

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower II, Room 350L

TBAE Large Conference Room

333 Guadalupe Street

Austin, Texas

Thursday, December 1, 2016

1:30 p.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

Debra Dockery
Paula Ann Miller
Debra Dockery

2. Approval of the August 17, 2016 Board Meeting Minutes (*Action*)

Debra Dockery

3. Executive Director Report

Julie Hildebrand

- A. Summary of Executive Accomplishments (*Information*)
- B. Fiscal Year 2016 4th Quarter Operating Budget (*Information*)
- C. Trend Analysis Presentation on Agency Performance and Operations (*Information*)
- D. Texas Freedom by Design

Report on Conferences and Meetings (*Information*)

- A. 2016 CLARB Annual Meeting – Sep 21-24 2016
- B. LRGV-AIA BCC Conference – Sep 29-Oct 1, 2016
- C. TDLR – Texas Accessibility Academy – Oct 11-12, 2016
- D. Biennial Legislative Communication Conference – Oct 13
- E. NCARB Member Board Chairs and Member Board Executives Summit Oct 28-29, 2016
- F. TxA Conference – Nov 3-5, 2016
- G. 2016 Annual CIDQ Council of Delegates Meeting – Nov 11-12, 2016

Report on Upcoming Conferences and Meetings (*Information*)

- A. NCARB Committee Summit – Dec 9-10, 2016
- B. Texas Legislature Convenes – Jan 10, 2017

4. General Counsel Report

Lance Brenton

Proposed Rule for Adoption (*Action*)

- A. Amendments to Rule 7.10, relating to approval of surcharge to fund the Architect Registration Examination Financial Assistance Fund and changes to online payment fees charged by texas.gov.
- B. Amendments to Rules 5.31 and 5.51, relating to elimination of eligibility for interior design registration by architects who pass the Architect Registration Examination

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1:30 p.m. – Conclusion

Adoption of Proposed Rules Relating to Review of 22 Tex. Admin. Code Chapters 1 and 3 (Action)

- A. Revise Rules 1.5 and 3.5 relating to definitions of “actual signature,” “authorship” (repeal), “Architectural Barriers Act,” and “E-mail Directory” (repeal).
- B. Revise Rule 1.5 relating to definition of “EPH” and “Architect’s Registration Law.”
- C. Revise Rule 3.5 relating to definition of “Landscape Architect’s Registration Law.”
- D. Repeal Rules 1.24 and 3.24 relating to Fees.
- E. Revise Rule 1.148 to replace obsolete reference to “Section 10 of the Act.”

Approval of Agency Review of 22 Tex. Admin. Code Chapters 5 and 7 and Proposal of Rules (Action)

- A. Revise Rule 5.5 relating to definitions of “Actual Signature,” “Architectural Barriers Act” (add), “Authorship” (repeal), “Consultant,” “E-mail Directory” (repeal), “Interior Designers’ Registration Law,” and “Registrant.”
- B. Repeal Rule 5.34 relating to Fees
- C. Readopt all other rules in 22 Tex. Admin. Code Chapters 5 and 7

Regulatory Case Law Update (Information)

5. Enforcement Cases (Action)

Lance Brenton

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

- A. **Licensure Eligibility Determination:**
Hernandez, Rojelio (#031-17N)
- B. **Registrant Cases**
Barnett, Randolph C. (#076-15A)
- C. **CE Cases**
Bell, Matthew M. (#110-16I)
Brannan, Elizabeth Ann (#023-17I)
Dumont, Edward Abdo (#025-17I)
Hyndman, Dennis Emmanuel (#075-16A)
Jackson, Alana Colleen (#106-16I)
Jankowski, Paul Brian (#002-17I)
Landry, Barry Anthony (#093-16L)
Mendel, Stephen A. (#001-17I)

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Murff, James A. (#003-17A)
Norman, Stephen T. (#094-16A)
Powers, Christopher J. (#022-17A)
Raffa, Anthony (#071-16I)
Scarborough, David C. (#081-16L)
Schulz, Cory (#091-16L)
Sheeley, Candace K. (#105-16A)

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

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| 6. Proposed Revisions to the CIDQ Bylaws (<i>Action</i>) | Sonya Odell/
Julie Hildebrand |
| 7. Legislative Committee Update (<i>Information</i>) | Chad Davis |
| 8. Upcoming Board Meetings (<i>Information</i>)
Thursday, February 16, 2017 – <i>Board Member Training</i>
Thursday, June 8, 2017
Thursday, August 17, 2017 – <i>FY18 Budget Approval & Executive Director Annual Performance Appraisal</i>
Wednesday, November 8, 2017 | Debra Dockery |
| 9. Chair's Closing Remarks | Debra Dockery |
| 10. Adjournment | Debra Dockery |

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

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of August 17, 2016 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

AGENDA ITEMS

DESCRIPTIONS

1A. Call to Order

Ms. Dockery called the meeting to order at 9:00 o'clock a.m.

1B. Roll Call

Ms. Miller called the roll.

Present Board Members

Debra Dockery	Chair, Architect
Sonya Odell	Vice-Chair, Registered Interior Designer
Paula Ann Miller	Secretary-Treasurer, Public Member
Charles (Chuck) Anastos	Architect
Chase Bearden	Public Member
Michael (Chad) Davis	Landscape Architect
Jennifer Walker	Architect
Robert (Bob) Wetmore	Architect
Anthony Giuliani	Public Member

1C. Excused and Unexcused absences

Chase Bearden	Public Member
Anthony Giuliani	Public Member

A MOTION WAS MADE AND SECONDED (Anastos/Wetmore) TO APPROVE THE EXCUSED ABSENCES OF CHASE BEARDEN AND ANTHONY GIULIANI. THE MOTION PASSED UNANIMOUSLY.

1D. Determination of a Quorum

A quorum was present.

1E. Recognition of Guests

Ms. Dockery acknowledged the following guests and members of TBAE Staff: David Lancaster, Texas Society of Architects; Marilyn Roberts, Texas Association for Interior Design; Jeri Morey, Corpus Christi Architect; Glenn Garry, Communications Manager; Glenda Best, Operations Manager; Christine Brister, HR Program Specialist; Kenneth Liles, Finance Manager; Jack Stamps, Managing Investigator; Dale Dornfeld, IT Manager; Mike Alvarado, Registration Manager; Katherine Crain, Legal Assistant; and Julio Martinez, Network Specialist.

1F. Chair's Opening Remarks

Ms. Dockery opened the meeting by mentioning that New Year's is typically the time for resolutions, but August is the time for new beginnings with new budgets and goals. She thanked the staff for their efficiency and effectiveness to protect the public and encouraged them to continue to strive in their pursuit for further efficiency and effectiveness.

1G. Public Comments

Jeri Morey, architect from Corpus Christi, Texas, shared her concerns regarding the sample building code used in the NCIDQ examination. Ms. Morey stated that the exam should be based on an actual code/codes, and should be open book to allow applicants to consult the actual requirements. Her second concern focused on the proposed disciplinary actions. She recommended to the Board that they consider actual and potential harm for disciplinary actions instead of just actual harm. Ms. Morey recommended that a person who has an architectural education should be subject to higher penalties for unauthorized use of the title “architect.” Ms. Morey also stated that complainants should have an opportunity to submit additional comments and evidence after staff’s investigation, but stated it may not need to be in a rule. Ms. Morey also stated that the graphic in Rule 1.177 should include a description of what “reckless architecture” means. Ms. Morey suggested that the Board think about what day or when a continuing violation begins for purposes of imposing a penalty. Finally, Ms. Morey inquired whether Respondents know that they can request additional time to respond to the Board to avoid a penalty for failure to respond to a violation.

2. Approval of May 26, 2016 Board Meeting Minutes

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO APPROVE THE MAY 26, 2016 BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.

3. Executive Director’s Report

A. Summary of Executive Accomplishments

Ms. Hildebrand directed the Board to page 14 of the notebooks. She provided highlights that had been completed since the last Board meeting:

1. Finalized and submitted a Strategic Plan, Customer Service Survey and Quarterly SDSI Report;
2. Finalized and published the Newsletter and received several compliments on the issue;
3. Met with Chase Bearden and a local RAS expert regarding accessibility issues;
4. Update on Hobby Building maintenance and TFC’s focus on safety and security issues;
5. Update on NCARB meeting and the resolutions that were approved. The resolution that would have required certain items to go to the states was defeated. All other items were approved. Ms. Hildebrand also updated the Board on NCARB’s update of its “By the Numbers” report, as described on page 14 of the notebook. Finally, Ms. Hildebrand noted that ARE 5.0 will launch in November, 2016.
6. Ms. Hildebrand notified the Board members that Staff would be doing a presentation at the TxA conference in November, and invited the Board members to share any suggestions they might have for topics to discuss.
7. Ms. Hildebrand shared the results of the Board member survey regarding Board meetings and any suggestions for improvement.

8. Ms. Hildebrand reviewed the most recent registration data as detailed on page 18.

9. Ms. Hildebrand updated the Board on current enforcement information as detailed on page 19. Ms. Hildebrand informed the Board that an indictment had been returned in a case involving falsifying government documents relating to unregistered practice.

B. Fiscal Year 2016 3rd Quarter Operating Budget

Ms. Hildebrand directed the Board to page 20 of the notebook regarding the budget through May 31, 2016 of the fiscal year. She gave a brief overview and mentioned that revenues were slightly lower than 75%, but that she expected that the difference would be made up in the 4th quarter. Additionally, expenditures were 72%, 3% below the expectations and the excess would go into the fund balance. She does not expect the surplus to continue in the future because of the need to hire another investigator.

Ms. Hildebrand also reviewed the proposed budget for 2017 and staff's projections. She mentioned that staff travel would increase and the telephone system would be replaced at TBAE's cost. The Board discussed the budget in detail, specifically options on lease space available for the agency outside of the downtown area.

C. Board Approval of the Fiscal Year 2017 Operating Budget

A MOTION WAS MADE AND SECONDED (Anastos/Walker) TO APPROVE THE OPERATING BUDGET FOR FISCAL YEAR 2017.

Mr. Anastos asked who was responsible for requiring agencies to update the phone system. Ms. Hildebrand stated that this was a decision by the Department of Information Resources, due to the antiquated nature of the phone system that impacted agencies that experience large amounts of phone calls.

Mr. Davis inquired about why the office rental went down. Kenneth Liles stated that the contracted amount for office rental is \$100,000, a portion of which goes to the Facilities Commission, and a portion goes to the Comptroller and is added to the SWCAP payment.

Mr. Davis asked whether it would be prudent to seek an alternative lease outside of the Hobby building.

Mr. Davis also inquired about the server cost, including whether the Board utilized on-premises servers or virtual servers. Dale Dornfeld responded that the agency utilizes both, and that his department has researched alternatives to the status quo.

Ms. Hildebrand responded that she would look into whether an alternative office space could be beneficial to the agency. She also noted that it might be required for the agency to seek permission to move into a private building. Ms. Dockery and Mr. Wetmore responded that the lease rate

that the agency has in the Hobby building would be hard to beat. Mr. Anastos noted that it is likely the agency would need to lease additional space if it moved into a private building, due to the loss of common areas such as meeting rooms and bathrooms that are available in the Hobby building.

Ms. Dockery inquired why revenue from licenses and fees is projected to decrease in 2017. Ms. Hildebrand responded that, though the expectation is for increased registration by architects, there could be a decrease in registered interior designers. Mr. Liles also noted that \$93,902 is budgeted from the fund balance to balance the budget.

Mr. Anastos noted that the Board has discussed future increases in fees, and inquired when it would be necessary for the Board to implement increases. Mr. Anastos stated that the agency should be proactive about increasing fees prior to the time that the reserve balance decreases below 66% of annual expenditures. He stated that the Board should address this matter in the FY 2018 budget. Ms. Hildebrand noted that the Board's target for the fund balance is eight months (66%) of annual expenditures. Ms. Hildebrand also noted that, when the Board considers the 2018 budget, it could be looking at a situation that differs greatly from the projections contained in the notebook, due to the difficulty of predicting revenues given the loss rate of grandfathered RIDs.

Ms. Dockery suggested that the Board convene a committee in April or May of 2017 to consider how developments in the legislative session could affect the agency's projections and the 2018 budget.

Mr. Davis asked whether the possibility of increasing fees should be addressed at the November meeting, to give notice prior to the legislative session about the need for an increase in fees if the status quo persists with respect to the SWCAP payment and the Board's payment into the general revenue fund.

Ms. Hildebrand stated that she could address this further with the governor's office, and noted that the issue of the \$510,000 payment into general revenue had been included with the Board's comments in the strategic plan.

THE MOTION PASSED UNANIMOUSLY.

**D. Legislative
Committee Update**

Ms. Hildebrand noted that the \$510,000 general revenue payment was addressed in the agency's strategic plan in response to the governor's request for the identification of redundancies and impediments. She stated that she will continue to communicate with the governor's office on this and other issues.

Mr. Davis stated that he is looking forward to any reports published by the legislature relating to interim studies of licensing. Ms. Hildebrand noted that a hearing had been scheduled at the Capitol on licensing issues, but TBAE was not invited to testify.

E. Agency Goal and Objectives

Ms. Hildebrand discussed the agency's goals and objectives as identified on page 24 of the notebooks. This document is used to set the expectations of staff for the year. She invited the Board to provide any input they might have.

3. Report on Conferences and Meetings

A. NCARB 2016 Annual Meeting – June 15-18

Ms. Dockery and Ms. Hildebrand provided highlights of the NCARB annual meeting to the Board. Ms. Dockery stated that she attended a session on the North Carolina Dental Board Supreme Court case and appropriate regulation by states, and shared that this continues to be a dynamic situation. She also attended a session on budgeting.

B. Executive Leadership Program for Regulators & Driving Results for Regulatory Effectiveness – July 25-28

Ms. Hildebrand attended this meeting and stated that this was a leadership program that was tailored to Executive Directors of licensing boards. She stated that this was a good opportunity to pick up best practices and make contacts with other executive directors. She also attended presentations from Colorado agencies regarding their processes relating to increasing stakeholder input from the regulated community.

C. BOAT Annual Conference – Aug. 3-5

Mr. Brenton and Mr. Stamps attended this conference and Mr. Stamps gave a presentation to the attendees. Mr. Brenton reported that BOAT had set up a statewide network of building officials and other individuals who are willing to respond to disaster areas to assess building condition, and would like to include architects on the phone tree.

D. NCARB 2016 Licensing Advisors Summit – Aug. 5-6

Ms. Hildebrand and Mr. Alvarado attended this meeting, which included licensing advisors from various schools and firms. Ms. Hildebrand stated that this was a valuable opportunity to meet with representatives from Texas programs, who inquired about the potential for students to begin taking the ARE prior to graduation, pursuant to NCARB's IPAL initiative. Ms. Hildebrand noted that this was not a possibility under current Texas law, which requires graduation prior to taking the exam. Ms. Hildebrand also reported that the big topic was the format of the new Architectural Registration Examination ("ARE") which will become effective on November 1, 2016.

E. Metrocon16 – Aug. 11-12

Mr. Brenton and Mr. Garry attended this conference and TBAE had a booth at the conference. In addition, Mr. Garry made a presentation and received numerous questions regarding continuing education and grandfathering of interior designers.

3. Report on Upcoming Conferences and Meetings

A. CLARB Annual Meeting – Sept. 22-24

Ms. Hildebrand stated that she would attend the meeting and give a presentation with the Executive Director of Arizona on TBAE's strategic plan process.

B. 2016 LRGV-AIA BCC Conference – Sept. 29-Oct. 1

Mr. Stamps will attend this meeting.

C. NCARB Member Board Chairs and Member Board Executives Summit – Oct. 28-29

Ms. Hildebrand and Ms. Dockery will attend this summit.

D. TxA Conference— Nov. 3-5

Mr. Garry and Mr. Stamps will attend and make a presentation at this conference. Also, Ms. Hildebrand will attend this event in order to welcome the new Texas architectural registrants.

E. 2016 Annual CIDQ Council of Delegates Meeting – Nov. 11-12

Ms. Hildebrand and Ms. Odell will attend this meeting.

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

4. General Counsel Report

Mr. Brenton directed the Board to page 30 and gave the following report on the proposed amendments for adoption and draft amendments for proposal.

4A. Proposed Amendments for Adoption

A. Amendments to rules 1.165, 3.165, 5.175, 1.177, 3.177, 5.187, 1.232, 3.232, and 5.242, relating to administrative penalties, warnings, and other sanctions.

Mr. Brenton presented information on the proposed amendments to the rules as described on page 30 of the Board materials and Staff's recommendation to approve the proposed amendments. Mr. Brenton noted that actual and potential damages are considered in determining the specific amount of an administrative penalty under Rule 1.177. In response to Ms. Morey's question about why Rule 1.232 did not define reckless practice and conflict of interest, Mr. Brenton stated that Rule 1.232 describes what penalty is imposed if a violation has occurred, and refers to Rules 1.143 and 1.145 to define the conduct.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO APPROVE PROPOSED AMENDMENTS TO 22 TEX. ADMIN. CODE §§1.174, 3.174, 5.184, 1.177, 3.177, 5.1877, 1.232, 3.232, and 5.242 FOR FINAL ADOPTION. THE MOTION PASSED UNANIMOUSLY.

4B. Draft Rules for Proposal

B. Amendments to Rule 7.10, relating to approval of surcharge to fund the Architect Registration Examination Financial Assistance Fund and changes to online payment fees charged by Texas.gov.

Mr. Brenton presented information on draft rules for proposal as described on page 77 of the Board materials. Mr. Brenton explained to the Board that draft rule was considered by the Rules Committee and they made a recommendation for proposal.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO APPROVE THE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §7.10 FOR PUBLICATION AND PROPOSAL 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.

C. Amendments to Rules 5.31 and 5.51, relating to qualification for interior design registration by architects who pass the Architect Registration Examination

Mr. Brenton presented information on draft rules for proposal as described on page 90 of the Board materials. Mr. Brenton explained to the Board that this matter was considered by the Rules Committee during the May 2016 meeting and the draft proposals were accepted by the Committee.

A MOTION WAS MADE AND SECONDED (Davis/Odell) TO APPROVE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §§5.31 and 5.51 FOR PROPOSAL AND 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. Approval of Rule Review for Chapters 1 and 3 of the Board Rules

Mr. Brenton presented information on the agency rule review and amendment to the following rules, as described on page 132 of the Board materials:

A. Revise Rules 1.5 and 3.5 relating to definitions of “actual signature,” “authorship” (repeal), “Architectural Barriers Act,” and “E-mail Directory” (repeal).

- B. Revise Rule 1.5 relating to definition of “EPH” and “Architect’s Registration Law.”
- C. Revise Rule 3.5 relating to definition of “Landscape Architect’s Registration Law.”
- D. Repeal Rules 1.24 and 3.24 relating to Fees.
- E. Revise Rule 1.148 to replace obsolete reference to “Section 10 of the Act.”
- F. Propose for re-adoption all other rules in 22 Tex. Admin. Code Chapters 1 and 3.

A MOTION WAS PROPOSED AND SECONDED (Davis/Walker) TO APPROVE THE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.5, 3.5, 1.24, 3.24, and 1.148 FOR PUBLICATION AND PROPOSAL 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.

A MOTION WAS PROPOSED AND SECONDED (Davis/Wetmore) TO READOPT ALL OTHER RULES IN 22 TEX. ADMIN. CODE CHAPTERS 1 AND 3, AS AUTHORIZED UNDER TEXAS GOVERNMENT CODE §2001.039(c). THE MOTION PASSED UNANIMOUSLY.

6. Approval of New Policy GC-006 – Relating to Conflicts of Interest and Recusal of Board Members

Mr. Brenton directed the Board to page 150 regarding the new policy relating to conflicts of interest and recusal of board members. Mr. Brenton explained the policy in detail.

A MOTION WAS MADE AND SECONDED (Odell/Davis) TO APPROVE POLICY NUMBER GC-006 “CONFLICT OF INTEREST AND RECUSAL POLICY” FOR THE BOARD. THE MOTION PASSED UNANIMOUSLY.

7. Consideration for Proposal for Decision – SOAH CASE

**SOAH Docket No. 459-16-3577
TBAE vs. Couturier, Dominic (TBAE #144-14N)**

Mr. Brenton directed the Board to page 153 regarding the Executive Director’s recommendation incorporating the Proposal for Decision rendered by ALJ Kilgore on June 17, 2016 in the above-referenced matter.

A MOTION WAS MADE AND SECONDED (Davis/Anastos) TO MOVE TO ACCEPT THE ATTACHED OPINION AND ORDER OF THE BOARD, WHICH INCORPORATES THE PROPOSAL FOR DECISION RENDERED BY ALJ KILGORE ON JUNE 17, 2016, AND IMPOSES AN ADMINISTRATIVE PENALTY IN THE SUM OF \$26,000 AND ORDERS THE RESPONDENT TO CEASE AND DESIST FROM USING ANY ARCHITECTURAL TITLE, PRACTICING ARCHITECTURE,

OTHER THAN SUBJECT TO AN EXEMPTION FROM THE ARCHITECT'S PRACTICE ACT, AND FROM ASSOCIATING WITH ANY BUSINESS WHICH OFFERS 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.

Mr. Anastos and Mr. Davis inquired about the recovery of litigation costs by the Board, and Mr. Brenton provided information that this is not authorized under the Board's enabling legislation.

THE MOTION PASSED UNANIMOUSLY.

7. Enforcement Cases
A. Registrant Cases

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

Haness, Richard O. (#115-14A)

Mr. Brenton presented a summary of this matter as described on page 164 of the Board materials.

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO ACCEPT STAFF'S RECOMMENDATION OF A \$6,000 ADMINISTRATIVE PENALTY AND COMPLETION OF THE TDLR ACCESSIBILITY ACADEMY WITHIN ONE (1) YEAR OF THE BOARD'S ORDER. THE MOTION PASSED UNANIMOUSLY.

Lambeth, William H. (#037-16A)

The Chair recused herself from voting on this case because the Respondent is from San Antonio.

Ms. Odell took over as Chair and directed the General Counsel to present the case to the Board. Mr. Brenton presented a summary of this matter as described on page 166 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO ACCEPT STAFF'S RECOMMENDATION TO ACCEPT THE VOLUNTARY SURRENDER OF RESPONDENT'S REGISTRATION IN LIEU OF DISCIPLINARY ACTION PURSUANT TO BOARD RULE 1.64 AND 1.66. ANY SUBSEQUENT REINSTATEMENT OF THIS REGISTRATION WILL BE CONTROLLED BY THE LAW IN EFFECT AT THE TIME OF THE REINSTATEMENT.

Mr. Anastos stated for the record that a monetary penalty may be appropriate for a similar case in the future because THE MOTION PASSED UNANIMOUSLY.

Debra Dockery resumed her position as Chair of the Board. She directed the General Counsel to proceed with the enforcement matters.

Olp, Gary Gene (#016-16A)

Mr. Brenton presented a summary of this matter as described on page 168 of the Board materials.

A MOTION WAS MADE AND SECONDED (Anastos/Wetmore) TO ACCEPT STAFF'S RECOMMENDATION OF A \$1,000 ADMINISTRATIVE PENALTY AND RESTITUTION TO THE COMPLAINANT IN THE AMOUNT OF \$5,924.40.

Mr. Wetmore asked what the Respondent's position was and whether the city of Dallas had taken any action. Mr. Brenton responded that the Respondent had questioned whether restitution was appropriate because he claimed a structure had been built based on the plans. Mr. Brenton stated that he informed the Respondent that an administrative penalty based on the Board's rules would be more than the amount of restitution, and that the Respondent chose to move forward with paying restitution, as agreed.

THE MOTION PASSED UNANIMOUSLY.

B. CE Cases

Mr. Brenton stated that the Board would hear the next 9 cases and vote on them together.

Cassler, David Edward (#070-16L)

Fegale, Kristen Weeks (#083-16I)

Hart, Mark W. (#082-16A)

Miller, David C. (#089-16A)

Mrdja, Dushan (#074-16A)

Rachut, Susanna (#088-16I)

Russell, Christopher A. (#090-16L)

Sigler, Stephen Michael (#068-16L)

Yeung, Lei (#077-16A)

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 UNDER CE CASES WITH THE EXCEPTION OF THE CASE INVOLVING JAY DAVID HARGRAVE. THE MOTION PASSED UNANIMOUSLY.

Mr. Wetmore recused himself from voting on the case involving Jay David Hargrave (#084-16A) because he knows the respondent personally.

Hargrave, Jay David (#084-16A)

A MOTION WAS MADE AND SECONDED (Anastos/Odell) TO ADOPT STAFF'S RECOMMENDATION AND PENALTY TO APPROVE THE CASE

INVOLVING JAY DAVID HARGRAVE (#084-16A). THE MOTION PASSED UNANIMOUSLY.

9. NCARB Request for Signatories to the new Mutual Recognition Arrangement with Australia and New Zealand

Ms. Dockery stated that the Board would vote on the following resolution for NCARB.

A MOTION WAS MADE AND SECONDED (Anastos/Wetmore) TO APPROVE NCARB'S REQUEST FOR SIGNATORIES TO THE NEW MUTUAL RECOGNITION ARRANGEMENT WITH AUSTRALIA AND NEW ZEALAND. THE MOTION PASSED UNANIMOUSLY.

The Board took a break at 11:28 a.m. and reconvened at 11:37 a.m.

10. Executive Director's Evaluation

The Board went into Executive Session regarding personnel matters at 11:37 a.m. and reconvened in Open Session at 12:14 p.m.

Ms. Dockery reopened the Board meeting by stating that each Board member and the executive director had completed an evaluation form regarding the Executive Director's performance. Ms. Dockery stated that the Board was very pleased with the Executive Director's performance in her first year at the agency.

A MOTION WAS MADE AND SECONDED (Odell/Anastos) TO PROPOSE THAT THE BOARD GIVE A THREE PERCENT (3%) RAISE IN PAY TO THE EXECUTIVE DIRECTOR, BASED ON THE PERFORMANCE EVALUATION. THE MOTION PASSED UNANIMOUSLY.

11. Approval of the Proposed 2017 Board Meeting Dates

A MOTION WAS MADE AND SECONDED (Davis/Miller) TO APPROVE THE FOLLOWING 2017 BOARD MEETING DATES: FEBRUARY 16, JUNE 8, AUGUST 17, AND NOVEMBER 8. THE MOTION PASSED UNANIMOUSLY.

12. Approval of Resolution Honoring C.W. Clark, PE, Director, Compliance & Enforcement, Texas Board of Professional Engineers

Mr. Stamps presented the next action item and stated that he had worked with C.W. Clark, the Director of Compliance & Enforcement at the Professional Engineering Board since Mr. Stamps was hired by TBAE. Mr. Stamps read the Resolution into the Board meeting minutes as follows:

"The Texas Board of Architectural Examiners Be It Known That C.W. Clark, P.E., has distinguished himself through his dedicated and conscious service as the Director of the Compliance and Enforcement Division of the Texas Board of Professional Engineers and

Whereas, Mr. Clark has played an important role in working with the enforcement staff of this board in the investigation and resolution of enforcement cases of mutual interest;

Whereas, Mr. Clark played an invaluable part in the efforts, over a long period of time, that staff of both boards played in the successful resolution of the sometimes contentious issues regarding both the practices of Engineering and Architecture;

Whereas, because of those efforts, HB2284 was passed, bringing clarity to practitioners of both professions;

Whereas, Mr. Clark has performed his job with professionalism and integrity;

Whereas, Mr. Clark has made a significant contribution to the health, safety and welfare of all citizens of our State.

Now, Therefore, Be It Resolved, that the Texas Board of Architectural Examiners in its Formal Meeting assembled this 17th Day of August, 2016, does publicly acknowledge its appreciation of outstanding service to the State of Texas and have voted unanimously for this

Resolution of Commendation

to C.W. Clark, P.E., and have caused a copy of this Resolution to be included within the Minutes of this Board.”

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO APPROVE THE RESOLUTION HONORING C.W. CLARK, PE, DIRECTOR, COMPLIANCE & ENFORCEMENT, TEXAS BOARD OF PROFESSIONAL ENGINEERS. THE MOTION PASSED UNANIMOUSLY.

13. Upcoming Board Meeting

Ms. Dockery reminded the members that the next Board meeting had been moved from October 27, 2016 to November 16, 2016. After discussion, the meeting was set for December 1, 2016 in the TBAE Conference Room in Tower 2, Floor 3. There was discussion amongst the Board about having a Committee meeting in the morning of December 1st followed by an afternoon Board meeting.

14. Chair’s Closing Remarks

Ms. Dockery thanked the Board for their service.

15. Adjournment

A MOTION WAS MADE AND SECONDED (Anastos/Walker) TO ADJOURN THE MEETING AT 12:25 P.M. THE MOTION PASSED UNANIMOUSLY.

APPROVED BY THE BOARD:

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

Summary of Executive Accomplishments

December 1, 2016

Executive

1. The Annual Financial Report, SDSI Reports, and Continuity of Operations Plan were completed and submitted.
2. Reviewed and updated employee leave policies to address concerns from the State Auditor's Office *Report on State Agency Administration of Emergency and Administrative Leave*.
3. Steve Ramirez was selected for the new Investigator position and Jessica Ramirez was selected to fill Steve's vacated position, Registration Specialist for reciprocal applications.
4. Prefiling of bills for the 85th Legislative Session began on November 14, 2016.
5. Please see my monthly Executive Director Updates for more details.

Presentations w/ Impressions

TxA Annual Conference – 3 presentations by Jack Stamps, Glenn Garry, and Mike Alvarado for a total of 181 impressions and participation in the Newly Licensed Architects ceremony.

CIDQ

CIDQ is in the process of updating its Bylaws, which will be presented for final approval at the 2017 Annual Meeting. As a member of the reviewing committee, I was able to provide suggested revisions and will continue to do so during the updating process.

NCARB

1. Since the adoption of several streamlining efforts, the average time along the path to licensure has dropped by another six months since last measured at the end of December 2015.
2. The NCARB Board of Directors is reviewing the Legislative Guidelines and Model Law and several other informational documents and plans to update the documents as necessary. As a member of the Procedures and Documents committee, it will be my role to review any changes to the documents and make comments as necessary.
3. After four years of development, the latest version of the Architect Registration Examination® (ARE®), ARE 5.0, launched on November 2. The updated exam incorporates the latest testing technologies and features six divisions that align with modern practice. They have also updated several documents related to testing.

CLARB

CLARB conducted a Task Analysis survey in early 2016. The Task Analysis is a scientific study of the profession that ensures the content of L.A.R.E remains legally defensible and relevant, and the results are used to defend the legal scope of landscape architectural practice. The results of the survey determine the tasks that are performed most often, are most important and subsequently instill the knowledge required at the initial point of licensure; thus, the survey results form the basis of the L.A.R.E. Beginning with the April 2017 L.A.R.E. administration, the exam blueprint will be updated to provide greater detail within each section of the exam and will introduce new content focusing on maintenance, historical preservation, performance metrics and specialty plans. These updates will align the exam with current practice.

Summary of Enforcement Accomplishments

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Cases Received and Opened	33	8										
Cases Closed by Investigations	4	11										
Cases Referred to Legal	5	15										
Average Number of Days to Investigate	86	57										
Notices of Violation by Legal	5	9										
Voluntary Surrenders by Legal	0	0										
Disciplinary Action Entered by the Board	0	0										
Warnings from Executive Director	0	3										
Complaints Filed at SOAH	2	0										
Informal Settlement Conferences Held	0	1										

Summary of Registration Department Accomplishments

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Examination Applications Received	100	105										
Reciprocal Applications Received	31	40										
Total Applications Received	131	145										
Exam Scores Received/Entered	529	342										
Examination Registrations Issued	26	46										
Reciprocal Registrations Issued	49	35										
Total Registrations Issued	75	81										
Active Architects	12,040	12,079										
Active Reg. Interior Designers	3,586	3,574										
Active Landscape Architects	1,508	1,516										
Total Active Registrants	17,134	17,169										
CE Audits Conducted	119	122										
CE Audits Referred for Investigation	3	5										
Approved Scholarship Applications	6	3										
Certificates of Standing	15	20										

**Texas Board of Architectural Examiners
Fiscal Year 2016 Budget With Servers**

	FY 2016 Approved Budget	FY 2016 Budget Actual through 8-31-16	FY 2016 Percentage Spent
Revenues:			
Licenses & Fees	2,601,504	2,627,982	101.02%
Business Registration Fees	75,000	101,769	135.69%
Late Fee Payments	120,000	120,120	100.10%
Other	2,500	5,781	231.26%
Interest	1,000	4,443	444.33%
<i>Potential Draw on Fund Balance</i>			
Total Revenues	2,800,004	2,860,095	102.15%
Expenditures:			
Salaries and Wages	1,456,300	1,400,386	96.16%
Payroll Related Costs	445,904	484,414	108.64%
Professional Fees & Services	36,000	18,055	50.15%
Travel			
Board Travel	30,000	19,355	64.52%
Staff Travel	18,000	17,125	95.14%
Office Supplies	12,000	5,185	43.21%
Postage	15,000	11,553	77.02%
Communication and Utilities	18,800	12,524	66.61%
Repairs and Maintenance	1,000	415	41.46%
Office Rental	78,000	51,000	65.38%
Equipment Leases--Copiers	10,000	7,728	77.28%
Printing	20,000	11,637	58.18%
Operating Expenditures	41,000	23,307	56.85%
Conference Registration Fees	4,000	4,076	101.89%
Membership Dues	20,000	20,425	102.13%
Staff Training	6,000	4,076	67.93%
SWCAP Payment	38,000	65,142	171.43%
Payment to GR	510,000	510,000	100.00%
IT Upgrades With Servers	40,000	42,107	105.27%
Total Expenditures	2,800,004	2,708,509	96.73%
Excess/ (Deficiency) of Rev over Exp.	-	151,586	

<i>Funding for 8 months</i>	1,866,483
<i>Excess Fund Balance</i>	847,913
Total Fund Balance	2,714,396

Administrative Penalties Collected	\$	131,444
General Revenue Collected	\$	129,000

Figure 1

**Texas Board of Architectural Examiners
Fiscal Year 2016 Budget
Scholarship Fund**

	FY 2016 Budget	FY 2016 Actual Expenditures Sept. 1, 2015--- August 31, 2016	FY 2016 Remaining Budget
Operating Fund Beginning Fund Balance:	-	-	68,446.18
Adjusted Beginning Balance	-	-	-
Scholarship Fund Beginning Balance	98,985.57		
Total Beginning Scholarship Fund Balance	98,985.57	98,985.57	68,446.18
Expenditures:			
Operating Expenditures-Scholarship Payments		30,539.39	-
Total Expenditures		30,539.39	-
Excess/(Deficiency) of Rev. over Exp.	98,985.57	68,446.18	-
Fund Balance	98,985.57	68,446.18	68,446.18

Number of Scholarships Awarded

61

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

ANNUAL REPORT ON TRENDS: 2016



For the past few years, TBAE staff have compiled and presented annual trends and statistics to the Board during its autumn meeting. We are pleased this year to provide updated data again, with an eye toward succinctness and ease of understanding. And as always, it is the agency's intention to provide this report not only to the Board, but to the agency's stakeholders, interested parties, and to the people who live, work, and play in the built environment of Texas.

As a result, you will find clear and simple representations of agency trends, organized into color-coded groupings

by broad topic. Content accented in blue touches on registration and licensing. Red content is about enforcement. Finally, green content regards the agency's financial and administrative operations.

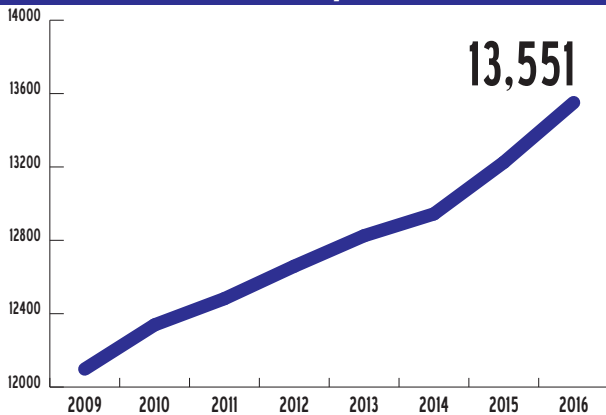
The graphical representations in this report are crafted to illuminate agency trends concisely and simply. The full data-set used to create these charts is available upon request.

We hope you find this report enlightening and useful, and as always, we're available to answer questions.

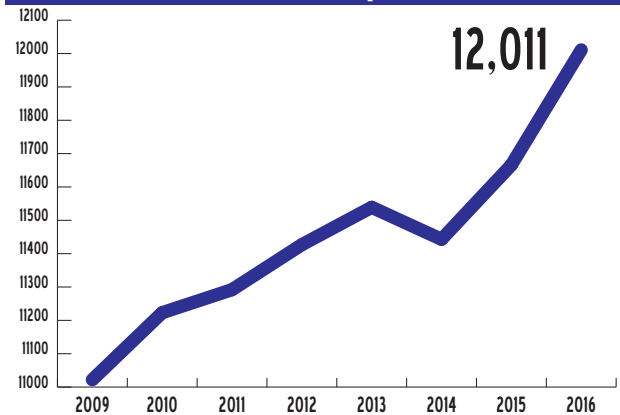
Architect registrants

- At least seven consecutive years of growth in the profession overall
- Maps closely to NCARB national growth (2%)
- Uptick in Emeritus registrants may be a reflection of changing demographics

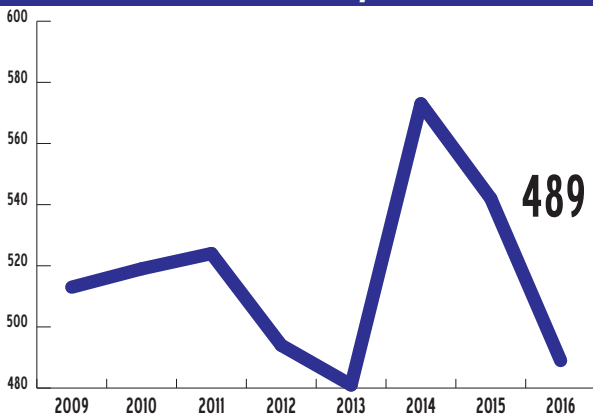
All Architects by Fiscal Year



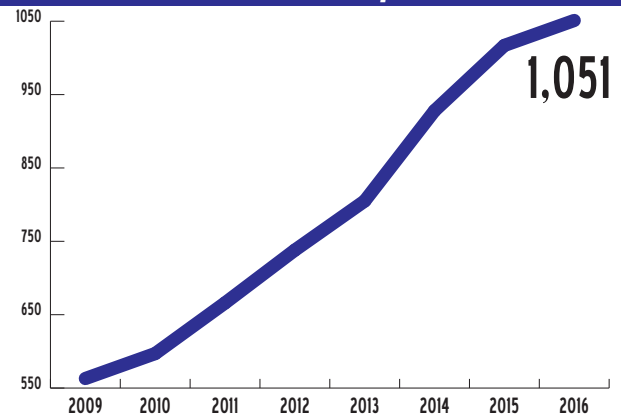
Active Architects by Fiscal Year



Inactive Architects by Fiscal Year



Emeritus Architects by Fiscal Year

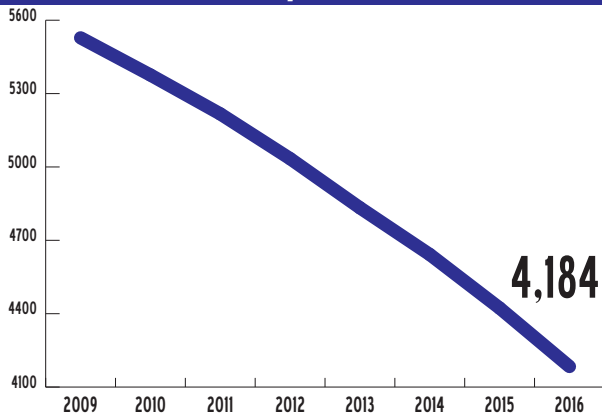


Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

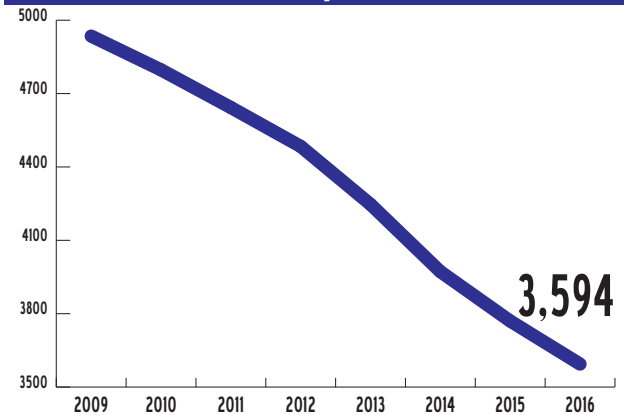
RID registrants

- We're seeing a continued decline in all statuses but Emeritus, presumably due to changing demographics and the test-passing requirement of 2013
- Emeritus eligibility became possible in 2012 (after 20 years of enabling legislation)

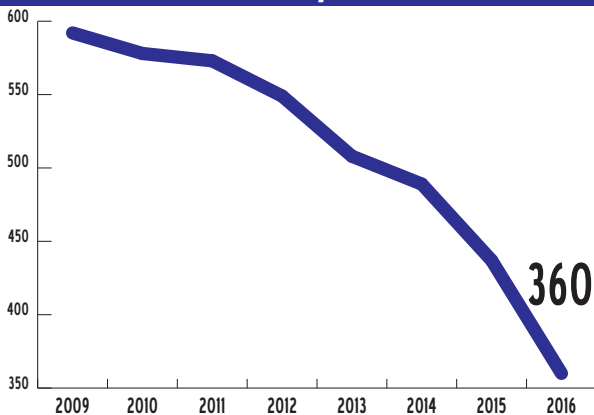
All RIDs by Fiscal Year



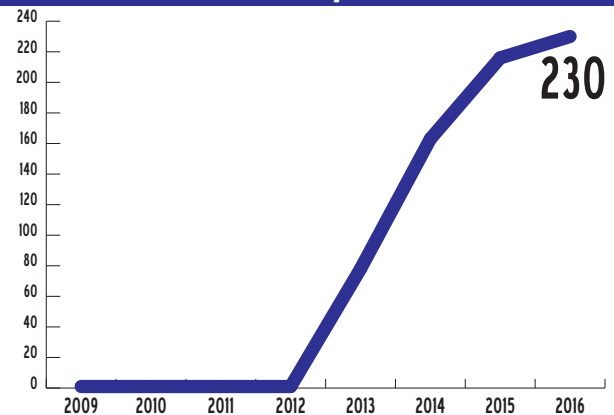
Active RIDs by Fiscal Year



Inactive RIDs by Fiscal Year



Emeritus RIDs by Fiscal Year

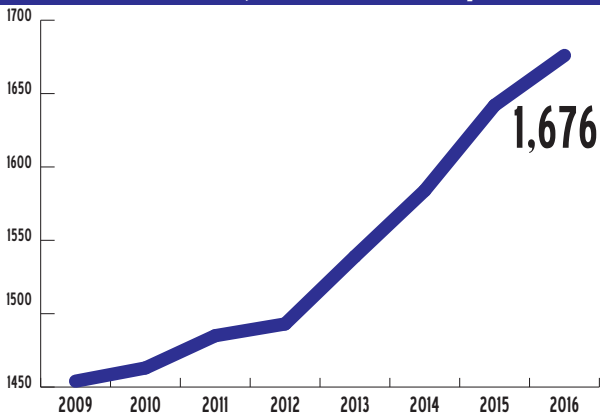


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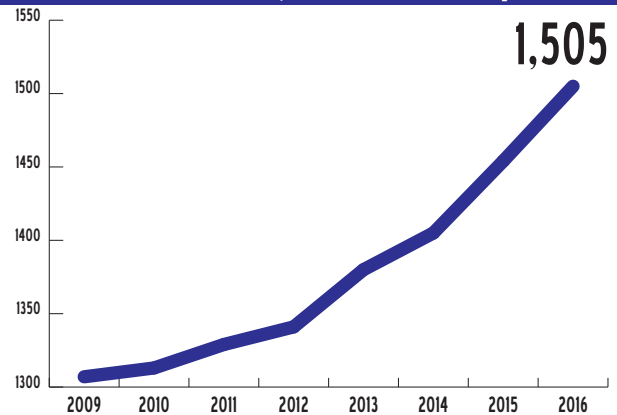
Landscape architect registrants

- Another example of strong year-to-year growth overall
- Downturn in Emeritus registrants
- Inactive trend is somewhat similar to that found with architects

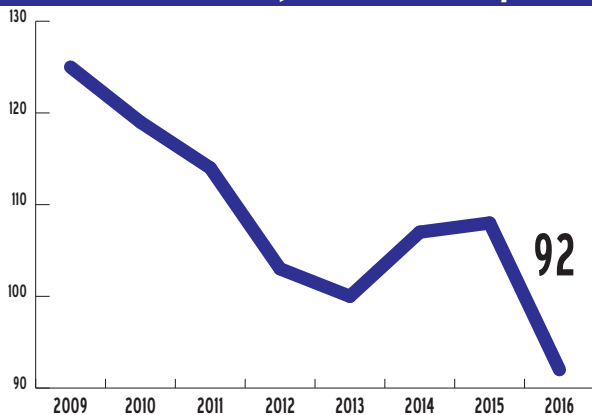
All Landscape Architects by FY



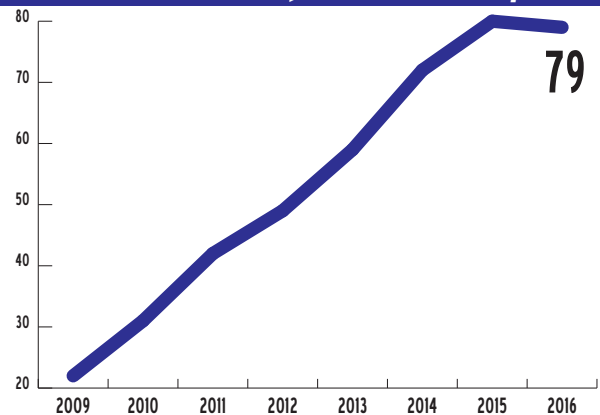
Active Landscape Architects by FY



Inactive Landscape Architects by FY



Emeritus Landscape Architects by FY

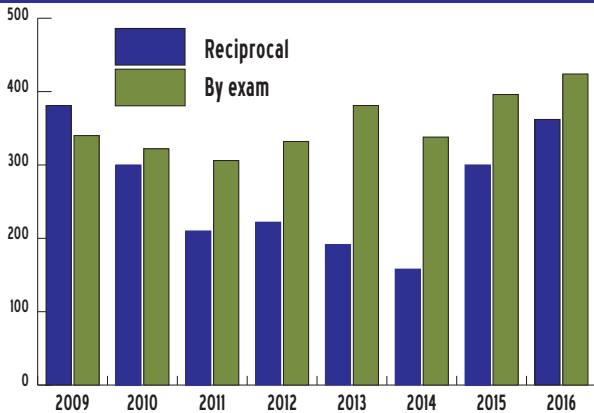


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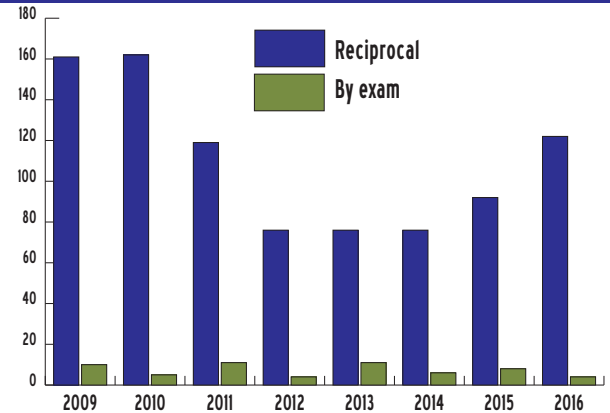
New registrants

- Two ways to become a new registrant: by exam or by reciprocity (out-of-state)
- Total new architects (by exam + reciprocity) at highest since 2009
- Total new landscape architects at highest level since before 2009
- Significant uptick in new RID registrants

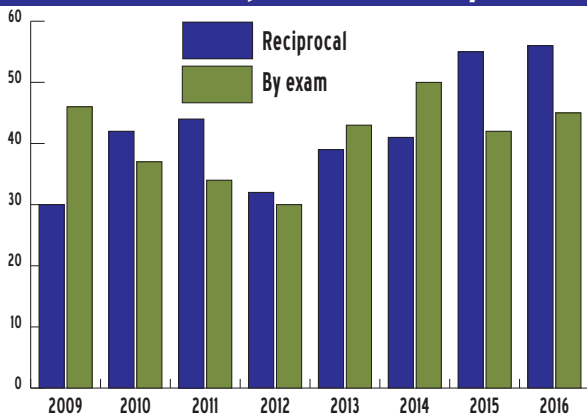
New Architects by Fiscal Year



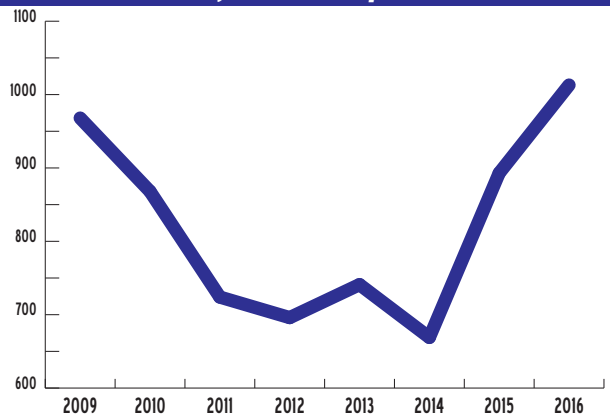
New RIDs by Fiscal Year



New Landscape Architects by FY



All new registrants by Fiscal Year

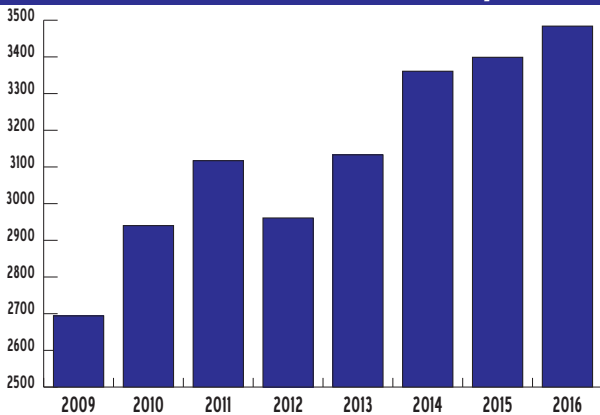


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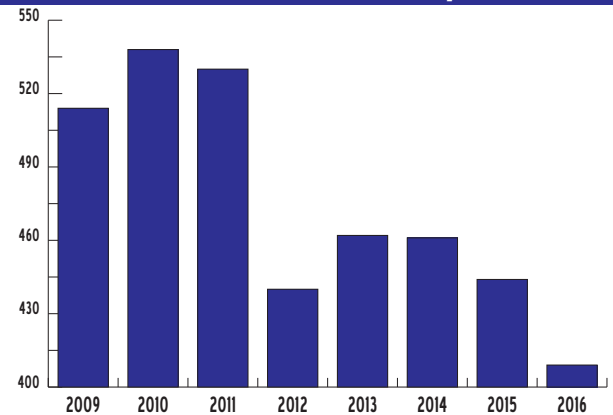
Exam Candidates

- Constant growth in overall candidate numbers since 2012
- Overall licensure candidates appear to be backfilling even more quickly than the new registrants come in

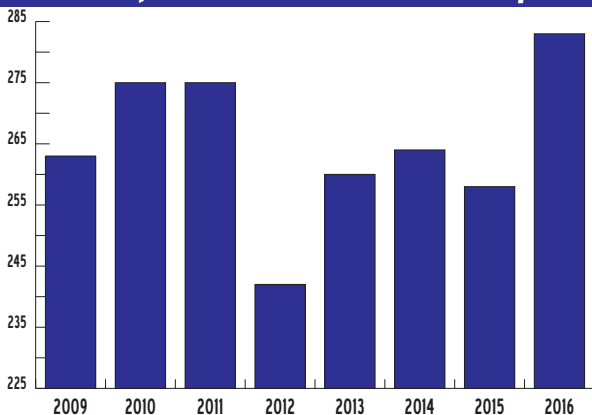
Architect exam candidates by FY



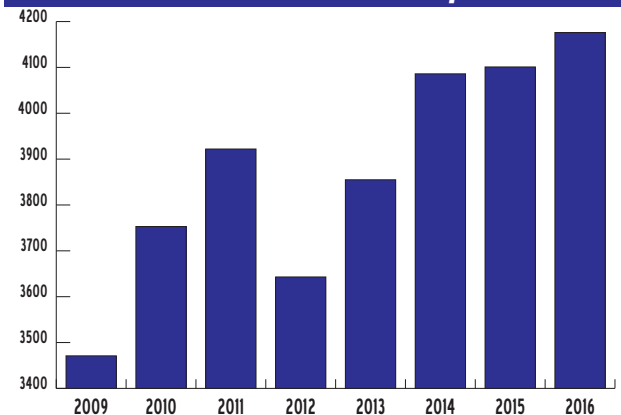
RID exam candidates by FY



Landscape Architect exam cand. by FY



All exam candidates by FY

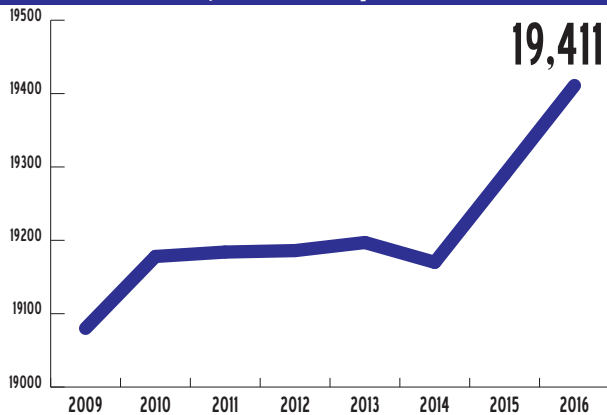


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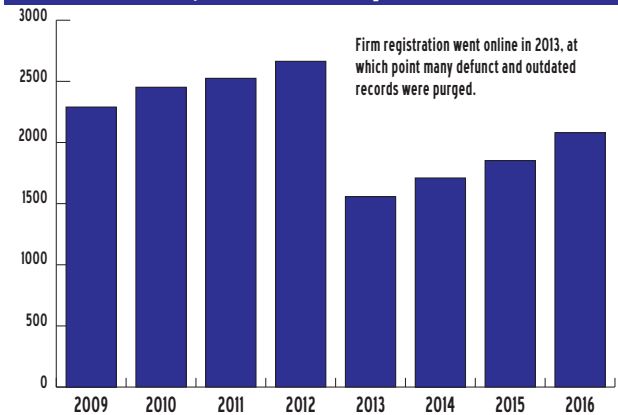
Licensing odds & ends

- A healthy increase in total registrants and firm registrations
- Average days to issue a license was halved since last year, and remains well below the performance measure standard of 10 days

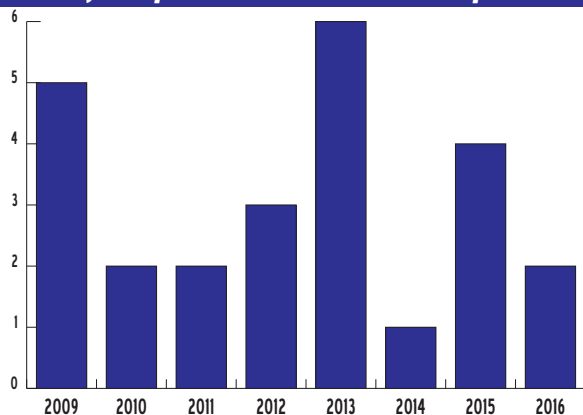
Total Registrants by Fiscal Year



Firm registrations by Fiscal Year



Avg. days to issue a license by FY

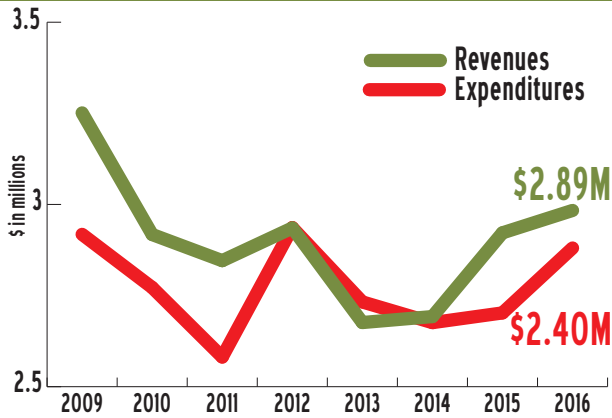


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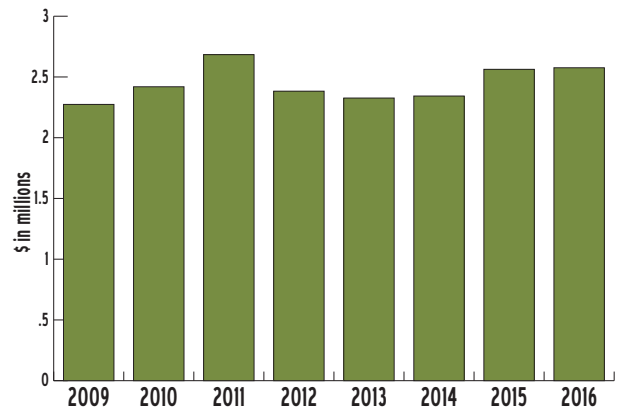
Staffing, Finance, Administration

- Running efficiently at lower staffing levels, keeping expenditures down
- Fund balance remains healthy year-to-year

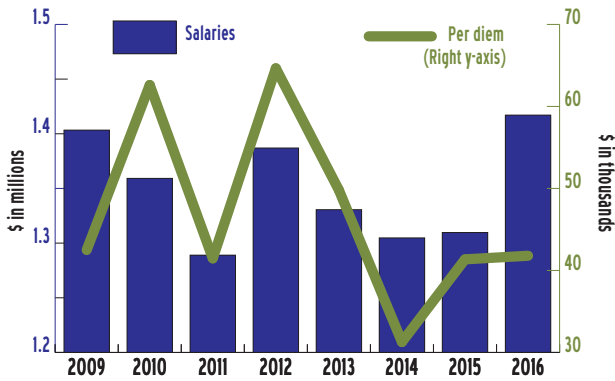
Revenues and expenditures by FY



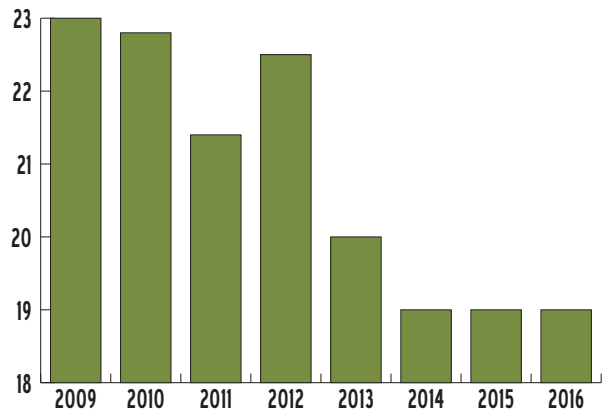
Fund balance by Fiscal Year



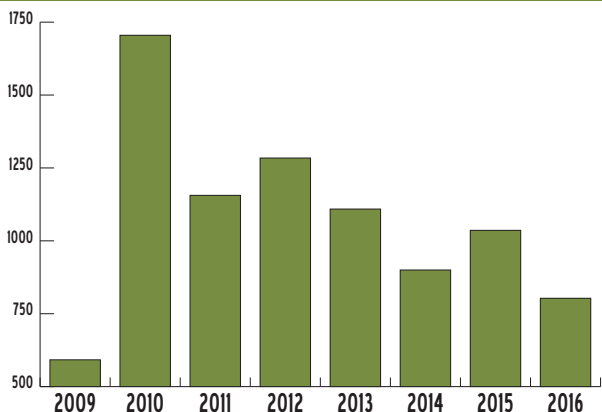
Salaries and per diem by FY



Full-time employees by FY



Communications impressions by FY

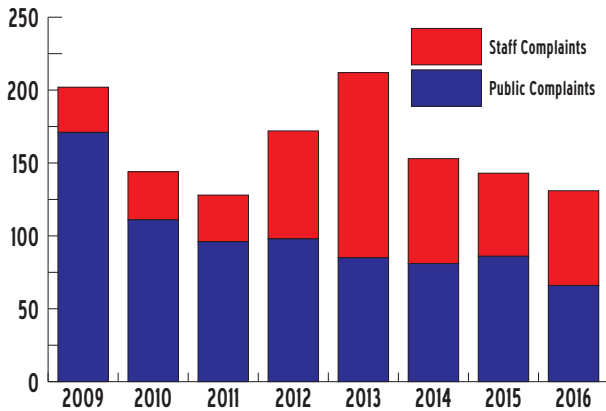


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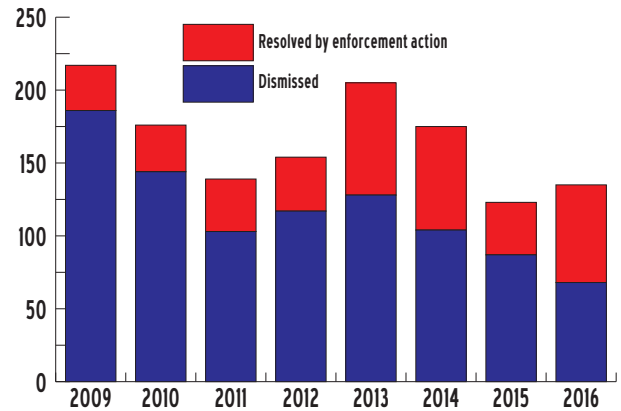
Investigations and Enforcement

- Fewer cases were initiated, while more were resolved in 2016
- Slight uptick in voluntary compliance and in case resolution time

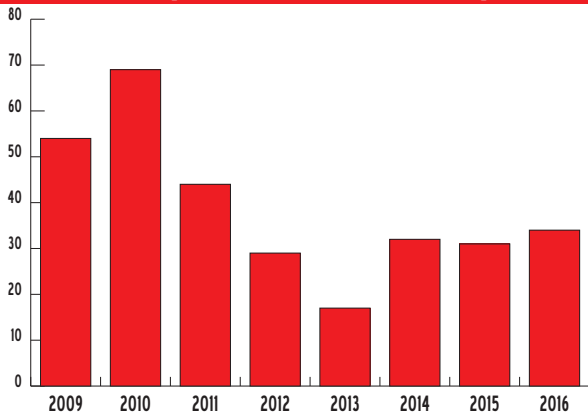
Complaints from the public/staff



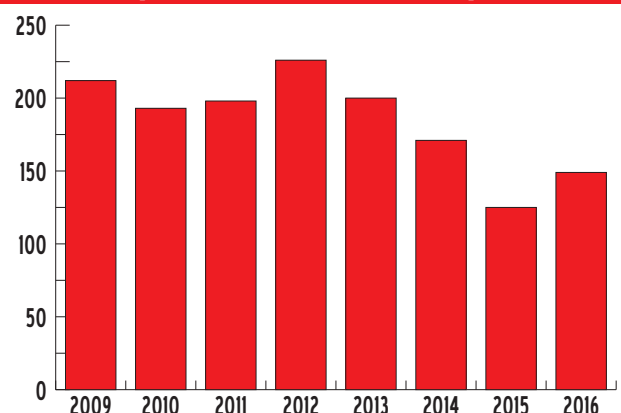
Cases Dismissed/Acted Upon



Voluntary compliance cases by FY



Days to case resolution by FY

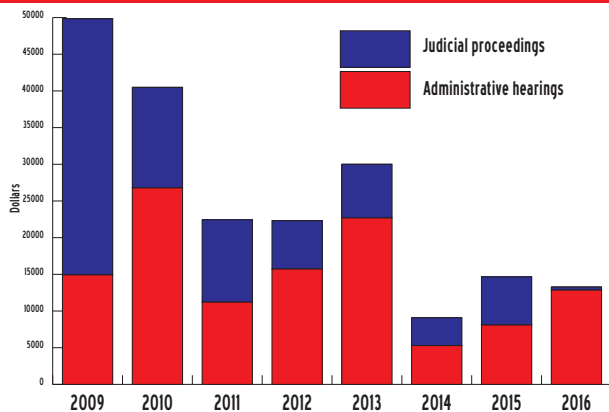


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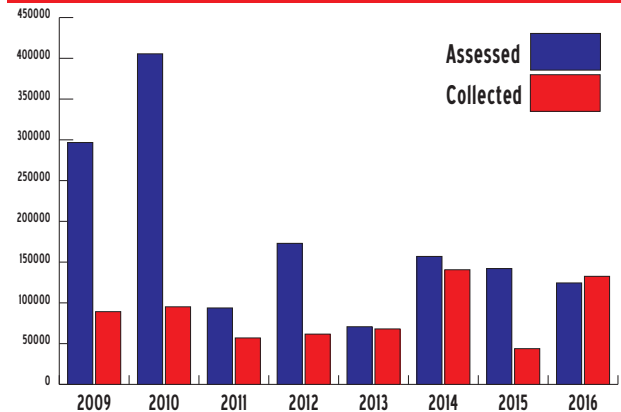
Investigations and Enforcement

- Administrative penalty assessments above \$100,000 for the sixth time in eight years
- Beginning in FY 2014, all administrative penalties go to the State's general revenue fund

Litigation costs by Fiscal Year



Administrative penalties by FY in \$



Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.



TEXAS Board of
Architectural Examiners
Architects ■ Landscape Architects ■ Registered Interior Designers

333 Guadalupe Street, Suite 2-350
Austin, Texas 78701
Tel: 512-305-9000
Fax: 512-305-8900
customerservice@tbae.state.tx.us

October 26, 2016

Dear Debra Dockery,

During the 2016 Annual Business Meeting, President Dennis Ward announced a new partnership with the American Institute of Architecture Students (AIAS) and its [Freedom by Design](#) program. Developed by the AIAS, this volunteer-based program empowers architecture students to improve the safety and accessibility of homes, community spaces, and playgrounds through sensitive design. Through this partnership, NCARB will provide local AIAS chapters with grants for building materials. Additionally, students who participate in Freedom by Design can use their experience to satisfy requirements for the [Architectural Experience Program](#)® (AXP®).

Through this letter we hope to connect Member Boards with participating AIAS chapters to offer support and mentorship.

We have been informed that architecture students at **Texas A&M University, University of Texas - San Antonio, University of Texas- Arlington, and University of Houston** have expressed interest in delivering a Freedom by Design project in 2017, and the expertise offered by you or your board colleagues will be hugely beneficial to their efforts. We encourage you and your board to consider offering assistance or mentorship to your local AIAS Chapter. If your board is interested, please have one representative reach out to **AIAS Executive Director Nick Serfass** at nickserfass@aias.org for more information.

Please feel free to share this request with anyone else on your board. Together, we can help prepare the next generation of architects for real-world practice while giving back to the community.

Regards,



Michael J. Armstrong
Chief Executive Officer
NCARB



Nick Serfass, AIA, CAE
Executive Director
AIAS

cc: Julie Hildebrand

November 21, 2016

Dear Members of the Texas Architects, Interior Designers, Landscape Architects:

NCARB is excited to be a partner with the American Institute of Architecture Students (AIAS) on its [Freedom by Design](#) program. You may have been in attendance during the 2016 Annual Business Meeting when President Dennis Ward announced this new partnership. Developed by the AIAS, this volunteer-based program empowers architecture students to improve the safety and accessibility of homes, community spaces, and playgrounds through sensitive design. Through this partnership, NCARB will provide local AIAS chapters with grants for building materials. Additionally, students who participate in Freedom by Design can use their experience to satisfy requirements for the [Architectural Experience Program](#)® (AXP®).

We have notified Member Board Chairs of the opportunity for their boards to support this initiative with an AIAS chapter in their jurisdiction. We are following up with this letter to each of you so that you are also aware of how this initiative to connect Member Boards with AIAS chapters to offer support and mentorship.

The letter sent to the chair of your board notified them that architecture students at **Texas A&M University; University of Texas - San Antonio; University of Texas-Arlington; University of Houston** have expressed interest in delivering a Freedom by Design project in 2017. We also had an opportunity to talk about this initiative at our recent Member Board Chairs and Executives Summit in Columbus, OH. We hope that a member of your board will consider offering assistance or mentorship to your local AIAS Chapter. The expertise offered by you or your board colleagues will be hugely beneficial to their efforts. We are hoping to have a representative from your board reach out to **AIAS Executive Director Nick Serfass** at nickserfass@aias.org for more information.

Together, we can help prepare the next generation of architects for real-world practice while giving back to the community.

Regards,



Michael Armstrong
NCARB CEO



Nick Serfass, AIA, CAE
AIAS Executive Director

CC: Julie Hildebrand

**Adoption of Proposed Amendments to 22 Tex. Admin. Code §7.10 Relating to
Funding for Architect Registration Examination Financial Assistance Fund (AREFAF)
and Changes to the Fees Charged by Texas.gov**

Background

In August, the Board proposed to amend Rule 7.10 to reinstitute a surcharge to fund the Architect Registration Examination Financial Assistance Fund (AREFAF) and modify the fee schedule to reflect upcoming changes to the fees charged by Texas.gov for certain online payments. The proposed amendments were published in the September 30, 2016 edition of the Texas Register (41 TexReg 7657). No comments were received on the proposed rules.

AREFAF Fee

The AREFAF scholarship fund was created in 1999 by the 76th Texas Legislature to promote professional needs of the state, increase the number of architects, encourage economic development, and support architectural applicants. From 2000 to 2003, the fund was seeded with a surcharge of \$10 collected from architect registrants, in addition to renewal fees. At its present rate, and without Board action, the AREFAF scholarship fund will be depleted by 2019 (changes in economic conditions, interest rates, demand, or eligibility requirements could affect the rate of depletion). As a statutorily mandated scholarship, allowing the fund to drop to a zero balance would be contrary to the law. The proposed amendment institutes a \$3 surcharge on renewals for residents with active and inactive architect registrations.

Changes to Texas.gov Fees

Board fees can be paid by check or through the web. Online payment services are provided by Texas.gov, a third-party provider under contract with the Texas Department of Information Resources. The cost of providing and maintaining these services is covered by an additional charge on payments processed through the Internet. These charges apply to payments made by credit card and through the Automated Clearing House Network (commonly referred to as “ACH”). An ACH payment makes an immediate draw upon the payer’s bank account.

For the second time in a year, Texas.gov is changing the amount that is charged for online payments, decreasing the ACH flat fee from \$1 to \$0.25. Because the fee schedule in Rule 7.10 includes separate columns which calculate the cost of paying each individual fee by both ACH and credit card, the Board is required to engage in rulemaking so that the fee schedule does not conflict with the charges imposed by Texas.gov. In order to reduce the need for rulemaking if Texas.gov implements further changes to these service charges, it is staff’s recommendation that the rule be amended to eliminate specific calculations of the total charge for each fee with or without electronic payment. This would result in a greater simplification of the Board’s rules. Staff has reviewed the practice of other occupational licensing agencies, and it appears that the general

practice is to not reference specific calculations of fee amounts charged by Texas.gov for online payment.

Proposed Amendments

A copy of Rule 7.10 with proposed amendments is attached to this summary. The amendments delete the fee schedule columns that previously included the exact additional fee for online payments. Rather, subsection (d) is added, which states, “Applicants and registrants who submit payments online through Texas.gov will be subject to convenience fees set by the Department of Information Resources, that are in addition to the fees listed in subsection (b)¹.”

Additionally, the amendments implement a \$3 AREFAF surcharge by adding subsection (c), which reads, “As authorized under Texas Occupations Code §§ 1051.651 and 1051.355, the fee schedule in subsection (b) includes a \$3 fee to be collected from each Texas resident who renews an active or inactive registration as an architect, to fund the examination fee scholarship program under Texas Occupations Code § 1051.653.” This surcharge is reflected in the fee schedule for active and inactive architect renewals for residents.

In addition to the draft amendments, you will find the following supporting documents for your consideration:

- Chart – AREFAF Fund Projections by Fiscal Year
- Statutory Provisions Related to the Scholarship Fund

Staff’s Recommendation

Staff recommends that the Board move to approve the proposed amendments to 22 Tex. Admin. Code §7.10 for final adoption, to be effective January 1, 2017.

¹ Subsection (b) is the fee schedule

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: Figure 22 TAC §7.10(b)

Figure: 22 TAC §7.10(b)					
Description	Architects	Landscape Architects	Registered Interior Designers	Total Fee Using Credit Card Payment	Total Fee Using ACH
Exam Application	\$100	\$100	\$100	\$102.51	\$101
Examination	***	**	*	-	-
Registration by Examination-Resident	\$155	\$155	\$155	\$158.74	\$156
Registration by Examination--Nonresident	\$180	\$180	\$180	\$184.31	\$181
Reciprocal Application	\$150	\$150	\$150	\$153.63	\$151
Reciprocal Registration	\$200	\$200	\$200	\$204.76	\$201
Active Renewal--Resident	\$108 \$105	\$105	\$105	\$107.62	\$106
Active Renewal--Nonresident	\$200	\$200	\$200	\$204.76	\$201
Active Renewal 1-90 days late--Resident	\$160.50 \$157.50	\$157.50	\$157.50	\$161.30	\$158.50
Active Renewal > than 90 days late--Resident	\$213 \$210	\$210	\$210	\$214.98	\$211
Active Renewal 1-90 days late--Nonresident	\$300	\$300	\$300	\$307.01	\$301
Active Renewal > than 90 days late--Nonresident	\$400	\$400	\$400	\$409.26	\$401
Emeritus Renewal--Resident	\$10	\$10	\$10	\$10.48	\$11

Emeritus Renewal-- Nonresident	\$10	\$10	\$10	\$10.48	\$11
Emeritus Renewal 1-90 days late--Resident	\$15	\$15	\$15	\$15.59	\$16
Emeritus Renewal > than 90 days late--Resident	\$20	\$20	\$20	\$20.71	\$21
Emeritus Renewal 1-90 days late--Nonresident	\$15	\$15	\$15	\$15.59	\$16
Emeritus Renewal > than 90 days late--Nonresident	\$20	\$20	\$20	\$20.71	\$21
Inactive Renewal-- Resident	\$28 \$25	\$25	\$25	\$25.82	\$26
Inactive Renewal-- Nonresident	\$125	\$125	\$125	\$128.07	\$126
Inactive Renewal 1-90 days late--Resident	\$40.50 \$37.50	\$37.50	\$37.50	\$38.60	\$38.50
Inactive Renewal > than 90 days late--Resident	\$53 \$50	\$50	\$50	\$51.38	\$51
Inactive Renewal 1-90 days late--Nonresident	\$187.50	\$187.50	\$187.50	\$191.97	\$188.50
Inactive Renewal > than 90 days late--Nonresident	\$250	\$250	\$250	\$255.88	\$251
Reciprocal Reinstatement	\$610	\$610	\$610	\$623.98	\$611
Change in Status-- Resident	\$65	\$65	\$65	\$66.72	\$66
Change in Status-- Nonresident	\$95	\$95	\$95	\$97.39	\$96
Reinstatement-- Resident	\$685	\$685	\$685	\$700.67	\$686
Reinstatement-- Nonresident	\$775	\$775	\$775	\$792.69	\$776
Certificate of Standing-- Resident	\$30	\$30	\$30	\$30.93	\$31
Certificate of Standing-- Nonresident	\$40	\$40	\$40	\$41.16	\$41
Replacement or Duplicate Wall Certificate-- Resident	\$40	\$40	\$40	\$41.16	\$41
Replacement of Duplicate	\$90	\$90	\$90	\$92.28	\$91

Wall Certificate-- Nonresident					
Duplicate Pocket Card	\$5	\$5	\$5	\$5.37	\$6
Reopen Fee for closed candidate files	\$25	\$25	\$25	\$25.82	\$26
Annual Business Registration Fee****	\$45	\$45	\$45	\$46.27	\$46
Business Registration Renewal 1-90 days late****	\$67.50	\$67.50	\$67.50	\$69.27	\$68.50
Business Registration Renewal >than 90 days late****	\$90	\$90	\$90	\$92.28	\$91
Examination--Record Maintenance	\$25	\$25	\$25	\$25.82	\$26
Returned Check Fee	\$25	\$25	\$25	\$25.82	\$26

*Examination fees are set by the Board examination provider, the National Council for Interior Design Qualification (“NCIDQ”). Contact the Board or the examination provider for the amount of the fee, and the date and location where each section of the examination is to be given.

**Examination fees are set by the Board’s examination provider, the Council of Landscape Architectural Registration Boards (“CLARB”). Contact the Board or the examination provider for the amount of the fee, and the date and location where each section of the examination is to be given.

***Examination fees are set by the Board’s examination provider, the National Council of Architectural Registration Boards (“NCARB”). Contact the Board or the examination provider for the amount of the fee, and the date and location where each section of the examination will be given.

****Notwithstanding the amounts shown in each column, a multidisciplinary firm which renders or offers two or more of the regulated professions of architecture, landscape architecture, and interior design is required to pay only a single fee in the same manner as a firm which offers or renders services within a single profession.

(c) As authorized under §§ 1051.355 and 1051.651 of the Texas Occupations Code, the fee schedule in subsection (b) includes a \$3 fee to be collected from each Texas resident who renews an active or inactive registration as an architect, to fund the examination fee scholarship program under § 1051.653, Texas Occupations Code.

(d) Applicants and registrants who submit payments online through Texas.gov will be subject to convenience fees set by the Department of Information Resources, that are in addition to the fees listed in subsection (b).

(e)[(e)] The Board cannot accept cash as payment for any fee.

(f)[(f)] 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.

(g)[(g)] 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.

(h)[(h)] Payment of fees for a military service member, military veteran, or military spouse.

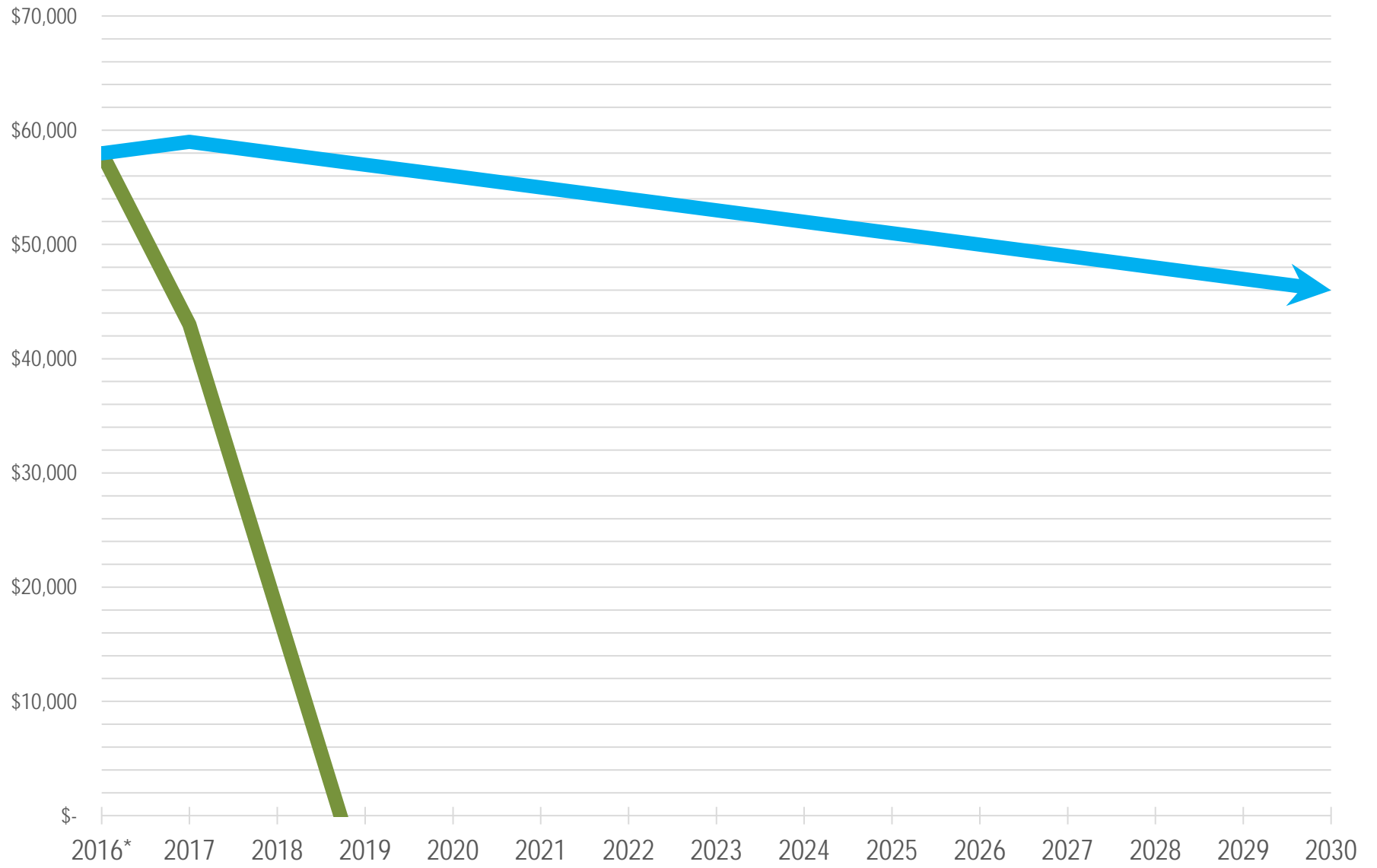
(1) In this subsection, the terms "military service member," "military veteran," and "military spouse" shall have the meanings defined in §§1.29, 3.29, and 5.39 of the Board Rules.

(2) A military service member 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. 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.

AREFAF fund projections by Fiscal Year



* As of December 31, 2016.

➔ No surcharge ➔ \$3 surcharge

1 **Statutory Provisions Related to the Scholarship Fund**
2
3

4 **Sec. 1051.355. INACTIVE STATUS.** (a) The board by rule
5 shall establish a procedure by which a person who is registered
6 under this subtitle may place the person's certificate of
7 registration on inactive status. The person must apply for
8 inactive status, on a form prescribed by the board, before the
9 person's certificate of registration expires.

10 (b) A person whose certificate of registration is on
11 inactive status must pay an annual renewal fee on a date and in
12 a manner prescribed by board rule. The board shall prescribe
13 the renewal fee under this subsection in an amount equal to the
14 sum of:

15 (1) the amount determined by the board as reasonable
16 and necessary to cover the costs of administering this section;
17 and

18 (2) except as provided by Subsection (e), the
19 additional amount required under Section [1051.651](#)(b)(1)(B) for
20 the examination fee scholarship program.

21 (c) A person whose certificate of registration is on
22 inactive status may not perform any activity regulated under
23 this subtitle.

24 (d) The board shall remove the person's certificate of
25 registration from inactive status if the person:

26 (1) requests in writing that the board remove the
27 person's certificate of registration from inactive status;

28 (2) pays an administrative fee; and

29 (3) complies with education or other requirements
30 established by board rule.

31 (e) The additional amount of the renewal fee described by
32 Subsection (b)(2) does not apply to a person registered under
33 Chapter [1052](#) or [1053](#).
34

1 **Sec. 1051.357. EMERITUS STATUS.** (a) The board by rule
2 shall establish a procedure by which an architect may place the
3 architect's certificate of registration on emeritus status. The
4 architect must apply for emeritus status, on a form prescribed
5 by the board, before the architect's certificate of registration
6 expires.

7 (b) An architect is eligible for emeritus status if the
8 architect:

9 (1) has been an architect for 20 years or more; and

10 (2) is 65 years of age or older.

11 (c) An architect whose certificate of registration is on
12 emeritus status:

13 (1) may engage in the practice of architecture as
14 defined by Sections [1051.001](#)(7)(D), (E), (F), (G), and (H);

15 (2) may prepare plans and specifications described by
16 Sections [1051.606](#)(a)(3) and (4);

17 (3) may use the title "Emeritus Architect" or
18 "Architect Emeritus";

19 (4) must pay a renewal fee on a date and in a manner
20 prescribed by board rule; and

21 (5) is exempt from continuing education requirements
22 under this chapter.

23 (d) The board shall change an architect's certificate of
24 registration from emeritus status to active status if the
25 architect:

26 (1) requests in writing that the board remove the
27 architect's certificate of registration from emeritus status;

28 (2) pays an administrative fee; and

29 (3) complies with education or other requirements
30 established by board rule.

31 (e) The renewal fee charged under Subsection (c) may not
32 exceed an amount reasonable and necessary to recover the costs
33 to administer this section.

34

1 **Sec. 1051.651. FEES.** (a) The board may set a fee for a
2 board action involving an administrative expense in an amount
3 that is reasonable and necessary to cover the cost of
4 administering this chapter, unless the amount of the fee is set
5 by this chapter or by the General Appropriations Act.

6 (b) The board shall set the required renewal fee for:

7 (1) a resident of this state in an amount that is
8 equal to the sum of:

9 (A) the amount determined by the board as
10 reasonable and necessary to cover administrative costs; and

11 (B) an amount determined annually by the board
12 as reasonable and necessary for the administration of the
13 examination fee scholarship program under Section [1051.653](#); and

14 (2) nonresidents in an amount determined by the
15 board.

16 (c) The board may accept payment of a fee by electronic
17 means. The board may charge a fee to process the payment made
18 by electronic means. The board shall set the processing fee in
19 an amount that is reasonably related to the expense incurred by
20 the board in processing the payment made by electronic means,
21 not to exceed five percent of the amount of the fee for which
22 the payment is made.

23 (d) A fee set by the board under this section may not be
24 used for the purpose of earning additional revenue for the
25 board.
26

27 **Sec. 1051.653. EXAMINATION FEE SCHOLARSHIPS.** (a) The
28 board shall administer scholarships to applicants for
29 examination under this article in a manner the board determines
30 best serves the public purpose of:

31 (1) promoting the professional needs of the state;

32 (2) increasing the number of highly trained and
33 educated architects available to serve the residents of the
34 state;

1 (3) improving the state's business environment and
2 encouraging economic development; and

3 (4) identifying, recognizing, and supporting
4 outstanding applicants who plan to pursue careers in
5 architecture.

6 (b) In determining what best serves the public purpose of
7 the scholarships as described by Subsection (a), the board shall
8 consider at least the financial need of each person who applies
9 for a scholarship under this section.

10 (c) The amount of the scholarship is the lesser of:

11 (1) \$500; or

12 (2) the amount of the required examination fee.

13 (d) Scholarships under this section are funded by the
14 amount added to each renewal fee under Section [1051.651](#)(b). The
15 board may not use more than 15 percent of the amount
16 appropriated to the board for scholarships under this section to
17 pay the costs of administering the scholarships.
18

**Adoption of Proposed Rules Relating to Qualification
for Interior Design Registration Through the A.R.E.**

22 Tex. Admin. Code §§5.31 and 5.51

Current Rule/Background

Recently, the Board was asked to revisit the provision in Rules 5.31 and 5.51 that allows applicants to qualify for interior design registration based upon passage of the ARE. This provision was originally included in the rules following the 2013 legislation that will eventually eliminate examination grandfathering for registered interior designers. The statute, Tex. Occ. Code 1051.351, as amended in 2013, states the following: “a person who holds a certificate of registration issued under Chapter 1053 without examination may not renew the certificate on or after September 1, 2017, unless, before September 1, 2017, the person has passed the registration examination adopted by the board under Section 1053.154 *and in effect on January 1, 2014*. This subsection expires January 1, 2019.” (Emphasis added).

This is slightly different from the first version the legislature considered, which stated that the person would be required to pass the examination adopted by the Board in effect on *September 1, 2013*. Under the rules in effect at that time, this would have been limited to the NCIDQ. There is no disagreement that, by moving the deadline to January 1, 2014, the legislature intended for the Board to engage in rulemaking to identify the ARE as an acceptable examination, and allow architects to retain RID registration without having to take the NCIDQ. The question is whether the legislature intended for the ARE to be an acceptable test only for architects who had already been registered as interior designers, or whether it would be a permanently acceptable examination for RID registration.

The bill was sent to the governor on May 20, 2013 and signed on June 14. Draft amendments were approved for proposal on June 14, and considered for adoption at the August 2013 Board meeting. According to a comment provided by Donna Vining at this meeting, the legislature’s decision to move the deadline from September to January was meant only to allow pre-existing RIDs to retain licensure based upon passing the ARE, and that the legislators did not intend for the ARE to become a permanently acceptable examination for RID registration. Some Board members at that time stated their intention to vote for adoption of the rule so that it would be in effect for the January 1, 2014 deadline, but then revisit the rule at a later date to determine whether it should be a permanent change. Ms. Vining has now requested that the rule be amended to eliminate the ARE as an acceptable examination for prospective registration as an interior designer.

Proposed Amendments

The rules committee addressed this matter at the May meeting. Ms. Vining and David Lancaster were in attendance. Pursuant to the discussion of the committee, proposed amendments have been prepared and published that would allow architects to continue to qualify for interior design registration based on passage of the ARE until December 31, 2018. After that, the NCIDQ examination will be the only recognized examination for RID eligibility.

The proposed amendments were published in the October 14 issue of the Texas Register (41 TexReg 8166). On November 29, 2016, the Texas Society of Architects provided a comment to the Board in opposition to the proposed rule.

Costs and Benefits

The public benefit of the proposed rule change will be a registration examination that is specifically designed to measure competence in interior design. Architecture and interior design are distinct professions, with different areas of emphasis within each. In turn, the areas of emphasis within the ARE and the NCIDQ differ in accordance with the requirements of practice for each profession. Requiring an applicant for registration as an RID to pass the NCIDQ will result in the demonstration of specific competence in interior design.

The rule change will not result in the loss of interior design registration for a person who is currently registered. Additionally, because the Board is adopting an extended implementation period under which applicants are eligible to qualify for interior design registration based upon passage of the ARE until December 31, 2018, no costs or loss of eligibility will be incurred prior to that date. After January 1, 2019, any person seeking registration as an RID will be required to pass the NCIDQ examination. The current cost to take the three sections of the examination is \$1,310. However, it is important to note that registration as an interior designer does not grant an architect any additional legal rights, other than use of the term “registered interior designer.” An architect is entitled to work on the same projects and offer the same professional services regardless of whether he or she is registered as an interior designer.

Attachments

Proposed amendments to Rules 5.31 and 5.51 are attached to this summary. To aid in your consideration of these rules, Staff has included the following documentation for your review: excerpts from the minutes of the August 2013 Board meeting at which these rules were adopted, descriptions of the testing subjects for the NCIDQ examination and the ARE, and a roster of RIDs who have been registered through the ARE since the adoption of this rule.

Proposed Motions for Consideration:

Move to approve the proposed amendments to 22 Tex. Admin. Code §§5.31 and 5.51 for final adoption.

OR

Move to withdraw the proposed amendments to 22 Tex. Admin. Code §§5.31 and 5.51.



Texas Society of Architects
The Voice for Texas Architecture
A Regional Component of AIA

500 Chicon Street
Austin, Texas 78702
tel 512 478 7386
fax 512 478 0528

www.texasarchitects.org

November 1, 2016

Texas Board of Architectural Examiners
333 Guadalupe Street, Ste. 2-350
P. O. Box 12337
Austin, TX 78711-2337

Chairman Dockery and Members,

On behalf of the more than 7,000 members of the Texas Society of Architects (TxA), the regional state component of the American Institute of Architects (AIA), thank you for the opportunity to express our concerns with proposed amendments to the agency rules, 5.31 and 5.51, that allows individuals who have passed the requirements to be an architect to use those same qualifications to be a Registered Interior Designer, too.

In 1991, when the Interior Design (ID) registration law was originally passed, architects were exempted from the new law and allowed to offer interior design services without meeting the registration requirements. That basic recognition has not changed or been questioned in the 25 years since.

To market themselves as Interior Designers, however, architects were expected to register themselves jointly as both, and like the qualifying non-architects who had been offering such services prior to the effective date of were given two years to do so. Subsequently, during the Texas Legislature’s 83rd Regular Session, when changes were made to the law regulating Interior Design to require registrants to pass a nationally recognized exam demonstrating competence in the field by 2019, steps were taken to ensure that architects “grandfathered” between 1991-93 as an Interior Designer (and subsequently as a Registered Interior Designer [RID]) were allowed to maintain their joint registration based on having passed the Architect Registration Exam (ARE) when specific language was added to allow this Board the time to accept the ARE as a qualifying “nationally recognized examination.”

The question now is whether recognition of the ARE should continue to qualify as a “nationally recognized examination demonstrating (sufficient) competence” in registering IDs (now RIDs). Only the NCIDQ was accepted until 2013, and both now qualify. During that time, only a couple dozen or so architects have sought and been granted ID registration without passing the NCIDQ—relying instead on passing jonly the ARE to meet the exam requirement.

Is it worth changing the rule regarding the exam since architects are exempt from Chapter 1053 requirements? More to the point, is it wise to do so given the multiple times the Legislature has taken steps to exempt architects from ID registration requirements and prevent the loss of their exemption-related protections. Moreover, consider how many topics tested by the NCIDQ are also included as part of the ARE exam. Is it wise to limit potential professional ID registrants by limiting the avenues for registration, especially given the apparent examination overlap?

We believe it would be detrimental to the overall Interior Designer registration efforts if you adopt the proposed changes to rules 5.31 and 5.51, thereby removing the equivalency exam status for the ARE after December 31, 2018, and recommend that you not approve them.

Please do not hesitate to call on the Society if we can be of further assistance on this matter.

Sincerely,

David Lancaster
Senior Advocate

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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.

(b) Alternatively, prior to December 31, 2018, 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. This subsection is repealed effective January 1, 2019.

(c) 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.

(d)[(b)] In addition to educational requirements, an applicant for Interior Design registration by examination in Texas must also complete approved experience as more fully described in Subchapter J of this chapter (relating to Table of Equivalents for Education and Experience in Interior Design).

(e)[(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.

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

(g)[(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 (c)[a](1) of this section.

~~(h)~~ 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 §5.51 Requirements

(a) An Applicant for Interior Design registration by examination in Texas must successfully complete all sections of the National Council for Interior Design Qualification (NCIDQ) examination or a predecessor or other examination NCIDQ deems equivalent to the NCIDQ examination. ~~Alternatively~~~~[In lieu of successfully completing the NCIDQ examination]~~, prior to December 31, 2018, an applicant may obtain Interior Design registration by examination by successfully completing~~[complete]~~ all sections of the Architectural Registration Examination (ARE), or another examination NCARB deems equivalent to the ARE, after fulfilling the requirements of §1.21 and §1.41 of this title relating to Board approval to take the ARE for architectural registration by examination.

(b) - (e) No change

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TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Minutes of August 22, 2013 Board Meeting

William P. Hobby Jr. Building, 333 Guadalupe Street

Tower III, Conference Room 225

Austin, TX 78701

9:00 a.m. until completion of business

1. Preliminary Matters

A. Call to Order

Chair called the meeting of the Texas Board of Architectural Examiners to order at 9:03 a.m.

B. Roll Call

Secretary/Treasurer Sonya Odell called the roll.

Present

Alfred Vidaurri	Chair
Chase Bearden	Vice-Chair
Sonya Odell	Secretary/Treasurer
Charles H. (Chuck) Anastos	Member
Bert Mijares, Jr.	Member
Michael (Chad) Davis	Member
William (Davey) Edwards	Member

TBAE Staff Present

Cathy L. Hendricks	Executive Director
Scott Gibson	General Counsel
Glenda Best	Executive Administration Manager
Glenn Garry	Communications Manager
Mary Helmcamp	Registration Manager
Jackie Blackmore	Registration Coordinator
Christine Brister	Staff Services Officer
Ken Liles	Finance Manager
Julio Martinez	Network Specialist
Jack Stamps	Managing Investigator (in @ 10:30)
Katherine Crain	Legal Assistant

C. Excused absences

Debra Dockery (Excused) and Paula Ann Miller (Excused)

D. Determination of a quorum

A quorum was present.

E. Recognition of Guests

The Chair recognized the following guests: Donna Vining, Executive Director for Texas Association for Interior Design, David Lancaster, Senior Advocate for Texas Society of Architects, James Perry, Texas Society of Architects, Nancy Fuller, Office of the Attorney General and Kelly Barnett.

F. Chair's Opening Remarks

The Presiding Chair thanked everyone including the Board and staff for joining the meeting. He explained that he had been in leadership training and had read books by Jim Collins entitled *Good and Great* and *Great by Choice*. The concept in the second book is about leadership that goes above and beyond by at least ten times the industry average based on performance. He stated that these leaders are not the most creative, ambitious or charismatic. Their leadership was based upon one principle: control vs. no-control. They have a basic understanding on difference between things they can control and things they cannot control. They focus their energy on the things they can control and do not allow their decisions to be dictated by things outside of their control. The Chair noted that consistency of action, values, goals and performance defines leadership. He noted that the Board has tough, great work ahead of it and the members of the Board have it within their control to choose how to lead.

G. Public Comments

The Chair opened the floor for public comment and recognized Donna Vining, Kelly Barnett and David Lancaster.

Donna Vining, Executive Director for Texas Association for Interior Design, began her public comment by complimenting TBAE Executive Director and agency staff for coming to their aid during the legislative session by responding promptly to the association's public information requests. Ms. Vining addressed proposed amendments to Rules 5.31 and 5.51 which were on the agenda for the meeting. Ms. Vining stated it was her understanding that amendments to the agency Sunset bill was to accomplish two things – allow grandfathered registered interior designers one additional year to pass the registration examination in order to remain registered after 2017 and allow the ARE to substitute for the NCIDQ examination only for architects who are currently grandfathered registered interior designers and not to allow subsequent applicants to use the ARE in order to become registered interior designers.

Kelly Barnett, interior designer, read a statement to the Board. She noted it is TBAE's responsibility to the public to protect the health, safety and welfare. She stated the public assumes all registered interior designers listed on the agency Web site have passed the NCIDQ examination and have met current educational requirements. She stated the Web site must be changed immediately to specify which registered interior designers became registered through a grandfather provision. Furthermore, she read excerpts of a deposition of the Executive Director in a lawsuit filed against the agency by the Institute for Justice in which it was stated the agency had the ability to specify which registered interior designers became registered through a grandfather provision.

David Lancaster of Texas Society of Architects thanked the Board for the opportunity to make a public comment. He stated that he wanted to offer a reaction to Ms. Vining's comments. Entering into the Sunset process, TSA's understanding was that the Sunset Commission understood that passage of the ARE was at least equivalent to passage of the NCIDQ. Mr. Lancaster stated it was believed the original Sunset bill took this equivalency into account and excluded dual licensed architects/interior designers from the requirement that registered interior designers who had not passed the NCIDQ examination must do so in order to remain registered after 2017. However, TSA learned that the Sunset bill as originally written did not take into account the fact that architects who are also registered interior designers had passed the ARE. He said TSA raised the issue with the bill's sponsors in the Senate and House, informing them the language imposed a redundant and unnecessary examination requirement upon dual licensees who had already passed an architectural examination which is at least as rigorous as the NCIDQ. Mr. Lancaster stated TSA's representatives informed the legislators that the cleanest solution would be to allow registration beyond 2017 for registered interior designers who had passed either the ARE or the NCIDQ. According to Mr. Lancaster, TSA pointed out to the bill sponsors that this solution would be preferable in that it would have the most limited impact on interior design registration requirements. Only those architects who are currently registered as interior designers would be able to rely upon passage of the ARE to maintain interior design registration. He stated that TSA also told the sponsors an alternative would be to amend the bill to require passage of the examination specified by Board rule for interior design registration in effect on January 1, 2014 instead of September 1, 2013, as in the original bill. The amendment would give TBAE time to amend its rule to allow the ARE to count for interior design registration. Mr. Lancaster reported it was made clear to the bill sponsors that this change would allow all architects to become registered as registered interior designers upon passage of the ARE and its effect would not be limited to dual licensees as with the first option. Mr. Lancaster said the bill sponsors opted for the second version so that the Board would make the decision on whether to allow the ARE to count for interior design registration. Mr. Lancaster noted Ms. Vining's comments were to the effect that legislative intent was to limit the effect of the provision to architects who are grandfathered interior designers. He observed this is not the case.

The Chair introduced the two new board members, Chad Davis and Davey Edwards, and gave them their official TBAE pins.

Mr. Davis asked if the IRM function was currently being fulfilled by an outside contractor. The Executive Director stated she was currently carrying out that job with the assistance of the three members of the agency's IT division.

A MOTION WAS MADE AND SECONDED (Anastos/Bearden) TO ADOPT THE RECOMMENDED FISCAL YEAR 2014 BUDGET. THE MOTION PASSED UNANIMOUSLY.

4. General Counsel Report

A. Proposed Rules for Adoption:

The Chair recognized the General Counsel to describe proposed amendments to Rules 5.31 and 5.51 to modify exam requirements for registration as a registered interior designer; striking obsolete language. The General Counsel stated the effect of the proposed amendments would be to recognize that an applicant may become registered as an interior designer by passing the Architectural Registration Examination. If the amendments are adopted and in effect by January 1, 2014, registered interior designers who are also architects will have met examination requirements for registration as a registered interior designer and therefore, will not be required to pass the National Council for Interior Design Qualification examination in order to maintain registration after September 1, 2017 pursuant to the Sunset Bill. He stated the Board proposed the amendments at its last meeting and they were published for public comment. He said that he received two public comments in writing favoring adoption, including comment from the Texas Society of Architects. The General Counsel noted copies of public comment are before the Board for consideration. Referring to comment made during the public comment portion of the meeting, he noted that the Texas Association of Interior Designers is opposed to the proposed amendments.

The Chair asked if anyone on the Board wished to make a motion regarding the proposed amendments so that the motion will be before the Board for discussion. A MOTION WAS MADE AND SECONDED (Anastos/Edwards) TO ~~ADOPT AMENDMENTS TO RULES 5.31 AND 5.51 AS PROPOSED.~~

The Chair recognized Ms. Odell to comment on the Motion. Ms. Odell noted the Legislature rescinded grandfather status only for registered interior designers, not architects or landscape architects. The intent in the legislative amendment was to address only dual licensees – who are architects and registered interior designers – to allow them to maintain registration as interior designers and not to open up interior design registration to architects who are not grandfathered. She also noted that the legislation disenfranchises older registered interior designers who are

50 to 70 years old and are historically underutilized businesses that will lose their registrations and their businesses. She stated there will be two opportunities in the next two sessions before 2017 for the Legislature to change the examination requirement.

Mr. Anastos stated he also opposes the measure and expressed his hope the Legislature will reconsider and change it next session. Mr. Edwards suggested that the measure be tabled and referred to the Rules Committee for more extensive review.

The General Counsel noted that the Board may refer the proposed amendments to the Rules Committee. However, if the amendment is not in effect by January 1, 2014, it will not have any effect upon the examination requirement to the extent it applies to architects who are registered as interior designers. **The Board may reevaluate the rule at a later time to determine if allowing architectural candidates to become registered as interior designers has any adverse impact.** He also noted that the rules have been proposed and if they are substantially amended in a manner which substantively changes their original intent, they will have to be republished for public comment.

A MOTION WAS MADE (Anastos/Mijares) TO TABLE THE MOTION UNTIL LATER IN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

The Board recessed at 10:48 a.m. and reconvened in open session at 11:08 a.m.

The Board convened in closed session at 11:09 a.m. to confer with legal counsel from the Office of the Attorney General regarding a settlement offer of pending litigation in the case *TBAE V. Powell, et al*, pursuant to Section 551.071, Texas Government Code.

The Board reconvened in an open meeting at 12:20 p.m.

The Chair announced that the Board decided to consider the mediation of the case at its next meeting, scheduled to be held on October 24, 2013. The Chair instructed staff to prepare documentation regarding the mediation conference and brief the Board at that meeting.

The Board took a break for lunch at 12:22 p.m. and reconvened at 1:00 p.m.

By unanimous consent, the Chair took the Motion to adopt proposed amendments to rules 5.31 and 5.51 from the table and the Board resumed consideration of the Motion. At the Chair's direction, the staff distributed copies of House Bill 1717, (the agency's Sunset bill) for the Board to review before

NCIDQ Examination

2016 Fundamentals Exam (IDFX) Distribution of 100 Scored Questions

INTERIOR DESIGN FUNDAMENTALS EXAM (IDFX) – PAGE 1

2016 CONTENT AREA	DISTRIBUTION
1. Programming and Site Analysis	15 Items – 15%
For example: <ul style="list-style-type: none"> • Research methods (interviewing, surveying, case studies, benchmarking/precedent) • Analysis tools (e.g., spreadsheets, site photographs, matrices, bubble diagrams) • Project context (e.g., space use, culture, client preference) • Site context (e.g., location, views, solar orientation) • Existing conditions • Sustainable attributes (e.g., indoor air quality, energy conservation, renewable resources) 	
2. Human Behavior and the Designed Environment	10 Items – 10%
For example: <ul style="list-style-type: none"> • Influences (environmental, social, psychological, cultural, aesthetic, global) • Human factors (e.g., ergonomics, anthropometrics, proxemics) • Sensory considerations (e.g., acoustics, lighting, visual stimuli, color theory, scent, tactile) • Universal Design • Special population considerations (e.g., Aging in Place, pediatric, special needs) 	
3. Building Systems and Construction	15 Items – 15%
For example: <ul style="list-style-type: none"> • Building construction types (e.g., wood, steel, concrete) • Building components (e.g., doors, windows, studs) • Mechanical systems • Electrical systems • Lighting systems (e.g., zoning, sensors, daylighting) • Plumbing systems • Structural systems • Fire protection systems • Low voltage systems (e.g., data and communication, security, A/V) • Acoustical systems 	

INTERIOR DESIGN FUNDAMENTALS EXAM (IDFX) – PAGE 2

2016 CONTENT AREA	DISTRIBUTION
4. Furniture, Finishes, Equipment and Lighting	15 Items – 15%
<p>For example:</p> <ul style="list-style-type: none"> • Life safety (e.g., flammability, toxicity, slip resistance) • Textiles • Acoustics • Wall treatments • Floor coverings • Ceiling treatments • Window treatments • Lighting (e.g., light sources, fixtures, calculations, distribution color rendering) • Furniture and equipment (e.g., types, uses, space needs) 	
5. Construction Drawings and Specifications	20 Items – 20%
<p>For example:</p> <ul style="list-style-type: none"> • Demolition plan • Floor plan (e.g., partitions, construction, dimensions, enlarged) • Reflected ceiling plan • Lighting plan • Power and communication plan • Furniture plan • Finish plan • Elevations, sections, and details (e.g., partition types, millwork) • Schedules • Specifications (e.g., prescriptive, performance, and proprietary) 	
6. Technical Drawing Conventions	15 Items – 15%
<p>For example:</p> <ul style="list-style-type: none"> • Measuring conventions (e.g., scale, unit of measure, dimensioning) • Construction drawing standards (e.g., line weights, hatching, symbols) 	
7. Design Communication	10 Items – 10%
<p>For example:</p> <ul style="list-style-type: none"> • Functional parti diagrams • Models (e.g., physical, virtual) • Rendering (e.g., 2-D, perspective) • Material and finish presentations (e.g., boards, binders, digital) • Bubble diagrams • Adjacency matrices • Charts (e.g., flow chart, Gantt chart) • Stacking/zoning diagrams • Block plans/square footage allocations • Floor plans • Mock-ups and prototypes 	

2/27/2015

NCIDQ Examination

2016 Professional Exam (IDPX) Distribution of 150 Scored Questions

INTERIOR DESIGN PROFESSIONAL EXAM (IDPX) – PAGE 1

2016 CONTENT AREA	DISTRIBUTION
1. Project Coordination	15 Items – 10%
For example: <ul style="list-style-type: none"> • Critical path (i.e., design milestones, sequencing) • Project team dynamics • Project budgeting/tracking during design phases • Architects • Engineers (e.g., electrical, structural, mechanical, civil) • Specialty consultants (e.g., landscape, lighting A/V, acoustical, food service, graphics/signage) • Contractors/construction managers • Real estate professionals (e.g., realtor, landlord, leasing agent, developer, property owner) 	
2. Codes and Standards	27 Items – 18%
For example: <ul style="list-style-type: none"> • Universal/accessible design • Life safety (e.g., egress, fire separation) • Zoning and building use • Environmental regulations (e.g., indoor air quality, energy conservation, renewable resources, water conservation) • Square footage standards (e.g., code, BOMA, lease) 	
3. Building Systems and Integration	24 Items – 16%
For example: <ul style="list-style-type: none"> • Building construction types (e.g., wood, steel, concrete) • Building components (e.g., doors, windows, wall assemblies) • Mechanical systems • Electrical systems • Lighting systems (e.g., zoning, sensors, daylighting) • Plumbing systems • Structural systems • Fire protection systems • Low voltage systems (e.g., data and communication, security, A/V) • Acoustical systems • Sequencing of work (e.g., plumbing before drywall) • Permit requirements 	

INTERIOR DESIGN PROFESSIONAL EXAM (IDPX) – PAGE 2

2016 CONTENT AREA	DISTRIBUTION
4. Product and Material Coordination	21 Items – 14%
<p>For example:</p> <ul style="list-style-type: none"> • Cost estimating • Product components (e.g., types, assembly, methods) • Material detail drawings (e.g., custom products) • Lead time (e.g., manufacturing time, delivery) • Installation • Life safety (e.g., flammability, toxicity, slip resistance) • Technical specifications • Maintenance documents (e.g., warranties, manuals) • Existing FF&E inventory documentation • Procurement procedures (e.g., purchase orders, prepayment requirements) 	
5. Contract Documents	24 Items – 16%
<p>For example:</p> <ul style="list-style-type: none"> • Cover sheet (e.g., General Conditions and Notes, drawing index) • Code required plans (e.g., egress, accessibility, specialty codes) • Elevations, sections and details (e.g., partition types, millwork) • Consultant drawings (e.g., MEP, structural, security, specialty consultants) • Specification types (e.g., prescriptive, performance, and proprietary) • Specification formats (e.g., divisions) 	
6. Contract Administration	27 Items – 18%
<p>For example:</p> <ul style="list-style-type: none"> • Project management (e.g., schedule, budget, quality control) • Forms (e.g., transmittals, change orders, bid/tender, addenda, bulletin, purchase orders) • Punch list/deficiency lists • Site visits and field reports • Project meetings/meeting management/meeting protocol and minutes • Shop drawings and submittals • Construction mock-ups • Value engineering • Project accounting (e.g., payment schedules, invoices) • Contractor pay applications • Project close-out • Post-occupancy evaluation 	

INTERIOR DESIGN PROFESSIONAL EXAM (IDPX) – PAGE 3

2016 CONTENT AREA	DISTRIBUTION
7. Professional and Business Practices	12 Items – 8%
<p>For example:</p> <ul style="list-style-type: none"> • Scope of practice • Proposals e.g., time and fee estimation, RFP process, project scope) • Budgeting principles and practices (project specific) • Contracts • Phases of a project • Business licenses (e.g., sales and use tax, resale certificates) • Accounting principles (office/business) • Legal considerations (e.g., liabilities and forms of business) • Insurance • Professional licensure, certification, registration • Economic factors 	

2/27/2015

NCIDQ Examination

2014 Practicum Exam Exercise Descriptions

PART A - 4 HOURS TOTAL

EXERCISE	WEIGHT
<p><u>Space Planning</u></p> <p>3 hours – ¼” [1:50] scale – 1 sheet – 2,200-2,600 sq. ft. [204.4-241.5 m²]</p> <p>Design a plan solution meeting all program requirements for 15-20 spaces, including adjacencies, accessibility, egress and specified power/voice/data requirements. This exercise will be either commercial or residential.</p>	23%
<p><u>Lighting Design</u></p> <p>1 hour – ¼” [1:50] scale – 2 sheets – 550-850 sq. ft. [51.1-78.9 m²]</p> <p>Design lighting and switching solutions for an area of work using cut sheets provided; complete a lighting schedule; and calculate energy use. This exercise will be either commercial or residential.</p>	11%

PART B - 2 HOURS TOTAL

EXERCISE	WEIGHT
<p><u>Egress</u></p> <p>1 hour – 1/8” [1:100] scale – 1 sheet – 10,000-13,500 sq. ft. [929.0-1254.2 m²]</p> <p>Taking an upper floor in a multi-story building with 1 existing tenant, subdivide the remaining floor area for 4 additional spaces and determine occupancy load for each; create a common egress corridor; show common path of travel from existing suite and travel distance to exit stairs; and calculate occupant load for each exit stair. This exercise will be either commercial or residential.</p>	18%
<p><u>Life Safety</u></p> <p>0.5 hour – 1/8” [1:100] scale – 1 sheet – 3,000-5,000 sq. ft. [278.7-464.5 m²]</p> <p>Indicate specified life safety equipment in a tenant suite, elevator lobby, public restrooms [washrooms] and public corridors; complete a door/frame/hardware schedule for specified doors; and complete a partition schedule for specified partitions. This exercise will be commercial.</p>	18%
<p><u>Restroom [Washroom]</u></p> <p>0.5 hour – ¼” [1:50] scale – 1 sheet</p> <p>Draw and dimension specified plumbing fixtures and accessories in a public restroom [washroom] for men; and complete a fixture and accessory schedule indicating proper mounting heights. This exercise will be commercial.</p>	9%

INTERIOR DESIGN PRACTICUM EXAM (PRAC) EXERCISE DESCRIPTIONS

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PART C - 2 HOURS TOTAL

EXERCISE	WEIGHT
<p><u>Systems Integration</u></p> <p>1 hour – 1/8” [1:100] scale – 2 sheets – 1,500-5,000 sq. ft. [139.4-464.5 m²]</p> <p>Evaluate plans provided to understand and describe eight (8) identified conflicts between lighting, mechanical, electrical, plumbing and structural systems and recommend solutions to those conflicts. This exercise will be commercial.</p>	12%
<p><u>Millwork</u></p> <p>1 hour – 1/4” [1:50] and 3/4” [1:20] scale – 1 sheet</p> <p>Draw a plan view of a required millwork solution; draw elevation(s) and draw a section at an element that requires accessibility. This exercise will be either commercial or residential.</p>	9%

INTERIOR DESIGN PRACTICUM EXAM (PRAC) EXERCISE DESCRIPTIONS

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NCIDQ EXAMINATION BUILDING CODE REQUIREMENTS

Code requirements listed below are for the purpose of the NCIDQ Examination only.

Your exam exercises will be graded for compliance with these code requirements. Use the following codes to develop your design solution for the **TOTAL** space as necessary to protect the health, safety, and welfare of the public.

1.0 DEFINITIONS

- 1.1 Common Path of Egress Travel – The portion of the exit access [access to an exit] that must be traversed **BEFORE** two separate and distinct paths of travel to two exits are available. Common path of egress travel shall be included within the permitted travel distance.
- 1.2 Travel Distance – The distance measured from the most remote point within a story to the entrance to an exit along the natural and unobstructed path of egress travel.

2.0 FIRE-RESISTANT RATED CONSTRUCTION

- 2.1 Demising partitions between tenant spaces **MUST** be 1-hour fire rated.
- 2.2 Partitions along a public corridor **MUST** be 1-hour fire rated.
- 2.3 Partitions that demise an Assembly Occupancy of 750 sq. ft. [70 m²] or greater **MUST** be 1-hour fire rated.
- 2.4 Door assemblies in a 1-hour fire rated partition **MUST** have a minimum fire protection rating of 20 minutes and be self-closing.
- 2.5 Storage rooms exceeding 100 sq. ft. [9.3 m²] **MUST** be 1-hour rated.
- 2.6 Glazing in fire rated partitions, doors or sidelights may not exceed 240 sq. in. [1548 cm²].

3.0 FIRE PROTECTION SYSTEM

- 3.1 There **MUST** be an audio/visual fire signal device located in each restroom, hallway, lobby, and general assembly area.
- 3.2 An audio/visual fire signal device **MUST** be visible from any location in the room or space and **MUST** be mounted between 6'-8" to 7'-6" [2 m to 2.3 m] AFF.
- 3.3 The minimum number of fire extinguishers **MUST** be calculated based on one (1) fire extinguisher per 3000 sq. ft. [280 m²].
- 3.4 Fire extinguishers **MUST** be located no more than 75' [23 m] from the furthest occupant.
- 3.5 Smoke and Heat Detector coverage **MUST** include all rooms, corridors and storage areas.

4.0 MEANS OF EGRESS

- 4.1 General Means of Egress
 - 4.1.1 The means of egress **MUST** have a ceiling height of not less than 7'-6" [2.3 m].
 - 4.1.2 Protruding objects are permitted to extend below the minimum ceiling height provided a minimum headroom of 6'-8" [2 m] shall be provided along the path of egress, including any corridor, aisle or passageway.
 - 4.1.3 Protruding objects **MUST NOT** reduce the minimum clear width of accessible routes.

4.1.4 **ALL** objects located on a wall between 27" [685 mm] and 80" [2115 mm] AFF **MUST NOT** protrude more than 4" [100 mm] into an egress path of travel.

4.2 Exit Signs

4.2.1 Exit signs with a directional indicator (illuminated) showing the direction of travel shall be placed in every location where the direction of travel to reach the nearest exit is not apparent.

4.3 Illumination

4.3.1 Emergency illumination shall be provided for a minimum of 1½ hours in the event of failure of normal lighting. Emergency lighting facilities shall be arranged to provide initial illumination along the path of egress.

4.4 Travel Distance

4.4.1 **ALL** paths of travel **MUST** be accessible (barrier-free) and provide at minimum a 60" [1500 mm] turning circle at changes of travel direction.

4.4.2 The path of egress travel **MUST NOT** pass through a secondary space that is subject to closure by doors or that contains storage materials or has items that project into the path of travel.

4.4.3 The common path of egress travel distance **MUST NOT** exceed 100'-0" [30.5 m].

4.4.4 The travel distance to an exit **MUST** be measured on the floor along the centerline of the natural path of travel, starting from the most remote point to the centerline of the exit.

4.4.5 The travel distance **MUST NOT** exceed 250'-0" [76.2 m] measured along the path of travel.

4.5 Exit Access Doors, Doorways, Door Hardware and Windows

4.5.1 The height of doors **MUST NOT** be less than 7'-0" [2.1 m].

4.5.2 **ALL** door openings shall be a **MINIMUM** of 36" [900 mm] wide with an 18" [450 mm] clear space on the pull side of the door and a 12" [300 mm] clear space on the push side of the door.

4.5.3 Where a pair of doors is provided, one of the doors **MUST** be not less than 36" [900 mm] wide.

4.5.4 Locks, if provided, **MUST NOT** require the use of a key, special knowledge, or effort for operation from the egress side.

4.5.5 Doors opening from occupied spaces into the path of egress travel shall not project more than 7" [180 mm] into the required width.

4.5.6 Exit access doorways **MUST** open in the direction of exit travel.

4.5.7 Exit access doorways **MUST** be placed at a distance that is equal to or greater than:

4.5.7.1 When the building is **NOT** sprinklered, one-half the length of the maximum overall diagonal dimension of the area being served, measured in a straight line between exit doors or exit access doorways.

4.5.7.2 When the building is sprinklered, one-third the length of the maximum overall diagonal dimension of the area being served, measured in a straight line between exit doors or exit access doorways.

4.5.8 Two (2) exit access doorways **MUST** be provided from any space where the Occupancy Load exceeds 49 in Occupancy Groups A (Assembly), B (Business) and M (Mercantile) or exceeds 29 in Occupancy Group S (Storage).

4.6 Corridors

- 4.6.1 The **MINIMUM** interior corridor width **MUST** be 44" [1100 mm].
- 4.6.2 Dead end corridors **MUST NOT** exceed 20'-0" [6 m] in length.

5.0 ACCESSIBILITY

- 5.1 Service (reception/transaction) counters over 8'-0" [2.4 m] in length **MUST** have an accessible height service counter, a minimum of 36" [900mm] in length.
- 5.2 **ALL** accessible (barrier-free) countertops, sinks, reception/transaction surfaces, and other horizontal work surfaces **MUST NOT** exceed 34" [865 mm] AFF with a 27"H [685 mm] clear knee space below.
- 5.3 **ALL** accessible (barrier-free) counters **MUST** have clear knee space of at least 30"W x 17"D [760 mm x 430 mm].
- 5.4 **ALL** exposed hot water pipes and drains **MUST** be insulated or otherwise protect wheelchair users from burns on the legs.
- 5.5 **ALL** accessible (barrier-free) wall-mounted controls **MUST** be located between 15" [380 mm] and 44" [1100 mm] AFF for a Forward Reach and between 9" [230 mm] and 48" [1200 mm] AFF for a Side Reach.
- 5.6 **ALL** accessible (barrier-free) lower cabinets **MUST** have a 6" D maximum x 9" H minimum [150mm x 230 mm] toe-kick.
- 5.7 **ALL** accessible (barrier-free) upper cabinets or shelves located above a work surface **MUST NOT** exceed 44" [1100 mm] AFF.
- 5.8 Restrooms [Washrooms]
 - 5.8.1 **ALL** accessible toilets **MUST** have an unobstructed 60" [1500 mm] turning circle.
 - 5.8.2 Centerline of accessible toilets **MUST** be 16"-18" [400 mm - 450 mm] from side wall or partition.
 - 5.8.3 Clearance around accessible toilets **MUST** be 60" [1500 mm] along the rear wall and 56" [1420 mm] along the side wall.
 - 5.8.4 Accessible toilets **MUST** be mounted at 17"-19" [430 mm – 480 mm] AFF to the top of the toilet seat.
 - 5.8.5 **ALL** grab bars at toilets **MUST** be 36" [900 mm] long at the rear and 42" [1060 mm] long at the side, mounted between 33" [840 mm] and 36" [900 mm] AFF.
 - 5.8.6 **ALL** accessible showers **MUST** have horizontal grab bars on three (3) sides mounted at a height between 33" [840 mm] and 36" [900 mm] AFF.
 - 5.8.7 Accessible showers **MUST** be a minimum of 30" [760 mm] x 60" [1500 mm].
 - 5.8.8 Accessible urinals **MUST** have an elongated rim at a maximum height of 17" [430 mm] AFF.
 - 5.8.9 A clear floor space of 30" [760 mm] x 48" [1200 mm] **MUST** be provided in front of accessible lavatories, urinals, showers, and bathtubs.
 - 5.8.10 Accessible mirrors **MUST** be mounted with the edge of the reflective surface no higher than 40" [1000 mm] AFF.

6.0 STRUCTURAL

- 6.1 Core drills **MUST NOT** be within 18" [450 mm] of any structural element.

7.0 ELECTRICAL

7.1 **ALL** electrical receptacles **MUST** be 18" [450 mm] AFF unless otherwise noted.

7.2 **ALL** electrical receptacles located within 36" [900 mm] of a water source **MUST** be GFI.

7.3 Clearance of 36" [900 mm] deep **MUST** be provided in front of power panels.

8.0 OCCUPANCY LOAD TABLE

FUNCTION OF SPACE	FLOOR AREA IN SQ. FT. [m ²] PER OCCUPANT
Accessory storage areas, mechanical equipment room	300 [28 m ²] gross
Assembly without fixed seats Concentrated (chairs only—not fixed) Standing space Unconcentrated (tables and chairs)	7 [.7 m ²] net 5 [.5 m ²] net 15 [1.4 m ²] net
Business areas	100 [9.3 m ²] gross
Education Classroom area Shops and other vocational room areas	20 [1.9 m ²] net 50 [4.6 m ²] net
Exercise rooms	50 [4.6 m ²] gross
Kitchens, commercial	200 [18.6 m ²] gross
Mercantile Areas on other floors Basement and grade floor areas Storage, stock, shipping areas	60 [5.6 m ²] gross 30 [2.8 m ²] gross 300 [28 m ²] gross
Residential	200 [18.6 m ²] gross

PROGRAMMING, PLANNING & PRACTICE

KNOWLEDGE / SKILLS

The division has been broken down into a listing of knowledge and skills for each major content area.

1. PROGRAMMING & ANALYSIS

(27-33 percent of scored items)

- A.** Assess client needs and requirements to develop a master plan and program. Document design objectives including site characteristics, spatial and functional relationships, and building systems considerations. Establish preliminary project scope, phasing, budget, and schedule.

1. Architectural Programming

Ascertain and translate client and user needs into descriptive criteria to inform subsequent phases of design.

2. Interpreting Existing Site/Environmental Conditions and Data

Collect and assess site characteristics and related information and data needed to inform the subsequent design.

3. Adaptive Reuse of Buildings and/or Materials

Research and evaluate existing sites, buildings, and materials for new or associated uses.

4. Space Planning and Facility Planning/Management

Ascertain and translate client and user needs into functional characteristics and relationships for management and facility planning of interior and exterior spaces.

5. Fixtures, Furniture, Equipment, and Finishes

Assess and inventory client and user needs with respect to functional and spatial requirements for furniture, fixtures, and equipment.

2. ENVIRONMENTAL SOCIAL & ECONOMIC ISSUES

(17-23 percent of scored items)

- A.** Obtain and review site and building surveys. Assess physical, environmental, social, and economic issues and project impact. Develop project concepts utilizing sustainable principles, alternative energy systems, and new material technologies. Apply basic design principles and historic precedent.

1. Regional Impact on Project

Research and analyze the regional impact of built, environmental, and planned conditions as they affect or are affected by the proposed project.

2. Community-Based Awareness

Assess pertinent planning, social, demographic, and economic issues within a local community and incorporate their impact on the proposed project.

3. Hazardous Conditions and Materials

Assess the potential for hazardous conditions and their impact on the proposed project.

4. Design Principles

Apply design principles and historic precedents to test, develop, and refine project design concepts.

5. Alternative Energy Systems, New Technologies, and Sustainable Design

Assess and incorporate innovative environmental, energy-related sustainable design concepts on the program, scope and budget into the proposed project.

PROGRAMMING, PLANNING & PRACTICE

KNOWLEDGE / SKILLS

3. CODES & REGULATIONS

(11-17 percent of scored items)

- A. Identify, analyze, and incorporate building codes, specialty codes, zoning, and other regulatory requirements. Manage regulatory approval process.

1. Government and Regulatory Requirements and Permit Processes

Identify and manage the prescribed planning, zoning, and building code requirements of the proposed project design.

2. Adaptive Reuse of Buildings and/or Materials

Identify and incorporate planning, zoning, and building code requirements relative to repurposed buildings and reused materials for the proposed project.

3. Specialty Codes and Regulations including Accessibility Laws, Codes and Guidelines

Identify and incorporate relevant specialty codes into the proposed project design.

4. PROJECT & PRACTICE MANAGEMENT

(33-39 percent of scored items)

- A. Develop scope of services and project delivery method. Assess project budget and financing. Identify project team members including consultants. Document project meetings. Manage project schedule and design process. Assist with construction procurement. Manage legal issues relating to practice including fees, insurance, and professional services contracts.

1. Project Delivery & Procurement Methods

Determine the delivery and construction procurement method based on client requirements.

2. Project Budget Management

Determine fiscal requirements and apply appropriate methodology and techniques to manage project budgets.

3. Project Schedule Management

Establish and manage the professional service schedules for the project.

4. Contracts for Professional Services and Contract Negotiation

Determine, negotiate, execute, and manage the professional services agreements for the project.

6. Risk Management and Legal Issues Pertaining to Practice and Contracts

Assess and manage risk and legal issues related to the business and practice of architecture.

SITE PLANNING & DESIGN

KNOWLEDGE / SKILLS

The division has been broken down into a listing of knowledge and skills directly related to each major content area

1. PRINCIPLES

(22-30 percent of scored items)

- A.** Review and assess sites. Incorporate the implication of human behavior, historic precedent, and design theory in the selection of systems, materials, and methods related to site design and construction.

1. Site Planning

Use physical, contextual, and regulatory characteristics, in combination with programmatic requirements, to evaluate project sites.

2. Site Design and Design Principles

Use site evaluation data and programmatic requirements to develop and evaluate alternative site designs.

3. Implications of Design Decisions

Use architectural, engineering, and construction principles and procedures to evaluate site design.

4. Adaptive Reuse of Buildings and/or Materials

Apply principles for adaptive reuse of facilities and materials to site design.

5. Architectural History and Theory

Analyze and evaluate the project site with respect to its regional, local, and site-specific historical context.

2. ENVIRONMENTAL ISSUES

(24-32 percent of scored items)

- A.** Interpret site and environmental conditions. Assess and apply systems, materials, and construction methods. Incorporate principles of sustainability. Assess design impact on human behavior.

1. Interpreting Existing Site/Environmental Conditions and Data

Assess site layout and proposed materials and systems with respect to environmental context.

2. Design Impact on Human Behavior

Assess site layout and proposed materials and systems with respect to human behavior, safety, and security.

3. Hazardous Conditions and Materials

Assess the site with respect to the presence of hazardous conditions and materials, and identify mitigation options.

4. Sustainable Design

Identify and apply sustainable strategies and technologies to site layout and selection of materials and systems.

5. Alternative Energy Systems and New Material Technologies

Identify and apply alternative energy systems and new material technologies to site layout and selection of materials and systems.

SITE PLANNING & DESIGN

KNOWLEDGE / SKILLS

3. CODES & REGULATIONS

(18-26 percent of scored items)

- A. Incorporate building codes, specialty codes, zoning and other regulatory requirements in site design and construction.

1. Government and Regulatory Requirements and Permit Processes

Identify and apply relevant land use, building codes, and regulations into the site design, and assist in permitting.

2. Accessibility Laws, Codes and Guidelines

Identify and apply relevant specialty codes and regulations into the site design, and assist in permitting.

4. MATERIALS & TECHNOLOGY

(16-20 percent of scored items)

- A. Analyze the implication of design decisions in the selection of systems, materials, and methods incorporated in site design and construction.

1. Construction Details and Constructability

Incorporate appropriate materials into site details, systems, and assemblies.

2. Construction Materials

Evaluate and select appropriate site products, materials, and systems based on programmatic, performance, and sustainability requirements.

3. Fixtures, Furniture, Equipment, and Finishes

Evaluate and select appropriate site fixtures, furniture, equipment, and finishes based on programmatic and performance requirements.

4. Thermal and Moisture Protection

Manage the impact of temperature, water, and climatic conditions on site design.

5. Natural and Artificial Lighting

Apply principles of natural and artificial lighting in site design.

6. Implications of Design Decisions

Use architectural, engineering, and construction principles and procedures to evaluate site materials, assemblies, and systems.

5. PROJECT & PRACTICE MANAGEMENT

(4-8 percent of scored items)

- A. Assess and administer site design, including construction sequencing, scheduling, cost, and risk management.

1. Construction Sequencing

Determine site phasing based upon prioritized programmatic requirements and anticipated construction sequencing.

2. Cost Estimating, Value Engineering, and Life-cycle Costing

Analyze site development costs relative to programmatic and budgetary requirements.

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Overview

KNOWLEDGE/SKILLS

Knowledge/
Skills

Sample Multiple-
Choice Questions

Accessibility/Ramp
Vignette

Stair Design
Vignette

Roof Plan Vignette

References

The division has been broken down into a listing of knowledge and skills directly related to each major content area.

1. PRINCIPLES

(27-33 percent of scored items)

- A. Incorporate the implications of human behavior, historic precedent, and design theory in the selection of systems, materials, and methods related to building design and construction.

1. Building Design

Analyze and evaluate those tasks, procedures, and methodologies influencing building design during schematic design and design development, including building systems and materials.

2. Design Principles and Design Impact on Human Behavior

Analyze and evaluate design principles that influence human behavior in the built environment.

3. Building Systems and their Integration

Analyze, evaluate, and integrate appropriate building systems considering design and engineering principles.

4. Implications of Design Decisions

Evaluate how decisions made in schematic design and design development, relating to orientation, area, materials, cost, code, sustainability, and/or phasing, impact later phases of design, construction, and building use.

5. Space Planning and Facility Planning/Management

Utilize principles of space planning and facility planning/management.

6. Fixtures, Furniture, Equipment, and Finishes

Evaluate and select fixtures, furniture, equipment, and finishes and determine the impact on building design.

7. Adaptive Reuse of Buildings and/or Materials

Evaluate constraints, issues, methodologies, programmatic concerns and cost impacts associated with adaptive reuse of buildings and materials.

8. Architectural History and Theory

Apply architectural history, precedent, and theory to building design.

2. ENVIRONMENTAL ISSUES

(6-9 percent of scored items)

- A. Consider the principles of sustainable design including adaptive re-use, thermal and moisture protection, and hazardous material mitigation.

1. Hazardous Conditions and Materials

Survey and reconcile hazardous conditions and materials relating to building and site.

2. Indoor Air Quality

Determine and assess factors that affect indoor air quality.

3. Sustainable Design

Evaluate and apply principles of sustainability relating to building materials and construction.

4. Natural and Artificial Lighting

Evaluate and apply natural and artificial lighting principles and their application to design and construction.

5. Alternative Energy Systems and New Material Technologies

Select and evaluate emerging and alternative systems and new material technologies.

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Overview

Knowledge/
Skills

Sample Multiple-
Choice Questions

Accessibility/Ramp
Vignette

Stair Design
Vignette

Roof Plan Vignette

References

KNOWLEDGE/SKILLS

3. CODES & REGULATIONS

(10-13 percent of scored items)

- A. Incorporate building and specialty codes, zoning, and other regulatory requirements in building design and construction systems.

1. Government and Regulatory Requirements and Permit Processes

Demonstrate comprehension of building codes and planning requirements and assess their effect on building design.

2. Specialty Codes and Regulations including Accessibility Laws, Codes, and Guidelines

Demonstrate comprehension of specialty codes and guidelines, such as accessible design, seismic code, life safety, and fair housing requirements, and assess their effect on building design.

4. MATERIALS & TECHNOLOGY

(43-49 percent of scored items)

Analyze the implication of design decisions in the selection of systems, materials, and methods incorporated in building design and construction.

A. MASONRY

Identify the properties and characteristics of masonry structures and finish materials.

1. Building Systems and their Integration

Analyze characteristics of masonry systems and materials and their appropriate integration into building design.

2. Implications of Design Decisions

Evaluate the selection of masonry components to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of masonry details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of masonry in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of masonry systems, materials, and availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to masonry.

7. Thermal and Moisture Protection

Assess the use of masonry components in thermal and moisture protection.

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Overview

KNOWLEDGE/SKILLS

Knowledge/
Skills

Sample Multiple-
Choice Questions

Accessibility/Ramp
Vignette

Stair Design
Vignette

Roof Plan Vignette

References

B. METALS

Identify the properties and characteristics of structural and miscellaneous metals.

1. Building Systems and their Integration

Analyze characteristics of metal systems and materials and their appropriate integration into building design.

2. Implications of Design Decisions

Evaluate the selection of metal components to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of metal details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of metal in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of metal systems, materials, and availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to metal.

7. Thermal and Moisture Protection

Assess the use of metal components in thermal and moisture protection.

C. WOOD

Identify the properties and characteristics of wood structures, rough carpentry, finish carpentry, and millwork assemblies.

1. Building Systems and their Integration

Analyze characteristics of wood systems and materials and their appropriate integration into building design.

2. Implications of Design Decisions

Evaluate the selection of wood components to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of wood details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of wood in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of wood systems, materials, and availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to wood.

7. Thermal and Moisture Protection

Assess the use of wood components in thermal and moisture protection.

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Overview

KNOWLEDGE/SKILLS

Knowledge/
Skills

Sample Multiple-
Choice Questions

Accessibility/Ramp
Vignette

Stair Design
Vignette

Roof Plan Vignette

References

D. CONCRETE

Identify the properties and characteristics of concrete structures and finishes.

1. Building Systems and their Integration

Analyze characteristics of concrete systems and materials and their appropriate integration into building design.

2. Implications of Design Decisions

Evaluate the selection of concrete components to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of concrete details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of concrete in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of concrete systems, materials, and availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to concrete.

7. Thermal and Moisture Protection

Assess the use of concrete components in thermal and moisture protection.

E. OTHER

Identify the properties and characteristics of miscellaneous systems, assemblies, membranes, cladding, coatings, and finish materials (e.g., plastics, composites, glass, tensile, pneumatics, EIFS, etc.).

1. Building Systems and their Integration

Analyze the relationship of building systems and materials (other than masonry, metal, concrete, and wood) and their appropriate selection and integration into building design.

2. Implications of Design Decisions

Evaluate the selection of building components (other than masonry, metal, concrete, and wood) to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of the relationship of building systems and materials (other than masonry, metal, concrete, and wood) details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of building systems and materials (other than masonry, metal, concrete, and wood) in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of building systems and materials (other than masonry, metal, concrete, and wood) and availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to building systems and materials (other than masonry, metal, concrete, and wood).

7. Thermal and Moisture Protection

Assess the use of building systems and materials (other than masonry, metal, concrete, and wood) in thermal and moisture protection.

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Overview

KNOWLEDGE/SKILLS

Knowledge/
Skills

Sample Multiple-
Choice Questions

Accessibility/Ramp
Vignette

Stair Design
Vignette

Roof Plan Vignette

References

F. SPECIALTIES

Analyze and select accessories, equipment, and fittings.

1. Building Systems and their Integration

Analyze the relationship of accessories, equipment, and fittings and their appropriate selection and integration into building design.

2. Implications of Design Decisions

Evaluate the selection of accessories, equipment, and fittings to determine their effects on design, cost, engineering, and/or scheduling.

3. Construction Details and Constructability

Demonstrate comprehension of the relationship of accessories, equipment, and fittings in details and their application in building design and construction.

4. Construction Materials

Determine the appropriate use of accessories, equipment, and fittings in building design and construction.

5. Product Selection and Availability

Evaluate and prioritize the selection of accessories, equipment, and fittings and their availability.

6. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate knowledge of cost estimating, value engineering, and life-cycle costing related to accessories, equipment, and fittings.

7. Thermal and Moisture Protection

Assess the use of accessories, equipment, and fittings in thermal and moisture protection.

5. PROJECT & PRACTICE MANAGEMENT

(4-7 percent of scored items)

A. Determine the impact of construction sequencing, scheduling, cost, and risk management on selection of systems, materials, and methods.

1. Construction Sequencing

Evaluate the selection of systems, materials, and methods and their impact on construction sequencing.

2. Cost Estimating, Value Engineering, and Life-Cycle Costing

Demonstrate comprehension of cost estimating, value engineering, and lifecycle costing methods and principles.

3. Project Schedule Management

Demonstrate comprehension and use of project scheduling, staffing projections, contracts, and project management principles.

4. Risk Management

Apply risk management principles and demonstrate methods of conflict resolution.

SCHEMATIC DESIGN

OVERVIEW

DIVISION STATEMENT

Apply knowledge and skills required for the schematic design of buildings and interior space planning.

Vignettes

INTERIOR LAYOUT

Design an interior space plan and furniture arrangement responding to program, code, and accessibility requirements.

BUILDING LAYOUT

Develop a schematic design for a two-story building addressing program, code, site, and environmental requirements.

STRUCTURAL SYSTEMS

KNOWLEDGE / SKILLS

The division has been broken down into a listing of knowledge and skills directly related to each major content area.

1. GENERAL STRUCTURES

(50-54 percent of scored items)

A. Principles

Apply general structural principles to building design and construction.

1. Building Design

Analyze and investigate the structural loads and conditions that affect building design through use of engineering principles and functional requirements.

2. Building Systems and their Integration

Determine appropriate building structural systems and components.

3. Implications of Design Decisions

Evaluate the impact of structural design decisions on other building design issues.

B. Materials & Technology

Analyze the implications of design decisions in the selection of systems, materials, and construction details related to general structural design.

1. Construction Details and Constructability

Analyze the impact of structural decisions on the construction process.

2. Construction Materials

Apply knowledge of the properties of materials that affect their structural characteristics.

C. Codes & Regulations

Incorporate building codes, specialty codes, and other regulatory requirements in the design of general structural systems.

1. Government and Regulatory Requirements

Assess and apply building codes and other regulations that affect structural systems.

STRUCTURAL SYSTEMS

KNOWLEDGE / SKILLS

2. SEISMIC FORCES

(18-22 percent of scored items)

A. Principles

Apply seismic forces principles to building design and construction.

1. Building Design

Analyze and investigate seismic loads and conditions that affect building design through use of engineering principles and functional requirements.

2. Building Systems and their Integration

Determine appropriate seismic load resisting systems and components.

3. Implications of Design Decisions

Evaluate the impact of seismic load design decisions on other building design issues.

B. Materials & Technology

Analyze the implications of design decisions in the selection of systems, materials, and construction details related to seismic forces design.

1. Construction Details and Constructability

Analyze construction details and non-structural elements relative to their resistance to seismic forces.

2. Construction Materials

Consider construction materials relative to their resistance to seismic forces.

C. Codes & Regulations

Incorporate building codes, specialty codes, and other regulatory requirements related to seismic forces.

1. Government and Regulatory Requirements

Assess and apply building codes and regulations with respect to the design of structures for resistance to seismic forces.

3. WIND FORCES

(18-22 percent of scored items)

A. Principles

Apply lateral forces principles to the design and construction of buildings to resist wind forces.

1. Building Design

Analyze and investigate wind loads and conditions that affect building design through use of engineering principles and functional requirements.

2. Building Systems and their Integration

Determine appropriate wind load resisting systems and components.

3. Implications of Design Decisions

Evaluate the impact of wind load design decisions on other building design issues.

B. Materials & Technology

Analyze the implications of design decisions in the selection of systems, materials, and construction details related to wind forces.

1. Construction Details and Constructability

Analyze construction details and non-structural elements relative to their resistance to wind forces.

2. Construction Materials

Consider construction materials relative to their resistance to wind forces.

C. Codes & Regulations

Incorporate building codes and other regulatory requirements related to wind forces.

1. Government and Regulatory Requirements

Assess and apply building codes and regulations with respect to the design of structures for resistance to wind forces.

STRUCTURAL SYSTEMS

KNOWLEDGE / SKILLS

4. LATERAL FORCES

(7-9 percent of scored items)

A. Principles

Apply lateral forces principles to the design and construction of buildings.

1. Building Design

Analyze and investigate lateral loads and conditions that affect building design through use of engineering principles and functional requirements.

2. Building Systems and their Integration

Determine appropriate lateral load resisting systems and components.

3. Implications of Design Decisions

Evaluate the impact of lateral load design decisions on other building design issues.

B. Materials & Technology

Analyze the implications of design decisions in the selection of systems, materials, and construction details related to lateral forces.

1. Construction Details and Constructability

Analyze construction details and non-structural elements relative to their resistance to lateral forces.

2. Construction Materials

Consider construction materials relative to their resistance to lateral forces.

BUILDING SYSTEMS

KNOWLEDGE / SKILLS

The division has been broken down into a listing of knowledge and skills directly related to each major content area.

1. CODES & REGULATIONS

(6-9 percent of scored items)

- A. Incorporate building codes, specialty codes, and other regulatory requirements in the design of mechanical, electrical, plumbing, conveying, and other specialty systems.

1. Government and Regulatory Requirements and Permit Processes

Interpret codes, protocols, and procedures of government regulations to determine their impact on building design, and construction.

2. ENVIRONMENTAL ISSUES

(9-11 percent of scored items)

- A. Apply sustainable design principles to the selection, design, and construction of building systems.

1. Building Design

Utilize sustainable and environmental principles in building design as it relates to basic engineering systems.

2. Building Systems and their Integration

Analyze and evaluate the implications of sustainable design decisions in relation to project goals.

3. Implications of Design Decisions

Evaluate and determine environmental and sustainability parameters most appropriate for building design.

4. Construction Details

Utilize sustainable and environmental design details and recognize their effect on constructability, aesthetics, and technical properties.

5. Sustainable Design

Utilize sustainable design principles in building design as it relates to basic engineering systems.

6. Alternative Energy Systems and New Technologies

Evaluate sustainable strategies to utilize alternative energy systems and evolving technologies in building design.

7. Adaptive Reuse of Buildings and/or Materials

Evaluate sustainable strategies for adaptive reuse of components, systems and/or materials in building design.

3. PLUMBING

(10-15 percent of scored items)

A. PRINCIPLES

Analyze and design plumbing systems.

1. Building Design

Apply basic engineering principles and technologies for plumbing systems in building design.

2. Implications of Design Decisions

Analyze and evaluate the implications of plumbing system design decisions in relation project goals, cost, schedule, and quality.

BUILDING SYSTEMS

Overview

KNOWLEDGE / SKILLS

Knowledge/
Skills

Sample Multiple-
Choice Questions

Mechanical &
Electrical Plan Vignette

References

- B. MATERIALS & TECHNOLOGY**
Evaluate and select materials and construction details related to plumbing systems.
- 1. Building Systems and their Integration**
Evaluate and determine plumbing system parameters most appropriate for building design.
 - 2. Construction Details and Constructability**
Utilize plumbing system details and recognize their effect on constructability, aesthetics, and technical properties.
- 4. HVAC**
(18-23 percent of scored items)
- A. PRINCIPLES**
Analyze and design heating, ventilating, and air conditioning systems.
- 1. Building Design**
Apply basic engineering principles and technologies for HVAC systems in building design.
 - 2. Implications of Design Decisions**
Analyze and evaluate the implications of HVAC system design decisions in relation to project goals, cost, schedule, and quality.
 - 3. Indoor Air Quality**
Analyze and evaluate the implications of HVAC system design decisions in relation to indoor air quality.
- B. MATERIALS & TECHNOLOGY**
Evaluate and select materials and construction details related to heating, ventilating, and air conditioning systems.
- 1. Building Systems and their Integration**
Evaluate and determine HVAC system parameters most appropriate for building design.
 - 2. Construction Details and Constructability**
Utilize HVAC system details and recognize their effect on constructability, aesthetics, and technical properties.
 - 3. Thermal and Moisture Protection**
Analyze and evaluate the implications of thermal and moisture protection principles in relation to HVAC system design.
- 5. ELECTRICAL**
(10-15 percent of scored items)
- A. PRINCIPLES**
Analyze and design electrical systems.
- 1. Building Design**
Apply basic engineering principles and technologies for electrical systems in building design.
 - 2. Implications of Design Decisions**
Analyze and evaluate the implications of electrical system design decisions in relation to project goals, cost, schedule, and quality.
- B. MATERIALS & TECHNOLOGY**
Evaluate and select materials and construction details related to electrical systems.
- 1. Building Systems and their Integration**
Evaluate and determine electrical system parameters most appropriate for building design.
 - 2. Construction Details and Constructability**
Evaluate and determine electrical system parameters most appropriate for building design.

BUILDING SYSTEMS

KNOWLEDGE / SKILLS

6. LIGHTING

(15-20 percent of scored items)

A. PRINCIPLES

Analyze and design natural and artificial lighting systems.

1. Building Design

Apply basic engineering principles and technologies for lighting systems in building design.

2. Implications of Design Decisions

Analyze and evaluate the implications of lighting system design decisions in relation to project goals, cost, schedule, and quality.

3. Natural and Artificial Lighting

Evaluate and determine design principles and theories related to sustainable strategies, daylighting, solar control, energy consumption, and artificial lighting.

B. MATERIALS & TECHNOLOGY

Evaluate and select materials and construction details related to natural and artificial lighting systems.

1. Building Systems and their Integration

Evaluate and determine lighting system parameters most appropriate for building design.

2. Construction Details and Constructability

Utilize lighting system details and recognize their effect on constructability, aesthetics, and technical properties.

3. Natural and Artificial Lighting

Utilize lighting components and details to recognize their effect on constructability, aesthetics, and technical properties.

7. SPECIALTIES

(18-23 percent of scored items)

A. ACOUSTICS

Evaluate, select, and design acoustical systems.

1. Building Design

Apply basic engineering principles and technologies for acoustic systems in building design.

2. Building Systems and their Integration

Evaluate and determine acoustic system parameters most appropriate for building design.

3. Implications of Design Decisions

Analyze and evaluate the implications of acoustic system design decisions in relation to project goals.

4. Construction Details and Constructability

Utilize acoustical components and details to recognize their effect on constructability, aesthetics, and technical properties.

B. COMMUNICATIONS & SECURITY

Evaluate, select, and design communications and security systems.

1. Building Design

Apply basic engineering principles and technologies for communications and security systems in building design.

2. Building Systems and their Integration

Evaluate and determine communications and security systems parameters most appropriate for building design.

3. Implications of Design Decisions

Analyze and evaluate the implications of communication and security system design decisions in relation to project goals.

BUILDING SYSTEMS

KNOWLEDGE / SKILLS

- 4. Construction Details and Constructability**
Utilize communications and security system details and recognize their effect on constructability, aesthetics, and technical properties.
- C. CONVEYING SYSTEMS**
Evaluate, select, and design elevators, escalators, moving walkways, and other conveying systems.
 - 1. Building Design**
Apply basic engineering principles and technologies for conveying systems in building design.
 - 2. Building Systems and their Integration**
Evaluate and determine conveying system parameters most appropriate for building design.
 - 3. Implications of Design Decisions**
Analyze and evaluate the implications of conveying system design decisions in relation to project goals.
 - 4. Construction Details and Constructability**
Utilize conveying system details and recognize their effect on constructability, aesthetics, and technical properties.
- D. FIRE DETECTION AND SUPPRESSION**
Evaluate, select, and design fire detection and suppression systems.
 - 1. Building Design**
Apply basic engineering principles and technologies for fire detection and suppression systems in building design.
 - 2. Building Systems and their Integration**
Evaluate and determine fire detection and suppression system parameters most appropriate for building design.
 - 3. Implications of Design Decisions**
Analyze and evaluate the implications of fire detection and suppression system design decisions in relation to project goals.
 - 4. Construction Details and Constructability**
Utilize fire detection and suppression system details and recognize their effect on constructability, aesthetics, and technical properties.

CONSTRUCTION DOCUMENTS & SERVICES

KNOWLEDGE / SKILLS

The division has been broken down into a listing of knowledge and skills directly related to each major content area.

1. CODES & REGULATIONS

(9-11 percent of scored items)

- A. Incorporate building codes, specialty codes, zoning, and other regulatory requirements in construction documents and services.

1. Government and Regulatory Requirements and Permit Processes

Review governmental and regulatory requirements and incorporate provisions in the construction documents for required permit submittals and to achieve code compliance.

2. Specialty Codes and Regulations including Accessibility Laws, Codes, and Guidelines

Incorporate applicable specialty codes and regulations into the construction documents.

2. ENVIRONMENTAL ISSUES

(6-9 percent of scored items)

- A. Incorporate sustainable design principles, universal design, adaptive reuse concepts, alternative energy systems, new material technologies, and hazardous material mitigation in construction documents.

1. Hazardous Conditions and Materials

Assess the presence of hazardous materials on the site and in the building during construction and recommend mitigation procedures.

2. Sustainable Design

Incorporate sustainable design principles into the construction documents.

3. CONSTRUCTION DRAWINGS & PROJECT MANUAL

(48-53 percent of scored items)

- A. Prepare and coordinate construction drawings including building systems, product selection, and constructibility. Prepare, coordinate, and review general and supplementary conditions and technical specifications.

1. Site Design

Prepare and coordinate construction documents pertaining to the site.

2. Building Design

Prepare and coordinate construction documents pertaining to the building, and review and revise documents for constructability and budget compliance.

3. Building Systems and their Integration

Coordinate building system components and resolve conflicts in construction documents.

4. Specifications

Prepare specifications and coordinate them with construction drawings.

4. PROJECT & PRACTICE MANAGEMENT

(30-35 percent of scored items)

A. COST

Prepare estimates of probable construction cost. Consider cost implications on design decisions.