

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102  
333 Guadalupe Street  
Austin, Texas

Thursday, February 25, 2016

9:00 a.m. – Conclusion

### 1. Preliminary Matters

- A. Call to order
- B. Roll call
- C. Excused and unexcused absences
- D. Determination of a quorum
- E. Recognition of guests
- F. Chair's opening remarks
- G. Public Comments  
Michael Armstrong, CEO NCARB

Debra Dockery  
Paula Ann Miller  
Debra Dockery

### 2. Introduction of New Board Members (*Information*)

- A. Corbett "Chase" Bearden – Reappointed (*Jan 31, 2015 – Jan 31, 2021*)
- B. Jennifer Nicole Walker – Appointed (*Jan 15, 2016 – Jan 31, 2021*)
- C. Robert "Bob" Wetmore – Appointed (*Jan 15, 2016 – Jan 31, 2021*)

Debra Dockery

### 3. Approval of the October 29, 2015 Board Meeting Minutes (*Action*)

Debra Dockery

### 4. Executive Director Report

- A. Summary of Executive Accomplishments (*Information*)
- B. Operating Budget/Scholarship: Presentation on 1<sup>st</sup> quarter expenditures/revenues

Julie Hildebrand

#### Report on Conferences and Meetings (*Information*)

- A. TxA 76<sup>th</sup> Annual Convention and Design Expo – *Nov 5-7*
- B. 2015 Annual CIDQ Council of Delegates Meeting – *Nov 13-14*
- C. CLARB MBE Committee Meeting – *Jan 7-8*
- D. NCARB 2016 MBE Engagement Sessions – *Jan 15-16*
- E. Southern Conference of NCARB Educators & Practitioners Conference – *Feb 12-13*

Julie Hildebrand

#### Report on Upcoming Conferences and Meetings (*Information*)

- A. NCARB MBE Workshop/Regional Summit – *Mar 10-12*
- B. 2016 Texas ASLA Annual Conference – *Apr 28-29*

### 5. General Counsel Report

- A. **Proposed Rules for Adoption** (*Action*)
  - I. Relating to registration of military service members, military veterans, and military spouses Board Rules 1.22, 3.22, 5.32, 1.29, 3.29, 5.39, 1.69, 3.69, 5.79, and 7.10
  - II. Relating to Elimination of Reference to NCIDQ IDEP Program Board Rules 5.31 and 5.202

Lance Brenton

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- III. Relating to Eligibility to Petition for Rulemaking Board Rule 7.7
- IV. Relating to Employee Training Draft Rule 7.15
- V. Relating to Consideration of Foreign Landscape Architecture Degrees Rule 3.21 and 3.191
- VI. Relating to Cleanup of Reference to \$200 Professional Fee Rules 1.65, 3.65, and 5.75

### B. **Draft Amendments for Proposal** (*Action*)

- I. Regarding eligibility for architectural registration by reciprocity, relating to educational requirements. Rule 1.22
- II. Regarding eligibility for architectural registration by examination, relating to NCARB's overhaul of the intern development program Rules 1.5, 1.191, and 1.192

## 6. **Discussion Items**

- A. Discussion of Issues Relating to Recusal of Board Members
- B. Executive Director Performance Evaluation Process

Lance Brenton  
Debra Dockery

## 7. **Enforcement Cases** (*Action*)

**Review and possibly adopt Executive Director's recommendation in the following enforcement cases:**

### A. **Non-Registrant Case**

Rodriguez, Omar Eliezer (149-14N)

### B. **Registrant Cases**

Marquez, Michael J. (#048-15A)

Todd, Markham W. (#046-15A)

Wallace, Kevin Laurance (#119-15A)

### C. **Registrant – CE Cases**

Alberstadt, Milton Louis (#033-16A)

Baker, Gary Taylor (#004-16A)

Biegel, Steven L. (#019-16A)

Blankenship, Lance Ray (#080-15A)

Bodron, Thomas M. (#029-16I)

Dioun, Massoud M. (#036-16L)

Durham, Robert Wayne (#035-16A)

Elliott, William C. (#032-16A)

Featherston, Laura Ann (#013-16I)

Grassle, Robert C. (#034-16A)

Larson, Ted William (#062-15I)

Lance Brenton

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS**

Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102  
333 Guadalupe Street  
Austin, Texas

Thursday, February 25, 2016  
9:00 a.m. – Conclusion

Matthiesen, Jay Scott (#028-16A)  
Patel, Narendra (#147-15A)  
Rougeau, Rhonda M. (#030-16I)  
Torres, Alfonso Ybarra (#024-16A)  
West, Charles Moss (#018-16A)

***The Board may meet in closed session pursuant to TEX. GOV'T  
CODE ANN. §551.071(1) to confer with legal counsel***

- |                                                                                                                 |               |
|-----------------------------------------------------------------------------------------------------------------|---------------|
| <b>8. Board Election</b> <i>(Action)</i><br>Board Vice-Chair and Secretary/Treasurer                            | Debra Dockery |
| <b>9. Board Committee Assignments</b> <i>(Action)</i>                                                           | Debra Dockery |
| <b>10. Upcoming Board Meeting</b> <i>(Information)</i><br>Thursday, May 26, 2016 – Full Board & Budget Workshop | Debra Dockery |
| <b>11. Chair’s Closing Remarks</b>                                                                              | Debra Dockery |
| <b>12. Adjournment</b>                                                                                          | Debra Dockery |
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**NOTE:**

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Government Code §551.*
- ◆ *Action may be taken on any agenda item.*

**NOTICE OF ASSISTANCE AT PUBLIC MEETINGS**

Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services are required to call (512) 305-8548 at least five (5) work days prior to the meeting so that appropriate arrangements can be made.

## FREQUENTLY USED ACRONYMS

<b>ACSA</b>	Association of Collegiate Schools of Architecture
<b>ADA</b>	Americans with Disabilities Act
<b>AIA</b>	American Institute of Architects
<b>ASID</b>	American Society of Interior Designers
<b>ASLA</b>	American Society of Landscape Architects
<b>ARE</b>	Architect Registration Examination
<b>BOAT</b>	Building Officials Association of Texas
<b>CACB</b>	Canadian Architectural Certification Board
<b>CIDA</b>	Council for Interior Design Accreditation
<b>CIDQ</b>	Council for Interior Design Qualification
<b>CLARB</b>	Council of Landscape Architectural Registration Boards
<b>CLEAR</b>	Clearinghouse on Licensure, Enforcement, and Regulation
<b>FARB</b>	Federation of Associations of Regulatory Boards
<b>GAA</b>	General Appropriations Act
<b>GRF</b>	General Revenue Fund
<b>IDCEC</b>	Interior Design Continuing Education Council
<b>IDEC</b>	Interior Design Educators Council
<b>IDP</b>	Intern Development Program
<b>IIDA</b>	International Interior Design Association
<b>LARE</b>	Landscape Architect Registration Examination
<b>MBE</b>	Member Board Executives
<b>MBM</b>	Member Board Members
<b>NAAB</b>	National Architectural Accreditation Board
<b>NCARB</b>	National Council of Architectural Registration Boards
<b>OAG</b>	Office of the Attorney General
<b>SOAH</b>	State Office of Administrative Hearings
<b>SORM</b>	State Office of Risk Management
<b>TAID</b>	Texas Association for Interior Design
<b>TAS</b>	Texas Accessibility Standards
<b>TASB</b>	Texas Association of School Boards
<b>TBPE</b>	Texas Board of Professional Engineers
<b>TxA</b>	Texas Society of Architects
<b>TSPE</b>	Texas Society of Professional Engineers

**Chase Bearden** of Austin is a professional advocate and grassroots organizer for the Coalition of Texans with Disabilities. He is a guest lecturer in the Texas State University Therapeutic Recreation Department, and a past member of the Rehabilitation Council of Texas. He is also a volunteer as a coach for local nurses and therapists on providing treatment, teaching life skills and working with patients who suffer spinal cord injuries. Bearden received a bachelor's degree from Concordia University.

**Jennifer Walker, AIA** of Lampasas will serve as an Architect member. Mrs. Walker is the President of JNW Architects, LLC, a family-owned firm founded in 2012. Mrs. Walker was first licensed in 2012, and holds undergraduate and graduate degrees from Texas A&M University. Mrs. Walker is active on the Library Foundation of Lampasas and the Lampasas Association for the Arts, as well as professional societies such as the AIA, TxA, and U.S. Green Building Council.

**Bob Wetmore, AIA** of Austin also will serve as an Architect member. Mr. Wetmore is a principal of Cornerstone Architects LLP, of which he was a founder in 1989. Mr. Wetmore earned his architecture degree from Texas Tech University, and first became licensed in 1987. Mr. Wetmore has been active locally in such organizations as CASA of Travis County, Leadership Austin, the Home Builders of Austin Executive Council, Austin Boys Choir, and the Chancellor's Council of Texas Tech University. Mr. Wetmore is a member of the AIA nationally and locally, TxA, and the Home Builders of Austin.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS**  
**Minutes of October 29, 2015 Board Meeting**  
William P. Hobby Jr. Building, 333 Guadalupe Street  
Tower III, Conference Room 102  
Austin, TX 78701  
9:00 a.m. until completion of business

**1. Preliminary Matters**

**A. Call to Order**

Ms. Dockery called the meeting to order at 9:05 a.m.

**B. Roll Call**

Ms. Miller called the roll.

**C. Excused and unexcused absences**

Alfred Vidaurri (Excused)

Bert Mijares (Excused)

William (Davey) Edwards -- Public Member (no longer on Board)

**Present**

Debra Dockery

Vice-Chair

Paula Ann Miller

Secretary-Treasurer -- Public Member

Charles H. (Chuck) Anastos

Architect Member

Sonya Odell

Registered Interior Design Member

Michael (Chad) Davis

Landscape Architect Member

Chase Bearden

Public Member (arrived 9:20 a.m.)

**TBAE Staff Present**

Julie Hildebrand

Executive Director

Lance Brenton

General Counsel

Glenn Garry

Communications Manager

Glenda Best

Director of Operations

Christine Brister

Staff Services Officer

Mike Alvarado

Registration Manager

Kenneth Liles

Finance Manager

Jack Stamps

Managing Investigator

Dale Dornfeld

IT Manager

Steve Rodriguez

License & Permit Specialist

Katherine Crain

Legal Assistant

Julio Martinez

Network Specialist

**D. Determination of a quorum**

A quorum was present.

**E. Recognition of guests**

Ms. Dockery recognized the following guests: DeAnn Walker, Governor's Office, Donna Vining, Executive Director for Texas Association for Interior Design, David Lancaster, Senior Advocate for Texas Society of Architects (arrived at 9:27 a.m.), and Jeri Morey, Architect from Corpus Christi, Texas.

**F. Chair's Opening Remarks**

Ms. Dockery opened the meeting and thanked everyone for the introduction. She thanked staff for including the article in the newsletter regarding misappropriation of seals and stated that it was a well written article.

**G. Public Comment**

Jeri Morey, architect from Corpus Christi addressed the Board and stated that she had concerns about the items that NCARB was proposing to include in a five (5) year program and addressed specific issues that should be covered in the program.

**2. Approval of Board Meeting Minutes (Action)**

A MOTION WAS MADE AND SECONDED (Anastos/Odell) TO APPROVE THE AUGUST 24, 2015 BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.

**3. Executive Director Report (Information)**

**A. Summary of Executive Accomplishments (Information)**

Ms. Hildebrand directed the Board to her report on page 17 and stated that all policies have been reviewed and updated. The next item was the survey of employee engagement and it would be included as part of the agency's Strategic Plan. Furthermore, she had completed and submitted the agency's Annual Financial Report as well as the October newsletter. She reported that the individual registration website was complete and implemented and would eventually phase out the old database.

She mentioned that Mr. Brenton would be attending the Government Law & Liability Conference in San Marcos on December 8, 2015 and legislative updates from the conference would be incorporated into the board orientation.

**B. Operating Budget/Scholarship: Presentation on FY2015 year-end expenditures/revenue**

Ms. Hildebrand directed the Board to page 20 for the operating budget and page 21 for information on the scholarship fund. She reported that the agency awarded 48 scholarships in fiscal year 2015.

**C. Trend Analysis Presentation on Agency Performance and Operations**

Ms. Hildebrand stated that the trend analysis was outlined on page 22 for the Board's review and the public. It would be provided to the Governor's office and the Legislature as part of the agency's required annual report. She informed the Board that there had been an increase for active architects during the last 6 years while inactive architects and RIDs had decreased. The decrease in RIDs was due to the mandatory testing requirement which was a statutory issue rather than an industry issue as noted by Mr. Davis. Ms. Odell stated that students specializing in interior design in schools were not decreasing. Ms. Hildebrand pointed out that landscape architects had a 3.7% increase and new registrants by examination or reciprocals have increased for architects and landscape architects since 2009. Furthermore, she reported that the agency only takes four (4) days to issue a license as opposed to ten (10) which is the norm for most agencies. Firm registration had increased for the last three (3) years, but decreased in 2013 because of database cleanup.

The next topic was agency administrative information and she informed the Board that the agency's revenues were much higher than expenditures. Additionally, the fund balance had stayed healthy since 2009 and increased in 2015. Also, salaries increased from 2013 to 2014 to shore up the retirement fund.

**D. Strategic Plan Timeline**

Ms. Hildebrand presented an outline to the Board and stated that the workshop listed was a Board workshop. She stated that Mr. Garry would be reaching out to TBAE's stakeholders for the environmental scan and the agency would send

a questionnaire to the Board members. The next section would be done in conjunction with the Board meeting in February. The Board discussed the outline and decided to hire a moderator for the workshop and dedicate an entire day to the process. Ms. Hildebrand provided further details of the workshop to the Board members.

**Report on Conferences and Meetings** (*Information*)

**A. 2015 CLARB Annual Meeting – Sep 17-19**

Ms. Hildebrand and Mr. Davis attended the meeting in New Orleans and gave a report regarding the future of licensure and the LARE exam.

**B. 2015 LRGV-AIA BBC Conference – Sep 24-26**

Ms. Hildebrand and Mr. Stamps attended the conference and gave a presentation.

**Report on Upcoming Conferences and Meetings**

**A. TxA 76<sup>th</sup> Annual Convention & Design Expo – Nov 5-7**

Ms. Hildebrand, Mr. Stamps and Mr. Garry will attend the conference and make a presentation.

**B. 2015 Annual CIDQ Council of Delegates Meeting – Nov 13-14**

Ms. Hildebrand and Ms. Odell will attend the conference in Atlanta.

**The Board took a break at 10:13 a.m. and reconvened at 10:30 a.m.**

**4. Draft Amendments for Proposal**

Mr. Brenton stated that the following items have been reviewed and approved by the Rules Committee. Therefore, the draft amendments for proposal were for approval to submit to the Texas Register for public comment. Furthermore, he stated that the rules were all statutorily required or not controversial.

- A. Relating to registration of military service members, military veterans, and military spouses, Board Rules, 1.22, 3.22, 5.32, 1.29, 3.29, 5.39, 1.69, 3.69, 5.79, and 7.10

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§1.29, 3.29, 5.39, 1.22, 3.22, 5.32, 1.69, 3.69, 5.79, AND 7.10 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

- B. Relating to Elimination of Reference to NCIDQ IDEP Program, Board Rules 5.31 and 5.202

A MOTION WAS MADE AND SECONDED (Davis/Odell) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§5.31 AND 5.202 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

- C. Relating to Eligibility to Petition for Rulemaking, Board Rule 7.7

A MOTION WAS MADE AND SECONDED (Davis/Anastos) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §7.7, FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY



TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

- D. Relating to Consideration of Foreign Landscape Architecture Degrees, Rule 3.21 and 3.191

A MOTION WAS MADE AND SECONDED (Davis/Anastos) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§3.21 AND 3.191 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

- E. Relating to Cleanup of Reference to \$200 Professional Fee, Rules 1.65, 3.65, 5.75

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO APPROVE THE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§1.65, 3.65, AND 5.75 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

**Draft Rule for Proposal** (*Action*)

Relating to Employee Training, Draft Rule 7.15

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO APPROVE PROPOSED NEW RULE 22 TEX. ADMIN. CODE §7.15 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

**5. Enforcement Cases**

**Review and possibly adopt Executive Director's recommendation in the following enforcement cases:**

**A. Registrant Case:**

**Luhn, Graham B. (#147-14A)**

Ms. Dockery recused herself and Ms. Miller directed the Board to hear the case against the Respondent. Mr. Brenton stated that based upon the investigation, Respondent violated Board Rule 1.104(d) by failing to take appropriate steps in modifying sealed documents and a \$2,000 administrative penalty was recommended. A MOTION WAS MADE AND SECONDED (Davis/Anastos) TO ACCEPT STAFF'S RECOMMENDATION OF A \$2,000 ADMINISTRATIVE PENALTY. THE MOTION PASSED UNANIMOUSLY, with Ms. Dockery in abstention.

- C.** At this time, because Ms. Dockery had also recused herself from consideration of the disciplinary case involving John James Speegle (#071-15A), the Board transitioned to this matter on the agenda. Mr. Brenton explained that the case involved a continuing education violation, and stated that staff's recommendation was to accept the proposed administrative penalty of \$700. A MOTION WAS MADE AND SECONDED (Bearden/Anastos) TO ACCEPT

STAFF'S RECOMMENDATION OF A \$700 ADMINISTRATIVE PENALTY. THE MOTION PASSED UNANIMOUSLY, with Ms. Dockery in abstention.

**B. TDLR Case:**

**Long, Phillip Barry (#091-15A)**

Mr. Brenton summarized the facts of the case and stated that an administrative penalty of \$2,000 was recommended. A MOTION WAS MADE AND SECONDED (Anastos/Bearden) TO ACCEPT STAFF'S RECOMMENDATION OF A \$2,000 ADMINISTRATIVE PENALTY. THE MOTION PASSED UNANIMOUSLY.

**Powell, Donald Rex (#097-15A)**

Mr. Brenton presented the case and read the highlights of the summary and stated that an administrative penalty of \$1,000 was recommended. A MOTION WAS MADE AND SECONDED (Bearden/Davis) TO ACCEPT STAFF'S RECOMMENDATION OF A \$1,000 ADMINISTRATIVE PENALTY. THE MOTION PASSED UNANIMOUSLY.

**C. Continuing Education Cases**

Mr. Brenton stated that the Board would hear the next 15 cases and vote on them together as a whole.

**Ahearne, Patrick M. (#146-15A)**

**Blaney, Forrest A. (#081-15L)**

**Costigan, Kimberly Mawson (#136-15I)**

**Dobrowski, Daniel Lee (#112-15A)**

**Hau, Chi-Sing Kenneth (#140-15A)**

**Hsieh, Jiahuar (#137-15A)**

**Moebes, John (#135-15A)**

**Negrete, Jose Alfredo (#132-15A)**

**Nelson, Clayton (#111-15A)**

**Percival, Carla A. (#134-15A)**

**Sumrall, Darren (#110-15A)**

**Waters, Hillary Merritt (#145-15I)**

**Williams, Gary Dale (#113-15A)**

**Wright, Richard Wilson (#133-15A)**

**Yang, Kristy Kay (#139-15I)**

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO ADOPT STAFF'S RECOMMENDATION AND PENALTIES TO APPROVE ALL OF THE CASES LISTED ON THE AGENDA WITH THE EXCEPTION OF THE JOHN JAMES SPEEGLE CASE AS THAT ONE HAD BEEN HEARD PREVIOUSLY IN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

- 6. Request for Comments:** Modifications to the *NCARB Education Standard (Action)*  
Ms. Hildebrand reported on NCARB's plan to review modifications to its education standard and stated that NCARB would like member boards to give comments. She said NAAB determines the conditions for accreditation and they review them periodically. Subsequently, NCARB reviews their education standards as a result of NAAB's determination for accreditation. Their education committee reviewed their changes to NAAB and has made changes to the NCARB Board of Directors. She indicated that the proposed changes begin on page 114 and the redlined version of the changes is on page 118. Additionally, there is a chart that compares everything on page 130. Ms. Dockery clarified that this does not govern the accredited universities in Texas which Ms. Hildebrand acknowledged in the affirmative. Mr. Anastos added that he believed the areas Ms. Morey mentioned were valid. Ms. Dockery suggested

that the Board approach Chair Vidaurri with concerns voiced in the meeting. Ms. Hildebrand indicated that the agency would research the topics and find out how to address those issues.

**7. Upcoming Board Meeting** (*Information*)

Thursday, February 25, 2016

**8. Vice-Chair's Closing Remarks**

Ms. Dockery thanked the Board members for keeping the meeting short and stated that she enjoyed working with each of them as a cohesive board.

**9. Adjournment**

A MOTION WAS MADE AND SECONDED (Odell/Miller) TO ADJOURN THE MEETING AT 11:30 A.M. THE MOTION PASSED UNANIMOUSLY.

Approved by the Board:

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DEBRA J. DOCKERY, AIA  
Vice-Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

### Summary of Registration Department Accomplishments

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Examination Applications Received	54	40	63	50	92							
Reciprocal Applications Received	39	42	39	29	48							
Total Applications Received	93	82	102	79	140							
Exam Scores Received and Entered	373	368	318	367	365							
Examination Registrations Issued	45	40	37	36	43							
Reciprocal Registrations Issued	36	34	43	35	39							
Total Registrations Issued	81	74	80	71	82							
Active Architects	11,681	11,701	11,747	11,759	11,797							
Active Registered Interior Designers	3,760	3,733	3,719	3,701	3,686							
Active Landscape Architects	1,464	1,465	1,468	1,470	1,465							
Total Active Registrants	16,905	16,899	16,934	16,930	16,948							
CE Audits Conducted	122	121	119	119	115							
CE Audits Referred for Investigation	5	8	7	0	5							
Approved Scholarship Applications	0	0	0	2	7							
Certificates of Standing	15	9	12	10	6							

1. All new registrants were registered within one day of all documentation being received and the fee being deposited.
2. Mike Alvarado has taken on his new role as Manager of the Registration Division and has hired a new employee, Steven Ramirez to fill his vacant position.

### Summary of Enforcement Accomplishments

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Cases Received and Opened	21	15	11	5	8							
Cases Closed by Investigations	11	13	6	2	1							
Cases Referred to Legal	10	7	7	5	6							
Average Number of Days to Investigate	77	68	73	71	87							
Cases Referred for Criminal Prosecution	0	0	0	0	0							
Notices of Violation by Legal	11	5	18	5	8							
Disciplinary Action Entered by the Board	0	19	0	0	0							
Warnings from Executive Director	9	6	6	1	0							
Complaints Filed at SOAH	0	0	0	1	0							

1. Lance attended the Federation of Associations of Regulatory Boards Regulatory Law Conference.
2. Lance attended the Government Law and Liability Conference presented by the Attorney General's Office.
3. Substantial revisions were made to the Board Member Training Manual.
4. Lance attended the Austin Bar Association Administrative Law Division's presentation on SOAH Proceedings.

# Summary of Executive Accomplishments

## Executive

1. Annual Trends Report - Completed, submitted, presented to Board, and posted on website
2. Annual Performance Measures - Completed and submitted
3. Continuity of Operations Plan and Crosswalk – Completed and submitted to State Office of Risk Management
4. Newsletter – Completed and published
5. Received results from Survey of Employee Engagement and discussed with staff
6. Prepared for and completed New Board Member Orientation for Ms. Walker and Mr. Wetmore
7. Revised Board Member Training Manual will be available for reference on the Board Member Area of the website. Please let us know if there is anything missing or incorrect. We will continue to update on a regular basis.

## Communications

1. Developed and released Customer Service Survey with data compiled and initial draft of the Report on Customer Service completed
2. Released external/environmental scan for Strategic Plan
3. Dedicated military service members/veterans/spouses website page
4. Announcement and earned media of Ms. Walker and Mr. Wetmore as new Board Members

## Presentations with Impressions:

1. General Presentation and Booth at TxA Annual Convention (Julie, Jack and Glenn)
2. General Presentation at Gensler in Dallas (Glenn and Lance)
3. Laws and Rules Presentation with TxA at UT – Arlington (Glenn and Lance)
4. NCARB Presentation at UT – San Antonio (Mike, Jackie and Steve)
5. NCARB Presentation at AIA San Antonio (Mike, Jackie and Steve)
6. NCARB Presentation at UT – Austin (Mike, Jackie and Steve)
7. NCARB Presentation at AIA Austin (Mike, Jackie and Steve)

## NCARB

1. IDP Overhaul - Next summer, the Intern Development Program (IDP) will be updated to reflect six broad practice based areas (same areas as ARE) of architectural practice, rather than the current 17 experience areas.
2. Integrated Path to Architectural Licensure Initiative – The IPAL provides students the opportunity to complete requirements for licensure while earning their degree. Spearheaded by NCARB, the initiative encourages accredited programs to incorporate the IDP, as well as the opportunity to take the ARE, into curricula. Fourteen schools are currently participating in the initiative. No Texas schools are participating. Although Texas schools would be allowed to incorporate the IDP and preparation for the ARE into their programs, the current law would not allow an individual to take the ARE until they have graduated and attained at least 6 months of experience.
3. Broadly Experienced Foreign Architect Program – Effective July 1, 2016, the new requirements for certification of foreign architects will be:
  - a. Education Requirement: Hold a recognized education credential in an architecture program that leads to licensure/credential in a foreign country
  - b. Registration Requirement: Credentialed in a foreign country allowing unlimited practice that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture

- c. Experience Requirement: Complete the requirements of the Intern Development Program (IDP); and
  - d. Examination Requirement: Pass the ARE.
- 4. It is important to note that in modifying the requirements for certification of foreign architects, applicants will no longer be required to complete a minimum of seven (7) years of practice in the country where they are credentialed as an architect, nor will they be required to compile a dossier of their experience and participate in an interview with the BEA Committee.
- 5. Incorporation of the E-Portfolio Method as an Alternative Satisfaction of IDP Requirements – *see Board of Directors Brief*
- 6. Renaming the Intern Development Program - The NCARB Board accepted a report from its Future Title Task Force recommending that references to “intern” and “internship” be removed from NCARB program vocabulary. The report stated that NCARB’s regulatory focus should be solely upon the use of the word “architect” as restricted to those who obtain a license to practice. The rationale behind this recommendation states that the decision to title a non-licensed person more properly exists within the context of the business marketplace rather than within regulatory constructs. The Board selected “*The Architectural Experience Program*” as the new title.
- 7. Draft Resolution to Amend Certification Guidelines Regarding the Broadly Experienced Architect Program – *see Board of Directors Brief*

## CLARB

- 1. I was appointed to the Member Board Executives Committee of CLARB on January 1. The MBE Committee is charged annually to complete a scope of work that is aligned with the organization's goals, strategy and approved work plan for the fiscal year. The Committee's responsibilities include partnering with staff to develop, refine and validate themes, topics, formats and content for the annual membership meeting; and providing input on proposed changes to policies, procedures, standards and other projects as needed.
- 2. Task Analysis Process Underway - To ensure that the L.A.R.E. is a relevant, defensible exam that meets international testing standards, CLARB conducts a "job task analysis" every five to seven years. CLARB will be conducting the task analysis over the next year and will share results with the membership at the 2016 Annual Meeting.
- 3. Welfare Study - ASLA Colorado in conjunction with ASLA released a new research study, [\*Advocacy through research: Evaluating and communicating the public welfare benefits of landscape architecture projects\*](#). This research expands upon a [2010 study conducted for CLARB](#) that defines public welfare in the context of landscape architecture and identifies seven beneficial impacts of landscape architecture on public welfare.

## CIDQ

- 1. I was appointed to the CIDQ Bylaws Task Force on February 8. The task force will provide review and comment on the revised Bylaws. The goal is to present a modern, refreshed set of bylaws to the Delegates to ratify at the next annual meeting.
- 2. CIDQ welcomed Thomas Banks, CAE FASID, as their new Executive Director, effective January 2016.

	FY 2016 Approved Budget	FY 2016 Budget Actual through 11- 30-15	FY 2016 Percentage Spent
<b>FISCAL YEAR 2016 BUDGET WITH SERVERS</b>			
<b>Revenues:</b>			
Licenses & Fees	2,601,504	649,144	24.95%
Business Registration Fees	75,000	18,180	24.24%
Late Fee Payments	120,000	34,595	28.83%
Other	2,500	1,191	47.62%
Interest	1,000	221	22.13%
<i>Potential Draw on Fund Balance</i>			
<b>Total Revenues</b>	<b>2,800,004</b>	<b>703,331</b>	<b>25.12%</b>
<b>Expenditures:</b>			
Salaries and Wages	1,456,300	343,963	23.62%
Payroll Related Costs	445,904	126,322	28.33%
Professional Fees & Services	36,000	7,533	20.93%
Travel			
Board Travel	30,000	4,614	15.38%
Staff Travel	18,000	6,673	37.07%
Office Supplies	12,000	2,049	17.08%
Postage	15,000	5,512	36.75%
Communication and Utilities	18,800	3,145	16.73%
Repairs and Maintenance	1,000	-	0.00%
Office Rental	78,000	12,750	16.35%
Equipment Leases--Copiers	10,000	1,918	19.18%
Printing	20,000	761	3.81%
Operating Expenditures	41,000	13,743	33.52%
Conference Registration Fees	4,000	65	1.63%
Membership Dues	20,000	8,610	43.05%
Staff Training	6,000	-	0.00%
SWCAP Payment	38,000	16,286	42.86%
Payment to GR	510,000	127,500	25.00%
<b>IT Upgrades with Servers</b>	<b>40,000</b>	<b>2,232</b>	<b>5.58%</b>
<b>Total Expenditures</b>	<b>2,800,004</b>	<b>683,678</b>	<b>24.42%</b>
<b>Excess/ (Deficiency) of Rev over Exp.</b>	<b>-</b>	<b>19,653</b>	

<i>Funding for 6 months</i>	<b>1,400,002</b>
<i>Excess Fund Balance</i>	<b>1,162,808</b>
<b>Total Fund Balance</b>	<b>2,562,810</b>

Enforcement Penalties Collected	\$ 29,270
General Revenue Collected	\$ 89,600



**Texas Board of Architectural Examiners  
Fiscal Year 2015 Budget Scholarship  
Fund**

	<b>FY 2016 Budget</b>	<b>FY 2016 Actual Expenditures Sept. 1, 2015--- Nov. 30, 2015</b>	<b>FY 2016 Remaining Budget</b>
<b>Operating Fund Beginning Fund Balance:</b>	-	-	<b>87,414.96</b>
<b>Adjusted Beginning Balance</b>	-	-	-
<b>Scholarship Fund Beginning Balance</b>	<b>98,985.57</b>		
<b>Total Beginning Scholarship Fund Balance</b>	<b>98,985.57</b>	<b>98,985.57</b>	<b>87,414.96</b>
<b>Expenditures:</b>			
Operating Expenditures-Scholarship Payments		11,570.61	-
<b>Total Expenditures</b>		<b>11,570.61</b>	-
<b>Excess/(Deficiency) of Rev. over Exp.</b>	<b>98,985.57</b>	<b>87,414.96</b>	-
<b>Fund Balance</b>	<b>98,985.57</b>	<b>87,414.96</b>	<b>87,414.96</b>

**Number of Scholarships Awarded**

**23**

**Frequency per Fiscal Year----September 30, January 31, and May 31**

## **Adoption of Proposed Amendments to Rules 1.22, 1.29, 1.69 and 7.10 (and Chapters 3 and 5 Equivalent) Registration of Military Service Members, Military Veterans, and Military Spouses**

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### **Background**

Recently, the legislature passed two bills amending Chapter 55 of the Texas Occupations Code. Chapter 55 deals with occupational licensing of military service members, veterans, and spouses. The two bills in question are SB 807 and SB 1307. The following changes to Chapter 55 have been made.

- SB 807: Waives license application and examination fees collected by the state for:
  - A military service member or military veteran whose military service, training, or education substantially meets all of the requirements for the license; or
  - a military service member, military veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state.
- SB 1307
  - Modifies or adds definition of the terms “active duty,” “armed forces of the United States,” “military service member,” “military spouse” and “military veteran,” and alters usage of terms thereof.
  - Grants agencies authority to adopt rules to establish alternative methods for military service members, veterans, and spouses to demonstrate competency for licensure.
  - Extends expedited licensure provisions that previously applied only to military spouses to military service members and veterans as well.

These statutory changes have resulted in the need to modify certain Board rules relating to registration of military service members, spouses, and veterans, as follows. Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published in the register on December 18, 2015. No comments were received on the proposed amendments.

### **Proposed Amendments**

The proposed amendments encompass the following rules:

- Rules 1.29, 3.29, and 5.39
  - Modifies Rule title from “Credit for Military Service” to “Registration of a Military Service Member, Military Veteran, or Military Spouse”
  - Modifies definitions of “active duty,” “armed forces of the United States,” “military service member,” “military spouse” and “military veteran” in accordance with SB 1307
  - Incorporates previously existing Chapter 55 provisions as follows:

- Grants licensure eligibility to a military service member, veteran, or spouse if:
      - the applicant holds an active registration issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or
      - the applicant held an active registration in this state within the five years preceding the application.
    - Provides for expedited consideration of applications filed by military service members, veterans, and spouses.
- Rules 1.22, 3.22, and 5.32
  - Deletes provision for expedited consideration of military spouse application for registration (provision has been moved to Rules 1.29, 3.29, and 5.39)
- Rules 1.69, 3.69, and 5.79
  - Incorporates previously existing Chapter 55 provision that allows military service member an additional two years to complete continuing education requirements.
- Rule 7.10
  - Includes waiver of application and examination fees paid to the state:
    - For a veteran if the veteran’s military service, training, or education substantially meets all requirements of a registration
    - For a military veteran or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for registration in this state
  - In practice, this would not include examination fees paid to national certifying organizations, as they are not “collected by the state”

Attached you will find the following supporting documents:

- Texas Occupations Code Chapter 55, with underlining and strikethrough formatting indicating statutory changes resulting from SB 807 and SB 1307.
- Copies of all rules proposed for amendment, with underline and strikethrough formatting indicating all changes

**Staff Recommendation**

Move to adopt the proposed amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, 5.39, 1.22, 3.22, 5.32, 1.69, 3.69, 5.79, and 7.10, as proposed.

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §1.22 Registration by Reciprocal Transfer

(a) A person may apply for architectural registration by reciprocal transfer if the person holds an architectural registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain architectural registration by reciprocal transfer, an Applicant must demonstrate the following:

(1) the Applicant has:

(A) successfully completed the Architect Registration Examination (ARE) or another architectural registration examination which the National Council of Architectural Registration Boards (NCARB) has approved as conforming to NCARB's examination standards; and

(B) successfully completed the requirements of the Intern Development Program (IDP) or acquired at least three years of acceptable architectural experience following registration in another jurisdiction; or

(2) the Applicant has been given Council Certification by NCARB and such Council Certification is not currently in an expired or revoked status.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for architectural registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d)~~ An Applicant for architectural registration by reciprocal transfer must remit the required registration fee to the Board within 60 days after the date of the tentative approval letter sent to the Applicant by the Board.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.22 Registration by Reciprocal Transfer

(a) A person may apply for landscape architectural registration by reciprocal transfer if the person holds a landscape architectural registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain landscape architectural registration by reciprocal transfer, an Applicant must demonstrate the following:

(1) the Applicant has:

(A) successfully completed the Landscape Architect Registration Examination (LARE) or another landscape architectural registration examination which the Council of Landscape Architectural Registration Boards (CLARB) has approved as conforming to CLARB's examination standards or as being acceptable in lieu of the LARE; and

(B) acquired at least two (2) years of acceptable landscape architectural experience following registration in another jurisdiction; or

(2) the Applicant currently holds a Council Certificate from CLARB that is in good standing.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for architectural registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d)~~ An Applicant for landscape architectural registration by reciprocal transfer must remit the required registration fee to the Board within sixty (60) days after the date of the tentative approval letter sent to the Applicant by the Board.

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §5.32 Registration by Reciprocal Transfer

(a) A person may apply for Interior Design registration by reciprocal transfer if the person holds an interior design registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain Interior Design registration by reciprocal transfer, an Applicant must demonstrate that the Applicant has:

(1) successfully completed the NCIDQ examination or another Interior Design registration examination which the National Council for Interior Design Qualification (NCIDQ) has approved as conforming to NCIDQ's examination standards or as being acceptable in lieu of the NCIDQ examination; and

(2) acquired at least two years of acceptable Interior Design experience following registration in another jurisdiction.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for Interior Design registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d) An Applicant for Interior Design registration by reciprocal transfer must remit the required registration fee to the Board within 60 days after the date of the tentative approval letter sent to the Applicant by the Board.~~

CHAPTER 1 ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §1.29 ~~Credit for Military Service~~ Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(3)~~ (3) "Military service member" means a person who is on active duty currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.

(4) "Military spouse" means a person who is married to a military service member.

~~(5)~~ (5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) ~~Architectural Registration eligibility requirements for~~ military service members, military veterans, and military spouses ~~applicants with military experience.~~

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration in this state;  
or

(B) Held an active architectural registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(4)~~ (4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.29 ~~Credit for Military Service~~Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(1)(3)~~"Military service member" means a person who is on active duty~~currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.~~

(4) "Military spouse" means a person who is married to a military service member.

~~(2)(5)~~"Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) Landscape architectural R~~egistration~~ eligibility requirements for military service members, military veterans, and military spouses ~~applicants with military experience.~~

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active landscape architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for the license in this state; or

(B) Held an active landscape architectural registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(2)(4)~~This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.



CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §5.39 ~~Credit for Military Service~~ Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(3)~~ (3) "Military service member" means a person who is on active duty currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.

(4) "Military spouse" means a person who is married to a military service member.

~~(5)~~ (5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) ~~Interior design~~ Registration eligibility requirements for military service members, military veterans, and military spouses ~~applicants with military experience.~~

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active interior design registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for the license in this state;  
or

(B) Held an active interior design registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(4)~~ (4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

## CHAPTER 1 ARCHITECTS

### SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

#### RULE §1.69 Continuing Education Requirements

(a) Each Architect shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: surveying, structural, mechanical, electrical, communications, fire protection, controls.

(3) environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.

(4) occupant comfort: air quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products, finishes, furnishings, equipment.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: land use analysis, programming, site selection, site and soils analysis.

(8) design: urban planning, master planning, building design, site design, interiors, safety and security measures.

(9) Construction Documents: drawings, specifications, delivery methods.

(10) construction administration: contract, bidding, contract negotiations.

(b) Each Architect shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Architect renews the Architect's certificate of registration. Of the 12 minimum mandatory CEPH, each Architect shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Architects shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Architect has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).

(d) Architects may complete a maximum of four CEPH in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Architect has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by an Architect for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical architectural subjects related to the Architect's profession, ethical business practices, or new technology;

(2) Teaching architectural courses and time spent in preparation for such teaching:

(A) a maximum of four CEPH may be claimed per class hour spent teaching architectural courses;

(B) an Architect may not claim credit for teaching the same course more than once; and

(C) College or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Architect's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in architectural research which is published or formally presented to the profession or public;

(5) Hours spent in architectural self-directed study programs such as those organized, sponsored, or approved by the American Institute of Architects, the National Council of Architectural Registration Boards, or similar organizations acceptable to the Board;

(6) College or university credit courses on architectural subjects or ethical business practices; each semester credit hour shall equal one CEPH; each quarter credit hour shall equal one CEPH;

(7) One CEPH may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) An Architect may be exempt from continuing education requirements for any of the following reasons:

(1) An Architect shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Architect shall be exempt for any registration period during which the Architect's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Architect's registration may be returned to active status;

(3) An Architect who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Architect serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) An Architect who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education program requirements in Texas for any registration period during which the Architect satisfies such

other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Architect complete one CEPE related to Sustainable or Energy-Efficient design; or

(5) An Architect who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching architecture.

(g) When renewing his/her annual registration, each Architect shall attest to the Architect's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Architect shall maintain a detailed record of the Architect's continuing education activities. Each Architect shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require an Architect to produce documentation to prove that the Architect has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Architect shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPE credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If an Architect is registered to practice more than one of the professions regulated by the Board and the Architect completes a continuing education activity that is directly related to more than one of those professions, the Architect may submit that activity for credit for all of the professions to which it relates. The Architect must maintain a separate detailed record of continuing education activities for each profession.

(4) An Architect may receive credit for up to 24 CEPE earned during any single registration period. A maximum of 12 CEPE that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §1.29(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPE requirements.

## CHAPTER 3 LANDSCAPE ARCHITECTS

### SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

#### RULE §3.69 Continuing Education Requirements

(a) Each Landscape Architect shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: surveying, grading, drainage, site layout, selection and placement of trees and plants.

(3) environmental: sustainability, natural resources, natural hazards, design of surfaces and selection and placement of trees and plants appropriate to environmental conditions.

(4) occupant comfort: air quality, water quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: land use analysis, programming, site selection, site and soils analysis.

(8) design: urban planning, master planning, site design, interiors, safety and security measures.

(9) construction documents: drawings, specifications, delivery methods.

(10) construction administration: contract, bidding, contract negotiations.

(b) Each Landscape Architect shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Landscape Architect renews the Landscape Architect's certificate of registration. Of the 12 minimum mandatory CEPH, each Landscape Architect shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Landscape Architects shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Landscape Architect has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).

(d) Landscape Architects may complete a maximum of four CEPH in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Landscape Architect has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by a Landscape Architect for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical landscape architectural subjects related to the Landscape Architect's profession, ethical business practices, or new technology;

(2) Teaching landscape architectural courses and time spent in preparation for such teaching:

(A) a maximum of three CEPH may be claimed per class hour spent teaching landscape architectural courses;

(B) a Landscape Architect may not claim credit for teaching the same course more than once; and

(C) college or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Landscape Architect's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in landscape architectural research which is published or formally presented to the profession or public;

(5) Hours spent in landscape architectural self-directed study programs such as those organized, sponsored, or approved by the American Society of Landscape Architects, the Council of Landscape Architectural Registration Boards, or similar organizations acceptable to the Board;

(6) College or university credit courses on landscape architectural subjects or ethical business practices; each semester credit hour shall equal one CEPH; each quarter credit hour shall equal one CEPH;

(7) One CEPH may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) A Landscape Architect may be exempt from continuing education requirements for any of the following reasons:

(1) A Landscape Architect shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Landscape Architect shall be exempt for any registration period during which the Landscape Architect's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Landscape Architect's registration may be returned to active status;

(3) A Landscape Architect who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Landscape Architect serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) A Landscape Architect who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education

program requirements in Texas for any registration period during which the Landscape Architect satisfies such other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Landscape Architect complete one CEPH related to Sustainable or Energy-Efficient design; or

(5) A Landscape Architect who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching landscape architecture.

(g) When renewing his/her annual registration, each Landscape Architect shall attest to the Landscape Architect's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Landscape Architect shall maintain a detailed record of the Landscape Architect's continuing education activities. Each Landscape Architect shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require a Landscape Architect to produce documentation to prove that the Landscape Architect has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Landscape Architect shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPH credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If a Landscape Architect is registered to practice more than one of the professions regulated by the Board and the Landscape Architect completes a continuing education activity that is directly related to more than one of those professions, the Landscape Architect may submit that activity for credit for all of the professions to which it relates. The Landscape Architect must maintain a separate detailed record of continuing education activities for each profession.

(4) A Landscape Architect may receive credit for up to 24 CEPH earned during any single registration period. A maximum of 12 CEPH that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §3.29(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPH requirements.

## CHAPTER 5 REGISTERED INTERIOR DESIGNERS

### SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

#### RULE §5.79 Continuing Education Requirements

(a) Each Registered Interior Designer shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: structural, mechanical, electrical, communications, fire protection, controls.

(3) environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.

(4) occupant comfort: air quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products, finishes, furnishings, equipment.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: programming, project analysis, survey of existing conditions, including the materials and configuration of the interior space of a project.

(8) design: interior building design, interior specifications, accessibility, safety, and security measures.

(9) Construction Documents: drawings, specifications and other materials within the definition of the term "Construction Document".

(10) construction administration: contract, bidding, and contract negotiations.

(b) Each Registered Interior Designer shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Registered Interior Designer renews the Registered Interior Designer's certificate of registration. Of the 12 minimum mandatory CEPH, each Registered Interior Designer shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Registered Interior Designers shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Registered Interior Designer has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).



(d) Registered Interior Designers may complete a maximum of four CEPH in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Registered Interior Designer has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by a Registered Interior Designer for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical Interior Design subjects related to the Registered Interior Designer's profession, ethical business practices, or new technology;

(2) Teaching Interior Design courses and time spent in preparation for such teaching:

(A) a maximum of four CEPH may be claimed per class hour spent teaching Interior Design courses;

(B) a Registered Interior Designer may not claim credit for teaching the same course more than once; and

(C) college or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Registered Interior Designer's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in Interior Design research which is published or formally presented to the profession or public;

(5) Hours spent in Interior Design self-directed study programs such as those organized, sponsored, or approved by the American Society of Interior Design, the International Interior Design Association, the National Council for Interior Design Education and Research, or similar organizations acceptable to the Board;

(6) College or university credit courses on Interior Design subjects or ethical business practices; each semester credit hour shall equal one CEPH; each quarter credit hour shall equal one;

(7) One CEPH may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) A Registered Interior Designer may be exempt from continuing education requirements for any of the following reasons:

(1) A Registered Interior Designer shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Registered Interior Designer shall be exempt for any registration period during which the Registered Interior Designer's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Registered Interior Designer's registration may be returned to active status;

(3) A Registered Interior Designer who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Registered Interior Designer serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) A Registered Interior Designer who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education program requirements in Texas for any registration period during which the Registered Interior Designer satisfies such other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Registered Interior Designer complete one CEPE related to Sustainable or Energy-Efficient design; or

(5) A Registered Interior Designer who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching Interior Design.

(g) When renewing his/her annual registration, each Registered Interior Designer shall attest to the Registered Interior Designer's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Registered Interior Designer shall maintain a detailed record of the Registered Interior Designer's continuing education activities. Each Registered Interior Designer shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require a Registered Interior Designer to produce documentation to prove that the Registered Interior Designer has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Registered Interior Designer shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPE credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If a Registered Interior Designer is registered to practice more than one of the professions regulated by the Board and the Registered Interior Designer completes a continuing education activity that is directly related to more than one of those professions, the Registered Interior Designer may submit that activity for credit for all of the professions to which it relates. The Registered Interior Designer must maintain a separate detailed record of continuing education activities for each profession.

(4) A Registered Interior Designer may receive credit for up to 24 CEPE earned during any single registration period. A maximum of 12 CEPE that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §5.39(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPH requirements.

TITLE 22 EXAMINING BOARDS

PART 1 TEXAS BOARD OF ARCHITECTURAL EXAMINERS

CHAPTER 7 ADMINISTRATION

RULE §7.10 General Fees

(a) FAILURE TO TIMELY PAY A REGISTRATION RENEWAL WILL RESULT IN THE AUTOMATIC CANCELLATION OF REGISTRATION BY OPERATION OF LAW.

(b) The following fees shall apply to services provided by the Board in addition to any fee established elsewhere by the rules and regulations of the Board or by Texas law. Payment of fees through the Internet is an online service provided by Texas.gov, the official Web site of the State of Texas. The following additional payments for the online service are not retained by the Board:

(1) A person who uses the online service to pay fees with a credit card must pay an additional \$.25 plus 2.25% of the sum of the fee and \$.25.

(2) A person who uses online services to pay fees by utilizing the Automated Clearing House Network ("ACH" sometimes referred to as an "electronic check" or a "direct bank draft") must pay \$1.00 per transaction instead of the fee referenced in paragraph (1) of this subsection.

(Attached Graphic)

(c) The Board cannot accept cash as payment for any fee.

(d) An official postmark from the U.S. Postal Service or other delivery service receipt may be presented to the Board to demonstrate the timely payment of any fee.

(e) If a check is submitted to the Board to pay a fee and the bank upon which the check is drawn refuses to pay the check due to insufficient funds, errors in routing, or bank account number, the fee shall be considered unpaid and any applicable late fees or other penalties accrue. The Board shall impose a processing fee for any check that is returned unpaid by the bank upon which the check is drawn.

(f) Payment of fees for military service member, military veteran, or military spouse.

(1) In this subsection, the terms "military service member," "military veteran," and "military spouse" shall have the meanings defined in §§1.29, 3.29, and 5.39 of the Board Rules.

(2) A military service member Registrant who is a Registrant in Good Standing or was in Good Standing at the time the Registrant entered into military service shall be exempt from the payment of any fee during any period of active duty service ~~in the U.S. military~~. The exemption under this subsection shall continue through the remainder of the fiscal year during which the Registrant's active duty status expires.

(3) A military service member or military veteran whose military service, training, or education substantially meets all requirements of a license shall be exempt from payment of license application and examination fees paid to the state.

(4) A military service member, military veteran or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for registration in this state shall be exempt from payment of license application and examination fees paid to the state.

OCCUPATIONS CODE

TITLE 2. GENERAL PROVISIONS RELATING TO LICENSING

CHAPTER 55. ~~LICENSE FOR MILITARY SERVICE MEMBER OR MILITARY SPOUSE~~

LICENSING OF MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES

Sec. 55.001. DEFINITIONS. In this chapter:

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "License" means a license, certificate, registration, permit, or other form of authorization required by law or a state agency rule that must be obtained by an individual to engage in a particular business.

(4)~~(1-a)~~ "Military service member" means a person who is on active duty ~~currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.~~

(5)~~(1-b)~~—"Military spouse" means a person who is married to a military service member ~~who is currently on active duty.~~

(6)~~(1-e)~~ "Military veteran" means a person who has served on active duty and who was discharged or released from active duty ~~in the army, navy, air force, marine corps, or coast guard of the United States, or in an auxiliary service of one of those branches of the armed forces.~~

~~(7)(2)~~ "State agency" means a department, board, bureau, commission, committee, division, office, council, or agency of the state.

Sec. 55.002. EXEMPTION FROM PENALTY FOR FAILURE TO RENEW LICENSE. A state agency that issues a license shall adopt rules to exempt an individual who holds a license issued by the agency from any increased fee or other penalty imposed by the agency for failing to renew the license in a timely manner if the individual establishes to the satisfaction of the agency that the individual failed to renew the license in a timely manner because the individual was serving as a military service member on active duty in the United States armed forces serving outside this state.

Sec. 55.003. EXTENSION OF LICENSE RENEWAL CERTAIN DEADLINES FOR ACTIVE DUTY MILITARY SERVICE MEMBERS PERSONNEL. A military service member person who holds a license, ~~is a member of the state military forces or a reserve component of the armed forces of the United States, and is ordered to active duty by proper authority~~ is entitled to two years of an additional amount of time, ~~equal to the total number of years or parts of years that the person serves on active duty,~~ to complete:

- (1) any continuing education requirements; and
- (2) any other requirement related to the renewal of the military service member's ~~person's~~ license.

Sec. 55.004. ALTERNATIVE LICENSING LICENSE PROCEDURE FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES SPOUSE. (a) A state agency that issues a license shall adopt rules for the issuance of the license to an applicant who is a military service member, military veteran, or military spouse ~~the spouse of a person serving on active duty as a member of the armed forces of the United States~~ and:

(1) holds a current license issued by another jurisdiction state that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or

(2) within the five years preceding the application date held the license in this state ~~that expired while the applicant lived in another state for at least six months.~~

~~(b) Rules adopted under this section must include provisions to allow alternative demonstrations of competency to meet the requirements for obtaining the license.~~

~~(c) The executive director of a state agency may waive any prerequisite to obtaining a license for an applicant described by Subsection (a) after reviewing the applicant's credentials issue a license by endorsement in the same manner as the Texas Commission of Licensing and Regulation under Section 51.404 to an applicant described by Subsection (a).~~

(c) In addition to the rules adopted under Subsection (a), a state agency that issues a license may adopt rules that would establish alternate methods for a military service member, military veteran, or military spouse to demonstrate competency to meet the requirements for obtaining the license.

Sec. 55.005. EXPEDITED LICENSE PROCEDURE FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES. (a) A state agency that issues a license shall, as soon as practicable after a military service member, military veteran, or military spouse files an application for a license:

(1) process the application; and

(2) issue the a license to an a ~~qualified military spouse~~ applicant who qualifies for the license under Section 55.004 holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the licensing requirements in this state.



(b) A license issued under this section may not be a provisional license and must confer the same rights, privileges, and responsibilities as a license not issued under this section.

Sec. 55.006. RENEWAL OF EXPEDITED LICENSE ISSUED TO MILITARY SERVICE MEMBER, MILITARY VETERAN, OR MILITARY SPOUSE.

(a) As soon as practicable after a state agency issues a license under Section 55.005, the state agency shall determine the requirements for the license holder to renew the license.

(b) The state agency shall notify the license holder of the requirements for renewing the license in writing or by electronic means.

(c) A license issued under Section 55.005 has the term established by law or state agency rule, or a term of 12 months from the date the license is issued, whichever term is longer.

Added by Acts 2013, 83rd Leg., R.S., Ch. 66 (S.B. 162), Sec. 3, eff. May 18, 2013.

Sec. 55.007. LICENSE ELIGIBILITY REQUIREMENTS FOR APPLICANTS WITH MILITARY EXPERIENCE. (a) Notwithstanding any other law, a state agency that issues a license shall, with respect to an applicant who is a military service member or military veteran, credit verified military service, training, or education toward the licensing requirements, other than an examination requirement, for a license issued by the state agency.

(b) The state agency shall adopt rules necessary to implement this section.

(c) Rules adopted under this section may not apply to an applicant who:

(1) holds a restricted license issued by another jurisdiction; or

(2) has an unacceptable criminal history according to the law applicable to the state agency.

Added by Acts 2013, 83rd Leg., R.S., Ch. 66 (S.B. 162), Sec. 3, eff. May 18, 2013.

Sec. 55.005~~8~~. APPRENTICESHIP REQUIREMENTS FOR APPLICANT WITH MILITARY EXPERIENCE. (a) Notwithstanding any other law, if an apprenticeship is required for a ~~an occupational~~ license issued by a state agency, the state agency shall credit verified military service, training, or education that is relevant to the occupation toward the apprenticeship requirements for the license.  
(b) The state agency shall adopt rules necessary to implement this section.

Sec. 55.009. LICENSE APPLICATION AND EXAMINATION FEES.  
Notwithstanding any other law, a state agency that issues a license shall waive the license application and examination fees paid to the state for an applicant who is:

- (1) a military service member or military veteran whose military service, training, or education substantially meets all of the requirements for the license; or
- (2) a military service member, military veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state.

Sec. 55.009. NOTICE OF CHAPTER PROVISIONS. A state agency that issues a license shall prominently post a notice on the home page of the agency's Internet website describing the provisions of this chapter that are available to military service members, military veterans, and military spouses.

**Adoption of Proposed Rule Amendments**  
**Elimination of Reference to NCIDQ IDEP Program in Rules 5.31 and 5.202**

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**Current Rule/Background**

Currently, under Rule 5.31, an interior design candidate has two options for completing the experience requirement for eligibility for registration by exam. First, the candidate may complete two or more years of approved experience credit after graduation under the table of equivalents in Rule 5.202. Second, the candidate may complete the Intern Development Experience Program (IDEP) administered by NCIDQ. However, NCIDQ has eliminated the IDEP program for interior design candidates. Therefore, reference to the IDEP program in our rules has become obsolete.

Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published in the register on December 18, 2015. No comments were received on the proposed amendments.

**Draft Amendments**

The draft amendments modify Rules 5.31 and 5.202 to eliminate reference to the NCIDQ IDEP program.

Attached you will find the following supporting documents for your consideration:

- Proposed Amendments to Rule 5.31
- Draft amendments to Rule 5.202
- NCIDQ Bulletin

**Staff Recommendation**

Move to adopt the proposed amendments to 22 Tex. Admin. Code §§ 5.31 and 5.202, as proposed.

## Rule 5.31 - Registration by Examination

(a) In order to obtain Interior Design registration by examination in Texas, an Applicant shall demonstrate that the Applicant has a combined total of at least six years of approved Interior Design education and experience and shall successfully complete the Interior Design registration examination or a predecessor or other examination deemed equivalent by NCIDQ as more fully described in Subchapter C of this chapter. Alternatively, an Applicant may obtain Interior Design registration by examination by successfully completing the Architectural Registration Examination or another examination deemed equivalent by NCARB after fulfilling the prerequisites of §1.21 and §1.41 of this title relating to Board approval to take the Architectural Registration Examination for architectural registration by examination. For purposes of this section, an Applicant has "approved Interior Design education" if:

(1) The Applicant graduated from:

(A) a program that has been granted professional status by the Council for Interior Design Accreditation (CIDA) or the National Architectural Accreditation Board (NAAB);

(B) a program that was granted professional status by CIDA or NAAB not later than two years after the Applicant's graduation;

(C) a program that was granted candidacy status by CIDA or NAAB and became accredited by CIDA or NAAB not later than three years after the Applicant's graduation; or

(D) an Interior Design education program outside the United States where an evaluation by World Education Services or another organization acceptable to the Board has concluded that the program is substantially equivalent to a CIDA or NAAB accredited professional program;

(2) The Applicant has a doctorate, a master's degree, or a baccalaureate degree in Interior Design;

(3) The Applicant has:

(A) A baccalaureate degree in a field other than Interior Design; and

(B) An associate's degree or a two- or three-year certificate from an Interior Design program at an institution accredited by an agency recognized by the Texas Higher Education Coordinating Board;

(4) The Applicant has:

(A) A baccalaureate degree in a field other than Interior Design; and

(B) An associate's degree or a two- or three-year certificate from a foreign Interior Design program approved or accredited by an agency acceptable to the Board.

(b) ~~In addition to educational requirements, an applicant for order to obtain~~ Interior Design registration by examination in Texas, ~~an Applicant must also successfully complete the Interior Design Experience Program administered by the National Council for Interior Design Qualification or two years of~~ approved experience as more fully described in Subchapter J of this chapter (relating to Table of Equivalents for Education and Experience in Interior Design).

(c) The Board shall evaluate the education and experience required by subsection (a) of this section in accordance with the Table of Equivalents for Education and Experience in Interior Design.

(d) For purposes of this section, the term "approved Interior Design education" does not include continuing education courses.

(e) An Applicant for Interior Design registration by examination who enrolls in an Interior Design educational program after September 1, 2006, must graduate from a program described in subsection (a)(1) of this section.

(f) In accordance with federal law, the Board must verify proof of legal status in the United States. Each Applicant shall provide evidence of legal status by submitting a certified copy of a United States birth certificate or other documentation that satisfies the requirements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A list of acceptable documents may be obtained by contacting the Board's office.

**Rule 5.202 - Description of Approved Experience for Registration by Examination**

(a) Every Applicant for examination by registration must successfully demonstrate that he/she has gained a minimum of two years of experience credit ~~required for registration by examination or successfully complete the Interior Design Experience Program administered by the National Council for Interior Design Qualification.~~

(b) ~~An Applicant who opts to fulfill experience requirements by obtaining two years of experience credit must do so in accordance with the following table subject to the following terms and conditions:~~

Description of Experience		Credit Allowed	Maximum Credit
ID-7	Diversified experience directly related to Interior Design as an employee working under the Direct Supervision of a Registered Interior Designer or architect	Full credit	No limit
ID-8	Diversified experience directly related to Interior Design when the experience is not under the Direct Supervision of a Registered Interior Designer or architect	Half credit	1 year
ID-9	Teaching on a full-time basis in a CIDA-accredited program in Interior Design	Full credit	1 year

(1) An Applicant must earn at least one year of experience credit under the conditions described in category ID-7.

(2) In order to earn credit in category ID-7 or ID-8, an Applicant must:

(A) work at least thirty-five (35) hours per week for a minimum of ten (10) consecutive weeks; or

(B) for half credit, work between twenty (20) and thirty-four (34) hours per week for a minimum of six (6) consecutive months.

(3) In order to earn credit in category ID-9, an Applicant must teach subjects that are directly related to the practice of interior design. An Applicant may earn one year of credit by teaching for twenty (20) semester credit hours or thirty (30) quarter credit hours.

(4) An Applicant may not earn credit for experience gained prior to the date the Applicant completed the educational requirements for Interior Design registration by examination in Texas, ~~unless the applicant is fulfilling the experience requirement by completion of the Interior Design Experience Program administered by the National Council of Interior Design Qualification.~~

(c) An Applicant who seeks to fulfill experience requirements by successfully completing the Interior Design Experience Program administered by the National Council for Interior Design Qualification must earn credit for at least 3,520 hours in accordance with the following chart subject to the following terms and conditions:

	<b>Minimum Hours of Experience</b>
<b>1. Programming</b>	<b>570 Total</b>
— a. Client Requirements	135
— b. Research	75
— c. Space and Conditions Analysis	125
— d. Client/User Interviews	45
— e. Life Safety and Code Requirements	90
— f. Problem Solving	100
<b>2. Schematic Design</b>	<b>445 Total</b>
— a. Design Concept	110
— b. Space Relationships	90
— c. Client Meetings	15
— d. Preliminary Drawings	90
— e. Preliminary Budget and Cost	75
— f. Color Concept	65
<b>3. Design Development</b>	<b>1240 Total</b>
— a. Space Planning	210
— b. Furniture, Fixtures, and Equipment Layout	140

—c. Lighting Plans and Preliminary Specs	145
—d. Electrical Plans and Preliminary Specs	75
—e. Reflected Ceiling Plan	85
—f. Plumbing Plans and Preliminary Specs	75
—g. Detailing Millwork, Custom Cab. and Furn.	135
—h. Furnishing and Textile Selection	95
—i. Materials and Finish Selection	90
—j. Budgeting	95
—k. Presentations Oral, Written, Graphic	95
<b>4. Contract Documents</b>	<b>655 Total</b>
—a. Working Drawings-Interior Construction	195
—b. Working Drawings- Custom Cab. and Furn.	145
—c. Spec Writing	140
—d. Bidding and Contract Documents	80
—e. Purchase Documents	95
<b>5. Contract Administration</b>	<b>325 Total</b>
—a. Checking Shop Drawings	25
—b. Job Observation	110
—c. Installation Scheduling	30



<del>—d. Installation (*observation permitted)</del>	<del>40</del>
<del>—e. Client and Contractor Meetings</del>	<del>45</del>
<del>—f. Punch/Deficiency List</del>	<del>25</del>
<del>—g. Site Inspection, Survey and Documentation</del>	<del>50</del>
<b>6. Professional Practice</b>	<b>285 Total</b>
<del>—a. Office Procedures and Technology</del>	<del>85</del>
<del>—b. Resource Library</del>	<del>55</del>
<del>—c. Contact with Trade Reps</del>	<del>40</del>
<del>—d. Contractual Agreements (*observation permitted)</del>	<del>105</del>

~~(1) An Applicant may earn credit for each hour of work actually performed by the Applicant working under the Direct Supervision of a Registered Interior Designer or an architect. An Applicant may not earn credit for observing the work of another person, except as noted in Figure 22 TAC §5.202(c), items 5.d. and 6.d.~~

~~(2) An Applicant who opts to meet the experience requirements by completing the Program must file all experience records with the National Council for Interior Design Qualification and otherwise follow the procedures established by the Council to receive credit toward registration.~~

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## Changes To The IDEP System

CIDQ has been providing the Interior Design Experience Program (IDEP) system free of charge since the fall of 2012. Due to several factors related to the free software service, CIDQ has made the strategic decision to plan and implement significant changes to IDEP. **Therefore, beginning today, December 2, 2014 IDEP candidates should stop logging their hours in the MyNCIDQ system. Instead, the suggested work experience areas and their suggested hours formerly organized through IDEP will be listed in a free downloadable PDF on our website beginning December 15, 2014. The tracking of these hours will now be up to candidates to track on their own.** All pending IDEP applications in the current MyNCIDQ system will be voided.

**If you are currently enrolled in the IDEP system,** you must print all completed IDEP time logs by Friday, December 5 at 5 pm EST if you want to keep a record of the time you recorded via the IDEP online tool. When the MyNCIDQ system reopens on Monday, December 15, 2014 there will no longer be an option to track IDEP hours in the system. Tracking hours will now be each candidate's responsibility. No records of time logs from the old MyNCIDQ system will be kept by CIDQ. When you have reached the minimum work experience requirement to qualify for the NCIDQ Exam, you will complete the standard work experience forms to document your completion of these hours.

**If you are an IDEP participant's supervisor or mentor,** we suggest that you contact your candidate to discuss their plans for tracking their supervised experience hours, now and in the future, and download the forthcoming suggested Work Experience Outline that provides the task area breakdowns for work experience from this point forward.

**Adoption of Proposed Amendment to Rule 7.7**  
**Regarding Eligibility to Petition for Rulemaking**

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**Current Rule/Background**

In addition to describing negotiated rulemaking procedures, Board Rule 7.7 provides guidance on Board procedures regarding petitions for rulemaking, which are authorized under Govt. Code Sec. 2001.021.

Recently, the legislature passed HB 763, which was signed by the governor and became effective on June 9, 2015. HB 763 amended Govt. Code Sec. 2001.021 to limit eligibility to petition for rulemaking to residents, business entities, governmental subdivisions, or other public or private organizations that are located in Texas. As currently written, Rule 7.7 describes certain information that must be contained in the petition, including an explanation of the rule and other supporting information. However, it does not address eligibility to file such petitions.

Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published on December 18, 2015. No comments have been received regarding this rule change.

**Proposed Amendments**

The proposed draft modifies the rule as follows:

- The title of the rule is changed to reflect that the rule concerns petitions for rulemaking as well as negotiated rulemaking;
- The rule limits eligibility to file a petition for rulemaking to the individuals and entities described in Govt. Code Sec. 2001.021; and
- The rule requires the petition to include the identity of the petitioner and information in order to demonstrate eligibility to petition for rules.

Attached you will find the following supporting documents for your consideration:

- Proposed Amendments to Rule 7.7
- House Bill 763

**Staff Recommendation**

Move to adopt the proposed amendments to 22 Tex. Admin. Code §7.7, as proposed.

CHAPTER 7 ADMINISTRATION

RULE §7.7 Petitions for Rulemaking and Negotiated Rulemaking

(a) It is the policy of the Board to encourage public input and negotiation in the Board's rulemaking process.

(b) A petition to initiate a rulemaking proceeding pursuant to §2001.021, Government Code, must be submitted to the Board's offices in writing. A petition must include:

(1) a brief explanation of the proposed rule;

(2) the full text of the proposed rule, and, if the petition is to modify an existing rule, the text of the proposed rule prepared in the same manner as an amendment to legislation that clearly identifies any words to be added or deleted from the existing text by underscoring added words and striking through words to be deleted;

(3) a concise explanation of the legal authority to adopt the proposed rule, including a specific reference to the particular statute or other authority that authorizes it;

(4) an explanation of how the proposed rule would protect life, health, property, and public welfare within the jurisdiction of the Board;

(5) all available data or information showing a need for the proposed rule; ~~and~~

(6) the identity of the petitioner and sufficient information to demonstrate eligibility to petition for rulemaking under subsection (c); and

~~(6)~~(7) such other information that the Board or the staff of the Board may request.

(c) Eligibility to petition for rulemaking under subsection (b) shall be limited to:

(1) a resident of this state;

(2) a business entity located in this state

(3) a governmental subdivision located in this state; or

(4) a public or private organization located in this state that is not a state agency.

~~(c)~~(d) The Board may initiate a negotiated rulemaking process pursuant to Chapter 2008, Government Code, upon:

(1) the filing of a petition to initiate the rulemaking proceeding under subsection (b) of this section;

(2) the filing of a petition to initiate negotiated rulemaking proceeding with regard to a rule that has been proposed by the Board; or

(3) a determination by the Board that negotiated rulemaking would be beneficial to the Board's consideration of a proposed rule.

~~(d)~~(e) The Board may select any method of negotiation specified in Chapter 2008, Government Code, including the appointment of a convener, a negotiated rule-making committee, and a facilitator. The Chairman shall make all appointments involved in the negotiated rule-making process.

~~(e)~~(f) The Board may adopt, amend, or refuse to adopt a rule created through the negotiated rulemaking process. The Board may not adopt any rule or any provision within a rule that the Board has no legal authority to adopt.

A BILL TO BE ENTITLED  
AN ACT

relating to a petition to a state agency for adoption of rules.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 2001.021, Government Code, is amended by amending Subsection (b) and adding Subsection (d) to read as follows:

(b) A state agency by rule shall prescribe the form for a petition under this section and the procedure for its submission, consideration, and disposition. If a state agency requires signatures for a petition under this section, at least 51 percent of the total number of signatures required must be of residents of this state.

(d) For the purposes of this section, an interested person must be:

- (1) a resident of this state;
- (2) a business entity located in this state;
- (3) a governmental subdivision located in this state;

or

(4) a public or private organization located in this state that is not a state agency.

SECTION 2. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2015.

## **Adoption of Proposed Rule 7.15 – Employee Training**

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### **Background**

Recently, the legislature passed HB 3337, which was signed by the governor and became effective on September 1, 2015. HB 3337 amends previously existing provisions that authorize state agencies to pay tuition and other expenses for employees enrolled in training or educational programs. The amendments are focused on providing greater oversight of tuition reimbursement, and include the following:

- Under amendments to Govt. Code Sec. 656.047, an agency is limited to reimbursement of tuition expenses for program courses that are successfully completed by an administrator or employee; and
- Amendments to Govt. Code Sec. 656.048 require agencies to adopt rules stating that reimbursement of tuition expenses from an institution of higher education must be approved by the executive head of an agency.

Currently, the Board does not have rules regarding reimbursement of expenses relating to employee training or education.

### **Draft Rule**

The draft rule includes the following provisions:

- The rule requires the Board to adopt policies and procedures which address:
  - the eligibility of the agency's administrators and employees for training and education supported by the agency; and
  - the obligations assumed by the administrators and employees on receiving the training and education.
- The rule conditions reimbursement of an administrator's or employee's tuition expenses on satisfaction of the following requirements:
  - Eligibility requirements contained in the Board's policies and procedures are satisfied;
  - The program course is completed successfully by the administrator or employee at an accredited institution of higher education; and
  - The reimbursement is authorized by the Executive Director.

Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published in the register on December 18, 2015. No comments were received on the proposed amendments.

Attached you will find the following supporting documents:

- Texas Government Code Secs. 656.047, .048, and .102, with underline and strikethrough formatting indicating HB 3337 revisions
- Proposed Rule 7.15

- Board Policy HR-011, regarding Training and Staff Development, adopted August 2015

**Staff Recommendation**

Move to adopt the proposed rule identified as 22 Tex. Admin. Code §7.15.



CHAPTER 7 ADMINISTRATION

RULE §7.15 Employee Training

(a) The Board shall adopt policies and procedures relating to training and education of administrators and employees under Chapter 656 of the Texas Government Code. Such policies shall address the following matters:

(1) the eligibility of the agency's administrators and employees for training and education supported by the agency; and

(2) the obligations assumed by the administrators and employees on receiving the training and education.

(b) Reimbursement of tuition or other expenses incurred by an administrator or employee related to a training or education program offered by an institution of higher education or private or independent institution of higher education shall not occur unless:

- (1) Eligibility requirements contained in the Board's policies and procedures have been satisfied;
- (2) The program course is completed successfully by the administrator or employee at an accredited institution of higher education; and
- (3) The reimbursement is authorized by the Executive Director.



**TEXAS Board of  
Architectural Examiners**  
Architects • Landscape Architects • Registered Interior Designers

<b>Policy Title:</b>	Training and Staff Development: Educational Assistance Program	<b>Policy Number</b>	<b>HR-011</b>
<b>Originally Issued:</b>	December 2011	<b>Revisions:</b>	Apr 01, 2012 May 30, 2013 Aug 31, 2015
<b>Approved By:</b>	Julie Hildebrand, Executive Director		
<b>Responsible Department:</b>	Executive Administration – Human Resources		
<b>Primary Policy Custodian</b>	Operations Manager/Human Resources		

**Purpose**

The TBAE provides training and development opportunities to improve productivity and to help employees develop their knowledge, skills and abilities so that they might become better qualified to perform the duties of their present jobs and advance to more responsible positions within the agency. Programs for the training and education of state administrators and employees materially aid effective state administration, and public money spent on those programs serves as important public purpose.

The educational assistance program is not an employee benefit, right or entitlement; it is a management program for workforce development. Denial of participation in the educational assistance program is not grievable, except on grounds of discrimination.

Use of the educational assistance program shall be identified, described and documented in the employee’s development plan within his/her work plan (Performance Counseling Checklist/Record). This provides a measurable link between employees’ increased competency and the agency’s workforce planning efforts.

The educational assistance program provides reimbursement of academic costs if funds are available at the agency level, and/or time off the job if the course is available only during working hours.

**References and related Resources or Statutory Authority**

Section 656.042, Texas Government Code, State Employees Training Act  
SAO Texas Human Resources Management Statutes Inventory 2014-2015

**Cite TBAE Rule Relating to Training and Education (Rules Committee in August 2015)**

The TBAE Employee Handbook, Training and Professional Development  
Equal Employment Opportunity (EEO) Standards Training

**Scope**

Staff members of the Texas Board of Architectural Examiners.

## Procedures

### The Agency Training Plan

The Human Resources department will develop an annual Agency Training Plan and submit the plan to the executive director for approval prior to publication. The plan will:

1. Provide an overview of the agency's current training requirements and available courses, including specific course descriptions and completion timelines; and
2. Identify current job-related training needs based on the annual training needs assessment.
3. Supervisors are responsible for ensuring that subordinate employees are scheduled for required training within the timelines established in the Agency Training Plan.

### Courses Taken "At Agency Request"

At the discretion of the employee's supervisor, each TBAE employee is eligible to participate in training activities that are related to their current duties or prospective duties. An employee may also be required to participate in certain training activities as a condition of employment or the continued employment. Professional continuing education is required for attorneys and Information Resource Manager in order to maintain licensure or certification.

An employee may be required to participate in certain training activities as a condition of employment or continued employment. All employees of TBAE are required to complete:

1. Courses mandated by law or regulation as a job requirement for continued employment, such as:  
Equal Employment Opportunity (EEO) compliance; employment discrimination and sexual harassment, and AIDs and HIV training every two years; new employees must complete this training during orientation or within thirty days from the date of hire and attend supplemental training every two years;
2. The TBAE must coordinate agency training with the technology Department of Information Resources (DIR). The TBAE must use training offered or coordinated by the DIR if the training meets agency requirements and is cost-competitive.
3. Courses which provide knowledge and skills directly related to maintaining or improving current job skills.
4. Courses directly related to the employee's current job or a documented workforce needs.

The TBAE may contract with another state, local, or federal department, agency, or institution, including a state-supported college or university, to train or educate its administrators and employees or may join in presenting a training or educational program.

### Applying for Approval Prior to taking the Course

Employees may request to attend a training program by submitting the request in writing and providing copies of brochures or other information to the supervisor. The request to participate in a training program will then be authorized by the supervisor and approved by the executive director before the employee enrolls. **Approval to participate in a training program is not automatic and is contingent on the availability of budgeted funds and executive director approval.**

- a. The supervisor will review an employee's job description and job performance to determine that the training or education is related to the duties or prospective duties of the employee before recommending training.
- b. The supervisor will present the recommended training in writing along with any relevant brochures or other material to the HR Program Specialist. The supervisor **in consultation**

- with Human Resources will determine if the training is needed and appropriate.
- c. The Manager of Operations will prepare the Purchase Request for training and seek signature approval from the Executive Director.
  - d. Upon receipt of the approved purchase order, the HR Program Specialist will schedule the employee for training and provide notification to the employee and supervisor.
  - e. Within two weeks of the completion of the training, the employee must submit a training certificate of completion or other proof of satisfactory course completion to their supervisor along with a completed Course Evaluation Form/Certificate of Satisfactory Completion; and
  - f. Documentation of attendance will be maintained in the employee's personnel file. The supervisor will submit these documents to the Human Resources Division to be filed in the individual's personnel file.

### **Tuition Assistance Program**

The State Employees Training Act authorizes the TBAE to use public funds to provide training and education to TBAE employees. Such training or education is intended to be applicable to current or prospective duty assignments.

Active TBAE employees who are classified as "full-time/part-time" employees who have been employed by TBAE for at least six months of continuous service on or immediately prior to the course start date and have earned an overall rating of "Meets Standard" or "Exceeds Standard" in their latest performance appraisal, are eligible to apply for reimbursement for qualified tuition expenses. (For purposes of this policy, "active" means employees who are not on a leave of absence at the time of taking the course.)

Subject to the availability of funds, tuition reimbursement for cost of tuition, required textbooks and course-related fees, TBAE staff will receive approved expenses incurred and associated with an eligible course of study up to a maximum of **\$1,000**. Limits apply to the year in which the reimbursement is paid, not the year in which the expenses were incurred. Unused Tuition Assistance allotments do not carry forward into the next calendar year.

The amount of reimbursement may be reduced if educational assistance is being received from other sources, such as scholarships and government sponsored grants. If such cases, reimbursements will only be given for the difference between the amount received from other sources and the actual course cost, up to the maximum reimbursement amount. Failure to disclose funding sources may be considered fraudulent and subject to disciplinary action up to and including employment termination.

The Governor's Office has provided general guidelines for the approval of the following types of classes are eligible for reimbursement:

1. Undergraduate Level: College degree programs, both undergraduate and graduate.
2. Out-of-agency training:

Individual courses not leading to a degree must be related to the employee's job and be taken at an accredited college or university. A grade must be given for participation. Eligible college programs must be taken at a school that is fully accredited by one of the national accrediting agencies and found in the U.S. Department of Education's directory of post-secondary institutions. Correspondence and online courses must be taken through schools that are members of the National University Continuing Education Association. The same eligibility requirements for individual courses apply to correspondence courses.

3. Interagency training

4. Internship training
5. Certification/Licensing (Post-Employment): Incumbent employees who meet minimum educational requirements for employment and for whom certification or licensing is required after employment or is deemed desirable by management are eligible for educational assistance under the following condition: Certification or licensing is mandated or is a policy requirement of the TBAE.

The TBAE may use public funds for a given fiscal year to pay expenses for training if it occurs during the fiscal year. To the extent that it is cost-effective, TBAE may use funds for a particular fiscal year to pay expenses for training that will occur partly or entirely during a different fiscal year. The TBAE training and educational program may include:

1. Preparing for technological and legal developments
2. Increasing work capabilities
3. Increasing the competence of TBAE's employees

The TBAE may spend agency funds to pay the salary, tuition and other fees, travel and living expenses, expense of training materials, and other necessary expenses of an instructor, student, or other participant in a training or education program.

### **Applying for Approval Prior to taking the Course**

Employees seeking to apply for approval for a course must complete an Employee **Tuition Assistance Program Application Form** (include link to form here) within 14 days of the start date of the course.

1. Obtain information about the Program Policy and Procedures
2. Submit a Pre-Approval Application to the HR department
3. Employees will receive written notification from the HR department advising whether their application is approved, denied by the executive director, or is incomplete.
4. Approvals are valid only for the class and semester originally approved.
5. If an approved course is cancelled, the employee must immediately notify the HR department.

### **Applying for Reimbursement after Completing a Course**

Employees seeking to apply for reimbursement after successfully completing a pre-approved course must submit a **Tuition Reimbursement Request Form** (include link to form here).

1. The request for reimbursement must be submitted within 30 calendar days of the course end-date to the HR department. Management may consider any current disciplinary action for job performance or personal conduct prior to approval of the application for reimbursement. If funds are available, the applicant shall receive reimbursement of approved academic costs upon submitting evidence of satisfactory completion of a preapproved course:
2. An employee must complete the course with a grade **"C"** or better. If grades are not normally awarded, a statement of satisfactory completion must be presented; for instance, this may include a pass/fail situation. **An "Incomplete" shall not be reimbursed until a final grade is issued.**
  - a. Evidence of satisfactory grade (**"C"** or better) along with course name and/or number
  - b. Itemized receipts for tuition, textbooks, and registration fees (including lab and/or computer fees)
  - c. Verification of course start and end dates; this may be a copy of the registration form or a copy of the course schedule.
3. The completed Tuition Reimbursement Request Form and required documentation should be

submitted to the HR department. Once received the reimbursement will take 30 business days to process following the submission of all the appropriate paperwork. Approved reimbursements will be deposited, along with the employee's regular pay, into the employee's bank account for those employees who have direct deposit of their pay.

NOTE: All these items must show the employee's name and school name or be included on school letterhead in order to be approved.

### **Employee Transfers and Separations**

Employees who separate from State service prior to the completion of the course are not eligible for reimbursement. If an employee has been approved for educational assistance by reason of Reduction in Force (i.e. layoff), TBAE may honor its reimbursement commitment. However, if any employee's separation date is prior to the beginning of the course, TBAE is not obligated to reimburse the employee. If the course work has not yet started when the layoff notice is delivered, the approval will be cancelled.

### **Maintaining Records**

The Human Resources is responsible for retaining records, on a fiscal year basis of educational assistance activity. This information shall include the following:

1. Number of employees participating in the program
2. Amount (tuition and fees) reimbursed
3. Number of employees taking courses at agency's request
4. Number of employees taking courses for mandated/required certification/licensing

### **Review Cycle**

Policies and procedures are reviewed at least every two years or updated as required to ensure they reflect current information and requirements. Policies and procedures are reviewed in consultation with staff, management, and agency regulatory bodies to ensure they accommodate and are reflective of the needs of our registrants, oversight agencies, and best practice guidelines.

Sec. 656.047. PAYMENT OF PROGRAM EXPENSES.

(a) Except as provided by this section or other law, a A state agency may spend public funds as appropriate to pay the salary, tuition and other fees, travel and living expenses, training stipend, expense of training materials, and other necessary expenses of an instructor, student, or other participant in a training or education program.

(b) For an administrator or employee of a state agency who seeks reimbursement for a training or education program offered by an institution of higher education or private or independent institution of higher education as defined by Section 61.003, Education Code, the agency may only pay the tuition expenses for a program course successfully completed by the administrator or employee at an accredited institution of higher education.

Sec. 656.048. RULES RELATING TO TRAINING AND EDUCATION.

(a) A state agency shall adopt rules relating to:

(1) the eligibility of the agency's administrators and employees for training and education supported by the agency; and

(2) the obligations assumed by the administrators and employees on receiving the training and education.

(b) A state agency shall adopt rules requiring that before an administrator or employee of the agency may be reimbursed under Section 656.047(b), the executive head of the agency must authorize the tuition reimbursement payment.

Sec. 656.102. AGENCY POLICY.

(a) Before a state agency spends any money on training for a state employee, the state agency must adopt a policy governing the training of employees, in addition to the rules required by Section 656.048, that requires training to relate to an employee's duties following the training.

(b) The policy must:

(1) provide clear and objective guidelines to govern tuition reimbursement for an administrator or employee of a state agency

who is enrolled in training for which the administrator or employee seeks reimbursement from this state; and

(2) address tuition reimbursement for nontraditional training, including online courses or courses not credited towards a degree.

(c) The state agency shall post the policy adopted under this section on the employment section of the agency's Internet website.



**Adoption of Proposed Amendments to Rules 3.21 and 3.191**  
**Consideration of Foreign Landscape Architecture Degrees**

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**Current Rule/Background**

Currently, under Rule 3.21(a)(1)(D), an applicant for landscape architect registration by examination who has graduated from a foreign program must have the foreign degree evaluated by Education Credential Evaluators (ECE) or another organization acceptable to the Board. In order to qualify, ECE must conclude that the program “is substantially equivalent to an LAAB accredited program.” However, ECE has informed TBAE that it cannot give an evaluation concluding that a foreign degree is equivalent to a LAAB accredited professional degree. Furthermore, Staff is unaware of any other organization that would be able or willing to make this determination. Therefore, the rule as written forecloses eligibility by examination for foreign graduates of landscape architecture programs.

**Proposed Amendments**

The Proposed amendment to Rule 3.21 would grant eligibility to applicants with a foreign degree that is evaluated by ECE and deemed to be equivalent to a doctorate, master’s degree or baccalaureate degree in landscape architecture.

Additionally, Rule 3.191 would be amended to require three years of experience under the Texas Table of Equivalents for Experience in Landscape Architecture from foreign graduates, as opposed to the two years that would be required of a LAAB-accredited program graduate.

Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published in the register on December 18, 2015. No comments were received on the proposed amendments.

**Staff Recommendation**

Move to adopt the proposed amendments to 22 Tex. Admin. Code §§ 3.21 and 3.191, as proposed.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.21 Registration by Examination

(a) In order to obtain landscape architectural registration by examination in Texas, an Applicant:

(1) shall have a professional degree from:

(A) a landscape architectural education program accredited by the Landscape Architectural Accreditation Board (LAAB),

(B) a landscape architectural education program that became accredited by LAAB not later than two years after the Applicant's graduation,

(C) a landscape architectural education program that was granted candidacy status by LAAB and became accredited by LAAB not later than three years after the Applicant's graduation, or

(D) a landscape architectural education program outside the United States where an evaluation by Education Credential Evaluators or another organization acceptable to the Board has concluded that the program is substantially equivalent to ~~an LAAB accredited professional program~~ a doctorate, master's degree, or baccalaureate degree in landscape architecture from a program in the United States;

(2) shall successfully demonstrate that he/she has gained ~~at least two (2) years' actual~~ sufficient experience working directly under a licensed landscape architect or other experience approved by the Board ~~pursuant to~~ in accordance with the Texas Table of Equivalents for Experience in Landscape Architecture contained in §3.191 of this Chapter; and

(3) shall successfully complete the landscape architectural registration examination as more fully described in Subchapter C of this chapter.

(b) An Applicant who applies for landscape architectural registration by examination on or before August 31, 2011 and who commenced his/her landscape architectural education or experience prior to September 1, 1999, is subject to the rules and regulations relating to educational and experiential requirements as they existed on August 31, 1999. This subsection is repealed effective September 1, 2011.

(c) For purposes of this section, an Applicant shall be considered to have "commenced" his/her landscape architectural education upon enrollment in an acceptable landscape architectural education program. This subsection is repealed effective September 1, 2011.

(d) In accordance with federal law, the Board must verify proof of legal status in the United States. Each Applicant shall provide evidence of legal status by submitting a certified copy of a United States birth certificate or other documentation that satisfies the requirements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A list of acceptable documents may be obtained by contacting the Board's office.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER J TABLE OF EQUIVALENTS FOR EXPERIENCE IN LANDSCAPE ARCHITECTURE

RULE §3.191 Description of Experience Required for Registration by Examination

(a) Pursuant to Section 3.21(a)(1)(A-C) of Subchapter B, an Applicant who graduated from a program granted professional status by the Landscape Architectural Accrediting Board (LAAB) must successfully demonstrate that he/she has gained at least two (2) years' actual experience in accordance with the following table: Texas Table of Equivalents for Experience in Landscape Architecture contained in subsection (c).

(b) Pursuant to Section 3.21(a)(1)(D) of Subchapter B, an applicant who graduated from a qualifying landscape architectural education program located outside the United States must successfully demonstrate that he/she has completed at least three (3) years' actual experience in accordance with the Texas Table of Equivalents for Experience in Landscape Architecture contained in subsection (c).

(c) The Texas Table of Equivalents for Experience in Landscape Architecture is as follows:

Figure: 22 TAC §3.191(a)

	<b>DESCRIPTION OF EXPERIENCE</b>	<b>Portion of Credit Awarded</b>	<b>Maximum Credit Awarded</b>
LA-1	Diversified experience directly related to landscape architecture as an employee working under the direct supervision of a registered landscape architect	full credit	no limit
LA-2	Diversified experience directly related to landscape architecture as an employee working under the direct supervision of a registered architect or civil engineer	full credit	1 year
LA-3	Diversified experience in landscape architecture directly related to on-site construction, maintenance, or installation procedures when the experience is not under the direct supervision of a registered landscape architect, architect, or civil engineer	half credit	1 year
LA-4	Teaching on a full-time basis in an LAAB-accredited program in landscape architecture	full credit	1 year

~~(b)~~ (d) An Applicant must earn at least one year of credit under the conditions described in category LA-1.

~~(c)~~ (e) In order to earn credit in category LA-1, LA-2, or LA-3, an Applicant must:

(1) work at least thirty-five (35) hours per week for a minimum of ten (10) consecutive weeks; or

(2) for half credit, work between twenty (20) and thirty-four (34) hours per week for a minimum of six (6) consecutive months.

~~(d)~~ (f) In order to earn credit in category LA-4, an Applicant must teach subjects that are directly related to the practice of landscape architecture. An Applicant may earn one year of credit by teaching for twenty (20) semester credit hours or thirty (30) quarter credit hours.

~~(e)~~ (g) An Applicant may not earn credit for experience gained prior to the date the Applicant completed the educational requirements for landscape architectural registration by examination in Texas.

**Adoption of Amendments to Rules 1.65, 3.65, and 5.75**  
**Regarding Elimination of Reference to \$200 Professional Fee**

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**Current Rule/Background**

In the 2015 session, the Legislature eliminated the \$200 professional fee that was previously charged to the Board's registrants. At the August Board meeting, the Board adopted amendments to Rule 7.10 regarding fees, partially to eliminate reference to the \$200 professional fee.

However, additional references to the \$200 fee exist in Rules 1.65, 3.65, and 5.75, which state that registrants must pay the \$200 fee at the time of annual registration.

**Proposed Amendments**

The proposed amendments eliminate reference to the \$200 fee in Rules 1.65, 3.65 and 5.75.

Copies of the proposed amendments to Rules 1.65, 3.65, and 5.75, are attached, with underscoring and strike-through language included.

Previously, the proposed amendments were reviewed and approved at the October Board meeting for publication in the Texas Register. The proposed amendments were published in the register on December 18, 2015. No comments were received on the proposed amendments.

**Staff Recommendation**

Move to adopt the proposed amendments to 22 Tex. Admin. Code §§ 1.65, 3.65, and 5.75, as proposed.

TITLE 22 EXAMINING BOARDS

PART 1 TEXAS BOARD OF ARCHITECTURAL EXAMINERS

CHAPTER 1 ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §1.65 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Architect. An Architect must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Architect's email address or mailing address of record changes. The written notice of the Architect's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) An Architect may renew his/her registration prior to its specified annual expiration date by:

- (1) remitting the correct fee to the Board; and
- (2) providing the information or documentation requested by the annual registration renewal notice.

~~(c) Each Architect must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

~~(d)~~(c) If an Architect fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Architect's registration, the Board shall impose a late payment penalty that must be paid before the Architect's registration may be renewed.

~~(e)~~(d) If the Board receives official notice that an Architect has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Architect's registration unless:

- (1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;
- (2) the Architect presents to the Board a certificate from TGSLC certifying that the Architect has entered into a repayment agreement for the defaulted loan; or
- (3) the Architect presents to the Board a certificate from TGSLC certifying that the Architect is not in default on a loan guaranteed by TGSLC.

~~(f)~~(e) If the Board receives official notice that an Architect has failed to pay court ordered child support, the Board may be prohibited from renewing the Architect's registration.

~~(g)~~(f) If a registration is not renewed within 2 years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

(1) submit an application for registration and satisfy all requirements for registration pursuant to §1.21 of this title (relating to Registration by Examination), including the successful completion of the registration examination;

(2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §1.22 of this title (relating to Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §3.65 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Landscape Architect. A Landscape Architect must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Landscape Architect's email address or mailing address of record changes. The written notice of the Landscape Architect's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) A Landscape Architect may renew his/her registration prior to its specified annual expiration date by:

(1) remitting the correct fee to the Board; and

(2) providing the information and documentation requested by the annual registration renewal notice.

(c) If a Landscape Architect fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Landscape Architect's registration, the Board shall impose a late payment penalty that must be paid before the Landscape Architect's registration may be renewed.

(d) If the Board receives official notice that a Landscape Architect has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Landscape Architect's registration unless:

(1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;

(2) the Landscape Architect presents to the Board a certificate from TGSLC certifying that the Landscape Architect has entered into a repayment agreement for the defaulted loan; or

(3) the Landscape Architect presents to the Board a certificate from TGSLC certifying that the Landscape Architect is not in default on a loan guaranteed by TGSLC.

(e) If the Board receives official notice that a Landscape Architect has failed to pay court ordered child support, the Board may be prohibited from renewing the Landscape Architect's registration.

(f) If a registration is not renewed within 2 years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

(1) submit an application for registration and satisfy all requirements for registration pursuant to §3.21 of this title (regarding Registration by Examination), including the successful completion of the registration examination;



(2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §3.22 of this title (regarding Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

~~(g) Each Landscape Architect must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §5.75 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Registered Interior Designer. A Registered Interior Designer must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Registered Interior Designer's email address or mailing address of record changes. The written notice of the Registered Interior Designer's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) A Registered Interior Designer may renew his/her registration prior to its specified annual expiration date by:

(1) remitting the correct fee to the Board; and

(2) providing the information or documentation requested by the annual registration renewal notice.

(c) If a Registered Interior Designer fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Registered Interior Designer's registration, the Board shall impose a late payment penalty that must be paid before the Registered Interior Designer's registration may be renewed.

(d) If the Board receives official notice that a Registered Interior Designer has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Registered Interior Designer's registration unless:

(1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;

(2) the Registered Interior Designer presents to the Board a certificate from TGSLC certifying that the Registered Interior Designer has entered into a repayment agreement for the defaulted loan; or

(3) the Registered Interior Designer presents to the Board a Certificate from TGSLC certifying that the Registered Interior Designer is not in default on a loan guaranteed by TGSLC.

(e) If the Board receives official notice that a Registered Interior Designer has failed to pay court ordered child support, the Board may be prohibited from renewing the Registered Interior Designer's registration.

(f) If a registration is not renewed within two (2) years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

(1) submit an application for registration and satisfy all requirements for registration pursuant to §5.31 of this title (relating to Registration by Examination), including the successful completion of the registration examination;

(2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §5.32 of this title (relating to Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

~~(g) Each Interior Designer must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

## Draft Amendments to Rule 1.22

### Relating to Eligibility for Architect Registration by Reciprocity

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#### Background

Rule 1.22 identifies the eligibility requirements for architect registration by reciprocity. Staff is requesting guidance from the Board to clarify Board intent with regard to education requirements for reciprocity.

Currently, Rule 1.22 states that an applicant for registration by reciprocity may show eligibility by either becoming NCARB certified, or by demonstrating completion of the intern development program (IDP) and the architect registration exam (ARE). The rule does not address any education requirement for registration by reciprocity. However, because the Board's enabling law provides for reciprocity eligibility to an applicant registered in another state "that has licensure or registration requirements *substantially equivalent*" to Texas requirements, Staff is looking for guidance in the Board's rule on what level of education is "substantially equivalent" to the Board's requirements.

Specifically, the question is how staff should handle reciprocity applications in which the applicant has no education, a non-architecture degree, or a non-professional level degree. With relative frequency, the Board receives applications from applicants who have been registered in other states without education requirements or with requirements that are less stringent than our Board's initial eligibility requirement of a NAAB-accredited professional degree in architecture. Often, because the applicants are applying for registration in Texas immediately after taking advantage of decreased initial registration requirements in other states, it appears this is undertaken only to bypass Texas requirements for initial licensure.

For these reasons, Staff recommends that the Board adopt a specific statement in Rule 1.22 which identifies the education requirement for reciprocity eligibility.

#### Draft Amendments

For purposes of discussion, Staff has prepared a draft amendment to Rule 1.22 which mirrors the education requirement for initial licensure. It is attached to this document. Additionally, staff has attached a copy of Rule 1.21 – which describes the eligibility requirements for initial licensure – for reference.

#### Staff Recommendation

If the draft amendment is acceptable, move to approve the draft amendments to 22 Tex. Admin. Code §1.22 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

RULE §1.22 Registration by Reciprocal Transfer

(a) A person may apply for architectural registration by reciprocal transfer if the person holds an architectural registration that is active and in good standing in another jurisdiction and the other jurisdiction:

- (1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or
- (2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain architectural registration by reciprocal transfer, an Applicant must demonstrate the following:

(1) the Applicant has:

(A) successfully completed a professional degree in architecture as described by §1.21(a)(1) of this Subchapter;

(B) successfully completed the Architect Registration Examination (ARE) or another architectural registration examination which the National Council of Architectural Registration Boards (NCARB) has approved as conforming to NCARB's examination standards; and

(C) successfully completed the requirements of the Intern Development Program (IDP) or an equivalent intern program, or acquired at least three years of acceptable architectural experience following registration in another jurisdiction; or

(2) the Applicant has been given Council Certification by NCARB and such Council Certification is not currently in an expired or revoked status.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for architectural registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d) An Applicant for architectural registration by reciprocal transfer must remit the required registration fee to the Board within 60 days after the date of the tentative approval letter sent to the Applicant by the Board.~~

**Commented [LB1]:** This is a currently proposed change that is subject to final adoption at the February Board meeting.

## SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

### RULE §1.21 Registration by Examination

(a) In order to obtain architectural registration by examination in Texas, an Applicant:

(1) shall have a professional degree from:

(A) an architectural education program accredited by the National Architectural Accreditation Board (NAAB),

(B) an architectural education program that became accredited by NAAB not later than two years after the Applicant's graduation,

(C) an architectural education program that was granted candidacy status by NAAB and became accredited by NAAB not later than three years after the Applicant's graduation, or

(D) an architectural education program outside the United States where an evaluation by NAAB or another organization acceptable to the Board has concluded that the program is substantially equivalent to an NAAB accredited professional program;

(2) shall successfully demonstrate completion of the Intern Development Program; and

(3) shall successfully complete the architectural registration examination as more fully described in Subchapter C.

(b) An Applicant who applies for architectural registration by examination on or before August 31, 2011 is not required to complete the Intern Development Program if the Applicant successfully demonstrates that prior to January 1, 1984, he/she acquired at least eight (8) years of acceptable architectural experience or eight (8) years of a combination of acceptable education and experience. This subsection is repealed effective September 1, 2011.

(c) An Applicant who applies for architectural registration by examination on or before August 31, 2011 and who commenced his/her architectural education or experience prior to September 1, 1999, shall be subject to the rules and regulations relating to educational and experiential requirements as they existed on August 31, 1999. This subsection is repealed effective September 1, 2011.

(d) For purposes of this section, an Applicant shall be considered to have "commenced" his/her architectural education upon enrollment in an acceptable architectural education program. This subsection is repealed effective September 1, 2011.

(e) In accordance with federal law, the Board must verify proof of legal status in the United States. Each Applicant shall provide evidence of legal status by submitting a certified copy of a United States birth certificate or other documentation that satisfies the requirements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A list of acceptable documents may be obtained by contacting the Board's office.

**Draft Amendments to Rules 1.5, 1.191, and 1.192**  
**Relating to NCARB IDP Overhaul**

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**Background**

Recently, NCARB announced an “overhaul” of the Intern Development Program (IDP). This follows the IDP “streamline” initiative from last year in which NCARB decreased the number of hours required to complete IDP from 5,600 to 3,740. IDP Overhaul will bring further changes to the IDP program by consolidating the 17 current IDP “experience areas” into six broad practice-based areas. Furthermore, the IDP Overhaul consolidates the three experience settings into two. A chart is attached which illustrates the forthcoming changes under IDP Overhaul.

Once IDP Overhaul takes effect on June 29, 2016, Board Rules 1.191 and 1.192 will become obsolete, as these rules make reference to the current division of IDP into 17 experience areas. Staff recommends that the Board delete Rules 1.191 and 1.192 in their entirety, and instead rely upon the eligibility requirements in Rules 1.21 and 1.22, which require applicants to “successfully demonstrate completion of the Intern Development Program.” “Intern development program” is defined as “A comprehensive internship program established, interpreted, and enforced by NCARB.”

This would be more consistent with the Board’s processes, in that TBAE does not independently confirm whether an applicant has completed the required hours in each individual experience area. Rather, NCARB determines whether IDP has been completed, and then certifies such completion to staff. Because the Board does not independently analyze the applicant’s hours, and because the Board’s internship requirements do not differ from the requirements of NCARB, it is unnecessary to repeat the specific requirements of IDP in a separate rule. Furthermore, reference to NCARB IDP simplifies the process for applicants who are attempting to verify Texas registration requirements. Staff has discussed the issue with NCARB, and this is the method that most states use to lay out the IDP requirement.

**Draft Amendments**

The draft amendments encompass the following rules:

- Rules 1.191 and 1.192
  - Deletes both rules that are contained in Chapter 1, Subchapter J of the Board’s rules
- Rule 1.5(37)
  - Delete definition to “intern development training requirement,” which is the title of Subchapter J (which contains Rules 1.191 and 1.192).

Attached you will find the following supporting documents:

- NCARB’s IDP Overhaul Graphic

- Copies of all rules proposed for amendment, with underline and strikethrough formatting indicating all changes

**Staff Recommendation**

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 1.5, 1.191, and 1.192 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.



# OVERHAUL OF IDP EXPERIENCE AREA MAP

IDP Experience Areas Starting June 29, 2016

Current Experience Areas			Practice Management	Project Management	Programming & Analysis	Project, Planning & Design	Project Development & Documentation	Construction & Evaluation	
Category	Current Experience Areas		Hours	160	360	260	1,080	1,520	360
Pre-Design	1A	Programming	80						
	1B	Site and Building Analysis	80						
	1C	Project Cost and Feasibility	40						
	1D	Planning and Zoning Regulations	60						
Design	2A	Schematic Design	320						
	2B	Engineering Systems	360						
	2C	Construction Cost	120						
	2D	Codes and Regulations	120						
	2E	Design Development	320						
	2F	Construction Documents	1,200						
	2G	Material Selection and Specifications	160						
Project Management	3A	Bidding and Contract Negotiation	120						
	3B	Construction Administration	240						
	3C	Construction Phase: Observation	120						
	3D	General Project Management	240						
Practice Management	4A	Business Operations	80						
	4B	Leadership and Service	80						
<b>Total Hours</b>			<b>3,740</b>	<b>160</b>	<b>360</b>	<b>260</b>	<b>1,080</b>	<b>1,520</b>	<b>360</b>

SUBCHAPTER A SCOPE; DEFINITIONS

RULE §1.5 Terms Defined Herein

The following words, terms, and acronyms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

(1) – (36) No change

~~(37) Intern Development Training Requirement – Architectural experience necessary for an Applicant to obtain architectural registration by examination in Texas.~~

Renumber (38) – (74)

SUBCHAPTER J INTERN DEVELOPMENT TRAINING REQUIREMENT

RULE §1.191 — Description of Experience Required for Registration by Examination

(a) Pursuant to §1.21 of this title (relating to Registration by Examination), an Applicant must successfully demonstrate completion of the Intern Development Training Requirement by earning credit for at least 3,740 Training Hours as described in this subchapter.

(b) An Applicant must earn credit for at least 260 Core Minimum Training Hours in the area of pre-design in accordance with the following chart:

Figure: 22 TAC §1.191(b)	
<b>Category 1: Pre-Design</b>	<b>Minimum Training Hours Required</b>
Programming	80
Site and Building Analysis	80
Project Cost and Feasibility	40
Planning and Zoning Regulations	60
<b>Core Minimum Hours</b>	<b>260</b>

(c) An Applicant must earn credit for at least 2,600 Core Minimum Training Hours in the area of design in accordance with the following chart:

Figure: 22 TAC §1.191(c)	
<b>Category 2: Design</b>	<b>Minimum Training Hours Required</b>
Schematic Design	320
Engineering Systems	360
Construction Cost	120
Codes and Regulations	120
Design Development	320
Construction Documents	1,200
Material Selection and Specification	160
<b>Core Minimum Hours</b>	<b>2,600</b>

(d) An Applicant must earn credit for at least 720 Core Minimum Training Hours in the area of project management in accordance with the following chart:

Figure: 22 TAC §1.191(d)	
<b>Category 3: Project Management</b>	<b>Minimum Training Hours Required</b>
Bidding and Contract Negotiation	120
Construction Administration	240
Construction Phase: Observation	120
General Project Management	240
<b>Core Minimum Hours</b>	<b>720</b>

(e) An Applicant must earn credit for at least 160 Core Minimum Training Hours in the area of practice management in accordance with the following chart:

Figure: 22 TAC §1.191(e)	
<b>Category 4: Practice Management</b>	<b>Minimum Training Hours Required</b>
Business Operations	80
Leadership and Service	80
<b>Core Minimum Hours</b>	<b>160</b>

(f) An Applicant shall receive credit for Training Hours in accordance with the following chart:

Figure: 22 TAC §1.191(f)	
<b>Experience Setting</b>	<b>Maximum Training Hours Awarded</b>
<b>Experience Setting A: Practice of Architecture</b>	No limit
Training under the Supervision and Control of an IDP supervisor licensed as an architect in Texas or another jurisdiction with substantially similar licensing	Every Applicant must earn at least 1,860 Training Hours in Experience Setting A.

<p>requirements who works in an organization lawfully engaged in the Practice of Architecture.</p>	
<p><b>Academic Internships</b></p> <p>Must meet durational requirements and internship must be completed training in Experience Setting A or Experience Setting O.</p>	
<p><b>Training Setting O: Other Work Settings</b></p> <p>Supervision and Control of an IDP supervisor licensed as an architect in Texas or another jurisdiction with substantially similar licensing requirements who is employed in an organization not engaged in the Practice of Architecture.</p> <p>Supervision and Control of an IDP supervisor who is not licensed in the United States or Canada but who is engaged in the Practice of Architecture outside of the United States or Canada.</p> <p>Supervision and Control by a landscape architect or licensed professional engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).</p>	<p>1,860 Training Hours</p>
<p><b>Training Setting S: Supplemental Experience</b></p> <p><b>Supplemental Experience for Core Hours</b> Core hours earned through supplemental experience are applied to specific IDP experience areas.</p> <p><b>Design or Construction Related Employment</b> Design or construction related activities under the direct supervision of a person experienced in the</p>	<p>930 Training Hours (Maximum)</p>

<p>activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).</p> <p><b>Leadership and Service</b>  Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.</p>	<p>80 Training Hours (Minimum)  320 Training Hours (Maximum)</p>
<p><b>Additional Opportunities for Core Hours</b>  A maximum of 40 core hours in each of the IDP experience areas may be earned by completing any combination of these experience opportunities:</p> <ol style="list-style-type: none"> <li>1. NCARB's Emerging Professional's Companion (EPC):  Activities</li> <li>2. NCARB's Professional Conduct Monograph</li> <li>3. Construction Specifications Institute (CSI) Certificate Program: Certified Construction Specifier (CCS) and Certified Construction Contract Administrator (CCCA)</li> <li>4. Community-Based Design Center/Collaborative</li> <li>5. Design Competitions</li> <li>6. Site Visit with Mentor</li> </ol>	<p>600 Training Hours (Maximum)</p>

## SUBCHAPTER J INTERN DEVELOPMENT TRAINING REQUIREMENT

### RULE §1.192 — Additional Criteria

~~(a) One Training Hour shall equal one hour of acceptable experience. Training Hours may be reported in increments of not less than .25 of an hour.~~

~~(b) An Applicant may earn credit for Training Hours after obtaining a high school diploma, General Education Degree (GED) equivalent, or other equivalent diploma or degree.~~

~~(c) Every training activity, the setting in which it took place, and the time devoted to the activity must be verified by the person who supervised the activity.~~

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

**Case Number:** 149-14N  
**Respondent:** Omar Rodriguez  
**Location of Respondent:** Laredo, Texas  
**Date of Complaint Received:** July 18, 2014  
**Instrument:** Revised Report and Notice of Violation

**Findings:**

- Omar Rodriguez (hereafter "Respondent") is the owner of the business *OE studio + design L.L.C.* in Laredo, Texas.
- Neither Respondent nor the business is registered to engage in the practice of architecture.
- On or about October 29, 2010, Respondent received a warning notice for improperly utilizing the title "architect," despite not being registered with the Board.
- Subsequently, staff conducted a follow-up investigation of Respondent's Facebook page, and the page of his firm. Both pages utilized the architect title, contrary to the Board's law and rules.

**Applicable Statutory Provisions and Rules:**

- A person may not engage in the practice of architecture or offer or attempt to engage in the practice of architecture unless the person is registered as an architect. TEX. OCC. CODE §1051.701(a); Board rule 1.123 (no person or entity may use any form of the word 'architect' or 'architecture' in its name or to describe the services which it provides unless registered with the Board).
- The Board may impose an administrative penalty upon Respondent in the amount of \$2,000 per violation.

**Action Recommended by Executive Director:**

- The Executive Director recommends, and Respondent is prepared to accept imposition of an administrative penalty in the sum of **\$4,000** and the imposition of an Order prohibiting Respondent from using any architectural title, practicing architecture, other than subject to an exemption from the Architects' Practice Act, and from associating with any business which offer or renders architectural services, or which offers architecture or holds itself out to the public as an architectural firm, unless all architecture on behalf of the firm, is rendered by a registered architect.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

**Case Number:** 048-15A  
**Respondent:** Michael J. Marquez  
**Location of Respondent:** Los Angeles, CA  
**Date of Complaint Received:** January 7, 2015  
**Instrument:** Report and Notice of Violation

**Findings:**

- Michael J. Marquez (hereafter “Respondent”) is a registered architect in Texas with registration number 23757.
- From February 1, 2014 through January 29, 2015, Respondent’s architectural registration was delinquent.
- On or about July 22, 2014, Respondent entered into a contract to provide architectural services for a project identified as *The Waxman Residence* located in Austin, Texas, and did provide architectural services on the project.
- In response to the Board’s inquiry, Respondent stated that when he was hired to provide architectural services for The Waxman Residence, he advised the client that his architectural registration in Texas was inactive and he would need to reactivate it prior to issuing construction documents.
- During the course of its investigation, the Board located two websites located at [www.mmarchitectsla.com](http://www.mmarchitectsla.com) and [www.Cbabuilds.com](http://www.Cbabuilds.com) listing him as a “Lead Architect,” and utilizing an office in Austin, Texas.
- Respondent has been honest and cooperative during this investigation and has accepted responsibility for his violation.
- Respondent is currently in good standing with the Board and is on active status.

**Applicable Statutory Provisions and Rules:**

- By engaging in the practice of architecture when his registration was delinquent, Respondent violated Board Rule 1.48(b).
- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE §§1051.451 & 1051.452.

**Action Recommended by Executive Director:**

- The Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of **\$1,000**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

**Case Number:** 046-15A  
**Respondent:** Markham W. Todd  
**Location of Respondent:** The Woodlands, TX  
**Date of Complaint Received:** March 4, 2015  
**Instrument:** Revised Report and Notice of Violation

**Findings:**

- Markham W. Todd (hereafter "Respondent") is a registered architect in Texas with registration number 12180.
- Respondent is the owner and President of *Mark W. Todd Architects, Inc.*
- On or about August 7, 2013 through March 4, 2015, *Mark W. Todd Architects, Inc.* offered to practice architectural services as a firm. However, the firm was not registered in Texas as required by Board Rule 1.124.
- After being informed of the failure to register, Respondent registered the firm on March 4, 2015.

**Applicable Statutory Provisions and Rules:**

- By failing to register his architectural business with the Board, Respondent violated Board Rule 1.124(a).
- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE ANN §§1051.451 & 1051.452.

**Action Recommended by Executive Director:**

- The Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of **\$1,500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.**

**Case Number: 119-15A**  
**Respondent: Kevin Laurance Wallace**  
**Location of Respondent: Carrollton, TX**  
**Date of Complaint Received: July 16, 2015**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Kevin Laurance Wallace (hereafter “Respondent”) is a registered architect in Texas with registration number 15231.
- From March 1, 2015 through July 20, 2015, Respondent’s architectural registration was delinquent and not in good standing due to his failure to take necessary steps to renew it.
- During this period, Respondent provided architectural services on at least 12 separate projects. On each of these projects, he used a seal that incorrectly identified his architectural registration number.
- On June 3, 2015, he issued twelve (12) sheets of construction documents for a project identified as 10621 Ivalenes Hope Drive at Avery Ranch. He failed to affix his seal, signature and date of signing to two (2) sheets of construction document for said project, or alternatively, a statement that the documents were not to be used for regulatory approval, permitting or construction.
- Respondent has been honest and cooperative during this investigation and has accepted responsibility for his violations.
- Respondent is currently in good standing with the Board and is on active status.

**Applicable Statutory Provisions and Rules:**

- By using the title “architect” and providing architectural services for twelve (12) projects at a time when his certificate of registration was not in good standing, Respondent violated TEX. OCC. CODE §§1051.351(a) & 1051.701 as implemented by 22 TEX. ADMIN. CODE §§1.123, 1.82(b).
- By affixing a seal with an incorrect registration number on the construction documents for twelve (12) projects, he violated Board Rule 1.102(b).
- By failing to affix his seal, signature and date of signing to two (2) sheets of construction documents for the project 10621 Ivalenes Hope Dr., Avery Ranch, he violated Board Rule 1.101.
- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE §§1051.451 & 1051.452.

**Action Recommended by Executive Director:**

- The Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of **\$4,500**

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 033-16A**  
**Respondent: Milton Louis Alberstadt**  
**Location of Respondent: Houston, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Milton Louis Alberstadt (hereafter “Respondent”) is registered as an architect in Texas with registration number 16133.
- On October 15, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On October 29, 2015, Respondent replied by contacting the Continuing Education Coordinator and informed him that due to technical difficulties from a failed computer drive he could not produce complete and accurate proof of his continuing education.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2). The hours were applied to the 2014 audit period.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>004-16A</b>
<b>Respondent:</b>	<b>Gary Taylor Baker</b>
<b>Location of Respondent:</b>	<b>Dallas, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Gary Taylor Baker (hereafter "Respondent") is registered as an architect in Texas with registration number 8189.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2013 through December 31, 2013.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 019-16A  
**Respondent:** Steven L. Biegel  
**Location of Respondent:** Houston, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Steven L. Biegel (hereafter "Respondent") is registered as an architect in Texas with registration number 16068.
- On June 16, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On July 11, 2015, Respondent replied by email and stated that he was unable to provide records of completed courses.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 080-15A**  
**Respondent: Lance Ray Blankenship**  
**Location of Respondent: Austin, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Lance Ray Blankenship (hereafter "Respondent") is registered as an architect in Texas with registration number 13918.
- On February 17, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On April 9, 2015, the Board sent Respondent a second letter advising him that the Board had not received a response to the initial audit notice and that he was now considered non-compliance for continuing education.
- On June 10, 2015, the Board sent Respondent a Report and Notice of Violation for his failure to provide certificates of completion of his continuing education for the audit period of January 1, 2014 through December 31, 2014.
- On November 10, 2015, Respondent replied by email claiming that he had not received any correspondence from the agency until he found the Report and Notice of Violation in his "junk mail." Furthermore, in his response he stated that due to a move in offices, he could not produce complete and accurate proof of continuing education.
- Subsequently, Respondent completed supplemental CEPEH pursuant to Board Rule 1.69(g)(2). The hours were applied to the 2014 audit period.
- During the course of the staff's investigation, Respondent failed to respond to two written requests for information.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.
- By failing to respond to two written requests for information within 30 days of staff's requests, Respondent violated Board Rule 1.171 which requires a registered architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of \$250 totaling **\$500**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$1,200**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>029-16I</b>
<b>Respondent:</b>	<b>Thomas M. Bodron</b>
<b>Location of Respondent:</b>	<b>Dallas, Texas</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Thomas M. Bodron (hereafter “Respondent”) is a registered interior designer in Texas with registration number 3235.
- On July 15, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On September 15, 2015, Respondent’s assistant responded and stated that he needed more time to complete the continuing education requirements which the Continuing Education Coordinator granted.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>036-16L</b>
<b>Respondent:</b>	<b>Massoud M. Dioun</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Massoud M. Dioun (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 1696.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 3.69. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>035-16A</b>
<b>Respondent:</b>	<b>Robert Wayne Durham</b>
<b>Location of Respondent:</b>	<b>Cleburne, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Robert Wayne Durham (hereafter “Respondent”) is registered as an architect in Texas with registration number 11496.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>032-16A</b>
<b>Respondent:</b>	<b>William C. Elliott</b>
<b>Location of Respondent:</b>	<b>Dallas, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- William C. Elliott (hereafter “Respondent”) is registered as an architect in Texas with registration number 4294.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 013-16I  
**Respondent:** Laura Ann Featherston  
**Location of Respondent:** Austin, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Laura Ann Featherston (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 634.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2013 through December 31, 2013.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of her online renewal that she was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.69. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>034-16A</b>
<b>Respondent:</b>	<b>Robert C. Grassle</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Robert C. Grassle (hereafter “Respondent”) is registered as an architect in Texas with registration number 12036.
- On August 24, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On September 8, 2015, Respondent replied by email and stated that he was unable to provide records of completed courses.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 062-15I  
**Respondent:** Ted William Larson  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Ted William Larson (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 8376.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 1, 2014, but completed them prior to the renewal of his interior design registration.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours during the audit period, but before his renewal period, Respondent violated Board Rule 5.79. The standard administrative penalty assessed for this violation is **\$500**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 028-16A  
**Respondent:** Jay Scott Matthiesen  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Jay Scott Matthiesen (hereafter “Respondent”) is registered as an architect in Texas with registration number 18920.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014, but completed them prior to the renewal of his architectural registration.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours during the audit period, but before his renewal period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

<b>Case Number:</b>	<b>147-15A</b>
<b>Respondent:</b>	<b>Narenda Patel</b>
<b>Location of Respondent:</b>	<b>Rancho Mirage, CA</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Narenda Patel (hereafter “Respondent”) is registered as an architect in Texas with registration number 20657.
- On May 15, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On June 9, 2015, Respondent replied by email and stated that due to a theft from his office, he could not produce complete and accurate proof of his continuing education.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.



**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

<b>Case Number:</b>	<b>030-16I</b>
<b>Respondent:</b>	<b>Rhonda M. Rougeau</b>
<b>Location of Respondent:</b>	<b>Austin, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Rhonda M. Rougeau (hereafter "Respondent") is registered as an interior designer in Texas with registration number 7269.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of her online renewal that she was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 5.79. The Board's standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

**This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.**

**Case Number: 024-16A**  
**Respondent: Alfonso Ybarra Torres**  
**Location of Respondent: San Angelo, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Alfonso Ybarra Torres (hereafter “Respondent”) is registered as an architect in Texas with registration number 13712.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- In addition to completing the required continuing education hours outside of the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.
- During the course of staff’s investigation regarding Respondent’s continuing education credits, Respondent failed to respond to two written requests for information.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 1.69(g). The Board’s standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(f). The standard administrative penalty assessed for this violation is **\$500**.
- By failing to respond to two written requests for information within 30 days of staff’s requests, Respondent violated Board rule 1.171 which requires that an architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250** totaling **\$500**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$1,700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS  
SUMMARY OF PROPOSED  
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

**Case Number:** 018-16A  
**Respondent:** Charles Moss West  
**Location of Respondent:** Houston, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Charles Moss West (hereafter "Respondent") is registered as an architect in Texas with registration number 13140.
- Based upon the results of a random continuing education audit, it was determined that Respondent mistakenly claimed health safety and welfare credit for completed CEPH for the audit period of January 1, 2014 through December 31, 2014. Subsequently, Respondent completed sufficient makeup credit that was attributed to the audit period.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours during the audit period, but before his renewal period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$500**.

<b>Policy Title:</b>	Officers Election and Committee Appointments	<b>Policy Number</b>	EA-012
<b>Originally Issued:</b>	January 27, 2016	<b>Revisions:</b>	February 2016
<b>Approved By:</b>	Executive Director		
<b>Responsible Department:</b>	Executive Administration		
<b>Primary Policy Custodian</b>	Executive Director		

### **Purpose**

To ensure that there is a clear understanding of the process and a consistent form of communicating and filling any and all Board Officer and Committee positions as deemed necessary by the Board Chair.

### **References and related Resources or Statutory Authority**

### **Scope**

All Board Officers and Committees

### **Procedures**

#### ***Board Officers***

1. The governor shall designate one board member as presiding officer (Chair) to serve in that capacity at the pleasure of the governor. The presiding officer's duties are as follows:
  - a. To open the session at the required time by taking the chair and calling the members to order
  - b. To announce business before the assembly in the order it must be acted on
  - c. To state and put to a vote all motions that are made regularly and those that arise during the meeting
  - d. To announce the result of a vote on motions
  - e. To restrain members engaged in debate within the rules or order (when the disorder is so great that business cannot be transacted and the chair cannot enforce order, to adjourn the assembly as a last resort)
  - f. To enforce order and decorum on all occasions among the members
  - g. To decide all Questions of Order (subject to an Appeal to the assembly by any two members)
  - h. To inform the assembly about a point of order or practice when necessary or when called on to do so

- i. To authenticate by his or her signature, when necessary, all of acts, orders, and proceedings of the assembly
  - j. To represent and stand for the assembly in general, declaring its will and always obeying its rules
2. The board shall elect from its members an assistant presiding officer (Vice-Chair) and Secretary/Treasurer, in that order. Elections shall be held at the first meeting after the appointment of a new Chair and then annually after such appointment. Elections may also be held at other times to fill vacancies. To comply with duties assigned to Chair during the Chair's absence.
3. Nominations will be taken by the Executive Director prior to and at the meeting in which the elections are to occur. Nominations must be submitted by a nominating or interested board member in writing, by electronic mail, or orally at the meeting. Nominations will close immediately before the agenda item for the election of that position. A candidate who fails to be elected for a position may be nominated for a subsequent position.
4. The Chair shall preside over the election.
5. Any candidate may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. The order of candidates' statements shall be determined by the Chair using a random selection process. All present board members may vote in the election. Such vote shall be by voice vote, unless otherwise directed by the Chair. To be elected, a candidate must receive a majority of affirmative votes from the board members voting in the election. In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, the vote is rerun with only the candidates receiving the two highest vote counts eligible. (This may result in more than two candidates being eligible.) The vote is retaken in the case of a tie (either for first or second place on the result). The presiding officer uses a coin toss to choose which candidate is to remain eligible if the tie persists after the second vote. A new call for candidates is made and the voting process restarts in the case where there is a single candidate but that candidate does not receive enough affirmative votes.

### ***Board Committees***

1. The Rules Committee shall be a standing committee. The Committee receives and considers public input and carry out the development of prospective rules. The Committee conducts rule-making workshops, and reports recommendations to the full Board.
2. The Chair may determine if additional ad hoc committees are necessary and shall specify the term of such committee.
3. The appointment of the committee chair and members shall be at the Chair's discretion. The Chair may remove a member of a committee at any time.
4. For any standing committee, the Chair shall appoint the committee chair and members and

announce such appointments at the first meeting after the Chair's appointment by the governor and on an as needed basis thereafter. For any newly established committee, the Chair shall appoint the committee chair and members as soon as practicable after the committee is established and shall announce such appointments at the subsequent board meeting.

**Review Cycle**

Policies and procedures are reviewed at least every two years or updated as required to ensure they reflect current information and requirements. Policies and procedures are reviewed in consultation with staff, management, and agency regulatory bodies to ensure they accommodate and are reflective of the needs of our registrants, oversight agencies, and best practice guidelines.

# TBAE EVENT CALENDAR 2016

**JANUARY**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**01 New Year's Day** (*Agency Closed*)  
**07 CLARB MBE Committee Meeting**  
**15 NCARB 2016 MBE Engagement Sessions** – San Francisco, CA  
**18 M.L. King Day** (*Agency Closed*)  
**19 Confederate Heroes Day** (*Skeleton Crew*)

**JULY**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**04 Independence Day** (*Agency Closed*)

**FEBRUARY**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**04 New Board Member Orientation**  
**13 NCARB S. Conf. Educators & Practitioners Conference**  
 New Orleans, LA  
**15 Presidents Day** (*Agency Closed*)  
**23 Rules Committee Meeting**  
**24 Board Workshop – Strategic Planning/Reception Dinner**  
**25 Board Meeting – CEO NCARB Visit**

**AUGUST**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**2 BOAT Annual Conference**  
 Sugarland, Texas (*Aug 2-5*)  
**11 METROCONIG Expo & Conference**  
 Dallas, Texas  
**17 Board Meeting**

**MARCH**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**02 Texas Ind. Day** (*Skeleton Crew*)  
**10 NCARB MBE Workshop/**  
**11-12 NCARB Regional Summit**  
 Hyatt Regency Savannah  
 Savannah, GA  
**25 Good Friday** (*4 hrs. Skeleton Crew*)

**SEPTEMBER**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**05 Labor Day** (*Agency Closed*)  
**22 CLARB Annual Meeting**  
 Westin, Philadelphia, PA  
**2016 LRGV-AIA BBC Conference**  
 South Padre Island Convention Centre

**APRIL**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**28 2016 Texas ASLA Annual Conf.**  
 Fort Worth Convention Center  
**21 San Jacinto Day** (*Skeleton Crew*)

**OCTOBER**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**27 Board Meeting**

**MAY**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**02 Personal Financial Statement electronic filing due to The Ethics Commission NLT May 2**  
**30 Memorial Day** (*Agency Closed*)  
**26 Board Meeting & Budget Workshop**

**NOVEMBER**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**03 TxA Conference**  
**11 Veterans Day** (*Agency Closed*)  
**23 TBAE Holiday** (*4 hrs. Skeleton Crew*)  
**24 Thanksgiving Day** (*Agency Closed*)  
**25 Day after Thanksgiving** (*Agency Closed*)  
**CIDQ Annual Meeting - TBD**

**JUNE**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**15-18 NCARB Annual Business Mtg.**  
 Fairmont Olympic Hotel  
 Seattle, WA

**DECEMBER**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Holiday Schedule**  
**23 TBAE Holiday** (*Agency Closed*)  
**26 Day after Christmas** (*Agency Closed*)  
**27 TBAE Holiday** (*Agency Closed*)  
**28 TBAE Holiday** (*Skeleton Crew*)  
**29 TBAE Holiday** (*Skeleton Crew*)  
**30 TBAE Holiday** (*Skeleton Crew*)

The 85th Texas Legislature convenes on January 10, 2017