



NCARB

REGIONAL SUMMIT

## **WCARB Region 6**

### **2024 Regional Summit**

#### **Meeting Material- Savannah, GA**





NCARB

# REGIONAL SUMMIT

## 2024 REGIONAL SUMMIT AGENDA

All times listed are in Eastern Standard Time

### Thursday, February 29 | Regional Dinners

<b>Region 1</b>	6:30 p.m.	<a href="#">Local 11ten</a>	No charge
<b>Region 2</b>	Please contact your Regional Executive		
<b>Region 3</b>	6:30 p.m.	<a href="#">45 Bistro</a>	\$100 for guests and attendees (Trolleys begin departing at 6 p.m.)
<b>Region 4</b>	6:00 p.m.	<a href="#">Belford's</a>	No charge
<b>Region 5</b>	5:30 – 7:30 p.m.	Savannah Riverfront Marriot   Mercer Room	No charge
<b>Region 6</b>	6:00 p.m.	<a href="#">Vic's on the River</a>	\$100 for guests

Please note that separate registration is required to attend Regional Dinners. Transportation, if provided by the Region, will begin departing at 6 p.m. Please contact your Regional Executive for more information.

### Friday, March 1

8:00 – 9:00 a.m.	<b>Breakfast for First Time Attendees</b> First time attendees are invited to join the Vice Chairs from each Region for a Regional Summit welcome and orientation.
8:00 – 9:00 a.m.	<b>Breakfast for Attendees and Guests</b>
9:15 a.m. – 11:00 a.m.	<b>Plenary Session</b> During this session, attendees will hear an NCARB update from President Jon Baker, an overview of the draft resolutions from Secretary Sylvia Kwan, and have an opportunity to meet the FY25 Officer, Public Member, and At-Large Board candidates during a Candidate Forum.
11:30 a.m. – 3:00 p.m.	<b>Regional Meetings</b> This time is set aside for Regional Business. Each Region sets their own agenda. Your Regional Executive will provide more information closer to the event. Lunch will be included in your regional agendas.
3:00 – 3:15 p.m.	<b>BREAK</b>



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3:15 – 4:30 p.m.

## **Workshops**

### *Incidental/Overlapping Practice*

During this workshop attendees will have the opportunity to learn more about how incidental practice impacts HSW, how jurisdictions currently address it, and potential solutions for the future.

### *Multiple Pathways to Licensure*

During this workshop, attendees will gain insights into the purpose, benefits, and opportunities for developing multiple pathways to licensure.

6:00 – 9:00 p.m.

Networking Reception: [Metal Building at Trustees Garden](#)

## **Saturday, March 2**

8:00 – 9:00 a.m.

## **Breakfast**

9:00 – 10:15 a.m.

## **Keynote: Architecture and Artificial Intelligence**

Learn more about how AI will impact architecture from George Guida, of the Harvard Laboratory Institute.

10:15 – 10:30 a.m.

## **BREAK**

10:30 a.m. – Noon

## **Mixed Regional Discussions**

Meet other colleagues from across the regions to discuss the hot topics of the meeting including incidental practice, multiple pathways, and Artificial Intelligence.

Noon – 1:00 p.m.

## **LUNCH**

1:15 – 2:45 p.m.

## **Regional Meetings**

This time is for additional Regional meetings, which include visits from the NCARB Leadership team.

3:15 – 3:45 p.m.

## **Closing Plenary**

**Region 1:**  
New England

**Region 2:**  
Mid Atlantic

**Region 3:**  
Southern

**Region 4:**  
Mid Central

**Region 5:**  
Central States

**Region 6:**  
Western

# The 2024 WCARB Annual Meeting

Friday, March 1<sup>st</sup>

Join Zoom Meeting

<https://ncarb.zoom.us/j/97551129790?pwd=dHN0K1JqU3ZLYWs2Uk1tSndydnUwZz09>

Meeting ID: 975 5112 9790

Passcode: 101465

(\* - denotes voting items)

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11:45 a.m.	<b>Convene Meeting</b> Catherine Fritz, <i>Chair</i>	<b>Riverfront Marriott</b> <b>Savannah, GA</b>
		<b>Meeting Room:</b> <b>Savannah D</b>

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11:45 a.m.	1. <b>Quorum Roll Call</b>	
11:45-12:15 p.m.	2. <b>Introductions</b>	
	3. <b>*Approval of Agenda</b>	
	4. <b>*Approval of Minutes: June 17, 2023, WCARB Annual Meeting– Tampa, FL</b>	
	<b>*Approval of WCARB Membership Update Meeting Summary Minutes: January 09, 2024 (Zoom)</b>	
12:15– 12:30 p.m.	5. <b>Regional Director’s Report</b> <i>Scott Harm</i>	
12:30- 12:45 p.m.	6. <b>Chair’s/Executive Committee Report</b> <i>Catherine Fritz</i>	
12:45-1:00 p.m.	7. <b>Hospitality Exchange</b> <i>Mike Kolejka</i>	
1:00 p.m.-1:15 p.m.	8. <b>Financial Report</b> <i>Jim Oswald</i>	
1:15-1:35 p.m.	9. <b>*Rule Changes</b> <i>Tian Feng</i> a. <b>Fiscal Year Change (Rules)</b> b. <b>Travel Reimbursement (Rules)</b>	
1:35-1:50 p.m.	10. <b>*Review &amp; Adopt 2024-2025 WCARB Budget</b> <i>Jim Oswald</i>	
1:50-2:00 p.m.	11. <b>Election Procedure Protocol</b> <i>Election Committee Chair, Catherine Fritz</i>	
2:00-2:15 p.m.	12. <b>*Regional Director Nominations/ Speeches / Election</b>	

- 2:15-2:45 p.m. 13. \* Ex Comm Nominations / Speeches / Elections  
(3 positions)
- 2:45-2:35 p.m. 14. Ex Comm Leadership (Officer) Nominations:  
a. Chair  
b. Vice Chair  
c. Secretary/Treasurer
- 2:35-3:00 p.m. 15. Ex Comm Officer Nominee Speeches  
a. Chair  
b. Vice Chair  
c. Secretary/Treasurer
- 3:30-3:40 p.m. 16. \*Ex Comm Officer Elections  
*Election Committee Chair*  
a. Chair  
b. Vice Chair  
c. Secretary/Treasurer
- 3:40-3:45 p.m. 17. Highlights of State Reports

**RECESS FOR THE DAY**

**SATURDAY**  
**March 2, 2024**

- 1:15 p.m. **RECONVENE WCARB ANNUAL MEETING**
- 1:15-1:20 p.m. Quorum Roll Call
- 1:20-2:00 p.m. 18. Review and discuss proposed NCARB  
Resolutions  
*Tian Feng / Scott Harm/ Sian Roberts*
- 2:00-2:10 p.m. 19. Hot Topics  
*Jim Oschwald*
- 2:10- 2:15 p.m. 20. Strategic Plan 2023 Action Item Report  
*Catherine Fritz*
- 2:15-2:25 p.m. 21. WCARB Laudatories  
*Catherine Fritz*
- 2:25-2:35 p.m. 22. Old Business
23. New Business
- 2:35-2:45 p.m. 24. NCARB Visiting Team

**ADJOURN**

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

**Saturday, June 17, 2023**

Vice-Chair Corey Solum called the meeting to order at 8:09AM EST.

**AGENDA ITEMS**

**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 were approximately **3** members in attendance via Zoom.

**AGENDA ITEM 1- Approval of Agenda**

**Motion: To approve agenda**

**By:** Cathy Gogue (GU)

**Second:** Jim Oswald (NM)

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

**Introductions**

All members did an introduction. New members were Stephanie Morales Ostasur from Colorado, Denn Manglona Northern Mariana Islands, and Julie Pham from Arizona

**Approval of the Minutes**

**Motion: To approve minutes from March 3-4, 2023, Regional Summit Hybrid Meeting**

**By:** Mike Kolejka (AZ)

**Second:** Scott Harm (WA)

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

**AGENDA ITEM 2 - Regional Director's Report– Sylvia Kwan**

Regional Director Kwan discussed NCARB committee involvement, explained the executive committee and executives, and how NCARB deals with the budget. She also explained and heard the opinions on governance structure.

**AGENDA ITEM 3- Regional Chair's Report – Tara Rothwell**

Regional Chair Rothwell was not at the annual business meeting. Vice-Chair Solum had nothing new to report.

**AGENDA ITEM 4- Financial Reports- Catherine Fritz, Secretary/Treasurer**

Secretary/Treasurer Fritz explained the summarized the financial reports and budget that was presented to the members at the March 2023 Regional Summit.

**AGENDA ITEM 5- 2023-2024 WCARB Budget**

Secretary/ Treasurer Fritz thoroughly explained each line item of the budget for the upcoming fiscal year, October 1, 2023- September 30, 2024. She expressed the concerns of some members not having a regional dinner or gathering of some type at the next annual business meeting. Explained revising the budget per the bylaws to make amendments to the budget. Identified one option to reduce the education program development line item and increase the regional dinner line item. WCARB executive committee member Feng agreed that to lowering the educational program was viable due to his experience of spearheading a virtual WCARB education seminar, including NCARB support. Amendment to reduce educational/ program development to \$4000 and increase regional dinner line item to \$7000.

**Motion: To adopt 2023-2024 WCARB Budget**

**By:** Tian Feng (CA)

**Second:** Cathy Gogue (GU)

Discussion followed

**Amendment Motion: Reduce education/program committee budget by \$4,000 and increase regional dinner budget to \$7,000.**

**By:** Jim Oschwald (NM)

**Second:** Mike Kolejka (AZ)

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

Returned to main motion (Amended)

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

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

Vice-Chair Solum asked members to present their state reports.

**Alaska:** Neal explained the Alaska legislative bill was passed to add electrical and mechanical engineers to sit on the board at the same time. To add interior designers to their board was not passed but will be presented again at the upcoming legislative session.

**Arizona:** Stapley explained no significant change since the March regional meeting. She has been working with the Arizona Governor's new policy advisor to create a scholarship fund and changing the board composition.

**California:** Zuniga explained legislation is allowing California to collect demographic data from their licensees upon initial license and renewal. Sunset review will be up for review next year and have one vacancy on their board.

**Colorado:** Young explained Colorado continues to have more out of state licensees than in state licensees. Colorado will go through sunset review next year and working with a policy analyst to work with the board and get involved with public outreach. Continuing education policy has been repealed and replaced with a different avenue starting with a confidentiality letter of concern, which is a dismissal to the public for first offenders, letter of admittance for second offenders, and finally sent to the Colorado board for third offenders.

**Guam:** Gutierrez stated Guam board is monitoring responsible control and direct supervision by Architects of Record over projects.

**Hawaii:** Fujiwara explained there is nothing to report at this time.

**Idaho:** Maulin explained Idaho board is in the process of changing their rules for Architects and legislators won't act on it until next year.

**Nevada:** Erny explained the Nevada board completed their legislative session. Nevada board is now under one regulatory department. He provided an update on the Community College being reviewed by NAAB in the Fall 2023 and implementing a new test for residential design.

**New Mexico:** Oswald explained during the last legislative session the New Mexico board saw unintended conflict with legislation aimed at streamlining the licensure process for another board covered by the Uniform Licensing Act (ULA). The legislature could not open that boards Act directly, so they went about making changes through the ULA which ended up impacting all the professional licensing boards under the ULA. The board chair and executive worked to remove the New Mexico board from the targeted

changes as did several of the other boards affected when alerted to the situation by the board executive.

**Northern Mariana Islands (NMI):** Fleming explained the incoming new administration can't implement their online database system due to previous administration over spending funds. Fleming is going to work with NCARB on utilizing their online database system. NMI has a new board member.

**Oregon:** Esteban explained the passage of SB224 and revised Oregon's statute and now will be looking into updating their board's rules. Esteban is part of the NCARB Diversity, Equity, and Inclusion (DEI) committee and the Oregon board is very pleased to have one of their board members be part of the NCARB DEI committee. She explained the Oregon board is working on establishing a gender-neutral title for architects who are retired and removed the age requirement for architect emeritus.

**Utah:** Bullough explained the Utah board will have a vacancy due to WCARB Vice-Chair Solum is terming out this summer. Bullough thanked Solum for his examples of leadership on the Utah board. Utah's Governor has ordered all boards to reduce boards and committees. Utah's board through their architect licensing advisor and education enforcement fund have made accommodations to pay for new graduates initial NCARB licensing and lower barriers to entering the architecture field and aiding in establishing their NCARB certificate.

**Washington:** Harm recognized Rick's retirement and expressed Washington's appreciation of him and service to WCARB. Harm explained Washington has a new member board executive.

Vice-Chair Solum recognized and presented the laudatory certificate to Tara Rothwell (NM). Executive Committee Member Kolejka recognized and presented the laudatory certificate to Corey Solum (UT).

#### **AGENDA ITEM 7- NCARB Contested Candidates**

FY24 NCARB Board of Directors (BOD) Treasurer candidate, John Rademacher and Secretary candidate, Lenora Isom provided their experience and knowledge of what expectations they want to see from jurisdictions, regions, and alignment of committees especially with the NCARB database. They answered questions regarding the current resolutions.

Candidate for First Vice-President/President-Elect, Ken Van Tine. Candidate for Second Vice-President, Ed Marley, and Candidate for Public Director, Stephanie Hopkins were present to answer any questions. Mickey specifically wanted to know how NCARB plans to address removing fees, rolling clock, and how to address and update NCARB's decision that affect jurisdiction and candidates. Vice-President Marley informed the members that they will be addressing these topics at their next BOD meeting. NCARB BOD Treasurer, Richard McNeel and Secretary candidate, Sylvia Kwan answered questions from the region on the resolutions from their perspective.

**AGENDA ITEM 8- Volunteers for WCARB Committees**

Secretary/Treasurer Fritz discussed the list of each WCARB committee and explained the three outlined in the bylaws. Secretary/Treasurer Fritz would like any volunteer to reach out to the Executive Director.

**AGENDA ITEM 9- Strategic Plan 2023-2024 Actions**

Secretary/Treasurer Fritz provided an overview of the strategic plan action items as recommended by the Exec Comm for the coming year.

**AGENDA ITEM 10- 2024 Regional Meeting Discussion**

No discussion.

**AGENDA ITEM 11- NCARB Visiting Team**

NCARB President, Bayliss Ward, NCARB First Vice President, Jon Baker, Mike Armstrong, CEO, Mary de Sousa, COO, Guillermo Ortiz de Zarate, CIO, Andy McIntyre, and Josh Batkin, NCARB Staff were present to answer any questions.

They answered questions about possible regional realignment. This is not part of the current governance changes and will be studied more in the coming year. Armstrong explained NCARB is a corporation and have a set of corporate bylaws and individual members can't break off and compel the corporation legally but voting members are informed.

**AGENDA ITEM 12&13-New Business/ Old Business**

No old business or new business. Members will wait to vote on the floor of Nevada's revisions proposed amendment to resolution 2023-05.

**ADJOURN**

The meeting was adjourned at 10:22AM EST. WCARB's annual meeting will convene at the NCARB Regional Summit Meeting in Savannah, GA on March 1-2, 2024.

**WCARB Meeting @ NCARB ABM Tampa, FL**  
**Attendees June 17, 2023**  
**\*Via Zoom**

**ALASKA**

Catherine Fritz  
Sara Neal

**ARIZONA**

Mike Kolejka  
Ed Marley  
Judith Stapley  
Julie Pham

**CALIFORNIA**

Tian Feng  
Laura Zuniga  
Robert Pearman  
Ron Jones  
Sylvia Kwan

**COLORADO**

Joyce Young  
Stephanie Morales Ostasur

**GUAM**

Catherine Gutierrez  
Cathy Gogue

**HAWAII**

Brian Fujiwara

**IDAHO**

John Maulin  
Allison McClintick

**NEVADA**

Greg Erny, NCARB Past President  
James Mickey  
Monica Harrison  
Stacey Hatfield

**NEW MEXICO**

Bob Calvani-NCARB Past President  
Jim Oswald  
Mark Glenn  
Ray Vigil

Melarie Gonzales (Region 6 Exec)

**NORTHERN MARIANA ISLANDS**

Denn Manglona  
Esther Fleming

**OREGON**

Tonie Esteban  
\*Lisa Howard

**UTAH**

Corey Solum  
Bret Bullough  
Terance White

**WASHINGTON**

Scott Harm  
Sian Roberts  
Roch Manley  
\*Sydney Muhle  
\*Susan Nieves

DRAFT

**Membership Update Meeting**  
(formerly known as Pre-BOD Meeting)  
January 9, 2024

## SUMMARY MINUTES

1. Welcome from Chair, Catherine Fritz started at 1:03 p.m. Alaskan Time
2. Roll Call, Melarie Gonzales, Executive Director:
  - Jurisdictions (members) in attendance: Alaska, Arizona, California, Guam, Hawaii, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah & Washington. Absent: Colorado & Idaho.
  - Individuals in attendance: Catherine Fritz, Tian Feng, Jim Oschwald, Corey Solum, Melarie Gonzales, Scott Harm, Bret Bullough, Cathyann Gogue, Celestia Carson, Ed Marley, Greg Erny, Jarod Maw, Jim Mickey, Jon Baker, Judith Stapley, Julia Oderda, Lisa Howard, Michael Fazio, Den Manglona, Ron Jones, Robert Pearman, Sara Neal, Sian Roberts, Sydney Muhle, Tonie Esteban, & Bert Yumol.
  - NCARB Staff: Caitlin Stromberg, Josh Batkin, & Maleece Wallace
3. Review/Approve minutes from September 20, 2023 WCARB Membership Update Mtg.
  - Motion: To approve September 20, 2023, WCARB Membership Meeting Summary Minutes  
**By:** Judith Stapley (AZ)  
**Second:** Robert Pearman (CA)  
Motion passed without objection.
4. Update of NCARB Board Issues, Scott Harm
  - Regional Director Scott Harm provided a summary of the NCARB Pre-BOD meeting brief January 2024.
5. Overview of NCARB Regional Realignment WG, Catherine
  - a. Overview of region structure (why we are talking about this)
  - b. Purpose of Upcoming Listening Sessions
  - c. Next Steps
  - Regional Chair Catherine Fritz presented a power point presentation regarding the Regional Realignment Working Group (RRWG).
6. Upcoming Calendar:
  - a. Regional Realignment Working Group Listening Sessions (Zoom) Jan 10, 11, 12, 2024.
  - b. Call for Candidates for National (NCARB) Board: Due February 9, 2024, if you want your bio included in Regional Summit packet.
  - c. Applications for National (NCARB) Committees: Due 1 week after Regional Summit in Savannah.

- d. Regional Summit: March 1-2, 2023, Savannah (Regional dinner Feb 29)
  - i. Registration is due January 26, 2023.
- e. WCARB's annual meeting takes place at the Regional Summit
  - i. Elections (3 Exec Comm positions, 3 Exec Comm officers, 1 region Director to NCARB BOD)
  - ii. State Reports & Laudatories are due to Melarie by February 16, 2024.
- f. Membership Update Meetings: April 19, 2024, July TBD (Zoom)
- g. NCARB Annual Business Meeting: June 13-15, 2024, Chicago

## **WCARB Executive Committee**

Catherine Fritz, Alaska, Chair

Tian Feng, California, Vice Chair

Jim Oschwald, New Mexico, Secretary-Treasurer

Corey Solum, Utah, Member

Mike Kolejka, Arizona, Member

Scott Harm, Washington, Region 6 Director to NCARB Board

Melarie Gonzales, Region 6 Executive Director

The regional call ended at 2:04p.m. Alaskan Time.



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REGIONAL SUMMIT

## **Regional Director's Report**

**Scott Harm, Regional Director**





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REGIONAL SUMMIT

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

**Catherine Fritz,  
Region 6 Chair**



## **Region 6 WCARB Chair's Report**

### **March 1, 2024**

Highlights to date:

**June 17, 2023:** Transition Meeting at annual ABM with current Region 6 Executive Committee (Ex Comm) and incoming Region 6 Ex Comm.

**July 24-25, 2023:** Chair, Vice Chair, and Exec Director attended the Regional Leadership Committee meeting in Savannah to begin planning the Regional Summit (total 4 meetings to date, also sub-committee meetings).

**July 25-26, 2023:** Chair attended the Regional Realignment Working Group meeting in Savannah (total 9 meetings to day).

**September 20, 2023 **Regional Membership Update Meeting**** (virtual):  
Update of national Board issues from Region 6 Director, Scott Harm.  
Reviewed Strategic Plan Actions for the year.  
Introduced the work of the Regional Realignment Working Group.  
Provided a preview of the March 2024 Regional Summit.  
Provided a calendar of upcoming events.

**September 23, 2023** Ex Comm Fall meeting (in person):  
Reviewed committees and Strategic Plan Liaison assignments.  
Approved "Roles & Responsibilities" summary (now posted on WCARB web site) to help members know about the opportunities for service in Region 6.  
Reviewed Strategic Plan action items for the year.  
Developed budget for FY25.  
Began planning the annual regional meeting (Summit), dinner, and hospitality (ice breaker) activity.  
Began planning for possible reception at hotel for ABM (Chicago).

**December 4, 2023** Ex Comm meeting (virtual):  
Reviewed NCARB travel policy and the draft Region 6 travel policy.  
Discussed the Executive Director contract and performance evaluation process and job duties.  
Reviewed Strategic Plan committees and actions.

**December 20, 2023** Ex Comm meeting (virtual):  
Discussed Rule Changes regarding change in fiscal year and travel policy to be presented to membership at Regional Summit.  
Reviewed criteria for Exec Director performance evaluation.  
Received Regional Summit planning, including possible educational program.

**December 29, 2023:** Notification to members of proposed Rule Changes regarding, 1. Fiscal Year period; and 2. Clarification of Travel Reimbursement Policy.

**January 9, 2024: Regional Membership Update Meeting** (virtual):  
National NCARB Board Update from Region 6 Director Scott Harm.  
Overview of the Regional Realignment Working Group.  
Provided a calendar of upcoming events.

**February 5, 2024** Ex Comm meeting (virtual):  
Final review of Executive Director job duties and performance evaluation criteria.

**February 29-March 2, 2024** Ex Comm meeting (in person) in conjunction with WCARB Annual meeting, Savannah.

**UPCOMING:**

**March 2, 2024:** Ex Comm will meet to conduct performance review of Executive Director and contract amendment.

**April 19, 2024: Regional Membership Update Meeting** (virtual):  
National NCARB Board Update from Region 6 Director Scott Harm.  
Preview of Annual Business Meeting in Chicago.  
Update on discussions by sub-committees/working groups re: resolutions.  
Provide a calendar of upcoming events.

**May, 2024:** Ex Comm meeting (virtual) to plan Region 6 meeting at ABM.

**June 12-15, 2024** Ex Comm meeting (in person) in conjunction with NCARB Annual Business Meeting, Chicago:  
Review proposed Strategic Plan actions for July 1, 2024-June 30, 2025.  
Recruit committee members (standing committees and special committees). New Chair will make appointments after ABM.  
Transition meeting for current and new WCARB Ex Comms.

*Thanks to everyone for the time and talents that you give to contribute to the regulatory work of our profession!*

*Catherine Fritz, Chair  
Cell/text: (907) 957-2068  
jnucatherine@yahoo.com*



NCARB

# REGIONAL SUMMIT

## **Financial Report**

**Jim Oschwald**  
**Secretary/ Treasurer**



**FY24 APPROVED BUDGET**  
**WESTERN COUNCIL OF ARCHITECTURAL**  
**REGISTRATION BOARDS**

BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR October 1, 2023 - September 30, 2024

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves	\$ 8,800.00
 TOTAL 2023-24 REVENUE:	 <u>\$ 60,820.00</u>

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education/Program Development and R6 Committee Expenses	4,000.00
Meeting Costs	1,000.00
Regional Dinner/ Gathering	7,500.00
Executive Director's Pay	20,800.00
Communication, Website & Internet	5,000.00
Printing, Production & Mailing	500.00
Misc (includes annual software expense)	1,000.00
Contingency	<u>3,020.00</u>
 TOTAL 2023-24 EXPENDITURES:	 <u>\$ 60,820.00</u>

AMENDED FY24 BUDGET

**FY24 APPROVED BUDGET**  
WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS

BUDGET OF REVENUE AND EXPENDITURES FOR **Oct 1, 2023-June 30, 2024**  
FISCAL YEAR October 1, 2023 - September 30, 2024

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves	\$ 8,800.00
<b>TOTAL 2023-24 REVENUE:</b>	<b>\$ <u>60,820.00</u></b>

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00	
Education/Program Development and R6 Committee Expenses	4,000.00	
Meeting Costs	1,000.00	
Regional Dinner/ Gathering	7,500.00	
Executive Director's Pay	20,800.00	15,600.00
Communication, Website & Internet	5,000.00	3,750.00
Printing, Production & Mailing	500.00	
Misc (includes annual software expense)	1,000.00	
Contingency	<u>3,020.00</u>	9,470.00
<b>TOTAL 2023-24 EXPENDITURES:</b>	<b>\$ <u>60,820.00</u></b>	

# WCARB

## Profit and Loss Detail

October 2023 - January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures							
Revenue							
Annual Dues							
Alaska							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Alaska</b>						<b>\$4,000.00</b>	
Arizona							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Arizona</b>						<b>\$4,000.00</b>	
California							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for California</b>						<b>\$4,000.00</b>	
Colorado							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Colorado</b>						<b>\$4,000.00</b>	
Guam							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Guam</b>						<b>\$4,000.00</b>	
Hawaii							
01/12/2024	Deposit		Hawaii		NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Hawaii</b>						<b>\$4,000.00</b>	
Idaho							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Idaho</b>						<b>\$4,000.00</b>	
Nevada							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Nevada</b>						<b>\$4,000.00</b>	
New Mexico							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for New Mexico</b>						<b>\$4,000.00</b>	
No. Marianas							
01/23/2024	Deposit		Northern Marianas		NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for No. Marianas</b>						<b>\$4,000.00</b>	
Oregon							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Oregon</b>						<b>\$4,000.00</b>	
Utah							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Utah</b>						<b>\$4,000.00</b>	
Washington							
11/07/2023	Deposit				NM Bank & Trust - Checking	4,000.00	4,000.00
<b>Total for Washington</b>						<b>\$4,000.00</b>	
<b>Total for Annual Dues</b>						<b>\$52,000.00</b>	
Interest							
10/31/2023	Deposit	INTEREST			NM Bank & Trust - Savings	17.91	17.91
11/30/2023	Deposit	INTEREST			NM Bank & Trust - Savings	17.34	35.25
12/29/2023	Deposit	INTEREST			NM Bank & Trust - Savings	17.92	53.17
01/31/2024	Deposit	INTEREST			NM Bank & Trust - Savings	17.87	71.04
<b>Total for Interest</b>						<b>\$71.04</b>	
<b>Total for Revenue</b>						<b>\$52,071.04</b>	

# WCARB

## Profit and Loss Detail

October 2023 - January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Expenditures							
Executive Committee Travel							
10/23/2023	Check	3047	State of Alaska-Catherine Fritz	Executive Committee travel expense to 2023 Fall Meeting Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	178.53	178.53
10/23/2023	Check	3046	Michael Kolejka	Executive Committee travel expense for 2023 Fall Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	89.00	267.53
10/23/2023	Check	3048	Corey Solum	Executive Committee travel expense to 2023 Fall Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	654.84	922.37
10/30/2023	Expenditure		NM Bank & Trust Credit Card Auto Pay	Catherine Fritz, Corey Solum, Tian Feng, Jim Oschwald & Scott Harm lodging for September 2023 Executive Committee Meeting	NM Bank & Trust - Checking	5,434.87	6,357.24
11/01/2023	Check	3049	Tian Feng	Executive Committee travel expense to 2023 Fall Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	569.90	6,927.14
11/03/2023	Expenditure		NM Bank & Trust Credit Card Auto Pay	September 2023 Executive Committee Meeting Meals	NM Bank & Trust - Checking	912.21	7,839.35
11/30/2023	Check	3052	Jim Oschwald	Executive Committee travel expense to 2023 Fall Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	876.72	8,716.07
<b>Total for Executive Committee Travel</b>						<b>\$8,716.07</b>	
Executive Director's Pay							
10/30/2023	Deposit		NM Bank & Trust - checking	Refunded Executive Director's Pay for October 2023	NM Bank & Trust - Checking	-1,666.67	-1,666.67
10/30/2023	Expenditure		Melarie Gonzales	October 2023	NM Bank & Trust - Checking	1,666.67	0.00
10/30/2023	Expenditure		Melarie Gonzales	October 2023	NM Bank & Trust - Checking	1,733.33	1,733.33
11/30/2023	Expenditure		Melarie Gonzales	November 2023	NM Bank & Trust - Checking	1,733.33	3,466.66
12/29/2023	Expenditure		Melarie Gonzales	December 2023	NM Bank & Trust - Checking	1,733.33	5,199.99
01/30/2024	Expenditure		Melarie Gonzales	January 2024	NM Bank & Trust - Checking	1,733.33	6,933.32
<b>Total for Executive Director's Pay</b>						<b>\$6,933.32</b>	
Executive Director's Travel							
10/30/2023	Expenditure		NM Bank & Trust Credit Card Auto Pay	Melarie Gonzales lodging for September 2023 Executive Committee Meeting	NM Bank & Trust - Checking	876.92	876.92
11/01/2023	Check	3050	Melarie Gonzales	Executive Committee Travel for 2023 Fall Meeting in PHX on 09/23/2023	NM Bank & Trust - Checking	488.08	1,365.00
<b>Total for Executive Director's Travel</b>						<b>\$1,365.00</b>	
Internet							
11/01/2023	Check	3051	Melarie Gonzales	October 2023 Century Link Internet	NM Bank & Trust - Checking	106.35	106.35
12/01/2023	Check	3053	Melarie Gonzales	November 2023 Century Link Internet	NM Bank & Trust - Checking	106.35	212.70

# WCARB

## Profit and Loss Detail

October 2023 - January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
12/29/2023	Check	3054	Melarie Gonzales	December 2023 Century Link Internet	NM Bank & Trust - Checking	106.35	319.05
01/31/2024	Check	3055	Melarie Gonzales	January 2024 Century Link Internet	NM Bank & Trust - Checking	106.53	425.58
<b>Total for Internet</b>						<b>\$425.58</b>	
Telephone							
11/01/2023	Check	3051	Melarie Gonzales	October 2023 Verizon Cell Phone	NM Bank & Trust - Checking	53.10	53.10
12/01/2023	Check	3053	Melarie Gonzales	November 2023 Verizon Cell Phone	NM Bank & Trust - Checking	53.10	106.20
12/29/2023	Check	3054	Melarie Gonzales	December 2023 Verizon Cell Phone	NM Bank & Trust - Checking	53.10	159.30
01/31/2024	Check	3055	Melarie Gonzales	January 2024 Verizon Cell Phone	NM Bank & Trust - Checking	53.27	212.57
<b>Total for Telephone</b>						<b>\$212.57</b>	
Web Site							
10/30/2023	Expenditure		NM Bank & Trust Credit Card Auto Pay	WCARB annual renewal hosting fee	NM Bank & Trust - Checking	300.00	300.00
<b>Total for Web Site</b>						<b>\$300.00</b>	
Web Site Development							
10/30/2023	Expenditure		NM Bank & Trust Credit Card Auto Pay	Update website- 1 prepaid hour	NM Bank & Trust - Checking	150.00	150.00
<b>Total for Web Site Development</b>						<b>\$150.00</b>	
<b>Total for Expenditures</b>						<b>\$18,102.54</b>	
<b>Net Revenue</b>						<b>\$33,968.50</b>	

## **AMENDMENT 1. CHANGE FISCAL YEAR AND ANNUAL BUDGET APPROVAL SCHEDULE**

Background. On September 29, 2023, the Arizona Board of Technical Registration voted unanimously in favor of a motion to support an amendment to WCARB's fiscal year to align with the NCARB fiscal year. They further requested that the WCARB Executive Committee present the proposed amendment to the membership at the next annual meeting of the regions (aka Regional Summit) in Savannah, GA in March 2024.

The purpose of the proposed Rule Change to Section 5.1.1 is to align the WCARB (Region 6) fiscal year with NCARB's fiscal year. The existing fiscal year of October 1 – Sept 30 has caused confusion in financial reporting. Additionally, most jurisdictions follow a July 1-June 30 fiscal year (similar to NCARB), so this change will help bring WCARB's operating year in alignment with most of its member boards.

Rule Section 5.1.3 modifies the dates for developing and ratifying the WCARB annual budget so as to align with the changed fiscal year noted above.

### **Current Region Rules state:**

#### ARTICLE 5.0 FINANCIAL

##### 5.1 General

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

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.

### ***Proposed (Amended) Rule: Blue italic font indicates proposed new wording.***

*5.1.1 The fiscal year shall be from July 1 through June 30 of each year.*

*5.1.3 The Executive Committee shall adopt an Annual Budget prior to the WCARB Annual Meeting (aka Regional Summit). The budget shall be presented to the Members for ratification at the WCARB Annual Meeting (aka Regional Summit), at which time the Members may amend the Annual Budget. This budget shall take effect on July 1 of the same year it is ratified.*

## **AMENDMENT 2. ADD ADDITIONAL RULES REGARDING TRAVEL & MEETING REIMBURSEMENTS**

Background. Currently, in accordance with Section 8.1.4 of the Region Rules, WCARB follows the NCARB Travel Policies that include policies of reimbursement of expenses related to travel and meetings. The NCARB policy is somewhat broad and therefore results in confusion and/or inconsistencies in some aspects of travel reimbursement expectations.

The purpose of this Rule Change is to clarify NCARB travel policies and provide a clearer guideline to WCARB members who seek reimbursements of travel and meeting related expenses.

**Current Region Rules state:**

ARTICLE 8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

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

***Proposed (Amended) Rule: Blue italic font indicates proposed new wording.***

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies *and the WCARB (Region 6) policies described herein.*

*8.1.5 WCARB strives to make sound financial decisions that respect the public funding it receives. The following additional policies regarding travel and meeting expense reimbursements clarify existing NCARB policies and reflect the responsibilities of Region 6 members and the Executive Committee:*

*a. Travel to and from meetings should be the most economical for WCARB, while also being reasonable for the traveler. This may include reducing the length of hotel stays when travel can reasonably be scheduled on the same day of the meeting.*

*b. The preferred method of payment for Region 6 group meals and hotel rooms is the credit card held by the Region Executive Director.*

*c. NCARB's \$80 per diem policy is intended for full day travel expenses and includes meals, snacks, tips, and incidentals. When some of the meals are included in the meeting registration, or when partial days are used for travel, the following maximum amounts will be reimbursed:*

- Breakfast: Up to \$15*
- Lunch: Up to \$25*
- Dinner: Up to \$40*

*Receipts are not required for full day per diem or partial day meal reimbursements.*

*8.1.6 The WCARB Expense Reimbursement Form shall be used for all travel reimbursement requests. Receipts are required for all ground transportation, parking, and reimbursable expenses over \$10 that are not included in the \$80 per diem or the partial per meal allowable reimbursement.*

*8.1.7 The following expenses will not be reimbursed by WCARB:*

- Miscellaneous items of a personal nature (aka incidentals) such as snacks, batteries, luggage storage, or tips not associated with meals.*
- Ground transportation to restaurants for meals that are not included in the meeting registration, except when there are no restaurant options at the hotel or meeting location.*
- Added transportation stops en route to and from the meeting or airport, or transportation to locations not associated with the meeting.*



**FY25 DRAFT BUDGET**  
**WESTERN COUNCIL OF ARCHITECTURAL**  
**REGISTRATION BOARDS**

BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR **July 1, 2024 - June 30, 2025**

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves	\$ 12,080.00
<b>TOTAL 2024-25 REVENUE:</b>	<b>\$ <u>64,100.00</u></b>

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education/Program Development and R6 Committee Expenses	4,000.00
Meeting Costs	1,000.00
Regional Dinner/ Gathering	10,000.00
Executive Director's Pay	21,600.00
Communication, Website & Internet	5,000.00
Printing, Production & Mailing	500.00
Misc (includes annual software expense)	1,000.00
Contingency	<u>3,000.00</u>
<b>TOTAL 2024-25 EXPENDITURES:</b>	<b>\$ <u>64,100.00</u></b>



NCARB

REGIONAL SUMMIT

# WCARB Region 6 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 acclimation.

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.

### **2023-2024 Current WCARB Region 6 Executive Committee:**

\*FY2024-2025 Seats for election/re-election

\*Scott Harm (WA)– Regional Director, Region 6

\*Catherine Fritz (AK)– Chair of Region 6 Executive Committee

Tian Feng (CA)– Vice Chair of Region 6 Executive Committee

Jim Oschwald (NM)– Secretary/Treasurer of Region 6 Executive Committee

\*Michael Kolejka (AZ)– Member of Region 6 Executive Committee

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

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

# SCOTT E. HARM, AIA, NCARB

**PROGRAM MANAGER; DESIGN/BUILD SERVICES  
CRITICAL BUILDINGS & INFRASTRUCTURE (CBI)**



**YEARS OF EXPERIENCE – 40**

## ***Education***

- M-Arch, University of Houston
- B.A., Forestry, Pennsylvania State University

## ***Licensing***

- Architect: Maryland
- Architect: Idaho
- Architect: California
- Architect: North Carolina
- Architect: Pennsylvania
- Architect: Texas
- Architect: Arkansas
- Architect: New Jersey
- Architect: Massachusetts
- Architect: Virginia
- Architect: Indiana
- Architect: Ohio
- Architect: Washington, DC
- Architect: Hawaii
- Architect: Washington
- Architect: Minnesota
- Architect: Illinois
- Architect: New York

## **REGIONAL DIRECTOR CANDIDACY STATEMENT:**

Fellow WCARB; Region 6 Members.

I am both pleased and humbled to submit my name for consideration for reinstatement as the **WCARB, Region 6 Director**. Since being appointed by the Governor to the Washington State Board of Architectural Registration in 2013 with each passing year I am more and more excited to be working with all the outstanding professionals with whom I am now associated.

I find it delightful that we are finally back to in-person meetings which allows us the time to have important “casual” conversations, network, and work more collaboratively as a body to get through some tough choices and define our pathways forward. Both the Board of Directors and our members of the NCARB body at large are grappling with some challenging and exciting topics.

As we continue to strive to increase and broaden our representation through the efforts of Diversity, Equity, and Inclusion we are undertaking the exploration of a Regional Realignment whose primary goal is to level the playing field and spawn new opportunities for inclusion and hopefully strengthen the collective voices of several regions. I personally have no concern with the exploration of this concept as long as we are certain the changes, we make move us towards accomplishing the goals established and expressed of this endeavor.

The second of many topics undertaken by our body of members is the Governance restructuring that, among other things will produce Director At-Large positions which again strives to increase opportunities for, among others, non-member board members for leadership and expands the pool of qualified members who are willing to take on more expanded roles in our organization. Personally, I think this is a wonderful idea and am in full support of its careful and thoughtful implementation.

**Areas of Expertise**

- Design-Build Project Delivery (Progressive)
- Department of Defense Standards
- Municipal Projects
- Affordable Housing
- Federal Projects
- Facility Analysis
- Historic Preservation and Adaptive Reuse
- General Construction/Construction Management (GC/CM)
- Feasibility Studies
- Constructability Evaluations
- Healthcare Design
- Multi-family Housing

**Affiliations (past & current)**

- NCARB Western Region Council Member: Region 6 – WCARB – Since 2014
- Washington State Architectural Board of Registration, current Chair
- Society of American Military Engineers (SAME), Architectural Practice Committee Member
- Society of American Military Engineers (SAME), Seattle Post President
- City of Seattle, Mayor's Energy Conservation Commission
- City of Issaquah, WA, Design Review Commission, Chair
- City of Puyallup, WA, Historical preservation and Design Review Commission, Chair
- City of Puyallup, WA, Planning Commission, Vice-Chair
- WCARB
- AIA
- NCARB
- Design Build Institute of America (DBIA)
- American Institute of Certified Planners (AICP)

I have made it a mission, both personally and professionally, of making those around me as successful as possible by removing obstacles that might impede their own efforts by recognizing and addressing impediments to our mutual success as early as possible and attacking them with unbridled enthusiasm, and candor.

Simply put, I really love what I am doing and hope all of you can see that in my eyes and the way in which I conduct myself.

As you might recall from my previous candidacy letter (having read it carefully and devouring every riveting word) I live by the mantra of "we should expect more" and while I am excited about the endeavors of both WCARB and NCARB I believe there is so much more we can and should be doing and/or expecting from our organizations.

Recently I had the opportunity, in my role as the Chair of the WA State Board, to speak in front of our State Senate Committee on Labor and Commerce to lobby for the passing of Senate Bill 5794 that would remove the five-year rolling clock from our State's Laws and Rules. As I argued that removal of this arbitrary rule would increase access to licensure to many underserved communities especially those in lower socially and economically disadvantaged communities and family members of the armed forces community who are often relocated often during "tours of duty".

Lastly, I have truly loved all of my experiences within NCARB and more importantly WCARB and hope with your continued support and vote of confidence you can and should all "expect more from me" in being one of your representatives and pushing forward those items that are important within our regional organization. I am excited about our future and am looking forward to being an active (and sometimes vocal) proponent for increasing the value of NCARB.

Thank you all for your time and consideration,



Scott E. Harm, AIA, NCARB

**OBJECTIVE & OVERVIEW:**

As a former owner of my own firm and an avid self-starter I have manifested my own professional growth by focusing on making those around me more successful and removing obstacles that impede their progress and the successful development of projects. Through my professional and volunteer pursuits I have become very comfortable in leading interview teams, presenting projects and concepts in front of large audiences, and guiding complex/large teams to build a consensus benefiting all stakeholders, clients, self, and facility occupants, and owners. I am confident in my abilities to bring about mutually successful conflict resolutions and have been praised in the past for my clear and concise delivery of expectations, project goals, and the matrices of measurements of successful project outcomes.

**EMPLOYMENT HISTORY:**

- 2.22.21 – Present                    **Tetra Tech, Incorporated**  
*Program Manager: Design/Build Services; Critical Buildings & Infrastructure (CBI)*  
Federal Marketplace lead for Dept. of Defense, Dept. of Interior, Bureau of Indian Affairs, and the General Services Admin. Focused A&E programs while providing senior oversight to existing design-build projects across the country. Expand current defense industrial base program and defense client pursuit pipeline across the USACE and NAVFAC organizations in the West Coast and Intermountain regions. Lead project teams and serve as a primary client interface as a client manager and develop lasting relationships across defense-focused and full-service A&E markets.
- 4.01.13 – 2.12.21                    **POWER Engineers, Inc. / POWER A+E, Inc.**  
*Architectural Client Relations Manager + Project Manager III*  
Responsibilities are comprehensive in nature from Marketing and Proposal Development to acting as Client Executive for several key clients and various market sectors including, but not limited to, servicing a confidential global on-line retailer, Design/Build, Healthcare (Federal & Private Sector), as well as Department of Defense Contracting. Project specific duties include the role as Client Executive, Designer of Record (DOR) and Design Quality Control Manger (DQCM) with full contract (signatory) authorization. Responsible for assembling complex teaming arrangements, articulating scopes, schedules, and budgets and monitoring the successful delivery of project milestones and deliverables.
- 9.13.04 – 4.01.13                    **Belay Architecture, LLC**  
*Founding Partner + Majority Owner*  
Founding Partner of the Tacoma, WA based Architecture, Planning, and Interior Design firm specializing in Design/Build project delivery for both public and private sector owners and clients. Responsibilities included strategic planning, business development, client relations, human resources, and project specific duties as a Principle-In-Charge (PIC), Design Quality Control, and Architect of Record. In this position I learned an incredible amount of invaluable information and experiences in managing people effectively, articulating goals and objectives and conflict resolution. Client base was 80% General Contractors as Clients and 20% direct contractual relationships with Owners and Operators of facilities.
- 6.15.00 – 9.04.04                    **Krei Architecture formerly Merritt+Pardini**  
*Principal & Designated Architect*  
Managerial/Creative position overseeing approximately 52 professional staff members including; Architects, Interior Designers as well as Administrative and Marketing staff members. Responsibilities included business development and managing specific

projects in both the Tacoma and Seattle Offices. Introduced Krei/Merritt+Pardini to Design/Build and built their Department of Defense (DOD) portfolio based upon personal past experiences and resume.

1.05.94 – 5.29.00      **Anderson, Koch & Smith (AKS)**

*Partner + Principal*

Started with the firm as a Project Manager and finished my tenure as an equity Partner in an ownership position. During my association I relocated to San Diego to open a branch office for the firm and established a new office location and new client base in Southern CA. The firm specialized in high end custom residential single family and multifamily projects as well as Department of Defense work including numerous international locations and secured and sensitive, mission critical facilities.

**EDUCATIONAL BACKGROUND:**

- The Pennsylvania State University, Bachelor of Arts Degree 1981
- The University of Houston, Master's in Architecture, 1988

**Professional Affiliations (past + present):**

- Member/Current Chair: Washington State Board of Architectural Registration
- Past Chair; Western Regional Executive Council (Region 6); National Council of Architectural Registration Boards (NCARB)
- Post President Seattle Society of American Military Engineers (SAME)
- Member; City of Puyallup, WA Planning Commission
- Chair; City of Puyallup Design Review & Historic Preservation Committee
- Chair; City of Issaquah, WA Planning Commission
- Member; City of Seattle; Energy Conservation Committee
- Member; Design Build Institute of America (DBIA)
- Member; American Institute of America (AIA)

**Professional Licenses:**

- |              |                |                  |
|--------------|----------------|------------------|
| ▪ Arkansas   | ▪ Indiana      | ▪ Ohio           |
| ▪ California | ▪ Maryland     | ▪ Texas          |
| ▪ Washington | ▪ Minnesota    | ▪ Virginia       |
| ▪ Hawaii     | ▪ New Jersey   | ▪ North Carolina |
| ▪ Idaho      | ▪ New York     | ▪ Massachusetts  |
| ▪ Illinois   | ▪ Pennsylvania | ▪ Washington DC  |

**AWARDS & SAMPLE PROJECTS OF SIGNIFICANCE:**

- |   |                                   |
|---|-----------------------------------|
| ▪ Seven LEED Gold Certified Buildings                   | ▪ Top Gun School, Fallon, NV      |
| ▪ Nine S.A.M.E. Gold Design Excellence Awards           | ▪ Olympia, WA City Hall           |
| ▪ One National DBIA Design Award                        | ▪ Tacoma, WA Convention Center    |
| ▪ Three Masonry Design Awards                           | ▪ Cheney Baseball Stadium, Tacoma |
| ▪ International Design Competition Award Kangqiao China | ▪ Stadium High School, Tacoma, WA |
|   | ▪ NRPEO, San Diego, CA            |
|   | ○ SCIF Secured Facility           |



## PROFILE

- AIA Arizona Young Architect Award
- Practicing architecture for 20 years
- Licensed in 29 states
- Oversee a multi-billion dollar portfolio of senior living projects across the U.S.
- Managing Partner for state, private sector for-profit and not-for-profit senior living clients

## CONTACT

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602-214-6609

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# MICHAEL KOLEJKA, NCARB, AIA, LEED-AP

## MANAGING PARTNER – ORCUTT | WINSLOW ARCHITECTS

### 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 – Managing Partner  
Aug. 2003 – Present  
Managing Partner – Market Leader: Senior Living  
Oversee over \$4 Billion in senior living projects across 14 states  
Lead business development efforts for a 220 person firm w/ seven offices in seven states.

### PUBLIC SERVICE

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Arizona Board of Technical Registration – Board Chair, Architect Member  
Oct. 2021 - Present  
Sole architect professional member on the State Board (gubernatorial appointed position)  
Recently elected Board Chair (December 2023)

Arizona Board of Technical Registration – Enforcement Advisory Comm.  
Aug. 2014 – Oct. 2021  
Provide professional assessments for 20 cases related to licensure enforcement  
Chaired three Enforcement Advisory Committees (EAC)

National Council of Architecture Registration Boards – Region 6 (WCARB)  
Executive Committee  
Mar. 2022 – present

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)  
Aug. 2018



MICHAEL KOLEJKA, NCARB, AIA, LEED-AP

## MANAGING PARTNER

## ORCUTT WINSLOW ARCHITECTS

### PROFILE

- AIA Arizona Young Architect Award
- Practicing architecture for 19 years
- Licensed in 29 states
- Oversee a multi-billion dollar portfolio of senior living projects across the U.S.
- Managing Partner for state, 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 20 years of experience, I am grateful for the opportunity to announce my candidacy for another two-year term on the executive committee of WCARB and also run for the office of Vice Chair of region 6. I have had the pleasure to serve as member-at-large on the WCARB executive committee for the past two years. My goals are to continue to promote our region with the larger NCARB community and foster greater collaboration and exchange of critical ideas and issues between the regions.

Over the past 20 years, I have focused a large part of my career on Senior Living as my market 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 \$4 Billion of new construction throughout the United States.

With the economy thriving again, we need 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 am honored to serve as the Board Chair for the Arizona Board of Technical Registration. The past two years serving as the sole Architect on the Board has been a very rewarding. Our State Board is unique in that we have 26 disciplines that we regulate with only five professional members and six public members. Educating and encouraging our public members has been a challenging task but one that has proven effective in supporting our state's diverse professional registrants.

I have granted the licensure of hundreds of newly licensed professionals. I've enjoyed serving on several NCARB committees and task forces focused on improving the licensure process for aspiring Architects. The result of these efforts are more candidates applying to Member Boards and obtaining their licenses to practice.

The licensure cost and time proves to be a lengthy process. This timeline rivals many medical practices and restricts those who would otherwise like to join our profession. As a licensed professional, I am committed to finding ways to help shorten this timeline to licensure while maintaining the rigor needed to ensure the health, safety and welfare of the public.

Another key item of concern is the varying timeline for reciprocity among the various Member Boards. Region 6 is a diverse part of NCARB where reciprocity requirements vary dramatically between states/territories. Finding ways to streamline this process and improve the value and portability of licensure is also an important goal for our region. Serving another two-year term on the Ex-Comm of WCARB and running for the position of Vice Chair would be an excellent opportunity to help foster these two initiatives. The ultimate goal is to increase the number of licensed Architects and reduce the barriers and timeframe 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 our collateral organizations.

Sincerely,

Michael Kolejka, NCARB, AIA, LEED-AP  
Managing Partner – Orcutt | Winslow Architects

February 9, 2024

Region 6 NCARB Member Boards,

I am pleased to submit my candidacy for an at-large Board seat for Region 6 and hope that I can have your support. I have served on the Washington State Board for Architects since 2015 and I have had the opportunity to serve on numerous NCARB committees. I know the value of the services NCARB provides to our Board and I hope to be able to further support the organization through service to WCARB, providing the important voice of our Region to NCARB.

The Miller Hull Partnership has been my professional home for 30 years and I have been incredibly fortunate to be involved in many award-winning projects recognized for excellence in design, sustainability and project delivery. Through that work I have I have been focused on improving project delivery and developing strategies for integrating design and construction. I have had volunteer and leadership positions with the AIA and DBIA locally and nationally and have delivered presentations on collaborative project delivery sharing the tools and knowledge we have developed through our project work and demonstrating how collaborative and integrated delivery leads to better design, sustainability and equity outcomes.

My service on NCARB's Responsible Control Task Force and as Chair of the Competency Task Force in particular have been an opportunities to lend this experience related to the evolution of architectural practice to important NCARB initiatives. In particular the Competency Task Force outcomes will guide NCARB programs into the future and I hope to continue to engage as NCARB programs utilize the Competency Model to evolve to current practice and expand access for architectural licensure.

On a more personal note, I serve on the Board of the Sahar Foundation which supports education for girls in Afghanistan.. It is not lost on me that I have been incredibly fortunate as the beneficiary of firm leadership that allowed a young mother to advance to Partner and in all my endeavors, including service to WCARB and NCARB, I will continue to support efforts that provide opportunity.

If elected, I will bring my passion and experience about our continually evolving profession to support WCARB and NCARB who provide such invaluable services to our State Boards. As a WCARB Board member, I will listen to the issues impacting your States and provide a conduit to align NCARB programs with Region 6 needs.

Respectfully,



Sian Roberts, FAIA, Partner  
The Miller Hull Partnership, LLP  
71 Columbia Street, 6th Floor  
Seattle, WA 98104  
T: 206-254-2006  
E: sroberts@millerhull.com



**SIAN ROBERTS** FAIA, DBIA, LEED AP  
Partner, The Miller Hull Partnership, LLP

Sian Roberts has spent 30 years in practice with the Miller Hull Partnership—a firm widely recognized for, and committed to, design excellence and sustainable design. She has been an integral part of the firm's growth and rising national reputation, exemplified by its receipt of the prestigious AIA National Firm Award in 2003. From her first days in practice, Sian has committed herself to continual improvement of the design process, believing that a better process will further design excellence. This work has resulted in numerous award-winning projects, validating that leading integration across disciplines leads to excellence in design. She has been a leader in developing tools, processes and educational materials about integrated design and practice through service with the AIA and DBIA. Through her service as a member of the Washington State Board of Architects and volunteer positions at NCARB she has worked to align licensure with evolving architectural practice.

### EDUCATION

Master of Architecture, University of Washington, Seattle  
Bachelor of Science, Physics, Haverford College, Pennsylvania

### PROFESSIONAL REGISTRATIONS:

Architect: Washington State / British Columbia / District of Columbia / Idaho / New York / Oregon / California

### BOARDS/COMMITTEES

#### Regulatory

2015-present Washington State Licensing Board for Architects  
2022-present NCARB Competency Task Force, Chair  
2020-2022 NCARB Responsible Charge Task Force  
2018-2020 NCARB Examination Committee Member

#### Professional

2024-present AIA Seattle Honors and Fellows Committee  
2022-present DBIA National Progressive Design Build Committee  
2007-2013 Design Build Institute of America (DBIA) Pacific Northwest Region, Board Member  
2011-2013 Secretary, AIA Seattle, Board Member  
2002-2009 Seattle Architectural Foundation, Board Member

#### Community

2023-present Sahar Foundation, Board Member

### EXPERIENCE

1993-present The Miller Hull Partnership, Seattle, WA  
(Principal – 2000, Partner – 2008)  
1991-1993 Olsen & Greaves, Inc., Seattle, WA  
1986-1988 Atkin, Voith & Associates, Philadelphia, PA

### RECENT LECTURES / PRESENTATIONS

"Get Your Motor Running: How a Validation Period Jump Starts the PDB Process", DBIA National Conference, November 2023 and DBIA Portland Chapter, January 2024

"Sealing Technical Submittals: Stay in Charge & Out of Trouble" AIA National Conference, San Francisco, CA, June 2023

"U.S. Embassy Niamey: American Diplomacy Achieves LEED Platinum in Developing Nation" Greenbuild, San Francisco, CA November 2022

"Evolution of Design-Build Selection Criteria", Panel Discussion, Washington State University Design-Build Forum, Pullman, WA 2022

"The Evolution of Project Delivery", Panel Discussion DBIA Regional Conference, Bellevue, WA 2022

### JURIES

2017 AIA Nevada AIA Awards (Jury Chair)  
2016 AIA North Carolina AIA Awards, NC  
2012 DBIA Student Competition, Seattle, WA

### SELECT PROJECTS & AWARDS

#### **Health Sciences Education Building, University of Washington**

2023 AIA Seattle, Merit Award  
2023 AIA Washington Council, Civic Design, Honor Award  
2023 Design Build Institute of America, Top 3 Finalist for DBIA Project of the Year  
2023 Design Build Institute of America, Best in Teaming  
2023 Architizer A+ Awards, Finalist for Popular Choice – Architecture + Teamwork

#### **Hans Rosling Center for Population Health, University of Washington**

2021 AIA Seattle, Merit Award  
2021 Design Build Institute of America, National Project of the Year  
2021 Chicago Athenaeum, American Architecture Award

#### **New U.S. Embassy, Niamey, Niger**

2023 Frame Magazine, Governmental Interior of the Year Shortlist  
2023 Interior Design's 2023 Best of Year Award, Government / Institutional Honoree  
2023 AIA Virginia, Honor Award, Contextual Design

#### **New U.S. Embassy, Guatemala City, Guatemala**

2023 Frame Magazine, Governmental Interior of the Year Shortlist  
2023 Archello Awards, Longlisted, Government Building of the Year

#### **Pike Place MarketFront, Seattle, Washington**

2020 WoodWorks Wood Design Awards, Regional Excellence  
2019 AIA National, Honor Award for Regional & Urban Design  
2018 Chicago Athenaeum, American Architectural Award  
2017 AIA Washington Council, Civic Design, Honor Award

#### **Odegaard Undergraduate Library, University of Washington**

2014 AIA National, Honor Award for Interior Architecture  
2014 Society for College and University Planning (SCUP), Excellence in Architecture for Building Additions, Renovation or Adaptive Reuse, Honor Award  
2014 ALA / IIDA (American Library Association / International Interior Design Association), Library Interior Design, Merit Award  
2013 AIA Seattle, Honor Award

Dear Colleagues and Members of WCARB,

02. 15. 2024

I am writing to declare my candidacy for a member-at-large position on the WCARB Executive Committee. I have had the pleasure of serving on the Utah State Licensing Board since 2017. In addition, I have served on the NCARB DEI Collaborative, as Chair of the NCARB DEI Committee, and am currently serving on the NCARB Examination Committee.

For the past 22 years, I have worked in the architectural profession, and I have been licensed in the State of Utah for nearly 18 years. I am passionate about the work we do as architects in shaping our built environment, and I care deeply for the profession. In 2012, I started a local non-profit organization for Women in Architecture (WIA), for which I still serve as President. Equitable access to licensure, without reducing rigor, is an important focus for me and fuels my drive to volunteer.

Professionally, I work in the higher education market sector and have had the privilege of designing and managing projects on numerous university campuses. Currently, I am managing the new Eccles School of Medicine for the University of Utah. I often work with multiple stakeholders with conflicting needs and have become an expert in navigating difficult conversations and leading a team toward consensus.

Now is an important time to serve on the WCARB Executive Committee. As the member boards consider regional realignment, the topic of regional structure and the role of the regions is at the forefront. This topic compels me to serve. WCARB's strength comes from our broad range of jurisdictions, varying practices, broad geographical reach, spectrum of political perspectives, climate extremes, and coverage of multiple time zones -- which even cross the international date line! Our strength comes from our combined voices, and I believe WCARB serves as an example to which other Regions can model.

Increasing diversity within our profession is a passion of mine, and as a strong communicator I bring clarity to issues and commit to working collaboratively to build relationships and consensus on difficult topics. Thank you for considering me for the Member-At-Large position on the Executive Committee.

Sincerely,



Celestia Carson, NCARB, AIA, LEED<sup>AP</sup>  
Principal

## Celestia Carson, NCARB, AIA, LEED<sup>AP</sup>



### Contact Information

ccarson@vcbo.com

801. 633. 8000

<https://www.linkedin.com/in/celestiacarson/>

### Employment

VCBO Architecture | Principal In Charge & Executive  
Committee Member  
May 2000 to Present

### Education

Master of Architecture | University of Utah  
Bachelor of Architecture | University of Utah

### Licenses & Certifications

Licensed Architect | Utah (6527643-0301)

LEED Accredited Professional

### Publications

AIA Utah Reflexion | Professional Practice, Spring 2019  
AIA Utah Reflexion | Unconscious Bias in the Workplace,  
Spring 2017  
AIA Utah Reflexion | NCARB Lottery, Fall 2016  
AIA Utah Reflexion | Project Sunnyvale, Fall 2015

### Professional Affiliations

- Member | American Institute of Architects
- Member | National Council of Architectural Registration Boards (NCARB)

### Public Service

- Examination Committee | NCARB (2023 - present)
- Diversity Equity and Inclusion Committee | NCARB (2020 - 2023)
- Board Chair | NCARB (2021-2023)
- Founder & President | Women In Architecture SLC (2012- present)
- Board Member | Utah State Licensing Board (2017 - present)
- Board Chair | Utah State Licensing Board (2021-2023)
- YWCA Mentor | 2019, 2020, 2021

### Speaking Engagements

- AIA National Conference | Diversity & Inclusion in Architecture, Spring 2019
- WIA SLC | Pecha Kucha Night, 2015 - 2018
- Go Girls | Women in Architecture, 2017

### Project Experience

- Weber State University Noorda Engineering, Applied Science & Technology Building | Ogden, UT
- University of Utah Spencer Fox Eccles School of Medicine Building | Salt Lake City, UT
- University of Utah U Sorenson Center for Medical Innovation Building | Salt Lake City, UT
- Utah Tech University Campus Master Plan | St. George, UT
- Utah Valley University Smith College of Engineering & Technology Building | Orem, UT
- Intermountain Health LDS Hospital Simulation Lab Center | Salt Lake City, UT
- Utah State University BNR Building Renovation | Logan, UT
- Weber State University Tracy Hall Science Center | Ogden, UT
- Westminster University Basis Center for Learning at Nightingale Hall | Salt Lake City, UT



San Francisco Bay Area Rapid Transit District  
2150 Webster Street, Oakland, CA 94612

February 8, 2024

Dear WCARB Colleagues,

I am writing to you to ask your support for my candidacy as the Chair of Region 6 (WCARB). As current Vice Chair, I have enjoyed working with the leadership, staff, and the member board members of WCARB. Since I was elected to the Executive Committee in 2021, together we have accomplished several strategic initiatives including recently proposed rule changes to our bylaws to align WCARB's fiscal year with NCARB and our member boards. As a current member of NCARB's Policy Advisory Committee and Regional Leadership Committee, I am familiar the proposed resolutions which will have significant impacts to each of our member boards:

- Resolution 2024-A, Sunset resolutions; Resolution 2024-B, Historical policy resolutions.
- Resolution 2024-C Replace Australia/New Zealand MRA; Resolution 2024-D, Taiwan MRA.
- Resolution 2024-E, Amend Canada/Mexico MRA; Resolution 2024-F, Exam eligibilities.
- Resolution G, Board of Directors NCARB Certificate Requirements.
- Resolution-H, Realignment of NCARB's Regional Structure.

If elected as your Chair, I will immediately start working with each of you closely to thoroughly evaluate, take appropriate actions, and strategically implement approved initiatives.

My architectural career, as well as my volunteer association leadership positions, have provided me with the experience and qualifications to prepare me for this position. Some of my career highlights include:

- Teaching & Research, 1983-1988.
- Environment and urban design, including construction management 1988-1994.
- Industrial and transportation architecture, 1994-1997.
- Forensic architecture and expert witness, 1997-2001.
- Public architecture and practice management, 2001-present

As the agency architect at BART and acting assistant chief for Innovation & Standards, my responsibilities have included: developing and implementing design and construction standards for buildings, facilities, and infrastructure; formulating policies and strategic initiatives for sustainability and resilience; and managing a multi-disciplinary organization including Architecture, Environmental Engineering, Civil & Structural Engineering, Construction Management, Quality Management, Asset Management, Drafting, Documentation & Configuration Control. I plan to take all of these skills to serve you as WCARB's Chair.

Please let me know if you would like me to contact you to discuss your suggestions for improving WCARB's work and elevate your board's concerns to WCARB and NCARB. Thank you for reading my statement and considering my candidacy for the position of Chair. I look forward to hearing from you and to seeing you at the Regional Summit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tian A Feng".

Tian A Feng, FAIA, FCSI  
District Architect  
San Francisco Bay Area Rapid Transit District (BART)  
Office (510) 464-6549  
Mobile (510) 468-6297  
tfeng@bart.gov



**Tian Feng, FAIA, FCSI**

### **Education**

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

### **California Architects Board, 2014 - Present**

President, 2020, 2021, and 2022  
Vice President, 2018 and 2019; Secretary, 2016 and 2017  
Licensed architect in California since 1994

### **National Council of Architectural Registration Boards (NCARB)**

Policy Advisory Committee, 2023 – present  
Regional Leadership Committee, 2023 - present  
DEI (Diversity, Equity & Inclusion) Committee, 2022 - 2023  
Futures Collaboratives, 2021 - 2022  
Education Committee, 2020 - 2021  
Certification Alternative Review Team, 2018 - 2021  
ARE4.0 Sunset Review Committee, 2019 - 2020  
AXP Portfolio Audit Team, 2019 - 2021  
NCARB ARE 5.0 Cut Score Committee Member, 2017 – 2018  
NAAB Accreditation Visiting Team: University of Oregon, American University Dubai, Lebanese American University, Carnegie Mellon University, The Ohio State University, 2017 - 2022  
Broadly Experienced Architect & Broadly Experienced Foreign Architect Committee, 2015 - 2017

### **American Institute of Architects (AIA)**

Co-chair, AIA National Resilient & Adaptation Design Advisory Group, 2022 - present  
Founding Co-chair, Resilient Design Committee, AIA California, 2021 - present  
Steering Committee member, Climate Action Committee, AIA California, 2020 - 2023

### **National Architectural Accreditation Board (NAAB)**

Board Director (NCARB Nominee), 2022 – present  
International Committee, 2022 – present  
Evaluation & Accreditation Committee, 2022 - 2023

### **Awards**

Fellow, American Institute of Architects, Inducted 2008  
Fellow, Construction Specifications Institute, Inducted 2005  
President’s Medal for Distinguished Service, NCARB, 2022  
Presidential Citation for Service to the Profession, AIA California, 2022



NCARB

# REGIONAL SUMMIT

## State Reports





**Jurisdiction: Alaska**

**Board Composition**

Architects: 2  
Non-Architects: 1  
Other Licensed Professionals: 8

**Licensing Statistics**

In State Registrants:	Total - 2278	Architects - 205
Out of State Registrants:	Total - 3140	Architects - 341

**Brief Overview of Current Issues**

AELS is a very active board that is currently working on a few issues where interests of the board intersect with other State agencies. It has several open regulation projects that include the adoption of the removal of the five year rolling clock, regulation changes due to the passing of SB126 last year, conforming Landscape Architect by exam regulations to CLARB's uniform standard, and a regulation change to the existing digital signature requirements.

**Current Legislation Related to Architecture**

HB159/SB73 - sister bills to add the practice and regulation of interior design to the AELS board.

HB314/SB 225 - sister bills that will remove the costs of investigations and legal/hearing costs related to investigations or license discipline for the "regulatory costs" that currently must be covered by professional license fees to corporation fees, so that the Division continues to be self-sufficient, but law-abiding professional licensees would no longer have to pay fees to cover the costs of investigating professionals potentially violating Alaska laws or individuals operating without a license

**Miscellaneous**

**Board Members Terming out March 2024:**

Catherine Fritz	Architect Seat
Bob Bell	Land Surveyor Seat
Loren Leman	Civil Engineer Seat
Fred Wallis	Mining Engineer Seat

**Jurisdiction:** Arizona

## Board Composition

**Architects:** 1

**Non-Architects:** 10

**Other Licensed Professionals:** 4

## Licensing Statistics

**In State Registrants:** 2,328 (36%)

**Out-of-State Registrants:** 4,169 (64%)

## Brief Overview of Current Issues

The executive budget is proposing “fund transfers” to take all funds from the regulatory boards they consider superfluous. The Board had proposed language and were initiating the process to create and fund an endowed scholarship fund (similar to Oklahoma) and a land surveyor program preferably in partnership with a community college. The funds that would have been used for these programs have been accumulating since approximately 2009 which was the last time the state swept funds from all regulatory agencies. Additionally, we are still pressing for the appropriated funds to utilize our self-funded revenue to staff two vacant full time employee positions allocated to the agency.

## Current Legislation Related to Architecture *(As of 2/16/24, these bills are all still in motion)*

**HB2253** – This is the Board’s continuation bill as part of the sunset audit process. The bill passed the House Commerce Committee with a recommendation to continue for eight years. It may meet with some pushback on the eight-year time frame when transmitted to the Senate.

**HB2299** –Authorizes a municipality to adopt an ordinance that provides for the development of an accessory dwelling unit in an area zone to allow single-family or multifamily use. The ordinance shall impose standards for an accessory dwelling unit that may include requirements for architectural review.

**HB2812** –This bill changes the composition of the Board, authorizing the appointment of 2 architect members, two engineer members (including at least one civil engineer and one structural engineer), one home inspector, and one controlling person and lowers the number of public members from 6 to 3. This bill also authorizes a board member to continue serving after their term expiration date if the Governor has yet to appoint their successor.

**Miscellaneous**

**SB1634** – Prohibits a non-health regulatory board from challenging a decision made by an Administrative Law Judge (ALJ) or the Office of Administrative Hearings (OAH).

**HB2308** – Authorizes an applicant to petition the Governor’s Regulatory Review Council to request a review of the occupation/professional licensing Board’s denial, suspension, or revocation of a license.

**Board Members Terming out March 2024:** *(Board member terms are for three years and end June 30<sup>th</sup>)*

Mike Kolejka	Architect/Board Chair 6-30-2024 (It is expected that Mike will be reappointed)
Dana Klett	Land Surveyor 6-30-2024
Kileen Lindren	Public Member 6-30-2024
Jennifer Hobik	Public Member 6-30-2024
Hayley Bohall	Public Member 6-30-2024



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

**Jurisdiction: California**

### **Board Composition**

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

### **Licensing Statistics**

In State Registrants: 16,639  
Out of State Registrants: 4,124

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

The Board is undergoing sunset review this year. Additionally, California is facing a significant budget deficit of between \$34-\$68 billion dollars, and the state has imposed new restrictions on spending and travel.

The Board's sunset review will include consideration of a proposal from AIA CA on authorizing use of the title "architect in training" and a proposal from the International Interior Design Association to license commercial interior designers. CA does not currently license interior design but does recognize a voluntary certification of interior designers.

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

AB 1862 (Fong) extends indefinitely the existing authorization for architects to practice through a limited liability partnership.

### **Miscellaneous**

#### **Board Members Terming out March 2024:**

None in March 2024. Sylvia Kwan terming out in July 2023 and is currently serving in her one-year grace period.



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:**

3,726

**Out of State Registrants:**

4,330

**Miscellaneous**

The AES Board's statutes are being considered for Sunset Review during the 2024 legislative session. Recommendations from the Office of Policy Research and Regulatory Reform include:

- Continuing the Board until 2033
- Incorporates Board Rule onto Statute for failing to Cooperate w/ a Board Investigation
- Repeals references to the Occupation Credential Portability Program (ARC, PE, & PLS were exempted in another statute)
- Repeal residency requirement for Board Members.

OPRRR's Sunset report can be accessed at: <https://coprrr.colorado.gov/archive-of-reviews>

**Board Members Terming out in 2024:**

PE, Wendy Amann, Term Exp 7/2024

Current Vacancy, ARC, Stephanie Morales-Ostasuc



**Jurisdiction: Guam**

Guam Board of Registration for Professional Engineers, Architects, and Land Surveyors

**Board Composition**

**Architects:**

- 2 Architect Members (1 Vacant Seat)

**Non-Architects:**

- 1 Department of Public Works Director
- 1 Public Member

**Other Licensed Professionals:**

- 2 Engineer Members
- 1 Surveyor Member

**Licensing Statistics**

**In State Registrants:** 32

**Out of State Registrants:** 67

**Brief Overview of Current Issues**

Filling board member seats.

**Current Legislation Related to Architecture**

Guam does not have any current Legislation related to Architecture.

**Miscellaneous**

The ongoing military buildup, including the transfer of the Marine Corps base from Okinawa, Japan, is driving significant growth on the island. This surge is attracting state contractors and firms, necessitating Certificates of Authorization (COAs) from the board. Consequently, there's a notable uptick in registrations within the professions of Architects, Engineers, and Land Surveyors to meet the burgeoning demand.

**Board Members Terming out in 2024:**

Cathyann C. Borja Public Member - July 19, 2024

# WCARB

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

**Jurisdiction: Guam- 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 2023:



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

**Jurisdiction: Hawaii**

### Board Composition

**Architects: 3**

**Non-Architects: 11**

**Other Licensed Professionals: Professional Engineers, Landscape Architects, Land Surveyors**

### Licensing Statistics

**In State Registrants: 1,012**

**Out of State Registrants: 1,527**

### Brief Overview of Current Issues

- Hawaii Administrative Rules (HAR) 16-115 currently undergoing rules revision process
- Board researching consideration of acceptance of the CACB Education Certificate as an accepted foreign credentials evaluator

### Current Legislation Related to Architecture

SB 2042 - Requires counties to grant building permits within sixty days if the application is stamped and certified by a licensed engineer and architect.

SB 2697 - Requires the Department of Commerce and Consumer Affairs to revoke the licenses of architects who have been, or caused government employee to be, convicted of a criminal offense involving the acceptance of a bribe.

SB 1461 - Amends the exemption from the requirement that plans and specifications for construction projects be prepared and construction observed by a licensed engineer, architect, or landscape architect to be determined by floor area of work rather than estimated cost. Exempts one- or two-storied structures that are used primarily as a residence from such requirements. (SD1)

HB 2614/SB 2539 - Requires government entities in the State that issue building permits to implement, by 1/1/2025, SolarAPP+ or a functionally equivalent online automated permitting platform that verifies code compliance and issues permits to licensed contractors for solar distributed energy resource systems in real time. Requires government entities in the State that issue building permits in areas served by an investor-owned electric utility to adopt a self-certification process for solar distributed energy resource systems that are not SolarAPP+ compatible. Effective 7/1/3000. (HD1)

HB 1632 - Requires the counties to adopt an ordinance allowing licensed architects and professional engineers to self-certify that plans accompanying a building permit application are in compliance with all applicable state and county building codes.

### **Miscellaneous**

- New Board member: Jonathan Lucas, Architect, Kauai County

### **Board Members Terming out March 2024:**



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

**Jurisdiction: Idaho**

### Board Composition

**Architects: Four representatives of the architecture profession**

**Non-Architects: Two representatives of landscape architecture**

**Other Licensed Professionals: One public member**

### Licensing Statistics

**In State Registrants:**

**Out of State Registrants:**

### Brief Overview of Current Issues/ Current Legislation Related to Architecture

In 2022, Idaho legislators passed Senate Bill 1232, which combined the Board of Architectural Examiners with the Board of Landscape Architects. The change did not affect the licensing status of current or future licensees, but it did lay the foundation for several improvements which Idaho accomplished through its zero-based regulation initiative. The Board of Architects and Landscape Architects and the Division of Occupational and Professional Licensing spent the last year reviewing and revising the rules chapters for Architects and Landscape Architects, which combined their separate chapters into one chapter—the most notable changes to the rule chapter related to reducing barriers to licensure for architectural candidates. The current rule requires the applicant to pass the Architectural Registration Examination (ARE) within five (5) years. This rule also requires the applicant to make an application directly to the Board, rather than to the association which administers the exam. The new rule allows the applicant to apply directly to the National Council of Architectural Registration Boards ("NCARB") to sit for the licensing examination. Currently, applicants apply to the Board to sit for the Architectural Registration Examination ("ARE"). Additionally, the new rule eliminates the "rolling clock" policy from rule. Another notable change was around Continuing Education (CE) credits. The current rule contains a detailed list of acceptable subjects for CE's. The new rule simplifies this language by requiring a course to "involve architectural health, safety, and welfare, which generally relates to the structural integrity or unimpairedness of a building or building sites and be germane to the practice of architecture." The new rule also aligns with the Model Rules for CE's adopted by NCARB.

**Board Members Terming out March 2024: None**



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

**Jurisdiction: Nevada**

**Board Composition**

**Architects: 2961**

**Non-Architects:**

**Other Licensed Professionals: 332**

**Licensing Statistics**

**In State Registrants: 537**

**Out of State Registrants: 2424**

**Miscellaneous**

The Board adopted NCARB's Mutual Recognition Arrangement at its August 22, 2023, board meeting and we are now accepting MRA applications through the reciprocity process. Furthermore, in response to Governor Lombardo's Executive Order, the Board conducted a thorough review of its existing regulations and repealed thirteen regulations at its January 20, board meeting.

**Board Members Terming out in 2024:**

James Mickey, Architect    10/31/2024

# WCARB

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

**Jurisdiction: New Mexico**

## Board Composition

**Architects:** 6 Architects

**Non-Architects:** 1 Public Member

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

## Licensing Statistics

**In State Registrants:** 709

**Out of State Registrants:** 1,593

## Brief Overview of Current Issues

### Current Legislation Related to Architecture

None

### Miscellaneous

Updating the Building Official Handbook with the Joint Practice Committee that consists of architects, engineers, land surveyors, landscape architects, and construction industries division.

### Board Members Terming out March 2024:

None

# WCARB

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

**Jurisdiction:** Northern Mariana Islands

## Board Composition

**Architects:** None

**Non-Architects:** Five (5)

**Other Licensed Professionals:** 3 - Civil  
1 - Appraiser  
1 - Public

## Licensing Statistics

**Resident Registrants:** Four (4)

**Non-Resident Registrants:** Twenty-seven (27)

## Brief Overview of Current Issues

- No Architect on board, awaiting for an expiration to fill the gap
- Gradually moving into e-licensing and in the works
- Investigator position still vacant due to budget constraints with the CNMI government. Currently relies on the Attorney General's Office to assist with investigations for complaints.
- Need for more outreach programs into the schools

## Current Legislation Related to Architecture

NONE

## Miscellaneous

NONE

## Board Members Terming out in 2024:

Three Board Members will be terming out this year in 2024:

- 2 - Civil
- 1 - Appraiser

# WCARB

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

**Jurisdiction: Northern Mariana Islands- 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 2023:



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

**Jurisdiction: Oregon**

### **Board Composition**

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

### **Licensing Statistics**

In State Registrants: 2089  
Out of State Registrants: 2014

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

Some projects the Board plans to tackle over the next two years include reviewing the education/experience path to licensure and identifying barriers to registration in Oregon; creating advice for architects and engineers about what falls under each discipline, and what is considered incidental practice; and considering rulemaking regarding continuing education requirements, acceptable titles for recent graduates, and professional conduct.

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

AIA Oregon is attempting to pass Duty to Defend legislation, Senate Bill 1575, during the 2024 short legislative session. Information from their newsletter states: "Oregon professional service contracts often require design professionals including architects to defend others for legal claims or damages even though the design professional is not responsible. This "duty to defend" language in many public contracts is legally problematic, expensive and a barrier to entry for many small, emerging, women and minority owned businesses, and is uninsurable by professional liability insurance carriers.

This limited professional liability insurance availability leaves Oregon's design professionals stuck in an untenable situation with no way to protect themselves other than to assume the risk and hope for the best or forgo designing projects. Often, design firms do make the tough decision to walk away from contracts because of these Duty to Defend requirements. When designers are compelled to sign these agreements, they are committing their business assets to pay these costs, regardless of fault.

In our proposed solution, architects and engineers cannot be made to "defend" an owner or any other party against claims asserted by a third party. Our legislation will remove the

contractual risk of design firms spending huge sums to defend against third-party claims unless the liability or fault of the designer is first established. Upon a determination that the designer was negligent, the damages caused by that negligence, including the owner's or another party's attorneys' fees and costs, can then be paid by the designer's professional liability insurer."

### **Miscellaneous**

MBE Lisa Howard will retire sometime between April and June of this year.

**Board Members Terming out March 2024:** None (Mark Jacobsen's 1<sup>st</sup> term expires 6/23/2024 and Tonie Esteban's 1<sup>st</sup> term expires 10/26/2024, but they are both eligible for reappointment)

# WCARB

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

**Jurisdiction: Utah**

## Board Composition

**Architects: 4**

**Non-Architects: 1**

**Other Licensed Professionals: 1**

## Licensing Statistics

**Registrants: 3378**

## Brief Overview of Current Issues

**None**

## Current Legislation Related to Architecture

**None**

## Miscellaneous

## Board Members Terming out March 2024:

Celestia Ray Carson June 2024

Brian K Jacobson June 2024



**Jurisdiction: Washington**

**Board Composition**

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

**Licensing Statistics**

In State Registrants:	3,934
Out of State Registrants:	3,009

**Brief Overview of Current Issues**

The Washington Board conducted four virtual board meetings in 2023. Board staff continue to work remotely, and the board remains fully operational in the remote environment.

In the post-Covid environment, the Washington Board has learned that virtual meetings are here to stay thanks to increased accessibility for the public and decreased budgetary demands for meeting spaces and travel arrangements. With those considerations in mind, Board staff is working toward offering a hybrid option (virtual and in-person) for one of the Board's 2024 meetings and hopes to establish this as an annual event.

**Current Legislation Related to Architecture**

HB1880/SB5794: These concurrent bills have been run by the American Institute of Architects (AIA) Washington Council to eliminate the rolling clock, which is currently codified in state statute. As of February 16<sup>th</sup>, each bill has passed its house of origin. If passed, the change would be effective July 1, 2024.

**Miscellaneous**

The Board said goodbye to longtime Board Member Rick Benner in June 2023 (Mr. Benner was recognized by WCARB last year). The recruitment to fill Mr. Benner's vacant position remains open.

The Board has worked with partner associations such as AIA and the National Organization of Minority Architects (NOMA) to participate in a number of outreach events. The Board is making plans to increase outreach activities in 2024, including exploring innovative ways to engage with students and licensees to increase the reach of these events.

2023 Board Chair Scott Harm testified before the Washington State Senate Labor and Commerce Committee on the impacts of Senate Bill 5794 to eliminate the rolling clock from state statute. His comments were well received, and the committee later passed the bill to the chamber floor.

Staffing updates:

The Washington Department of Licensing (DOL) that supports the Washington Board for Architects, expanded the role of the Board, Commission, and Outreach Unit, the specialized unit created to directly support the administrative work of the nine boards and commissions housed within DOL, to include a new position for the Military and Military Spouse Engagement Coordinator under the passage of the Military Spouse Employment Act. This position was required to ensure all board members received training on the culture of military spouses, the military spouse experience, and issues related to military spouse career paths. They will be working to review the licensing application process for military spouses and identify barriers to military spouse employment and review licensing fees and related expenses and identify possible ways to reduce costs for military spouses. They will also assist in the recruitment of military spouses for service on the board.

**Board Members Terming out March 2024:**

None.

**MEMORANDUM**

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

**FROM:** Sylvia Kwan, FAIA, NCARB, LEED AP, NCARB Secretary

**DATE:** January 24, 2024

**SUBJECT:** 2024 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2024 Meeting, the Board voted to move eight resolutions to the membership for discussion and feedback. These eight resolutions will remain as drafts until the Board of Directors' final review in April, when the Board will decide the final content of the resolutions they wish to move forward to the membership for consideration at the June 2024 Annual Business Meeting.

All eight draft resolutions are enclosed in this packet.

**Resolution 2024-A** 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 resolution would sunset resolutions passed by the membership between 1960-79 related to membership, related organizations, studies, and other miscellaneous topics. Appendix A includes the list of resolutions to be sunset.

**Resolution 2024-B** would conclude NCARB's efforts to review historical policy resolutions by sunsetting all previously passed policy resolutions that are not reflected in NCARB's current official documents. All current policies set by membership are stated in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which NCARB's Member Boards continue to vote on today. This resolution would not impact policies set by the NCARB Board of Directors.

**Resolution 2024-C** would retire the existing Mutual Recognition Agreement (MRA) between NCARB and our counterparts in Australia and New Zealand and replace it with a new MRA. The new MRA would eliminate post-licensure experience requirements as qualifications and allow acceptance of pathways

outside of the standard path to NCARB certification. Appendix B includes the proposed MRA.

**Resolution 2024-D** would have membership ratify a new MRA between NCARB and Taiwan's National Association of Architects (NAA), R.O.C. The MRA recognizes the correlation of competency requirements at licensure between NCARB and NAA and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix C includes the proposed MRA.

**Resolution 2024-E** would amend the existing MRA between NCARB and our counterparts in Canada and Mexico. The amended MRA would reduce post-licensure experience requirements and accept work in the host country as evidence of competency, among other changes. Appendix D includes the amended MRA and Appendix E includes a markup of changes to the existing MRA.

**Resolution 2024-F** would streamline the current *Model Regulations* requirement of completing an approved education program or being enrolled in an Integrated Path to Architectural Licensure (IPAL) option as a qualifier for exam eligibility, instead requiring a high school diploma or the equivalent. This change aligns with the entry requirement for NCARB's experience program, as well as NCARB's efforts to increase access to the exam.

**Resolution 2024-G** would amend the current Certificate requirement for Board of Directors (BOD) positions. Currently, all architect members of the BOD are required to hold the NCARB Certificate. The Credentials Committee recommends that only architect members in officer positions be required to hold the Certificate.

**Resolution 2024-H** would realign the structure of NCARB's regions, creating five equal regions of 11 jurisdictions. The updated structure provides greater jurisdictional parity, as well as closer parity regarding registered architects and Member Board Members, among regions. It also maintains the current value of regions regarding leadership development and smaller group discussion forums. The Regional Realignment Work Group developed this recommendation after reviewing relevant data sets and soliciting member feedback and input.

### **Next Steps**

We hope that you will take the time to review and discuss these draft 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 the final composition of resolutions they determine should be forwarded for a membership vote at the June Annual Business Meeting.

In the interim, please feel free to contact me at [secretary@ncarb.org](mailto:secretary@ncarb.org) if you have any questions or would like to discuss further.



NCARB

**DRAFT**  
**Resolutions**  
to be Acted Upon at the  
**2024 Annual Business Meeting**

JANUARY 2024

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

# Draft Resolutions to be Acted Upon at the 2024 NCARB Annual Business Meeting

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## FY24 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 2024-A: Omnibus Sunset of Resolutions in Conflict With Current Council Policies**

As a follow-up to Resolution 2021-06, NCARB is reviewing all previously passed resolutions to see if others should be sunset. This resolution includes a final batch of policy resolutions passed between 1960-1979 related to membership, related organizations, studies, and other miscellaneous topics. Appendix A includes the list of resolutions.

*Strategic Plan Objective:*



Stakeholder Systems, Tools, and Resources

### **Resolution 2024-B: Omnibus Sunset of Remaining Resolutions in Conflict With Current Council Policies**

This resolution would conclude NCARB's review of previously passed policy resolutions by sunsetting all policy resolutions previously passed by membership that are not reflected in NCARB's current official documents. All current policies are reflected in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which the membership continues to vote on today.

*Strategic Plan Objective:*



Stakeholder Systems, Tools, and Resources

### **Resolution 2024-C: New Mutual Recognition Agreement With the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)**

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB, AACA, and NZRAB. The new MRA would eliminate post-licensure experience requirements as a qualification and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix B includes the proposed MRA.

*Strategic Plan Objective:*



Program and Service Excellence

### **Resolution 2024-D: Mutual Recognition Agreement with the National Association of Architects, R.O.C. (NAA)**

This resolution has the membership ratify an MRA developed between NCARB and Taiwan's National Association of Architects, R.O.C. (NAA). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and NAA and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix C includes the proposed MRA.

*Strategic Plan Objective:*



Program and Service Excellence

**Resolution 2024-E: Tri-National Mutual Recognition Agreement for International Practice – Amendment**

This resolution would amend the existing MRA between NCARB, the Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR), and the Regulatory Organization of Architecture in Canada (ROAC). The amended MRA would reduce post-licensure experience requirements and accept work in the host country as evidence of competency, among other changes. Appendix D includes the amended MRA and Appendix E includes a markup of changes to the existing MRA.

*Strategic Plan Objective:*



Program and Service Excellence

**Resolution 2024-F: NCARB Model Law and Regulations Amendment – Examination Eligibility Updates**

This resolution streamlines the current *Model Regulations* requirement of completing an approved education program or being enrolled in IPAL as a qualifier for exam eligibility to a high school diploma or equivalent. This change aligns with NCARB's efforts to encourage additional education pathways into the profession and increases access to the exam.

*Strategic Plan Objective:*



Program and Service Excellence

**Resolution 2024-G: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions**

This resolution would amend the current Certificate requirement for Board of Director (BOD) positions. Currently, all architect members of the BOD are required to hold the Certificate. The Credentials Committee recommends that only architect members in officer positions be required to hold the Certificate.

*Strategic Plan Objective:*



Future-Focused Research and Development

**Resolution 2024-H: NCARB Bylaws Amendment – NCARB Regions**

This resolution would realign the structure of NCARB's regions, creating five equal regions of 11 jurisdictions. The updated structure provides greater parity among regions while maintaining the current value of regions. The Regional Realignment Work Group based this recommendation off member feedback and input.

*Strategic Plan Objective:*



Future-Focused Research and Development

**Strategic Plan Objective:**

Stakeholder Systems, Tools, and Resources

**RESOLUTION 2024-A****TITLE:** Omnibus Sunset of Resolutions in Conflict With Current Council Policies**SUBMITTED BY:** Council 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 with current NCARB policies and are appropriate to sunset; and

**WHEREAS**, the Policy Advisory Committee has reviewed a batch of resolutions from 1960-1979 related to membership, related organizations, studies, and other miscellaneous topics; 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 the 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 A:

- Resolution 1975-23: Lateral Forces
- Resolution 1973-01: Adherence to Accepted Actions
- Resolution 1972-10: Approval for Board of Directors to Join in Council
- Resolution 1971-08: Board Resolution on Firm Names
- Resolution 1962-01: Annual Meeting Agenda
- Resolution 1961-13: Engineer and Architect Registration Laws
- Resolution 1961-14: Service on NCARB Committees
- Resolution 1960-08: Collateral Attendance at NCARB Conventions

**FURTHERED RESOLVED**, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective July 1, 2024.

**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.

Sunsetting these policies ensures that current policies live in current membership documents or other regularly reviewed Board policies.

This year, the committee has reviewed resolutions dating back to 1960 that have been categorized as membership, related organizations, studies, or miscellaneous policies. Additional resolutions to clean up NCARB policies have occurred over several years as the Council works to develop a more user-friendly resolution archive.

**ADVOCATES:**

## Policy Advisory Committee

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Greg Durrell, AIA, NCARB, NOMA
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

**RESOURCES:**

- Appendix A: NCARB Policy Resolutions to Sunset: 1960-1979, Part 2

**Strategic Plan Objective:**



Stakeholder Systems, Tools, and Resources

## RESOLUTION 2024-B

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

**SUBMITTED BY:** Council 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 with current NCARB policies and are appropriate to sunset; and

**WHEREAS**, the Policy Advisory Committee has discussed policy resolutions passed before 1960 and any other policies that may have been passed by membership not previously 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 the Resolution.

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

**RESOLVED**, that all policies and resolutions related to finances, records, processes, experience, NCARB Certification, continuing education, membership, related organizations/professions, and other miscellaneous topics that are not incorporated in current official NCARB documents, including, without limitation, the *NCARB Bylaws, Certification Guidelines, Model Law and Regulations, Model Rules of Conduct*, and official NCARB Board of Directors policies hereby are rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds all resolutions passed before 1960;

**FURTHERED RESOLVED**, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective July 1, 2024.

**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. Sunsetting these policies ensures that current policies live in current membership documents or other regularly reviewed Board policies.

This year, the committee finished reviewing resolutions passed after 1960 (see Resolution 2024-A), when the Council had begun clearly documenting membership actions. While historical records exist for membership meetings before 1960, the intent and final action are not always clear in earlier transcripts, and membership did not follow processes similar to those we use today to offer or amend actions. As all important actions from pre-1960 would have been incorporated in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which the membership continues to vote on today, the committee recommends that the best path forward is to sunset all remaining policies previously passed by the membership that have not been previously reviewed. The membership has already taken similar actions related to policies related to examination (Resolution 2022-03) and education (Resolution 2023-02). In addition, the Council is working to develop a more user-friendly resolution archive that will eventually capture all previous actions.

**ADVOCATES:**

## Policy Advisory Committee

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Greg Durrell, AIA, NCARB, NOMA
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

**Strategic Plan Objective:**  Program and Service Excellence

## RESOLUTION 2024-C

**TITLE:** New Mutual Recognition Agreement With the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)

**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 Australia and New Zealand is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

**WHEREAS**, the International Qualifications Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the competencies required for licensure set by AACA and NZRAB in Australia and New Zealand, respectively, and determined significant correlation exists between the competency requirements in Australia and New Zealand and the United States; and

**WHEREAS**, this correlation between competency requirements has already been recognized by NCARB's membership through the existing Mutual Recognition Agreement; and

**WHEREAS**, staff representatives from NCARB, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB) have successfully negotiated a revised agreement that is mutually satisfactory to the leadership of each organization; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, Article V, Section 12, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by a majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

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

**RESOLVED**, that the existing Mutual Recognition Arrangement between the National Council of Architectural Registration Boards (NCARB), representing the 55 architectural registration boards of the United States, the Architects Accreditation Council of Australia (AACA), representing Australia, and the New Zealand Registered Architects Board (NZRAB), representing New Zealand, be terminated as of the effective date of the new Mutual Recognition Agreement, and the new Mutual Recognition Agreement be and hereby is ratified and approved as published in Appendix B in these resolutions.

**FURTHER RESOLVED**, that upon the approval of this resolution by a majority of the Council Member Boards, the new Mutual Recognition Agreement will become effective no earlier than 60 calendar days after the execution of the Agreement.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed *new* Mutual Recognition Agreement (MRA) between NCARB and the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB) continues the opportunities of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in Australia's eight states and New Zealand. This new MRA is in its final form and will be signed by NCARB, AACA, and NZRAB following ratification by the Member Boards. Once the MRA is approved and signed by all parties, it will become effective late in 2024 (but no earlier than 60 days after it is signed by all parties). Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from the Australia and New Zealand who are 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 AACA and NZRAB 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 longstanding MRAs with the Regulatory Organizations of Architecture in Canada (ROAC, formerly the Canadian Architectural Licensing Authorities or CALA) and the Consejo Nacional de Registro del la Certificacion Profesional. In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with AACA and NZRAB. In 2023, NCARB expanded these opportunities for Certificate holders through our MRA with the Architects Registration Board in the United Kingdom.

The terms of this Agreement are derived from NCARB's current Arrangement with AACA and NZRAB and are strongly founded on the alignment of the competency requirements at licensure of our respective organizations. The International Qualification Evaluation Committee (IQEW) was charged to perform the comparative analysis of competency requirements at licensure between NCARB and AACA/NZRAB. Through the substantial analysis, the IQEW found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed between our organizations.

The detailed comparative analysis conducted by the IQEW identified that:

- All eight NAAB program criteria and six student criteria were covered at least once across the AACA's 2021 National Standard of Competency for Architects (NSCA)

Performance Criteria. [Note that NZRAB utilizes the AACA's NSCA as their requirement]

- All 96 Architectural Experience Program® (AXP®) tasks were covered at least once across the AACA's 2021 NSCA Performance Criteria.
- All 91 Architect Registration Examination® (ARE®) assessment objectives were covered at least once across the AACA's 2021 NSCA Performance Criteria.

Based on their analysis, the review team found that a rigorous and standardized registration process is in place in Australia and New Zealand that parallels NCARB's education, experience, and assessment of competency. The Australian and New Zealand paths are structured somewhat differently from NCARB's path; however, the IQEW is confident that an equivalent level of competence is required of the architect at the point of licensure/registration.

The IQEW's comprehensive review supported a recommendation to the Board to re-negotiate based on the following:

- NCARB's focus on equity, diversity, and inclusion in the profession, and
- Proof of current and valid licensure/registration in good standing from the home authority, and
- Elimination of post licensure experience requirements as a qualification for mutual recognition, and
- Acceptance of NCARB's *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* as defined in the *NCARB Certification Guidelines*, and
- Acceptance of NCARB's *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority* as defined in the *NCARB Certification Guidelines*.

NCARB's International Relations team, entrusted to negotiate the detailed requirements of the MRA on behalf of NCARB, began with the understanding that trust between organizations and the individuals involved is critical to success. This understanding recognizes the significance in international discussions to put aside any organizational differences and demonstrates a commitment of esteem for and professional equity between organizations.

NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. The *NCARB Certification Guidelines* require, for certification of a U.S. architect, completion of a National Architectural Accrediting Board (NAAB) accredited degree program, completion of the AXP, and passing the ARE. For those architects who do not qualify for certification under these requirements, the *Certification Guidelines* identify alternative qualifications for deficiencies in education, experience, and examination; the Foreign Architect Path; and existing MRAs.

Negotiations were successful that NCARB-certified architects will be allowed to seek registration in Australia and New Zealand—an "all-inclusive" approach. Each alternative means by which to obtain NCARB certification was presented and discussed in detail. The AACA and

NZRAB then independently reviewed and assessed the certification alternatives, as well as Foreign Architect Path and NCARB's existing MRAs.

- The *Alternatives Requirements for Certification of a U.S. Architect* were considered and accepted. This includes the two Education Alternative paths—Two Times AXP and the NCARB Certificate Portfolio.
- The *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority* were considered and accepted.
- Licensure/registration of an applicant who obtained licensure/registration in the home country through an MRA was discussed but found unacceptable by the AACA Board of Directors. This is consistent with the current MRA.

Respectively, this Agreement accepts the additional pathways for registration of architects by the AACA and NZRAB. Each alternative means by which to obtain registration by AACA and NZRAB were presented and discussed in detail. These alternatives were shared with the IQEW and reviewed and assessed. The IQEW recommended acceptance of their additional paths, with exception of those registered through an MRA.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB, AACA, and NZRAB to benefit from our existing MRA since 2016. This Agreement continues the respect for each country's well-established, rigorous path to licensure rather than dissecting the individual components.

#### **ADVOCATES:**

##### Policy Advisory Committee

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Greg Durrell, AIA, NCARB, NOMA
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

##### International Qualifications Evaluation Workgroup

- Terance B. White, AIA, NCARB
- Mark Flemming, Maryland Member Board Member
- Patricia Joseph, AIA, NCARB, NOMA
- Dmitriy Kazakov
- Mark R. McKechnie, AIA NCARB
- Juan Javier Riestra, AIA, NCARB, LEED AP BD+C

**RESOURCES:**

- Appendix B: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board

DRAFT

**Strategic Plan Objective:**



Program and Service Excellence

## RESOLUTION 2024-D

**TITLE:** Mutual Recognition Agreement with the National Association of Architects, R.O.C. (NAA)

**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 Republic of China, Taiwan [R.O.C. (Taiwan)] is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

**WHEREAS,** the International Qualifications Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the competencies required for licensure set by the NAA and determined significant correlation exists between the competency requirements in Taiwan and the United States; and

**WHEREAS,** staff representatives from NCARB and the NAA have successfully negotiated an agreement that is mutually satisfactory to the leadership of each organization; and

**WHEREAS,** pursuant to the *NCARB Bylaws*, Article V, Section 12, 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 the NAA (representing Taiwan), be and hereby is ratified and approved as published in Appendix C in these resolutions.

**FURTHER RESOLVED,** that upon the approval of this resolution by a majority of the Council Member Boards, the Mutual Recognition Agreement will become effective no earlier than 60 calendar days after the execution of the Agreement.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed Mutual Recognition Agreement (MRA) between NCARB and the National Association of Architects, R.O.C. (Taiwan) (NAA) continues the opportunities of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in Taiwan. This MRA is in its final form and will be signed by NCARB and NAA following ratification by the Member Boards. Once the MRA is approved and signed by all parties, it will become effective late in 2024 (but no earlier than 60 days after it is signed by all parties). Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from Taiwan, who are 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 NAA 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 MRAs with the Regulatory Organizations of Architecture in Canada (ROAC, formerly the Canadian Architectural Licensing Authorities or CALA) and the Consejo Nacional de Registro del la Certificacion Profesional. In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with the Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB). In 2023, NCARB expanded these opportunities for Certificate holders through our MRA with the Architects Registration Board in the United Kingdom.

The terms of this Agreement are derived from NCARB's proposed new Agreement with AACA and NZRAB and are strongly founded on the alignment of the competency requirements at licensure of our respective organizations. The International Qualification Evaluation Committee (IQEW) was charged to perform the comparative analysis of competency requirements at licensure between NCARB and NAA. Through the substantial analysis, the IQEW found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed between our organizations.

The detailed comparative analysis conducted by the IQEW identified that:

- All eight NAAB program criteria and six student criteria were covered at least once across the Architects Act defined by the R.O.C. Ministry of the Interior.
- All 96 Architectural Experience Program® (AXP®) tasks were covered at least once across the Architects Act defined by the R.O.C. Ministry of Interior.

- All 91 Architect Registration Examination® (ARE®) assessment objectives were covered at least once across the Architects Act defined by the R.O.C. Ministry of the Interior.

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

The IQEW's comprehensive review supported a recommendation to the Board to negotiate based on the following:

- NCARB's focus on equity, diversity, and inclusion in the profession, and
- Proof of current and valid licensure/registration in good standing from the home authority, and
- Acceptance of NCARB's *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* as defined in the *NCARB Certification Guidelines*, and
- Acceptance of NCARB's *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority* as defined in the *NCARB Certification Guidelines*.

NCARB's International Relations team, entrusted to negotiate the detailed requirements of the MRA on behalf of NCARB, began with the understanding that trust between organizations and the individuals involved is critical to success. This understanding recognizes the significance in international discussions to put aside any organizational differences and demonstrates a commitment of esteem for and professional equity between organizations.

NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. The *NCARB Certification Guidelines* require, for certification of a U.S. architect, completion of a National Architectural Accrediting Board (NAAB) accredited degree program, completion of the AXP, and passing the ARE. For those architects who do not qualify for certification under these requirements, the *Certification Guidelines* identify alternative qualifications for deficiencies in education, experience, and examination; the Foreign Architect Path; and existing MRAs.

Negotiations were successful that NCARB-certified architects will be allowed to seek registration in Taiwan—an "all-inclusive" approach. Each alternative means by which to obtain NCARB certification was presented and discussed in detail. The NAA then independently reviewed and assessed the certification alternatives, as well as Foreign Architect Path and NCARB's existing MRAs.

- The *Alternatives Requirements for Certification of a U.S. Architect* were considered and accepted. This includes the two Education Alternative options—Two Times AXP and the NCARB Certificate Portfolio.
- The *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority* were considered and accepted.
- Licensure/registration of an applicant who obtained licensure/registration in the home country through an MRA was discussed but found unacceptable by the NAA. This is consistent across NCARB's current MRAs.

NAA has one alternative education path for specific architecture programs abroad that was considered and accepted. Architects must still complete NAA's experience and examination components.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB and NAA to negotiate this Agreement. This Agreement recognizes and respects each country's well-established, rigorous path to licensure rather than dissecting the individual components.

#### **ADVOCATES:**

##### Policy Advisory Committee

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Greg Durrell, AIA, NCARB, NOMA
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

##### International Qualifications Evaluation Workgroup

- Terance B. White, AIA, NCARB
- Patricia Joseph, AIA, NCARB, NOMA
- Robert McKinney, Ed.D., NCARB
- Mark R. McKechnie, AIA NCARB
- Juan Javier Riestra, AIA, NCARB, LEED AP BD+C

#### **RESOURCES:**

- Appendix C: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the National Association of Architects, R.O.C. (NAA)

**Strategic Plan Objective:**

Program and Service Excellence

**RESOLUTION 2024-E****TITLE:** Tri-National Mutual Recognition Agreement for International Practice – Amendment**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 Tri-National Mutual Recognition Agreement for International Practice (MRA) was signed in 2005 by the national representatives of the National Council of Architectural Registration Boards (NCARB); Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR) comprising the Federación de Colegios de Arquitectos de la República Mexicana (FCARM), the Consejo Nacional de Registro de Certificación (CONARC), and the Asociación de Instituciones de Enseñanza de la Arquitectura de la República Mexicana (ASINEA); Committee of Canadian Architectural Councils (CCAC) [later called the Canadian Architectural Licensing Authorities (CALA) and now called the Regulatory Organization of Architecture in Canada (ROAC)], and amended in 2010; and

**WHEREAS**, all parties recognize that differences among the standards and processes for licensing/registering architects in the Domestic Jurisdiction of Mexico, the United States, and Canada must be duly respected and appropriately addressed; and

**WHEREAS**, the Council for Tri-National Practice of Architecture (CTPA) was established in the MRA to facilitate the implementation of the agreement and monitor the Tri-National processes in an effective and nondiscriminatory manner; and

**WHEREAS**, members of the CTPA and organizations' staff have identified specific regulatory and implementation challenges in the existing MRA based on professional standards of care and reasonable regulation today; and

**WHEREAS**, staff representatives from NCARB, the Regulatory Organization of Architecture in Canada (ROAC, formerly CALA), COMPIAR, FCARM, and ASINEA have successfully negotiated necessary modifications to the Agreement that are mutually satisfactory to the leadership of each organization; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, Article V, Section 12, 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 Amendment to the Tri-National Mutual Recognition Agreement for International Practice between the National Council of Architectural Registration Boards (NCARB), Comité Mexicano para la Práctica Internacional de la Arquitectura (COMPIAR) comprising the Federación de Colegios de Arquitectos de la República Mexicana (FCARM) and the Consejo Nacional de Registro de Certificación (CONARC) and the Asociación de Instituciones de Enseñanza de la Arquitectura de la República Mexicana (ASINEA); and the Regulatory Organizations of Canada (ROAC), be and hereby is ratified and approved as published in Appendix D in these resolutions.

**FURTHER RESOLVED**, that upon the approval of this resolution by a majority of the Council Member Boards, the amended Agreement will become effective no earlier than 60 calendar days after the execution of the Amendment.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed amendment to the Tri-National Mutual Recognition Agreement for International Practice between NCARB, COMPIAR, and ROAC continues the opportunities of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in Mexico and Canada. This Amendment is in its final form and will be signed by NCARB, COMPIAR, and ROAC following ratification by the Member Boards. Once the Amendment is approved and signed by all parties, it will become effective late in 2024 (but no earlier than 60 days after it is signed by all parties). Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from Mexico and Canada who are certified through the requirements of the MRA.

To streamline implementation and ease the burden of participation on Member Boards, this resolution seeks to eliminate the requirement for participating Member Boards to sign a Letter of Undertaking and become party to the MRA, as has been required previously. Instead, following discussion with each Member Board, NCARB will inform COMPIAR and ROAC 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 will have more opportunity to expand their practices through all of North America due to our long-standing Mutual Recognition Agreement (MRA) with ROAC, formerly CALA, and COMPIAR.

The Council for Tri-National Practice of Architecture's (CTPA) comprehensive review supported a recommendation to the Board to amend the Tri-National MRA based on the following:

- NCARB's focus on equity, diversity, and inclusion in the profession, and
- Proof of current and valid licensure/registration in good standing from the home authority, and

- Reduction of years of post-licensure experience requirements in the home country as a qualification for mutual recognition.

NCARB's International Relations team, entrusted to negotiate the detailed requirements of the amendment on behalf of NCARB, began with recognition of the trust that has been solidified between organizations and the individuals involved over more than 20 years. This understanding recognizes the significance in international discussions to put aside any organizational differences and demonstrates a commitment of esteem for and professional equity between organizations.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB, COMPIAR, and ROAC to benefit from our existing MRA since 2005. This amendment continues the respect for each country's well-established, rigorous path to licensure rather than dissecting the individual components.

#### **ADVOCATES:**

##### Policy Advisory Committee

- Chair: Stacy Krumwiede, North Dakota Member Board Executive
- Linda Alfson Schemmel, AIA, NCARB
- Nathan Baker, NCARB, AIA, Oklahoma Member Board Member
- Greg Durrell, AIA, NCARB, NOMA
- Tian Feng, FAIA, FCSI, California Member Board Member
- Thomas D. Lonardo, RA, NCARB, Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

#### **RESOURCES:**

- Appendix D: Tri-National Mutual Recognition Agreement for International Practice
- Appendix E: Tri-National Mutual Recognition Agreement for International Practice With Strikethrough

**Strategic Plan Objective:**



Program and Service Excellence

## RESOLUTION 2024-F

**TITLE:** NCARB *Model Law and Regulations* Amendment – Examination Eligibility Updates

**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS**, the Board of Directors charged the Examination Committee to review exam eligibility language in *NCARB Model Law and Regulations* and propose changes to the Board of Directors that address improved examination access; and

**WHEREAS**, the Examination Committee, upon such evaluation, has determined that certain updates to the *NCARB Model Law and Regulations* will remove impediments that limit exam access while not impacting the rigor of licensure; 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 specific in this resolution; and

**WHEREAS**, prior to implementing the changes to the *NCARB Model Law and Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

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

**RESOLVED**, that *NCARB Model Law and Regulations* be revised as indicated below:

**R301.1 Education** [excerpt below, no change to this section]

- 1) An Applicant shall complete an Approved Educational Program, or its equivalent as described herein, to obtain an initial License ...

**R301.2 Experience** [excerpt below, no change to this section]

An Applicant shall successfully complete the Approved Experience Program to obtain an initial License ...

**R301.3 Examination** [excerpt below, recommended changes as noted]

- 1) An Applicant shall pass the Approved Examination in accordance with the NCARB standards current at the time the Applicant took the Approved Examination to obtain an initial License ...
- 2) To qualify for the Approved Examination, an Applicant shall present satisfactory evidence to the Board of one of the following:

- a. An architecture degree from an Approved Education Program; or
  - b. Active enrollment in a NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within an Approved Educational Program.
- a. Graduation from high school; or
  - b. Completion of a state or federally recognized high school equivalency program.

**FURTHER RESOLVED**, that upon the approval of this resolution by an absolute majority vote of the Council Member Boards, such changes will become effective July 1, 2024.

**FINANCIAL IMPACT:** None

**SPONSORS' STATEMENT OF SUPPORT:**

As part of NCARB's ongoing efforts to identify unnecessary impediments along the path to licensure, the Examination Committee was tasked with reviewing *NCARB Model Law & Regulations* to propose changes that would improve exam access. During this evaluation, NCARB published the *Statement Endorsing Multiple Paths to Licensure*. It became apparent that the current model regulation language tying exam access to the completion of a post-secondary degree creates an unnecessary impediment to one pursuing licensure who may have valuable experience and knowledge before degree completion.

Adjustment of the model law language to allow for broader exam access is a crucial component of the ongoing development of a framework for multiple paths to licensure. It's also an important step toward furthering NCARB's commitment to dismantling inequities within its programs, policies, and systems, as described in NCARB's *Policy on Diversity and Inclusion* and other ongoing diversity, equity, and inclusion (DEI) initiatives. It is critical to note that a change to exam access in no way impacts the education, experience, or examination requirements for licensure; this remains the purview of each jurisdiction. **This change to Model Law represents a desired increase in exam access** to all who may want to begin testing on the ARE when they feel prepared to do so, regardless of educational degree attainment.

Exam Access Today

The Examination Committee began its work by noting the variety of exam eligibility requirements among NCARB jurisdictions, all of which allow candidates to be successful. While many jurisdictions require completion of a NAAB-accredited program prior to awarding exam eligibilities, others accept a combination of education and/or experience, and six have no eligibility requirement at all.

Additionally, candidates enrolled in Integrated Path to Architectural Licensure (IPAL) programs are given the ability to receive exam access prior to completing their education requirement. This opportunity allows for candidate flexibility in deciding when to complete the exam component of licensure. Recent IPAL data show that candidates who test prior to education completion do so only after completing an appropriate amount of experience, indicating that this early exam access combined with candidate empowerment leads to candidates making informed decisions about when they are prepared to test.

#### Proposed Exam Access: Impact to Member Boards

The committee's recommendation to allow exam eligibility upon completion of high school or equivalent would streamline eligibility verification and create a more straightforward process for Member Boards and candidates in those jurisdictions that adopt this change. Currently, there is a noticeable percentage of candidates who initially apply for exam eligibilities in less-restrictive jurisdictions, then seek to switch their exam eligibilities to their desired jurisdiction upon completion of the education requirement. As more jurisdictions adopt this change to exam eligibility rules, candidates will be less likely to transfer into a jurisdiction during the end stages of their licensure process, providing a benefit to Member Boards by reducing this aspect of administrative candidate support.

#### Proposed Exam Access: Empowering and Supporting Candidates

The committee agreed that being more inclusive about who is allowed to take the exam is best accomplished by increasing candidate access to the exam. The committee determined, after vigorous discussion, that **differences in how, when, and where candidates gain knowledge should not be a barrier to exam access**; what matters is that they have the necessary knowledge to successfully demonstrate competence on the exam. Recent exam data show that 95% of candidates finish an AXP experience area prior to taking the ARE division in that area, indicating that candidates value their work experience as part of their exam preparation.

Taking the exam prior to earning a post-secondary degree may not be the right choice for all candidates, but the Committee imagines it may be the right choice for some:

- a candidate who worked in engineering, construction, or another building-related field after completing high school, and is now interested in pursuing a career in architecture
- a candidate who is working in the architecture profession and is unable to afford or attend fulltime higher education, but can afford or allow time to take an exam division
- a candidate with a two-year architectural degree from a community college and is prepared to start testing

The committee also discussed the concerns of unprepared candidates and resulting failure frustrations but noted that NCARB's recent release of free, scored practice exams allows candidates to measure their exam readiness at no cost. Other existing exam resources on NCARB's website, along with the ARE 5.0 Community, Licensing Advisors, and AXP supervisors, provide candidates with additional guidance and support while maintaining the rigor and integrity of the exam. This empowers candidates to test when they are ready to be successful. Updating *NCARB Model Law and Regulations* to allow for greater access similarly gives candidates agency to determine their own exam readiness.

#### Proposed Exam Access: Benefits for the Profession

As noted in the October 2023 NCARB Statement Endorsing Multiple Paths to Licensure, **"Rethinking the licensure path as concurrent rather than sequential provides an option for those interested in reducing the time to licensure."** In addition, the opportunity to take the exam, detached from an education requirement, is one way to "eliminate the ... fiscal impediment attached to a single path ..." Finally, earlier access to exam content, the testing preparation process, and the NCARB community of Licensing Advisors,

AXP supervisors, and NCARB staff will help candidates better understand appropriate actions of a licensed professional beyond the approach used in their current workplace.

### Summary

This change to *NCARB Model Law and Regulations* does not discount the traditional path that begins with a post-secondary degree, nor does it diminish the rigor and integrity of the exam. Candidates will still be required to start their NCARB Record, demonstrating an entry level of commitment to the profession. This change maintains jurisdictional control over licensing and only impacts exam access; there is no change to jurisdictional requirements to complete education, experience, and examination. Aligning exam eligibility rules with the “many paths/one goal” concept endorsed by NCARB’s Board of Directors will provide candidates with improved access to the exam, create a more equitable and inclusive path toward licensure, and maintain appropriate protection of public health, safety, and welfare.

### **ADVOCATES:**

#### FY24 Examination Committee

- Chair: Coffee Polk, AIA, NCARB, LEED AP
- Pedro L. Alfaro, RA, SAP, CAAPPR, Puerto Rico Member Board Member
- Chuck Barlow, AIA, NCARB, Mississippi Member Board Member
- Celestia Carson, AIA, LEED AP, Utah Member Board Member
- Beth Chenette, Vermont Member Board Member
- Shannon L. DeFranza, AIAS, Assoc. AIA, NOMA
- Tiho Dimitrov, AIA
- Bobbi Jo Hepper Olson, NCARB, AIA, North Dakota Member Board Member
- J. Brent Lance, AIA, NCARB, LEED AP
- Richard H. McNeel, NCARB, AIA, LEED AP, IIDA, Mississippi Member Board Member
- Jessica O’Donnell, AIA, NCARB
- Michael Samuelian, FAIA, AICP, New York Member Board Member
- Anuya Sant, Assoc. AIA, Assoc. NOMA, CDT, CS, LEED AP BD+C, Fitwel
- Maurice Walters, AIA, LEED AP, District of Columbia Member Board Member
- Greg Wynn, AIA, NCARB
- Laura Zuniga, California Member Board Executive

**Strategic Plan Objective:**

Future-Focused Research and Development

**RESOLUTION 2024-G****TITLE:** NCARB *Bylaws* Amendment – Update to Certificate Requirement for Board of Director Positions**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Council Board of Directors charged the Credentials Committee with gathering and analyzing data from membership to evaluate the current NCARB eligibility requirement of holding an NCARB Certificate for service on the Board of Directors; and

**WHEREAS**, the Credentials Committee has recommended the *Bylaws* be amended to allow architects who do not hold an active NCARB Certificate to serve in a non-officer position on the Board of Directors, while maintaining the certification requirement for architects serving in an officer position on the Board of Directors; and

**WHEREAS**, prior to implementing the changes to the *NCARB Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval; and

**WHEREAS**, the *NCARB Bylaws* may only be changed by a two-thirds majority (37) vote of the Council Member Boards, with such change becoming effective at the time specified in this resolution; and

**NOW, THEREFORE, IT IS HEREBY:****RESOLVED** that *NCARB Bylaws* Article VII, Section 2.A be revised as indicated below:

“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; **and**
- (ii) have served at least two (2) years as a member of a Member Board (and in the case of a candidate for Public Director, this service must have been as a consumer or public member); 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; or, in the case of a candidate for an At-Large Director position, have served at least two (2) years as a member of a Member Board or as an NCARB Volunteer; **and**

(iii) in the case of candidates who are architects, hold an active NCARB Certificate.”

**FURTHER RESOLVED**, that *NCARB Bylaws* Article VII, Sections 2.D, 2.E, 2.F, and 2.G be revised as indicated below:

“D. A candidate for election as the Secretary/Treasurer shall have served at least two years on the Board of Directors during the five years prior to election as Secretary/Treasurer and, if an architect, hold an active NCARB Certificate at the time of election.”

E. A candidate for election as the Vice President shall have served at least two years on the Board of Directors during the five years prior to election as Vice President and, if an architect, hold an active NCARB Certificate at the time of election.”

F. An individual shall qualify to serve as the President during the one-year period immediately following their term as Vice President and, if an architect, hold an active NCARB Certificate at the time of election or succession to office, as applicable.”

G. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following their term as President and, if an architect, hold an active NCARB Certificate at the time of succession to office.””

**FURTHER RESOLVED**, that upon the approval of this resolution by at least 37 votes of the Council Member Boards, such changes will become effective July 1, 2024.

**FINANCIAL IMPACT:** No significant impact. Potentially up to eight directors who do not hold a Certificate; \$2,160 per year.

**ADVOCATES:**

FY24 Credentials Committee:

- Brian M. Kelly, AIA, NCARB Nebraska Member Board Member, Credentials Committee Chair
- Lance Brenton, Texas Member Board Counsel
- Timothy Hillhouse, AIA, NCARB, LEED AP, North Carolina Member Board Member
- Robert Pearman, California Member Board Member
- Anne Smith, FAIA, NCARB, LEED AP BD+C, Georgia Member Board Member
- Joyce Smith, Texas Member Board Member
- J. Sanders Tate, South Carolina Member Board Member
- Jon Wilbeck, Nebraska Member Board Executive

**SPONSORS' STATEMENT OF SUPPORT:**

The FY24 Credentials Committee proposes a revision to the current *NCARB Bylaws* requirement that all architects must hold an NCARB Certificate to be eligible to serve on the Board. This resolution will update the *Bylaws* to require only architects in officer positions to have an NCARB Certificate. The committee feels

strongly that those serving in an officer position—Secretary/Treasurer, Vice President, President, and Past President—should still be required to have an active NCARB Certificate to be eligible to serve. This change will allow those who do not currently hold a Certificate to consider pursuing leadership opportunities by running for the Board in non-officer positions as At-Large or Regional Directors.

Removing the Certificate requirement for architects serving in non-officer positions will enable additional quality candidates from Member Boards and the NCARB volunteer community who do not hold a Certificate to serve on the national Board. Retaining the requirement of the credential for architects serving in officer positions on the Board continues to emphasize the importance and value of the Certificate to the Council. Revising the eligibility for election to non-officer Board positions also supports the equity and inclusion goals of the Council. Updating the *Bylaws* can create opportunities for new perspectives from architects, educators, licensure candidates, and related professionals with diverse expertise and valuable perspectives.

In August, the FY24 Credentials Committee issued a survey to membership to better understand the sentiment around barriers to leadership and desire to make a change. The survey affirmed support from membership to update the *Bylaws* requirement and reaffirmed that the NCARB Certificate remains an important credential for Board leadership. This resolution aligns with the perspectives expressed by membership in the survey, as well as findings from the FY23 Governance Work Group.

The committee believes this resolution would result in thoughtful and deliberative continued conversations within the membership and continue to position NCARB's Board as a best practice leadership model. The committee is committed to supporting the implementation of these recommendations if they are approved.

**Strategic Plan Objective:**

Future-Focused Research and Development

**RESOLUTION 2024-H****TITLE:** *NCARB Bylaws* Amendment – NCARB Regions**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS**, the Board of Directors charged the Regional Realignment Work Group with analyzing membership feedback on NCARB’s regional structure and making a recommendation; and

**WHEREAS**, the Regional Realignment Work Group recommends that NCARB should realign regions into five regions of 11 Member Boards, resulting in an additional at-large position on the Board of Directors; and

**WHEREAS**, the *NCARB Bylaws* may only be changed by a two-thirds majority (37) vote of the Council Member Boards, with such change becoming effective at the time specified in this resolution; and

**WHEREAS**, prior to implementing the changes to the *NCARB Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

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

**RESOLVED**, that Article VI-Regions, Sections 1 and 2 in *NCARB Bylaws* be revised as indicated below:

“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~~ **five** 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.~~

**Western Region:** Alaska, Arizona, California, Guam, Hawaii, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington

**Plains & Mountain Region:** Colorado, Idaho, Kansas, Minnesota, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, Wyoming

**Mid-Central Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, West Virginia, Wisconsin

**Northeastern Region:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont

**Southeastern Region:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, U.S. Virgin Islands, Virginia.”

**FURTHER RESOLVED**, that Article VII-The Board of Directors, Section 1 in the *NCARB Bylaws* be revised as follows:

“SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, ~~two~~three At-Large Directors, one Member Board Executive Director, and one Public Director.”

**FURTHER RESOLVED**, that Article XV-Transition be amended as stated in Appendix F and

**FURTHER RESOLVED**, that upon the approval of the changes by a two-thirds vote (37) of the Council Member Boards, such changes will become effective as of the adjournment of the 2024 Annual Business Meeting.

**FINANCIAL IMPACT:**

- This resolution will have some financial impact to the Council as the regions transition, but would eventually lead to some minor cost savings as a result of having one less region. This may eventually impact regional dues for Member Boards.

**SPONSORS' STATEMENT OF SUPPORT:**

Since 2019, NCARB has been evaluating and studying its governance structure. Efforts began when a grassroots group of Member Board Members met at the 2019 Regional Summit in Nashville to discuss NCARB's leadership pipeline—with the goal of ensuring that the NCARB Board of Directors had different backgrounds, perspectives, and voices at the table when making important decisions for the Council. Their grassroots efforts led to the eventual creation of the Diversity Collaborative (which became the Diversity, Equity, and Inclusion (DEI) Committee in 2022) and the Board of Directors creating the FY23 Governance Work Group and the FY24 Regional Realignment Work Group to focus specifically on governance issues. Adjusting NCARB's regional structure has been discussed at every junction since this effort began in 2019.

Last year's Governance Work Group studied the entire governance structure of the Council including an initial proposal to realign the NCARB regional structure. Through surveys, listening sessions, and other discussions, members expressed interest in an extended exploration of potential changes to NCARB's regional structure, with 50% of respondents in the Governance Work Group's spring 2023 survey believing some form of change should occur.

The FY23 Board of Directors ultimately decided to focus FY23 governance efforts solely on changes to the Executive Committee and establishing At-Large Director positions. The Board indicated that pursuit of regional realignment would be a separate phase, a position affirmed by both outgoing President Bayliss Ward and incoming President Jon Baker. Following on the above discussions, FY24 President Jon Baker announced the creation of the Regional Realignment Work Group at the June 2023 Annual Business Meeting, charging it with developing a recommendation for the FY24 Board of Directors. The work group, chaired by Past President Kristine Harding, began their work by discussing assumptions and possible biases related to this topic. The conversation led to a discussion of two key questions: what value do regions bring to the organization; and, what is the organization solving by modifying its regional structure?

**Value of Regions**

The Regional Realignment Work Group clearly identified that any regional structure provides value to the Council through:

- smaller group networking;
- leadership development opportunities;
- nominating a regional director to serve on the Board of Directors; and,
- serving as a communications conduit for the Board of Directors and Member Boards.

**What Are We Solving?**

Further, the consensus of the Work Group is that several opportunities will be realized by the organization through regional restructuring.

- The proposed change would eliminate a perceived lack of fairness within the current regional structure by shifting toward an organizational structure where regions are more closely aligned in terms of the number of jurisdictions, architects and licensure candidates served. This shift begins to better represent the communities served.

- The proposed change would increase the number of available volunteers within currently smaller regions through more equitable dispersion of jurisdictions across regions. In the work group's discussions, as well as a historic review of regional reports, there is a recurring issue of engagement and availability to serve in regional leadership and eventually the NCARB Board of Directors, particularly from the four smaller regions.
- The proposed change provides potential to reduce legislative concerns about regions' value and individual dues, through an opportunity to build a stronger foundation for the future before external pressures potentially force a change. Member Boards have sought support from NCARB in recent years defending regional dues to legislatures and/or state agencies given that other national organizations do not carry a similar additional dues requirement.
- Realigning to five regions allows a shift of one regional director position into a third at-large director position. This shift increases the new perspectives brought to the Board of Directors and moves the Board toward balancing a structure of regional and non-regional leaders. As a national organization with more than a \$30 million budget and over 100,000 customers, modern-day NCARB and Member Boards are not sufficiently served by a solely regional pipeline to leadership.
- Adding a third at-large director position, following the new streamlined path to serving on the Board of Directors, brings an additional opportunity for those who are interested in serving but not interested in the long timeline to serve through the regional structure.
- Making these changes allows the Council to retain the 14-member structure of the Board of Directors. Any increase in the number of Board members has a direct increase in the time that Board members already commit to the Council.

### Parity and Fairness Issues

When asked via survey what considerations were most important to members if the regions were realigned, 50% of respondents selected parity of the number of jurisdictions in each region. In addition, several respondents mentioned parity in the number of licensed architects served by each region in their comments.

The work group considered various realignment options, including other geographic (2, 3, and 4 regions) and non-geographic (based on board type, population, etc.) maps. In the end, working toward improved parity and fairness most benefits the Council in the long-term. Studying data for the current regions, the discrepancies and general fairness issues became apparent for both large and small regions. The chart below describes the current makeup of the existing NCARB regions.

	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
<b>Number of Jurisdictions</b>	6	8	12	9	7	13
<b>Licensed Architects (In State)</b>	7,005	28,418	26,186	20,876	3,211	34,210
<b>Licensure Candidates</b>	3,637	16,210	13,675	9,547	1,677	18,781
<b>Total MBMs</b>	44	66	88	103	55	114
<b>Total Architect MBMS</b>	24	40	55	39	24	49

When provided the chart above, members were asked if the data reflected parity, with 80% of respondents saying “no.” Members were asked again about the importance of parity when considering realignment, and 67% said an equal number of jurisdictions, population of architects served/regulated, or both were important to them.

There is a perception amongst membership that regions vote in blocks and that larger regions have more overall input on the direction of the Council. While hard to measure when it comes to matters of policy when voting on resolutions, looking at the leadership pipeline and historic election results for officer positions, candidates from larger regions have had a clear advantage. For example, since the creation of regions in 1968, there have been almost as many NCARB presidents from Region 3 (15) alone—with Region 6 not far behind—as there have been from Regions 1, 2, and 5 combined (17). This does not align with the perception of members from smaller regions who have expressed a belief that they have more opportunities to move up to the Board of Directors in general and that their voice is heard better.

Through open-ended comments in the first FY24 survey from the Regional Realignment Work Group, parity amongst licensees served by Member Board and regions emerged as an important topic to some members. When specifically asked about parity by architects served in the second FY24 survey, 52% of respondents said it should be a consideration. While NCARB as an organization is focused on regulatory issues that no longer lean regional, and small states and large states have similar policy issues, the work group agreed the organization could better align regions so that those served by the Member Boards could be better distributed.

When viewed through the lens of governance of a national organization, any type of inequity that is created by a regional structure is not ideal. Each Member Board has the same vote and should have similar access and opportunity in terms of being heard and being able to pursue further involvement with the organization.

**The Proposal**

The Work Group consensus is that working toward improved parity and fairness for the number of Member Boards, licensees, and licensure candidates in each region most benefits the Council and Member Boards in the long-term, while creating opportunities for additional at-large directors and **not** increasing the size of the Board of Directors.



	Western (Region A)	Plains & Mountain (Region B)	Mid-Central (Region C)	Northeastern (Region D)	Southeastern (Region E)
Number of Jurisdictions	11	11	11	11	11
Licensed Architects (In State)	29,827	18,294	24,799	28,088	18,898
Licensure Candidates	16,727	9,363	11,374	16,935	9,128
Total MBMs	96	103	104	89	78
Total Architect MBMs	42	38	49	51	51

Creating five regions with 11 Member Boards addresses several concerns expressed by membership from last year's feedback sessions and comments collected through surveys this year:

- **An equal number of Member Boards in each Region.**
- **Reduces the disparity of licensees served by regions.** The proposal reduces the gap to 10,000 architects, rather than 30,000 architects. It achieves this by putting the five largest Member Boards (California, New York, Texas, Illinois, and Florida) in different regions.
- **Maintains small group discussion and relationship building.** While the historical reasons for the regions' creation no longer exist, the work group and Member Boards find value in the regional structure as a communication touchpoint with the Board of Directors and a venue to foster small group discussions and relationship building. When asked, most survey respondents (75%) felt that all current regions—ranging from 6 to 13 Member Boards—allowed for smaller group discussions. The five-region recommendation right-sizes regions while still allowing for the small group discussions and relationship building that Member Boards find valuable. In addition, because of travel and cost restraints for Member Boards, most in-person regional meetings now occur in conjunction with national NCARB meetings, allowing members to continue to maintain existing relationships and establish new ones.
- **Every region is engaged in the conversation.** Previous recommendations for regional realignment discussed with Member Boards did not impact all regions. A prevailing feeling of the work group and membership is that if NCARB is going to change its regional structure, it should take a holistic look at what would be best for the Council for years to come rather than pursue a quick fix.

This proposal is the culmination of over five years of research and discussions from multiple Member Board Member volunteer groups and membership feedback. The work group and Board of Directors agree with the membership that regions continue to provide value to the organization. However, it is time for the framework developed in the 1960s to be updated to better serve modern-day NCARB and Member Boards.

#### ADVOCATES

- NCARB Board of Directors
- Regional Realignment Work Group

#### RESOURCES

- Appendix F: *NCARB Bylaws* Transition Model Update\*

\*Note: This appendix is in development and will be released to membership later this spring.

## FY24 Draft Resolution Appendices

- **Appendix A:** NCARB Policy Resolutions to Sunset: 1960-1979, Part 2
- **Appendix B:** Mutual Recognition Agreement Between NCARB and the AACA and the NZRAB
- **Appendix C:** Mutual Recognition Agreement Between the NCARB and the NAA, R.O.C. Taiwan
- **Appendix D:** Tri-National Mutual Recognition Agreement for International Practice
- **Appendix E:** Tri-National Mutual Recognition Agreement for International Practice With Strikethrough

# Appendix A:

NCARB Policy Resolutions to Sunset: 1960-1979, Part 2

## Appendix A

### NCARB Policy Resolutions to Sunset: 1960-1979, Part 2

#### Project Background

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that 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 were reviewed by category, and the first set of policies was sunset in FY21. This year, the PAC reviewed additional resolutions from 1960-1979 in the following areas:

- Membership
- Related Organizations
- Studies
- Other Miscellaneous Topics

The following resolutions are being recommended for sunset:

- Resolution 1975-23: Lateral Forces
- Resolution 1973-01: Adherence to Accepted Actions
- Resolution 1972-10: Approval for Board of Directors to Join in Council
- Resolution 1971-08: Board Resolution on Firm Names
- Resolution 1962-01: Annual Meeting Agenda
- Resolution 1961-13: Engineer and Architect Registration Laws
- Resolution 1961-14: Service on NCARB Committees
- Resolution 1960-08: Collateral Attendance at NCARB Conventions

Rationale for each of the resolutions being recommended for sunset is included below, along with the full text of the resolution.

## Resolutions Recommended for Sunset as part of Resolution 2024-A

### Resolution 1975-23: Lateral Forces

“**WHEREAS**, Earthquakes may occur at any time in these United States, and

**WHEREAS**, For the protection of life, health and property, architects should possess a working knowledge of lateral forces design for buildings, and

**WHEREAS**, Architects may achieve such knowledge by various methods; now, therefore, be it

**RESOLVED**, That Member Boards accept evidence of knowledge of lateral forces design only after the method of achieving such competency is reviewed and approved in advance by a standing committee of NCARB concerned with this and other special problems.”

**Rationale:** This resolution was intended to make Member Boards require an examination on lateral forces (especially for reciprocal licensure). A lateral forces/seismic exam did exist, but was eventually discontinued by Resolution 1989-15. However, Resolution 1975-23 was not sunset at this time, so the policy remains in existence. In addition, Resolution 1975-23 does not offer many specifics, and sunseting the resolution would provide clarity for membership.

### Resolution 1973-01: Adherence to Accepted Actions

“**WHEREAS**, all actions are initiated through resolutions and brought before Annual Meetings open discussion thereby making it possible for all Member Boards to participate fully in such actions and,

**WHEREAS**, inasmuch as these resolutions which are voted by the Member Boards at the Annual Meeting are in the interest of all and constitute voluntary acceptance by all Member Board and,

**WHEREAS**, our validity of operation and the effectiveness of our services depend upon our abiding by the actions agreed upon together at the Annual Meetings, now, therefore,

**RESOLVED**, that all Member Boards pledge, within their ability to comply with such legally voted actions which are consistent with the statute of their States and to take no adverse unilateral action without first giving notice of such proposed action.”

**Rationale:** This resolution requires Member Boards to work to accept NCARB’s national standards for licensure; the language of the resolution leaves significant room for flexibility depending on jurisdictional laws and rules. Retiring this resolution ensures that Member Boards are free to make the decisions that best suit their jurisdictional needs.

### Resolution 1972-10: Approval for Board of Directors to Join in Council

“**BE IT RESOLVED**, that the NCARB Board of Directors be authorized to Join in Council with such other organizations formed for the purpose of recommending that interprofessional actions be developed in the public interest.”

**Rationale:** NCARB’s Board of Directors regularly collaborates with other organizations to serve the public interest, including both other architecture-related organizations, as well as NCARB’s counterpart organizations for other professions. NCARB’s *Bylaws* has been updated since this resolution was passed to give the Board of Directors authority to manage “the affairs of the Council,” which would include partnerships with external organizations—making this policy unnecessary. Establishing an individual policy for each action the Board of Directors is authorized to undertake would place a significant burden on NCARB’s members, and retiring this resolution establishes a clearer precedent for laying out the Board of Directors’ authority.

### Resolution 1971-08: Board Resolution on Firm Names

“**WHEREAS**, the rapidly expanding interstate architectural practice throughout the country is frequently hampered by virtue of the differences in State registration laws, and

**WHEREAS**, the individual States and jurisdictions recognize the validity of the NCARB Certificate, and

**WHEREAS**, it would appear reasonable that any architectural firm from another State would be permitted to retain its identity, when a duly registered architect is in responsible charge, now,

**THEREFORE, BE IT RESOLVED**, that until Paragraph B of Section V of the Legislative Guidelines (relating to practicing under an assumed name) is enacted into law, any firm legally engaged in architectural practice in the State of its origin, shall be granted the right to retain its identity by permitting the firm name to follow the name of the architect in responsible charge of the project, provided that the title "architect" follows his name and that he has a license to practice in the State for which the project is designed.”

**Rationale:** This resolution encourages states to allow architects to use their firm name across state lines, as long as the architect is licensed in the state. At the time, some states prohibited the use of firm names that did not include the name of the architect(s). This resolution was meant to address that problem as a temporary policy in place while states worked to adopt a piece of the *Legislative Guidelines* added in 1970. The *Legislative Guidelines* section of the *Model Law and Regulations* was removed when the document was overhauled in 2021. Firm registration is now covered under Model Law Section 303 and Model Regulations R303, and this policy is no longer needed.

### Resolution 1962-01: Annual Meeting Agenda

“**WHEREAS**, the stated purpose of the NCARB is:

1. To promote high standards of preparation for architectural practice.
2. To foster the enactment of laws pertaining thereto.
3. To equalize and improve the standards of examination.
4. To compile and transfer records.

**AND WHEREAS**, the representatives of the Member Boards represent the whole profession and are therefore responsible to the whole profession.

**AND WHEREAS**, there are great distances and lack of direct communication between the Member Boards of this Council other than at this meeting.

**THEREFORE BE IT RESOLVED**, that the agenda of the Annual Meeting of the NCARB be so organized to allow the greatest participation by the Member Boards in the discussion and implementation of our stated purpose, that all written reports of committees be published and circularized among the Members of this Council prior to the annual meeting and all other routine business and reports be kept to a minimum in order that the above-stated objectives may be more effectively accomplished.”

***Rationale:*** NCARB continues to circulate information needed for the Annual Business Meeting in advance of the meeting, and the *NCARB Bylaws* include notice deadlines for the Annual Business Meeting and resolutions. However, the reports of individual committees are shared in NCARB’s Annual Report, which is now released after the close of the fiscal year. Because requirements regarding information-sharing and preparatory materials for the Annual Business Meeting are located within other policies, this resolution can be retired.

### Resolution 1961-13: Engineer and Architect Registration Laws

“**WHEREAS**, various engineering societies have adopted resolutions recommending registration laws under which 'both Engineers and Architects should be free to offer their services for, and accept prime commissions to execute, any type of project which they are qualified to handle;' and

**WHEREAS**, such laws would facilitate the designing of buildings by engineers who lack the education and experience needed to fit them for this work; and

**WHEREAS**, for this and other reasons, such laws would not be in the interest of either the engineering or the architectural profession, or in the public interest; now

**THEREFORE, BE IT RESOLVED**, that the National Council of Architectural Registration Boards is opposed to the adoption of registration laws which encourage the practice of architecture by engineers or the practice of engineering by architects.”

**Rationale:** This resolution seems to be addressing laws encouraging lessening registration and restrictions around incidental practice. While the type of legislation mentioned in this resolution does not seem to be a common practice today, NCARB remains opposed to any legislation regarding incidental practice that would lessen public protection or reduce our Member Boards' ability to regulate the profession. NCARB's *Model Law and Regulations* does include a definition of architecture, as well as a footnote touching on incidental practice. Additionally, NCARB's Incidental Practice Task Force has evolved into an Inter-Organizational Council of Regulations (ICOR) multi-professional task force exploring how to better regulate around this topic. Retiring this resolution will ensure that NCARB can update its model language around incidental practice once the task force completes its work, if necessary.

### Resolution 1961-14: Service on NCARB Committees

**“WHEREAS**, each Member Board of this Council is vitally interested in the aims and purposes of the Council; and

**WHEREAS**, the active participation of each Member Board on the affairs of this Council is necessary in order that such aims and purposes be accomplished;

**BE IT THEREFORE RESOLVED**, that at least one member of each Member Board of this Council be given the opportunity to serve on a working committee of the Council, in order that a greater continuity of interest and accomplishments may be maintained and fulfilled in the interests of the profession of Architecture.”

**Rationale:** NCARB's current policy is to ensure that all Member Board Members who volunteer to serve on a committee receive a committee appointment; however, it is possible that not all Member Boards would be represented in a given year if there were not a volunteer from each Member Board. Retiring this policy removes redundancy and creates clarity around NCARB's current practices.

### Resolution 1960-08: Collateral Attendance at NCARB Conventions

**“WHEREAS**, the joint conferences between the AIA, the NAAB, the ACSA and the NCARB are necessary for the proper liaison between the organizations and should be continued; and

**WHEREAS**, the efforts of NCARB officers who have served at these conferences in the past are recognized with a great appreciation by this convention; and

**WHEREAS**, other means to further the full understanding of the activities and problems of the respective organizations should be pursued;

**THEREFORE, BE IT RESOLVED**, that the AIA, the NAAB and the ACSA be invited and urged to have an official in attendance at future NCARB conventions.”

**Rationale:** NCARB currently invites our partner organizations (including those listed in this resolution) to the Annual Business Meeting and other Council meetings. However, retiring this policy would ensure we can change our approach in the future, should the need arise.

DRAFT

# Appendix B:

Mutual Recognition Agreement Between NCARB and the AACA and the NZRAB

**MUTUAL RECOGNITION AGREEMENT**  
between the  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
and the  
**ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA**  
and the  
**NEW ZEALAND REGISTERED ARCHITECTS BOARD**

**Month Day, 2024**

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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 Accreditation Council of Australia (“ACA”)**  
representing the architectural licensing boards of the eight states and territories of Australia.

**AND**

**The New Zealand Registered Architects Board (“NZRAB”)**  
representing the registered architects of New Zealand.

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*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the U.S. or United States), Australia, and New Zealand 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 an Australian architect or New Zealand architect; and the licensing of an Australian architect or New Zealand architect as an architect in a U.S. jurisdiction that has agreed to participate 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 the 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**, AACA advocates, coordinates, and facilitates the development of national standards of competency for the profession of architecture through education, practical experience, and examination requirements for initial licensure and license renewal for all eight Australian State and Territory Registration Boards;

**WHEREAS**, NZRAB, as established by an act of the New Zealand Parliament, or its statutory successor, holds the statutory authority to determine the minimum education qualifications, work experience requirements, and assessment procedures for initial registration and license renewal as a registered architect in New Zealand, as well as the responsibility to register, monitor, and discipline all architects registered in New Zealand;

**WHEREAS**, NCARB and the AACA previously ratified Mutual Recognition Agreements in 1973, 1983, and 2006 that were never fully realized; NCARB, the AACA, and the Architects Education and Registration Board of New Zealand (“AERB/NZ”) ratified separate Practice in Host Nation Agreements in 2002 that were never fully implemented; the AERB/NZ no longer exists and has been statutorily replaced by the NZRAB; NCARB, AACA, and NZRAB formalized an agreement in 2016, set to be replaced by this current document; and NCARB, AACA, and the NZRAB declare that this Agreement shall supersede all previous Agreements entered into by NCARB, AACA, and NZRAB.

**WHEREAS**, the NCARB Member Boards, the Australian State and Territory Boards, and the NZRAB 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 standards, protocols, and procedures required for entry to the practice of architecture within the United States, Australia, and New Zealand have benefitted from many years of effort by NCARB, AACA, and NZRAB;

**WHEREAS**, NCARB and the AACA are the lead organizations recognized by their individual state and territory registration authorities and the NZRAB 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, Australia, and New Zealand, 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, Australia, and New Zealand;

**WHEREAS**, NCARB, AACA, and NZRAB 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, AACA, and NZRAB;

**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in the United States, Australia, or New Zealand 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, AACA, and NZRAB (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

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

NCARB and AACA shall be responsible for maintaining a current list of NCARB Member Boards and Australian State and Territory Boards, respectively, that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a “**Participant**”). Following the ratification of this Agreement by NCARB, AACA, and NZRAB, NCARB and AACA shall provide all Parties with an initial list of Participants, and NCARB and AACA shall provide all Parties 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 must be licensed/registered and in good standing in a jurisdiction of their home country.
2. Architects shall not be required to establish citizenship or permanent residency status in the United States, Australia, or New Zealand (each, a “**Locality**”) in order to seek licensure/registration under this Agreement.
3. Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement are not eligible under this Agreement.

## **3. CONDITIONS**

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing/registration as may be necessary before certification or licensing/registration is granted within their respective jurisdictions.

### **A U.S. Architect to AACA Jurisdiction**

Upon application, AACA shall issue an *AACA Statement* to any U.S. architect licensed/registered in one or more NCARB jurisdiction(s), provided that the architect meets the eligibility requirements listed in Sections 2 and 3A of this Agreement.

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

1. meets the eligibility requirements listed in Section 2 of this Agreement, *and*
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, *and*
3. holds a current *NCARB Certificate*; *and*
4. holds a current *AACA Statement* issued pursuant to this Agreement, *and*

5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by AACA, *and*
6. pays all applicable fees as imposed by AACA and the Participant.

**B U.S. Architect to NZRAB**

Upon application, the NZRAB agrees to register as an architect in New Zealand any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement, *and*
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, *and*
3. holds a current *NCARB Certificate*, *and*
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NZRAB, *and*
5. pays all applicable fees as imposed by NZRAB.

**C Australian Architect to NCARB Jurisdiction**

Upon application, NCARB shall issue an *NCARB Certificate* to any Australian architect licensed/registered in one or more AACA jurisdictions meeting the eligibility requirements listed in Sections 2 and 3C of this Agreement.

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

1. meets the eligibility requirements listed in Section 2 of this Agreement, *and*
2. is currently licensed/registered in good standing by one or more Australian Participants, as confirmed by AACA following checks on the architect's disciplinary record; *and*
3. holds a current *AACA Statement*, *and*
4. holds a current *NCARB Certificate* issued pursuant to this Agreement, *and*
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant, *and*
6. pays all applicable fees as imposed by NCARB and the Participant.

**D New Zealand Architect to NCARB Jurisdiction**

Upon application, NCARB shall issue an *NCARB Certificate* to any New Zealand architect licensed/registered by the NZRAB meeting the eligibility requirements listed in Sections 2 and 3D of this Agreement.

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

1. meets the eligibility requirements listed in Section 2 of this Agreement, *and*
2. is currently licensed/registered in good standing by the NZRAB; *and*
3. holds a current *NCARB Certificate* issued pursuant to this Agreement, *and*
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant, *and*
5. pays all applicable fees as imposed by NCARB and the Participant.

#### 4. DATA PRIVACY

1. For the purposes of this Section:

**“Data Protection Laws”** means as applicable, (i) the *Australian Privacy Act 1988* (ii) the New Zealand Privacy Act 2020 and (iii) all other applicable laws and regulations relating to the handling of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time), including OECD, Recommendation of the Council concerning Guidelines Governing the Protection of Privacy and Transborder Flows of Personal Data, OECD/LEGAL/0188.

**“Data Security Breach”** means a breach or breaches of security leading to the accidental or unauthorized destruction, loss, alteration, use, disclosure of, or access to, the Protected Data.

**“Data Subject Request”** means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject’s Protected Data.

**“Disclosing Party”** means a Party to this Agreement which is disclosing Protected Data to another Party to this Agreement.

**“Particulars”** means the description of the Protected Data, Data Subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix II.

**“Purpose”** means the fulfilment and facilitation of this Agreement, including the recognition and movement of architects in accordance with Section 3 of this Agreement and the Particulars as set out in Appendix II.

**“Protected Data”** means the personal data to be handled by the Parties in relation to this Agreement.

**“Receiving Party”** means a Party to this Agreement that is receiving Protected Data from another Party to this Agreement.

The terms **“data controller”**, **“personal data”**, **“data subject”** and **“supervisory authority”** shall have the meanings given to them in the Data Protection Laws (or the equivalent terms under the Data Protection Laws).

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable.
4. Each Party acknowledges and agrees that it has all rights, provided all notices, and obtained all consents as may be required by its respective Data Protection Laws to process Protected Data and make available Protected Data to the other Party for such Party’s processing as permitted under the Agreement.
5. Each Party will use reasonable endeavors to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.

6. Each Party will implement appropriate technical and organizational measures designed to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
7. The Parties will handle the Protected Data in accordance with the Particulars set out in Appendix II.
8. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall use or disclose Protected Data for the Purpose (and in accordance with this Agreement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
9. Each Party will promptly notify any other Party (or Parties) (within three (3) working days) if it receives a complaint or request relating to the other Party's (or Parties') obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 4.9, each Party will provide the other Party (or Parties) with reasonable co-operation and assistance in relation to any such complaint or request.
10. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) ("**Specific Requirements**"). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.
11. In relation to Data Subject Requests:
  - a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party (or Parties) in writing (within five (5) working days) if it receives a Data Subject Request for personal data of a data subject of which the other relevant Party (or Parties) is a controller.
  - b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other relevant Party (or Parties) will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.
12. Each Party will notify the other Parties without undue delay after becoming aware of any Data Security Breach and in any event within the relevant timescale set out in the Data Protection Laws.
13. Each Party shall provide reasonable assistance to the Party (or Parties) affected by the Data Security Breach in the event that the Party (or Parties) is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.

14. The Receiving Party will not disclose Protected Data to a third party without the written prior consent of the Disclosing Party.
15. International data transfers:
  - a) It is acknowledged and understood that the operation of this Agreement necessitates the transfer of personal data from Australia and/or New Zealand to the United States (the “**Restricted Transfer**”).
  - b) The Parties will work together in good faith to ensure that any Restricted Transfers are made in accordance with the requirements of Appendix II and the Data Protection Laws.
16. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purpose. Nothing in this Section 4 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.
17. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Parties will provide such information and assistance as is reasonably required to assist in such interactions.
18. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Parties about any such action or claim and relevant Parties will co-operate in good faith with a view to resolving the action or claim in a timely fashion.
19. Each Party will ensure that any officers, employees, agents, and subcontractors who are required to deal with Protected Data for the purposes of this Agreement are made aware of and undertake to handle Protected Data for the Purpose and Particulars and to comply with the Data Protection Laws.
20. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 4 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 4 in light of the current Data Protection Laws and amend this Section 4 as appropriate.

## **5. LIMITATIONS**

1. Nothing in this Agreement limits the ability of a Participant or the NZRAB to refuse to license/register an architect, remove an architect from the register, or impose terms, conditions or restrictions on the architect’s license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or the NZRAB, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the jurisdiction’s applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB and the AACA to refuse the issuance or withdraw an *NCARB Certificate* or *AACA Statement*, respectively, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal

proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB or AACA, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's or AACA's applicable disciplinary procedures.

3. 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.
4. This Agreement relates only to the licensure/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 have no obligation to intervene in or advise on such matters.

## **6. AMENDMENT**

This Agreement may only be amended with the written consent of NCARB, AACA, and NZRAB. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

## **7. 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.

## **8. NO ASSIGNMENT**

No Party can assign their rights under this Agreement without the prior written consent of each of the other Parties.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

## **9. DISPUTE RESOLUTION**

Should any dispute between two or all Parties 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.

## **10. PERIODIC REVIEW**

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

## **11. WITHDRAWAL**

Any Participant may withdraw from this Agreement with 90-days written. The relevant Party shall promptly notify the other Parties to this Agreement in writing of all withdrawals.

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

## 12. TERMINATION

NCARB, AACA, or NZRAB may invoke termination of this Agreement with 90-days written notice to the other Parties and all Participants.

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

## 13. ENTRY INTO FORCE

This Agreement shall come into force (the “**Effective Date**”) no less than 60 days after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and NCARB, AACA, and NZRAB sign this Agreement, so long as such conditions are met on or before **XXX, 2024**, or as mutually extended by the NCARB Board of Directors, AACA, and NZRAB.

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## SIGNATURES

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**NCARB**

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Witness

**AACA**

\_\_\_\_\_  
President

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President

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

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Witness

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Witness

**NZRAB**

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Chair

\_\_\_\_\_  
CEO

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Witness

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Witness

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Witness

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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 ACCREDITATION COUNCIL OF AUSTRALIA ("ACA")  
and the  
NEW ZEALAND REGISTERED ARCHITECTS BOARD ("NZRAB")**

Month Day, 2024

Whereas NCARB, ACA, and NZRAB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2024 (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

NCARB, ACA, and NZRAB 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 the 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 the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB, ACA, and NZRAB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants and ACA will be responsible for the official list of Australian States and Territory Boards.

### 2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB, for Australia is ACA, and for New Zealand is NZRAB.
- 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.

2.4 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system or secure accepted means, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to this Agreement.

### 3. Application Process

#### 3.1 Eligibility

To be eligible to benefit from the 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 the appropriate forms from the relevant Party to confirm that the applicant's qualifications satisfy the requirements of the Agreement.
- 3.2.3 Provide written consent for the applicant's Protected Data to be disclosed overseas to the other relevant Party for the purposes of the Agreement.

#### 3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "**Required Documentation**" means the specific official documentation necessary for a Party to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to AACA:

NCARB will transmit to AACA the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an *NCARB Certificate*.

U.S. Architects to NZRAB:

NCARB will transmit to NZRAB the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an *NCARB Certificate*.

AACA Architects to NCARB:

AACA will transmit to NCARB the Required Documentation, which must confirm that the Australian architect is registered with a Participant (but not through a foreign reciprocal licensing/registration agreement).

NZRAB Architects to NCARB:

NZRAB will transmit to NCARB the Required Documentation, which must confirm that the New Zealand architect is registered with NZRAB (but not through a foreign reciprocal licensing/registration agreement) and is in good standing.

3.4 Conditions

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

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**SIGNATURES**

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**NCARB**

**AACA**

**NZRAB**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Witness

**APPENDIX II**  
**DATA SHARING PARTICULARS**  
**of the**  
**MUTUAL RECOGNITION AGREEMENT**  
**between the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**(“NCARB”)**  
**and the**  
**ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA (“ACA”)**  
**and the**  
**NEW ZEALAND REGISTERED ARCHITECTS BOARD (“NZRAB”)**

Month Day, 2024

**Data subjects**

The Protected Data concerns the following categories of data subjects:

- Individuals who have been certified/registered as architects:
  - in the U.S. by NCARB; and
  - in Australia by ACA; and
  - in New Zealand by NZRAB.

**Purposes of the transfer(s)**

- ACA or NZRAB will make a Restricted Transfer to NCARB to allow NCARB to verify the accreditation of Australian and New Zealand registered architects that wish to work as architects in the United States.
- ACA or NZRAB may make a Restricted Transfer to NCARB in connection with specific queries that NCARB has during the course of a particular architect’s time working as an architect in the United States (e.g. disciplinary issues).
- NCARB will transfer the Protected Data to ACA or NZRAB to allow ACA or NZRAB to verify the accreditation of U.S.-registered architects that wish to work as architects in Australia or New Zealand. NCARB may also transfer relevant data to ACA or NZRAB in connection with specific queries that ACA or NZRAB have during the course of a particular architect’s time working as an architect in Australia or New Zealand (e.g. disciplinary issues).

**Categories of data**

The Protected Data includes the following categories of data:

- Full name;
- Address;
- Email address;
- Telephone number;
- NCARB, ACA, NZRAB, and Participant Certification/Registration Number (as appropriate);
- Date on which individual was registered or re-registered as an architect;
- Qualifications held by the individual (to the extent that these fall within the scope of this Mutual Recognition Agreement);
- If requested, details of disciplinary procedures;
- Details if individual is no longer of good standing, including reasons.

**Recipients**

The Protected Data may be disclosed only to the following recipients or categories of recipients:

- The Parties and Participants in this MRA (as appropriate).

**Sensitive data (if appropriate)**

The Protected Data transferred concern the following categories of sensitive data:

- If one Party is required to inform the other Parties of details of disciplinary procedures or reasons for which an individual is no longer of good standing, this data may include some sensitive data (e.g., if these reasons include details of a criminal conviction or similar).
- Sensitive data will be handled in accordance with the Data Protection Laws.

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**SIGNATURES**

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**NCARB**

**AACA**

**NZRAB**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

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CEO

\_\_\_\_\_  
Witness

# Appendix C:

Mutual Recognition Agreement Between the NCARB and the NAA, R.O.C.  
Taiwan

**MUTUAL RECOGNITION AGREEMENT**  
between the  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
and the  
**NATIONAL ASSOCIATION OF ARCHITECTS, R.O.C.**

**Month Day, 2024**

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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 National Association of Architects, R.O.C. (“NAA”)**  
the statutory regulator of architects in the Republic of China (Taiwan).

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*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials 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 Republic of China (“R.O.C.” or “Taiwan”) 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 Taiwan architect; and the licensing of a Taiwan 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**, NAA is the authoritative body, constituted under Chapter IV of the Architects Act of 2005 (as last amended in 2014), that has the statutory responsibility of defining the standards and regulations governing the practices of architects, and for regulating, monitoring and disciplining all architects in Taiwan;

**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**, NAA is empowered by statutes to regulate the profession of architecture in Taiwan, 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 Taiwan have benefitted from many years of effort by NCARB and NAA;

**WHEREAS**, NCARB is the national organization supporting individual state and territory licensing authorities and NAA 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 Taiwan, 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 Taiwan;

**WHEREAS**, NCARB and NAA 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 NAA;

**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in the United States or Taiwan 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 NAA (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 NCARB and NAA, NCARB shall provide NAA with an initial list of Participants, and NCARB shall provide NAA 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 must be currently licensed/registered and in good standing in a jurisdiction of their home country.
2. Architects shall not be required to establish citizenship or permanent residency status in the United States or Taiwan (each, a “**Locality**”) in order to seek licensure/registration under this Agreement.
3. Architects who have been licensed/registered in their home country by means of another foreign reciprocal licensing/registration agreement are not eligible to benefit from the provisions of this Agreement.

## 3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing/registration as may be necessary before certification or licensing/registration is granted within their respective jurisdictions.

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

Upon application, NAA agrees to register as an architect in Taiwan any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement;  
*and*
2. is currently licensed/registered in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records; *and*
3. holds a current *NCARB Certificate*; *and*
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by NAA; *and*
5. pays all applicable fees as imposed by NAA.

### **B Taiwan Architect to NCARB Member Board**

Upon application, NCARB shall issue an *NCARB Certificate* to any Taiwan architect registered by NAA meeting the eligibility requirements listed in Sections 2 and 3B of this Agreement.

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

1. meets the eligibility requirements listed in Sections 2 and 3B of this Agreement;  
*and*
2. is currently registered in good standing by NAA, as confirmed by NAA based on checks of relevant records; *and*
3. holds a current *NCARB Certificate* issued pursuant to this Agreement; *and*
4. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by NCARB and/or the Participant; *and*
5. pays all applicable fees as imposed by NCARB and the Participant.

#### **4. LIMITATIONS**

1. Nothing in this Agreement limits the ability of a Participant or NAA to refuse to license/register an architect or impose terms, conditions or restrictions on the architect's license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or NAA, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the jurisdiction's applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.
3. 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.
4. This Agreement relates only to the licensing/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.

#### **5. AMENDMENT**

This Agreement may be amended only with the written consent of NCARB and NAA. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

#### **6. 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.

#### **7. NO ASSIGNMENT**

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant

legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

## **8. DISPUTE RESOLUTION**

Should any dispute between NAA 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.

## **9. PERIODIC REVIEW**

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

## **10. WITHDRAWAL**

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB shall promptly notify NAA 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 by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, NAA, or the relevant Participant, as applicable.

## **11. TERMINATION**

NCARB or NAA may invoke termination of this Agreement with 90-days written notice to the other Party 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 licensure/registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant, or unless licensure/registration is revoked pursuant to the rules of NCARB, NAA, or the relevant Participant, as applicable.

## **12. LANGUAGE**

This Agreement has been prepared in both English and Taiwanese. In the event of any inconsistency or discrepancy between the two versions, the English version shall take precedence with respect to the inconsistent provision.

**13. ENTRY INTO FORCE**

This Agreement shall come into force (the “Effective Date”) **no less than 60 days** after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and both NCARB and NAA sign this Agreement, so long as such conditions are met on or before **XXXXX, 2024**, or as mutually extended by the NCARB Board of Directors and NAA.

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**SIGNATURES**

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**NCARB**

**NAA**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

## APPENDIX I

# MECHANISMS FOR THE IMPLEMENTATION of the MUTUAL RECOGNITION AGREEMENT between the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS ("NCARB") and the NATIONAL ASSOCIATION OF ARCHITECTS, R.O.C. ("NAA")

Month xx, 2024

Whereas NCARB and NAA have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2024 (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

NCARB and NAA 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 the 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 the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and NAA for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.

### 2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for Taiwan is NAA.
- 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 licensure/registration status shall be in uniform format and in English and Taiwanese.
- 2.4 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

### 3. Application Process

#### 3.1 Eligibility

To be eligible to benefit from the 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 the appropriate forms from the relevant Party to confirm that the applicant’s qualifications satisfy the requirements of the Agreement.

### 3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, “**Required Documentation**” means the specific official documentation necessary for a Party to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to NAA:

NCARB will transmit to NAA the Required Documentation, which must confirm that the architect is licensed by a Participant (but not through a foreign reciprocal licensing/registration agreement) and holds an NCARB Certificate.

Taiwan Architects to NCARB

NAA will transmit to NCARB the Required Documentation, which must confirm that the Taiwan architect is registered with NAA (but not through a foreign reciprocal licensing/registration agreement) and is in good standing.

### 3.4 Conditions

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

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## SIGNATURES

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**NCARB**

**NAA**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Witness

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Witness

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Witness

# Appendix D:

Tri-National Mutual Recognition Agreement for International Practice

**TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT FOR INTERNATIONAL PRACTICE**

Among

REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC)

and the

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

and the

COMITÉ MEXICANO PARA LA PRÁCTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)

comprising

FEDERACION DE COLEGIOS DE ARQUITECTOS DE LA REPUBLICA MEXICANA (FCARM)

and the

ASOCIACIÓN DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA  
DE LA REPÚBLICA MEXICANA (ASINEA),

Hereinafter collectively referred to as the "Parties" and individually as a "Party"

Month Day, Year

**WHEREAS**, the Parties executed the Tri-National Mutual Recognition Agreement in Oaxaca, Mexico on October 7, 2005, referred to herein as the "Agreement";

**WHEREAS**, this Agreement was subsequently amended on April 22, 2010, in Washington, DC, United States, and referred to herein as the "Amendment";

**WHEREAS**, the "Appendix" that describes the Mechanism of Implementation for the Tri-National Mutual Recognition Agreement for International Practice of Architecture was signed on October 4, 2008, in Guanajuato, Mexico;

**WHEREAS**, at their meeting in Leon, Mexico, on November 23, 2023, the Parties agreed to further amend the Agreement as follows:

1. In the Agreement, the Amendment, and the Appendix, any references to the North American Free Trade Agreement (NAFTA) shall now refer to the United States-Mexico-Canada Agreement (USMCA).
2. In the Agreement, the Amendment, and the Appendix, all references to the Canadian Architectural Licensing Authorities (CALA) shall now refer to the Regulatory Organizations of Architecture in Canada (ROAC).

3. In the Agreement, the Amendment, and the Appendix, all references to the Comité Mexicano de Acreditación de Enseñanza de la Arquitectura (COMAEA) shall now refer to the Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable (ANPADEH).
4. In Section 4 “Mutual Recognition” of the Agreement, the paragraph stating the prerequisites of “...a minimum of 10 years of defined professional experience in the Practice of Architecture by an Architect licensed/registered in his/her home jurisdiction” shall now read:

“...a minimum of 5 years of professional experience in the Practice of Architecture post licensure/registration.”

5. Replace Section 4.5 titled “Basis for Eligibility” in the Agreement with:

#### 4.5 Basis for eligibility

Tri-National applicants must have completed an architecture program accredited by NAAB, ANPADEH or CACB, or recognized equivalent accepted as having satisfied the education component for licensure in the home country.

Architects shall demonstrate a minimum of five years of post-registration licensure experience in the Practice of Architecture, with at least two years being in their home jurisdiction in responsible control of the comprehensive Practice of Architecture. The remaining years may take place within either of the other two countries represented in this Agreement under the supervision of an architect licensed/registered in that country. All experience shall be as determined by the Tri-National Council for International Practice and documented by a dossier of work.

6. Subsection 4.5.2 US Architect, under section 4.5 “Basis for Eligibility of the Agreement” shall be expanded to include:

#### 4.5.2.3 Hold a current NCARB Certificate

7. In the Appendix, section 4.0 “Licensing Requirements/Procedures Other Than Qualifications”, clause 4.2 stating “Proof of Good Standing: Applicants for registration shall be required to produce evidence of good standing” shall be replaced by:

4.2 Attestation of Good Standing: Applicants for registration shall attest to the good standing of their license/registration.

8. In the Appendix, section 4.0 “Licensing Requirements/Procedures Other Than Qualifications”, clause 4.7 stating “Regulations Relating to Nationality: Only nationals of the countries represented by the parties shall be beneficiaries of this agreement” shall be deleted.

9. Step 2.2 of the Application Process detailed in the Appendix stating “The applicant shall secure a written statement from their Competent Body stating that the applicant either has no record or notice of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to the point of contact for information of the applicant's home jurisdiction” shall be replaced by:

Step 2.2 Applicants must attest that their license/registration is free from any disciplinary actions and/or not currently in review by a disciplinary committee or any such board thereof. Directly or indirectly lying on an attestation shall result in disqualification or license/registration revocation.

10. Step 4.1 of the Application Process detailed in the Appendix stating “If there is concern about the dossier meeting all requirements, the applicant may be required to participate in an interview before a committee in the host jurisdiction. The interview will be conducted in the language of the host jurisdiction” shall be replaced by:

4.1 The applicant will be required to participate in an interview before a committee representing the host jurisdiction. The interview will be conducted in the language of the host jurisdiction.

11. In the Appendix’s closing, the paragraph stating “This agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission on August 14, 2007” shall now read:

This Agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA (now USMCA) countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission (subsequently under the auspices of USMCA) on August 14, 2007.

This Amendment has been drawn up in English and Spanish, in two originals. In case of any discrepancy between versions, the English version shall prevail.

The authorized representatives of NCARB, ROAC, COMPIAR, FCARM, and ASINEA have executed this Amendment.

**Canadian Organization:**

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Kristi Doyle  
Executive Director  
Regulatory Organizations of Architecture In Canada  
(ROAC)

Date

**United States Organization:**

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Jon Alan Baker President/Chair of the Board National Council of Architectural Registration Boards (NCARB)	Date
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Michael J. Armstrong Chief Executive Officer National Council of Architectural Registration Boards (NCARB)	Date
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**Mexican Organizations:**

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Arq. Victoria Paulina Rodríguez Mosqueda President Federación de Colegios de Arquitectos de la República Mexicana (FCARM)	Date
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Luis Enrique López Cardiel Chair Comité Mexicano para la Práctica Internacional De La Arquitectura (COMPIAR)	Date
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Homero Hernández Tena President Asociación de Instituciones de la Enseñanza de la Arquitectura de la República Mexicana A.C. (ASINEA)	Date
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**Witnesses:**

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Elias Cisneros Ávila  
Secretary of Biennials and Competitions,  
FCARM

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Sara Topelson Frydman.  
Secretary of International Affairs, FCARM

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Anuar A. Kasis Ariciaga  
President, ANPADEH

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Honorato Carrasco Mahr  
Executive Coordinator, CONARC

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Alejandra Mondaca Fimbres  
General Secretary, ANPADHE

---

Fernando Mora Mora  
Asesor, ANPADEH

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Raúl López Ramírez  
Coordinator, ARM-CONARC

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Sergio García Guízar  
President, Colegio de Arquitectos Cancún

---

Juan Luis Gracia Uribe  
Comisión FCARM sin Fronteras

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Marco Antonio Vergara Vazquez  
Representante Consejo Expresidentes FCARM

---

Alfred Vidaurri  
NCARB Past President

---

Harry M. Falconer Jr.  
Vice-president, Experience + Education, NCARB

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Bryan Vallejo  
Manager, Experience + Education NCARB

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Patricia Ramallo  
Assistant Vice-president, Innovation, NCARB

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Leif-Peter Fuchs  
International Relation Committee, ROAC

## ACUERDO DE RECONOCIMIENTO MUTUO TRI-NACIONAL PARA LA PRÁCTICA INTERNACIONAL

Entre

REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC)

y el

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

y el

COMITE MEXICANO PARA LA PRACTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)

compuesto por

FEDERACION DE COLEGIOS DE ARQUITECTOS DE LA REPUBLICA MEXICANA A.C. (FCARM)

y el

ASOCIACION DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA  
DE LA REPUBLICA MEXICANA A.C. (ASINEA),

*En adelante referidos colectivamente como las "Partes" e individualmente como una "Parte"*

Mes Día, Año

**CONSIDERANDO** que las Partes ejecutaron el Acuerdo de Reconocimiento Mutuo Tri-Nacional en Oaxaca, México, el 7 de octubre de 2005, referido en este documento como el "Acuerdo";

**CONSIDERANDO** que este Acuerdo fue posteriormente enmendado el 22 de abril de 2010, en Washington, D.C., Estados Unidos, y referido en este documento como la "Enmienda";

**CONSIDERANDO** que el "Apéndice" que describe el Mecanismo de Implementación para el Acuerdo de Reconocimiento Mutuo Tri-Nacional para la Práctica Internacional de la Arquitectura fue firmado el 4 de octubre de 2008, en Guanajuato, México;

**CONSIDERANDO** que, en su reunión en León, México, el 23 de noviembre de 2023, las Partes acordaron enmendar aún más el Acuerdo de la siguiente manera:

1. En el Acuerdo, la Enmienda y el Apéndice, cualquier referencia al Tratado de Libre Comercio de América del Norte (TLCAN) ahora se referirá al acuerdo Estados Unidos-México-Canadá (T-MEC).

2. En el Acuerdo, la Enmienda y el Apéndice, todas las referencias a las Canadian Architectural Licensing Authorities (CALA) ahora se referirán a las Regulatory Organizations of Architecture in Canada (ROAC).
3. En el Acuerdo, la Enmienda y el Apéndice, todas las referencias al Comité Mexicano de Acreditación de Enseñanza de la Arquitectura (COMAEA) ahora se referirán a la Acreditadora Nacional de Programas de Arquitectura y del Espacio Habitable (ANPADEH).
4. En la Sección 4 Reconocimiento Mutuo del Acuerdo, el párrafo que establece los requisitos previos de "... un mínimo de 10 años de experiencia profesional definida en la Práctica de la Arquitectura por un Arquitecto licenciado/registrado en su jurisdicción de origen" ahora se leerá:

"... un mínimo de 5 años de experiencia profesional en la práctica de la arquitectura después de la licencia/registro."

5. Reemplazar la Sección 4.5 titulada "Bases para la Elegibilidad" en el Acuerdo con:

4.5 Bases para la elegibilidad. Los solicitantes Tri-Nacionales deben haber completado un programa de arquitectura acreditado por NAAB, ANPADEH o CACB, o un equivalente reconocido aceptado como satisfactorio para el componente educativo de la licencia en el país de origen.

Los arquitectos deben demostrar un mínimo de cinco años de experiencia en la Práctica de la Arquitectura después del registro/licencia, con al menos dos años en su jurisdicción de origen en control responsable de la Práctica integral de la Arquitectura. Los años restantes pueden tener lugar en cualquiera de los otros dos países representados en este acuerdo bajo la supervisión de un arquitecto licenciado/registrado en ese país. Toda la experiencia será determinada por el Consejo Tri-Nacional para la Práctica Internacional y documentada por un expediente de trabajo.

6. La subsección 4.5.2 Arquitecto de EE. UU., bajo la sección 4.5 "Bases para la Elegibilidad del Acuerdo", se ampliará para incluir:

4.5.2.3 Poseer un Certificado NCARB actual

7. En el Apéndice, sección 4.0 "Requisitos/Procedimientos de Licencia Otros que no sean Calificaciones", la cláusula 4.2 que indica "Prueba de Buena Conducta: Los solicitantes de registro deberán producir evidencia de buena conducta" será reemplazada por:

4.2 Declaración de Buena Conducta: Los solicitantes de registro deberán dar fé de buena conducta de su licencia/registro.

8. En el Apéndice, sección 4.0 "Requisitos/Procedimientos de Licencia Otros que no sean Calificaciones", la cláusula 4.7 que indica "Regulaciones Relativas a la Nacionalidad: Solo los nacionales de los países representados por las partes serán beneficiarios de este acuerdo" será eliminada.

9. Paso 2.2 del Proceso de Solicitud detallado en el Apéndice que indica “El solicitante deberá obtener una declaración escrita de su Órgano Competente que indique que el solicitante no tiene registro ni notificación de una acción disciplinaria o, si tal registro existe, describiendo dicha acción y su estado actual. Esta declaración debe ser enviada directamente al punto de contacto para información de la jurisdicción de origen del solicitante” será reemplazado por:

Paso 2.2 Los solicitantes deben dar fé que su licencia/registro está libre de cualquier acción disciplinaria y/o no está actualmente en revisión por un comité disciplinario o cualquier junta de este tipo. Mentir directa o indirectamente en una declaración resultará en descalificación o revocación de la licencia/registro.

10. Paso 4.1 del Proceso de Solicitud detallado en el Apéndice que indica “Si hay preocupación acerca de que el dossier cumpla con todos los requisitos, el solicitante puede ser requerido a participar en una entrevista ante un comité en la jurisdicción anfitriona. La entrevista se llevará a cabo en el idioma de la jurisdicción anfitriona” será reemplazado por:

4.1 El solicitante deberá participar en una entrevista ante un comité que represente a la jurisdicción anfitriona. La entrevista se llevará a cabo en el idioma de la jurisdicción anfitriona.

11. En el cierre del Apéndice, el párrafo que establece: "Este acuerdo de los Mecanismos de Implementación es el apéndice del Acuerdo de Reconocimiento Mutuo, firmado entre los Arquitectos de los países del TLCAN en Oaxaca, México, el 7 de octubre de 2005, y aprobado por la Comisión de Libre Comercio del TLCAN el 14 de agosto de 2007" ahora se leerá:

Este Acuerdo de los Mecanismos de Implementación es el apéndice del Acuerdo de Reconocimiento Mutuo, firmado entre los Arquitectos de los países del T-MEC (anteriormente TLCAN) en Oaxaca, México, el 7 de octubre de 2005, y aprobado por la Comisión de Libre Comercio del T-MEC (posteriormente bajo los auspicios de T-MEC) el 14 de agosto de 2007.

Esta Enmienda se ha redactado en inglés y español, en dos originales. En caso de cualquier discrepancia entre las versiones, prevalecerá la versión en inglés.

Los representantes autorizados de NCARB, ROAC, COMPIAR, FCARM y ASINEA han ejecutado esta Enmienda.

**Organización Canadiense:**

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Kristi Doyle  
Executive Director  
Regulatory Organizations of Architecture In Canada

Date

(ROAC)

**Organización Estadounidense:**

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Jon Alan Baker President/Chair of the Board National Council of Architectural Registration Boards (NCARB)	Date
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Michael J. Armstrong Chief Executive Officer National Council of Architectural Registration Boards (NCARB)	Date
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**Organizaciones Mexicanas:**

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Arq. Victoria Paulina Rodríguez Mosqueda President Federación de Colegios de Arquitectos de la República Mexicana (FCARM)	Date
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Luis Enrique López Cardiel Chair Comité Mexicano para la Práctica Internacional De La Arquitectura (COMPIAR)	Date
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Homero Hernández Tena President Asociación de Instituciones de la Enseñanza de la Arquitectura de la República Mexicana A.C. (ASINEA)	Date
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**Witnesses:**

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Marco Antonio Vergara Vazquez  
Consejo de Expresidentes  
Representative, FCARM.

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Alfred Vidaurri  
NCARB President Pasado

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Harry M. Falconer Jr.  
Vice-presidente, Experiencia + Educación,  
NCARB

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Bryan Vallejo  
Manager, Experiencia + Educación, NCARB

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Patricia Ramallo  
Asistente de Vice-presidente, Innovación,  
NCARB

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Leif-Peter Fuchs  
International Relation Committee, ROAC



# Appendix E:

Tri-National Mutual Recognition Agreement for International Practice With  
Strikethrough

**TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT  
FOR INTERNATIONAL PRACTICE**

**OAXACA, MEXICO OCTOBER 7, 2005**

[As amended on April 22, 2010]

[Draft 2023 amendments in red]

**Among**  
**COMITE MEXICANO PARA LA PRACTICA INTERNACIONAL DE LA ARQUITECTURA (COMPIAR)**  
**comprising**  
**FEDERACION DE COLEGIOS DE ARQUITECTOS DE LA REPUBLICA MEXICANA (FCARM)**  
**And the**  
**CONSEJO NACIONAL DE REGISTRO DE CERTIFICACIÓN (CONARC)**  
**And the**  
**ASOCIACION DE INSTITUCIONES DE ENSEÑANZA DE LA ARQUITECTURA DE LA REPUBLICA MEXICANA (ASINEA),**  
**And the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB, U.S.A.)**  
**And the**  
~~**CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)**~~ **REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC)**  
**And witnessed by the**  
**AMERICAN INSTITUTE OF ARCHITECTS (AIA)**  
**And the**  
**ROYAL ARCHITECTURAL INSTITUTE OF CANADA (RAIC)**

Whereas, the signatories, COMPIAR, NCARB and ~~CALAROAC~~, are the national representatives of the Competent Bodies of Colegios, Member Boards and Provincial/Territorial Associations of the Domestic Jurisdictions in charge of negotiations regarding the procedures to regulate international practice of architects within Mexico, the United States and Canada, commit themselves to carry out the agreement described below, in the spirit of the ~~North American Free Trade Agreement (NAFTA, Chapter XII, Annex 1210.5)~~ United States-Mexico-Canada Agreement (USMCA), and

Whereas AIA and RAIC, the national bodies representing the profession of architecture within the United States and Canada, endorse and support this agreement, and

Whereas, the signatories share the goal of allowing qualified architects to offer professional services within their Domestic Jurisdictions under circumstances that protect the health, safety and welfare of the public and respect the architectural culture, heritage and laws of the Domestic Jurisdiction in which the services are performed, and

Whereas, all parties recognize that differences among the standards and processes for licensing/registering architects in the Domestic Jurisdiction of Mexico, the United States and Canada must be duly respected and appropriately addressed in order to reach this goal, now

Therefore, COMPIAR (FCARM and ASINEA), NCARB, and ~~CALAROAC~~ express their commitment and understanding of the following, which shall not modify any other agreements between the signatories, and witnesses hereto.

## DEFINITIONS

For the purposes of this Agreement:

### COMPIAR

Is the Mexican committee of architects established by the Mexican government in charge of negotiations regarding the international practice of foreign architects in Mexico and Mexican architects abroad. It is chaired jointly by FCARM and ASINEA.

### COLEGIO

Colegio refers to a local association of architects officially recognized under Mexican law.

### COMPETENT BODY

Refers to, as applicable, the Federación de Colegios, Member Board, or Provincial/Territorial Association.

### LICENSED ARCHITECT

Licensed/registered refers to the licensing, registering, certifying, granting a Cedula or otherwise authorizing an architect to use the title "architect" and otherwise engage in the Practice of Architecture within the applicable jurisdiction by a Competent Body.

### MEMBER BOARD

Member Board refers to the agency in the United States jurisdictions with authority by law to license/register architects and otherwise regulate use of the title "architect" and the practice of architecture within the applicable jurisdiction.

### PROVINCIAL/TERRITORIAL ASSOCIATION

Provincial/Territorial Association refers to the self-regulating licensing bodies in Canada empowered by law to register/license architects and otherwise regulate use of the title "architect" and the practice of architecture within the applicable jurisdiction.

### RESPONSIBLE CONTROL

Responsible control refers to that amount of control over and detailed knowledge of the content of architectural technical submissions during their preparation as is ordinarily exercised by registered/licensed architects in the Host Jurisdiction applying the required standard of care.

### PRACTICE OF ARCHITECTURE

The Practice of Architecture refers to an architect being registered/licensed to design buildings for human habitation without limit as to type, size, or cost of construction.

## FORM AND CONTENT OF AGREEMENT

### 1. Participants

#### 1.1 The parties to implement the agreement are:

- 1.1.1 Federación de Colegios de Arquitectos de la República Mexicana (FCARM), and the Asociación de Instituciones de Enseñanza de la Arquitectura de la República Mexicana (ASINEA)
- 1.1.2 National Council of Architectural Registration Boards (NCARB)
- 1.1.3 ~~Canadian Architectural Licensing Authorities (CALA)~~ Regulatory Organizations of Architecture in Canada (ROAC)

#### 1.2 The parties endorsing and supporting the agreement are:

- 1.2.1 American Institute of Architects (AIA)
- 1.2.2 Royal Architectural Institute of Canada (RAIC)

#### 1.3 For Mexico, the competent authorities other than the parties are:

- 1.3.1 The Secretaria de Economía - Dirección General de Negociaciones y Servicios (the Secretary of Economy- General Directorate of Negotiations and Services), and
- 1.3.2 The Secretaria de Educación Pública- Dirección General de Profesiones (the Secretary of Education - General Directorate of Professions)

#### 1.4 For the United States, the competent authorities other than the parties are the state and territorial boards of architecture.

#### 1.5 For Canada, the competent authorities other than the parties are: The provincial/territorial architectural associations.

#### 1.6 Status and area of competence of each party

- 1.6.1. COMPIAR is the official body established by the Mexican Federal Government to negotiate the international practice of foreign architects in Mexico and Mexican architects abroad. It is chaired jointly by FCARM and ASINEA.
- 1.6.2 FCARM is the organization in Mexico that represents the local Colegios. These Colegios are mandated by law to protect the title "architect" within their jurisdiction.
- 1.6.3 ASINEA is the organization that represents the schools of architecture in Mexico.
- 1.6.4 NCARB is the organization whose membership comprises the 55 state and territorial boards of architecture that regulate the profession in the United States.
- 1.6.5 ~~CALAROAC~~ is the committee that represents the 11 Canadian Provincial and Territorial Associations that are mandated by law to regulate the profession in Canada.

## 2. Purpose of the agreement

2.1 This Agreement establishes criteria, procedures and measures for the mutual recognition of qualifications that will facilitate the portability of qualifications through reciprocity for the provision of services within the ~~NAFTA~~USMCA countries. The purpose of this agreement is to:

- 2.1.1 Establish mutually acceptable standards for practice and professionalism, including expertise, autonomy, commitment and accountability.
- 2.1.2 Establish a system of governance to serve the Agreement that enables it to properly monitor performance, facilitate implementation, including the audit of academic standards and systems of continuing professional development (CPD) and resolve disagreements.
- 2.1.3 Ensure consumer protection and safeguard the interest of society, architecture, the environment, sustainability, culture and public health, safety, welfare.
- 2.1.4 Set standards in recognizing equivalence in qualifications;
- 2.1.5 Prevent practice by unqualified persons.
- 2.1.6 Not supersede or otherwise affect any other agreements between or among any of the parties.

## 3. Reference and background framework

### Principles of Professionalism

Members of the architectural profession in the ~~NAFTA~~USMCA countries are dedicated to the highest standards of professionalism, integrity and competence, and bring to society unique skills and aptitudes essential to the sustainable development of the built environment and the welfare of their societies and cultures. Principles of professionalism are established in legislation, as well as in codes of ethics and regulations defining professional conduct

#### 3.1.1 Expertise

Architects possess a systematic body of knowledge, skills and theory developed through education, graduate and post-graduate training, and experience. The process of architectural education, training and examination is structured to assure the public that, when an architect is engaged to perform professional services, that architect has met acceptable standards enabling competent performance of those services. Furthermore, members of most professional societies of architects are charged to maintain and advance their knowledge of the art and science of architecture, to respect the body of architectural accomplishment and to contribute to its growth.

#### Autonomy

Architects provide objective expert advice to the client and/or users. Architects are charged to uphold the ideal that learned and uncompromised professional judgment should take precedence over any other motive in the pursuit of the art and science of architecture. Architects are also charged to embrace the spirit and letter of the laws governing their professional affairs and to consider thoughtfully the social, urban and environmental impact of their professional activities.

#### Commitment

Architects bring a high level of selfless dedication to the work done on behalf of their clients and society. Members of the profession are charged to serve their clients and the public in a competent

and professional manner and to exercise unprejudiced and unbiased judgment on their behalf.

#### Accountability

Architects are aware of their responsibility for the independent and, if necessary, critical advice provided to their clients and for the effects of their work on society and the environment. Architects undertake to perform professional services only when they, together with those whom they may engage as consultants, are qualified by education, training and/or experience in the specific technical areas involved.

### 3.2 Professional Designation

The designation "architect" is reserved by law to a person who is professionally and academically qualified and registered/licensed/certified to practice architecture in the jurisdiction in which s/he practices and is responsible for advocating the fair and sustainable development, welfare and cultural expression of society's habitat in terms of space, form and historical context.

### 3.3 Scope of Practice of Architecture

Architects registered in a jurisdiction are required to follow the laws and codes in force in each jurisdiction in which they have been authorized to practice. Architects practicing outside their own country under this agreement are limited to providing those services that local architects are permitted to provide and will only provide those services they customarily provide in their own country if less than those services permitted in the host jurisdiction.

This MRA recognizes the highest standards of education and practical training of architect within the three countries, which enables them to fulfill their fundamental professional requirements. These standards recognize different national, educational traditions and, therefore, allow for factors of equivalency.

## 4. Mutual Recognition

The following are the foundations of the Mutual Recognition Agreement:

The circumstances under which the Competent Bodies of the three nations shall accept the credentials of a licensed/registered Foreign Architect as a basis for being licensed/registered to engage in the Practice of Architecture in the Host Jurisdiction, subject to the requirements of periodic renewal.

The circumstances under which a minimum of ~~10-5~~ years of defined professional experience in the Practice of Architecture ~~by an Architect licensed/registered in his/her home jurisdiction post licensure/registration.~~

The nature and extent of the demonstrations to be required by the Competent Bodies of each nation for showing that the Foreign Architect has acquired knowledge of the codes, laws and other matters applicable to the Practice of Architecture in the Host Jurisdiction.

The nature and responsibilities of the Tri-National Council for International Practice, with respect to overseeing administrative processes implementing a Mutual Recognition Agreement such as transmission of documents, fees, verification of experience and other matters.

Mutual recognition means that Tri-National architects who meet the following requirements shall be recognized in each other's jurisdictions.

#### 4.5 Basis for eligibility

~~Tri-National architects must have completed an accredited or recognized architecture program (by NAAB, ASINEA/COMAEA or CACB), or recognized equivalent that has been accepted for licensure, and been assessed within their own country as eligible for independent practice; and shall demonstrate a period of not less than ten years in certified post-registration/licensure, at least two years of which must be in responsible control of the comprehensive practice of architecture as determined by the Trinational Council for International Practice, and documented by a dossier of work.~~

Tri-National applicants must have completed an architecture program accredited by NAAB, ANPADEH or CACB, or recognized equivalent accepted as having satisfied the education component for licensure in the home country.

Architects shall demonstrate a minimum of five years of post-registration licensure experience in the Practice of Architecture, with at least two years being in their home jurisdiction in responsible control of the comprehensive Practice of Architecture. The remaining years may take place within either of the other two countries represented in this Agreement under the supervision of an architect licensed/registered in that country. All experience shall be as determined by the Tri-National Council for International Practice and documented by a dossier of work.

##### 4.5.1 Mexican Architect

The Mexican architect shall:

- 4.5.1.1 Meet the requirements set down by the Federal Government (Professional Cedula).
- 4.5.1.2 Comply with FCARM registration/certification requirements.

##### 4.5.2 US Architect

The US Architect shall:

- 4.5.2.1 Meet jurisdictional education, training and examination (ARE and its US predecessors) requirements in effect at the time of registration/licensure
- 4.5.2.2 Comply with any jurisdictional registration/licensing requirements.
- 4.5.2.2 Hold a current NCARB Certificate

##### 4.5.3 Canadian Architect

The Canadian Architect shall:

- 4.5.3.1 Meet jurisdictional education, training and examination requirements in effect at the time of registration/licensure.
- 4.5.3.2 Comply with any jurisdictional registration/licensing requirements.

#### 4.6 Criteria for post-registration/licensure practice experience

4.6.1 Certified professional experience in Responsible Control of the comprehensive practice of architecture comprising all activities from preliminary studies through construction contract administration. Certification shall be in a form accepted by the Trinational Council for International Practice as described in the Appendix, entitled Mechanisms for the Implementation of the North American MRA, confirming that the applicant has been practicing architecture, and thereby maintaining registration, and is in good standing.

#### 5. Ratification and Effectiveness

This Agreement has been duly executed and signed by an official representative of each of the signatories. The Agreement shall come into effect on the date it is suitably ratified by the competent bodies.

This Agreement and its Appendix shall be executed in English, Spanish and French.

This Agreement, including one Appendix, constitutes the Mutual Recognition Agreement, negotiated between the Architects of the ~~NAFTA~~USMCA countries. The Appendix is meant to outline the mechanisms for the implementation of the Agreement and may be amended through negotiations by all parties.

[SIGNATURE BLOCK OMITTED FOR CLARITY]

**APPENDIX**  
**MECHANISMS FOR THE IMPLEMENTATION OF THE TRI-NATIONAL MUTUAL RECOGNITION**  
**AGREEMENT FOR INTERNATIONAL PRACTICE**

**Guanajuato, Gto, Mexico**  
**October 4, 2008**

**1.0 RULES AND PROCEDURES TO MONITOR AND ENFORCE**

1.1 Council for Tri-National Practice of Architecture

1.1.1 The Council for Tri-National Practice of Architecture (CTPA) is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of all parties who have agreed to be bound by the terms and conditions 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 the intent of this Agreement.

1.1.2 The Council will also monitor the Tri-National 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.

1.1.3 The Council for Tri-National Practice of Architecture shall maintain regular contact and meet annually or as often as required in order to effectively perform its duties and assist in the resolution of disputes.

1.1.4 Each Council for Tri-National Practice of Architecture country must be represented by a minimum of two (2) and a maximum of five (5) Officers/Members/Representatives appointed by each organization. The organizations are the Federación de Colegios de Arquitectos de la República Mexicana (FCARM) in Mexico, the National Council of Architectural Registration Boards (NCARB) in the US, and the Regulatory Organizations of Architecture in Canada (ROAC).

1.2 Meeting

1.2.1 At Council meetings a representative of the host organization shall serve as Chair. Hosting shall be on a rotating basis: Mexico, Canada, US.

1.2.2 Meeting locations and dates shall be proposed by the hosting organization, subject to agreement by the others.

1.2.3 The host organization is responsible for location hotel and meeting room arrangements, catering, dinner reservations, Agenda, Minutes and, shall provide translation services when needed.

1.2.4 Face-to-face meetings and draft agenda require two-month notice.

1.2.5 Minutes must be prepared and distributed within two months.

1.3 Expenses

- 1.3.1 Each organization is responsible for their travel, hotel and miscellaneous expenses for its attendees. The host organization shall make rooming arrangements for each attendee to be individually charged.
- 1.3.2 Lunches during the meeting day are the responsibility of the host organization.
- 1.3.3 Dinners during the meeting are paid by the meeting host organization and back billed to the others, proportionately.
- 1.3.4 In the case of jointly appointed task force or committee, each organization shall assume responsibility for its appointees.
- 1.4 Finances
  - 1.4.1 There are no dues.
  - 1.4.2 Each organization is responsible for its own expenses.

## **2.0 MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION**

The Council for Tri-National Practice of Architecture will put in place mechanisms and procedures, which will include:

- 2.1 Establishing the standards of professional competency as defined in step 3 dossier that must be met by architects in the three countries who wish to avail themselves of this agreement.
- 2.2 Establishing the rules and procedures necessary for the application, evaluation and monitoring of the provisions in this Agreement. Members of the Council for Tri-National Practice of Architecture shall maintain regular contact and hold meetings annually or as often as required to review the implementation and effectiveness of the agreement.
- 2.3 Acting as an information source in each participating jurisdiction so that architects can be informed about registration/licensing requirements and sanctions that might be applied in accordance with this document.
- 2.4 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.
- 2.5 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 the original signatories for resolution.
- 2.6 An appeals process for applicants, as determined by the signatories of this agreement.
- 2.7 Additional tasks as determined by the Tri-National Council.

## **3.0 MECHANISMS FOR APPLICATION**

- 3.1 The point of contact for information for Mexico: FCARM; for the USA: NCARB; for Canada; RAIC.
- 3.2 Procedures for processing applications shall be drafted by October 2008, tested on initial applications in Spring 2009, and finalized by June 2009.
- 3.3 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 3.4 Documentation forms to be used by local jurisdictions to certify an

applicant's registration/licensure status shall be in uniform format and in English, Spanish and French as developed from time to time.

#### **4.0 LICENSING REQUIREMENTS/PROCEDURES OTHER THAN QUALIFICATIONS**

- 4.1 Residency Requirements: Competent Bodies represented by the Parties to this agreement shall not require applicants to take up residency.
- 4.2 Attestation of Good Standing: Applicants for registration shall attest to the good standing of their license/registration.
- 4.3 Professional Liability Insurance: Where required applicants for registration shall produce evidence of Professional Liability Insurance as required by the host Competent Body.
- 4.4 Local Requirements and Language: Applicants shall comply with local regulations for the practice of architecture in the host Competent Body. The nature and extent of the demonstrations to be required by the host Competent Body, for showing that the Foreign Architect has acquired local knowledge of the codes, laws and other matters applicable to the Practice of Architecture, shall be done in the common and technical language of that Jurisdiction.
- 4.5 Relevant Laws & Regulations: Applicants for registration in any Jurisdiction shall be fully responsible for complying with the laws and regulations of that Jurisdiction.  
On-going Verification of Competence: Where compliance with a prescribed number of hours of Continuing Professional Development (Continuing Education) is a requirement for registration, applicants will agree to provide evidence of compliance as and when required.
- 4.6 Compliance with Host Jurisdiction's Ethics: Applicants shall comply with host jurisdiction's code of professional conduct and/or ethics.

#### **5.0 TRANSPARENCY**

- 5.1 Conditions for entry to and expulsion from jurisdictional registers shall be made publicly available.

#### **6.0 RECIPROCITY**

- 6.1 Mechanisms for the implementation of this agreement must maintain the principle of reciprocity. The Parties shall, to the extent possible, encourage the incorporation of their jurisdictions to accept and implement this Agreement, with a view to achieve universal acceptance in the future.
- 6.2 Incorporation of new jurisdictions shall be notified during future meetings of the CTPA.

#### **7.0 REVISION OF AGREEMENT**

- 7.1 The agreement is ongoing, subject to periodic review by the Signatories.

**8.0 NOTICE OF TERMINATION**

8.1 If any Signatories wish to terminate this Agreement, it will inform the other Signatories of this decision by giving 12 months' notice in writing.

## APPLICATION PROCESS

### STEP 1: ELIGIBILITY

- 1.1 To be eligible for Tri-National benefits through this process an Architect must meet the requirements of paragraph 4.5 of the MRA.

### STEP 2: APPLICATION

The applicant must:

- 2.1 File an application and pay required fees; and

2.2

Applicants must attest that their license/registration is free from any disciplinary actions and/or not currently in review by a disciplinary committee or any such board thereof. Directly or indirectly lying on an attestation shall result in disqualification or license/registration revocation.

### STEP 3: DOSSIER

- 3.1 Upon completion of their record and confirmation of initial eligibility for certification through the Tri- National process, an applicant must submit a dossier for review by their Home Review Body to determine satisfaction of Step One and to demonstrate competence to independently practice architecture in the host jurisdiction.
- 3.2 The dossier must:
  - 3.2.1 Be prepared in a format specified and submitted electronically;
  - 3.2.2 Contain a resume that outlines the applicant's comprehensive practice experience in the applicants home jurisdiction and lists the significant projects over which the applicant exercised responsible control;
  - 3.2.3 Demonstrate competence for the comprehensive practice of architecture, through graphic and written descriptions of a minimum of three projects appropriately complex to demonstrate competency as indicated below. "Comprehensive Practice" means practice in responsible control.
- 3.3 An Architect in responsible control must be competent to create architectural designs that:
  - 3.3.1 Demonstrate an understanding of the relationship between people and buildings, and between buildings and their environment, and the need to relate buildings and the spaces between them to human needs and scale;
  - 3.3.2 Respond to environmental concerns and address sustainability issues;
  - 3.3.3 Show skill in land-use planning and planning process;
  - 3.3.4 Take account of cultural and social factors.

- 3.4 An Architect in responsible control must be competent to translate a design concept into built form and be able to:
  - 3.4.1 Investigate and interpret design objectives and relevant issues and prepare the brief for a design project;
  - 3.4.2 Advise on project evaluations, feasibility studies and programs;
  - 3.4.3 Evaluate and determine structural, constructional and engineering elements of a building and integrate the advice and design of specialist disciplines into a building project;
  - 3.4.4 Assess the physical influences on buildings and the technologies associated with providing internal conditions of comfort and protection against the climate, and coordinate and integrate services systems to control them;
  - 3.4.5 Meet building users' requirements within the constraints imposed by cost factors and building regulations;
  - 3.4.6 Provide advice on issues of construction, procurement and contract administration;
  - 3.4.7 Generate the documentation and information needed to translate a design concept into a building;
  - 3.4.8 Manage the procurement of buildings, administer contractual arrangements and monitor their construction.
- 3.5 An Architect in responsible control must be competent in the practice of architecture and:
  - 3.5.1 Observe legal and regulatory obligations related to the planning and construction of buildings;
  - 3.5.2 Have adequate knowledge of the industries, organizations and procedures involved in the management and realization of a design project as a building;
  - 3.5.3 Observe the standards of conduct expected of a professional;
  - 3.5.4 Maintain competence in relevant aspects of the practice of architecture.
- 3.6 The applicant must describe the nature of their Responsible Control over each of the projects in each of the areas.

#### **STEP 4: INTERVIEW**

- 4.1 The applicant will be required to participate in an interview before a committee representing the host jurisdiction. The interview will be conducted in the language of the host jurisdiction.
- 4.2 The purpose of the interview may include the confirmation of:
  - 4.2.1 The applicant's responsibility over the development, management and implementation of each submitted project;
  - 4.2.2 The applicant's understanding of the host jurisdictions licensing and professional conduct requirements; and
  - 4.2.3 The applicant's knowledge of the host jurisdictions building codes and laws.

#### **STEP 5: NOTIFICATION**

- 5.1 After satisfying all requirements, the applicant will be notified of the committee's decision by the host country competent body. A successful applicant will receive the support of the host national body, through whatever means available, for licensing in the various jurisdictions in that country. Local Competent Bodies within the host country may have additional non-discriminatory requirements.
- 5.2 An unsuccessful applicant will be notified of their deficiencies, and may elect to repeat the

application process, including payment of all fees.

The signature of this Appendix is subject to the ratification by the national representatives of the competent bodies.

This Agreement of the Implementation Mechanisms is the appendix of the Mutual Recognition Agreement, signed between the Architects of the NAFTA (now USMCA) countries in Oaxaca, Mexico on October 7, 2005, and approved by the NAFTA Free Trade Commission (subsequently under the auspices of USMCA) on August 14, 2007.

[SIGNATURE BLOCK OMITTED FOR CLARITY]



NCARB

REGIONAL SUMMIT

# Region 6 Strategic Plan 2024 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 June 19, 2023- June 2024 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. Work with NCARB to provide AIA Continuing Education credits for program.

**ASSIGNED TO:**

1. Education Committee.  
Tian Feng, Jim Mickey, Scott Harm, Melarie Gonzales (ED)
2. Education Committee.
3. Melarie Gonzales.

**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 June 19, 2023- June 2024 ACTIONS:**

1. Develop a place on WCARB website for regulatory issues; post/link NCARB tracking.
2. Determine Actions from 'Hot Topics' gathered at 2024 Regional Summit.

**ASSIGNED TO:**

1. Corey Solum, Melarie Gonzales.
2. Sian Roberts, Greg Erny

**EX COM LIAISON**

1. COREY SOLUM
2. JIM OSCHWALD

**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 June 19, 2023- June 2024 ACTIONS:**

1. Develop a list of new members; assign mentors.
2. Develop WCARB committee roles/responsibilities 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 & Melarie Gonzales.
2. Ex Comm & Melarie Gonzales.
3. Melarie Gonzales.
4. Celestia Carson, Allison McClintik, Lisa Howard

**EX COM LIAISON**

1. NA
2. CATHERINE FRITZ
3. NA
4. MIKE KOLEJKA

**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 June 19, 2023- June 2024 ACTIONS:**

1. Define WCARB diversity, and gather information about WCARB members’ diversity.
2. Develop a format for gathering info on statutory/regulatory issues (also see OBJ 1. B.1).
3. Posting/link regulatory issues on WCARB website.
4. Develop interest groups among WCARB members to encourage communications and sharing of activities/info.

**ASSIGNED TO:**

1. Erica Cedar, Tonie Esteban, Nilza Serrano
2. Sian Roberts
3. Melarie Gonzales,
4. Same as Ob 2 b.1 (below).

**EX COM LIAISON**

1. TIAN FENG
2. COREY SOLUM
3. COREY SOLUM
4. JIM OSCHWALD

**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 June 19, 2023- June 2024 ACTIONS:**

1. Engage WCARB liaisons with other regions; develop a format to report issues and activities.

**ASSIGNED TO:**

1. Region 1: Catherine Fritz
- Region 2: Scott Harm
- Region 3: Mike Kolejka
- Region 4: Jim Oswald
- Region 5: Ron Jones

**EX COM LIAISON**

1. MIKE KOLEJKA

**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 June 19, 2023- June 2024 ACTIONS:**

1. Gather data from NCARB & WCARB jurisdictions to better understand the similarities and differences of licensing requirements. Review state report template to consider adding relevant information.

**ASSIGNED TO:**

1. Melarie Gonzales, 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 June 19, 2023- June 2024 ACTIONS:**

1. *Identify, encourage, and assist WCRARB members to apply for national committees.*
2. *Review Bylaws and plan for updates, including changes recommended through these Strategic Plan Actions.*

**ASSIGNED TO:**

1. *Scott Harm*
2. *Bylaws Comm:  
- Tian Feng, Mark Glenn, Robert Pearman, Melarie Gonzales*

**EX COM LIAISON**

1. *CATHERINE FRITZ*
2. *MIKE KOLEJKA*

**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 June 19, 2023- June 2024 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. to identify ways to reach out to diverse members within WCARB to increase inclusion.*
3. *Participate in NCARB DEI efforts to develop specific actions to increase diversity.*

**ASSIGNED TO:**

1. *Exec Comm, Melarie Gonzales.*
2. *Erica Cedar, Tonie Esteban, Nilza Serrano, Sylvia Kwan*
3. *Same as c. 2 above + Exec Comm and Melarie Gonzales.*

**EX COM LIAISON**

1. *CATHERINE FRITZ*
2. *TIAN FENG*
3. *TIAN FENG*



NCARB

REGIONAL SUMMIT

# **WCARB Region 6 Laudatories**



# Certificate of Appreciation

PROUDLY PRESENTED TO

## Catherine Fritz, Architect - Chair

Whereas architect Catherine Fritz, Chair has served as a valued member of the Alaska Board of Licensure for Architects, Professional Engineers & Professional Land Surveyors Exective Committee for the past four years; and whereas Catherine served two years as Secretary-Tresurer and current year as Chair for the Strategic Plan Development Committe and the Bylaws/Rules Committe. In addition, Catherine served two years on the Examination Committee and currently serves on the Regional Leadership Committe and Regional Realignment Working Group; and

Whereas Catherine Fritz is an outstanding advocate for the profession of architecture. She has volunteered countless hours to the Alaska State Board of Registration for Architects, Engineers, and Land Surveyors where she served as chair for two consecutive years. Her passion for her profession is evident in her advocacy for pathways to licensure, her involvement in Alaska's state chapter of AIA, and her willingness to consider new ways for approaching old methods within the NCARB/WCARB organization

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

February 15, 2024



Catherine Fritz | Chair WCARB



Melarie M. Gonzales | Executive Director,

# Certificate of Appreciation

PROUDLY PRESENTED TO

## Lisa Howard, MBE

Whereas Lisa Howard, MBE has served as a valued member of the Oregon Board of Licensure for Architects, Professional Engineers & Professional Land Surveyors Exective Committee; and whereas Lisa served on the NCARB Member Board Executives Committe (July 2022 - June 2023). In addition, Lisa served on the NCARB Examination Committee (July 2021 - June 2022) and

Lisa joined the Oregon State Board of Architect Examiners as the Executive Director in September of 2018. Her previous work experience includes the Oregon Governor's office, the Oregon Department of Land Conservation and Development, a small business she owned with her husband, Oregon's 5th Congressional District office, and a government relations firm. She holds a degree in Business Administration from Oregon State University.

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

February 6, 2024



Catherine Fritz | Chair WCARB



Melarie M. Gonzales | Executive Director,



NCARB

# REGIONAL SUMMIT

## **New/ Old Business**

