical Systems (1997-2009)
- 3. Division G of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test D (1977-1982)
- 6. Professional Examination Part II (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus I (1954-1975)
- 9. Section 4 of the CALE (1987-1989)

**Construction & Evaluation (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:**

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**GROUP 1:**

1. Construction Documents & Services (ARE 4.0) (2008-2018)
2. Construction Documents & Services – ARE 3.1 and prior computer-based versions (1997-2009)
3. Division I of the ARE (1983-1996)
4. Professional Examination–Section B, Part IV (1978-1982)
5. Professional Examination Part IV (1973-1977)
6. Examination Syllabus H (1954-1975)
7. Section 6 of the CALE (1987-1989)

**GROUP 2:**

1. Construction Documents & Services (ARE 4.0) (2008-2018)
2. Building Technology (1997-2009)
3. Division C of the ARE (1983-1996)
4. Professional Examination–Section A (1979-1982)
5. Qualifying Test E and F (1977-1978)
6. Equivalency Examination III (1973-1976)
7. Examination Syllabus E (1954-1975)

8. Section 9 of the CALE  
1989)

(1987-

**Programming & Analysis (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:**

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**GROUP 1:**

- |   |             |
|---|-------------|
| 1. Programming, Planning & Practice (ARE 4.0)         | (2008-2018) |
| 2. Pre-Design   | (1997-2009) |
| 3. Division A of the ARE                              | (1983-1996) |
| 4. Professional Examination—Section B, Parts I and II | (1979-1982) |
| 5. Professional Examination Parts I and II            | (1973-1978) |
| 6. Examination Syllabus C                             | (1954-1975) |

7. Section 7 of the CALE (1987-1989)

**GROUP 2:**

1. Site Planning & Design (ARE 4.0) (2008-2018)

2. Site Planning (1997-2009)<sup>1</sup>

3. Division B (Written and Graphic) of the ARE (1988-1996)

4. Division B of the ARE (1983-1987)

5. Professional Examination—Section A (1979-1982)

6. Qualifying Test E and F (1977-1978)

7. Equivalency Examination III (1973-1976)

8. Examination Syllabus D (1954-1975)

9. Section 8 of the CALE (1987-1989)

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<sup>1</sup> If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Site Planning.

<sup>2</sup> If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Building Planning and Building Technology.



NCARB

REGIONAL SUMMIT

# **WCARB Region 6 Laudatories**

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

March 5, 2022

## WCARB LAUDATORIES

1. Carmen Wyckoff, Arizona
2. Mary Morissette, Colorado
3. Andrew T. Laguaña, Guam
4. Jim Chaney, Oregon
5. Colin Jones, Washington
6. Rick Storvick, Washington



NCARB

REGIONAL SUMMIT

## **New/ Old Business**



NCARB

# REGIONAL SUMMIT

## FY22 Regional Summit | Region 6 Agenda

### Hotel & Meeting Accommodations

Charlotte Marriot City Center  
100 W Trade Street  
Charlotte, NC 28202

### Zoom Help Desk

<https://ncarb.zoom.us/j/96390314828?pwd=bzU0c0RhQUUyVlFBZVdE4yYXRvdz09>

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### Friday, March 4, 2022

*All times are in Eastern Time*

#### Breakfast on your own

**8 a.m.**

**Registration Open**

**9:00 a.m. – 9:30 a.m.**

**Meetings for:**

- First time attendees

**Charlotte DE**

<https://us02web.zoom.us/j/81476619124?pwd=VWo5bk5TbFRVUERvWFNBM1BnVOJPQT09>

- Public Members

**Uptown Ward 1+2**

<https://us02web.zoom.us/j/84753251617?pwd=ajlnZmlPdVpiaFRReERjZEk4djdaZz09>

**10:00 a.m. – 1 p.m.**

**Region 6 Meetings**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzI2cmInMjRQOEJkWitNdz09>

Introductions, Regional Business and Candidate Visits

**1:00 p.m. – 2:00p.m.**

**Lunch**

Region 1:  
New England

Region 2:  
Mid Atlantic

Region 3:  
Southern

Region 4:  
Mid Central

Region 5:  
Central States

Region 6:  
Western



NCARB

# REGIONAL SUMMIT

**2:00 p.m. – 2:45 p.m.**

**NCARB session**

**Charlotte DE**

<https://us02web.zoom.us/j/86590293867?pwd=NzJyeEtYTTZLeENFc3BjNzFPdy83Zz09>

NCARB Updates, Presentation of Resolutions and DEI Efforts

**2:45 p.m. – 3:45 p.m.**

**Plenary Keynote**

**Charlotte DE**

<https://us02web.zoom.us/j/86590293867?pwd=NzJyeEtYTTZLeENFc3BjNzFPdy83Zz09>

NC Board Introduction

Speaker- Christopher Locke: Designing in Color

**4:00 p.m. – 5:00 p.m.**

**Blended Breakout Sessions**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzl2cmInMjRQOEJkWitNdz09>

Importance of licensure and impact on community health and wellness

**6:30 p.m.– 9:30 p.m.**

**Evening Networking Reception: NASCAR Hall of Fame**

**Saturday, March 5, 2022**

*All times are in Eastern Time*

**Breakfast on your own**

**10:00 a.m. – 1:00 p.m.**

**Region 6 Meetings**

**Charlotte BC**

<https://us02web.zoom.us/j/88516960800?pwd=WDhDdEcyRzl2cmInMjRQOEJkWitNdz09>

Exploration of new data around DEI from a Regional lens, debrief on the breakouts, resolutions and visiting team

**1:00 p.m. – 2:00 p.m.**

**Lunch**

**Region 1:**  
New England

**Region 2:**  
Mid Atlantic

**Region 3:**  
Southern

**Region 4:**  
Mid Central

**Region 5:**  
Central States

**Region 6:**  
Western



NCARB

# REGIONAL SUMMIT

**2:00 p.m. – 3:00 p.m.**

## **Closing Plenary**

**Charlotte DE**

<https://us02web.zoom.us/j/88285538073?pwd=Njc2TXI5QlFOMHFDaVhKM1J2cW9jZz09>

Regional Chair report-outs on breakout sessions conversations and/or regional discussions.

Closing Speakers - DEI consultants Emily Holthaus and Jon Hockman

**Region 1:  
New England**

**Region 2:  
Mid Atlantic**

**Region 3:  
Southern**

**Region 4:  
Mid Central**

**Region 5:  
Central States**

**Region 6:  
Western**