



NCARB

REGIONAL SUMMIT

**WCARB Region 6
2025 Regional Summit Meeting
Materials – Philadelphia, PA**



2025 REGIONAL SUMMIT AGENDA

Logan Hotel

Philadelphia, PA

February 27 – March 1, 2025

Learn about the NCARB Competency Standard for Architects and future pathways to licensure,

Connect with colleagues in your region and other stakeholders

Strengthen your licensing board's ability to regulate in the evolving environment

All times listed are in Eastern Standard Time

Thursday, February 27 | Regional Dinners

Region 1	Gran Caffè L'Aquila	6:30 p.m.	Guest Fee: \$73
Region 2	Fork	6:30 p.m.	Guest Fee: \$125
Region 3	Harpers Garden	6:00 p.m.	Guest Fee: \$75
Region 4	Gran Caffè L'Aquila	6:15 p.m.	Guest Fee: \$60
Region 5	Logan Hotel	Time TBD	No fee
Region 6	Harpers Garden	6:00 p.m.	Guest Fee: \$100

Friday, February 28

8:00 – 8:45 a.m.

First Time Attendees Breakfast

9:00 – 10:30 a.m.

Opening plenary

During this session attendees will hear the latest updates from NCARB, an update on the Pathways to Practice initiative, and an overview of draft resolutions.

10:45 – 1:00p.m.

Regional Meetings

While in Regional Meetings, participants will conduct regional business, have a rotation from the visiting team and/or BOD candidates, and have one of the workshop presentations.

1:15 – 4:30 p.m.

Regional Meeting

While in Regional Meetings, participants will conduct regional business, have a rotation from the visiting team and/or BOD candidates, and have one of the workshop presentations.

6:00 – 8:30 p.m.

Vue on 50 | Networking Reception

Saturday, March 1

9:00 – 1 p.m.

Regional meetings

While in Regional Meetings, participants will conduct regional business, have a rotation from the visiting team and/or BOD candidates, and have one of the workshop presentations.

1:15 – 3:00 p.m.

Closing Plenary

WORKSHOPS IN REGIONAL MEETINGS

Pathways to Practice

During this workshop attendees will learn more about [NCARB's Pathway to Practice](#) initiative. This multi-year effort focuses on expanding access to licensure to professionals from all backgrounds by creating a more flexible, accessible and inclusive licensure model, including expanded options for individuals who don't hold a degree from an accredited program.

AI Regulation & Ethics

This workshop will explore how boards can begin to facilitate conversations on how to appropriately regulate the role of artificial intelligence (AI).

NCARB MRA Update

Attendees will learn more about continued efforts to develop mutual recognition agreements (MRA) with international countries, adding new pathways for those seeking to get licensed in both the US and abroad.

Pathways to Practice Communications: The terms and descriptions to embrace or Avoid!

As NCARB works to evolve the future of licensure, we want to ensure that we're using the language that will resonate with key stakeholders in your jurisdiction. Please join us for a short focus group to provide your feedback on a variety of terminology and phrases regarding future licensure paths.

Visiting Team

Board of Directors Candidates

Ramp Training

The 2025 WCARB Regional Meeting

Friday, February 28, 2025

(*) denotes voting item

10:45 a.m.	Convene Meeting <i>Tian Feng, Chair</i>	The Logan Philadelphia, PA Meeting Room: Ballroom South
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10:45 a.m.	Quorum Roll Call	
10:45 – 11:00 a.m.	1. Introductions	
	2. *Approval of Agenda	
	3. *Approval of Minutes: June 14, 2024 WCARB Regional Meeting @ NCARB – Chicago, IL, and	
	4. *Approval of Executive Committee Planning Meetings: November 9, 2024 & February 12, 2025	
11:00 – 11:10 a.m.	5. Regional Director Report – <i>Scott Harm</i>	
11:10 – 11:20 a.m.	6. Chair’s/Executive Committee Report – <i>Tian Feng</i>	
11:20 – 11:30 a.m.	7. Financial Report – <i>Jim Oschwald</i>	
11:30 – 11:40 a.m.	8. *Review & Adopt 2025-2026 WCARB Budget – <i>Tian Feng</i>	
11:40 – 12:00 p.m.	9. State Reports – <i>Celestia Carson</i>	
12:00 – 1:00 p.m.	WORKING LUNCH	
12:30 – 1:00 p.m.	10. Ramp Training for NCARB Reimbursements	
1:00 – 1:15 p.m.	11. Election Procedure Protocol, <i>Election Committee Chair Jim Oschwald & Tian Feng</i>	
1:15 – 1:30 p.m.	12. *Regional Director Nominations/Speeches/Election	
1:30 – 1:50 p.m.	13. *Executive Committee Nominations/Speeches/Elections (2 positions)	
1:50 – 2:00 p.m.	14. Executive Committee Leadership (Officer) Nominations: a. Chair b. Vice Chair c. Secretary/Treasurer	

- 2:00 – 2:15 p.m. 15. Executive Committee Leadership (Officer) Speeches
 - a. Chair
 - b. Vice Chair
 - c. Secretary/Treasurer
- 2:15 – 2:30 p.m. 16. *Executive Committee Officer Elections – *Election Committee Chair*
 - a. Chair
 - b. Vice Chair
 - c. Secretary/Treasurer
- 2:30 – 3:30 p.m. 17. Educational Workshop: AI Regulation & Ethics
- 3:30 – 4:30 p.m. 18. Educational Workshop: Pathways to Practice

4:30 p.m. RECESS FOR THE DAY

SATURDAY

March 1, 2025

RECONVENE WCARB ANNUAL MEETING

9:00 a.m.

Quorum Roll Call

- 9:05 – 10:00 a.m. 19. Review and discuss proposed NCARB Resolutions – *Tian Feng, Scott Harm and Sian Roberts*
- 10:00 – 11:00 a.m. 20. Educational Workshop: MRA Overview
- 11:00 – 11:40 a.m. 21. WCARB Region 6 Hot Topics/Important Issues – *Tian Feng*
- 11:40 – 11:50 a.m. 22. *WCARB Bylaws & Rules Amendments – *Mike Kolejka*
- 11:50 – 12:00 p.m. 23. Strategic Plan 2025 Update – *Tian Feng*

12:00 – 1:00 p.m.

WORKING LUNCH

- 12:10 – 12:30 p.m. 24. NCARB Candidates for Election
- 12:30 – 12:45 p.m. 25. NCARB Visiting Team
- 12:45 – 12:55 p.m. 26. WCARB Laudatories – *Jim Oschwald*
- 27. Any Other Business
- 28. Next WCARB Meeting Date & Location: June 20, 2025
Scottsdale, AZ

1:00 p.m.

ADJOURN

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Hilton Chicago Hotel, Chicago, IL**

Friday, June 14, 2024

Vice Chairman Tian Feng called the meeting to order at 3:00 p.m.
(Chair Catherine Fritz is visiting other regions as a candidate for one of the “at-large” BOD positions and will return to Chair the Region 6 meeting as soon as she is done).

AGENDA ITEM 1

Roll Call:

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

All member states and jurisdictions were present and represented at the June 2024 Region 6 Regional meeting at the NCARB Annual Business Meeting.

Introductions:

There were eleven new members in attendance: Jack Gilmore, MBM Arizona, Scott Sayles, MBM Arizona; Keith Smith, MBM Arizona, Deb Campbell, MBM Colorado, Sheena Choy, MBE Hawaii, John Lucas, MBM Hawaii, Jedd Walker, MBM Idaho, Justin Touchstone, MBE Idaho, Denn Manglona, MBM Northern Marianas, Elizabeth Boxall, MBE Oregon, and Jule Orderda, MBM Utah. The new and existing members of WCARB Region 6 were warmly welcomed.

Approval of Agenda:

Motion: Esther Fleming (NMI) moved to approve the agenda. Motion seconded by Catherine Gutierrez (GU).

Vote: All in favor. Motion passes.

Approval of the Minutes:

Motion: Greg Erny (NV) moved to approve the minutes from the March 1-2, 2024 regional summit in Savannah, GA. Motion seconded by Deb Campbell (CO).

Discussion: Jim Oschwald (NM) objected to approving the meeting minutes because the draft meeting minutes approved by the Executive Committee were subsequently amended by the Chair.

Call for the question:

Vote: All in favor, except New Mexico. Motion passes

Motion: Tian Feng (CA) moved to approve the Membership Update Zoom Call Minutes from April 18, 2024. Motion seconded by Mike Kolejka (AZ).

Vote: All in favor. Motion passes.

AGENDA ITEM 3 Regional Director's Report, Year in Review – Scott Harm

Written Remarks:

As we all know the start of the year last June, we all met at the JW Marriott in Tampa FL and it was a great start to returning to "in person" meetings. During that meeting the Executive Leadership outlined their plans for the coming year and the important topics that would be taken on.

In late September the Executive Committee of Region 6 held another in person meeting in the Phoenix AZ area and outlined their duties, goals, and objectives for the coming year. The leadership reviewed WCARB's Strategic Plan and set out an array of actions and documents that would be needed to move the process forward.

Later that same month the NCARB Board of Directors (BOD) convened a meeting in Monterey CA for the planning and evaluation of the various objectives, goals, and challenges facing NCARB and allied agencies with whom we collaborate. At this meeting the BOD was briefed on a wide array of elements and provided guidance and approval to NCARB staff to proceed on the resolutions that have now been discussed and considered by the body of our Membership.

In early December, and a highlight of the year for many, was the Futures Symposium and Committee Summit held at the Capital Hilton in Washington DC. It was at this event that it was made evident that NCARB has made incredible strides in the areas of Diversity, Equity, and Inclusion (DEI) in their formulation of committee assignments for the large number of volunteers who help make the organization so impactful to the practice of Architecture and protecting the health, safety, and welfare of the public.

In Mid-January the BOD held another 3-day workshop in Naples, FL with much of the meeting targeted at the development of Board Members and various appropriate leadership attributes as outlined by NCARB's outside consultant McKinley Advisors. During this meeting the BOD continued conversations regarding NAAB funding and conversations between the various allied

organizations including those representing community colleges. The BOD was also briefed by our consulting team at Raymond James regarding the performance of the NCARB investment and savings portfolio 2023.

Moving into late February and early March many of us gathered in Savannah, GA for our annual Regional Summit. As is typically planned for this event this was the point in time when candidates seeking nomination and successful campaigns announce their intent to seek positions in leadership for the FY 2025 operating period. Candidates submitted digital resumes and candidacy declarations and were also afforded the time to speak to larger audiences. Of particular interest was the nominations coming from candidates seeking one of the two "At-Large" positions on the BOD. The response from interested parties exceeded the expectations of many and the BOD is delighted with the options we now all have before us.

Completing the year-to-date in late April the BOD again convened a meeting in Ashville, NC. Significant topics of conversation included such things as; Pathways to Practice, Overlapping Practices, Workforce Readiness, and Professional Conduct. Treasurer John Rademacher and CEO Mike Armstrong provided updates on the current financial state of the Council's funds and performance of the FY24 budget and a draft presentation of the FY25 budget was presented for consideration and conversation.

Discussion: There was conversation about how the NCARB Board of Directors (BOD) puts forth a resolution. Jim Oschwald (NM) clarified that the vote of the BOD on a resolution is simply to put forward a resolution to the full membership to make the final decision, not that they or necessarily in favor of the resolution.

AGENDA ITEM 6 NCARB At-Large Candidates Visit

Tian Feng welcomed the 10 candidates that visited Region 6. Paul Burell, AK MBM, asked each candidate to answer in one sentence why they wished to serve on the NCARB BOD? The candidates stated their various reasons for wanting to serve on the BOD.

Region 6 thanked the candidates for taking the time to visit the region.

AGENDA ITEM 3 Regional Chair's Report, Year in Review – Catherine Fritz

Written Remarks:

First of all, my sincere thanks to all of WCARB for your confidence and support this year. It has been very fulfilling to serve as your Chair.

WCARB held 5 membership meetings this year (2 in person and 3 virtual). We expanded the traditional "Board of Directors (BOD) Update" to add other topics of regional importance to our meetings. This allowed time to focus on specific topics and touch base on committee work, while still getting a report from our Regional Director, Scott Harm.

The 7 member Executive Committee held 9 meetings this year. Three of these were in-person, while others were held virtually. We reviewed committee and Strategic Plan Liaison assignments and approved a "Roles & Responsibilities" summary (now posted on WCARB web site) to help

members know about the opportunities for service in Region 6. We reviewed the Bylaws and Rules and agreed to recommend a change to our fiscal year and develop a Travel Reimbursement Policy. We also drafted the FY'25 WCARB budget. All of these items were adopted by the membership at our March 2024 meeting.

The Executive Committee developed an Annual Evaluation Form and articulated job duties of our Executive Director, and then held the annual evaluation that is called for in the Bylaws. It was fortuitous that we took time to complete this work because our Executive Director, Melarie Gonzales, decided to step down from her position on June 30, 2024. While we are sad to see her go, we now have all the needed background work complete so the recruitment of a new ED can proceed promptly.

Development of the meeting agendas falls to the Chair, but I certainly did not do this task alone. Many thanks to Melarie and other members of the Executive Committee for helping to frame our meetings so they were productive and effective. We collaboratively worked with Melarie to plan the dinner and social events for both the Regional Summit and the ABM meeting.

This year, the NCARB Regional Leadership Committee included the Chair, Vice Chair, and Executive Director. Our primary role was to plan the Regional Summit (held in Savannah, GA in March 2024). In addition to the 4 regular meetings, I participated in sub-committee meetings to plan workshops for the Summit.

The Chairs of each of the 6 regions were appointed to the Regional Realignment Working Group this year. We held 11 meetings over 10 months, working diligently to consider the many opinions of how NCARB might restructure its regions to reflect more equitable governance.

Yes, it was a lot this year! However, I thoroughly enjoyed being engaged in both NCARB and WCARB, and I mostly appreciated fostering new friendships and deepening existing ones. On behalf of the Executive Committee, I thank all of you for the contributions that you have made, and I wish you the very best in the years to come.

Chair Fritz asked if there were any questions. There were none.

AGENDA ITEM 3 Approved FY25 Budget (July 1- June 30, 2025)

The FY25 final Budget that was adopted by the membership in March 2024 at the Regional Summit in Savannah was presented to the membership.

Secretary/Treasurer Oschwald asked if there were any questions. There were none.

AGENDA ITEM 4 Update on the Executive Director Position – Celestia Carson

Chair Fritz reported that Melarie Gonzales is leaving her position as the WCARB Executive Director, but will still remain in her other position as Executive Director of the New Mexico Board.

Celestia Carson told the membership that she is an incoming WCARB Executive Committee member and she worked with outgoing WCARB ExCom Corey Solum regarding recruiting for the WCARB Executive Director position, which is a part-time, contract position. The salary will be negotiated between the Executive Director and the Executive Committee, depending on experience and qualifications.

Carson told the membership that WCARB is actively seeking applicants for the position and wanted to make sure all members know about the job opening in case anyone from the membership is interested or knows of someone who might be interested in the position. She asked interested applicants to contact her or any member of the Executive Committee. The ExCom is looking to fill the position in a month or two; but hopefully before the next Regional Leadership Meeting in August 2024.

Greg Erny (NV) asked who makes the hiring decision? Tian Feng answered that the hiring decision has traditionally been made by the Executive Committee and will continue to be made by the Executive Committee.

AGENDA ITEM 5: Resolution 2024-07 Bylaw Change re: Regional Realignment

Chair Fritz said that this resolution was discussed at the March 2024 meeting in Savannah but she wanted to give folks some time at this meeting to ask and answer any questions. She said that the issue of regional realignment originally came from a Governance Working Group set up by Jon Baker, and consisted of the chairs of the six regions. The working group had many meetings and info-sessions and out of that came a recommendation to restructure to five regions with 11 jurisdictions each. Each region will have one large jurisdiction and to a reasonable extent try to equalize the number of licensed architects and the number of architect board members. The recommendation of the working group was sent over to the BOD and they made a few modifications to the resolution. She asked Sylvia Kwan to go over the BOD changes.

Kwan told the membership that there was a deadline of May 15th for the jurisdictions to provide input. Some jurisdictions had strong opinions about which region they wanted to be in and made those opinions known to the BOD. The BOD discussed it and made the modifications to the resolution in favor of the requesting two jurisdictions. The change resulted in the regions no longer having exactly 11 jurisdictions; some had 10 or 12. The BOD felt that the changes came in from the grassroots level and they responded accordingly.

Esther Fleming (GU) asked how losing 2 jurisdictions affects the region's revenue and budget? Chair Fritz replied that the region would lose \$8000 per year in revenue. She said that the proposed changes would not go into effect until FY26 and the region would need to deal with the budget reductions then.

Tian Feng (CA) responded that Guam has good questions and also wanted to know what ramifications we would face as a region; budget and finances will be a concern. Parity and diversity should also be part of the discussion. He said that the Nevada board and Region 1 reached out with emails expressing concerns about regional realignment and asked if any other jurisdictions have any deep concerns?

Greg Erny (NV) stated that everyone in the region should have received Nevada's position via email. He said Nevada is not supporting the resolution because they feel the At-Large candidates dilutes the power of the individual jurisdiction as the At-Large represents all 55 jurisdictions. Nevada was contacted by only two of the ten candidates. That's how much the At-Large candidates care about Nevada's vote. He asked how Colorado and Idaho felt about being forced to move to another region?

Joyce Young (CO) told the region that they don't want to leave but also understand that someone needs to be rearranged in order for the realignment to occur.

Idaho said they as long as they still have their vote as a jurisdiction, they don't mind what region they are in.

Chair Fritz said that this issue will be looked at every ten years or as needed for effective governance of the regions.

AGENDA ITEM 7: Laudatories – Sian Roberts

Chair Fritz said she wanted to acknowledge outgoing ExCom member Corey Solum (UT) who has coordinated the Certificates of Appreciation, including framing and mailing them on behalf of WCARB. Solum has termed off his board but we hope to continue to see him in committees and in the community in the future.

Sian Roberts read the laudatories for Brian Jacobson, Celestia Carson and Roch Manley to the membership and thanked them all for their valuable service to WCARB.

AGENDA ITEM 8 Jurisdiction Hot Topics

Chair Fritz said that State Reports were submitted in March at the Regional Summit but wanted to check in with folks to see if they have anything new to report since the last meeting.

Celestia Carson (UT) shared that Utah's governor is looking at reducing number of Utah state boards. Our board recently learned that in October it will transition from an architect board with five members to an interdisciplinary board with seven members and will be the architect/landscape architect board.

Judith Stapley (AZ) said their board had been dealing with sunset and they just found out today that their multi-disciplinary board will be continued for another six years.

Greg Erny (NV) said that Nevada's Truckee Meadow Community College will have become an accredited architecture program and will be graduating its first class of three women in the Spring. Erny also congratulated Celestia Carson for being a NCARB President's Medalist.

AGENDA ITEM 10 Strategic Plan Update with Proposed 2024-25 Action Items

Chair Fritz gave an update on the strategic plan. She said it has been a good guiding document for the Region but wouldn't say the Region has embraced the document enough to have moved with many actions in the past 5-6 years.

She said on the Strategic Plan document projected to the membership, we completed Objective 1.b.2 (Educate) which was "Determine Actions from Legislative Topics." Sian Roberts and Greg Erny met on this topic and determined that NCARB's tracking system for legislative matters is more than sufficient. Members needing access to this tool should contact Maurice Brown at NCARB.

Under Objective 2.c (Collaborate) "Develop WCARB committee roles/responsibilities to broaden members' understanding of opportunities" we updated the committee service document and posted it to the WCARB website. Also under 2.c "Gather data from NCARB and WCARB jurisdictions to better understand the similarities and differences of licensing requirements" Fritz said that NCARB keeps this data and it is available for members to review on its website. There is no need to repeat this information at the WCARB level as it will not be more useful than the information NCARB already provides.

She said that when the Strategic Plan was originally drafted the impetus for these Actions was as a "think list" of valuable information for WCARB members but in working through the Actions we found that NCARB is already doing a good job in providing these services, and to bring attention that these items are available through NCARB.

Under Objective 3.a.2 (Influence) we were able to get some Rule changes done; in March we voted on changing our fiscal year and added a travel reimbursement policy.

Chair Fritz said for the next year she was thinking how could we simplify the Strategic Plan with fewer Actions, fewer "to do's" and focusing on the things that really seem important and put a draft document before the members that the incoming Executive Committee and Executive Director will go forward with if agreed upon.

Under Objective 1 – Educate: a) to plan and present at least 1 hour program at the Regional Summit; which when we are able to do is well received by the members; and b) develop a new member orientation program – how do we welcome new members and ensure they are engaged.

Under Objective 2.b – Collaborate: Collaborate with other regions; share WCARB issues with other regions leadership and learn about the issues of other regions," have the Chair, Vice Chair and Executive Director as members of the Regional Leadership Committee gather information from other regions and submit an annual report of the issues and activities.

Under Objective 3.a.2 – Influence: Review the Bylaws and Rules and plan for updates, including changes recommended through this Strategic Plan. Continue to view everything we do through a DEI lens by the NCARB standing committee. Invite people interested in serving the committee to apply for that committee when applications are available in the Spring.

Chair Fritz said she would entertain a motion to adopt these 2024-25 Strategic Plan Actions as drafted and presented.

Motion: Cathy Gutierrez (GU) moved to approve the 2024-25 Strategic Plan Actions. Motion seconded by CathyAnn Gogue (GU).

Discussion: Jim Oschwald strongly objected to this motion. He said that the incoming Executive Committee should decide to take these Actions up or not. Many of the Executive Committee members have not seen this document before today.

Vote: All in favor, except New Mexico. Motion passes.

AGENDA ITEM 11 NCARB Visiting Team

Visiting Team: Jon Baker, NCARB President, Ken Van Tine, 1VP President Elect and Mike Armstrong, NCARB CEO and other NCARB staff stopped by the region to answer any questions.

Jim Mickey (NV) asked the visiting team about artificial intelligence (AI) and whether NCARB should be at the forefront of dictating how AI works relative to architecture, and expressed concern that AI could make the profession of architecture disappear.

Jon Baker said that it is a complicated issue and the industry is moving faster than we can keep up with. There is an aspect to it that absolutely affects the profession and that is not NCARB's purview. We as practitioners have to be paying attention and figure out how that gets integrated into work we as architects do so we don't become obsolete.

Ken Van Tine responded that they use AI as a tool in the office, but from an NCARB perspective, he wonders how it will affect the Standard of Care and Responsible Charge because that will impact us as regulators.

Mike Armstrong told the membership that NCARB uses AI tools to monitor patterns, to identify cheaters and bring them to the Professional Conduct Committee. He said NCARB may use AI as future tools to assess competency.

Celestia Carson (UT) said that she has served 8 years on the Utah board and is now termed out. With new board members (At-Large) coming on the Board of Directors, what is being done for onboarding them to an existing board structure? And how do you measure success?

Baker replied that new board members go through an extensive onboarding process, mentorship programs, and an extensive two-day orientation program in DC. Armstrong also said that onboarding is a continuous and extensive process that occurs over time. The biggest success metric is do we have a healthy, inclusive and collaborative board and do we focus on the right things?

Chair Fritz thanked the visiting team for taking the time to visit the region.

AGENDA ITEM 10 Call for Volunteers for WCARB Committees, Mike Kolejka

Mike Kolejka asked for volunteers to serve on the Education Committee. Erica Ceder (OR) and Cathy Gogue (GU) volunteered. Kolejka will Chair the committee as the Vice Chair of the Executive Committee.

Kolejka asked for volunteers to help craft a new member orientation program. Someone suggested Alison McClintik. Anyone else interested in helping devise a new member orientation program is encouraged to reach out to the Executive Committee.

Kolejka asked for volunteers to serve on the Bylaws Review Committee. Mark Glenn (NM) and Scott Sayles (AZ) volunteered.

Kolejka asked for volunteers to serve on the Resolutions and Laudatories committee. Anyone interested in serving on this committee should contact the Executive Committee.

AGENDA ITEM 12 Other Business

No other business was discussed.

AGENDA ITEM 13 Announcements, Events and Reminders

Chair Fritz announced that Ed Marley had received his AIA Fellowship and that Celestia Carson was awarded the NCARB Presidents Medal.

The next Regional Summit will be held in Philadelphia on February 27-March 1, 2025.

Chair Fritz thanked Corey Solum, he will be missed. She also thanked Melarie Gonzales for all the hard work as the WCARB Executive Director.

She wished Tian Feng good luck next year in his role as incoming Chair of the Executive Committee.

Fritz announced that there will be a social gathering in the Wilford Room in the hotel with hors d'oeuvres and a cash bar.

ADJOURN FOR THE DAY

Chair Fritz adjourned the Region 6 WCARB meeting at 5:00 p.m.

**WCARB Meeting @ NCARB ABM in Chicago, IL
Attendees June 14, 2024**

ALASKA

Catherine Fritz
Sara Neal

ARIZONA

Ed Marley
Judith Stapley
Mike Kolejka
Jack Gilmore
Scott Sayles
Keith Smith

CALIFORNIA

Charles Ward
Jon Baker
Laura Zuniga
Robert Pearman
Sylvia Kwan
Tian Feng
Dmitry Kazakov-Guest

COLORADO

Deb Campbell
Joyce Young

GUAM

Cathyann Gogue
Catherine Gutierrez

HAWAII

Brian Fujiwara
John Lucas
Sheena Choy

IDAHO

Jedd Walker
Justin Touchstone

NEVADA

Coffee Polk- Guest
George Garlock
Greg Erny
James Mickey
Monica Harrison

William Snyder

NEW MEXICO

Jim Oschwald
Melarie Gonzales
Ray Vigil
Mark Glenn
Robert Calvani

NORTHERN MARIANA ISLANDS

Esther Fleming
Denn Manglona
Roy Reyes

OREGON

Donald Eggleston
Kathy Austin
Elizabeth Boxall
Lori Davison
Jim Fanjoy

UTAH

Celestia Carson
Michael Fazio
Julia Oderda
Bret Bullough

WASHINGTON

Sian Roberts
Scott Harm

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

Saturday, November 9, 2024

Roll Call:

Tian Feng, Chair, CA
Mike Kolejka, Vice Chair, AZ
Jim Oschwald, Secretary/Treasurer, NM
Sian Roberts, Member, WA
Celestia Carson, Member, UT
Scott Harm, Regional Director, WA
Gina Spaulding, Region 6 Executive Director, NV

Approval of the Agenda:

Motion: Mike Kolejka (AZ) moved to approve the agenda. Motion seconded by Celestia Carson (UT). **Vote:** All in favor. Motion passes.

Approval of the Minutes from NCARB 2024 Regional Meeting in Chicago, IL:

Motion: Sian Roberts (WA) moved to approve the minutes from the June 2024 WCARB regional meeting at the NCARB ABM in Chicago, IL. Motion seconded by Jim Oschwald (NM). **Vote:** All in favor. Motion passes.

Chair's Report:

Tian Feng briefed the Executive Committee about the Regional Leadership Committee (RLC) meeting that he and Spaulding had attended in Philadelphia on August 19-20, 2024. The RLC is comprised of all six regional chairs and vice chairs and executives and the NCARB 1VP and NCARB staff. The RLC develops the plenary sessions and overall agenda for the Regional Summits and collaborates on ideas for workshops and meeting content for the NCARB annual business meetings.

The focus of this year's RLC meeting was brainstorming ideas and developing the agenda for the 2025 Regional Summit in Philadelphia, PA on February 28 – March 1, 2025 which will be hosted by Region 2. The upcoming Regional Summit will remain focused on Regional issues and dialog with limited National agenda items. Topics of discussion for the 2025 Regional Summit consisted of including more regional meeting time for each region to meet and discuss topics of interest and having the opportunity to have rotating workshops in the regional meetings on three optional topics:

Pathways to Practice, this multi-year effort focuses on expanding access to licensure to professionals from all backgrounds by creating a more flexible, accessible and inclusive licensure model, including expanded options for individuals who don't hold a degree from an accredited program;

AI Regulation & Ethics, this workshop will explore how boards can begin to facilitate conversations on how to appropriately regulate the utilize the role of artificial intelligence (AI), and

NCARB MRA Update, will discuss continued efforts to develop mutual recognition agreements (MRA) with international countries, adding new pathways for those seeking to get licensed in both the US and abroad.

2025 Regional Summit Planning:

The Executive Committee reviewed the 2025 draft agenda and discussed the need for additional time for conversation on the proposed Resolutions. Roberts asked for more time to discuss with the boards pertinent issues affecting each jurisdiction and how we can help each other as regulators. Oswald suggested we set time aside to discuss hot topics or important issues from each state. Set up the discussion for small, diverse groups and allow for report out time to share best practices.

Carson said that she would like to understand the differences in board composition in Region 6's large diverse region. Feng told her that the State Reports that the board's send in prior to the Regional Summit and NCARB Business Meeting discusses board composition. Spaulding will review the State Report form and see if it can be improved for clarity.

The Executive Committee reviewed the standing committees and Chair Feng asked Roberts to chair the Laudatories & Resolutions committee. Oswald was asked to chair the Election committee and Kolejka was asked to chair the Education committee for 2025.

Educational programming at the Regional Summit:

The Executive Committee discussed the three planned rotating workshops that will be offered at the Regional Summit and selected two to visit Region 6: Pathways to Practice and the NCARB MRA update as the region had recently heard about artificial intelligence at the NCARB Annual Business Meeting.

2025 Regional Dinner in Philadelphia, PA:

Spaulding told the Executive Committee that the Regional Execs had visited many restaurants in Philadelphia looking for regional dinner spots for all the regional dinners. Harper's Garden was selected as the location for the 2025 Region 6 regional dinner and Region 3 will also have their regional dinner there since it is located on one floor and is large enough to accommodate our large region. The restaurant is a short five minute walk from the meeting hotel, The Logan. The chef is currently working on a new menu and pricing. The updated menu was available to view but the pricing had not been finalized in time for the Executive Committee meeting.

There is no charge for members to attend as it is a benefit of membership. Members do have to pay for their guests and since NCARB no longer collects regional dinner fees, the guest fees will have to be sent directly to Spaulding.

Financial Statements for 2024 Reviewed and Approved

The Executive Committee had an extensive discussion and proposed amendments to the draft budget for 2025-26. Spaulding was asked to identify fixed and variable expenses on the budget. They then discussed moving the savings to a money market account so that the Region can make some interest on it.

Motion: Mike Kolejka (AZ) moved to move the money out of the Wells Fargo account into a money market account. Motion seconded Tian Feng (CA). **Vote:** All in favor. Motion passes.

The Executive Committee reviewed and approved the financial statements for 2024.

Motion: Jim Oschwald (NM) moved to approve current (7/1/24-10/31/2024) and previous year (7/1/23-6/30/24) Statement of Activity and Statement of Financial Position as of October 31, 2024. Motion seconded by Celestia Carson (UT). **Vote:** All in favor. Motion passes.

Review Strategic Plan Task Force Work for 2025

Chair Feng said one of the Strategic Plan tasks he wanted to tackle this year was to review the Region 6 bylaws and rules to update some outdated terminology and information relative to the Regional Summit and NCARB Annual Business Meeting. To expedite this task, the Executive Committee will review the proposed bylaw and rules changes so the membership can vote on it at the 2025 Regional Meeting. Bylaw amendments require a 60 day notice to the membership.

The Executive Committee reviewed Feng's proposed amendments to the bylaws and rules which were to update all references in the bylaws and rules of "Annual Meeting" to "Regional Summit" and for references that say "NCARB Annual Meeting" change to "NCARB Annual Business Meeting."

Article VII (f)(1) was amended to remove the last sentence which states: "When practical, this meeting shall be held at the site of the upcoming Annual Meeting." This sentence was useful when the region met within the region, but now that the Regional Summits are held all over the country, it doesn't make financial or practical sense to keep it.

Oschwald discussed having the Regional Director attend the Fall meetings and said that this new practice has only been in effect for the past five years, but historically the Regional Director did not attend the Fall meetings. He expressed concern that this will eventually put pressure on the region's budget, possibly even to the extent of needing an eventual dues increase. He suggested that Article VII (f)(1) be amended to add a new section that says the Regional Director and the Executive Director will attend the Fall meetings. The Executive Committee felt that the existing language in Article VII (f)(1) was sufficient and allowed them greater flexibility on whether the Regional Director attended the Fall meetings or not.

Kolejka suggested that the Executive Committee highlight on the agenda what items correlate with the Strategic Plan guiding principles of Educate, Collaborate and Influence. Feng asked Kolejka to work on the graphics – and possibly make a separate graphic on this for the strategic planning section on the agenda. Carson was asked to work with Spaulding to identify the guiding principles on the agenda.

Executive Committee Changes for 2025:

Each year, the region elects a new regional director, a position currently held by Scott Harm. Harm indicated that he will have served his two allowed terms will not be running for another term as Regional Director.

There will be two open positions on the Executive Committee currently held by Tian Feng and Jim Oswald. Feng has served his two allowed terms on the Executive Committee currently allowed by the WCARB bylaws and will term off the Executive Committee. Oswald has termed off his New Mexico board and will complete his term on the Executive Committee on June 30, 2025.

After the New Year, Spaulding will sent out a "Call for Elections" email asking for Region 6 members to apply to serve on the Executive Committee and as the Regional Director for 2025-2026.

New Business/Old Business

Spaulding asked for input regarding what to do about the Certificates of Appreciation (laudatories). Former member Corey Solum had designed the Certificate of Appreciation using InDesign software which the region currently does not have a subscription to. Executive Committee members directed Spaulding to recreate it in Photoshop, which is a subscription the region does have. Oswald told Spaulding he would be happy to help her if needed.

Spaulding will print the Certificates of Appreciation out for the members receiving them so they can be handed directly to the member during the Regional Summit.

The Executive Committee discussed designing a coin to be given out along with the Certificate of Appreciation. Kolejka said he would look into designing a coin that Region 6 could use.

The meeting was adjourned at 2:35 p.m. by Chair Feng.

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6
Executive Committee Fall Planning Meeting, Seattle, WA
11:30 a.m. Pacific Time**

Wednesday, February 12, 2025

Roll Call:

Tian Feng, Chair, CA - present
Mike Kolejka, Vice Chair, AZ - present
Jim Oschwald, Secretary/Treasurer, NM – not present
Sian Roberts, Member, WA - present
Celestia Carson, Member, UT - present
Gina Spaulding, Region 6 Executive Director, NV - present

Approval of the Agenda:

Motion: Tian Feng (CA) moved to approve the agenda. Motion seconded by Mike Kolejka (AZ). **Vote:** All in favor. Motion passes.

Approval of the Minutes from November 9, 2024 Executive Committee:

Motion: Mike Kolejka (AZ) moved to approve the minutes from the November 9, 2024 Executive Committee meeting in Seattle, WA. Motion seconded by Celestia Carson (UT).
Vote: All in favor. Motion passes.

Discussion regarding State Reports

The Executive Committee discussed how to make the State Reports more informative and collaborative. Two suggestions were to have members giving the State Reports introduce their new members attending and to also add “something to know about your state or jurisdiction” and to be sure to ask follow up questions when appropriate.

Discussion regarding Hot Topics/Important Issues

Mike Kolejka asked that we make sure we have a good mix of jurisdictions sitting at each table so that we get multiple perspectives. Two predetermined questions will be: 1) What are the hot topics or important issues in your jurisdiction; and 2) How can WCARB help you?

Discussion regarding Strategic Plan Update for 2025:

Tian asked Mike Kolejka if he would prepare a graphic to display during the Strategic Plan agenda item that identify guiding principles of Educate, Collaborate and Influence on the agenda topics at the WCARB Regional Summit meeting.

One of the items on the Strategic Plan was to regularly update the Bylaws and Rules. The Executive Committee is proposing changes to the Bylaws and the Rules to update outdated terminology on the WCARB Regional Summit agenda.

Approval of draft WCARB agenda for Regional Summit

The Executive Committee went over each item on the agenda in detail and had lengthy discussions on several items.

Motion: Mike Kolejka (AZ) moved to approve the agenda for the WCARB meetings on February 28 and March 1, 2025. Motion seconded by Sian Roberts (WA). **Vote:** All in favor. Motion passes.

Discussion and possible decision regarding moving WCARB savings to Fidelity

Spaulding told the Executive Committee that she met with a Fidelity representative to discuss what would be required in order for WCARB to move its money in the savings account to a money market account. She said the requirements are fairly straightforward and that WCARB would need to fill out the application.

The Executive Committee directed Spaulding to bring the application to the Regional Summit where it will be completed, signed and returned to Fidelity for processing.

WCARB Elections Update

Spaulding told the Executive Committee that she had received the cover letters and resumes from two people to fill the two open spots on the Executive Committee.

The Executive Committee discussed how to increase interest for members to get involved. Sian Roberts suggested that in the future, the Executive Committee schedule a Zoom specifically to encourage members to get involved in WCARB by serving on the Executive Committee and other committees.

Review WCARB Certificates of Appreciation

Spaulding shared the Certificate of Appreciation with the Executive Committee and asked whether it needed a printed WCARB sticker on it or an actual foil sticker. The Executive Committee said it needed the foil. Spaulding will check with Corey Solum to see if he has any of the foil stickers left and if not, will order new ones.

Chair Feng thanked the committee members for their time and suggested they meet again following the Regional Summit if possible.

The meeting was adjourned at 12:38 p.m. by Chair Feng.



NCARB

REGIONAL SUMMIT

Regional Director's Report





NCARB

REGIONAL SUMMIT

Chair's/Executive Committee Report **Tian Feng, Chair**



Chair's Report

Member Board Members & Executives,

Since being elected as your chair during the 2024 Regional Summit, I have been actively working with the Executive Committee, member boards, and WCARB Executive Director on initiatives for organizational management, governance update, financial health, and communication with NCARB. A few highlights of the work we have done on your behalf:

- Following the departure of our previous Executive Director in June 2024, we conducted a national search and selected Gina Spaulding as the new Executive Director for WCARB. Leveraged with her 3-decade long experience as a member board executive director and former WCARB executive director, Gina has done a remarkable job for all of us from day one of her hiring.
- Produced proposed amendments to the Bylaws and Rules to improve organizational governance. These amendments have been made available for your review, vote, and approval at this meeting.
- The Executive Committee conducted one in-person and 5 virtual meetings, hosted two NCARB Pre-board Meeting Calls, and produced the agenda and program for this meeting.
- Aligned WCARB fiscal year with NCARB fiscal year to simplify financial reconciliation and clarity. Reduced spending strategically including a reduction of business and travel expenses. Balanced budget without cutting critical services to the member boards or increasing member dues and improved the long-term financial outlook for WCARB.

Finally, on behalf of the Executive Committee I cordially invite you to attend the Regional Dinner in Philadelphia on February 27th at 6:30 p.m. at Harper's Garden, located at 31 South 18th Street, a short walk from our hotel. I look forward to seeing you in Philadelphia.

Tian Feng, FAIA, FCSI



Chair
WCARB Executive Committee.
with/
Mike Kolejka, Vice Chair
Jim Oswald, Secretary/Treasurer
Celestia Carson, Member
Sian Roberts, Member



NAR B

REGIONAL SUMMIT

Financial Report **Jim Oschwald,** **Secretary/Treasurer**



WCARB

Statement of Financial Position

As of February 20, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash - Checking	82,710.33
New Mexico Bank & Trust	0.00
NM Bank & Trust - Checking	0.00
NM Bank & Trust - Savings	0.00
Savings	84,538.60
Total Bank Accounts	\$167,248.93
Other Current Assets	
Certificates of Deposit	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$167,248.93
TOTAL ASSETS	\$167,248.93
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
1110 Retained Earnings	129,748.79
3000 Opening Bal Equity	0.00
Net Revenue	37,500.14
Total Equity	\$167,248.93
TOTAL LIABILITIES AND EQUITY	\$167,248.93

WCARB

Statement of Activity

July 1, 2024 - February 20, 2025

	TOTAL
Revenue	
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
No. Marianas	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	52,000.00
Interest	36.59
Total Revenue	\$52,036.59
GROSS PROFIT	\$52,036.59
Expenditures	
6120 Bank Service Charges	42.21
6250 Postage and Mailing	60.70
6270 Professional Fees	100.00
Executive Committee Travel	4,291.88
Executive Director's Pay	8,766.67
Executive Director's Travel	883.66
Meeting Planning	151.45
Recurring Software Expense	239.88
Total Expenditures	\$14,536.45
NET OPERATING REVENUE	\$37,500.14
NET REVENUE	\$37,500.14

FY25 APPROVED BUDGET
WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR July 1 – June 30, 2025

BUDGETED AMOUNT

REVENUE:

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

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Fall Executive Committee	
Regional Summit	
Annual Business Meeting	
Education/Program Development	
and R6 Committee Expenses	4,000.00
Meeting Costs	1,000.00
Regional Dinners/ Gatherings	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>
TOTAL 2024-25 EXPENDITURES:	\$ <u>64,100.00</u>

FY26 DRAFT BUDGET

WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR July 1 – June 30, 2026

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves	\$ 4,500.00
TOTAL 2025-26 REVENUE:	\$ <u>56,520.00</u>

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Fall Executive Committee Regional Summit Annual Business Meeting	
Education/Program Development and R6 Committee Expenses	4,000.00
Meeting Costs	1,000.00
Regional Dinners/ Gatherings	10,000.00
Executive Director's Pay	21,000.00
Communication and Website	1,000.00
Printing, Production & Mailing	500.00
Misc (includes annual software expense)	1,000.00
TOTAL 2025-26 EXPENDITURES:	\$ <u>56,500.00</u>

WCARB STATE REPORTS for REGIONAL SUMMIT

Alaska

No report submitted

Arizona

Board Composition:

Architects: 1
Non-Architects: 10
Other Licensed Professionals: 4

Licensing Statistics:

In State Registrants: 2,400
Out-of-State Registrants: 4,300

Brief Overview of Current Issues:

Surviving another legislative session.

Current Legislation Related to Architecture:

House bill (HB2200), sponsored by Rep. Justin Wilmeth and NCEES, will allow reciprocity and acceptance of MRA agreements in place by NCARB, NCEES, and CLARB. It adds another pathway to licensure in Arizona. We are in favor of this legislation.

The AIA AZ chapter tried again this session to initiate interest in a bill to change the board's composition. The bill would have allowed two architects rather than only one, in addition to other professionals. Unfortunately, the legislature is currently trying to put more public members on the health boards this session and is not interested in working with us.

Senate bill (SB1051), sponsored by Wendy Rogers, is in motion. This legislation would alter the Board's statutes to allow "an interior nonstructural alteration of an individual unit of a commercial space if that individual unit does not exceed three thousand square feet."

Miscellaneous:

We are confidently moving towards a new online platform for our agency. Our target date to go live is May 2025.

Board Members Terming out in 2025:

Clinton Campbell – Public Member

Jack Gilmore – Landscape Architect
Stacy Skankey – Public Member

California

Board Composition

Architects: Five
Non-Architects: Five
Other Licensed Professionals:

Licensing Statistics

In State Registrants: 17,445
Out of State Registrants: 4,395

Brief Overview of Current Issues

The Board adopted a new four-year strategic plan, to coincide with its sunset review cycle and plan.

The Governor issued an executive order to assist licensees impacted by the LA Fires, renewal fees will be deferred for one year for impacted licensees.

Current Legislation Related to Architecture

n/a

Miscellaneous

n/a

Board Members Terming out in 2025:

Tian Feng

Colorado

Board Composition

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

Licensing Statistics

As of 2/1/2025
In State Registrants: 3,906
Out of State Registrants: 4,754

Brief Overview of Current Issues

- Retention of Board Members and procuring diversity appointments.
- Currently transitioning out 2 very busy Boards from MBE portfolio = more time training and hand- over work to new team.

Current Legislation Related to Architecture

SB25-156, Which prohibits a state agency from imposing a personal qualification requirement in order to engage in as profession or occupation unless the agency can show that the requirement is demonstrably necessary and narrowly tailored to address a specific, legitimate public health, safety, or welfare objective. Dictating that on or before July 1, 2026, every agency must review occupational regulations and determine whether the regulation should be repealed or amended. Any person may file a petition with an agency requesting that an occupational regulation be repealed or amended.

As we already have a 8-10 year sunset review process and a requirement for the all the Boards and Programs within our division to review their rules on a rotating schedule for cutting regulatory red-tape, we are hoping this bill does not go far.

Miscellaneous

In rulemaking now to:

- Remove the occupational portability language from rule as ARC, PE, and PLS industry representatives had them exempted from the requirement.
- Remove language that does not support direct testing.
- Clarify reporting due date for malpractice/settlement judgments
- Add language to require that a licensee must be in good standing to obtain retired status and that it cannot be used to avoid disciplinary action
- Revise to make acceptance of MRAs more streamlined.

Board Members Terming out in 2025:

- We have one PLS vacancy (Gene Reininger).
- PE Board Member, Bill Hoffman is up for reappointment for a second term
- Completing their 2nd and final four-year and not eligible for reappointment:
 - Bill Buntrock, PLS and
 - Tim Hayashi, PE

Guam

Board Composition

Architects: 2

Non-Architects: 5

Other Licensed Professionals: 3

Licensing Statistics

In State Registrants:	LA – 0	Architects - 34
Out of State Registrants:	7	71

Brief Overview of Current Issues

Continuing work on progress of the Board's review of current Laws, Rules and Regulations for updating and changes.

Current Legislation Related to Architecture

None

Miscellaneous

None

Board Members Terming out in 2025:

Maria Elizabeth V. Cristi, PE Engineer Member 06.08.2023 – Holding board seat as a provisional appointee.

Cathyann C. Gogue Board Public Member term Expired 07.20.24 has been extended for a 2nd term.

Hawaii

Board Composition

Architects: 3

Non-Architects: 11

Other Licensed Professionals: Professional engineers, land surveyors, landscape architects

Licensing Statistics

In State Registrants: 975

Out of State Registrants: 1483

Brief Overview of Current Issues

n/a

Current Legislation Related to Architecture

The Board will discuss all Board-related bills introduced this Session at its upcoming February

6, 2025 meeting

- SB74 – Relating to State Construction Projects
- SB66 – Relating to Housing
- SB232 – Relating to Renewable Energy
- HB352 – Relating to Renewable Energy
- SB588 – Relating to Renewable Energy
- SB701 – Relating to Renewable Energy
- HB284 – Relating to Housing
- HB971 – Relating to State Construction Projects

Miscellaneous

- Currently in administrative rules revision process (HAR 16-

115) Board Members Terming out in 2025:

- Roberto Yumol, Architect member, term ends on 5/1/2025
- Dan Hirota, Surveyor member, term ends on 6/30/2025

Idaho

Board Composition

Architects: 3 Architects, 2 Landscape Architects

Non-Architects: 1 public member, 1 Educator

Other Licensed Professionals:

Licensing Statistics

In State Registrants:

Architects:

1. Approved Architectural Experience Program (NCARB)
2. Satisfactory Experience In Lieu Of Education. Eight (8) years consisting of at least six (6) years of experience under the direct supervision of a licensed architect and the remaining two (2) years may be under the direct supervision of a licensed engineer who practices in the field of building construction as approved by the board.

Landscape Architects:

1. Approved Education. A landscape architecture program accredited by the Landscape Architectural Accreditation Board (LAAB).
2. Satisfactory Experience in Lieu of Education. Eight (8) years consisting of at least four (4) years of experience under the supervision of a licensed landscape architect, with the remainder being directly related to landscape architecture

Out of State Registrants:

Brief Overview of Current Issues

NONE

Current Legislation Related to Architecture

- H0014 Idaho Code Cleanup. Idaho will be reviewing all of the current state statutes for areas to remove or reduce red-tape.
- H0086 Electric Vehicles/Building Code – preempts local governments from imposing any requirements to install or maintain EV charging stations or parking spaces at their facilities.
- H0107 Universal Licensure: This legislation prohibits the creation of a new license by rule or policy unless authorized by statute. It requires that all licensing fees be established through rule instead of solely by the Director or a Department. It allows for universal licensing practice for licensed professionals to perform acts consistent with their education, training, and experience

Miscellaneous

None

Board Members Terming out in 2025:

None

Nevada

Board Composition

Architects: 5
Registered interior designers: 2
Residential designers: 1
Public Member: 1

Licensing Statistics

In State Registrants: 969
Out of State Registrants: 2,175

Architects: 3144
Registered interior designers: 186
Residential designers: 173

Current Legislation Related to Architecture

As part of Governor Lombardo's plan to reform boards and commissions, the Department of Business & Industry released recommendations to reorganize boards and commissions in Nevada with new legislation (SB 78). This bill proposes a new framework to reform and centralize the functions and services Nevada boards currently provide to the public and its registrants. SB78 also proposes the elimination and consolidation of boards and commissions, eliminating 350 Nevada jobs. Language in this bill eliminates the NV State Board of Architecture, Interior Design and Residential Design and moves its functions and services to a new Nevada Boards and Commissions Office, comprised of 13 board members. Other boards being added to this superboard are the NV State Board of Engineers and Land Surveyor, the Landscape Board of Architecture and the Environmental Health Board. The Nevada legislative session will begin on February 3, 2025, and adjourns on June 2, 2025.

Board Members Terming out in 2025:

Daniel Coletti, Residential Designer	10/2025
William Snyder, Architect	10/2025
Marie Wikoff, Registered Int. Designer	10/2025

New Mexico

Board Composition

Architects: 6
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: 1653

Brief Overview of Current Issues

Working with the New Mexico Department of Justice to approve professional services contracts for legal guidance and services.

Current Legislation Related to Architecture

None

Miscellaneous

FY25 new Board Members are architects Barbara Felix and Robert Williams.

Board Members Terming out in 2025:

James Oswald
Robert Calvani

Northern Marianas

No report submitted

Oregon

Board Composition

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

Licensing Statistics

In State Registrants: 2104
Out of State Registrants: 2066
(Note: these counts are for individuals only and do not include firms)

Brief Overview of Current Issues

The Board's focus and strategic initiatives include:

1. Reviewing education and experience requirement paths to licensure, identifying and seeking opportunities to minimize any barriers.
2. Establishing clearer boundary lines between architecture, engineering, and landscape architect practices. Each Oregon board decided to wait for the outcome of ICOR's work on practice overlap before moving forward on this goal.
3. Reviewing rules related to continuing education, title use options for recent graduates, and professional conduct.
4. Determining ways to better recognize new exam registrants.

Current Legislation Related to Architecture

None

Oregon house bill 2141:

As introduced, the bill would establish a voluntary registration for commercial interior designers under the authority of the Oregon State Board of Architect Examiners. It would expand the board from seven to eleven members by adding four new positions, three of which must be

registered commercial interior designers (RICDs). The RCID members would be responsible for developing qualification requirements for RICDs, subject to full board approval.

HB 2141 expands the ability of a commercial interior designer to submit, stamp, and sign technical documents. The bill also directs OSBAE to collaborate with other agencies and assigns it the responsibility of defining clear scopes of work between multiple professional practices, including engineering, landscape architects, and construction contractors. The bill would take effect on the 91st day after Sine Die, with a program operative date of July 1, 2026.

Oregon board and staff are required to remain neutral on all bills unless expressly permitted by the Governor's office. Certain ambiguities exist within the current bill version and OSBAE's role will be to provide factual and technical information if the bill proceeds to the level where it's requested.

Miscellaneous

N/A

Board Members Terming out in 2025:

None.

James Fanjoy will complete their first term in September 2025, but will be eligible for a 2nd term.

Utah

Board Composition

Architects: 4

Non-Architects: 1 (Public Member)

Other Licensed Professionals: 2 (Landscape Architects)

Licensing Statistics

In State Registrants: Do not track

Out of State Registrants: Do not track

Brief Overview of Current Issues

N/A

Current Legislation Related to Architecture

N/A

Miscellaneous

N/A

Board Members Terming out in 2025:

None

Washington

Board Composition

Washington's Board for Architects is in its 105th year of serving architects. The Governor-appointed board consists of seven members: six architect members and one public member.

Architects: 6

Non-Architects: 1

Other Licensed Professionals: 0

Licensing Statistics

In State Registrants: 3,956

Out of State Registrants: 3,127

Brief Overview of Current Issues

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

HB 1880 went into effect July 1, 2024, eliminating the five-year rolling clock for completion of the Architect Registration Exam (ARE) from Washington state law. This has furthered the Board's goal of reducing barriers to licensure and allowed several applicants to be added back into the ARE process.

Current Legislation Related to Architecture

The board was approached regarding the regulation of the interior design profession in Washington state, which a group hopes to introduce to the Legislature in 2026. The proposal would include additional members being added to the Board for Architects to represent interior designers.

A proposal is currently before the Washington State Legislature for local jurisdictions to allow for the self-certification of plans for detached auxiliary dwellings.

There are other pieces of legislation specific to the Washington board which board staff does not anticipate impacting any other jurisdictions.

Miscellaneous

The Board welcomed new Board Members Kathy Russell and Peter Brachvogel in December 2024. A graduate of Washington State University, Board Member Russell brings 30 years of practice in Washington, Idaho, Montana, and Oregon, ranging from affordable- and high-end housing, K-12 schools and facilities, higher education facilities, and civic projects. After graduating from the University of Washington and University of Michigan, Board Member Brachvogel has worked throughout California and Washington for more than 40 years and has worked as a part-time faculty member educating the next generation of young architects.

The Board continues to seek innovative approaches to outreach in support of licensure across the state, including working with area technical colleges and supporting alternative pathways to licensure. The Board continues to partner with the American Institute of Architects (AIA) Washington Council on mentorship, outreach, and legislative monitoring.

The Washington Department of Licensing (DOL) that supports the Washington Board for Architects has seen changes to the Board's support team in the past year with Program Specialist Susan Nieves accepting a promotional opportunity. Former Administrative Assistant Alyssa Woods has accepted the Program Specialist position and began supporting the Board in September 2024.

Board Members Terming out in 2025:

None.



NCARB

REGIONAL SUMMIT

Ramp Training for NCARB Expense Reimbursements





NCARB

REGIONAL SUMMIT

Elections



REGION 6 WCARB EXECUTIVE COMMITTEE GOVERNANCE STRUCTURE & ELECTION PROCESS:

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

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

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

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

2024-2025 Current WCARB Region 6 Executive Committee:

*FY2025-2026 Seats for election/re-election

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

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

Michael Kolejka (AZ)– Vice Chair of Region 6 Executive Committee

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

Celestia Carson (UT)– Member of Region 6 Executive Committee

Sian Roberts (WA)– Member of Region 6 Executive Committee

Gina Spaulding (NV)– Executive Director, Ex Officio Member of Executive Committee

WCARB Election Process

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

There are three election types:

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

Nominations for Regional Director and Executive Committee:

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

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

Nominee Speeches:

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

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

Elections

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

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

Nominations for Executive Committee Leadership:

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

Nominations for Chair of the Executive Committee

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

Nominations for Vice Chair of the Executive Committee

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

Nominations for Secretary/Treasurer of the Executive Committee

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

Nominee Speeches:

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

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

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

Elections

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

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

This concludes the WCARB Election Process.



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

January 25, 2025



Tian Feng, FAIA, FCSI
Candidate for Regional Director

Dear Member Board Members of WCARB,

I ask for your support in my candidacy for the position of Regional Director on NCARB Board. It has been my privilege to serve as your WCARB Chair for the past year. I have enjoyed working with all of you since I was elected to the Executive Committee in 2021. Together we have delivered several strategic initiatives including the Townhall on Architects' Role in Climate Resilience Against Flooding & Wildfire and recently proposed amendments to WCARB Bylaws and Rules. Through involvement with WCARB for the past 10 years, I have gained broad and deep insights in understanding the concerns of member boards and member board members throughout the organization. During this time, I have also advocated at the NCARB national board for addressing critical concerns from our member boards. If elected as your Regional Director, I will leverage my leadership experiences at member board level, at regional level, and at national board level to work effectively for you. I have learned firsthand on how to advance regional oriented initiatives at national level while maintaining objectivity as a national board member as I have been doing on NAAB as a NCARB nominated board member.

I want to take this opportunity to highlight my architectural practices over the past decades. In addition to being a public architect providing facilities standards, creating public spaces, and leading infrastructural resilience for a transportation agency, my career also encompassed teaching, research, urban design, and construction management:

- Executive public architect, 2001-present
- Forensic architect and expert witness, 1997-2001
- Transportation and industrial facility architect, 1994-1997
- Urban design, building design, and project delivery, 1988-1994
- Teaching and research in universities, 1983-1988

I look forward to opportunities to discuss your expectations and hopes for my candidacy. I will begin to contact as many of you as possible to learn and respond to your thoughts and concerns about WCARB and NCARB in coming weeks. Meanwhile, I look forward to seeing you at the Regional Summit next month in Philadelphia.

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
Office (510) 464-6549
Mobile (510) 468-6297
tfeng@bart.gov

SUMMARY OF MY SERVICES TO ARCHITECTURAL PROFESSION

California Architects Board, 2014-Present

President, 2020, 2021, and 2022

Vice President, 2018 and 2019

Secretary, 2016 and 2017

Liaison to Landscape Architecture Technical Committee, 2015-2021, 2025-Present

WCARB (NCARB Region 6)

Chair, Executive Committee, 2024-present

Vice Chair, Executive Committee, 2023-2024

Member, Executive Committee, 2021-2023

National Council of Architectural Registration Boards (NCARB)

Regional Leadership Committee (2023-present)

Policy Advisory Committee (2023-2024)

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

Broadly Experienced Architect & Broadly Experienced Foreign Architect Committee, 2015-2017

National Architectural Accreditation Board (NAAB)

Board Director (nominated by NCARB), 2022-present

Governance Committee, 2023-2024

International Committee, 2022-2024

Assessment & Evaluation Committee, 2022-present

Accreditation Visiting Team, 2017-2022

American Institute of Architects (AIA)

Member and co-chair, AIA Resilient & Adaptation Design Advisory Group, 2022-present

Founding Co-chair, Resilient Design Committee, AIA California, 2021-2023

Steering Committee Member of COTE, AIA California, 2020-2023

Community Services

Advisory Board member, Architecture Department, Diablo Valley College, 2019-Present

Advisory Committee member for architecture, Metropolitan Transportation Commission, 2004-2007

Pro bono Architect of Record for 2 low-income homes in Contra Costa County, Habitat For Humanity, 1998-1999

Education

Master of Building Science, School of Architecture, University of Southern California (USC), 1988

Certificate in Programming & Data Processing, School of Engineering, USC, 1988

Bachelor of Architectural Engineering, Tongji University, Shanghai, 1983

Honors & Awards

Fellow of American Institute of Architects, inducted in 2008

Fellow of Construction Specifications Institute, inducted in 2005

President's Medal for Distinguished Service, NCARB, 2022

Presidential Citation for Visionary Impact to the Architectural Profession, AIA California, 2022



PROFILE

- AIA Arizona Young Architect Award
- Practicing architecture for 21 years
- Licensed in 34 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

MICHAEL KOLEJKA, NCARB, AIA, LEED-AP

MANAGING PARTNER – ORCUTT | WINSLOW ARCHITECTS

EDUCATION

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

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

Arizona Board of Technical Registration – Board Chair, Architect Member

Oct. 2021 - Present

Sole architect professional member on the State Board (gubernatorial appointed position)

Board Chair (December 2023 – Present)

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 Vice Chair

June 2022 – present

National Council of Architecture Registration Boards (NCARB)

Education Committee

Sep. 2019 – 2021

National Council of Architecture Registration Boards (NCARB)

Research & Development Task Force

Case Study, Item Writing & Forms Task Force

Jun. 2016 – Dec. 2024

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

American Institute of Architects – Arizona 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 21 years
- Licensed in 34 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 21 years of experience, I am grateful for the opportunity to announce my candidacy for Executive Committee Chair of Region 6 (WCARB). I have had the pleasure to serve as member-at-large and most recently as Vice Chair on the WCARB executive committee for the past three 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 21 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 \$5 Billion of new construction domestically and internationally.

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 3+ 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 to hundreds of newly registered professionals. I've enjoy serving on many 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 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, WCARB is a diverse region within NCARB where reciprocity requirements vary dramatically between states/territories. Finding ways to streamline this process and improve the value and portability of licensure and the NCARB certificate are important goals for our region. Serving as Chair of the executive committee of WCARB would be an excellent opportunity to help foster these 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
NCARB Region 6 (WCARB)
2023-24 Executive Committee Vice Chair

Dear Colleagues and Members of WCARB,

02. 04. 2025

I am writing to declare my candidacy for the Vice Chair of the WCARB Executive Committee. I have had the pleasure of serving on the Utah State Licensing Board from 2017-2024, and on the WCARB Executive Committee since 2024. 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 24 years, I have worked in the architectural profession, and I have been licensed in the State of Utah for nearly 19 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 the important issues of today, WCARB is leading that charge. 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.

The future of our profession is important to me, 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 again for considering me for the WCARB Executive Committee.

Sincerely,



Celestia Carson, NCARB, AIA, LEED ^{AP}
Principal

Celestia Carson, NCARB, AIA, LEED^{AP}



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 Science in Architecture | University of Utah

Licenses & Certifications

Licensed Architect | Utah (6527643-0301), Idaho (6971139), Nevada (9547)

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

January 28, 2025

Region 6 NCARB Member Boards,

I am pleased to submit my candidacy for Secretary/Treasurer of Region 6 (WCARB) 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 have continued 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 anyone is interested in learning more about Sahar, please ask me!!

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
2024 NCARB Experience Committee Member
2022-2024 NCARB Competency Task Force, Chair
2020-2022 NCARB Responsible Charge Task Force
2018-2020 NCARB Examination Committee Member

Professional

2025-present NAAB Board Member
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

2024 AIA Seattle, Honor Award
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

Odegard 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



Date
31 January 2025

Gina Spaulding, Executive Director
WCARB Region 6
Phone: (702) 461-9986
Email: wcarbregion6@gmail.com
Web: www.wcarb.com

Re: Letter of Interest
NCARB Region 6
Executive Committee Candidates

Dear Gina,

I am writing in response to your email dated January 13, 2025 with a call for volunteers interested in serving on the Region 6 Executive Committee. As a new board member from the State of Utah, I am already looking forward to attending the Regional Summit next month and getting to know other member board members. I also look forward to hearing about other ways to engage more with NCARB's collective efforts, both at the Regional and National level.

I have attached my resume and would like to express my interest in being considered for service on the Executive Committee. Based on our conversation this morning, I believe the time commitment required would be feasible for me, and this would be a great way to get more involved with our Region. While I understand this would require additional time and effort beyond my service on our state architect licensing board, I am prepared to dive in as-needed as continued service to our profession.

I appreciate your time this morning, and your consideration. Please let me know if any additional information or discussion would be helpful prior to the Regional Meeting in a few weeks.

Best,

Courtney R. Haddick, AIA, NCARB, LEED GA
Project Manager
Vice President

HKS 85
222 Main Street, Suite 230, Salt Lake City, UT 84101

COURTNEY HADDICK



AIA, NCARB, LEED GA

SUMMARY

Having received the 2023 AIA Young Architect Award for significant contribution to the profession, Courtney is a senior project manager with over ten years of experience throughout the United States and United Kingdom. Her training in classical architectural design at the University of Notre Dame leads to a unique approach to contemporary design challenges. Courtney specializes in team leadership, project and studio management, client relationship development, risk mitigation, dispute resolution, and mentorship. Courtney is the youngest serving member of the national AIA Contract Documents Committee and is a passionate provider of continuing education pertaining professional liability risk management.

EDUCATION

Bachelor of Architecture
University of Notre Dame
2010 - 2015

**Candidate*, Master of Science,
Sustainable Urban Development**
University of Oxford
2015 - 2017 (*Withdrawn*)

Fundamentals of Arctic Engineering
University of Alaska, Anchorage
2022 - 2023

NCARB

RECORD HOLDER, 2017

LICENSED ARCHITECT

UTAH, 2017
IDAHO, 2019
ALASKA, 2023
SOUTH CAROLINA, 2023
NORTH CAROLINA, 2024
GEORGIA, 2024
TEXAS, 2024
WASHINGTON, 2024
ARIZONA, 2024

SERVICE

COACH, 2023 - PRESENT
Girls on the Run Utah

ENGAGEMENT

MANAGING MEMBER | AIA CONTRACT DOCUMENTS COMMITTEE
AIA NATIONAL / 10-Year Appointment, Jan 2022 - Present / TASK GROUP CHAIR

MEMBER | ARCHITECT & LANDSCAPE ARCHITECT LICENSING BOARD
UTAH DIVISION OF PROFESSIONAL LICENSING / Oct 2024 - Present

MEMBER | GOVERNMENT AFFAIRS COMMITTEE
AIA UTAH / Jan 2025 - Present / UTAH 2025 LEGISLATIVE SESSION

EXPERIENCE

VICE PRESIDENT | PROJECT MANAGER
HKS, Inc. / Salt Lake City, UT / Aug 2024 - Present

With a focus on religious and cultural buildings, Courtney's focuses on building and maintaining relationships with new and existing clients and leading complex projects in the Pacific Northwest region.

SENIOR ARCHITECT | FRANCHISE BRAND DEVELOPMENT

The Stena Group / Salt Lake City, UT / Jan 2024 - Aug 2024 / Hybrid-Remote Position
Directing a team of residential design-builders, Courtney provided classical and traditional design expertise and architectural project management.

SENIOR ASSOCIATE | ARCHITECT

FFKR Architects / Salt Lake City, UT / April 2017 - Jan 2024

Progressing from intern architect to key studio leader, Courtney lead large, multidisciplinary teams through the successful delivery of several highly complex projects, from design phases through construction completion.

ARCHITECTURAL INTERN | CONCEPT DESIGNER

Walt Disney Imagineering / Glendale, CA / May 2015 - May 2016 *

Conceptualizing various buildings within the portfolio, Courtney supported a team of architects designing the Fantasyland Expansion of Tokyo Disneyland.

ARCHITECTURAL ASSISTANT, PART II

ADAM Architecture / Winchester, United Kingdom / Sept 2015 - Nov 2015 *

As an architectural intern and BIM specialist, Courtney collaborated with a team of architects and designers of historic, listed British buildings.

February 2, 2025

Dear NCARB Region 6 (WCARB),

I am writing to express my interest in one of the open positions on the Executive Committee of Region 6. While not an Architect I possess a solid foundation in engineering and a strong passion for the built environment, I am eager to contribute my skills and expertise to the architectural profession.

Over the course of my career, I have collaborated with architects, contributing to projects that involved both the technical and creative aspects of design and construction. This interdisciplinary approach has given me a unique perspective that bridges the gap between engineering and architecture, enhancing my ability to develop solutions that are not only innovative but also sound and sustainable.

I am deeply committed to the principles of good design and am continually seeking opportunities to expand good practices that provide an opportunity for others, while maintaining a level of qualification throughout the process. By combining my engineering with your architectural backgrounds, I believe we can contribute a fresh, integrated approach to the profession. I am particularly interested in the knowledge share between NCEES, of which I am a member, and NCARB as both are facing similar challenges.

I would be honored to bring my experience and enthusiasm to the Executive Committee and to contribute to the ongoing development of architectural standards and practices. I am confident that my skills as an engineer will provide a valuable perspective to the architectural community, and I look forward to the possibility of working alongside other professionals who share my commitment to creating meaningful, functional, and beautiful spaces.

Thank you for considering me and I would welcome the opportunity to discuss my qualifications further and explore how I can contribute to NCARBs mission.

Sincerely,



Scott J. Sayles, P.E.
Arizona Board Member

+1 (928) 715-8277

ScoSay@gmail.com

[linkedin.com/in/scottsayles](https://www.linkedin.com/in/scottsayles)



Scott Sayles, P.E., Arizona Board Member (For open position, Region 6 Executive Committee)

- +1 (928) 715-8277
- ScoSay@gmail.com



▼ Objective

To contribute and advance the mission of NCARB, which aims to protect the public's health, safety, and welfare. Actively contribute to the vision by fostering collaboration among licensing boards / industry organizations and maximizing the value of NCARB's programs and services. Committed to advancing the goals of architectural regulation by supporting the pursuit, achievement, and mobility of architectural licensure, while promoting transparency, responsiveness, and continuous improvement.

▼ Experience

Jan 2022-Present

Vice President • WSP

Extensive experience in the design of projects for local public agencies and Departments of Transportation. A proven track record of delivering high-quality solutions that meet client expectations, consistently adhere to project schedules, budgets, and quality standards. A project management experience complemented by demonstrated leadership capabilities in overseeing interdisciplinary teams, resolving complex issues, and engaging multiple stakeholders to ensure the successful delivery of projects that serve the public good. Adept at facilitating collaboration among diverse groups to ensure smooth project progression and alignment with both regulatory requirements and client objectives.

Jan 2021 – Jan 2022

Principal Project Manager • Parsons Corporation

▼ Education

University of Arizona, Tucson, AZ

- Bachelor of Science - Civil Engineering, 2000

▼ Collaboration / Communication

- Advocacy: Committed to advocating for the interests of architects and other professionals ensuring everyone's voice is acted on.
- Collaboration: Foster collaboration and communication among members to address challenges and drive positive change.
- Professional Development: Promote programs that enhance professional development and to keeping members informed about industry trends.

▼ Volunteering / Leadership

- NCEES Western Zone Assistant Vice President (Safeguard the health, safety, and welfare of the public)
- ACEC-AZ (Industry Advocacy)
- Future Cities (Youth & STEM)
- Sayles Advancement in Education Foundation (Youth Development)
- UofArizona Alumni Engineering Council (Academic Excellence)
- UofArizona Alumni Civil Industrial Council (Advancing Engineering) - Includes Architectural Engineering
- Scout Troop 474 Committee (Leadership & Community)

▼ Additional Information

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



NCARB

REGIONAL SUMMIT

Educational Workshop: AI Regulation & Ethics





NCARB

REGIONAL SUMMIT

Educational Workshop: Pathways to Practice





NCARB

REGIONAL SUMMIT

NCARB Resolutions



MEMORANDUM

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

FROM: Sylvia Kwan, FAIA, NCARB, LEED AP, NCARB Secretary/Treasurer

DATE: February 4, 2025

SUBJECT: 2025 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2025 Meeting, the Board voted to move five resolutions to the membership for discussion and feedback. These five resolutions will remain as drafts until the Board of Director's 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 2025 Annual Business Meeting.

All five draft resolutions are enclosed in this packet.

Resolution 2025-A would replace the existing Mutual Recognition Agreement (MRA) between NCARB and Regulatory Organizations of Architecture in Canada (ROAC). The amended MRA would eliminate post-licensure experience requirements as a qualification, remove citizenship requirements, and allow acceptance of pathways outside of the standard path to NCARB certification.

Resolution 2025-B would have the membership ratify an MRA developed between NCARB and Costa Rica's Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and CACR/CFIA and allows acceptance of pathways outside of the standard path to NCARB certification.

Resolution 2025-C would have the membership ratify an MRA developed between NCARB and the South African Council for the Architectural Profession (SACAP). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and SACAP and allows acceptance of pathways outside of the standard path to NCARB certification.

Resolution 2025-D proposes a housekeeping update to the *NCARB Certification Guidelines* that would replace all instances of the word “foreign” with “international” as it relates to NCARB’s programs for architects licensed outside of the United States. This resolution would not change any requirements for certification.

Resolution 2025-E would adjust the eligibility requirements for the Education Alternative to Certification outlined in the *NCARB Certification Guidelines* by eliminating the required three-year delay between initial licensure and eligibility to apply for certification through this pathway. This aligns with ongoing efforts to remove unnecessary time-bound restrictions in NCARB programs that are not tied to demonstrating competency.

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 if you have any questions or would like to discuss further.



Draft Resolutions
to be Acted Upon at the
2025 Annual Business Meeting

FEBRUARY 2025

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

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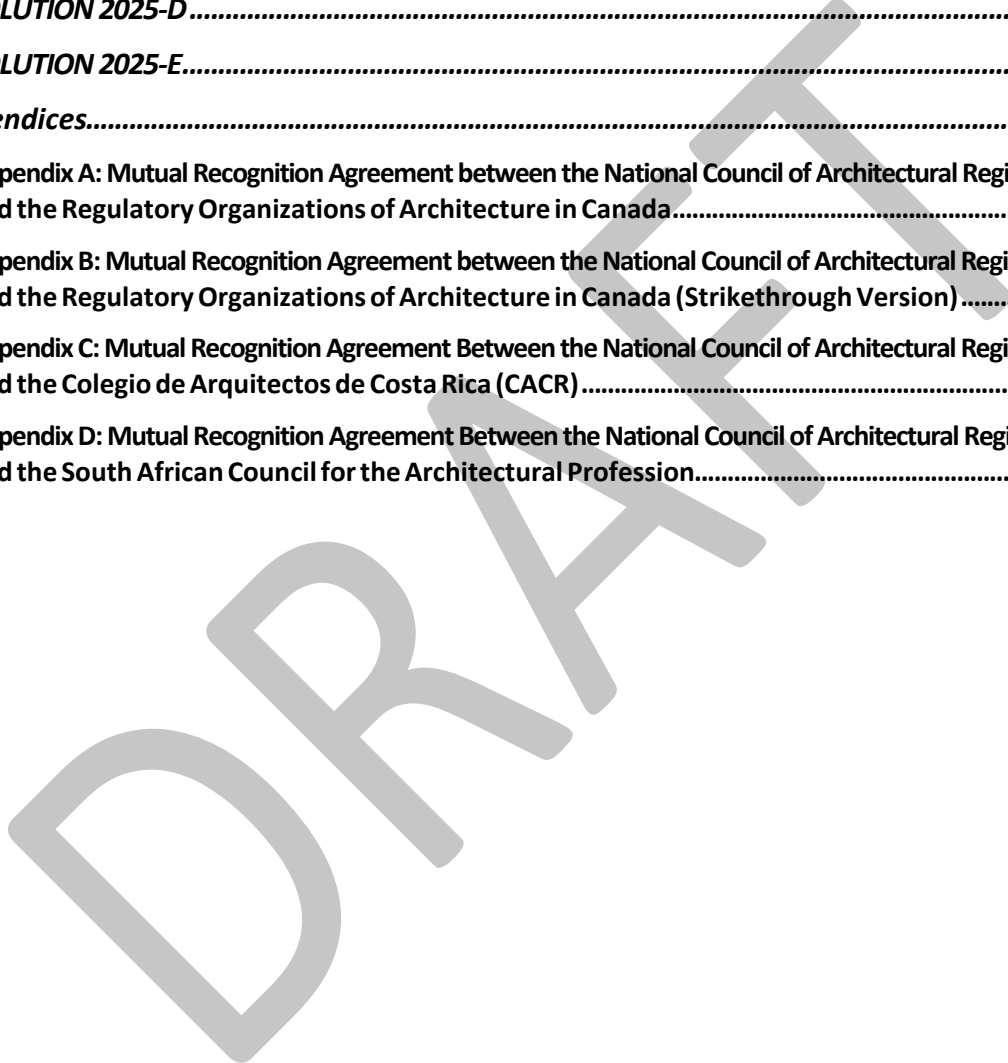
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FY25 Draft Resolutions Overview

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 five draft resolutions (plus related supporting documentation as appropriate).

Resolution 2025-A: Mutual Recognition Agreement With the Regulatory Organizations of Architecture in Canada (ROAC)

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB and ROAC. The amended MRA would eliminate post-licensure experience requirements as a qualification, remove citizenship requirements, and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix A includes the amended MRA, and Appendix B includes a markup of changes to the existing MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-B: Mutual Recognition Agreement With the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA)

This resolution would have the membership ratify an MRA developed between NCARB and Costa Rica's Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and CACR/CFIA 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 2025-C: Mutual Recognition Agreement With the South African Council for the Architectural Profession (SACAP)

This resolution would have the membership ratify an MRA developed between NCARB and the South African Council for the Architectural Profession (SACAP). The MRA recognizes the significant correlation of competency requirements at licensure between NCARB and SACAP and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix D includes the proposed MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-D: NCARB Certification Guidelines Amendment – International Terminology

This resolution proposes a housekeeping update to the *NCARB Certification Guidelines* that would replace all instances of the word “foreign” with “international” as it relates to NCARB’s programs for architects licensed outside of the United States. This change reflects current best practices regarding terminology for international engagement. This resolution would not change any requirements for certification.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2025-E: NCARB Certification Guidelines Amendment – Education Alternative Eligibility

This resolution would adjust the eligibility requirements for the Education Alternative to Certification outlined in the *NCARB Certification Guidelines* by eliminating the required three-year delay between initial licensure and eligibility to apply for certification through this pathway. This aligns with ongoing efforts to remove unnecessary time-bound restrictions in NCARB programs that are not tied to demonstrating competency. Education Alternative applicants would still be required to demonstrate learning through experience by completing either the Two Times AXP or Certificate Portfolio pathways.

Strategic Plan Objective:  Program and Service Excellence

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-A

TITLE: Mutual Recognition Agreement With the Regulatory Organizations of Architecture in Canada (ROAC)

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 Canada is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure; and

WHEREAS, the International Qualifications Evaluation Work Group, composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for licensure set by the Regulatory Organizations of Architecture in Canada (ROAC) and determined significant correlation exists between the competency requirements in Canada and the United States; and

WHEREAS, staff representatives from NCARB and ROAC 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 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards, representing the 55 architectural licensing boards of the United States, and the Regulatory Organizations of Architecture in Canada be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such change 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 the National Council of Architectural Registration Boards (NCARB) and the Regulatory Organizations of Architecture in Canada (ROAC) expands opportunities for U.S. and Canadian architects, enabling them to establish professional connections, seek work, and perform services as a licensed architect in the other country. This *new* MRA is in its final form and will be signed by NCARB and ROAC following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025 and supersede all prior Agreements between the two organizations.

The new terms negotiated for the NCARB/ROAC MRA represent a strategic evolution in NCARB's approach to certification and licensure, prioritizing competency-based standards and removing barriers unrelated to professional qualifications. This evolution supports architects with diverse licensure paths and reflects NCARB's commitment to fostering a globally connected profession while maintaining rigorous standards for licensure.

Key changes in the new agreement include:

1. Accepting architects who obtained their NCARB Certificate or Canadian license through various routes, including alternative qualifications and international architect pathways (except for another MRA).
2. Eliminating the 2,000 hours of post-licensure experience requirement in the home country.
3. Removing requirements that do not impact professional competency development, such as those related to citizenship/permanent residency status or the location of the applicant's principal place of practice.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation, participating Member Boards may grant licensure to Canadian architects issued an NCARB Certificate through this Agreement and meeting the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the Agreement. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the ROAC (formerly the Canadian Architectural Licensing Authorities), updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.

Comparative Analysis of Competency Requirements

The terms of NCARB-ROAC MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (IQEW) conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that Canada's rigorous and standardized licensure process ensures a competency level for Canadian architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
 - NCARB Competency Standard for Architects
- B. Requirements for licensure as an architect in Canada
 - Canadian Standard of Competency for Architects

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in Canada, including non-traditional ones, was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and ROAC adopts an “all-inclusive” approach, enabling architects meeting eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or their license in a Canadian jurisdiction.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Respectively, this Agreement accepts the additional pathways for licensing of architects established by the ROAC.

Architects whose license in their home country was obtained by means of another MRA will not be eligible for reciprocity under this Agreement, which is consistent with NCARB’s current MRAs.

The credible standards and consistent expectations for initial licensure, developed over many years and supported by robust regulatory procedures, enabled NCARB and ROAC to negotiate this Agreement. Rather than dissecting individual components, the new MRA recognizes and respects each country’s well-established and rigorous path to licensure.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Stacy Krumwiede, North Dakota Member Board Executive
 - Nathan Baker, AIA, Oklahoma Member Board Member
 - Mike Kolejka, AIA, LEED AP, Arizona Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Cathy Morrison, AIA, LEED AP BD+C, NOMA, NCARB, North Carolina Member Board Member
 - Keith Robinson, Vermont Member Board Member
 - Jill Smith, AIA, NCARB, Kentucky Member Board Member

- International Qualifications Evaluation Work Group
 - Mohammad Ashjaei, NCARB
 - Gary Demele, FAIA Member Emeritus, NCARB
 - Helen Combs Dreiling, FAIA, Virginia Member Board Member
 - Mark R. McKechnie, AIA NCARB
 - Leopoldo Robledo Jr., AIA, NCARB, LEED AP
 - Terance B. White, AIA, NCARB

RESOURCES:

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada.
- Appendix B: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada (Strikethrough Version)

DRAFT

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-B

TITLE: Mutual Recognition Agreement With the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA)

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 registration in Costa Rica is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

WHEREAS, the International Qualifications Evaluation Work Group composed of volunteer subject-matter experts has thoroughly assessed the competencies required for registration set by the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA) and determined significant correlation exists between the competency requirements in Costa Rica and the United States; and

WHEREAS, staff representatives from NCARB and CACR/CFIA have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

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

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards, representing the 55 architectural registration boards of the United States, the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica, be and hereby is ratified and approved as published in Appendix C in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such change 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 the National Council of Architectural Registration Boards (NCARB) and the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de Costa Rica (CACR/CFIA) expands opportunities for U.S. and Costa Rican architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in the other country. This MRA is in its final form and will be signed by NCARB and CACR/CFIA following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025.

Key terms of this agreement include:

- Requirement of an active license in good standing in the home jurisdiction.
- Acceptance of architects who have obtained their NCARB Certificate or Costa Rican license through various routes, including alternative qualifications and international architect pathways (except for other MRAs).
- Exclusion of requirements unrelated to the development of professional competency.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation, all participating Member Boards may grant licensure to Costa Rican architects issued an NCARB Certificate through this Agreement and meeting the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the Agreement. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the Regulatory Organizations of Architecture in Canada (formerly the Canadian Architectural Licensing Authorities), updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new

MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.

Comparative Analysis of Competency Requirements

The terms of NCARB-CACR/CFIA MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (IQEW) conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that CACR/CFIA's rigorous and standardized licensure process ensures a competency level for Costa Rican architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
 - National Architectural Accrediting Boards (NAAB) 2020 Conditions for Accreditation
 - Architectural Experience Program® (AXP®) tasks
 - Architect Registration Examination® (ARE®) 5.0 assessment objectives
- B. Requirements for registration as an architect in Costa Rica
 - Costa Rica's New Areas of Professional Development
 - Competencies According to the Charter of the International Union of Architects – UNESCO (2005)
 - British Council Competencies (2010)
 - Graduation Competency Profiles (2022)

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of the NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects

who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in Costa Rica was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and CACR/CFIA adopts an “all-inclusive” approach, enabling architects meeting the eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or Costa Rican license.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Architects whose license/registration in their home country was obtained by means of another MRA will not be eligible for reciprocity under this Agreement, which is consistent with NCARB’s current MRAs.

The credible standards and consistent expectations for initial licensure/registration, developed over many years and supported by robust regulatory procedures, enabled NCARB and CACR/CFIA to negotiate this Agreement. Rather than dissecting individual components, the Agreement recognizes and respects each country’s well-established and rigorous path to licensure/registration as an architect.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Stacy Krumwiede, North Dakota Member Board Executive
 - Nathan Baker, AIA, Oklahoma Member Board Member
 - Mike Kolejka, AIA, LEED AP, Arizona Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Cathy Morrison, AIA, LEED AP BD+C, NOMA, NCARB, North Carolina Member Board Member
 - Keith Robinson, Vermont Member Board Member
 - Jill Smith, AIA, NCARB, Kentucky Member Board Member

- International Qualifications Evaluation Workgroup
 - David Castello, AIA, NCARB
 - Robert McKinney, Ed.D., NCARB
 - Li Ren, AIA, NCARB, LEED AP BD + C
 - Leopoldo Robledo Jr., AIA, NCARB, LEED AP
 - Monika Smith, AIA, LEED AP BD+C
 - Terance B. White, AIA, NCARB

RESOURCES:

- Appendix C: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Colegio de Arquitectos de Costa Rica (CACR).

DRAFT

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-C

TITLE: Mutual Recognition Agreement With the South African Council for the Architectural Profession (SACAP)

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 registration in South Africa is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure/registration; and

WHEREAS, the International Qualifications Evaluation Work Group, composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for registration set by the South African Council for the Architectural Profession (SACAP) and determined significant correlation exists between the competency requirements in South Africa and the United States; and

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

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

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards, representing the 55 architectural registration boards of the United States, and the South African Council for the Architectural Profession, be and hereby is ratified and approved as published in Appendix D in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such change 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 the National Council of Architectural Registration Boards (NCARB) and the South African Council for the Architectural Profession (SACAP) expands opportunities for U.S. and South African architects, enabling them to establish professional connections, seek work, and perform services as a licensed architect in the other country. This MRA is in its final form and will be signed by NCARB and SACAP following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect in late 2025.

Key terms of this agreement include:

- Requirement of an active license in good standing in the home jurisdiction.
- Acceptance of architects who have obtained their NCARB Certificate or South African license through various routes, including alternative qualifications and international architect pathways (except for other MRAs).
- Exclusion of requirements unrelated to the development of professional competency.
- Limitation of MRA eligibility to SACAP's Professional Architect category as defined by Architectural Profession Act No 44 of 2000

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation, participating Member Boards may grant licensure to South African professional architects issued an NCARB Certificate through this Agreement and meeting the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the Agreement. The list of participating Member Boards will be updated periodically as needed.

Background

Since 1994, NCARB has maintained a longstanding MRA with the Regulatory Organizations of Architecture in Canada (formerly the Canadian Architectural Licensing Authorities), updated in 2013 to its current version. In 2016, NCARB broadened opportunities for Certificate holders through an MRA with the Architects Accreditation Council of Australia and the New Zealand

Registered Architects Board, which was updated in 2024. In 2023, NCARB introduced a new MRA with the Architects Registration Board in the United Kingdom, further enhancing cross-border mobility for architects.

Comparative Analysis of Competency Requirements

The terms of NCARB-SACAP MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (IQEW) conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that SACAP's rigorous and standardized licensure process ensures a competency level for South African professional architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
 - National Architectural Accrediting Boards (NAAB) 2020 Conditions for Accreditation
 - Architectural Experience Program® (AXP®) tasks
 - Architect Registration Examination® (ARE®) 5.0 assessment objectives
- B. Requirements for registration as a professional architect in South Africa
 - Architectural Profession Act (Act 44 of 2000), defined by the Stands Generating Body
 - Appendix A 2021 SACAP Competencies.
 - SACAP's Professional Practice Examination Syllabus.

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of the NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve certification, an architect must earn a degree from a NAAB-accredited program, complete the AXP, and pass the ARE. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative

pathways. Currently, SACAP's registration process for professional architects in South Africa does not include variations.

Each alternative pathway to NCARB certification was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and SACAP adopts an "all-inclusive" approach, enabling NCARB-Certified architects to seek registration in South Africa regardless of how they obtained their NCARB Certificate.

The *Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction* and the *Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the Foreign Architect Path to Certification. Architects whose license/registration in their home country was obtained by means of another MRA will not be eligible for reciprocity under this Agreement, which is consistent with NCARB's current MRAs.

The credible standards and consistent expectations for initial licensure/registration, developed over many years and supported by robust regulatory procedures, enabled NCARB and SACAP to negotiate this Agreement. Rather than dissecting individual components, the Agreement recognizes and respects each country's well-established and rigorous path to licensure/registration as an architect.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Stacy Krumwiede, North Dakota Member Board Executive
 - Nathan Baker, AIA, Oklahoma Member Board Member
 - Mike Kolejka, AIA, LEED AP, Arizona Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Cathy Morrison, AIA, LEED AP BD+C, NOMA, NCARB, North Carolina Member Board Member
 - Keith Robinson, Vermont Member Board Member
 - Jill Smith, AIA, NCARB, Kentucky Member Board Member

- International Qualifications Evaluation Work Group
 - Patricia Joseph, AIA, NCARB, NOMA
 - Mark R. McKechnie, AIA NCARB
 - Thomas Schaperkotter, AIA NCARB
 - Noah Torstenson, AIA, NCARB, WELL AP
 - Jitendra Vaidya, RA, New York Member Board Member
 - Terance B. White, AIA, NCARB

RESOURCES:

Appendix D: Mutual Recognition Agreement Between the National Council of Architectural Registration Board

DRAFT

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-D

TITLE: *NCARB Certification Guidelines* Amendment – International Terminology

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Diversity, Equity, and Inclusion (DEI) Committee with identifying unnecessary impediments within the *NCARB Certification Guidelines* and recommending updates to ensure this credential is accessible to architects of all backgrounds; and

WHEREAS, the DEI Committee has recommended housekeeping edits to the *NCARB Certification Guidelines* to better align with current terminology regarding international relations; and

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

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that “Section 3: Requirements for Certification of an Architect Licensed in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement/Agreement With NCARB” be retitled as indicated below:

“Section 3: Requirements for Certification of an Architect Licensed in a ~~Foreign~~
International Jurisdiction Through Established Mutual Recognition
Arrangement/Agreement With NCARB”

FURTHER RESOLVED, that “Section 4: Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority” be revised as indicated below:

“Section 4: Requirements for Certification of an Architect Credentialed by a ~~Foreign~~
International Registration Authority

An ~~“Foreign~~International Architect” is an individual who holds a current license or registration in good standing in a country other than the United States or Canada at the point of application, which allows the individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current

registration” may include a license that is eligible for reinstatement upon re-establishment of residency and/or payment of fees. ...”

FURTHER RESOLVED, that all instances of the word “foreign” within the Certification Requirements in the *NCARB Certification Guidelines* be revised to “international”; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2025.

FINANCIAL IMPACT: None

ADVOCATES:

- **Diversity, Equity, and Inclusion Committee**
 - Chair: Deveron Sanders, PE, Michigan Member Board Member
 - Hope Bailey, AIA
 - Kerry Bartini, AIA, NCARB
 - Jorge Calderón-López, AIA, Esq., Puerto Rico Member Board Member
 - Lee Carter, RA, NCARB
 - Beth Chenette, Vermont Member Board Member
 - Cathy Gogue, Guam Member Board Member
 - Cordelia Harbut, Kentucky Member Board Executive
 - Leigh Jaunsen, NCARB, AIA, LEED AP BD+C, Mississippi Member Board Member
 - Julia Oderda, AIA
 - Marcus Thomas, NCARB, AIA
 - Ray Vigil, AIA, LEED AP, New Mexico Member Board Member

SPONSORS’ STATEMENT OF SUPPORT:

As part of the committee’s review of the *NCARB Certification Guidelines*, the Diversity, Equity, and Inclusion (DEI) Committee considered whether any language within the document contributes to unintended bias within NCARB’s programs. Based on this review, the DEI Committee is recommending a housekeeping change to replace the word “foreign” with “international” as it relates to NCARB’s programs for architects licensed outside of the United States.

The committee believes this change reflects current best practices regarding terminology for international engagement. Use of the word “foreign” often carries negative dissuading connotations, and can be deterring for applicants who would otherwise be interested in pursuing NCARB certification. By adjusting this terminology, NCARB can better align with best practices used by other organizations that interact with international representatives.

This housekeeping change would not impact any requirements for NCARB certification.

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2025-E

TITLE: *NCARB Certification Guidelines* Amendment – Education Alternative Eligibility

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Diversity, Equity, and Inclusion (DEI) Committee with identifying unnecessary impediments within the *NCARB Certification Guidelines* and recommending updates to ensure this credential is accessible to architects of all backgrounds; and

WHEREAS, the DEI Committee has recommended that the *NCARB Certification Guidelines* be amended to address a common impediment to certification for individuals pursuing the Education Alternative Path to Certification; and

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

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Section 2.3: Alternatives to the Education Requirement in the *NCARB Certification Guidelines* be revised as indicated below:

“2.3 ALTERNATIVES TO THE EDUCATION REQUIREMENT

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

2.3A Education Alternative to NCARB Certification

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

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective January 15, 2026.

FINANCIAL IMPACT: Neutral budget impact

ADVOCATES:

- **Diversity, Equity, and Inclusion Committee**
 - Chair: Deveron Sanders, PE, Michigan Member Board Member
 - Hope Bailey, AIA
 - Kerry Bartini, AIA, NCARB
 - Jorge Calderón-López, AIA, Esq., Puerto Rico Member Board Member
 - Lee Carter, RA, NCARB
 - Beth Chenette, Vermont Member Board Member
 - Cathy Gogue, Guam Member Board Member
 - Cordelia Harbut, Kentucky Member Board Executive
 - Leigh Jaunsen, NCARB, AIA, LEED AP BD+C, Mississippi Member Board Member
 - Julia Oderda, AIA
 - Marcus Thomas, NCARB, AIA
 - Ray Vigil, AIA, LEED AP, New Mexico Member Board Member

SPONSORS' STATEMENT OF SUPPORT:

Over the past several years, NCARB has led efforts to ensure that its programs and services—both internal and external—are accessible to individuals of all backgrounds. Two of these recent changes have set a precedent for removing time-bound restrictions within NCARB's programs and policies: retiring the exam's five-year rolling clock policy and eliminating the *NCARB Bylaws* requirement that individuals interested in serving on the NCARB Board of Directors have served on a licensing board within one year of their nomination.

The proposed edit to the *NCARB Certification Guidelines* aligns with these efforts by eliminating a three-year delay between initial licensure and eligibility to apply for certification through NCARB's Education Alternative. The Education Alternative provides a pathway to certification for U.S. architects who do not hold a degree from a program accredited by the National Architectural Accrediting Board (NAAB).

Under the program's current requirements, potential applicants must have been licensed for at least the last three consecutive years before applying. This delay primarily impacts recently licensed architects, who may lose out on valuable career growth opportunities during this three-year waiting period. Architects who apply for NCARB certification who attended a NAAB accredited program are not required to wait three-years post-licensure.

When introduced, the three-year delay was intended to catch any disciplinary actions, as processing and reporting cases may take several years in some jurisdictions. However, there is no data that suggests that architects who do not hold a degree from a NAAB-accredited program are more likely to be subject to disciplinary action, and thus no demonstrated need for a delay for these applicants compared to applicants not required to wait the three years to

apply. Additionally, any disciplinary actions would continue to be reported through proper channels, ensuring that licensing boards would continue to be able to protect the public's health, safety, and welfare by disciplining bad actors licensed within their jurisdiction.

In order to earn their initial license, individuals who seek certification through the Education Alternative have already documented additional experience in lieu of a degree from a NAAB-accredited program—typically ranging anywhere from 4-13 additional years, depending on the jurisdiction and their educational background. This initial licensure requirement ensures that applicants have already demonstrated significant professional experience prior to pursuing certification.

If this change is approved, applicants pursuing the Education Alternative would still be required to be actively licensed and in good standing in a U.S. jurisdiction, as described in Section 2.2 of the *NCARB Certification Guidelines*.

Removing this requirement would ensure that all U.S. architects become eligible to demonstrate their qualifications for NCARB certification upon initial licensure, maintaining the Certificate as a valuable path to reciprocity and ensuring greater accessibility within NCARB's programs.

FY25 Draft Resolution Appendices

- **Appendix A:** Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada
- **Appendix B:** Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada (Strikethrough Version)
- **Appendix C:** Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Colegio de Arquitectos de Costa Rica (CACR)
- **Appendix D:** Mutual Recognition Agreement Between the National Council of Architectural Registration Board and the South African Council for the Architectural Profession

Appendix A:

Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA

Month Day, 2025

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 Regulatory Organizations of Architecture in Canada (“ROAC”)
representing the 11 provincial and territorial regulators of the practice of architecture in
Canada (collectively ROAC and individually, a “**ROAC Jurisdiction**”): Architectural
Institute of British Columbia; Alberta Association of Architects; Saskatchewan
Association of Architects; Manitoba Association of Architects; Ontario Association of
Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects;
Architects’ Association of New Brunswick/Association des Architectes du Nouveau-
Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects
Association of Prince Edward Island; Northwest Territories Association of Architects.

*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the
professional credentials of architects licensed in the United States of America and its territories
(referred to herein collectively as the “**U.S.**” or “**United States**”) and in the provinces and
territories of Canada (referred herein collective as “**Canada**”), 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 architect in a participating Canadian
jurisdiction and the licensing of an architect in a participating Canadian jurisdiction 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 its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the ROAC is the authoritative body that represents the 11 Canadian architectural regulators in their collective work to develop and adopt nationally recognized standards and programs, which meet their regulatory responsibilities and the needs of the architectural profession, and ensure the appropriate recognition of qualifications is maintained throughout Canada;

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 the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the ROAC Jurisdictions are empowered by law to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils (CCAC) previously entered into the Inter-Recognition Agreement, which took effect on July 1, 1994; CCAC ceased to exist as an organization, and the former Inter-Recognition Agreement was declared null and void. Subsequently, NCARB and the Canadian Architectural Licensing Authorities (CALA) entered into a Mutual Recognition Agreement, which took effect on January 1, 2014, now set to be replaced by this current document. CALA no longer exists and has been statutorily replaced by ROAC. NCARB and ROAC hereby declare that this Agreement shall supersede all previous Agreements entered into by NCARB and ROAC, CCAC, CALA, or any other of ROAC's predecessors.

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and Canada have benefitted from many years of effort by NCARB and ROAC and ROAC's predecessors;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and ROAC is the national organization supporting individual provincial and territorial regulators in Canada. Both NCARB and ROAC have the necessary statutory authority to negotiate mutual recognition agreements for architects with foreign organizations holding similar authority;

WHEREAS, while acknowledging the differences between the systems in place in the United States and Canada, there is nonetheless significant and substantial equivalence between the

regulatory systems for licensure and the recognition of the rights and obligations of architects licensed to practice in the United States and Canada;

WHEREAS, NCARB and ROAC are recognized by the profession as mature and sophisticated organizations to which the utmost full faith and credit should be accorded, and both seek to support reciprocal licensure in their respective member jurisdictions;

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

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

1. PARTICIPANTS IN LICENSURE RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**U.S. Participant**”), and ROAC will be responsible for maintaining a current list of ROAC Jurisdictions that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**Canadian Participant**,” and together with the U.S. Participants, the “**Participants**”). Following the ratification of this Agreement by NCARB and ROAC, each Party shall provide the other Party with an initial list of Participants, and an updated list 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 and in good standing in a participating jurisdiction of their home country.
2. Architects who have been licensed in their home country by means of another foreign reciprocal licensing 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 as may be necessary before certification or licensing is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects.

Applicants must satisfy the certification and licensure requirements established by NCARB and the ROAC Jurisdictions and in place as of the Effective Date to be licensed through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification or licensure programs by NCARB or the ROAC Jurisdictions. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further organizational approval.

A U.S. Architect to Canadian Participant

Upon application, Canadian Participants agree to license as an architect in their respective province or territory any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; *and*
2. is currently licensed 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 the applicable Canadian Participant; *and*
5. pays all applicable fees as imposed by the applicable Canadian Participant.

B Canadian Architect to U.S. Participant

Upon application, NCARB shall issue an *NCARB Certificate* to any Canadian architect registered by a Canadian Participant meeting the eligibility requirements listed in Section 2 of this Agreement. The architect will be required to obtain a license in a U.S. Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

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

1. meets the eligibility requirements listed in Section 3B of this Agreement; *and*
2. is currently registered in good standing by one or more Canadian Participants, as confirmed by ROAC 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 as specified by the U.S. Participant; *and*
5. pays all applicable fees as imposed by NCARB and the U.S. Participant.

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant to refuse to license an architect or impose terms, conditions, or restrictions on the architect's license 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, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the Participant'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 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 of architects and the Parties 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 and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

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

7. ENTIRE AGREEMENT

Each Party 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 between the Localities that are the subject matter hereof.

8. 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, Provincial, 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, Provincial, 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 ROAC 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.

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.

Upon notification by NCARB or ROAC of the introduction of modifications to their respective certification or licensure requirements as referenced in Section 3 of this Agreement, the Parties agree to conduct a joint review of the new requirements to determine whether they will be incorporated into the terms of this Agreement or if the terms need to be revised for relevance.

At any time, either Party may request that the terms of the Agreement be revisited.

11. WITHDRAWAL

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB or ROAC shall promptly notify the other Party in writing of all withdrawals.

In the event of withdrawal, all licenses and any *NCARB Certificates* 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 requirements are met by the licensee, or unless licensure is revoked pursuant to the rules of NCARB, ROAC, or the relevant Participant jurisdiction as applicable.

12. TERMINATION

NCARB or ROAC may terminate this Agreement with 90-days of written notice to the other Party.

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

13. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no earlier 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 ROAC Jurisdictions and both NCARB and ROAC sign this Agreement, so long as such conditions are met on or before **XXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and ROAC Board of Directors.

SIGNATURES

NCARB

ROAC

President

Chair

CEO

Executive Director

Witness

Witness

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 REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (“ROAC”)

Month xx, 2025

Whereas NCARB and ROAC have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2025 (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 ROAC 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 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 ROAC 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 U.S. Participants, and ROAC will be responsible for the official list of Canadian Participants.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for Canada is ROAC.
- 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 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 or Participant 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 or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to Canadian Participant:

NCARB will transmit to the relevant ROAC jurisdiction the Required Documentation, which must confirm that the architect is licensed by a U.S. Participant (but not through a foreign reciprocal licensing agreement), is in good standing, and holds an *NCARB Certificate*.

Canada Architects to a U.S. Participant:

The relevant Canadian Participant will transmit to NCARB the Required Documentation, which must confirm that the architect is licensed by a Canadian Participant (but not through a foreign reciprocal licensing agreement) and is in good standing.

3.4 Conditions

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

SIGNATURES

NCARB

ROAC

President

Chair

CEO

Witness

Witness

Witness

Witness

Witness

Witness

Witness

Appendix B:

Mutual Recognition Agreement between the National Council of Architectural
Registration Boards and the Regulatory Organizations of Architecture in Canada
(Strikethrough Version)

MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA

Month Day, 2025

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 Canadian Architectural Licensing Authorities~~ **Regulatory Organizations of Architecture in Canada (“ROAC”)**, a committee representing the 11 ~~provincial and territorial jurisdictions in Canada~~ (collectively CALA and individually, the CALA jurisdictions) **regulators of the practice of architecture in Canada (collectively ROAC and individually, a “ROAC Jurisdiction”)**: Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects’ Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

This Mutual Recognition Agreement (“Agreement”) has been designed to recognize the professional credentials of architects licensed in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) and in the provinces and territories of Canada (referred herein collective as “Canada”), 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 architect in a participating Canadian jurisdiction and the licensing of an architect in a participating Canadian jurisdiction as an architect in a U.S. jurisdiction that has agreed to participate in the Agreement.

WHEREAS, NCARB establishes ~~drafts~~ **drafts** model **laws and** regulations for ~~the profession of~~ **U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of** architecture; ~~and~~ promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal **to its 55 Member Boards; as well as and**

establishing the education, experience, and examination requirements for the NCARB Certificate in support of reciprocal licensure within the United States;

WHEREAS, the ROAC is the authoritative body that represents the 11 Canadian architectural regulators in their collective work to develop and adopt nationally recognized standards and programs, which meet their regulatory responsibilities and the needs of the architectural profession, and ensure the appropriate recognition of qualifications is maintained throughout Canada;

~~WHEREAS, the NCARB Member Boards and the CALA jurisdictions are empowered by statutes to regulate the profession practice of architecture and/or the use of the title architect in their respective jurisdictions, including setting education, experience, and examination requirements for licensure/registration and license/registration renewal~~ establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the ROAC Jurisdictions are empowered by law to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils (CCAC) previously entered into the Inter-Recognition Agreement, which took effect on July 1, 1994; CCAC ceased to exist as an organization, and the former Inter-Recognition Agreement was declared null and void. Subsequently, NCARB and the Canadian Architectural Licensing Authorities (CALA) entered into a Mutual Recognition Agreement, which took effect on January 1, 2014, now set to be replaced by this current document. CALA no longer exists and has been statutorily replaced by ROAC. NCARB and ROAC hereby declare that this Agreement shall supersede all previous Agreements entered into by NCARB and ROAC, CCAC, CALA, or any other of ROAC's predecessors.

~~WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States and Canada have benefitted from many years of collaboration between~~ effort by NCARB and the CALA jurisdictions ROAC and ROAC's predecessors;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and ROAC is the national organization supporting individual provincial and territorial regulators in Canada. Both NCARB and ROAC have the necessary statutory authority to negotiate mutual recognition agreements for architects with foreign organizations holding similar authority;

~~WHEREAS, accepting there are some~~ acknowledging the differences between the systems in place in the United States and Canada, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights privilege and obligations of architects licensed to practice in the United States and Canada;

~~WHEREAS, NCARB and the Committee of Canadian Architectural Councils previously entered into the Inter-Recognition Agreement which took effect on July 1, 1994. The Committee of Canadian Architectural Councils no longer exists as an organization, such former Inter Recognition Agreement is hereby declared no longer to exist and the parties desire to enter into this new Mutual Recognition Agreement.~~

WHEREAS, NCARB and the CALA jurisdictions ROAC are recognized ~~the NCARB Member Boards~~ and the CALA jurisdictions by the profession as mature and sophisticated regulators organizations to which the utmost full faith and credit should be accorded, and ~~desire to facilitate~~ both seek to support reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country respective member jurisdictions;

WHEREAS, any architect actively engaging or seeking to engage ~~or actively engaging~~ in the practice of architecture in any NCARB Member Board or CALA jurisdiction the United States or Canada must ~~obtain the authorization to practice from the jurisdiction~~ be licensed with an applicable authority, must comply with all practice requirements of the jurisdiction applicable licensing authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed;

NOW THEREFORE, NCARB and the CALA jurisdictions ROAC (collectively, the "Parties" and each a "Party") agree as follows:

1. PARTICIPANTS IN LICENSURE RECIPROCITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure reciprocity in accordance with the terms of this Agreement (each, a "U.S. Participant"), and ROAC will be responsible for maintaining a current list of ROAC Jurisdictions that provide licensure reciprocity in accordance with the terms of this Agreement (each, a "Canadian Participant," and together with the U.S. Participants, the "Participants"). Following the ratification of this Agreement by NCARB and ROAC, each Party shall provide the other Party with an initial list of Participants, and an updated list each time a new Participant is added or removed.

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

2. ELIGIBILITY REQUIREMENTS

- ~~1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.~~
- ~~2. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post licensure/registration experience practicing as an architect in their home country.~~
 1. Architects must be currently licensed and in good standing in a participating jurisdiction of their home country.
- ~~3. Notwithstanding items 1 and 2 above, 2. Architects who have been licensed by means of a Broadly Experienced in their home country by means of another Foreign Architect programs of either of the two countries or other foreign reciprocal licensing agreement are not not eligible to benefit from the provisions of under this a Agreement.~~

3. CONDITIONS

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

jurisdictions. Additional requirements shall be consistent with those applied to domestic architects.

Applicants must satisfy the certification and licensure requirements established by NCARB and the ROAC Jurisdictions and in place as of the Effective Date to be licensed through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification or licensure programs by NCARB or the ROAC Jurisdictions. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further organizational approval.

A. U.S. Architect to Canadian Jurisdiction Participant

Upon application, those CALA jurisdictions who become signatories to this Agreement and so long as they remain signatories Canadian Participants agree to license/register as an architect in their respective province or territory 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 NCARB Member Board(s) that is a current signatory to this Agreement US. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current NCARB Certificate NCARB Certificate; and
4. meets the eligibility requirements listed above successfully completes any additional jurisdiction-specific requirements for registration as specified by the applicable Canadian Participant; and and
5. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement pays all applicable fees as imposed by the applicable Canadian Participant.

B. Canadian Architect to U.S. Jurisdiction

Upon application, NCARB shall issue an NCARB Certificate NCARB Certificate to any Canadian architect licensed/registered in one or more CALA jurisdiction(s) by a Canadian Participant meeting the eligibility requirements listed in Section 2 of this Agreement above. The architect will be required to obtain a license in a U.S. Participant jurisdiction within 12 months of issuance of the NCARB Certificate.

Upon application, those NCARB Member Boards who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their a U.S. Participant will license as an architect in its respective jurisdictions any Canadian architect who:

1. meets the eligibility requirements listed in Section 3B of this Agreement; and
2. is currently licensed/registered in good standing by one or more of the CALA jurisdiction(s) that is a current signatory to this Agreement Canadian Participants, as confirmed by ROAC based on checks of relevant records; and
3. holds a current NCARB Certificate NCARB Certificate issued pursuant to this Agreement; and
4. meets the eligibility requirements listed above successfully completes any additional jurisdiction-specific requirements for licensure as specified by the U.S. Participant; and and
5. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement pays all applicable fees as imposed by NCARB and the U.S. Participant.

DEFINITIONS

Demonstration of Required Experience

2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.

Principal Place of Practice

The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.

4. LIMITATIONS

1. Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction a Participant to refuse to license/register an architect or impose terms, conditions, or restrictions on his/her license/registration the architect's license 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, as applicable, necessary or desirable to protect the public interest, health, safety or welfare, or otherwise in accordance with the Participant's applicable laws and regulations. Nothing in this Agreement limits the ability of NCARB, an NCARB Member Board or a CALA jurisdiction to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

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 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 of architects and the Parties 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 and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "Methods of Implementation"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of all signatories who have agreed to be bound by the terms and conditions of this Agreement to assure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of no more than five individuals appointed by CALA and

~~no more than five individuals appointed by NCARB. The Monitoring Committee shall convene at least one meeting in each calendar year, and more frequently if circumstances so require.~~

6. AMENDMENT

~~This agreement may only be amended only with the written consent of NCARB and ROAC, all of the CALA jurisdictions who are initial signatories. Any such amendment will be submitted to all of the NCARB jurisdictions who may re-affirm their respective assent to this Agreement as so amended or may withdraw as a signatory.~~ Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

7. ENTIRE AGREEMENT

Each Party 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 between the Localities that are the subject matter hereof.

8. 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, Provincial, 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, Provincial, 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 ROAC 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.

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.

Upon notification by NCARB or ROAC of the introduction of modifications to their respective certification or licensure requirements as referenced in Section 3 of this Agreement, the Parties agree to conduct a joint review of the new requirements to determine whether they will be incorporated into the terms of this Agreement or if the terms need to be revised for relevance.

At any time, either Party may request that the terms of the Agreement be revisited.

11. SIGNING AND WITHDRAWAL

~~Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA jurisdictions either by signing this Participant may withdrawal from this Agreement or submitting a written affirmation of its intent to become a signatory to NCARB and the other CALA jurisdictions. Any NCARB Member Board or CALA jurisdiction may likewise withdraw from this Agreement with 90-days written notice, given respectively to the same parties in~~

~~the same manner. NCARB and the CALA jurisdictions~~ NCARB OR ROAC shall each promptly notify the other ~~in writing of all signatories and~~ Party in writing of all withdrawals.

In the event of withdrawal, all licenses/~~registrations and NCARB certification~~ NCARB Certificates 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 requirements are met by the licensee or unless licensure is revoked pursant ~~for cause~~ to the rules of NCARB, ROAC, or the relevant Participant jurisdiction as applicable.

12. TERMINATION

NCARB or CALA ROAC may ~~invoke termination of this a~~ Agreement with 90-days written notice to the other party.

~~This Agreement shall also terminate if more than one half of the respective NCARB Member Boards and CALA jurisdictions cease to be signatories to this Agreement. In the event of termination, all licenses/registrations and any NCARB Certificates granted to architects of either country prior to the effective termination date~~ pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met by the licensee, or unless ~~registration~~ licensure is revoked ~~for cause~~ pursuant to the rules of NCARB, ROAC, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force at (the "Effective Date") no earlier than 60 days after such time as ~~more than one half of all the~~ NCARB Member Boards ~~have become parties to this Agreement and more than one half of all CALA jurisdictions have become parties to this Agreement all as described above~~ ratify this Agreement at a duly called meeting at which a quorum is present and ROAC Jurisdictions and both NCARB and ROAC sign this Agreement, so long as such condition is are met on or before January 1, 2014 XXXXXX, 2025, or as mutually extended by the NCARB Board of Directors and ~~the CALA International Relations Committee~~ ROAC Board of Directors.

[signature block omitted for legibility]

APPENDIX I

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MECHANISMS FOR THE IMPLEMENTATION

of the

MUTUAL RECOGNITION AGREEMENT

between the

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (“NCARB”)

and the

REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (“ROAC”)

Month xx, 2025

-

Whereas NCARB and ROAC have agreed to and signed a Mutual Recognition Agreement dated XX, XX, 2025 (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 ROAC 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 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 ROAC 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 U.S. Participants, and ROAC will be responsible for the official list of Canadian Participant

-

2. **Mechanisms for Application**

- 2.1 The point of contact for information for the United States is NCARB and for Canada is ROAC.
- 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 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 or Participant 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 or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to Canadian Participant:

NCARB will transmit to the relevant ROAC jurisdiction the Required Documentation, which must confirm that the architect is licensed by a U.S. Participant (but not through a foreign reciprocal licensing agreement), is in good standing, and holds an *NCARB Certificate*.

Canada Architects to a U.S. Participant:

The relevant Canadian Participant will transmit to NCARB the Required Documentation, which must confirm that the architect is licensed by a Canadian Participant (but not through a foreign reciprocal licensing agreement) and is in good standing.

3.4 Conditions

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

SIGNATURES

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Appendix C:

Mutual Recognition Agreement Between the National Council of Architectural
Registration Boards and the Colegio de Arquitectos de Costa Rica (CACR)

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
COLEGIO DE ARQUITECTOS DE COSTA RICA

Month Day, 2025

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 Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos de
Costa Rica (“CACR/CFIA”)**
representing the registered architects of the Republic of Costa Rica.

*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”) and the Republic of Costa Rica (“**Costa Rica**”), 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/registered in a participating U.S. jurisdiction as a Costa Rica architect; and the licensing of a Costa Rica 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/registration and continuing education standards for license/registration renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the CACR/CFIA is a professional association member of the Colegio Federado de Ingenieros y de Arquitectos de Costa Rica (CFIA) and is the authoritative body that has the lawful responsibility of defining the standards and regulations governing the practice of architecture, and regulating, monitoring, and disciplining all architects in Costa Rica;

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, CACR/CFIA is empowered by law to regulate the profession of architecture in Costa Rica, including establishing the requirements for registration;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and Costa Rica have benefitted from many years of effort by NCARB and CACR/CFIA;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities, and CACR/CFIA has the necessary lawful 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 Costa Rica, nonetheless, there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and Costa Rica;

WHEREAS, NCARB and CACR/CFIA 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 CACR/CFIA;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or Costa Rica 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 CACR/CFIA (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY

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 CACR/CFIA, NCARB shall provide CACR/CFIA with an initial list of Participants, and NCARB shall provide CACR/CFIA 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 Costa Rica (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 CACR/CFIA

Upon application, CACR/CFIA agrees to register as an architect in Costa Rica 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 CACR/CFIA; *and*
5. pays all applicable fees as imposed by CACR/CFIA.

B Costa Rica Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any Costa Rica architect registered by CACR/CFIA meeting the eligibility requirements listed in Sections 2 and 3B of this Agreement. The architect will be required to obtain a license/registration in a Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any Costa Rica 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 CACR/CFIA, as confirmed by CACR/CFIA 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 CACR/CFIA 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 CACR/CFIA, 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 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 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 and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties to the Agreement may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly

notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

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

7. ENTIRE AGREEMENT

Each Party 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 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.

9. DISPUTE RESOLUTION

Should any dispute between CACR/CFIA 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.

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 notice. NCARB shall promptly notify CACR/CFIA 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, CACR/CFIA, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or CACR/CFIA may terminate 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, CACR/CFIA, or the relevant Participant, as applicable.

13. LANGUAGE

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

14. ENTRY INTO FORCE

This Agreement shall come into force (the “**Effective Date**”) no earlier 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 CACR/CFIA sign this Agreement, so long as such conditions are met on or before **XXXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and CACR/CFIA.

SIGNATURES

NCARB

CACR/CFIA

President

Chair

CEO

CEO

Witness

Witness

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
COLEGIO DE ARQUITECTOS DE COSTA RICA / Colegio Federado de Ingenieros y
Arquitectos de Costa Rica ("CACR/CFIA")**

Month xx, 2025

Whereas NCARB and CACR/CFIA have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2025 (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 CACR/CFIA 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 CACR/CFIA 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 Costa Rica is CACR/CFIA.
- 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 Spanish.
- 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 CACR/CFIA:

NCARB will transmit to CACR/CFIA 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*.

Costa Rica Architects to NCARB:

CACR/CFIA will transmit to NCARB the Required Documentation, which must confirm that the Costa Rica architect is registered with CACR/CFIA (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.

S I G N A T U R E S

NCARB

CACR/CFIA

President

Chair

CEO

CEO

Witness

Witness

Witness

Witness

Appendix D:

Mutual Recognition Agreement Between the National Council of Architectural
Registration Board and the South African Council for the
Architectural Profession

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

Month Day, 2025

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 South African Council for the Architectural Profession (“SACAP”)
representing the registered architects of the Republic of South Africa.

*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”) and the Republic of South Africa (“**South Africa**”), 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/registered in a participating U.S. jurisdiction as a South African architect; and the licensing of a South African 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/registration and continuing education standards for license/registration renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the SACAP is the authoritative body that has the statutory responsibility of defining the standards and regulations governing the practices of professionals in architecture, and regulating, monitoring, and disciplining all architecture professionals in South Africa;

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, SACAP is empowered by the South African Council for the Architectural Profession in the Architectural Profession Act No. 44 of 2000 to regulate the profession of architecture in South Africa, including establishing the requirements for licensure/registration;

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

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities, and SACAP 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 South Africa, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and South Africa;

WHEREAS, NCARB and SACAP 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 SACAP;

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

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY

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 SACAP, NCARB shall provide SACAP with an initial list of Participants, and NCARB shall provide SACAP 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 South Africa (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 SACAP

Upon application, SACAP agrees to license/register as a professional architect in South Africa 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 SACAP; *and*
5. pays all applicable fees as imposed by SACAP.

B South African Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any South African professional architect registered by SACAP meeting the eligibility requirements listed in Sections 2 of this Agreement. The architect will be required to obtain a license/registration in a Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any South African professional architect who:

1. meets the eligibility requirements listed in Section 3B of this Agreement; *and*

2. is currently registered in good standing by SACAP, as confirmed by SACAP 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 SACAP 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 SACAP, 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 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 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 and the Participants may be unable or unwilling to intervene in or advise on such matters.

5. METHODS OF IMPLEMENTATION

Representatives of the Parties to the Agreement may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly

notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

6. AMENDMENT

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

7. ENTIRE AGREEMENT

Each Party 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 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.

9. DISPUTE RESOLUTION

Should any dispute between SACAP 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.

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 notice. NCARB shall promptly notify SACAP 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, SACAP, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or SACAP may terminate 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, SACAP, or the relevant Participant, as applicable.

13. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no earlier 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 SACAP sign this Agreement, so long as such conditions are met on or before **XXXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and SACAP.

SIGNATURES

NCARB

SACAP

President

President

CEO

CEO

Witness

Witness

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
SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION
("SACAP")**

Month xx, 2025

Whereas NCARB and SACAP have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2025 (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 SACAP 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 SACAP 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 South Africa is SACAP.
- 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.
- 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 SACAP:

NCARB will transmit to SACAP 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.

South African Architects to NCARB:

SACAP will transmit to NCARB the Required Documentation, which must confirm that the South Africa architect is registered with SACAP (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.

S I G N A T U R E S

NCARB

SACAP

President

President

CEO

CEO

Witness

Witness

Witness

Witness



NCA RB

REGIONAL SUMMIT

Educational Workshop: MRA Overview





NCARB

REGIONAL SUMMIT

Hot Topics or Important Issues in your jurisdiction



HOT TOPICS & IMPORTANT ISSUES IN YOUR JURISDICTION

Questions to discuss during the round table discussions:

1. What important issues are going on in your jurisdiction?
2. How can WCARB help you with these and other issues in your jurisdiction?



NCARB

REGIONAL SUMMIT

Bylaws & Rules Amendments



WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS BYLAWS

ARTICLE I: NAME

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

ARTICLE II: DEFINITIONS

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

ARTICLE III: MISSION

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

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

ARTICLE IV: DOMAIN

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

ARTICLE V: MEMBERSHIP

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

ARTICLE VI: MEETINGS OF THE WESTERN REGION

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

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

ARTICLE VII: EXECUTIVE COMMITTEE

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

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

e) Term limits for Executive Committee Members:

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

f) Meetings of the Executive Committee:

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

ARTICLE VIII: EXECUTIVE DIRECTOR

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

ARTICLE IX: WESTERN REGION REGIONAL DIRECTOR

- a) A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the ~~[Annual Meeting of WCARB]~~ **Regional Summit** and shall assume office following confirmation at the Annual **Business** Meeting of NCARB. The Western Region Director shall serve no more than two (2) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of two consecutive terms.

- b) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the [[WCARB Annual Meeting](#)] **Regional Summit**, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual **Business** Meeting, the Alternate Nominee shall assume the position of Director.
- c) In the event the Western Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term and shall vacate the position of Chair of the Western Region.
- d) The Western Region Director shall serve as an ex-officio, non-voting member of the Executive Committee.

ARTICLE X: COMMITTEES

- a) The following standing committees shall be chaired by a member of the Executive Committee:
1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.
 2. The Resolutions and Laudatories Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.
 3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the [[Annual Meeting](#)] **Regional Summit**. The Vice Chair shall chair the Education Program Committee, along with three volunteers from the general membership.
- b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

ARTICLE XI: FINANCES

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

ARTICLE XII: RULES OF THE REGION

The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote of the members for Articles 1 through 8 at a meeting of the Western Region and by a majority vote of the Executive Committee for Article 9 Schedule and amended in the same manner.

ARTICLE XIII: INDEMNIFICATION

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

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

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

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

ARTICLE XIV: BYLAW AMENDMENTS

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

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

HISTORY:

Adopted 2/29/64	Revised 6/20/01
Revised 2/24/66	Revised 6/25/03
Revised 3/07/73	Revised 3/19/05
Revised 3/08/75	Revised 3/24/07
Revised 3/09/84	Revised 6/20/07
Revised 6/27/84	Revised 6/19/09
Revised 3/08/85	Revised 6/21/13
Revised 3/15/86	Revised 3/07/14
Revised 3/14/87	Revised 6/20/14
Revised 3/31/90	Revised 3/05/21
Revised 3/06/93	Revised 6/04/22
Revised 3/20/99	

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DRAFT as of 12/11/2024

WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

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

1.0 DEFINITIONS

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

2.0 ENDORSEMENTS:

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

3.0 COOPERATION WITH NCARB:

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

4.0 RELATIONS WITH OTHER ORGANIZATIONS:

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

5.0 FINANCIAL

5.1 General

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

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

5.1.3 The Executive Committee shall adopt an Annual Budget prior to the [~~WCARB Annual Meeting (aka Regional Summit)~~] **Regional Summit**. The budget shall be presented to the Members for ratification at the [~~WCARB Annual Meeting (aka Regional Summit)~~] **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.

- 5.1.4 The registration fees for the [~~WCARB Annual Meeting~~] **Regional Summit** shall adequately fund all of the meeting program expenses.

6.2 Income

- 6.2.1 Member Board annual basic dues shall be \$4,000. An optional supplemental travel assessment in increments of \$100 may be requested to be billed to any WCARB Member in accordance with Rule 7. Basic and supplemental dues shall be received by the Executive Director no later than July 1 of each year.
- 6.2.2 Only those Member Boards who are current with their dues shall be eligible to participate in the work of the WCARB and to vote at the WCARB Meetings.
- 6.2.3 WCARB shall maintain an operating reserve of not less than (75%) of the current amount budgeted for operations in an interest-bearing account approved by the Executive Committee.

6.3 Expenses

- 6.3.1 The Executive Committee shall authorize the Executive Director to pay for all budgeted expenses including all legitimate reimbursable expenses applied for on WCARB reimbursement forms.
- 6.3.2 The Executive Committee members shall be reimbursed for all expenses related to WCARB work and in accordance with the Bylaws and the Rules.

7.0 DELEGATE FUNDING TO WCARB MEETINGS

- 7.1 To ensure the required attendance of an Official from each Member at the meetings of WCARB, Members' annual dues shall be increased by an optional supplemental dues assessment in an amount to be determined by each Member to meet the travel expenses of Delegates and the MBE from each Member to attend the meetings of the Western Region during the period covered by the annual dues.
- 7.2 The amount of the optional supplemental dues shall be established annually by each Member.
- 7.3 No funds shall be provided to a delegate for attendance at a Western Region meeting if such Member has not paid their annual and supplemental dues.
- 7.4 A WCARB Member may exercise an option to have added to their annual dues additional amounts in increments of \$100 to cover the travel for their Board Members or their MBE to the [~~WCARB Annual Meeting~~] **Regional Summit** and the WCARB meeting sessions at the NCARB Annual **Business** Meeting. The assessment will be added only upon written request from the Member and the request is submitted to the Executive Director of the Western Region at least 30 days in advance of the annual dues billing.
- 7.5 Supplemental dues for delegate travel expenses to a WCARB meeting that have not been requested for reimbursement in writing shall remain in the Member jurisdiction's travel account.

8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

- 8.1.1 WCARB will process reimbursements for travel expenses, not to exceed the amount of

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

- 8.1.2 The Executive Director and/or WCARB Chair must approve any deviations from the Travel Reimbursement Guidelines in advance, and then only with adequate written justification.
- 8.1.3 It is the responsibility of the Member Boards to monitor the individual reimbursable expenses of their delegates.
- 8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies 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 per diem policy amount 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 19% of full day per diem amount
 - Lunch: Up to 31% of full day per diem amount
 - Dinner: Up to 50% of full day per diem amountReceipts 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 full day per diem amount 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.

9.0 SCHEDULE OF EVENTS

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

WCARB Annual Schedule of Events

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

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

History:

Adopted 3/14/80 (A-D); Adopted 6/28/85 (E); Adopted 3/15/86 (F); Adopted 3/14/87 (F); Amended "F" 3/2/89; Amended "A" 3/30/90; Amended "E" 6/27/90; "F" changed to "G" 10/19/91 Amended new "F" d) 3/6/93; Amended "F-Auto-Private & F-Per Diem 10/5/96; Adopted 3/20/99 (revised in full); Revised 3/24/00; Revised 6/19/09; Revised 3/9/12; Revised 6/21/13; Revised 6/19/15; Revised 6/21/19; Revised 3/1/24



NCARB

REGIONAL SUMMIT

Strategic Plan Update





NCARB

REGIONAL SUMMIT

NCARB Candidates for Election





NCARB

REGIONAL SUMMIT

NCARB Visiting Team





NCARB

REGIONAL SUMMIT

WCARB Laudatories

