

## 2025 Annual Business Meeting Agenda

All times are Mountain Time.

### Thursday, June 19, 2025

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|--------------------|---|
| <b>1-2:30 p.m.</b> | <b>First-Time Attendee Luncheon</b><br><i>First-time attendees are invited to network with each other, engage with staff and leadership, and learn more about NCARB.</i>  |
| <b>5-6:30 p.m.</b> | <b>First Business Session</b><br><i>Join your fellow attendees and NCARB leadership as we kick off the meeting with our opening business session. This session includes a welcome from the Arizona Board, introduction of special guests, and remarks from FY25 President Van Tine.</i> |
| <b>7-9:30 p.m.</b> | <b>Welcome Reception/Icebreaker</b><br><i>Toro Scottsdale</i>   |

### Friday, June 20, 2025

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|---------------------------|--|
| <b>8-9 a.m.</b>           | <b>Workshop Session #1</b><br><i>Choose from a selection of workshop options (see page 6 for more information).</i>  |
| <b>9:30-10:30 a.m.</b>    | <b>Workshop Session #2</b><br><i>Choose from a selection of workshop options (see page 6 for more information).</i>  |
| <b>11 a.m.-12:15 p.m.</b> | <b>Second Business Session</b><br><i>Receive an update on NCARB's financials from FY25 Secretary/Treasurer Kwan and an update on organizational operations from NCARB CEO Armstrong.</i>                               |
| <b>1:15-2:30 p.m.</b>     | <b>Third Business Session</b><br><i>Candidates running for positions on the FY26 Board of Directors will deliver their speeches, and members will engage in a town hall discussion on important membership issues.</i> |
| <b>3-5 p.m.</b>           | <b>Regional Meetings</b><br><i>Meet with your fellow region members to discuss topics of local importance, elections and resolutions, and any other regional business.</i>   |

## **Saturday, June 21, 2025**

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

### **Voting Delegate Meeting**

*If you are a voting delegate, engage in training to ensure the voting process goes smoothly.*

**9-10 a.m.**

### **Workshop Session #3**

*Choose from a selection of workshop options (see page 6 for more information).*

**10:30-Until Done**

### **Fourth Business Session**

*Hear from incoming FY26 President Marley on his vision for the year ahead. Then, voting delegates will cast their jurisdiction's vote in elections for the FY26 Board of Directors and FY25 resolutions.*

**1-2:30 p.m.**

### **Regional Leadership Luncheon**

*Regional leadership members are invited to join FY26 President Marley for a luncheon.*

**6-10 p.m.**

### **President's Reception & NCARB Annual Banquet**

*Join FY25 President Van Tine and FY26 President Marley as we welcome the FY26 Board of Directors and honor the recipients of the President's Medal of Distinguished Service at this year's Annual Banquet. A cocktail reception will occur before dinner begins at 7 p.m.*

# The 2025 WCARB Regional Meeting at the NCARB Annual Meeting The Fairmont Princess, Scottsdale, AZ

Friday, June 20, 2025- 3-5pm

## AGENDA

(\* - denotes voting items)

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3:00 p.m.

**1. Meeting Convened**

**Room: Palomino 9**

*Tian Feng*

- Establish Quorum
- \*Approval & Discussion of Agenda
- Introductions

**2. Approval of Minutes**

*Jim Oschwald*

- \*WCARB Regional Summit (Philadelphia): 2/28-3/1/2025

**3. Regional Director's Report**

*Scott Harm*

**4. Regional Chair's Report: The Year in Review**

*Tian Feng*

**5. Financial Report**

*Jim Oschwald*

**6. Member Board State Reports – All Jurisdictions**

**7. Laudatories – 7 new since March 2025**

*Sian Roberts*

**8. NCARB At-Large Candidates**

**9. Review and discussion of Proposed NCARB Resolutions:**

*Tian Feng, Scott Harm, Mike Kolejka, Jim Oschwald, Sian Roberts, Celestia Carson*

- [Resolution 2025-A](#)
- [Resolution 2025-B](#)
- [Resolution 2025-C](#)
- [Resolution 2025-D](#)
- [Resolution 2025-E](#)

**10. NCARB Leadership Q &A (Visiting Team)**

**11. Any Other Business**

**12. Handing of the Gavel**

*Tian Feng, Mike Kolejka*

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5:00 p.m.

**Adjourn**

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**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS – WCARB REGION 6  
Ballroom South, The Logan, Philadelphia, PA**

**Friday, February 28, 2025**

Chairman Tian Feng called the meeting to order at 10:45 a.m.

**AGENDA ITEM 1**

Roll Call:

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

All 13 member states and jurisdictions were present and represented at the February 28, 2025 Regional Summit – Friday meeting.

**AGENDA ITEM 1     **Introductions****

There were many new members in attendance: Zenon Belanger, Guam; Jarod Maw, Utah; Barbara Feliz, New Mexico; Keith Smith, Arizona; Jon Lucas, Hawaii; Dmitry Karokov and Victoria Brash, California; Justin Touchstone, Idaho; Peter Brachvogel, Washington, Avik Guha, Colorado; Elizabeth Boxall and Katherine Austin, Oregon.

The new members of WCARB Region 6 were warmly welcomed to the region.

**AGENDA ITEM 2     **Approval of Agenda****

**Motion:** Mike Kolejka (AZ) moved to approve the agenda. Motion seconded by Cathy Gogue (GU).

Jim Oschwald proposed an amendment to the agenda that would move the Elections to the Saturday agenda, instead of today's agenda. Sian Roberts asked how this would work. Oschwald explained that he wanted everyone to have a chance to present their credentials and have time to campaign within the region with the vote on the actual elections the following day.

A discussion was held within the Region regarding the ramifications of moving the agenda item to the next day.

**Amendment Vote:** 6 jurisdictions were in favor, 7 jurisdictions were against waiting to hold the elections the next day. Amendment failed.

**Vote:** All in favor to approve the agenda as written. Motion passes.

### **AGENDA ITEM 3      Approval of the Minutes – June 2024**

**Motion:** Cathy Gogue (GU) moved to approve the minutes from the June 14, 2024 regional meeting in Chicago, IL. Motion seconded by Paul Baril (AK).

Kathy Ausin noted that she and Lori Davison were not in attendance at the Chicago meeting. Tim Grissom noted that he was in attendance. The attendee record will be updated on the Chicago meeting minutes to reflect the changes.

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

### **AGENDA ITEM 4      Approval of the Minutes – Executive Committee**

**Motion:** Sian Roberts (WA) moved to approve the minutes from the November 9, 2024 and February 12, 2025 Executive Committee meetings. Motion seconded by Victoria Brash (CA).

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

### **Agenda Item 5      Regional Director's Report – Scott Harm**

Scott Harm welcomed everyone to Philadelphia for the Regional Summit and gave a brief report on the work of the Council.

He discussed the Alternate Pathways initiative the Council is embarking on and asked the members to provide feedback and remain engaged in those discussions as they progress. Harm said he has been involved with training candidates for at-large Director positions and told the region he believes the term limits for at-large Directors should be increased to two year limits from the current one year limit.

Chair Tian Feng thanked Harm for his report.

### **AGENDA ITEM 6      Chair's/Executive Committee Report – Tian Feng**

Tian told Region 6 that since being elected as the chair during the 2024 Regional Summit, he has 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. He stated that a few highlights of the work the Executive Committee has done on behalf of the region are:

Following the departure of our previous Executive Director in June 2024, we conducted a national search and selected Gina Spaulding to return as the 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 an excellent job for all of us from the first day of her employment with the region.

The Executive Committee produced proposed amendments to the Bylaws and Rules to improve organizational governance and update current terminology. These amendments have been made available for the region to review, vote, and approve at this meeting.

The Executive Committee conducted multiple in person and virtual meetings, hosted two NCARB Pre-Board Meeting Calls, and produced the agenda and program for this meeting.

The WCARB fiscal year was aligned with NCARB fiscal year to simplify financial reconciliation and clarity. Reduced spending strategically including a reduction of business and travel expenses. The Executive Committee balanced the budget without cutting critical services to the member boards or increasing member dues and improved the long-term financial outlook for WCARB.

#### **AGENDA ITEM 7      Financial Report – Jim Oswald**

The FY 2024-2025 budget previously approved by the membership in June 2024 for the fiscal period of July 1, 2024 - June 30, 2025 was provided in the meeting materials for review and information purposes.

The Balance Sheet through February 20, 2025 and the Profit and Loss statement for July 1, 2024 – February 20, 2025 was provided in the meeting materials for the membership.

As of February 24, 2020, total assets from both the checking and savings accounts total \$167,248.

Oswald reported that the WCARB funds were moved from New Mexico Bank and Trust to Wells Fargo Bank after Gina Spaulding took over as the Executive Director. The Executive Committee is working on submitting a business application to Fidelity so that the money in the savings account can be moved there to earn some interest income. The Executive Committee will report back on these efforts at the next meeting.

#### **AGENDA ITEM 8      Review and Adopt FY 2025-2026 WCARB Budget**

**Motion:** Paul Baril (AK) moved to approve the draft 2025-2026 WCARB budget. Motion seconded by Greg Erny (NV).

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

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

WCARB Executive Committee member Celestia Carson asked members to present their state reports.

**Alaska:** Baril reported that MBE Sara Neal had resigned and the new MBE for Alaska is now Joe Bonnell. New legislation proposed by interior designers in SB54 which proposes an interior design act with permitting privileges. The board will be monitoring the developments.

**Arizona:** 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."

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

**California:** 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.

## **Colorado:**

### 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.

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.

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.

**Guam:** The Guam board is working on updating its 40-year old Rules and Regulations.

**Hawaii:** The Board will discuss all Board-related bills introduced this Session at its upcoming February 6, 2025 meeting, including:

- 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

Currently in administrative rules revision process (HAR 16-115) The Hawaii board is working on clarifying the regulations for continuing education for architects.

Longtime architect board member, Roberto “Bert” Yumol is terming off the board.

**Idaho:** The Idaho board has a new MBE, Justin Touchstone.

#### 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.

Touchstone reported that Idaho is working towards universal licensing. The Idaho legislature struck down DEI language on the website that specified a required examination. The board is trying to get that fixed. Idaho is also moving away from anything “green” that is not legally required. All legislative changes must come from the industry, not the agencies.

**Nevada:** 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 Chair Jim Mickey also told the region that if this bill passes the board will have to get approval from the Governor to hold a meeting and must ensure the board meeting content is worthy of a meeting.

Jon Baker asked Mickey if the Nevada board had asked NCARB for assistance? Mickey replied that they had and the help has been very beneficial so far. Mickey asked the Region to speak with them if anyone has any experience with this. Greg Erny said that this issue has been going on for a few years and has now bubbled up to the surface. The Nevada board is a model board and shouldn't be lumped in with the other low performing boards.

**New Mexico:** Ray Vigil told the members that their legislature is also in session. The board is currently watching a bill to expedite licensure in the state. The board receives no support in the prosecution side of enforcement actions and the board is currently working with the New Mexico Department of Justice to approve professional services contracts for legal guidance and services.

**Northern Marianas:** Roy Reyes said that their board is a multidisciplinary board, and the board is currently monitoring a proposal in the legislature to increase the members from 5 to 7.

**Oregon:** MBE Elizabeth Boxall said that she is new and still learning the operational aspects for the Board. Currently, 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.

**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 RCIDs, 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.

Kathy Austin asked the members that regulate interior design to speak with her about it for insight. She mentioned that there is a movement to move the Idaho board to encompass all of Oregon except Portland.

**Utah:** Cortney Haddick told the region that HB160 eliminated the requirement for an accredited degree and committed to alternate paths. They are also following an interesting bill, which is a 7000 page land use bill which will allow jurisdictions to adopt artificial intelligence plans check which will eliminate humans from the plan check process.

**Washington:** Sian Roberts reported that the Washington board is an architects only board but they are currently short members. The board is watching a bill for interior designers seeking a title act with permitting privileges. The AIA state component is working on outreach on this matter. Another bill being followed is one is a self-certification bill where the architect can certify the plans to avoid plan check.

## **AGENDA ITEM 10   RAMP Training for NCARB Reimbursements**

NCARB will no longer use the Excel spreadsheet for travel reimbursements and will use the application RAMP to submit all NCARB related travel expenses, starting with the Regional Summit.

Rob Dickinson, Finance Vice President at NCARB, gave a 30 minute presentation on how to set up individual accounts and use the RAMP program for NCARB travel reimbursements. Dickinson told the members that all receipts for travel now need to be submitted for payment.

## **AGENDA ITEM 11   Election Procedure Protocol**

Chair Feng told the region that since there always seems to be questions about conducting the Elections each March, the actual process was put into writing and is articulated below. This document is also posted to the WCARB website under Resources.

### 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)*

## **AGENDA ITEM 12      Elections: Nominations – From the Floor**

Chair Feng appointed Jim Oswald to oversee the election process.

Oswald called for nominations from the floor for the position of Regional Director.

Greg Erny, NV, nominated Tian Feng for Regional Director, seconded by Janet Primiano, HI.

As there were no other nominations for Regional Director, Oswald closed the nominations for Regional Director.

Executive Committee:

There are two open positions for the Executive Committee. Oswald called for nominations from the floor for the open positions on the Executive Committee.

Zenon Belanger (GU) nominated Scott Sayles to serve on the Executive Committee, seconded by Jon Lucas (HI).

Paul Baril (AK) nominated Courtney Haddick to serve on the Executive Committee, seconded by Bret Bullough (UT).

Cathy Gogue (GU) nominated Ray Vigil to serve on the Executive Committee, seconded by Janet Primiano (HI).

As there were no other nominations for the Executive Committee, Oswald closed the nominations for the Executive Committee.

## **AGENDA ITEM 12      Nominee Speeches: Regional Director and Executive Committee**

Regional Director: Tian Feng thanked the region for supporting him and said he would bring a diverse perspective to the national dialog. Feng is looking forward to the opportunity to serve as a Region 6 Regional Director.

Members: Scott Sayles, Courtney Haddick and Ray Vigil each addressed the members and discussed their backgrounds and why they wanted to serve the region as members of the Executive Committee.

## **AGENDA ITEM 13      Elections: Regional Director and Executive Committee**

The Election Committee, chaired by Jim Oswald, conducted the elections:

Regional Director: Tian Feng (CA) was elected by acclamation.

Executive Committee: Scott Sayles (AZ) and Ray Vigil (NM) were elected by ballot.

#### **AGENDA ITEM 14 Elections: Nominations for Chair, Vice-Chair and Secretary/Treasurer**

##### **Chair:**

Victoria Brash (CA) nominated Mike Kolejka as Regional Chair, seconded by Daniel Mullin (ID).

##### **Vice Chair:**

Ray Vigil (NM) nominated Celestia Carson as Vice Chair, seconded by Bret Bullough (UT).

##### **Secretary/Treasurer:**

Jim Mickey (NV) nominated Sian Roberts as Secretary/Treasurer, seconded by Peter Brachvogel (WA).

Oschwald closed the nominations for Executive Committee leadership.

#### **AGENDA ITEM 15 Executive Committee Leadership Speeches for Chair, Vice-Chair and Secretary/Treasurer**

Mike Kolejka thanked the members for their support and said it was his honor in serving as Chair of WCARB Region 6. He has been actively involved with NCARB since 2008, collaborating with his Arizona board. Kolejka said he looks forward to engaging in open discussions on various relevant topics.

Celestia Carson told the members that she had termed off her position on the Utah board and that the upcoming year would mark her final year with WCARB. She stated that she is based in Salt Lake City with a firm of 120 individuals that primarily undertakes higher education projects. Carson collaborates with the non-profit organization Women in Architecture to facilitate the licensure of women and encourage their participation on state boards.

Sian Roberts informed the members that she was nearing the conclusion of her second term on the Washington board. She has served on the NCARB's education and examination committees, as well as the competency task force. Additionally, she was nominated by NCARB to serve on the NAAB board, which she did for a year. She emphasized her commitment to dedicating more time to fostering communication among the members.

#### **AGENDA ITEM 16 Elections for Executive Officers**

Mike Kolejka was elected Chair by acclamation, Celestia Carson was elected Vice Chair by acclamation and Sian Roberts was elected Secretary/Treasurer by acclamation.

The WCARB Executive Committee for 2025-26 (effective 7/1/25) is:

Tian Feng, (CA) Regional Director  
Mike Kolejka, (AZ) Regional Chair  
Celestia Carson, (UT) Vice Chair  
Sian Roberts, (WA) Secretary/Treasurer  
Ray Vigil, (NM) Member  
Scott Sayles (AZ) Member

## **AGENDA ITEM 19   Review and Discussion of Proposed NCARB Resolutions**

Sian Roberts facilitated the discussions regarding the proposed NCARB Resolutions that will be voted on by the membership at the NCARB Annual Business Meeting in June 2025 in Scottsdale, Arizona.

A summary of the proposed resolutions are:

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.

Sylvia Kwan told the group that NCARB had used the existing templates to develop the proposed Mutual Recognition Agreements. Greg Erny asked how the evaluation was made to determine equivalency? We do the three "E's," is the process similar in these MRA's? Erny wants to ensure the rigor and protection is there. Ed Marley replied that it is equivalent. There is a complicated matrix involved to ensure equivalency and keep track of all the components. Erny asked if it was available for jurisdictions to review?

Sian Roberts asked Marley why we were doing this? How many countries is NCARB considering entering into MRA's with? Marley said that the US has expatriates in Costa Rica who want to be able to practice architecture there. This gives them an opportunity to practice internationally.

Discussion on this agenda item will be continued on Saturday, March 1, 2025.

### **AGENDA ITEM 17 Educational Workshop: AI Regulation & Ethics**

Andy McIntyre and Katherine Bayless, NCARB, presented a 45 minute workshop to Region 6 regarding artificial intelligence regulation and ethics. They went over basic terms and concepts and limitations. Members worked on worksheets related to AI and regulation to collect ideas and information for NCARB.

There was a lively 15 question and answer session following the workshop.

### **AGENDA ITEM 18 Educational Workshop: Pathways to Practice**

Jared Zurn, NCARB and Julie Hildebrand, former TX MBE, presented a one hour workshop to Region 6 regarding the ongoing new initiative, Pathways to Practice which is exploring various different education, internship and examination pathways for architectural candidates. Zurn told the members that the goal of the workshop was to get feedback to inform the work group.

It was an interactive workshop and there were many questions from WCARB members on a variety of topics, including the question of who would administer this alternate pathway? Zurn replied that NCARB would, most likely. Zurn emphasized that NCARB would ensure any alternate pathway would be defensible.

### **ADJOURN FOR THE DAY**

**SATURDAY, March 1, 2025 at 9:00 a.m.**

#### Roll Call:

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



All 13 member states and jurisdictions were present and represented at the March 1, 2025 Regional Summit – Saturday meeting.

### **AGENDA ITEM 19 Continue Review and Discussion of Proposed NCARB Resolutions**

The Region resumed review and discussion of the proposed resolutions.

Regarding Resolution 2025-E: concern was expressed about removing the three year licensing requirement before applying under this guideline. Celestia Carson said she wants to have more context by adding back in the removed language in B, and wanted NCARB to add that to the text of the resolution for additional clarity. Greg Erny asked that NCARB add the policy to the Statement of Support for more information. Tian Feng stated that he wants to understand the MRA criteria and NCARB's goal in getting these MRA's contracted with various nations.

### **AGENDA ITEM 22 Review and discussion of Proposed Bylaw & Rule Amendments**

Chair Feng reviewed the proposed bylaw and rule changes updated outdated terminology that changed all instances of "Annual Meeting" to "Regional Summit," and all instances of "NCARB Annual Meeting" to "NCARB Annual Business Meeting."

The members of the region agreed to the proposed bylaw and rule changes.

**Motion:** Greg Erny (NV) moved to approve the proposed changes to the bylaws and the rules. Motion seconded by Ray Vigil (NM).

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

### **AGENDA ITEM 23 Strategic Planning Update – Mike Kolejka**

Kolejka projected the slides for the strategic plan to the members.

The three Guiding Principles and Objectives of the strategic plan are:

1. Educate – Objectives: A. Create high quality education programs; B. Track and influence legal issues; C. Promote lifelong learning and service.
2. Collaborate – Objectives: A. Share best practices between states. B. Collaborate with other regions; C. Facilitate reciprocity.
3. Influence – Objectives: A. Encourage WCARB member service on WCARB and NCARB committees; B. Develop resolutions to improve WCARB and NCARB; C. Promote diversity at all levels.

Kolejka asked what the region wants to do with the strategic plan?

Regarding the Educate provision of the strategic plan, Sian Roberts asked if NCARB was providing the education we need or do we want more specific education from the region? Ray

Vigil thought it was not a huge benefit from trying to do our own educational programs. Jim Mickey said that he would like to see future educational programs on how to be better board members. Sian agreed that the educational focus should be on role as regulators. We should ask NCARB to provide educational content on that or provide it for ourselves. Tian Feng encouraged member boards to participate in the educational offerings and suggest future topics to inform the Executive Committee.

Regional feedback was we were doing well regarding the Collaborate provision of the strategic plan.

Regarding the Influence provision of the strategic plan, Scott Sayles asked what we as regulators are doing to educate the public? Would like to know what jurisdictions are doing in this regard.

Spaulding will add this question to the State Report template.

### **AGENDA ITEM 20 Educational Workshop: MRA Overview**

Patricia Romalo, VP of International Relations and Roxanne Alston, VP of Customer Relations at NCARB gave a detailed overview of the Mutual Recognition Agreement (MRA) approval process. She said that NCARB currently has four MRA agreements with Australia/New Zealand, Canada, United Kingdom and Mexico/Canada although the Mexico/Canada MRA is temporarily suspended. She told the members that she wanted to understand how much we want to know about MRA agreements.

Romalo that that the strategy with competency is not looking at how the competency is obtained but that it is there and is demonstrated; different but aligned with the mission to protect the health, safety and welfare. Romalo described the analysis process of the MRA. The main question is are the competencies required at the point of licensure in each country compatible and demonstrated what she was talking about by showing the group an example of the complicated matrix that is used to document competencies.

She had the group do an exercise to determine equivalency to understand the rigor of the process.

Roxanne described the customer service process to send and receive MRA submittals.

There was a question and answer session following the workshop.

### **AGENDA ITEM 26 WCARB Laudatory**

Jim Oswald, along with the Hawaii, Guam and Northern Marianas boards read the laudatory for Roberto "Bert" Yumol to the members of the region:

Laudatory for Bert Yumol from Hawaii:

Whereas architect Bert Yumol served the Aloha State of Hawai'i for four full four year terms (sitting out a full year between terms), serving in many positions including as the Rules

Committee Chair and as a member of multiple standing NCARB committees, including 6 years on the Education Subcommittee and as a NAAB Visiting Team Member;

Whereas Bert has mentored numerous architectural students on their pathway to licensure, many of whom are now counted among the great licensed architects of Hawai'i;

Whereas Bert has served as adult supervision and personal chef to his sweet four-legged friend Django, with whom he shares every meal;

Whereas Bert has spent his career in the selfless pursuit of the protection of the Health, Safety, and Welfare of the Public; and;

Whereas Bert has been a living example of Ho'oponopono demonstrating Ua Mau ke Ea o ka 'Āina I ka Pono;

It is therefore resolved that we express our sincere and heartfelt appreciation for the generous gift of his time, talents, and insights which continue to benefit the public, the architectural and engineering community, and his fellow Hawaii board members, with a standing ovation.

Ke aloha mai, Ea ea, 'ike pono 'Ola mau loa,

*Read into the record on March 1, 2025.*

## **AGENDA ITEM 21 WCARB Region 6 Hot Topics/Important Issues**

The Region was divided into four groups to facilitate discussions on critical topics and emerging issues within their respective jurisdictions. This collaboration aimed to facilitate the sharing of best practices among the groups. To initiate the discussions, each table was requested to identify the pressing issues facing their jurisdiction and explore any potential assistance that WCARB could provide.

Comments from the report outs included:

- Discussion about the Nevada board consolidation and what, if anything, could be done to assist. The process seems to be slow moving through the legislature so it might not get passed this session.
- Important to education lawmakers on the architectural and design process and to also educate them on the investigative process to help them understand how important it is to protect the public from unlicensed practice and incompetent practice.
- What can be done about the theft of architectural seals from internet work and the use of rogue stamps
- Incidental and overlapping practice by engineers and interior designers infringing on the practice of architecture
- Alternate pathways to licensure
- Justification of fees from region
- Need more information about MRAs
- AI plan check
- Disciplinary matters

#### **AGENDA ITEM 24 NCARB Candidates for Election**

There were 10 candidates that visited Region 6. Each gave a three minute speech about themselves and why they want to serve in the various elected positions they were seeking.

Chair Feng thanked the candidates for their time and for visiting Region 6.

#### **AGENDA ITEM 25 NCARB Visiting Team**

Ken Van Tine, NCARB President, Ed Marley, NCARB 1VP, Mike Armstrong, CEO and NCARB staff: Josh Batkin, and Andy McIntyre were present.

Sian Roberts asked what is happening at ICOR? Josh Batkin replied that NCARB has been engaged with ICOR to discuss overlapping practice. They hope to have some guidance by the summer.

Greg Erny said that the MRA's have been evolving for many years. How many more do we expect to come and why so many now? Van Tine said that the Canada MRA is an update but the other MRA's have been in process for a while. They take approximately 3-4 years to get done. Van Tine said they are no new MRA's on the horizon that NCARB is aware of. Mike Armstrong said that NCARB doesn't talk about the pending MRA's while they are in development so as not to derail the process.

Chair Feng thanked the Visiting Team for visiting Region 6.

#### **AGENDA ITEMS 27: Any Other Business**

WCARB members were urged to contemplate new programs and initiatives for the region and bring any ideas forward to the Executive Committee for consideration and discussion at future meetings.

#### **ADJOURN FOR THE REMAINDER OF THE SUMMIT**

The meeting was adjourned at 1:00 p.m and will reconvene at the NCARB Annual Business Meeting in Scottsdale, AZ on June 19, 2025.

**WCARB**

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**REGION 6**

## Regional Director's Report

## **INTRODUCTION:**

We started off the year at the Annual Business Meeting (ABM) in Chicago, IL with a very lively number of conversations surrounding the “issues of the day” which among many others was the topic of Regional Realignment. Once the Regional Realignment was dealt with and ultimately rejected by the overall body of NCARB we focused our attention on other pressing and vital issues.

In the big picture topics identified during ABM the member Boards and other participating persons discussed and reviewed such topics as; The Pathways to Practice (P2P), Mutual Recognition Agreements (MRA), The National Architectural Accreditation Board (NAAB) Funding issue, Relationships with the Coalition of Community College Architectural Programs (CCCAP), Policy Statement of the use of AI, and the continued presence of Testing Applicants caught up in cheating activities.

Later in the year the Executive Committee focused their energies on matters related to the financial health of NCARB and making adjustments to budgets to align income with expenses based on data shared with the EC from various financial advisors, and activities related to NCARB’s investment portfolio.

It should not go unrecognized that NCARB lost three valuable team members who were instrumental in the operations and success of NCARB. These individuals, Mary de Sousa, Harry Falconer, and Guillermo Ortiz de Zarate will be missed and their contributions to the organization were greatly appreciated.

## **ANNUAL BUSINESS MEETING (ABM) JUNE 16, 2024 – CHICAGO, IL**

- As stated above, the primary issue that captured the focus of the many people who attended the ABM was the debate and voting on the initiative to realign the regions that comprise all of NCARB member Boards. The measure/initiative was ultimately voted down but without careful consideration and lively discourse between opposing positions.
- Other topics covered within the ABM agenda of Topics was a Presentation by the Professional Conduct Committee (PCC) and the state of affairs related to cheating and information sharing between license candidates
- Discussions also centered around NCARB’s continued support of Community Colleges (CCCAP), Historically Black Colleges and Universities (HBCU), and the continued financial support of NAAB.

- The “newest” topic that has since gathered a lot of momentum is the Competency Based Pathway to Practice. This methodology relies on a total of 16 measured competencies that are “measured or documented” through the means and methods of either; Education, Testing, or Work Experiences.
- Lastly presentations and/or workshops on such topics as: Continuing Education, Examination, Experience Committee, Auditing, Credentials, and Diversity, Equity, and Inclusion (DEI) were presented to NCARB Members in attendance. There were no virtual presentations or workshops post COVID.

**BOARD OF DIRECTORS CALL – AUGUST 13, 2024 – VIRTUAL CALL**

- A Fiscal Year (FY) 2025 budget adjustment request was presented by NCARB CEO Michael Armstrong. The adjustment request was presented to allow the “half price” renewal fee for first time Certificate Record Holders. In previous communications to newly licensed individuals it was dissimulated that they would receive a second year of price reduction. This was overlooked in the budget process but wanting to be “good for our word” CEO Armstrong requested that the BOD allow the half price reduction to carry through for a second year. The BOD approved by a unanimous vote.
- NCARB had previously developed a software program to help similar organizations and companies identify, organize, and utilize volunteers by the best possible means. This software program’s name is Lineup, as a registered trademark of NCARB. As part of the management of Lineup there is an annual need to establish and certify the identities Board of Directors. During this call the Lineup BOD was confirmed which include a new member for a one-year term who is Miguel Rodriguez of Miami Florida and the current Regional Director for Region 3.
- During a presentation during this Board call CEO Mike Armstrong outlined his Goals which included the following items:
  - Effectively guide staff/organizational realignment after the departure of VP Harry Falconer
  - Prioritize awareness and engagement of key stakeholders
  - Launch a new approach to onboarding internal staff and new board members
  - Oversee development of a multi-year legislative/advocacy strategy
  - Deliver a Position Statement regarding NCARB’s role in addressing the impact of Artificial Intelligence on its role and mission

**BOARD OF DIRECTORS MEETING – SEPTEMBER 25, 2024 – BOSTON, MA**

- Primary topics of conversation included reviews of Board Policies regarding the ARE examination process, Credential Committee reviewing the procedures surrounding upcoming elections given the reorganization of the Executive Board including the combination of Secretary/Treasurer position and Members at Large.
- The Pathways to Practice (P2P) with its 16 competencies is still a significant part of the meeting and focusing on the means and methods of measuring each competency.
- Volunteer Lifecycle Report- The volunteer lifecycle review project with an outside consultant aims to improve the program further and ensure all volunteers have a positive experience serving on an NCARB committee. The volunteers generally give very positive feedback and have a high rate of returning to continue volunteering, The research has also revealed areas where NCARB can further improve the program and the volunteer experience.

**BOARD OF DIRECTORS CALL – NOVEMBER 13, 2024 – VIRTUAL CALL**

- CEO Mike Armstrong provided the Board of Directors (BOD) a full, in depth report on the fiscal health of the organization as well as reviewing the various meeting and events he and President VanTine had participated in the previous months.
- The Board of Directors discussed the possibility of reassigning funds previously allocated to fund the NAAB to fund AIAS and NOMAS.
- Recommended action finalizes updates the FY26 Board of Directors Election Policy. Updates to the policy for sharing vote totals aim to provide transparency in the election process for all candidates and members, while also not unnecessarily deterring qualified candidates from running. The FY25 Credentials Committee recommends the policy be updated to share only the percentage of the vote for the winning candidates in a contested race, rather than listing all vote totals for each candidate. Members may still request a full report of voting totals from the Credentials Committee.
- The Board of Directors received a report regarding the NCARB Mutual Recognition Agreement (MRA) with Canada and Mexico.



**BOARD OF DIRECTORS MEETING – JANUARY 23, 2025 – SANTA BARBARA, CA**

- Review of NCARB’s relationship with the Coalition of Community College Architectural Programs (CCCAP) is a professional organization of educators dedicated to promoting the value of Architecture Programs in community colleges and to providing an alternative pathway to the architectural profession. The CCCAP empowers students to pursue their career and academic goals in the field of architecture and the built environment today and in the future.
- Discussion continued with a presentation and analysis if the NCARB BOD position on submitting candidates to serve on the NAAB Board of Directors. Each year, the NCARB Board of Directors must submit three names to the National Architectural Accrediting Board (NAAB) to fill an NCARB-assigned seat on the NAAB Board of Directors.

**REGIONAL SUMMIT – FEBRUARY 28, 2025 – PHILADELPHIA, PA**

- A financial report was presented by Jim Oschwald of New Mexico. Oschwald reported that the WCARB funds were moved from New Mexico Bank and Trust to Wells Fargo Bank after Gina Spaulding took over as the Executive Director. The Executive Committee is working on submitting a business application to Fidelity so that the money in the savings account can be moved there to earn some interest income. The Executive Committee will report back on these efforts at the next meeting.
- All Member Boards were present at this meeting and provide their individual status reports.
- RAMP Training for NCARB Reimbursements NCARB will no longer use the Excel spreadsheet for travel reimbursements and will use the application RAMP to submit all NCARB related travel expenses, starting with the Regional Summit. Rob Dickinson, Finance Vice President at NCARB, gave a 30-minute presentation on how to set up individual accounts and use the RAMP program for NCARB travel reimbursements. Dickinson told the members that all receipts for travel now need to be submitted for payment.
- 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

**BOARD OF DIRECTORS MEETING – APRIL 10, 2025 – WASHINGTON DC**

- In 2015, NCARB launched the Integrated Path to Architectural Licensure (IPAL), a dynamic, innovative initiative to give students the opportunity to complete the core requirements for architectural licensure while earning their degree. IPAL options within architecture programs provide students with a structured approach to making significant progress toward completion of the Architectural Experience Program® (AXP®) and taking each division of NCARB's practice exams for the Architect Registration Examination® (ARE®) before graduation. This initiative offers a systematic approach to architecture students interested in a streamlined, comprehensive path to licensure.
- Opportunities and Risks Report - The NCARB Board of Directors performs an annual analysis of the immediate and near-term risks the organization may confront along with an evaluation of opportunities that may be pursued. This effort helps align and support strategic planning and related annual initiative and budget development.
- Next Steps on Thought Leadership: The Board of Directors will continue its discussion around defining thought leadership for NCARB.

**BOARD OF DIRECTORS CALL – MAY 14, 2025 – VIRTUAL CALL**

- MRA With Costa Rica Update The Board will be presented with a recommended motion to table Resolution 2025-02: Mutual Recognition Agreement with the Colegio de Arquitectos de Costa Rica/Colegio Federado de Ingenieros y Arquitectos
- de Costa Rica (CACR/CFIA) until 2026. This request was initiated by El Colegio Federado de Ingenieros y de Arquitectos de Costa Rica (CFIA) and el Colegio de Arquitectos de Costa Rica (CACR), who indicated that regulatory updates must first be enacted through their legislative process in order to meet the operational requirements of the agreement.

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## Regional Chair's Report of the Executive Committee

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## Financial Report

**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>

# Statement of Financial Position

WCARB

As of June 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Fidelity	100,297.93
Wells Fargo Checking	48,054.78
Wells Fargo Savings	41.12
<b>Total for Bank Accounts</b>	<b>\$148,393.83</b>
Accounts Receivable	
Other Current Assets	
Certificates of Deposit	
<b>Total for Other Current Assets</b>	<b>0</b>
<b>Total for Current Assets</b>	<b>\$148,393.83</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$148,393.83</b>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>0</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>0</b>
Equity	
1110 Retained Earnings	129,748.79
Net Income	18,645.04
3000 Opening Bal Equity	
<b>Total for Equity</b>	<b>\$148,393.83</b>
<b>Total for Liabilities and Equity</b>	<b>\$148,393.83</b>

# Statement of Activity

WCARB

July 1, 2024-June 4, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Annual Dues	0
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
<b>Total for Annual Dues</b>	<b>\$52,000.00</b>
Dividend Income	297.93
Interest Income	41.60
<b>Total for Income</b>	<b>\$52,339.53</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$52,339.53</b>
Expenses	
6120 Bank Service Charges	42.21
6250 Postage and Mailing	79.70
6270 Professional Fees	100.00
Executive Committee Travel	5,275.06
Executive Director's Pay	15,766.67
Executive Director's Travel	1,030.42
Meeting Planning	151.45
Recurring Software Expense	941.02
Regional Dinner Expense	9,857.96
Web Site	450.00
<b>Total for Expenses</b>	<b>\$33,694.49</b>
<b>Net Operating Income</b>	<b>\$18,645.04</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$18,645.04</b>

**FY26 APPROVED 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:                   \$ 56,520.00

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:       \$ 56,500.00



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## State Reports

## 2025 State Reports for June ABM

### 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 the volatile political climate of the state.

#### Current Legislation Related to Architecture:

House Bill HB2200 will allow reciprocity and acceptance of MRA agreements in place by NCARB, NCEES, and CLARB. It adds another pathway to licensure in Arizona. This passed the House, the Senate, and was signed by the Governor on 4-7-2025.

Senate Bill SB1051, This legislation would alter the Board's statutes ARS § 32-144. (Exemptions and limitations) As amended it reads, "An interior nonstructural alteration of an individual unit of a commercial space if that individual unit does not exceed three thousand square feet except assembly occupancy as defined in the adopted building code." This Bill passed the House, the Senate and was signed by the Governor on 5-12-2025.

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 not interested in working on this change.

\*New Question: What is your jurisdiction doing to educate the public?

We make every effort to attend all university events, local conferences and associations related to those professions regulated by this board. Recently we have sent out letters to all city building/planning departments to alert them to the fraudulent scams occurring with various online platforms. We keep our website updated with the most current information; we have created informational flyers to pass out and PowerPoint presentations.

Miscellaneous:

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

Board Members Terming out in 2025:

Clinton Campbell – Public Member  
Jack Gilmore – Landscape Architect  
Stacy Skankey – Public Member

**California**

Board Composition

Architects: 5  
Non-Architects: 5  
Other Licensed Professionals: n/a

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.

Current Legislation Related to Architecture

AB 759 (Valencia) creates a title of Architect-in-Training.”

\*New Question: What is your jurisdiction doing to educate the public?

The Board provides a quarterly newsletter. Other outreach is targeted at specific groups, primarily students.

## Miscellaneous

n/a

## Board Members Terming out in 2025:

Tian Feng

Ronald Jones (eligible for reappointment)

## **Colorado**

### Board Composition:

Architects: 3

Non-Architects: 3 public

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

### Licensing Statistics As of 5/27/2025

In State Registrants: 3,959 (3,906 rpt'd in Feb)

Out of State Registrants: 4,879 (4,754 rpt'd in Feb)

### 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

Update on the following: This bill was PI'd – Postponed Indefinitely, basically killing the bill.

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 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.

The bill also called for repealing various clean air programs/regulations.

\*New Question: What is your jurisdiction doing to educate the public?

Nothing to report

## Miscellaneous

Rulemaking Hearing at the July 11, 2025, meeting:

- 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.
- Adopts the NCEES examinations (previously in statutes); offering more flexibility when changes occur.
- Adds CE for PLS'
- Several revisions to PLS practice standards.

## Board Members Terming Out in 2025:

- We have one outstanding PLS vacancy (Gene Reininger).
- PE Board Member, Bill Hoffman is up for reappointment for a second term, applied
- Avik Guha, Architect, will not be seeking 2<sup>nd</sup> term.
- Completing their 2<sup>nd</sup> and final four-year and not eligible for reappointment:
  - Bill Buntrock, PLS and
  - Tim Hayashi, PE

Challenges to recruiting has been getting candidates with racial/cultural diversity

## **Guam**

### Board Composition

Architects: 2 – (Currently 1 Seat Vacant)

Non-Architects: 2

Other Licensed Professionals: 2 Engineers 1 Surveyor

### Licensing Statistics

In State Registrants: 33

Out of State Registrants: 79

### Brief Overview of Current Issues

No current issues at this time.

## Current Legislation Related to Architecture

Ongoing work on updating law, rules and regulations.

\*New Question: What is your jurisdiction doing to educate the public?

The board engages closely with professional societies, students of the University of Guam School of Engineering.

## Board Members Terming out in 2025:

None

## **Hawaii**

### Board Composition

Architects: 3

Non-Architects: 11

Other Licensed Professionals: 4 Engineers, 2 Land Surveyors, 2 Landscape Architects (3 public members)

### Licensing Statistics\*

In State Registrants: 987

Out of State Registrants: 1557

\*As of March 31, 2025

### Brief Overview of Current Issues

- Increase in overlapping practice scope inquiries from licensees/members of the public
- Plan stamping issues, particularly on the neighbor islands

## Current Legislation Related to Architecture

- The Board did not comment on any architecture-related bills this session
- The Board was tracking SB 66: Relating to Housing, which is currently enrolled to the Governor

\*New Question: What is your jurisdiction doing to educate the public?

- New FAQs for applicants and licensees
- Notice regarding “plan stamping” and consumer resources

- Several presentations to the University of Hawaii at Manoa and other conferences, etc. for students, young professionals, and unlicensed professionals. Initial presentations have been for engineers and surveyors, with intent to expand to the other EASLA board professions.

### Miscellaneous

- Administrative rules revision process in the works for HAR 16-115

### Board Members Terming out in 2025:

- Roberto Yumol (architect): Termed out 5/2/2025
- Dan Hirota (land surveyor): Terms out 6/30/2025

## **Idaho**

No report submitted.

## **Nevada**

### Board Composition

Architects: 5

Non-Architects: 4

### Licensing Statistics

In State Registrants: 966

Out of State Registrants: 2298

### Current Legislation Related to Architecture

As we approach the final week of the Legislative Session, we are closely monitoring SB78, which relates to the Governor's office reform of boards and commissions. After several amendments, it seems that board consolidations will not occur. However, we remain hopeful that a few more changes will come our way before the session concludes on June 2. Currently, the only aspect of the bill that appears to have some support is the provision regarding the Department of Business and Industry's oversight of board staff, which unfortunately creates a significant disconnect from the board's current operations. On another note, a competing bill proposing the creation of an Office of Shared Services was submitted last week as Senate Bill 425. SB425 would allow us to operate independently from the Department of Business and Industry while continuing our current functions.

Latest legislative update: On Monday, June 2, the proposed bills aimed at reforming boards and commissions died after controversial amendments were added at the last minute. Additionally, Senate Bill 507, which intended to provide funding for the Department of Business and Industry to expand its staff for board oversight and allow the department to charge a fee for its services, also failed to progress and ultimately did not move out of the Assembly Government Affairs Committee.

**\*New Question: What is your jurisdiction doing to educate the public?**

Nevada has a designated public information officer who oversees the public outreach program established by the board several years ago. This program aims to raise awareness, enhance educational efforts, and improve both professional and public engagement through unified communication and public relations strategies. This initiative aligns with the board's mission statement and the services it offers. The outreach initiatives by the board have enabled us to adopt a more proactive approach to reducing unlicensed violations and educating candidates, students, and the general public who have questions about the licensing process.

**Board Members Terming out in 2025:**

William Snyder - 10/31/2025

**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: 713

Out of State Registrants: 1692

**Brief Overview of Current Issues**

Use of fraudulent seals in New Mexico.

**Current Legislation Related to Architecture**

None



\*New Question: What is your jurisdiction doing to educate the public?

Revised the handbook for New Mexico Building Officials and will be distributing it to all local zoning and building jurisdictions.

Miscellaneous

In April 2025, Tamarah Begay was appointed as a new educator to the Board.

For FY26: Chair Ray Vigil will serve on the WCARB Committee.

Vice-Chair Mark Glenn will chair the NCARB Professional Conduct Committee.

MBE Melarie Gonzales will chair the NCARB Member Board Executive Committee.

Board Members Terming out in 2025:

Tara Rothwell

Geoffrey Adams

**Northern Marianas**

Board Composition TOTAL = 05

Architects: 0

Non-Architects: 1 Appraiser and 1 Public Member

Other Licensed Professionals: 2 – PE (Civil Engineers)

1 – PE/PLS (Dual Civil Engineer/Land Surveyor)

Licensing Statistics

In State Registrants: 04 (13%)

Out of State Registrants: 27 (87%)

Brief Overview of Current Issues

- Lack of an Architect on the Board. Proposed legislation to increase board members and dedicate a seat for an Architect
- Due to budgetary constraints, enforcement continues to be an issue when hiring a full-time investigator. Currently relies on the Attorney General's Office to assist with complaint investigations. Plan on contracting out monitoring/investigation services as a short-term solution.
- NMI has finally moved into e-licensing and hopes this service will facilitate secure and convenient online applications and payments.
- Outreach programs in the schools are being considered.

## Current Legislation Related to Architecture

- Plan on resubmitting a proposed legislation to increase board members and dedicate a seat for Architect representation on the Board

## \*New Question: What is your jurisdiction doing to educate the public?

- Currently, we submit an annual Citizen Centric Report (CCR) that is an innovative means of communicating to the community and government leaders. It is also posted on the website, highlighting progress, finances, priorities, and challenges that are readily available and understandable information to the community.

## Miscellaneous

NONE

## Board Members Terming out in 2025:

NONE

## **Oregon**

### Board Composition

Architects: 5

Non-Architects: 2

Other Licensed Professionals: 0

### Licensing Statistics

In State Registrants: 2101

Out of State Registrants: 2000

(Note: these counts are for individuals only and do not include 1003 firms actively registered)

### 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

In the 2025 Oregon Legislative session, House Bill 2141 was introduced to create a voluntary registration for commercial interior designers under the Oregon State Board of Architect Examiners (OSBAE). OSBAE provided technical feedback on the bill. The bill underwent an amendment to clarify scope of practice and a proposed reassignment of authority to the Department of Consumer and Business Services, Building Codes. The bill was ultimately not moved forward.

#### \*New Question: What is your jurisdiction doing to educate the public?

OSBAE promotes knowledge of architectural practice and the associated public health, safety, and welfare considerations through a variety of initiatives, including:

- Producing a *Consumer Guide* to help the public understand how to hire and collaborate with architects.
- Maintaining a robust website that provides comprehensive information about licensure and regulatory requirements.
- Sending educational information to newly registered businesses through the Secretary of State.
- Conducting annual outreach events with students and educators at Portland State University and the University of Oregon.
- Collaborating with the Oregon State Board of Examiners for Engineering and Land Surveying to publish a *Reference Manual for Building Officials*, which outlines key statutory exceptions and provides practical interpretations of scenarios governed by architectural and engineering regulations.

#### 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 2<sup>nd</sup> term.

#### **Utah**

No report submitted.

## **Washington**

### Board Composition

Washington's Board for Architects is in its 105<sup>th</sup> 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: 3,179

### 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.

The Board is currently prioritizing outreach efforts, particularly to college-aged students at state universities and technical colleges. A committee has been formed to explore other outreach opportunities, including increasing awareness of alternative pathways to licensure. The Board continues to partner with the American Institute of Architects (AIA) Washington Council on mentorship, outreach, and legislative monitoring.

### 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 bill was passed by the Washington State Legislature for local jurisdictions to allow for the self-certification of plans for detached auxiliary dwellings. Though not directly under its authority, the Board is monitoring implementation of this law for any potential program impacts.

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

\*New Question: What is your jurisdiction doing to educate the public?

The Washington Board has increased its efforts regarding student outreach, particularly to college-aged students at state universities and technical colleges. A committee has been formed to explore other outreach opportunities, including increasing awareness of alternative pathways to licensure.

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 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:

Scott Harm

# WCARB

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

## WCARB Laudatories

**WCARB**

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

## NCARB Proposed 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](mailto: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](http://www.ncarb.org)

## Table of Contents

<b><i>FY25 Draft Resolutions Overview</i></b> .....	<b>3</b>
<b><i>RESOLUTION 2025-A</i></b> .....	<b>5</b>
<b><i>RESOLUTION 2025-B</i></b> .....	<b>10</b>
<b><i>RESOLUTION 2025-C</i></b> .....	<b>15</b>
<b><i>RESOLUTION 2025-D</i></b> .....	<b>20</b>
<b><i>RESOLUTION 2025-E</i></b> .....	<b>22</b>
<b><i>Appendices</i></b> .....	<b>27</b>
Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada .....	29
Appendix B: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada (Strikethrough Version) .....	39
Appendix C: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Colegio de Arquitectos de Costa Rica (CACR) .....	49
Appendix D: Mutual Recognition Agreement Between the National Council of Architectural Registration Board and the South African Council for the Architectural Profession .....	58

## 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).

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### **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**

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

**AND**

**The 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.

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*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.

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#### SIGNATURES

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##### NCARB

##### ROAC

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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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.

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## SIGNATURES

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**NCARB**

**ROAC**

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President

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Chair

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CEO

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Witness

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## 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**  
**~~B~~etween ~~T~~he**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**~~A~~nd ~~T~~he**  
**~~CANADIAN ARCHITECTURAL LICENSING AUTHORITIES~~**  
**REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA**

**Month Day, 2025**

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

AND

The ~~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.

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*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~~ 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, 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.

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#### 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

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#### 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.

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#### 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.

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## **SIGNATURES**

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*[signature block omitted for legibility]*

## 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**

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

**AND**

**The 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.

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*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) 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 RECIPROCITY**

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a

“Participant”). Following the ratification of this Agreement by NCARB and 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.

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### SIGNATURES

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#### NCARB

#### CACR/CFIA

\_\_\_\_\_  
President

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Chair

\_\_\_\_\_  
CEO

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CEO

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**APPENDIX I**

**MECHANISMS FOR THE IMPLEMENTATION**  
**of the**  
**MUTUAL RECOGNITION AGREEMENT**  
**between the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**(“NCARB”)**  
**and the**  
**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.

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### SIGNATURES

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**NCARB**

**CACR/CFIA**

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President

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Chair

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CEO

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CEO

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Witness

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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**

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

**AND**

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

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*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the professional credentials of architects licensed/registered in the United States of America and its territories (referred to herein collectively as the “U.S.” or “United States”) 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 RECIPROCITY**

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a

“Participant”). Following the ratification of this Agreement by NCARB and 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.

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### SIGNATURES

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**NCARB**

**SACAP**

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President

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President

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CEO

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CEO

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**APPENDIX I**

**MECHANISMS FOR THE IMPLEMENTATION**  
**of the**  
**MUTUAL RECOGNITION AGREEMENT**  
**between the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**(“NCARB”)**  
**and the**  
**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.

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### SIGNATURES

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**NCARB**

**SACAP**

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President

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President

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CEO

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