

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102

333 Guadalupe Street

Austin, Texas

Thursday, January 22, 2015

9:00 a.m. – Conclusion

1. **Preliminary Matters**
  - A. Call to order
  - B. Roll call
  - C. Excused and unexcused absences
  - D. Determination of a quorum
  - E. Recognition of guests
  - F. Chair's opening remarks
  - G. Public Comments

Alfred Vidaurri  
Paula Ann Miller  
Alfred Vidaurri
  
2. **Introduction of the newly assigned OAG attorney to TBAE, Ms. Melissa Juarez** (*Information*) 

Alfred Vidaurri
  
3. **Approval of the October 20, 2014 Board Meeting Minutes** (*Action*) 

Alfred Vidaurri
  
4. **Interim Executive Director Report** (*Information*) 

Glenn Garry

  - A. **1<sup>st</sup> Quarter 2015 Operating Budget**
  - B. **Report on Action Items assigned at the October 20, 2014 Board Meeting**
  - C. **Overall analysis of agency finances and related trends**
  - D. **Report on conferences and meetings**
    - NCARB Member Board Chairs/Member Board Executives Conference – Oct 31- Nov 1 

Alfred Vidaurri
    - TxA Conference – Nov 6-9
    - 2014 NCIDQ Annual Council of Delegates Meeting – Nov 13-15 

Sonya Odell
  
5. **Update on Social Media plan** (*Information*) 

Glenn Garry
  
6. **Update on the Executive Director vacancy** (*Information*) 

Alfred Vidaurri
  
7. **Legislative Committee Report** (*Information*) 

Chad Davis
  
8. **Proposed Rules for Adoption** (*Action*) 

Scott Gibson

Amend Rules 1.65, 3.65, and 5.75 to require the Board to send monthly renewal statements to registrants by email instead of U.S. Mail

**Draft rules for proposal:**

  - A. Amend Rule 1.191, relating to the Intern Development Program, to reduce the number of hours required to complete an internship by eliminating elective hours.
  - B. Amend Rule 7.10, relating to the fee schedule, to implement lower charges for certain online transactions.

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Thursday, January 22, 2015

9:00 a.m. – Conclusion

9. **Enforcement Cases** (*Action*) Scott Gibson  
**Review and possibly adopt ED's or Interim ED's recommendation in the following enforcement cases:**
- A. Registrant & Non-Registrant Cases:**
    - Bishop, Brian Lee (#097-14A)
    - Boynton, Jay W. (#008-15A)
    - Townsend, Phillip B. (#113-13A)
  - B. Continuing Education Cases:**
    - Effland, Frank L. (#025-15I)
    - Elliston, Stacy (#034-15I)
    - Lorance, Bill (#132-14I)
    - O'Dell, Carl G. (#028-15A)
    - Peterman, Cherry L. (033-15A)
    - Pope, Lisa G. (#133-14I)
    - Reibenstein, Charles A. (#024-15A)
    - Slack, Holt M. (#026-15A)
- The Board may meet in closed session pursuant to TEX. GOV'T  
CODE ANN. §551.071(1) to confer with legal counsel*
10. **Proposed Changes to BEA/BEFA and MBC/MBE Conference Outcomes** Alfred Vidaurri  
(*Information*)
11. **Upcoming Board Meetings** (*Information*) Alfred Vidaurri  
Thursday, February 19, 2015, Room II-350L  
Thursday, May 7, 2015, Room III-102  
**Discuss a date for the formal appointment of the Executive Director**
12. **Chair's Closing Remarks** Alfred Vidaurri
13. **Adjournment** Alfred Vidaurri

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**NOTE:**

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

**NOTICE OF ASSISTANCE AT PUBLIC MEETINGS**

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

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Minutes of October 20, 2014 Board Meeting

William P. Hobby Jr. Building, 333 Guadalupe Street

Tower II, 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 9:00 a.m.

#### B. Roll Call

Chuck Anastos called the roll.

#### C. Excused and unexcused absences

None.

#### Present

Alfred Vidaurri	Chair
Debra Dockery	Vice-Chair
Paula Ann Miller	Secretary/Treasurer
Charles H. (Chuck) Anastos	Member
Bert Mijares, Jr.	Member
Chase Bearden	Public Member (in at 9:25 a.m.)
Sonya Odell	Member
Michael (Chad) Davis	Member
William (Davey) Edwards	Public Member

#### TBAE Staff Present

Glenn Garry	Interim Executive Director and Communications Manager
Scott Gibson	General Counsel
Glenda Best	Director of Operations
Mary Helmcamp	Registration Manager
Christine Brister	Staff Services Officer
Kenneth Liles	Finance Manager
Jack Stamps	Managing Investigator
Dale Dornfeld	IT Manager
Katherine Crain	Legal Assistant
Julio Martinez	Network Specialist

#### D. Determination of a quorum

A quorum was present.

#### E. Recognition of Guests

There were no guests present to be recognized at the start of the meeting. However, Jeri Morey, registered architect of Corpus Christi, Texas arrived

at 9:05 a.m. and David Lancaster, Senior Advocate for Texas Society of Architects arrived at 11:25 a.m.

**F. Chair's Opening Remarks**

The Chair welcomed everyone to the Board meeting. He said lately he has been considering generally the subject of change. He stated that he celebrates 20 years with his company this year and noted there has been a lot of change within his company over that time. Also, he has completed 10 years on this Board. He said when he started out, before he rose to the level where he is now, he did design work on healthcare facilities. The rule of thumb at that time was that the work you do in healthcare was good for about 7 years because technological advances and developments in health care would make the facility obsolete after roughly 7 years. Now, the shelf life of design work is about half that. Changes are accelerating as time goes by. He noted that the Board has presided over a lot changes and observed it will soon address changing to a new Executive Director, and will continue to address changes in the law with an upcoming legislative session and changes in the evolution of the professions the Board regulates. He stated that when he reflects upon the topic of change he is reminded of a quote from a speech by John F. Kennedy in 1963: "Change is the law of life. And those who look only to the past or the present are certain to miss the future. . . ."

**G. Public Comments**

None.

**2. Approval of the August 24, 2014 Board Meeting Minutes**

The Chair put the draft minutes of the last Board meeting before the Board. A MOTION WAS MADE AND SECONDED (Anastos/Edwards) TO APPROVE THE AUGUST 24, 2014 BOARD MEETING MINUTES.

Mr. Mijares moved to correct the following error on page 18: in the last paragraph in a quote attributed to him, change "2 years" to "3 years."

The Chair asked if there were any other corrections to be made. There were none. He put the Motion, as amended, before the Board for a vote. THE MOTION TO APPROVE THE AUGUST 24, 2014 BOARD MEETING MINUTES AS AMENDED PASSED UNANIMOUSLY.

**3. Interim Executive Director Opening Remarks**

The Interim Executive Director stated that he was deeply honored and humbled by the Board's decision to choose him as Interim Executive Director. He emphasized that he would like to highlight the good work of the staff. In addition, he wants to keep the channels of communication open with the Board as well as staff on a week-to-week or month-to-month basis. He is amenable to doing whatever the Board needs him to do. He stated that he wants to keep the agency

running as usual and hopefully make a little bit of improvement during his time as Interim Executive Director. He expressed his intention to have TBAE in great shape for the permanent Executive Director that the Board chooses.

**4. Interim Executive Director Report**

**A. Operating Budget/Scholarship: Presentation on FY2014 year-end expenditures/revenue**

The Interim Executive Director stated the agency had higher reserves and lower expenditures than expected last year. He reminded the Board that it had authorized the agency to expend \$105,000 from reserve funds but the agency did not find it necessary to do so and ended the year with a \$58,000 surplus. He outlined the items where actual expenditures differed significantly from budgeted items. He reported that the agency had reaped the benefit of a higher number of late fees in 2014 than the previous year while expenditures remained lower. There was a budgeted position of \$73,000 for an investigator which was not filled in 2014. Another reason for lower than budgeted expenditures was that the Board held only three meetings last year instead of four, as budgeted. This kept travel expenses down. In addition, training for staff was lower than budgeted for 2014. Expenditures exceeded the budgeted amount for printing due to the mailing of an additional postcard regarding the fingerprinting requirement and a higher than anticipated microfilming cost.

Mr. Edwards recalled that the Board had decided to discontinue printing board notebooks for everyone. The Interim Executive Director stated that was the decision at the Board meeting but he was told some Board members expressed a desire, outside of the Board meeting, to get a hard copy of the notebook. He indicated he was amenable to discontinuing the hard copy. Mr. Mijares stated that he wanted everything sent to him electronically. The Chair said that the agency will offer a PDF or a Board member could contact staff to get a book printed, but that the agency would no longer provide printed board meeting notebooks.

The Interim Executive Director described the operations of the Scholarship Fund and stated the agency typically disbursed 55 annually, but the agency awarded only 34 awards in 2014.

The Board members discussed the continuation of the Scholarship fund. Ms. Dockery stated that she had talked with emerging professionals in San Antonio who were concerned about the possibility that the fund might be eliminated. However, Mr. Anastos noted the program is mandated by statute so the agency could not just discontinue the program without going through the Legislature.

**B. Pocket card (cost, revenue, actual practice)**

The Interim Executive Director stated that the Board asked about the cost of providing pocket cards at the last meeting. He reported that it costs about \$1,900 per year. He noted it is a minimal fiscal impact and it generates some good will for the agency among its registrants. Mr. Edwards asked whether the agency received requests from its registrants for replacement pocket cards. The Interim Executive Director reported the agency receives approximately 50 requests per year.

C. Agency Social Media Plan

The Interim Executive Director outlined the potential benefits and risks of a social media plan for the agency. He stressed what is envisioned in the draft plan is a very conservative and reserved media policy. The intent is a professional and informative media presence, starting on Twitter, Facebook and LinkedIn. Mr. Edwards inquired whether the agency had the ability to keep people from posting comments on the agency's Facebook page. The Interim Executive Director stated he believed it is possible to disable comments and he will get a firm answer on whether that would be possible. Mr. Bearden explained that he runs an organizational social media plan for his office. He noted it should not be relied upon as the agency's main means for distributing information. He also suggested the agency develop a plan for vetting responses to comments to ensure responses are appropriate. The Interim Executive Director stated the agency will exercise full editorial control and minimize comments appearing on the page. Mr. Davis expressed support for the social media plan to adapt to changing demographics. He noted it was stated at the last meeting that younger people in the profession are not very interested in licensure. Social media would provide an opportunity to suggest the value of licensing to younger people. The Chair asked if the State of Texas has a social media policy on state employees using social media. He related an experience at his firm in which an employee made an unflattering comment while identified as an employee of the firm. The Interim Executive Director replied that he was not aware of a statewide policy. He stated that the agency policy does not ban employees from posting on a Facebook page. The Chair stated it would probably serve the agency well to establish clear guidelines on what an employee can or cannot do online with regard to social media. He stated the policy at his office is that employees may not comment at all on work life. The Chair also suggested the agency create a TBAE application for mobile devices. Mr. Mijares suggested that the agency post an outline of its presentations at the Texas Society of Architects Convention on its social media page.

D. Trend Analysis Presentation on Agency Performance and Operations

The Interim Executive Director outlined the Board meeting materials analyzing trends in agency operations. He directed the Board's attention to a chart titled "Revenues, Expenditures and Fund Balance by Fiscal Year." He pointed out how closely revenues and expenditures track one

another since Fiscal Year 2012. He also noted that revenues have been declining since Fiscal Year 2009 by roughly \$600,000. Mr. Mijares requested that the agency determine the cause for the reduction in revenue over time. Mr. Mijares questioned whether the agency was operating on a cash basis or on an accrual basis. The Finance Manager answered that revenue is not recorded as revenue until it is received. The Interim Executive Director outlined charts relating to the assessment and collection of administrative penalties, the average time to resolve a complaint from Fiscal Year 2009 through Fiscal Year 2014. He also outlined a series of charts on the numbers of examination candidates by profession, new registrants by profession, registrants by registration status (active, inactive or emeritus), and total registrants for the period of Fiscal Year 2009 through 2014. It was noted that the number of examination candidates have increased for all three professions, the number of new registered interior designers has been steady over the past 3 years, the number of new landscape architects has increased over the past 3 years, and the number of new architects through reciprocity has increased but the number of initial registrants from Texas is down. Mr. Anastos asked if there is information on whether the ratio of reciprocal to in-state initial architectural registrations reflects a nationwide trend. The Chair reported that NCARB is doing a record year in issuing certificates which indicates lots of architects are registering through reciprocity nationwide. The Board discussed the demographics of the registrants, the number of new registrants compared to the number of emeritus registrants, the effect of upcoming changes to the ARE on the number of new registrants, and the increasing reluctance of architectural graduates to take the ARE and become registered. The Board discussed obtaining more data comparing the numbers of examinees taking the examination to the number licensed. Ms. Dockery noted it might be impossible to obtain this data because examinees do not direct NCARB to send records to TBAE until after they have passed the examination. The Board also discussed greater Board member involvement in making presentations at the Texas Society of Architects to encourage graduates and interns to sit for the examination.

Mr. Mijares asked why the agency's business registration numbers went down from 2,664 to 1,557 during 2013. The Interim Executive Director explained that the old business registration database was updated to remove obsolete and redundant listings. The numbers had been inflated. Also, the way the new business registration database is set up differs from the old one. This database only registers one firm name even if it is a multi-disciplined firm.

**The Board took a break at 10:15 a.m. and reconvened at 10:30 a.m.**

- E. Report on Action Items assigned at the August 21, 2014 Board Meeting

The Interim Executive Director directed the Board to the action items listed in the Board notebook and asked if they had any questions. Mr. Anastos asked if the Interim Executive Director was working towards implementing a social media presence. The Interim Executive Director answered affirmatively.

The Board discussed at length the agency's capability to determine the size of businesses it regulates through business registration. The Interim Executive Director stated that he believed a survey would be the best way to poll firms about their size, noting that sole practitioner firms are not registered with the agency. Mr. Anastos stated that he thought all firms including sole practitioners should have to register their business with TBAE. The Chair suggested that agency staff work together to figure out an answer of a rough parameter on the number of large and small firms for the upcoming session. Mr. Davis stated that he was available to help with this task.

F. **Update on Past and Upcoming Legislative Hearings and Reports**

The Interim Executive Director reported the Sunset Commission staff had issued a report on the SDSI program. The report recommends increased oversight of the program and recommends additional performance measures. He reported there will be a Sunset Commission hearing in November on the Sunset staff recommendations where the Commission would receive public input and may ask for resource testimony from the SDSI agencies. The Commission will make a decision in December on whether to include the recommendations in a Sunset bill. The Interim Executive Director also reported the agency received a compliance check audit to determine if the agency has implemented all the changes mandated in the agency's Sunset bill last session. He reported TBAE is 100 percent compliant with their recommendations. On October 16, 2014, there was a hearing at the Capitol by the House Licensing and Administrative Procedures Committee. The Interim Executive Director was present and prepared to testify but was not requested to do so.

The Interim Executive Director reported on the following dates for the upcoming legislative session: November 10<sup>th</sup> – bill filing begins; and January 13, 2015 – first day of the legislative session. Mr. Davis opined that the professional societies should monitor the SDSI bill. If the increased reporting and oversight activities raise agency costs, it may be necessary to increase fees to cover those costs which he surmised would be a matter of concern for the professional societies.

**Report on Conferences and Meetings**

A. **2014 CLARB Annual Meeting – Sep 24-27**

Mr. Davis reported on this meeting which was held in Reston, Virginia. He said that approximately 70-80% of the states



participated. CLARB reported on national trends as part of an effort to help member boards be more strategic and effective and pre-position themselves in advance of legislative sessions. The Chair inquired if there are Texans in leadership positions or were active in committees and in the queue for leadership positions. Mr. Davis replied that former Board members, Cleve Turner and Diane Steinbrueck, had been in leadership positions but are not now, so currently there are no Texans in positions or leadership at CLARB or in line to be.

B. 2014 LRGV-AIA Building Communities Conference – Sep 25-27  
The Managing Investigator reported on this conference. He stated that he gave a presentation to approximately 40 or 45 individuals at this conference and included more information on plan stamping in his presentation. He explained that the agency has had an increase in plan stamping enforcement cases during the past year.

C. Texas Association of School Administrators/Texas Association of School Boards Conference 2014-Sep. 25-27  
The Interim Executive Director reported that the General Counsel and he attended this event and made a presentation to about 45 people focusing on the PSPA and procurement issues. He reported that it had been suggested to them that the agency should make a similar presentation to Texas Association of School Administrator since administrators had more to do with procurement than school board members. The Chair recommended following up on the recommendation. Ms. Dockery suggested that they target school administrators as well on PSPA matters because school districts still issue RFPs and RFQs requesting fees. Mr. Mijares asked whether it made sense to involve the Texas Education Agency (TEA) in communicating the requirements of the PSPA. Mr. Anastos stated that he thought the agency should be making presentations to three groups: Superintendents; Board Administrators; and personnel of Purchasing Departments in all school districts.

**5. Approval of the Revised Executive Director’s Job Description and Review of Scheduled Next Steps and Salary Range for Vacancy Announcement**

The Chair stated he had received comments from the Board on how to move forward with the job description for filling the vacant Executive Director position. Those comments were arranged and incorporated in the document before the Board. He stated he was open to suggestions and revisions. He stated the plan is to get the job description complete by the end of the day so it can be posted on November 1, 2014.

A MOTION WAS MADE AND SECONDED (Dockery/Anastos) TO APPROVE THE EXECUTIVE DIRECTOR'S JOB DESCRIPTION AS PRESENTED IN THE BOARD NOTEBOOK.

Mr. Mijares requested that a change be made to the qualifications to state that a degree or major focus of study in architecture, landscape architecture or interior design is "desired" and not "preferred." Mr. Davis voiced his concern over the preference or desire for candidates with a design degree or major focus of study in the design professions. He favored striking this qualification or listing it last to de-emphasize it. Mr. Mijares concurred with that opinion in that he did not think the person needed to have a degree or education as a design professional. Ms. Dockery disagreed with striking the preference and suggested that they reverse the minimum qualifications to place them in the order of importance. After extensive discussion, the Board reversed the order of the minimum qualifications, changed the word "preferred" to "desired" as previously discussed, and modified the qualifying education to include a "catch all" category for those holding an equivalent or similar degree. The Board members agreed to other technical, non-substantive changes to the job description. The Chair emphasized the fact that the staff had done a wonderful job in preparing this information for the Board and that the Board should consider the amendments to the motion.

The Chair put the motion, as amended, before the Board.

THE AMENDED MOTION PASSED UNANIMOUSLY.

The Chair directed the Board to the issue of salary for the Executive Director and discussed the options at length. They reviewed the salary history of the Executive Director at TBAE and considered the salaries of executive directors of other agencies comparable to TBAE.

A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO APPROVE A SALARY RANGE FOR THE EXECUTIVE DIRECTOR POSITION FROM \$120,000.00 TO \$140,000.00 ANNUALLY. THE MOTION PASSED UNANIMOUSLY.

The Chair proposed the following schedule to fill the Executive Director position:

November 1-30, 2014:	Job announcement posting;
December 15, 2014:	Staff forwards screened applications to the Board;
January 21, 2015:	Board determines top candidates for interview, develops and approves interview questions
February 2015:	Board convenes to conduct interviews
After February 2015:	Background checks and an offer is made

Ms. Dockery expressed her concern with the schedule as she believes it is a little ambitious given the holiday schedule. It was decided that the Board would pick a

short list of candidates on January 21<sup>st</sup> beginning at 1:00 p.m. The Board directed agency staff to screen applications and forward them to Board members by December 15, 2014. Mr. Anastos suggested each Board member send a list of her or his top five applicants to agency staff by January 16, 2015. At its meeting on January 21<sup>st</sup>, the Board will reduce the list to three to five candidates the Board will interview. The Board tentatively agreed on February 19, 2015, as the date when the Board would conduct interviews. The Chair stated it was his intention to extend an offer, subject to background checks, on that date. It was agreed that the Board would also select an alternate in the event the top candidate's background check eliminates her or him.

There was discussion as to where the job description would be posted and when it would be posted. Also, there was discussion regarding interview questions and the Chair requested staff to provide a set of interview questions and guidelines for the Board members. The Staff Services Officer stated she would provide a template of interview questions for the Board's consideration in addition to a list of matters the Board should not ask about during an interview.

**The Board took a break for lunch at 12:40 p.m. and reconvened by 1:13 p.m.**

## **6. Report on Rules**

### **A. Proposed Rules for Adoption/Consideration of Public Comments**

I. Amend Rules 1.69, 3.69 and 5.79 relating to continuing education  
The General Counsel explained to the Board that the first set of rules were proposed by the Board at the last meeting and had been published at the *Texas Register* for the last 30 days without receiving any public comment. He explained the propose rules provide a grace period in order to implement continuing education requirements upon initial or reinstated registration. A MOTION WAS MADE AND SECONDED (Davis/Edwards) TO ADOPT RULES 1.69, 3.69 AND 5.79 AS PROPOSED. THE MOTION PASSED UNANIMOUSLY.

II. Amend Rules 1.22, 3.22 and 5.32 to provide an expedited process for reciprocal registration of military spouses  
The proposed amendments General Counsel stated that the amendments to these rules were published for 30 days. The agency did not receive public comment. The proposed amendments require the agency to give priority to the reciprocal registration applications of military spouses. The amendments are required to implement legislative changes adopted in the previous session.

I. New Rules 1.29, 3.29 and 5.39 relating to the registration of military service members and military veterans.  
The General Counsel stated that the proposed new rules had been published and the agency had not received any public comment. The rules require the agency to count training and experience gained in military

service toward fulfilling the experience and education prerequisites for registration. The rules implement legislation from the previous session.

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO ADOPT THE AMENDMENTS AS PROPOSED TO RULES 1.22, 3.22 AND 5.32 AND TO APPROVE NEW RULES 1.29, 3.29 AND 5.39. THE MOTION PASSED UNANIMOUSLY.

II. Amend Rules 1.232, 3.232 and 5.242 relating to the penalty matrix for assessing sanctions for specified laws enforced by the Board  
The General Counsel reported the proposed amendments were part of the Rules Committee Report. The amendments more accurately describe the violations listed in the matrix and the corresponding sanctions. The amendment also includes technical corrections to cross-references made to other rules. The agency received no public comment regarding the proposed amendments.

A MOTION WAS MADE AND SECONDED (Davis/Mijares) TO ADOPT THE PROPOSED AMENDMENTS TO RULES 1.232, 3.232 AND 5.242. THE MOTION PASSED UNANIMOUSLY.

III. Amend Rule 1.147 clarifying restrictions upon the submission of competitive bids during architectural procurement in violation of the Professional Services Procurement Act (PSPA). The proposed amendment defines the term “competitive bid” for purposes of the PSPA to include information from which an architect’s fee may be indirectly determined or extrapolated.

IV. Repeal Rule 3.147 to eliminate the application of certain provisions of the PSPA to the procurement of landscape architectural services. The procurement requirements applicable to architecture do not apply to the procurement of landscape architecture under the PSPA. For this reason, the Rules Committee determined the rule should be repealed.

A MOTION WAS MADE AND SECONDED (Davis/Miller) TO ADOPT THE PROPOSED AMENDMENTS TO RULE 1.147 AND ADOPT THE REPEAL OF RULE 3.147. THE MOTION PASSED UNANIMOUSLY.

V. Amend Rules 1.144, 3.144 and 5.154 relating to dishonest practices to define the term “intent” as used in the prohibition upon making an assertion or otherwise acting to deceive, mislead or create a misleading impression. The amendment also clarifies the terms “knowing” and “knowledge” for purposes of a prohibition upon an architect’s knowingly giving false testimony. The amendments clarify prohibitions upon offering an inducement of significant value to a governmental entity to induce or reward being awarded publicly work.

A MOTION WAS MADE AND SECONDED (Davis/Anastos) TO ADOPT THE PROPOSED AMENDMENTS TO RULES 1.144, 3.144 AND 5.154.

VI. Amend Rules 1.43, 3.43 and 5.53 to allow for extensions to the 5-year “rolling clock” deadline on passing all sections of the registration examinations

The General Counsel explained that this amendment will bring the rule into compliance with NCARB’s rules. The proposed amendments would allow an extension to the 5-year deadline for serious medical conditions and active duty military service and allows for the issuance of more than one extension. A MOTION WAS MADE AND SECONDED (Anastos/Bearden) TO ADOPT THE PROPOSED AMENDMENTS TO RULES 1.43, 3.43 AND 5.53. THE MOTION PASSED UNANIMOUSLY.

**B. Draft Rules for Proposal**

Amend Rules 1.65, 3.65, and 5.75 to require the Board to send monthly renewal statements to registrants by email instead of U.S. Mail.

The General Counsel outlined the draft rule as eliminating the option of receiving renewal notices via regular mail. The current rules allow registrants to choose to receive notice via email, otherwise renewal notices are sent via U.S. Mail. The draft amendments eliminate U.S. Mail as an option for receiving renewal notices. At its previous meeting the Board requested the draft amendment in order to save the agency on printing and postal costs. A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO PROPOSE THE DRAFT RULES 1.65, 3.65 AND 5.75. The Board discussed the manner in which notice via email only would be implemented. The Board recommended that the agency provide a lot of notice about the change and that it be implemented very gradually so that all registrants will know to look for email notices of renewal and make sure they are not in a junk mail file. In response to a question from Mr. Davis, the Registration Manager reported that the agency spends roughly \$8,000 per year on printing and mailing postcards. In response to an inquiry from Mr. Bearden, the Registration Manager stated there is precedent for a state board to send renewal notices via email only, noting that the Board of Nurse Examiners has done so for years. THE MOTION PASSED WITH ONE OPPOSED (Bearden). Mr. Bearden suggested during implementation of the proposed rule, if adopted, that the Board track registration trends to determine if there is an increase in late renewals or canceled registrations resulting from missed renewal notification by email compared to U.S. Mail.

The Board discussed further the timing of the implementation of email renewal notification. The Interim Executive Director suggested that the agency spread out the transition of mail to email over a 12 month period. He stated from a communications standpoint, the agency would provide ample notice not just of the new method of renewal notice but to remind registrants to make sure the agency has a correct email address on file.

He stated the agency would save close to \$9,000.00 per year as a result of this implementation.

Ms. Dockery reported that NCARB adopted changes to the Intern Development Program requirements to eliminate elective hours to complete the internship. As of March 2015, NCARB will require 3,740 hours while TBAE currently requires 5,600. She said the Board should consider the mandatory requirements under the Board's rules in light of the change because NCARB may no longer require reporting over 3,740 hours. The Board considered delegating the matter to the Rules Committee. Mr. Davis suggested this topic should appear on the agenda for the Board's next meeting. The Chair stated he had received a comment raising the question of whether the Board should consider the modification of continuing education requirements to eliminate the required accessibility education. Mr. Bearden suggested checking with TDLR to determine if registrants really understand the accessibility requirements before eliminating the accessibility portion of the continuing education requirements. The Board considered delegating the matter to the Rules Committee or posting it to the agenda for the next Board meeting. The Chair directed the Interim Executive Director to confer with Mr. Davis, Chair of the Rules Committee, to determine how best to proceed regarding the proposed rule change.

**7. Enforcement Cases (Action)**  
**Review and possibly adopt Interim ED's recommendations in the following enforcement cases:**

**Continuing Education Cases:**

The General Counsel outlined the cases on the agenda. For continuing education cases, the Interim Executive Director's proposed agreed orders include a standard penalty of \$700 for misstatements to the Board, \$500 for failing to complete continuing education during the reporting period, and \$250 for failing to timely respond to an inquiry of the Board. The Chair asked if any Board member should be recused. No Board member stated a conflict of interest requiring recusal. The Chair asked if any case had unusual facts or otherwise required particular discussion. The General Counsel stated that they all fit the same fact patterns and none required specific discussion and all proposed administrative penalties adhere to the standard matrix.

**A MOTION WAS MADE AND SECONDED (Edwards/Davis) TO ADOPT THE INTERIM EXECUTIVE DIRECTOR'S RECOMMENDED ADMINISTRATIVE PENALTIES IN THE PROPOSED AGREED SETTLEMENTS OF THE FOLLOWING CASES INVOLVING CONTINUING EDUCATION VIOLATIONS:**

Bubis, Barry Ray (#142-14A)  
Carson, Virginia (#154-14A)  
Douthitt, Thomas (#148-14A)  
Hailey, Royce J. (#057-14A)  
Kingham, Alva Hill (#153-14I)

Rude, Brian C. (#159-14L)  
Sander, Erin L. (#150-14I)  
THE MOTION PASSED UNANIMOUSLY.

**The Board took a break at 2:15 p.m. and reconvened at 2:30 p.m.**

**8. Discussion of Specific Duties Delegated to the Board Legislative Committee:**

The Chair noted the Board created a Legislative Committee at an earlier meeting. The membership of the Committee includes the following:

Chuck Anastos  
Sonya Odell  
Chad Davis  
Chase Bearden  
Debra Dockery (Alternate)

Referring to the materials outlining prospective Committee operations, Mr. Davis noted the Committee will meet at public meetings which are posted in accordance with the Open Meetings Act. He observed that matters in the Legislature move quickly and without much notice. The Committee cannot reasonably be expected to meet on every issue that might come up. He suggested the Committee could meet and confer generally to pre-position the Board to address matters during the legislative session.

The Chair asked for nominations for Chair of the Board's Legislative Committee. Ms. Odell nominated Mr. Davis as Chair since he has experience representing the Texas Chapter of the American Society of Landscape Architects before the Legislature. Mr. Bearden stated his belief that it is important for the Chair to be one of the design professionals and he would be the backup since he lives in Austin. A MOTION WAS MADE AND SECONDED (Anastos/Edwards) TO CLOSE NOMINATIONS AND ELECT MR. DAVIS CHAIR BY ACCLAMATION. THE MOTION PASSED UNANIMOUSLY.

**9. Board Election**

The Chair placed the topic of elections of Board Vice-Chair and Secretary/Treasurer before the Board.

A MOTION WAS MADE AND SECONDED (Mijares/Miller) TO NOMINATE DEBRA DOCKERY TO CONTINUE AS TBAE'S VICE-CHAIR OF THE BOARD. A MOTION WAS MADE AND SECONDED (Mijares/Miller) TO CLOSE NOMINATIONS AND ELECT MS. DOCKERY VICE-CHAIR BY ACCLAMATION. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE AND SECONDED (Mijares/Odell) TO NOMINATE PAULA ANN MILLER TO CONTINUE AS TBAE'S SECRETARY/TREASURER. A MOTION WAS MADE AND SECONDED (Mijares/Odell) TO CLOSE NOMINATIONS AND ELECT MS. MILLER SECRETARY/TREASURER BY ACCLAMATION. THE MOTION PASSED UNANIMOUSLY.

**10. 2015 Board Meeting Schedule**

The Chair put the Board meeting schedule before the Board. He reported he had asked staff to distribute meeting dates as equally as possible throughout the year, depending upon the availability of meeting rooms in order make the meetings quarterly. The dates outlined by agency staff are:

Thursday, January 22, 2015, Room III-102

Thursday, April 30, 2015, Room II-225

Monday, August 24, 2015, Room III-102

Thursday, October 29, 2015, Room III-102

The Board discussed the prospective meeting dates. Ms. Miller stated a conflict on April 30, 2015. The Chair directed agency staff to determine if a date on April 23, 2015, or May 7, 2015, is available. The Chair directed agency staff to email dates to the Board after looking at room availability. The Director of Operations reported that April 23, 2015, is available. The Chair stated the Board would meet on that day.

**11. Chair's Closing Remarks**

The Chair thanked the Interim Executive Director and staff in their communications with the Board. He complimented the Interim Executive Director on his performance in his new role.

**12. Adjournment**

A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO ADJOURN THE MEETING AT 2:45 P.M. THE MOTION PASSED UNANIMOUSLY.

Approved by the Board:

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ALFRED VIDAURRI, JR., AIA, NCARB, AICP  
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS



# 2015 Budget: First Quarter Executive Summary and Explanatory Notes

## **Executive Summary:**

Overall, the agency's finances are tracking very normally with no cause for concern. While a few line items appear to be mildly off target after one quarter, almost every item is easily explained and expected to be on or below budget as the fiscal year moves on.

Highlights and items of interest are presented below. The budget report follows this page.

## **Explanatory Notes:**

### **Revenues**

1. Business Registration Fees: There happen to be far fewer business registrants (firms) renewing in September, October, and November than in any other quarter, and this item is expected to be on track as the year progresses.
2. Late Fee Payments: As discussed during the previous two Board Meetings, this item continues to produce higher revenues than expected. After one quarter, more than a third of the expected fiscal year's revenue already has accrued (again without a satisfying explanation).

### **Expenditures**

1. Salaries and Wages: This line item is already below quarterly expectation, but does include a large one-time lump-sum payment. In other words, this line item would be even lower but for this single non-recurring expense.
2. Operating Expenditures: The first quarter is when the Board's annual insurance policy (a significant expense) is renewed and paid, and this line item is expected to be on budget by end of year.
3. Membership Dues: The first quarter is when we pay our dues to the three national organizations, so the "front-loaded" expenditures will slow for the next three quarters and we expect them to be on budget by year's end.
4. IT Upgrades: The agency is front-loading its IT purchases, and the line item is expected to be on track as the year progresses. (Note: By year's end, we may see a modest overrun on this item, as IT-specific training was recategorized into this line item. Should that occur, the overrun will be offset completely by lowered expenditures in the Staff Training line item.)

**Texas Board of Architectural Examiners  
Fiscal Year 2015 Budget with Servers**

<b>Revenues:</b>	
Licenses & Fees	
Business Registration Fees	
Late Fee Payments	
Other	
Interest	
<b>Potential Draw on Fund Balance</b>	
<b>Total Revenues</b>	
<b>Expenditures:</b>	
Salaries and Wages	
Payroll Related Costs	
Professional Fees & Services	
Travel	
Board Travel	
Staff Travel	
Office Supplies	
Postage	
Communication and Utilities	
Repairs and Maintenance	
Office Rental	
Equipment Leases--Copiers	
Printing	
Operating Expenditures	
Conference Registration Fees	
Membership Dues	
Staff Training	
SWCAP Payment	
Payment to GR	
<b>IT Upgrades in 2014 with Servers</b>	
<b>Total Expenditures</b>	
<b>Excess/(Deficiency) of Rev over Exp.</b>	

<b>FY 2015 Approved Budget</b>	<b>FY 2015 Actual through 11-30-2014 1st Quarter</b>
2,446,000.00	609,235.48
72,000.00	13,275.00
85,000.00	29,140.00
1,000.00	1,099.66
500.00	50.88
<b>67,105.00</b>	
<b>2,671,605.00</b>	<b>652,801.02</b>
1,356,156.00	333,763.42
398,000.00	102,553.27
32,000.00	6,951.41
30,000.00	5,053.89
18,000.00	2,980.24
12,000.00	1,213.99
15,000.00	3,058.43
18,800.00	3,386.53
1,000.00	75.00
60,910.00	15,227.50
10,000.00	2,132.22
23,475.00	5,861.30
47,000.00	17,588.63
4,000.00	132.50
20,000.00	8,610.00
5,000.00	132.50
68,939.00	17,234.75
510,000.00	127,500.00
<b>41,325.00</b>	<b>13,832.70</b>
<b>2,671,605.00</b>	<b>667,288.28</b>
-	<b>(14,487.26)</b>

<b>FY 2015 Actual Rev. &amp; Expenditures as a Percentage</b>
24.91%
18.44%
34.28%
109.97%
10.18%
0.00%
<b>24.43%</b>
24.61%
25.77%
21.72%
16.85%
16.56%
10.12%
20.39%
18.01%
7.50%
25.00%
21.32%
24.97%
37.42%
3.31%
43.05%
2.65%
25.00%
25.00%
33.47%
<b>24.98%</b>

<b>Funding for 6 months</b>
<b>Ending Fund Balance</b>

<b>1,335,802.50</b>
<b>816,336.50</b>


**Enforcement Penalties Collected**

12,300.00 (Does not appear in budget)

**General Revenue Collected**

784,400.00 (\$200 per Active status license, not in budget)

Texas Board of Architectural Examiners Fiscal Year 2015 Budget Scholarship Fund	FY 2015 Budget	FY 2015 Actual Expenditures Sept 1, 2014---June 30, 2015	FY 2015 Remaining Budget
Operating Fund Beginning Fund Balance:	-	-	118,958.89
Adjusted Beginning Balance	-	-	-
Scholarship Fund Beginning Balance	122,951.56		
<b>Total Beginning Scholarship Fund Balance</b>	<b>122,951.56</b>	<b>122,951.56</b>	<b>118,958.89</b>
<b>Expenditures:</b>			
Operating Expenditures-Scholarship Payments		3,992.67	-
<b>Total Expenditures</b>		<b>3,992.67</b>	<b>-</b>
<b>Excess/(Deficiency) of Rev. over Exp.</b>	<b>122,951.56</b>	<b>118,958.89</b>	<b>-</b>
<b>Fund Balance</b>	<b>122,951.56</b>	<b>118,958.89</b>	<b>118,958.89</b>

Number of Scholarships Awarded

8

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

**ACTION ITEMS/ITEMS OF INTEREST ASSIGNED AT TBAE BOARD MEETINGS**  
*(October 20, 2014 Board Meeting)*

Item #	Priority	Action Description	Action Details	Due Date	Status	Action Owner
1.	One	Ms. Odell asked for an update at each Board meeting on whether the four Corpus Christi Independent School District respondents have taken their required Continuing Education classes in Ethics.	<b>INFORMATION/UPDATE – NOT CURRENTLY ON BOARD AGENDA</b>	Ongoing	The Board, through letter of 5/19/14, notified the four respondents that they must submit a certificate of completion of 2 hours of professional ethics training by 5/15/2015. They were also notified of a course approved by the Board. Staff in legal and investigations have in place a monitoring process, “compliance follow-up” in which we monitor compliance with these non-monetary sanctions. As of this date, none of the four respondents have reported taking the required Ethics courses. We will provide another update at the Jan 22 Board meeting.	Jack Stamps
				Sep 24	As of September 24, none of the Corpus Christi respondents have reported completion of the continuing education requirement set forth in the board orders.	
				Jan 8	As of December 9, none of the Corpus Christi respondents have reported completion of the continuing education requirement set forth in the board orders.	
2.	One	Have a social media presence	<b>ITEM IS POSTED ON JAN 22 BOARD AGENDA</b>	Jan 22	Social media implementation plan and policy and procedures for Board approval	Glenn Garry
3.	One	Discontinue hard copy distribution of Board Notebooks.	Effective January 2015, staff will distribute Board electronic notebooks via hyperlink, PDF and Word applications.  <b>INFORMATION/UPDATE – NOT</b>	Jan 22	Board electronic notebooks are posted on the TBAE website	Glenda Best

Item #	Priority	Action Description	Action Details	Due Date	Status	Action Owner
			<b>CURRENTLY ON BOARD AGENDA</b>			
4.	One	1. Mijares: Project a balanced budget for the next three years. 2. Identify the differences in revenue from FY 2009 to present FY 2014. 3. Calculate the total number of candidates who sat for the examination in the past year for the three professions.	<b>INFORMATION/UPDATE – NOT CURRENTLY ON BOARD AGENDA</b>			Ken Liles Mary Helmcamp
5.	One	Average age distribution of registrants	<b>INFORMATION/UPDATE – NOT CURRENTLY ON BOARD AGENDA</b>			Mary Helmcamp Dale Dornfeld
6.	One	Minor changes identified on proposed ED job description.	Changes made on ED JD  <b>INFORMATION/UPDATE – NOT CURRENTLY ON BOARD AGENDA</b>	Oct 21	Board chair's signature and return.	Glenda Best

Item #	Priority	Action Description	Action Details	Due Date	Status	Action Owner
7.	One	ED Job Announcement	See revised ED Recruitment and Placement Plan for detailed processes.	Oct 21-31 Oct 31 Nov 1-30 Dec 1-15 Jan 16 Jan 21 Feb 19	1. Draft Ed job announcement for Board approval. 2. Provide contact information for distribution purposes: Alfred NCARB, Chad, CLARB, and Sonya CIDQ. 3. Post approved ED job announcement. 4. Staff screens, develops an applicant matrix categorized by experience and education levels, and distribute matrix and applications in PDF format to the Board. 5. Board members submit their individual top 5 candidates from the applicant matrix back to staff in preparation for the Jan 21 meeting. Develop and post an agenda; meeting to begin at 1:00 pm. 6. Board collectively identifies top 5 candidates for interview on Feb 19; develop interview questions and evaluation method. Staff will schedule and contact selected candidates for interview; create an agenda for posting on the Texas Register. Board convenes to conduct interviews.	Glenda Best Christine Brister
8.	One	At the Rules committee meeting held on July 25, Mr. Edwards asked that we modify the case summary template to include sanctions precedent over 4 years.	Programming database to show chart of sanction history  <b>ITEM IS POSTED ON JAN 21 BOARD AGENDA</b>	Jan 22	The Rules Committee asked for a sample template – not sure when or what it could look like. However, we targeted the Jan 22 Board meeting date to develop and present a template.	Glenn Garry Dale Dornfeld
9.	Two	Ms. Dockery recommended the rule change to the NCARB Internship Development Plan decreased hours. The Chair recommended that the IDP decreased hours should be addressed at the Jan 22 Board meeting. The one hour ADA accessibility CE rule is referred to the Rules Committee.	<b>ITEM IS POSTED ON JAN 22 BOARD AGENDA</b>	Unspecified	Items will be posted on the next Rules Committee meeting agenda. Next committee meeting to be determined by the committee chair.	Glenn Garry Chad Davis Scott Gibson

Item #	Priority	Action Description	Action Details	Due Date	Status	Action Owner
10.	Three	PSPA presentation to school administrators, school board members, etc.	<b>INFORMATION/UPDATE – NOT CURRENTLY ON BOARD AGENDA</b>	Ongoing		Scott Gibson
11.	Low Priority	Make our Website mobile-friendly; develop apps for mobile devices.  TBAE App.	Create a comprehensive plan to mobilize our Website		Low priority  Work in progress	Glenn Garry IT

# Overview of Agency Finances and Financial Trends

During the October Board Meeting, a Member asked staff to look into the causes of the recent decline in agency revenues year-to-year. Below is my effort to do so, with an eye toward planning generally for the future.

Please note that while I am confident in the data provided herein, outside factors are inherently speculative, and not included in this report. It is outside my experience (and that of TBAE staff as a whole) to know what outside factors may be at work. Practitioners or other market participants may have a better understanding of such factors.

Executive Summary (charts follow below)

Agency revenues [are declining year to year](#) as a result of:

- A modest but clear [decline in Active-status registrants](#) in recent years,
- A general [decline in enforcement penalties collected](#), even before the legislative change sending penalties to State General Revenue, and
- A shallow [decline in late fee payments](#), followed by a legislatively mandated, severe, and permanent reduction in 2014; dollar-wise, this appears to be the largest driver of the revenue downturn.

Other observations of some import to overall agency finances in the recent past (and future):

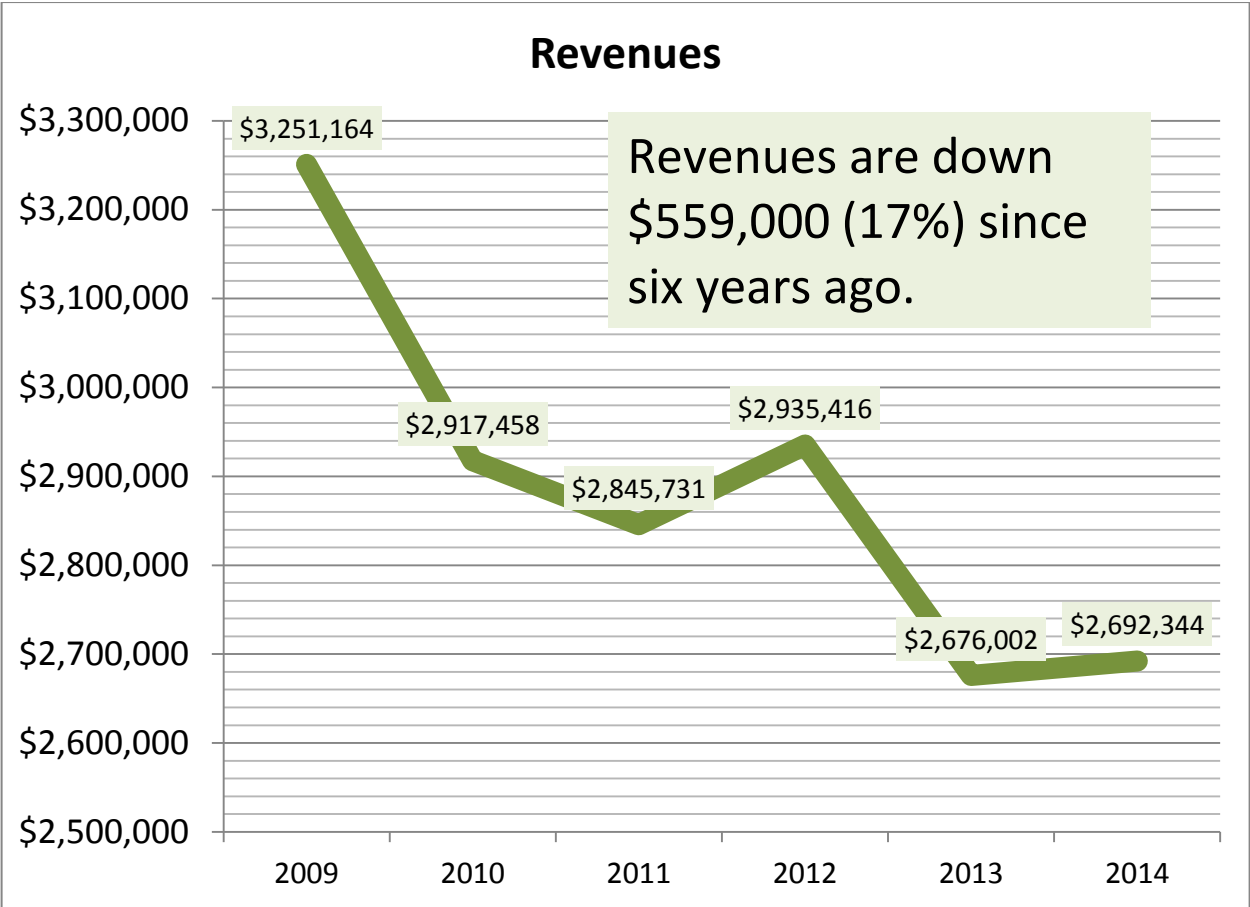
- Since 2009, [a steep decline in NCIDQ test-takers](#)
- Since restructuring in 2009, a [drop in ARE test-takers with a recent recovery](#)
- No particularly clear trend in pass rates over time for any of the three exams (data not charted herein, but available on request)
- Age distributions show that [architects in particular appear to forego licensure relatively quickly in their mid-sixties](#).
- Age distributions also reveal that a large proportion of all registrants (all professions) are at or nearing retirement age.
- Finally, in September of 2017 the vast majority of 1,800 “affected RIDs” (from HB 1717 in 2013) will become ineligible to maintain registration.

Side notes and responses to Board inquiries:

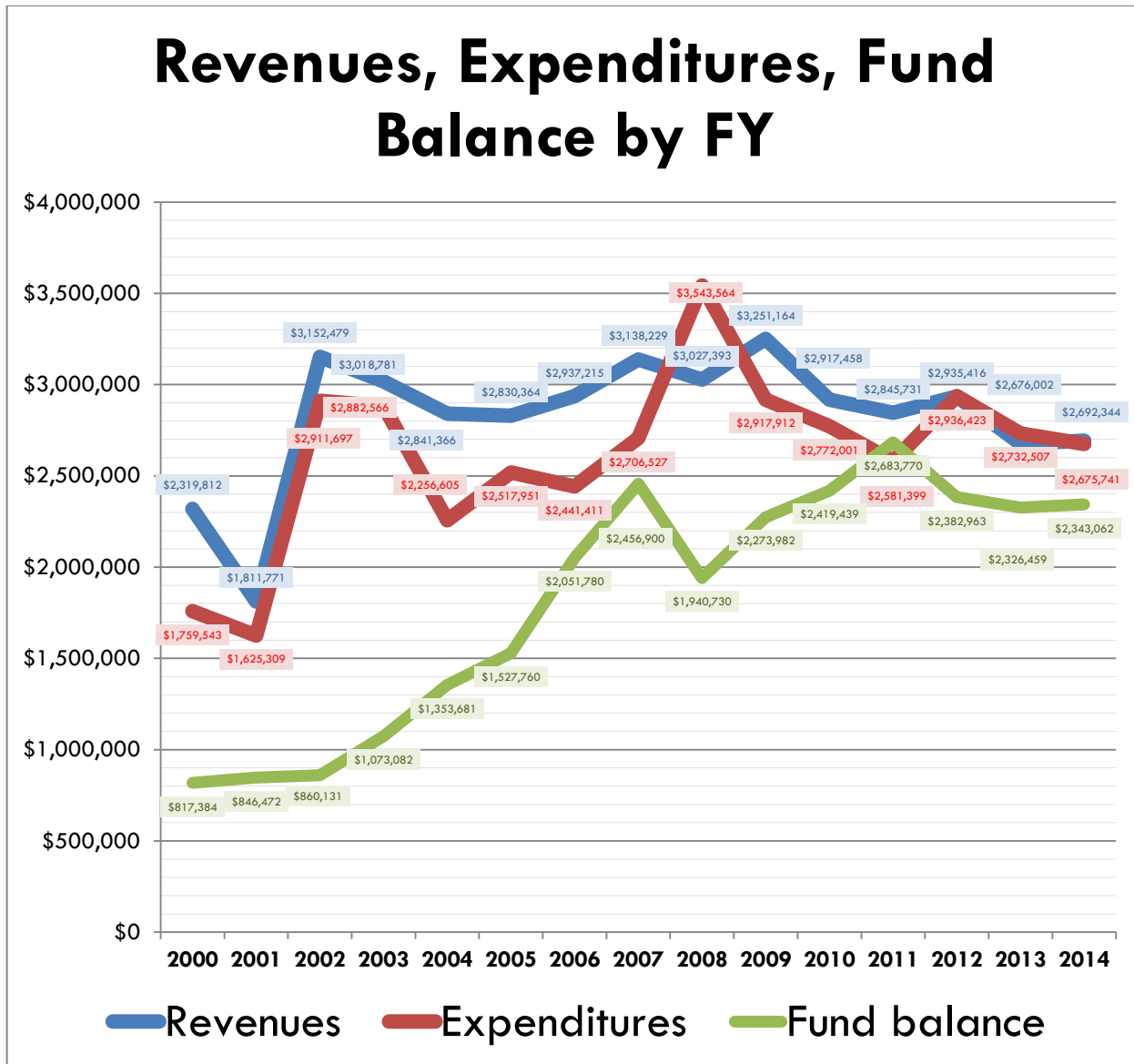
- A Board Member asked whether there is a relationship between reciprocal first-time registrations in Texas versus nationwide. There is a soft correlation between the Texas and nationwide trends, comparing first-time reciprocal Texas registrants versus NCARB’s reportage of nationwide reciprocal licensees. (Source: NCARB’s Survey of Registered Architects)
- Overall, it remains true that in-state and reciprocal licensee ratios remain very static year to year.
- Per the request of a Board Member and for context, I have provided [a summary of expenditures, revenues, and fund balance extending back further in time](#).



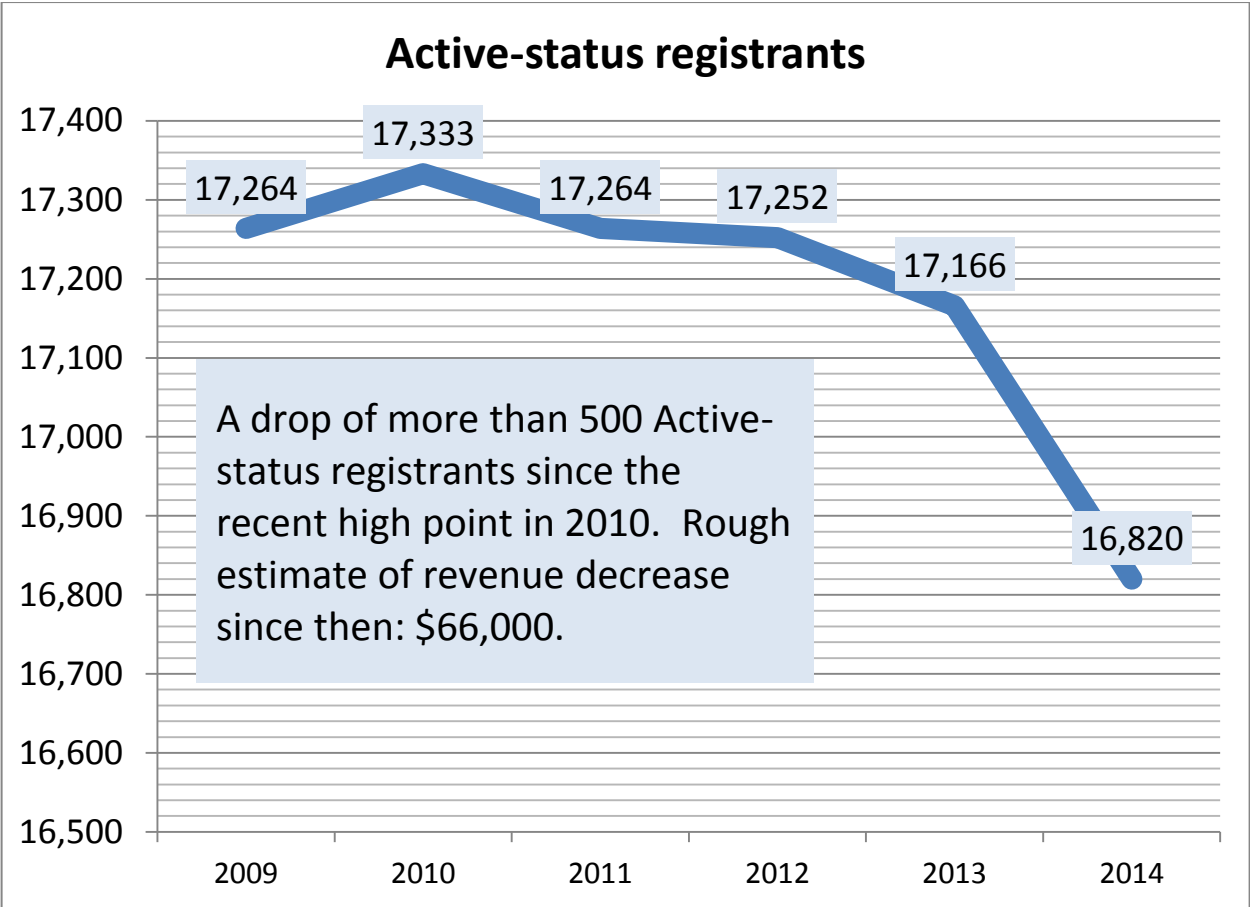
Agency revenues are generally declining:



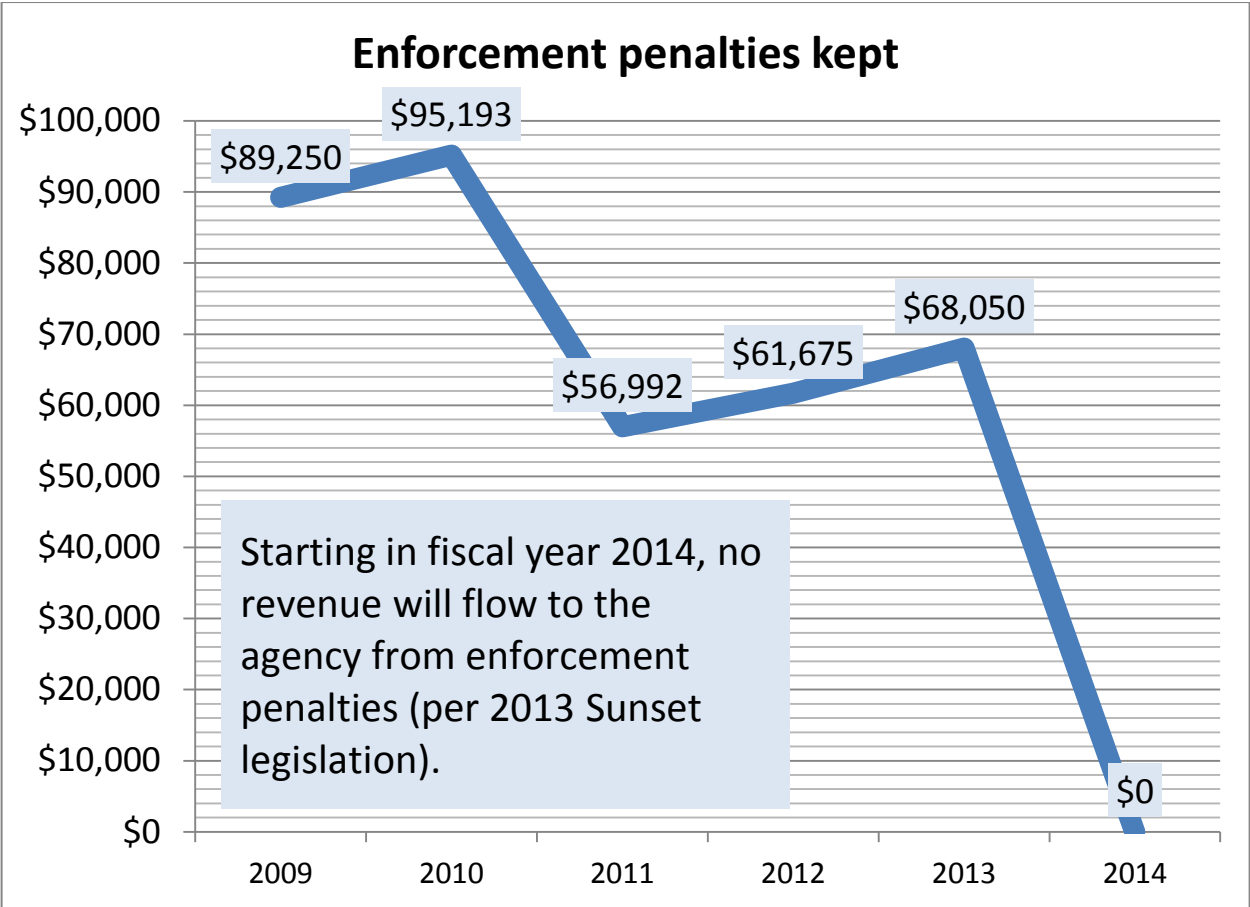
For context: Looking further backwards at overall agency finances



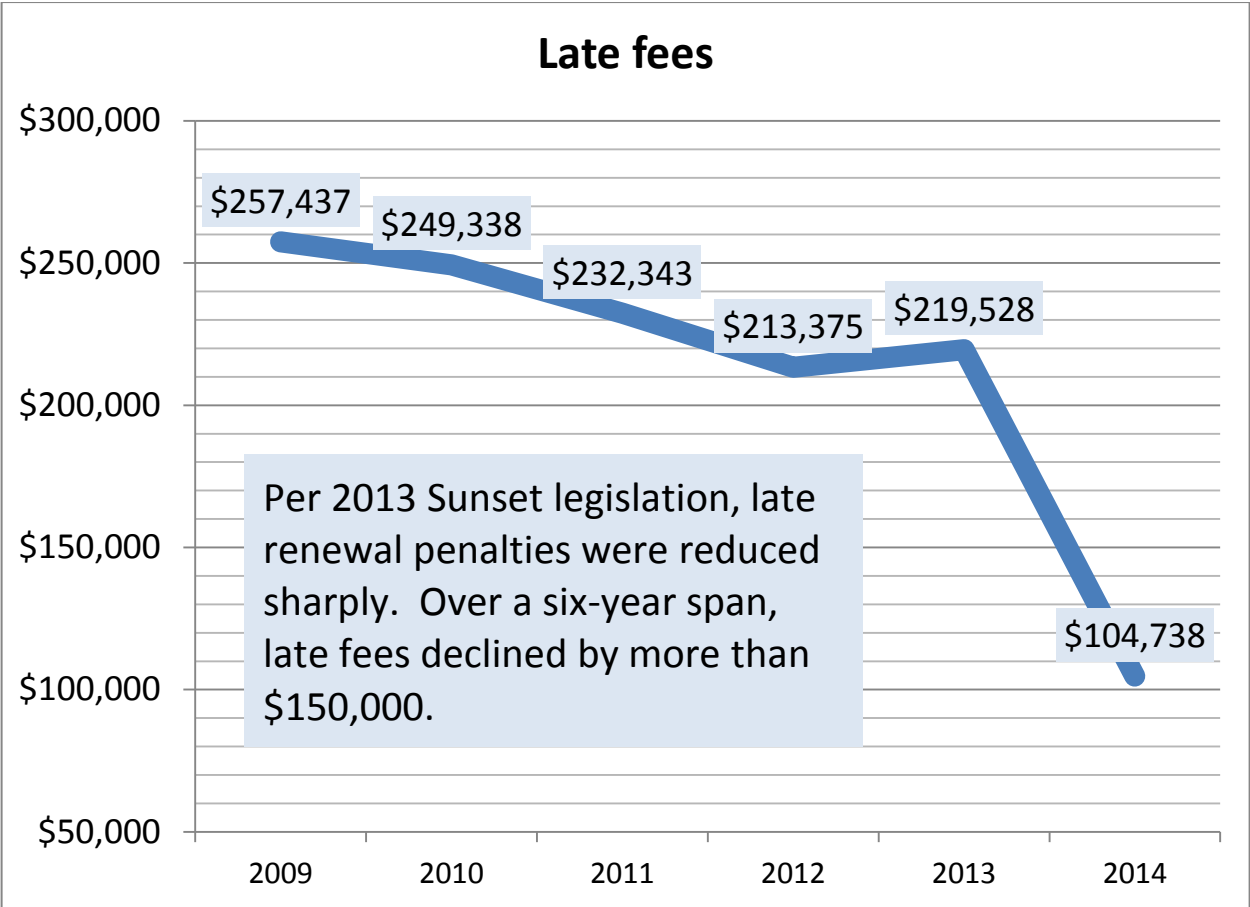
Factor number one: Declining Active-status registrant numbers.



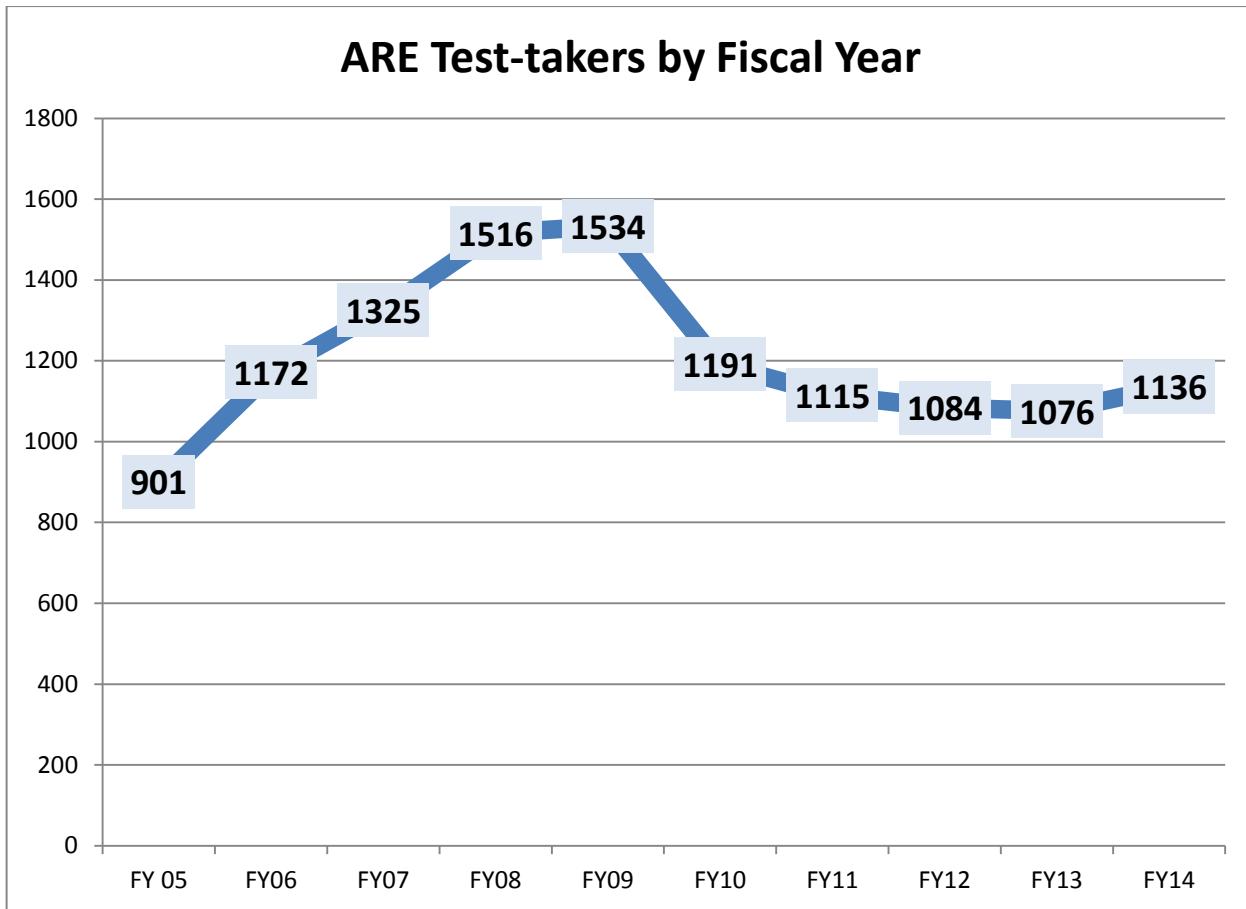
Factor number two: Enforcement penalties now flow to General Revenue.



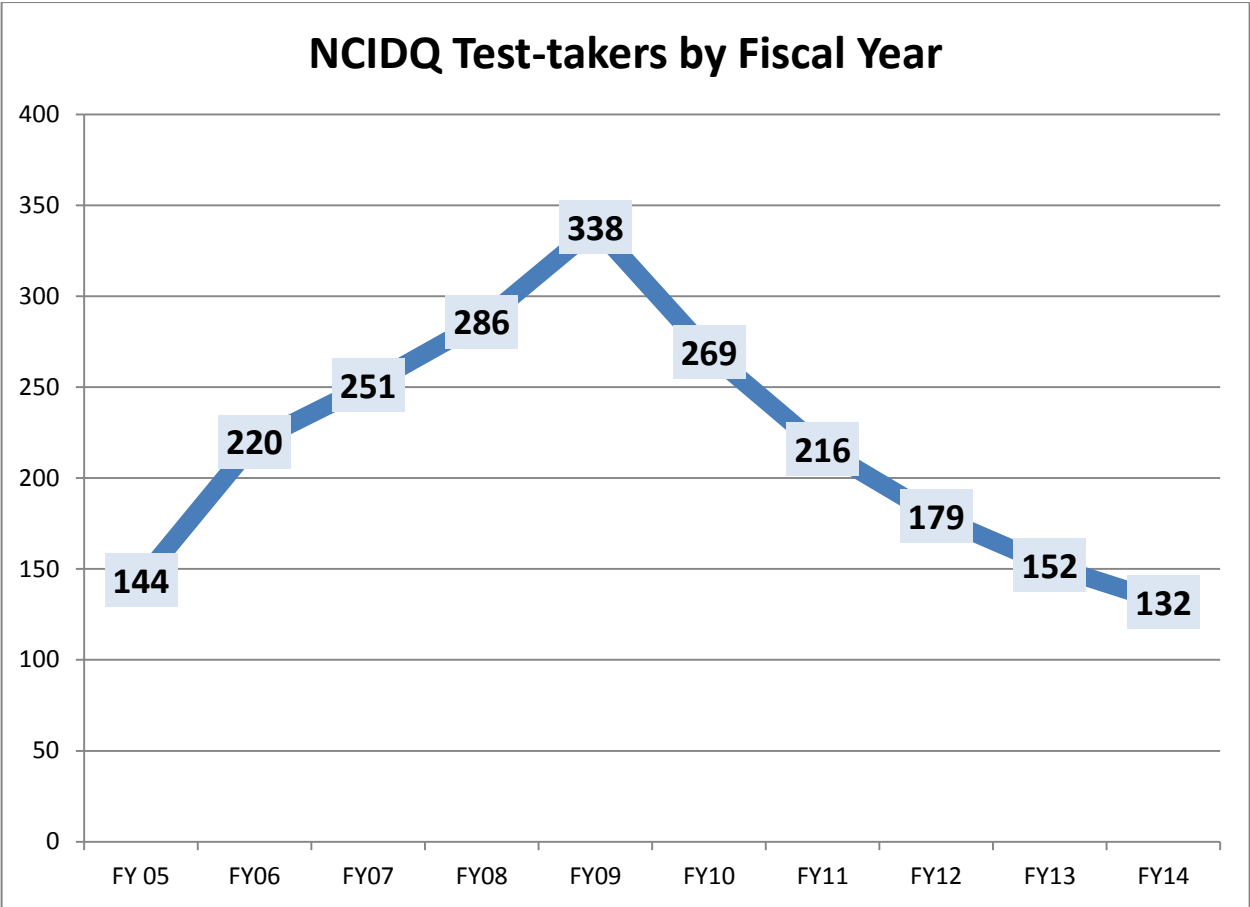
Factor number three: Reduced late renewal penalty fees.



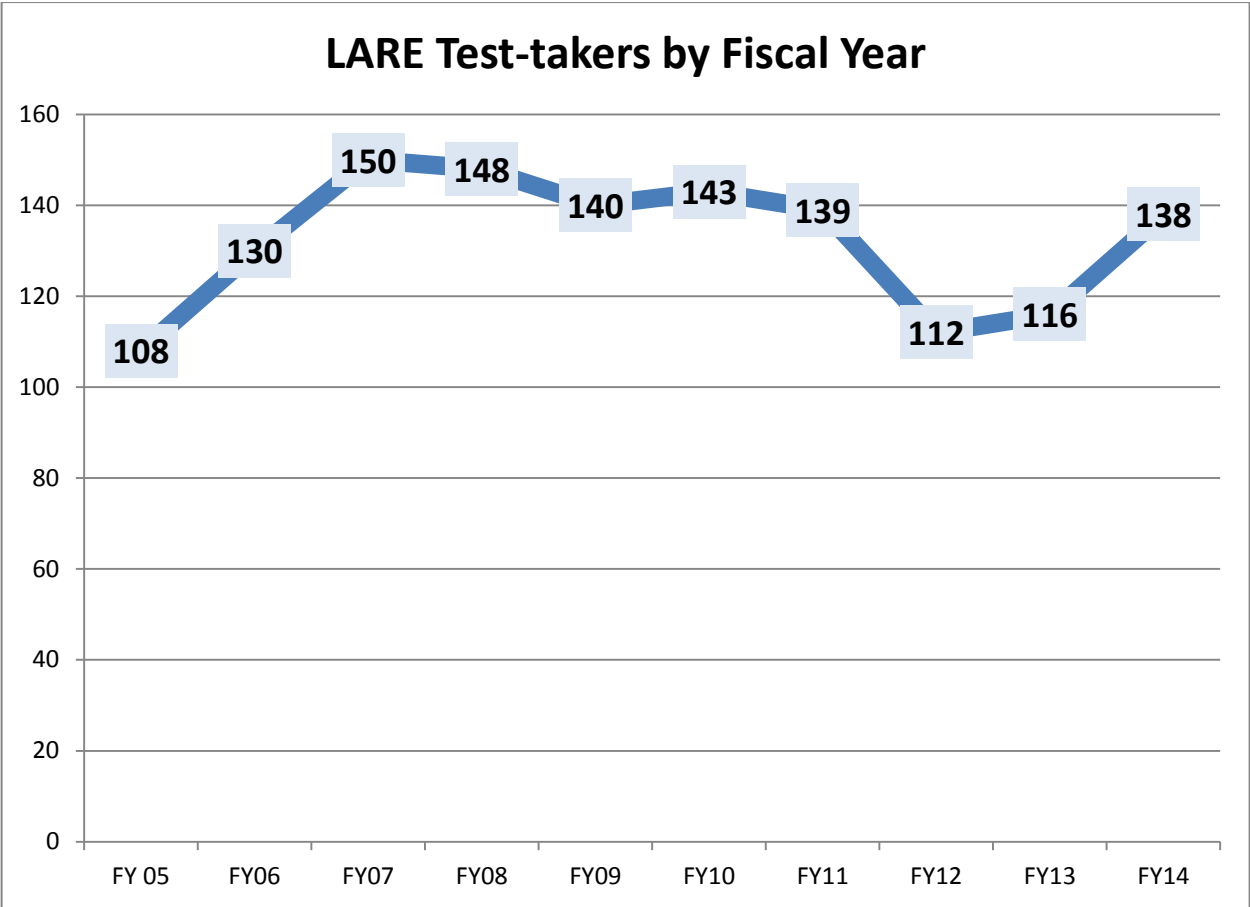
# ARE test-takers



NCIDQ test-takers

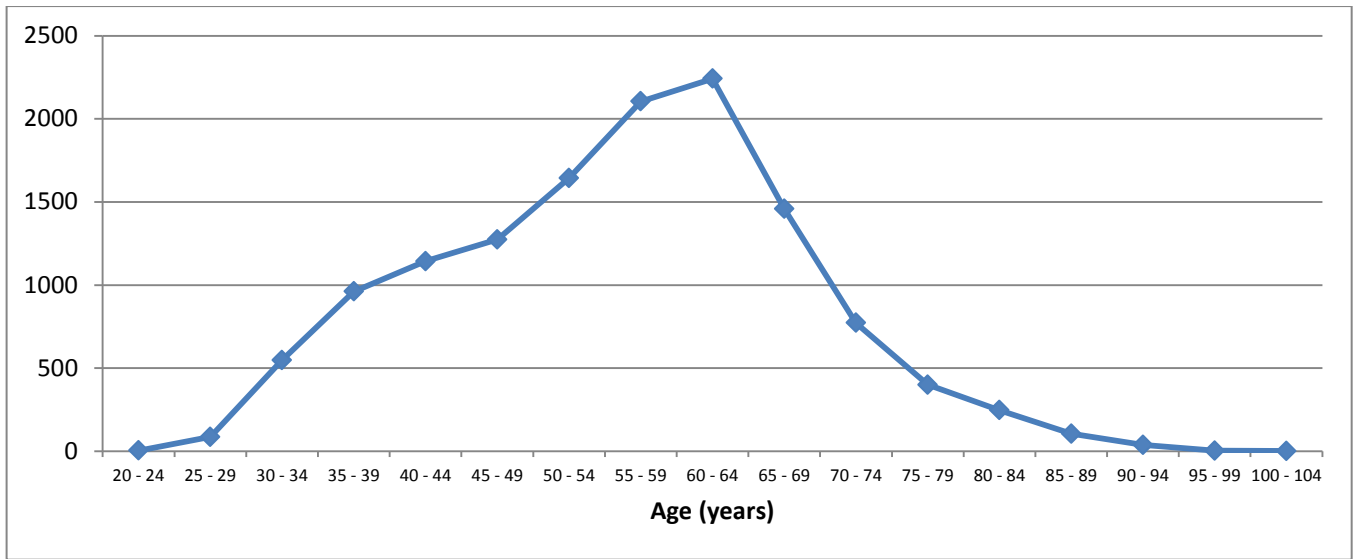


LARE test-takers

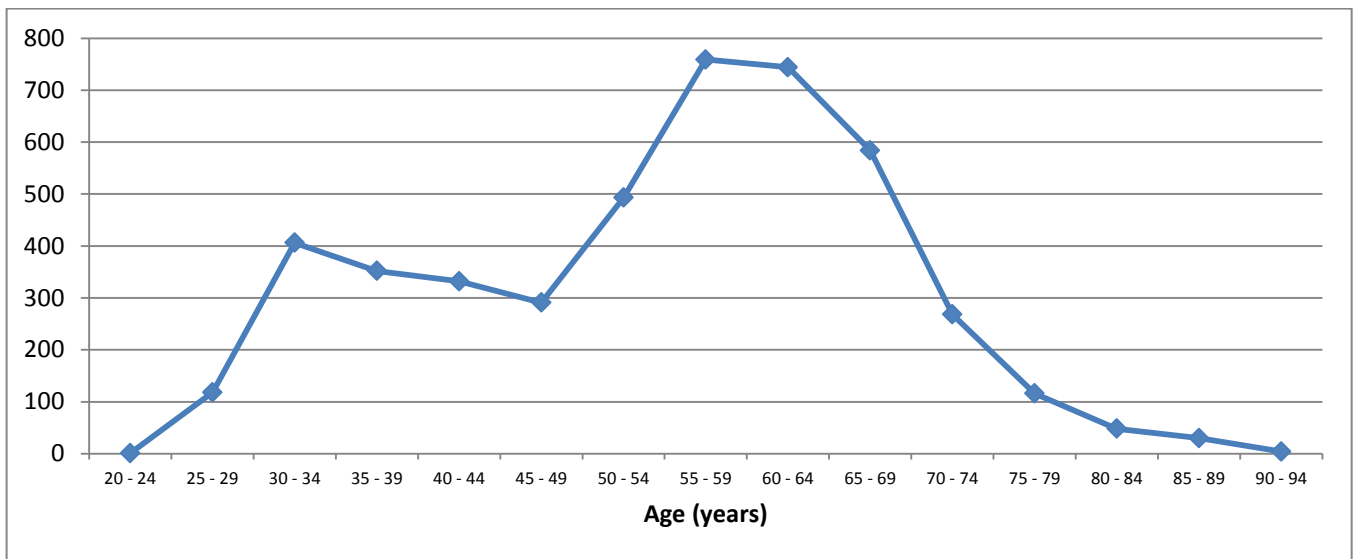




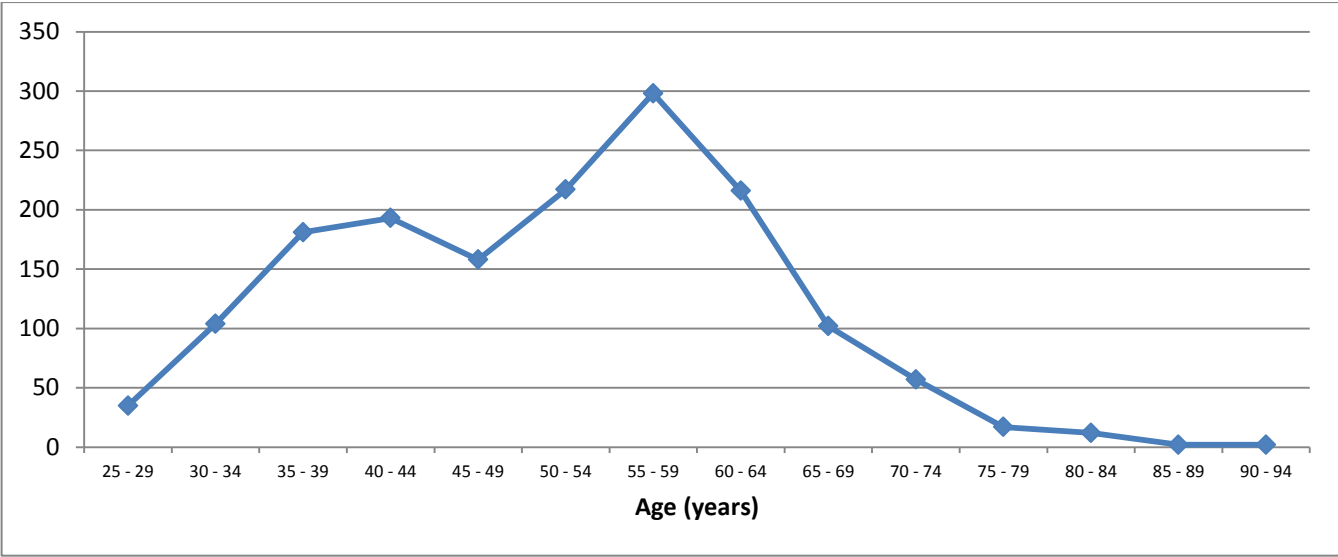
### Architect registrants, by age



### RID registrants, by age

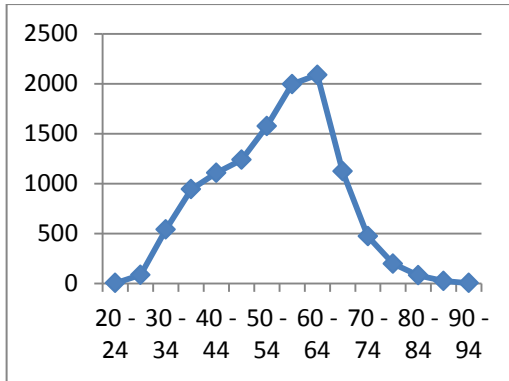


Landscape Architect registrants, by age

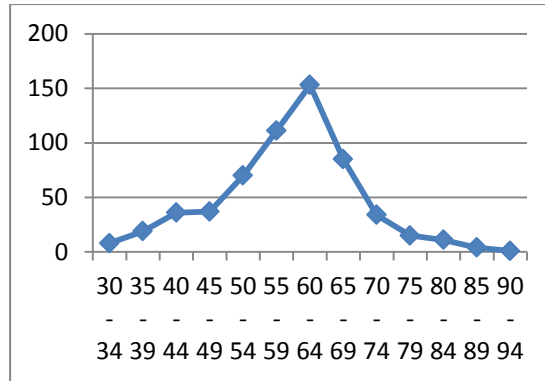


# Architect registrants, by age and by status

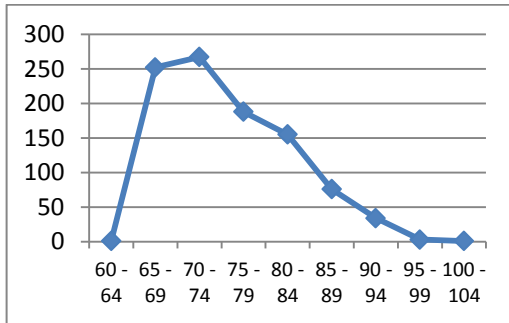
## Active



## Inactive

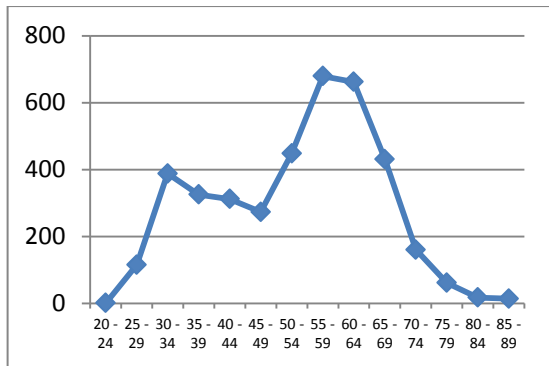


## Emeritus

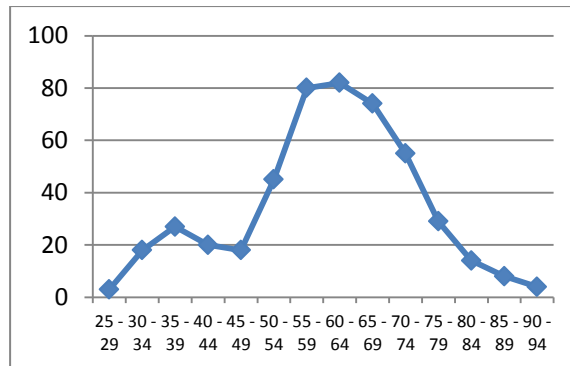


## RID registrants, by age and by status

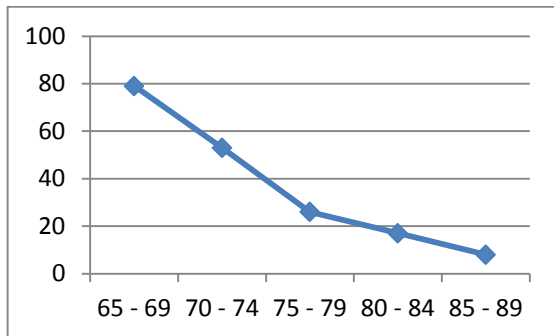
### Active



### Inactive

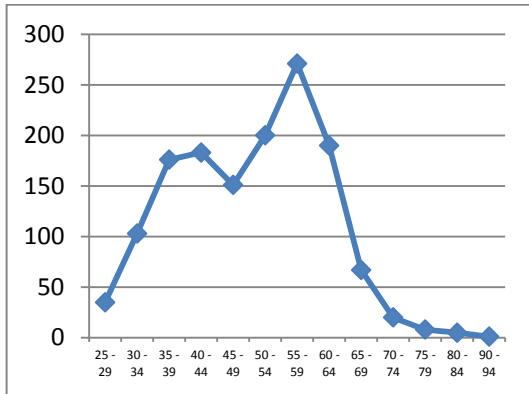


### Emeritus

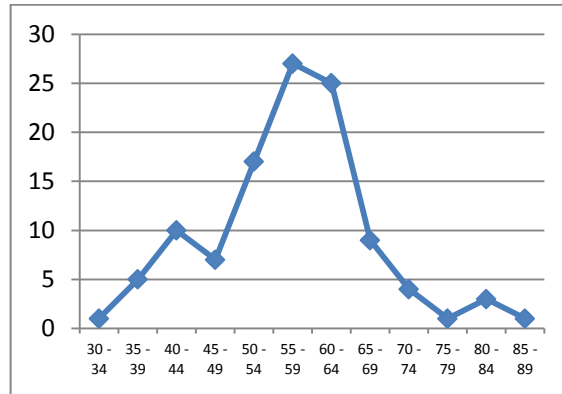


# Landscape Architects, by age and by status

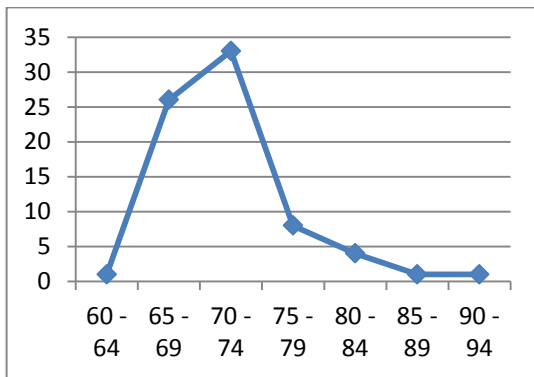
## Active



## Inactive



## Emeritus



## Social Media update

During the last Board Meeting, Staff laid out the agency's plans to begin using social media. In the course of that discussion, it was suggested that Staff look into managing its employees' use of their own personal social media in terms of its effect on the agency's official social media presence.

After a series of meetings among executive, human resources, IT, and legal staff, the following decisions were made:

- TBAE currently addresses Staff use of personal social media and State equipment via the Employee Handbook and agency policy.
- After careful research, Staff has determined that the agency may only take issue with or place restrictions on speech (via social media or otherwise) that runs afoul of laws regarding such things as defamation, slander, harassment, or other speech that impedes the ability of the agency or its employees to do their jobs.
- The agency will include some "best practices" in a forthcoming update of its policies, laying out, to the extent permissible, guidelines for Staff use of social media.

Staff would be happy to answer any questions from the Board, and hopes to receive permission to move forward with its Twitter and Facebook social media. (Under current proposed policy, LinkedIn will have to wait until the permanent Executive Director decides to move forward with it.)

## Summary

### Proposed Amendments to Rules 1.65(a), 3.65(a) and 5.75(a)

#### Current Rule/Background

Current rules 1.65, 3.65 and 5.75, allow the Board to email renewal notices to a registrant only if the registrant requests notice via email. In the absence of an affirmative action by the registrant to request email notification, the Board must provide written notice by some other means. As a practical matter, the only other means of providing written notice is on paper through the mail.

After discussion regarding the agency budget, the Board directed agency staff to research the Board rules and determine whether renewal reminder notices may be sent to registrants via email in lieu of postal mail. The agency estimated that the cost of purchasing, printing and mailing postcards is roughly \$8,500 per year. At its October meeting, the Board proposed an amendment to the renewal notice rule to allow the agency to provide notice via email only which would eliminate printing and postage costs.

#### Proposed Rule Amendments

The proposed amendments would require the Board to provide renewal notices via email. The amendments would strike references to providing email notices only upon the request of registrants.

#### Note

The draft amendments would not prohibit other forms of notice. The rule amendments would allow the Board to send notice via mail and email for an initial period to allow registrants time to adjust to receiving notice only via email in subsequent years.

The proposed amendments were published in the November 14, 2014, edition of the *Texas Register*. To date, the agency has received no public comment regarding them.

**RULE §1.65(a) Annual Renewal Procedure**

1 (a) The Board shall send via email an annual registration renewal notice to each Architect. An  
2 Architect must notify the Board in writing (e-mail, fax, on the Board's Web site, or by U.S. mail)  
3 each time the Architect's email address or mailing address of record changes. ~~The [,-and the]~~ written  
4 notice of the Architect's change of address must be submitted to the Board within thirty (30) days  
5 after the effective date of the change of address. ~~[Upon request by an Architect, the Board shall send~~  
6 ~~the annual registration renewal notice via e-mail. An Architect who requests receipt of the renewal~~  
7 ~~notice via e-mail must notify the Board in writing (U.S. mail, on the Board's Web site, e-mail, or~~  
8 ~~fax) each time the Architect's e-mail address of record changes no later than thirty (30) days after~~  
9 ~~the effective date of the change of the e-mail address.]~~

**RULE §3.65(a) Annual Renewal Procedure**

10 (a) The Board shall send via email an annual registration renewal notice to each Landscape  
11 Architect. A Landscape Architect must notify the Board in writing (e-mail, fax, on the Board's Web  
12 site, or by U.S. mail) each time the Landscape Architect's email address or mailing address of  
13 record changes. ~~The [,-and the]~~ written notice of the Landscape Architect's change of address must  
14 be submitted to the Board within thirty (30) days after the effective date of the change of address.  
15 ~~[Upon request by a Landscape Architect, the Board shall send the annual registration renewal notice~~  
16 ~~via e-mail. A Landscape Architect who requests receipt of the renewal notice via e-mail must notify~~  
17 ~~the Board in writing (U.S. mail, on the Board's Web site, e-mail, or fax) each time the Landscape~~  
18 ~~Architect's e-mail address of record changes no later than thirty (30) days after the effective date of~~  
19 ~~the change of the e-mail address.]~~

**RULE §5.75(a) Annual Renewal Procedure**

20 (a) The Board shall send via email an annual registration renewal notice to each Registered Interior  
21 Designer. A Registered Interior Designer must notify the Board in writing (e-mail, fax, on the  
22 Board's Web site, or by U.S. mail) each time the Registered Interior Designer's email address or  
23 mailing address of record changes. ~~The [,-and the]~~ written notice of the Registered Interior  
24 Designer's change of address must be submitted to the Board within thirty (30) days after the  
25 effective date of the change of address. ~~[Upon request by a Registered Interior Designer, the Board~~  
26 ~~shall send the annual registration renewal notice via e-mail. A Registered Interior Designer who~~



1 ~~requests receipt of the renewal notice via e-mail must notify the Board in writing (U.S. mail, on the~~  
2 ~~Board's Web site, e-mail, or fax) each time the Registered Interior Designer's e-mail address of~~  
3 ~~record changes no later than thirty (30) days after the effective date of the change of the e-mail~~  
4 ~~address.]~~

## **Renewal Notice – Statutory Requirement**

### **§1051.352. NOTICE OF EXPIRATION.**

Not later than the 30th day before the date a person's certificate of registration is scheduled to expire; the board shall send written notice of the impending expiration to the person at the person's last known address according to the records of the board.

## **Summary**

### **Draft Amendments to Rule 1.191 – Architectural Internship**

#### **Current Rule/Background**

The internship development training program requires the completion of 5,600 training hours, including 1,860 elective hours.

The National Council of Architectural Registration Boards (“NCARB”) administers the internship development program for the Texas Board of Architectural Examiners. The Board of Directors of NCARB recently voted to eliminate the requirement to complete elective hours of training requirements. (See attached announcement, dated September 22, 2014.) According to the announcement, NCARB anticipates implementing the change before June 2015. NCARB also noted “Many states will need to formally adopt the streamlined program because of how experience requirements for licensure are written in their laws or rules.” It has not yet been disclosed whether NCARB will accept and maintain experience records for elective hours after it has implemented the reduction of internship experience hours.

#### **Draft Amendments**

The draft amendment would eliminate the requirement for interns to complete 1,860 hours of elective training from the TBAE intern training program. It would also reduce the total number of hours required for completing the internship training from 5,600 to 3,740.

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

2      (a) Pursuant to §1.21 of this title (relating to Registration by Examination), an Applicant must  
 3      successfully demonstrate completion of the Intern Development Training Requirement by  
 4      earning credit for at least 3,740 [~~5,600~~] Training Hours as described in this subchapter.

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

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

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

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

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

<b>Category 3: Project Management</b>	<b>Minimum Training Hours Required</b>
Bidding and Contract Negotiation	120
Construction Administration	240
Construction Phase: Observation	120
General Project Management	240
<b>Core Minimum Hours</b>	<b>720</b>

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

<b>Category 4: Practice Management</b>	<b>Minimum Training Hours Required</b>
Business Operations	80
Leadership and Service	80
<b>Core Minimum Hours</b>	<b>160</b>

- 3 (f) [~~An Applicant must earn credit for at least 1,860 elective Training Hours. Credit for elective~~  
4 ~~Training Hours may be earned in any of the categories described in subsections (b) – (e) of this~~  
5 ~~section and/or in other approved activities described in subsection (g) of this section.]~~
- 6 [(g)]An Applicant shall receive credit for Training Hours in accordance with the following chart:

<b>Experience Setting</b>	<b>Maximum Training Hours Awarded</b>
<b>Experience Setting A: Practice of Architecture</b>  Training under the Supervision and Control of an IDP supervisor licensed as an architect in Texas or another jurisdiction with substantially similar licensing requirements who works in an organization lawfully engaged in the Practice of Architecture.	No limit  Every Applicant must earn at least 1,860 Training Hours in Experience Setting A.

<p><b>Academic Internships</b></p> <p>Must meet durational requirements and internship must be completed training in Experience Setting A or Experience Setting O.</p>	
<p><b>Training Setting O: Other Work Settings</b></p> <p>Supervision and Control of an IDP supervisor licensed as an architect in Texas or another jurisdiction with substantially similar licensing requirements who is employed in an organization not engaged in the Practice of Architecture.</p> <p>Supervision and Control of an IDP supervisor who is not licensed in the United States or Canada but who is engaged in the Practice of Architecture outside of the United States or Canada.</p> <p>Supervision and Control by a landscape architect or licensed professional engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).</p>	<p>1,860 Training Hours</p>
<p><b>Training Setting S: Supplemental Experience</b></p> <p><b>Supplemental Experience for Core Hours</b> Core hours earned through supplemental experience are applied to specific IDP experience areas.</p> <p><b>Design or Construction Related Employment</b> Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; engaging in building construction activities).</p> <p><b>Leadership and Service</b> Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.</p>	<p>930 Training Hours (Maximum)</p> <p>80 Training Hours (Minimum) 320 Training Hours (Maximum)</p>

<p><b>Additional Opportunities for Core Hours</b>  A maximum of 40 core hours in each of the IDP experience areas may be earned by completing any combination of these experience opportunities:</p> <ol style="list-style-type: none"> <li>1. NCARB's Emerging Professional's Companion (EPC): Activities</li> <li>2. NCARB's Professional Conduct Monograph</li> <li>3. Construction Specifications Institute (CSI) Certificate Program: Certified Construction Specifier (CCS) and Certified Construction Contract Administrator (CCCA)</li> <li>4. Community-Based Design Center/Collaborative</li> <li>5. Design Competitions</li> <li>6. Site Visit with Mentor</li> </ol>	<p>600 Training Hours (Maximum)</p>
<p><del><b>[Supplemental Experience for Elective Hours</b></del>  <del>Elective hours earned through supplemental experience are not applied to any specific IDP experience area.</del></p> <p><del><b>Teaching or Research</b></del>  <del>Teaching or research in a NAAB- or CACB-accredited program under the direct supervision of a person experienced in the activity.</del></p> <p><del><b>Additional Opportunities for Elective Hours</b></del>  <del>1. The Emerging Professional's Companion (EPC): Exercises</del>  <del>2. Green Building Certification Institute (GBCI) Leadership in Energy and Environmental Design Accredited Professional (LEED AP) Certification</del>  <del>3. Advanced Degrees</del>  <del>4. American Institute of Architects (AIA) Continuing Education</del>  <del>5. Construction Specifications Institute (CSI) Certificate Program: Construction Documents Technologist (CDT)]</del></p>	<p><del>[1,860 Elective Hours]</del></p>

# NCARB Board Approves Streamlining and Overhauling of the Intern Development Program (IDP)

September 22, 2014

Washington, DC—The National Council of Architectural Registration Boards (NCARB) Board of Directors has voted to approve significant changes that will streamline and overhaul the Intern Development Program (IDP), which most states require to satisfy experience requirements for initial licensure as an architect. The changes will only be applicable where adoption has occurred by individual jurisdictional licensing boards.

The changes will be implemented in two phases. The first will streamline the program by focusing on the IDP's core requirements and removing its elective requirements. The second phase will condense the 17 current experience areas into six practice-based categories that will also correspond with the divisions tested in the Architect Registration Examination® (ARE®).

NCARB announced the proposals to modify the IDP in late June at its Annual Business Meeting, which was attended by representatives of its 54 member jurisdiction boards that oversee architect licensing in their states or territories. After reviewing the feedback from the boards, the Board of Directors voted to move forward with both proposals for implementation in mid-2015 and mid-2016.

“Streamlining of the IDP requirements will reduce complexities while ensuring that intern architects still acquire the comprehensive experience that is essential for competent practice, and result in a program that is both justifiable and defensible,” said NCARB President Dale McKinney, FAIA.

## **Phase 1: Focusing on Core Requirements**

The IDP currently requires interns to document 5,600 hours of experience, with 3,740 of those hours as core requirements in specific architectural experience areas. The remaining 1,860 hours are elective hours. The first reinvention phase will streamline the IDP by removing the elective hour requirement, with interns documenting only the 3,740 hours in the 17 core experience areas.

In making its decision to eliminate the elective hours, the Board considered several important statistics:

- The average intern currently takes five years to complete the hours required for IDP and another 2.2 years to complete the ARE, totaling an average of more than seven years from graduation to licensure.
- With this reduction in required IDP hours, it is likely that the average intern will take roughly three to four years to complete their IDP requirements following this change.
- Combined with the time required to complete the ARE, the Board anticipates that the average intern will have five to six years of post-graduation experience prior to qualifying for initial licensure.

## **Implementation and Jurisdictional Adoption**



NCARB expects to implement the first phase on or before June 2015. Many states will need to formally adopt the streamlined program because of how experience requirements for licensure are written in their laws or rules.

“Our planning efforts will include development of a campaign to inform interns of the importance of understanding the variables in jurisdictional laws and rules related to the experience requirement when considering where they will apply for licensure,” McKinney said.

### **Phase 2: Aligning Internship and Examination**

The Board also agreed to a future realignment of the framework of IDP requirements into six experience categories reflecting the six general areas of practice, which were identified by the 2012 NCARB Practice Analysis of Architecture. These changes will mirror the six divisions of future version of licensing exam—ARE 5.0.

NCARB’s internship-related committees will provide guidance on mapping the existing requirements into the new, overhauled format. This work should be completed and ready for introduction in mid-2016, before the launch of ARE 5.0 in late 2016.

To learn more, interns, architects, and other stakeholders should visit the NCARB website, blog, and [frequently asked questions](#) for information as the IDP implementation plan develops.

## Summary

### Draft Amendment to Rule 7.10 – Fee Schedule

#### Current Rule/Background

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 are covered by an additional charge on payments processed through the Internet. The formula for determining the amount of the additional charge is based in part upon the amount of the fee. The charge is 2.25% of the sum of the fee and 25 cents, plus 25 cents. The fee schedule lists the amount of the charge for each fee under the heading “With the 25 cents times 2.25%.” The charge applies to all online payments, including payments made by credit card and payments made through the Automated Clearing House Network (commonly referred to as “ACH”). An ACH payment makes an immediate draw upon the payer’s bank account.

Effective September 1, 2015, Texas.gov will assess a flat fee of \$1.00 for each ACH payment in lieu of the current charge. The pre-existing charge for each credit card payment will remain the same. For most who make payments through ACH, this will be a lower fee.

During 2014, the number of ACH online transactions with TBAE was 713 – 3.7% of online transactions. During the same period there were 18,493 credit card transactions and 2,248 checks were received by the agency.

#### Draft Rule Amendments

The Amendments modify the fee schedule to include a separate column for ACH payments. The amendments also re-align the order of the columns as follows: the agency fee, the amount of the credit card fee, the total fee using a credit card, and the total fee using the ACH Network for payment. In the course of staff discussions, it was determined that arranging the fees from the underlying fee on the left to the total fee on the right was more logical than the current alignment. There is not a separate column listing the \$1.00 ACH fee, as there is for the credit card fee. It was determined that the ACH fee is readily apparent from the total charge, making a column listing “\$1.00” for each fee unnecessary and redundant. In addition, the rule text includes a description of each charge which explains \$1.00 is added to each fee paid through the ACH Network.

The draft amendments also revise the headings of the columns to more clearly describe the listed fees.

A copy of the current fee schedule and the draft fee schedule, without underscoring or “strike-through” legislative coding, is attached so the Board may compare the current fee schedule to the draft fee schedule as revised according to the draft amendments. (Please see the two documents following the coded rule amendment draft.)

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. A person who uses the online service to pay fees with a credit card must pay an additional \$0.25 plus 2.25% of the sum of the fee and \$0.25. A person who uses the online service to pay fees by making an immediate withdrawal from a bank account through the Automated Clearing House Network (“ACH”) must pay \$1.00 per transaction instead of an additional \$0.25 plus 2.25% of the sum of the fee and \$0.25. The additional payments [†ø] cover the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State of Texas.

<b>Fee Description</b>	<b>Architects</b>	<b>Landscape Architects</b>	<b>Registered Interior Designers</b>	<b>Credit Card Fee</b>	<b>Total Fee Using Credit Card [With the 25 cents times 2.25%]</b>	<b>Total Fee Using ACH (Agency fee plus \$1.00) [With the 25 cents times 2.25%]</b>
Exam Application	\$100	\$100	\$100	\$2.51	\$102.51	\$101 [ <del>\$2.54</del> ]
Examination	****	***	**			-
Registration by Examination-- Resident*	\$355	\$355	\$355	\$8.24	\$363.24	\$356 [ <del>\$8.24</del> ]
Registration by Examination-- Nonresident*	\$380	\$380	\$380	\$8.81	\$388.81	\$381 [ <del>\$8.84</del> ]
Reciprocal Application	\$150	\$150	\$150	\$3.63	\$153.63	\$151 [ <del>\$3.63</del> ]
Reciprocal Registration*	\$400	\$400	\$400	\$9.26	\$409.26	\$401 [ <del>\$9.26</del> ]
Active Renewal-- Resident*	\$305	\$305	\$305	\$7.12	\$312.12	\$306 [ <del>\$7.42</del> ]
Active Renewal-- Nonresident*	\$400	\$400	\$400	\$9.26	\$409.26	\$401 [ <del>\$9.26</del> ]
Active Renewal 1-90	\$357.50	\$357.50	\$357.50	\$8.30	\$365.80	\$358.50

days late--Resident*						[\$8.30]
Active Renewal > than 90 days late--Resident*	\$410	\$410	\$410	<u>\$9.48</u>	\$419.48	<u>\$411</u> [\$9.48]
Active Renewal 1-90 days late--Nonresident*	\$500	\$500	\$500	<u>\$11.51</u>	\$511.51	<u>\$501</u> [\$11.54]
Active Renewal > than 90 days late--Nonresident*	\$600	\$600	\$600	<u>\$13.76</u>	\$613.76	<u>\$601</u> [\$13.76]
Emeritus Renewal--Resident	\$10	\$10	\$10	<u>\$0.48</u>	\$10.48	<u>\$11</u> [\$0.48]
Emeritus Renewal--Nonresident	\$10	\$10	\$10	<u>\$0.48</u>	\$10.48	<u>\$11</u> [\$0.48]
Emeritus Renewal 1-90 days late--Resident	\$15	\$15	\$15	<u>\$0.59</u>	\$15.59	<u>\$16</u> [\$0.59]
Emeritus Renewal > than 90days late--Resident	\$20	\$20	\$20	<u>\$0.71</u>	\$20.71	<u>\$21</u> [\$0.74]
Emeritus Renewal 1-90 days late--Nonresident	\$15	\$15	\$15	<u>\$0.59</u>	\$15.59	<u>\$16</u> [\$0.59]
Emeritus Renewal > than 90 days late--Nonresident	\$20	\$20	\$20	<u>\$0.71</u>	\$20.71	<u>\$21</u> [\$0.74]
Inactive Renewal--Resident	\$25	\$25	\$25	<u>\$0.82</u>	\$25.82	<u>\$26</u> [\$0.82]
Inactive Renewal--Nonresident	\$125	\$125	\$125	<u>\$3.07</u>	\$128.07	<u>\$126</u> [\$3.07]
Inactive Renewal 1-90 days late--Resident	\$37.50	\$37.50	\$37.50	<u>\$1.10</u>	\$38.60	<u>\$38.50</u> [\$1.10]
Inactive Renewal > than 90 days late--Resident	\$50	\$50	\$50	<u>\$1.38</u>	\$51.38	<u>\$51</u> [\$1.38]
Inactive Renewal 1-90 days late--Nonresident	\$187.50	\$187.50	\$187.50	<u>\$4.47</u>	\$191.97	<u>\$188.50</u> [\$4.47]
Inactive Renewal > than 90 days late--Nonresident	\$250	\$250	\$250	<u>\$5.88</u>	\$255.88	<u>\$251</u> [\$5.88]
Reciprocal Reinstatement	\$610	\$610	\$610	<u>\$13.98</u>	\$623.98	<u>\$611</u> [\$13.98]
Change in Status--Resident	\$65	\$65	\$65	<u>\$1.72</u>	\$66.72	<u>\$66</u> [\$1.72]
Change in Status--Nonresident	\$95	\$95	\$95	<u>\$2.39</u>	\$97.39	<u>\$96</u> [\$2.39]

Reinstatement--Resident	\$685	\$685	\$685	<u>\$15.67</u>	\$700.67	<u>\$686</u> [\$15.67]
Reinstatement--Nonresident	\$775	\$775	\$775	<u>\$17.69</u>	\$792.69	<u>\$776</u> [\$17.69]
Certificate of Standing--Resident	\$30	\$30	\$30	<u>\$0.93</u>	\$30.93	<u>\$31</u> [\$0.93]
Certificate of Standing--Nonresident	\$40	\$40	\$40	<u>\$1.16</u>	\$41.16	<u>\$41</u> [\$1.16]
Replacement or Duplicate Wall Certificate--Resident	\$40	\$40	\$40	<u>\$1.16</u>	\$41.16	<u>\$41</u> [\$1.16]
Replacement of Duplicate Wall Certificate--Nonresident	\$90	\$90	\$90	<u>\$2.28</u>	\$92.28	<u>\$91</u> [\$2.28]
Duplicate Pocket Card	\$5	\$5	\$5	<u>\$0.37</u>	\$5.37	<u>\$6</u> [\$0.37]
Reopen Fee for closed candidate files	\$25	\$25	\$25	<u>\$0.82</u>	\$25.82	<u>\$26</u> [\$0.82]
Annual Business Registration Fee*****	\$45	\$45	\$45	<u>\$1.27</u>	\$46.27	<u>\$46</u> [\$1.27]
Business Registration Renewal 1-90 days late*****	\$67.50	\$67.50	\$67.50	<u>\$1.77</u>	\$69.27	<u>\$68.50</u> [\$1.77]
Business Registration Renewal > than 90 days late*****	\$90	\$90	\$90	<u>\$2.28</u>	\$92.28	<u>\$91</u> [\$2.28]
Examination—Record Maintenance	\$25	\$25	\$25	<u>\$0.82</u>	\$25.82	<u>\$26</u> [\$0.82]
Returned Check Fee	\$25	\$25	\$25	<u>\$0.82</u>	\$25.82	<u>\$26</u> [\$0.82]

\*This fee includes a \$200 professional fee imposed by statute upon initial registration and renewal. The Board is required to annually collect the fee and transfer it to the State Comptroller of Public Accounts who deposits \$150 of each fee into the General Revenue Fund and the remaining \$50 of each fee into the Foundation School Fund.

\*\*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) The Board cannot accept cash as payment for any fee.

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

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

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

**DRAFT PROPOSED TBAE FEE SCHEDULE**

<b>Fee Description</b>	<b>Architects</b>	<b>Landscape Architects</b>	<b>Registered Interior Designers</b>	<b>Credit Card Fee</b>	<b>Total Fee Using Credit Card</b>	<b>Total Fee Using ACH (Agency fee plus \$1.00)</b>
Exam Application	\$100	\$100	\$100	\$2.51	\$102.51	\$101
Examination	****	***	**			-
Registration by Examination-- Resident*	\$355	\$355	\$355	\$8.24	\$363.24	\$356
Registration by Examination-- Nonresident*	\$380	\$380	\$380	\$8.81	\$388.81	\$381
Reciprocal Application	\$150	\$150	\$150	\$3.63	\$153.63	\$151
Reciprocal Registration*	\$400	\$400	\$400	\$9.26	\$409.26	\$401
Active Renewal-- Resident*	\$305	\$305	\$305	\$7.12	\$312.12	\$306
Active Renewal-- Nonresident*	\$400	\$400	\$400	\$9.26	\$409.26	\$401
Active Renewal 1-90 days late-- Resident*	\$357.50	\$357.50	\$357.50	\$8.30	\$365.80	\$358.50
Active Renewal > than 90 days late-- Resident*	\$410	\$410	\$410	\$9.48	\$419.48	\$411
Active Renewal 1-90 days late-- Nonresident*	\$500	\$500	\$500	\$11.51	\$511.51	\$501
Active Renewal > than 90 days late-- Nonresident*	\$600	\$600	\$600	\$13.76	\$613.76	\$601
Emeritus Renewal-- Resident	\$10	\$10	\$10	\$0.48	\$10.48	\$11
Emeritus Renewal-- Nonresident	\$10	\$10	\$10	\$0.48	\$10.48	\$11
Emeritus Renewal 1-90 days late-- Resident	\$15	\$15	\$15	\$0.59	\$15.59	\$16
Emeritus Renewal > than 90days late-- Resident	\$20	\$20	\$20	\$0.71	\$20.71	\$21
Emeritus Renewal 1-90 days late-- Nonresident	\$15	\$15	\$15	\$0.59	\$15.59	\$16
Emeritus Renewal > than 90 days late--	\$20	\$20	\$20	\$0.71	\$20.71	\$21

**DRAFT PROPOSED TBAE FEE SCHEDULE**

Nonresident						
Inactive Renewal-- Resident	\$25	\$25	\$25	\$0.82	\$25.82	\$26
Inactive Renewal-- Nonresident	\$125	\$125	\$125	\$3.07	\$128.07	\$126
Inactive Renewal 1- 90 days late-- Resident	\$37.50	\$37.50	\$37.50	\$1.10	\$38.60	\$38.50
Inactive Renewal > than 90 days late-- Resident	\$50	\$50	\$50	\$1.38	\$51.38	\$51
Inactive Renewal 1- 90 days late-- Nonresident	\$187.50	\$187.50	\$187.50	\$4.47	\$191.97	\$188.50
Inactive Renewal > than 90 days late-- Nonresident	\$250	\$250	\$250	\$5.88	\$255.88	\$251
Reciprocal Reinstatement	\$610	\$610	\$610	\$13.98	\$623.98	\$611
Change in Status-- Resident	\$65	\$65	\$65	\$1.72	\$66.72	\$66
Change in Status-- Nonresident	\$95	\$95	\$95	\$2.39	\$97.39	\$96
Reinstatement-- Resident	\$685	\$685	\$685	\$15.67	\$700.67	\$686
Reinstatement-- Nonresident	\$775	\$775	\$775	\$17.69	\$792.69	\$776
Certificate of Standing--Resident	\$30	\$30	\$30	\$0.93	\$30.93	\$31
Certificate of Standing-- Nonresident	\$40	\$40	\$40	\$1.16	\$41.16	\$41
Replacement or Duplicate Wall Certificate-- Resident	\$40	\$40	\$40	\$1.16	\$41.16	\$41
Replacement of Duplicate Wall Certificate-- Nonresident	\$90	\$90	\$90	\$2.28	\$92.28	\$91
Duplicate Pocket Card	\$5	\$5	\$5	\$0.37	\$5.37	\$6
Reopen Fee for closed candidate files	\$25	\$25	\$25	\$0.82	\$25.82	\$26
Annual Business Registration Fee*****	\$45	\$45	\$45	\$1.27	\$46.27	\$46



**DRAFT PROPOSED TBAE FEE SCHEDULE**

Business Registration Renewal 1-90 days late*****	\$67.50	\$67.50	\$67.50	\$1.77	\$69.27	\$68.50
Business Registration Renewal > than 90 days late*****	\$90	\$90	\$90	\$2.28	\$92.28	\$91
Examination— Record Maintenance	\$25	\$25	\$25	\$0.82	\$25.82	\$26
Returned Check Fee	\$25	\$25	\$25	\$0.82	\$25.82	\$26

\*This fee includes a \$200 professional fee imposed by statute upon initial registration and renewal. The Board is required to annually collect the fee and transfer it to the State Comptroller of Public Accounts who deposits \$150 of each fee into the General Revenue Fund and the remaining \$50 of each fee into the Foundation School Fund.

\*\*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.

**CURRENT TBAE FEE SCHEDULE**

Figure: 22 TAC §7.10(b)

<b>Fee Description</b>	<b>Architects</b>	<b>Landscape Architects</b>	<b>Registered Interior Designers</b>	<b>Total Fee (With the 25 cents times 2.25%)</b>	<b>With the 25 cents times 2.25%</b>
Exam Application	\$100	\$100	\$100	\$102.51	\$2.51
Examination	****	***	**		
Registration by Examination--Resident*	\$355	\$355	\$355	\$363.24	\$8.24
Registration by Examination--Nonresident*	\$380	\$380	\$380	\$388.81	\$8.81
Reciprocal Application	\$150	\$150	\$150	\$153.63	\$3.63
Reciprocal Registration*	\$400	\$400	\$400	\$409.26	\$9.26
Active Renewal--Resident*	\$305	\$305	\$305	\$312.12	\$7.12
Active Renewal--Nonresident*	\$400	\$400	\$400	\$409.26	\$9.26
Active Renewal 1-90 days late--Resident*	\$357.50	\$357.50	\$357.50	\$365.80	\$8.30
Active Renewal > than 90 days late--Resident*	\$410	\$410	\$410	\$419.48	\$9.48
Active Renewal 1-90 days late--Nonresident*	\$500	\$500	\$500	\$511.51	\$11.51
Active Renewal > than 90 days late--Nonresident*	\$600	\$600	\$600	\$613.76	\$13.76
Emeritus Renewal--Resident	\$10	\$10	\$10	\$10.48	\$0.48
Emeritus Renewal--Nonresident	\$10	\$10	\$10	\$10.48	\$0.48
Emeritus Renewal 1-90 days late--Resident	\$15	\$15	\$15	\$15.59	\$0.59
Emeritus Renewal > than 90 days late--Resident	\$20	\$20	\$20	\$20.71	\$0.71
Emeritus Renewal 1-90 days late--Nonresident	\$15	\$15	\$15	\$15.59	\$0.59
Emeritus Renewal > than 90days late--Nonresident	\$20	\$20	\$20	\$20.71	\$0.71
Inactive Renewal--Resident	\$25	\$25	\$25	\$25.82	\$0.82
Inactive Renewal--Nonresident	\$125	\$125	\$125	\$128.07	\$3.07
Inactive Renewal 1-90 days late--Resident	\$37.50	\$37.50	\$37.50	\$38.60	\$1.10
Inactive Renewal > than 90 days late--Resident	\$50	\$50	\$50	\$51.38	\$1.38
Inactive Renewal 1-90 days late-- Nonresident	\$187.50	\$187.50	\$187.50	\$191.97	\$4.47
Inactive Renewal > than 90 days late--Nonresident	\$250	\$250	\$250	\$255.88	\$5.88
Reciprocal Reinstatement	\$610	\$610	\$610	\$623.98	\$13.98
Change in Status--Resident	\$65	\$65	\$65	\$66.72	\$1.72
Change in Status--Nonresident	\$95	\$95	\$95	\$97.39	\$2.39
Reinstatement--Resident	\$685	\$685	\$685	\$700.67	\$15.67
Reinstatement--Nonresident	\$775	\$775	\$775	\$792.69	\$17.69
Certificate of Standing--Resident	\$30	\$30	\$30	\$30.93	\$0.93
Certificate of Standing-- Nonresident	\$40	\$40	\$40	\$41.16	\$1.16
Replacement or Duplicate Wall Certificate--Resident	\$40	\$40	\$40	\$41.16	\$1.16

**CURRENT TBAE FEE SCHEDULE**

Replacement of Duplicate Wall Certificate-- Nonresident	\$90	\$90	\$90	\$92.28	\$2.28
Duplicate Pocket Card	\$5	\$5	\$5	\$5.37	\$0.37
Reopen Fee for closed candidate files	\$25	\$25	\$25	\$25.82	\$0.82
Annual Business Registration Fee*****	\$45	\$45	\$45	\$46.27	\$1.27
Business Registration Renewal 1-90 days late*****	\$67.50	\$67.50	\$67.50	\$69.27	\$1.77
Business Registration Renewal > than 90 days late*****	\$90	\$90	\$90	\$92.28	\$2.28
Examination—Record Maintenance	\$25	\$25	\$25	\$25.82	\$0.82
Returned Check Fee	\$25	\$25	\$25	\$25.82	\$0.82

\*This fee includes a \$200 professional fee imposed by statute upon initial registration and renewal. The Board is required to annually collect the fee and transfer it to the State Comptroller of Public Accounts who deposits \$150 of each fee into the General Revenue Fund and the remaining \$50 of each fee into the Foundation School Fund.

\*\*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.

## **Electronic Fee Payment Charges – Statutory Authority**

### **§1051.651(c)**

The board may accept payment of a fee by electronic means. The board may charge a fee to process the payment made by electronic means. The board shall set the processing fee in an amount that is reasonably related to the expense incurred by the board in processing the payment made by electronic means, not to exceed five percent of the amount of the fee for which the payment is made.

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

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

<b>Case Number:</b>	<b>097-14A</b>
<b>Respondent:</b>	<b>Brian Lee Bishop</b>
<b>Location of Respondent:</b>	<b>Austin, TX</b>
<b>Date of Complaint Received:</b>	<b>February 26, 2014</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Brian Lee Bishop (hereafter “Respondent”) is a registered architect in Texas with registration number 18112.
- From December 1, 2012 through February 26, 2014, Respondent’s architectural registration was delinquent.
- During this period, Respondent provided architectural services on at least four projects identified as follows:
  - New Construction of the Burgelin Residence in Austin, Texas;
  - Building Renovation/Alteration for Salus Chiropractic in Austin, Texas;
  - New Construction for Hatch House School in Cedar Park, Texas; and
  - New Construction for McClendon Electrical Services in Leander, Texas.
- Respondent affixed his architectural seal and signed each of the architectural plan sheets for the Burgelin Residence on February 18, 2014.
- At the time Respondent prepared, sealed, signed, and issued the plans and specifications his certificate of registration had expired.
- During the course of its investigation, the Board obtained records from the Texas Department of Licensing and Regulation. According to those records, Respondent practiced architecture on the three remaining projects during the time his certificate of registration was delinquent.
- In response to the Board’s inquiry, Respondent claimed that he was unaware of his delinquency due to his failure to update his email and mailing address after leaving a previous firm in September 2012. Agency records corroborate his statement. Respondent corrected his status and paid all fees immediately after he was alerted to his delinquency by the City of Austin plan reviewer.
- Respondent was cooperative with the Board and acknowledged and apologized for his violation.
- Respondent is currently in good standing with the Board and is on active status.

**Applicable Statutory Provisions and Rules:**

- A person may not engage in the practice of architecture or offer or attempt to engage in the practice of architecture unless the person is registered as an architect. TEX. OCC. CODE ANN. §§1051.351(a) &1051.701(a).

- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE ANN §§1051.451 & 1051.452.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of \$750.00 per project for a total administrative penalty of **\$3,000.00**.

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

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

**Case Number:** 008-15A  
**Respondent:** Jay W. Boynton  
**Location of Respondent:** Fort Worth, TX  
**Location of Projects:** Rocksprings & Tom Bean, TX  
**Nature of Violation:** Violation of Architectural Barriers Act (TDLR)  
**Instrument:** Report and Notice of Violation

**Findings:**

- Jay W. Boynton (hereafter “Respondent”) is registered as an architect in Texas with architectural registration number 4466.
- On September 16, 2014, the Texas Board of Architectural Examiners (TBAE) received a referral from the Texas Department of Licensing and Regulation (TDLR) indicating that Respondent had failed to submit plans for a project known as the “Rocksprings ISD Campus Renovations” located in Rocksprings, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on September 27, 2013, and were submitted to TDLR on November 22, 2013.
- On September 16, 2014, TBAE received a referral from TDLR indicating that Respondent had failed to submit plans for a project known as the “Tom Bean New Bus Barn/Maintenance Facility” located in Tom Bean, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on October 21, 2013, and were submitted to TDLR on November 22, 2013.
- On August 6, 2002, the Executive Director issued a Formal Reprimand to Respondent for an unrelated violation. Because Respondent has a disciplinary history with the Board, he is subject to an administrative penalty for a subsequent violation.

**Applicable Statutory Provisions and Rules:**

- By failing to submit plans and specifications on two separate projects for accessibility review no later than 20 days after issuance, Respondent violated § 1051.252(2) of the Architect Registration Law and Board rule 1.170(a).

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of \$750.00 per project for a total administrative penalty of **\$1,500.00**.

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

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

**Case Number:** 113-13A  
**Respondent:** Phillip B. Townsend  
**Location of Respondent:** Wichita Falls, TX  
**Date of Complaint Received:** February 1, 2013  
**Instrument:** Report and Notice of Violation

**Findings:**

- Phillip B. Townsend (hereafter "Respondent") is a registered architect in Texas with registration number 16666.
- From January 1, 2012, through June 3, 2012, Respondent's architectural registration was delinquent and not in good standing due to his failure to take necessary steps to renew it. However, he remained a registrant subject to the jurisdiction of Board for all times pertinent to this case
- Respondent has never been registered to practice architecture in the State of Oklahoma. He has been denied reciprocal registration by the Oklahoma State Board of Architecture.
- On February 14, 2012, Respondent affixed his Texas architectural seal and signed the cover sheet for a project located in Oklahoma identified as *Teen Challenge International*.
- On or about December 14, 2012, the Oklahoma Board of Architects entered an Order against Respondent "for practicing or offering to practice architecture in connection with the *Teen Challenge International* facility located in Cache, Oklahoma." The Board also found that Respondent had unlawfully practiced or offered to practice architecture on two other projects, identified as *New Addition for Abundant Life Church* and *Fellowship Hall and Classroom Addition for First Baptist Church*.
- The Oklahoma Board issued an immediate "cease and desist for practicing or offering to practice architecture in the State of Oklahoma" as well as a \$5,000.00 administrative penalty for each project for a total administrative penalty of \$15,000.00.
- On May 15, 2014, the Board entered an Order against Respondent imposing an administrative penalty of \$3,000 for practicing architecture in Texas when his architectural registration was delinquent.

**Applicable Statutory Provisions and Rules:**

- By practicing architecture in the State of Oklahoma in violation of the laws regulating the practice of architecture in Oklahoma, Respondent engaged in an unlawful practice in another jurisdiction in violation of 22 TEX. ADMIN. CODE §1.148(a).



- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE ANN §§1051.451 & 1051.452.

**Action Recommended by Executive Director:**

- The Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of **\$5,000.00**.

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

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

**Case Number:** 024-15I  
**Respondent:** Frank L. Effland  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Frank L. Effland (hereafter "Respondent") is registered as an interior designer in Texas with registration number 3742.
- Based upon the results of a random continuing education audit, it was determined that he failed to timely complete his continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- In addition to failing to complete continuing education hours during the reporting period, he falsely certified compliance with continuing education requirements in order to renew his interior design registration.
- During the course of staff's investigation, Respondent failed to respond to two written requests for information.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 5.79(g). The Board's standard assessment for providing false information is **\$700.00**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.79(b). The standard administrative penalty assessed for this violation is **\$500.00**.
- By failing to respond to two written requests for information within 30 days of staff's requests, Respondent violated Board rule 5.171 which requires a registered interior designer to answer a Board inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250.00** totaling **\$500.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$1,700.00**.

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

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

<b>Case Number:</b>	<b>034-15I</b>
<b>Respondent:</b>	<b>Stacy Elliston</b>
<b>Location of Respondent:</b>	<b>Dallas, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Stacy Elliston (hereafter "Respondent") is registered as an interior designer in Texas with registration number 10031.
- Based upon the results of a random continuing education audit, it was determined that she failed to timely complete her continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.69(b). The standard administrative penalty assessed for this violation is **\$500.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$500.00**.

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

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

**Case Number:** 132-14I  
**Respondent:** Bill Lorange  
**Location of Respondent:** Singapore, OT  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Bill Lorange (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 7881.
- Based upon the results of a random continuing education audit, it was determined that he failed to timely complete his continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- In addition to failing to complete the required continuing education hours during the reporting period, he falsely certified completion of his CE responsibilities in order to renew his interior design registration.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board false information in violation of Board rule 5.79(g). The Board’s standard assessment for providing false information is **\$700.00**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.79(b). The standard administrative penalty assessed for this violation is **\$500.00**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$1,200.00**.

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

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

**Case Number:** 028-15A  
**Respondent:** Carl G. O'Dell  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Carl G. O'Dell (hereafter "Respondent") is registered as an architect in Texas with registration number 9782.
- On July 15, 2014, he was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On August 14, 2014, he responded by sending various documents to the Continuing Education Coordinator. A review of the documentation by the Continuing Education Coordinator determined that his continuing education credits were deficient for the audit period.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$500.00**.

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

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

**Case Number:** 033-15A  
**Respondent:** Cheryl J. Peterman  
**Location of Respondent:** Ft. Worth, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Cheryl J. Peterman (hereafter "Respondent") is registered as an architect in Texas with registration number 12728.
- On October 15, 2014, she was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On November 11, 2014, she responded by sending documentation to the Continuing Education Coordinator. A review of the documentation by the Continuing Education Coordinator determined that her continuing education credits were deficient for the audit period.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$500.00**.

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

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

**Case Number:** 133-14I  
**Respondent:** Lisa G. Pope  
**Location of Respondent:** Irving, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Lisa G. Pope (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 11160.
- Based upon the results of a random continuing education audit, it was determined that she failed to timely complete her continuing education requirements for the audit period of January 1, 2012 through December 31, 2012.
- In addition to completing the required continuing education hours outside of the continuing education period, she falsely certified completion of her CE responsibilities in order to renew her interior design registration.
- During the course of staff’s investigation, Respondent failed to respond to two written requests for information.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of her online renewal that she was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 5.69(g). The Board’s standard assessment for providing false information is **\$700.00**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.69(b). The standard administrative penalty assessed for this violation is **\$500.00**.
- By failing to respond to two written requests for information within 30 days of staff’s requests, Respondent violated Board rule 5.171 which requires a registered interior designer answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250.00** totaling **\$500.00**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$1,700.00**.

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

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

**Case Number:** 024-15A  
**Respondent:** Charles A. Reibenstein  
**Location of Respondent:** Dallas, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Charles A. Reibenstein (hereafter "Respondent") is registered as an architect in Texas with registration number 6579.
- On August 15, 2014, he was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On September 11, 2014, he responded by submitting a CEPH Log and supporting documentation. A review of the documentation by the Continuing Education Coordinator determined that his continuing education requirements were completed outside of the audit period.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2013 through December 31, 2013, Respondent violated Board rule 1.69(g)(1). The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$500.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$500.00**.



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

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

<b>Case Number:</b>	<b>026-15A</b>
<b>Respondent:</b>	<b>Holt M. Slack</b>
<b>Location of Respondent:</b>	<b>Plano, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Holt M. Slack (hereafter “Respondent”) is registered as an architect in Texas with registration number 15651.
- On August 15, 2014, he was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On September 9, 2014, he responded by emailing the Continuing Education Coordinator and stated that he had not completed all of his continuing education for the audit period but he subsequently made up the deficient hours and produced the certificates of completion.

**Applicable Statutory Provisions and Rules:**

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 1.69(g). The Board’s standard assessment for providing false information is **\$700.00**.

**Action Recommended by Interim Executive Director:**

- The Interim Executive Director recommends an administrative penalty of **\$700.00**.

# NCARB

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Council of  
Architectural  
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## MEMORANDUM

**TO:** NCARB Member Boards

**FROM:** Dale McKinney, FAIA, NCARB  
President/Chair of the Board



**DATE:** 19 December 2014

**RE:** Update on the Board of Directors Discussion:  
Proposed Changes to the Broadly Experienced Architect (BEA)  
Program

## EXECUTIVE SUMMARY

The NCARB Board of Directors considered feedback on proposed changes to the Broadly Experienced Architect (BEA) program at their meeting on December 5, 2014. Their discussion was informed by comments and feedback received in response to:

- Notice of Proposed Changes to Member Board Members and Member Board Executives, released in July, 2014
- Notice of Proposed Changes to Collaterals, released in July 2014
- Member Board Chairs/Member Board Executives Workshop held in November, 2014.
- NCARB's Broadly Experienced Architect Committee discussions
- NCARB's Education Committee discussions
- NCARB's Regional Leadership/Procedures and Documents Committee discussions

Comments received from Member Boards indicated a division amongst the membership regarding proposed changes. Two reactions stood out through dialogue and feedback:

1. Member Boards place high value and trust in NCARB's work as a validator of credential data.
2. While Member Boards Members trust the Member Board Members of the individual boards to evaluate candidates for initial licensure, attendees expressed concern that legislators responsible for enacting legislation to protect the public's health, safety, and welfare could potentially modify the processes utilized to ensure competency at any given time.

...protects the public health, safety, and welfare by leading the regulation of the profession of architecture through the development and application of standards for licensure and credentialing of architects.

**Memorandum to Member Boards**  
**Proposed Changes to Broadly Experienced Architects Program**  
**December 19, 2014**  
**Page 2**

Four key components clearly emerged for consideration in a modified proposal:

1. Experience utilized to overcome deficiencies in education must be evaluated
2. Experience utilized to overcome deficiencies in education must validate competency in educationally deficient areas.
3. The value of a NAAB-degree needs to be upheld and changes to the BEA program cannot be perceived as an enticing work-a-round.
4. NCARB must retain its role as the overall “verifier” of the BEA candidate.

Based on the feedback received and the subsequent discussions, the Board of Directors has directed staff to develop a *draft resolution* amending the *Certification Guidelines* as follows:

*An applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the NAAB) shall:*

1. *Meet a Member Board’s education and experience requirements for initial licensure, and*
2. *Successfully complete the Architect Registration Examination®, and*
3. *Obtain licensure in a jurisdiction in the United States, and*
4. *Document completion of the following requirements utilizing pre or post licensure experience verified by a licensed architect:*
  - a. *Applicants with a pre-professional degree in architecture: document two times (2X) the NCARB experience requirement (Intern Development Program (IDP)).*
  - b. *Applicants with a 4-year degree in a field other than architecture: document three times (3X) the NCARB experience requirement (Intern Development Program (IDP)).*
5. *Document two years of post-licensure experience.*

This modification adjusts the earlier proposed post-licensure practice requirement from one year to two years, utilizes the IDP itself as a prescribed roadmap for addressing educational deficiencies, differentiates between holders of pre-professional and unrelated degrees, and removes high school diploma-only licensees from eligibility for the NCARB certificate. The modification does not change the elements of the first proposal regarding elimination of the Education Evaluation Services for Architects (EESA) transcript review and elimination of the BEA Committee and its dossier review; instead, the formula of applying additional IDP hours to address the deficiencies of a non-accredited degree will automate the process and eliminate fees which currently total over \$8,000.00.

**Memorandum to Member Boards  
Proposed Changes to Broadly Experienced Architects Program  
December 19, 2014  
Page 3**

The Board of Directors believes this proposal:

- ensures that each applicant documents the pertinent experience necessary to overcome deficiencies associated with their education by requiring extra hours in each of the categories and areas of the Intern Development Program
- recognizes the value of documenting post-licensure experience
- will encourage intern architects to obtain an architecture degree in an accredited program, rather than completing multiple additional years of validated experience through the IDP
- recognizes the importance of post-secondary general education by eliminating an option for obtaining the Certificate through a combination of a high school diploma and experience
- meets the Council's effort to streamline the requirements for certification through the Broadly Experienced Architect (BEA) Program by eliminating the requirements to complete an Education Evaluation Services for Architects (EESA) evaluation of their education and submittal of an education dossier for review by committee.

The next step will be to present this draft Resolution to attendees at the January Committee Summit, followed by presentation and discussion at the March Regional Summit including feedback to the Board leadership at the Regional Caucuses. The Board will deliberate at its April meeting regarding resolutions it wishes to move for a vote of the Membership at the June Annual Business Meeting. Such a resolution will require a majority vote of the Membership as it would constitute an amendment of the *NCARB Certification Guidelines*. The feedback from our Member Boards including individual Member Board Members is highly valued and encouraged, at any time during this timeline.

**BACKGROUND**

The NCARB Board of Directors distributed a notice of proposed changes to the Broadly Experienced Architect (BEA) Program to the NCARB Membership for comments this past June. The Board's proposal followed one year of Board deliberation regarding possible options to streamline the program, motivated by a concern that the current program inappropriately discouraged participation based on cost and duration. Currently, 17 jurisdictions allow licensure without a NAAB-accredited degree; 12 of those 17 allow licensure with a high school diploma. In all cases, the 17 jurisdictions require additional experience beyond compliance with the Intern Development Program to substitute for an accredited degree credential. Historically, NCARB has required supplemental experience, beyond that required for initial licensure in the 17 jurisdictions, plus a transcript evaluation and dossier review by committee before awarding an NCARB certificate. The Board's proposed changes stipulated that an applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the NAAB) shall:

**Memorandum to Member Boards**  
**Proposed Changes to Broadly Experienced Architects Program**  
**December 19, 2014**  
**Page 4**

1. Meet a Member Board's education and experience requirements for initial licensure, and
2. Successfully complete the Architect Registration Examination®, and
3. Maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action for one year.

Comments received from Member Boards indicated a clear division amongst the membership regarding these proposed changes. In an effort to better understand the concerns addressed, Member Board Chairs and Member Board Executives were asked to further explore and debate the proposal's merits in a series of breakout sessions during the recent Member Board Chairs/Member Board Executives Conference. Three sessions were designed to address the current proposal, a proposal received from NAAB, and any alternatives to the current proposal. Feedback received from those sessions indicate that the current proposal, while appropriate in its intent to reduce cost and duration, would likely not be approved should it be presented as a resolution.

Two reactions stood out through dialogue in the feedback sessions:

1. Member Boards place high value and trust in NCARB's work as a validator of credential data.
2. While Member Boards Members trust the Member Board Members of the individual boards to evaluate candidates for initial licensure, attendees expressed concern that legislators responsible for enacting legislation to protect the public's health, safety, and welfare could potentially modify the processes utilized to ensure competency at any given time.

A segment of the attendees present at the Chairs/Execs conference believed that the current proposal goes too far by removing the validation of credentials from the purview of NCARB and expecting jurisdictions to accept candidates licensed based on the laws of another jurisdiction.

Four key components emerged for consideration in a modified proposal:

1. Experience utilized to overcome deficiencies in education must be evaluated
2. Experience utilized to overcome deficiencies in education must validate competency in educationally deficient areas.
3. The value of a NAAB-degree needs to be upheld and changes to the BEA program cannot be perceived as an enticing work-a-round.
4. NCARB must retain its role as the overall "verifier" of the BEA candidate.

**Memorandum to Member Boards  
Proposed Changes to Broadly Experienced Architects Program  
December 19, 2014  
Page 5**

Feedback received to date from our key stakeholders was considered in presenting the following proposed modification to the BEA Program to the Board on December 5, 2014. This modification increases the post-licensure practice requirement from one year to two years, utilizes the IDP itself as a prescribed roadmap for addressing educational deficiencies, differentiates between holders of pre-professional and unrelated degrees, and removes high school diploma-only licensees from eligibility for the NCARB certificate. The modification does not change the elements of the first proposal regarding elimination of the EESA transcript review and elimination of the BEA Committee and its dossier review; instead, the formula of applying additional IDP hours to address the deficiencies of a non-accredited degree will automate the process and eliminate fees which currently total over \$8,000.00.

**RECOMMENDED PROPOSED CHANGES TO THE BEA PROGRAM**

An applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the NAAB) shall:

1. Meet a Member Board's education and experience requirements for initial licensure, and
2. Successfully complete the Architect Registration Examination®, and
3. Obtain licensure in a jurisdiction in the United States, and
4. Document completion of the following requirements utilizing pre or post licensure experience verified by a licensed architect:
  - a. Applicants with a pre-professional degree in architecture shall complete 2X the requirements of IDP
  - b. Applicants with a 4-year degree in a field other than architecture shall complete 3X the requirements of IDP

The Board also engaged in discussion on the following specific points of interest that were highlighted in the feedback received over the past months:

- *Post Licensure Experience:*  
The concept of basing the requirements for NCARB certification on experience earned either prior to OR after initial licensure was well-received by attendees at the MBC/MBE Conference. It is believed that implementing a post licensure experience requirement of two years will address concerns that a one-year requirement does not allow enough time to fully address a disciplinary action.
- *EESA:*  
This proposal utilizes a standardized process based on degree types for all applicants who do not hold a NAAB-accredited degree. It is assumed that deficiencies in education will be overcome by requiring two or three times the core requirements of IDP. Therefore, an applicant for certification without a NAAB-degree will not be required to have their education evaluated by NAAB.

NCARB

National  
Council of  
Architectural  
Registration  
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TO: NCARB Member Boards

FROM: Dale McKinney, FAIA, NCARB  
President/Chair of the Board

DATE: 19 December 2014

RE: Update on the Board of Directors Discussion:  
Proposed Changes to the Broadly Experienced Foreign Architect (BEFA)  
Program

### EXECUTIVE SUMMARY

The NCARB Board of Directors considered feedback on proposed changes to the Broadly Experienced Foreign Architect (BEFA) program at their meeting on December 5, 2014. Their discussion was informed by comments and feedback received in response to multiple communications and engagement with various constituencies, including:

- Notice of Proposed Changes to Member Board Members and Member Board Executives, released in July 2014
- Notice of Proposed Changes to Collaterals, released in July 2014
- Member Board Chairs/Member Board Executives Workshop held in November, 2014.
- NCARB's Broadly Experienced Architect Committee discussions
- NCARB's Education Committee discussions
- NCARB's Regional Leadership/Procedures and Documents Committee discussions

Comments received from Member Boards indicated an overwhelming majority of the membership was in support of the proposed program modifications. Following the initial comment period, the Board decided in September to further narrow the changes to the experience requirement to constitute two years working under the supervision of a U.S. licensed architect. Consequently, the Board of Directors directed staff to develop a *draft resolution* modifying the *Certification Guidelines* as follows:

*A foreign architect may be granted an NCARB Certificate by meeting the following requirements:*

- **Education Requirement:** Hold a recognized education credential in an architecture program that leads to licensure/credential in a foreign country (Existing Requirement)

... protects the public health, safety, and welfare by leading the regulation of the profession of architecture through the development and application of standards for licensure and credentialing of architects.

**Memorandum to Member Boards**  
**Proposed Changes to Broadly Experienced Foreign Architects Program**  
**December 19, 2014**  
**Page 2**

- *Registration Requirement: Credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture (Existing Requirement)*
- *Experience Requirement: Document completion of the NCARB experience requirement (Intern Development Program (IDP)) (New Requirement)*
- *Examination Requirement: Pass all divisions of the NCARB Architect Registration Examination® (ARE®) (New Requirement)*

This modification adjusts the experience requirement contained in the June proposal. The June version proposed documentation of two years of credentialed practice in the foreign country and/or documentation of two years of experience under the supervision of a U.S. architect exercising responsible control. The updated proposed changes now would require BEFA candidates to complete the IDP. This does not impact the elements of the original proposal regarding passing all divisions of the ARE®, and the elimination of the requirement to complete a minimum of seven (7) years of comprehensive practice as a credentialed architect over which he/she exercised responsible control in the foreign country in which he/she is credentialed, nor does it impact the elimination of the dossier review conducted by BEA Committee. Utilization of the IDP program enables the Council to standardize expected levels of competence through experience of the foreign architect and provides a fair level of evaluation for all candidates. Automation of this process provides the Council with an opportunity to eliminate fees to candidates which currently total over \$8,000.00.

The Board of Directors believes this proposal:

- ensures that each applicant documents the pertinent experience necessary for competence to practice in the U.S. in each of the categories and areas of the Intern Development Program;
- ensures that the foreign architect clearly demonstrates his/her understanding and ability to practice independently in the U.S.;
- recognizes the importance of applying similar standards for licensure for all who wish to practice in the U.S.;
- meets the Council's effort to streamline the requirements for certification through the Broadly Experienced Foreign Architect (BEFA) Program by eliminating the requirements to complete seven years of practice in the country where credentialed as an architect, and evaluation of their experience through submittal of an experience dossier for review by committee.



**Memorandum to Member Boards**  
**Proposed Changes to Broadly Experienced Foreign Architects Program**  
**December 19, 2014**  
**Page 3**

This draft Resolution will be reviewed at the Committee Summit in January, and will be formally presented to the membership Regional Summit in March. Members will have an opportunity to further discuss all resolutions during the Regional Caucuses. The Board will deliberate at its April meeting regarding resolutions it wishes to move for a vote of the membership at the June Annual Business Meeting. Such a resolution will require a majority vote of the Membership as it would constitute an amendment of the *NCARB Certification Guidelines*. The feedback from our Member Boards, including individual Member Board Members, is highly valued and encouraged, at any time during this timeline.

**BACKGROUND**

The NCARB Board of Directors distributed a notice of proposed changes to the Broadly Experienced Foreign Architect (BEFA) Program to Member Boards for comments this past June. This proposal followed one year of Board deliberation regarding possible options to streamline the program, motivated by a concern that the current program inappropriately discouraged participation based on cost, duration and subjectivity.

The intent of the BEFA program is to allow a path to licensure for a foreign architect, via an NCARB certificate, so that he/she may obtain the ability to practice independently in the U.S. while upholding the standards to protect the public health, safety, and welfare.

The Board revisited the proposal following review of Member Board and Collateral feedback and again following the Member Board Chairs/Member Board Executives Conference, presenting the following proposed modification to the BEFA Program to the Board on December 5, 2014:

*A foreign architect may be granted an NCARB Certificate by meeting the following requirements:*

- *Education Requirement: Hold a recognized education credential in an architecture program that leads to licensure/credential in a foreign country (Existing Requirement)*
- *Registration Requirement: Credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture (Existing Requirement)*
- *Experience Requirement: Document completion of the NCARB experience requirement (Intern Development Program (IDP)) (New Requirement)*
- *Examination Requirement: Pass all divisions of the NCARB Architect Registration Examination® (ARE®) (New Requirement)*

**Memorandum to Member Boards**  
**Proposed Changes to Broadly Experienced Foreign Architects Program**  
**December 19, 2014**  
**Page 4**

This proposal to modify the requirements of the Broadly Experienced Foreign Architect (BEFA) program maintains the existing requirements of a recognized education credential that leads to licensure in the home country and an active license in the home country. The proposal modifies the experience requirement to completion of the IDP, and adds the requirement of successful completion of the Architect Registration Examination. The Board of Directors feels these two provisions will ensure that the foreign architect clearly demonstrates his understanding and ability to practice independently in the U.S.

*Supporting Rationale:*

NCARB must have a certification model that acknowledges a foreign architect's competence to practice in their country of licensure. Currently, NCARB Member Boards do not allow experience to be substituted for completion of the ARE for any U.S. applicant for initial or reciprocal licensure. However, NCARB and its Member Boards hold a higher value of a candidate's demonstration of competence earned through completion of the IDP and the ARE. Application of these requirements for foreign architects will ensure equality among expectations of foreign architects and U.S. architects. Every Member Board expects competence at the point of initial licensure. Demonstrating acquisition of knowledge and skills through examination to practice in a U.S. jurisdiction is a basic element of our licensure requirements.

To better assess an applicant's competence in U.S. building codes and laws, accessibility requirements, and U.S. practice requirements, the Board moved that a completion of the IDP be required of all foreign architects in addition to passing the ARE®. There is no post-licensure duration requirement in their country of registration, only that they hold an active foreign license.

## Member Chairs and Executives Convene to Help Shape the Future of Architectural Licensure, Internship and More

Indianapolis, IN—Member Board Chairs and Executives recently met with leaders of the National Council of Architectural Registration Boards (NCARB) to discuss legislative issues and provided input on important topics shaping the future of the architecture profession.

The 2014 Member Board Chairs and Executive Conference, held October 31 through November 1, explored topics such as taking a fresh look at the title “intern,” the streamlining of the Intern Development Program (IDP), early access to the Architect Registration Examination® (ARE®), and requirement changes to the Broadly Experienced Architect (BEA) Program.

“There are a number of new initiatives that NCARB is undertaking and it was a lively discussion regarding the future of licensure, and programs and services that the Council offers,” said NCARB President Dale McKinney, FAIA, NCARB. “It was our desire to obtain feedback so that we are fully informed when decisions are made about the future directions of NCARB programs and services.”

Representatives from 49 of NCARB’s 54 member state or registration boards attended the two-day, biennial conference. State or registration boards use NCARB’s *Model Law and Model Regulations* to guide laws and rulemaking regarding the registration and practice of architects within a state or jurisdiction.

The meeting yielded a number of key discussions for the architect profession:

### Streamlining the IDP

The conference opened with a presentation and the solicitation of comments about recently approved changes to streamline the IDP. In September, the NCARB Board of Directors recently approved two phases of [reinvention changes to the IDP](#), which would only become applicable if adopted by individual licensing boards.

The first phase would streamline the program by focusing on core requirements and removing elective requirements. Currently, emerging professionals are required to document 5,600 hours of experience, including 3,740 hours of core requirements in specific architectural experience areas. By eliminating the 1,860 elective hours, interns would be required to document only the 3,740 hours in the 17 core experience areas. Phase two of the changes would condense the 17 current experience areas into six practice-based categories that are based on contemporary practice.

Currently, 38 jurisdictions can accept the streamlined IDP without having to modify either rules or laws. Nine (9) jurisdictions would have to modify rules to accept the streamlining and seven (7) would need to modify laws to accept. Forty-seven

jurisdictions are now ready to accept the phase two IDP changes without the need to modify rules or laws; seven jurisdictions need to modify rules.

“These changes are intended to bring the program into alignment with today’s practice model and maintain the rigor of validating what’s competency and practice through experience,” McKinney said.

#### **Future Title Task Force**

The use of the title “intern” has generated national buzz. In response, NCARB recently convened its new Future Title Task Force, comprising interns, architects and representatives from our Member Boards from across the country, to discuss alternatives to the “intern” and “architect” titles. The Task Force is working to explore the issue in more detail, comparing the terms various jurisdictions allow unlicensed professionals to call themselves, and the terms other professions use to identify emerging professionals.

“I charged this group with clearing the slate, and starting fresh with no preconceived ideas to explore potential titles across the full continuum from students to registered architects,” McKinney said.

#### **Alternatives to Certification**

Breakout sessions were held to provide the NCARB Board with additional feedback on proposed changes the [Broadly Experience Architect \(BEA\) Program](#). The [current BEA proposal](#), announced by the NCARB Board in June 2014, would overhaul the program—maintaining the appropriate program rigor while reducing completion time.

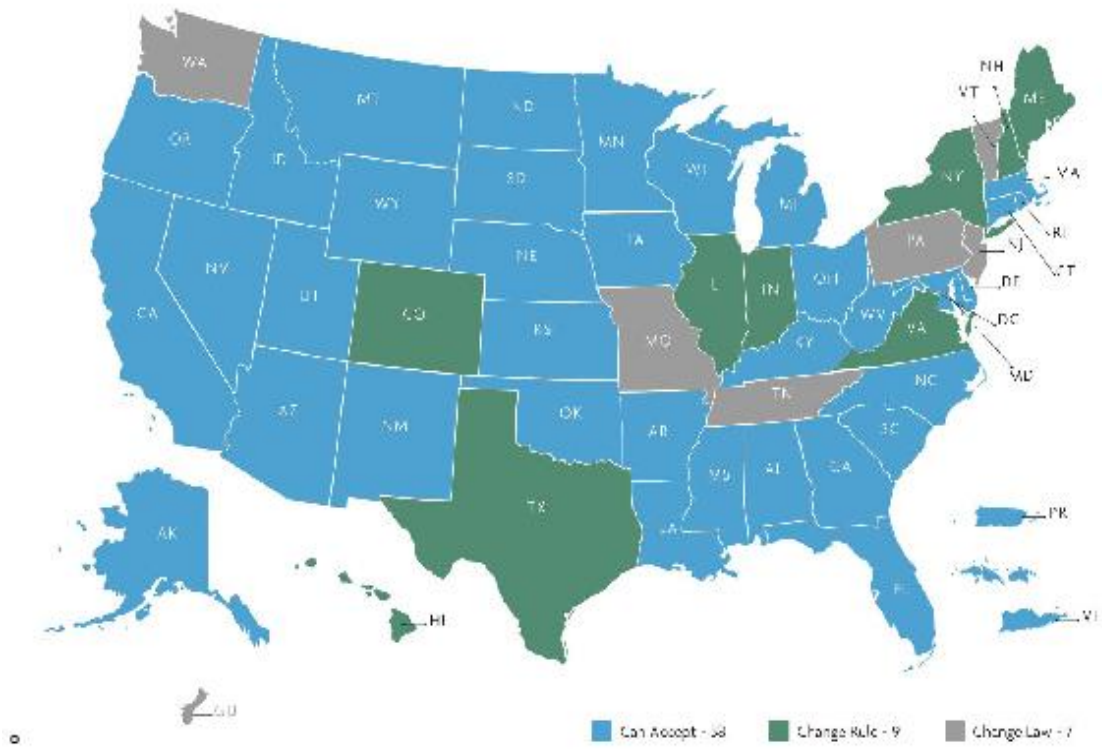
#### **Licensure at Graduation**

Discussion was also held to explore concepts that would create a more integrated path to licensure upon graduation from a NAAB-accredited program. The NCARB Board, [in May](#), announced its endorsement of incorporating internship and examination requirements into university education.

The NCARB Board invited architecture schools to respond to a [Request for Interest and Information](#) (RF&I) regarding exploration of an integrated path to licensure at the time of graduation. Following review of the responses to the RF&I, a formal RFP will be released in early January 2015. The RFP will remain open through June 1, 2015.

## Implementation of IDP Streamline Session Notes

**What does implementation look like for your jurisdiction?**



### **Will this effect reciprocity? How?**

The question of "how will implementation of a streamlined IDP effect reciprocity" was posed in an attempt to understand issues that could be brought about by some jurisdictions choosing not to adopt a streamlined IDP. For example, will a candidate that completes core hours to obtain licensure in one jurisdiction be impacted when they apply for a reciprocal license in a jurisdiction that does not adopt the change? Common responses included:

- No impact if the candidate holds an NCARB Certificate and/or satisfies IDP (48)
  - Region 1: CT, ME, MA, RI, VT – (5)
  - Region 2: DE, DC, MD, PA, VA, WV – (6)
  - Region 3: AL, AR, FL, GA, LA, MS, NC, PR, SC, TX, VI – (11)
  - Region 4: IL, IN, IA, KY, MI, MN, MO, OH, WI – (9)
  - Region 5: KS, MT, NE, ND, OK, SD, WY – (7)
  - Region 6: AK, CA, GU, HI, ID, NV, NM, OR, UT, WA – (10)
  
- Jurisdictions will "look behind the blue cover" (6)
  - Region 1: NH – (1)
  - Region 2: NJ, NY – (2)
  - Region 3: TN – (1)
  - Region 6: AZ, CO – (2)
  
- Candidate will need to document additional experience under the direct supervision of a licensed architect to satisfy three year duration requirement if they complete core hours in under three years
  
- Consensus is needed among jurisdictions so to not create barriers to reciprocity
  
- May not be eligible for reciprocity if jurisdiction of initial licensure does not have substantially equivalent standards
  
- It is important to explain to interns that jurisdictions have differing requirements
  
- Jurisdiction will look at the submission for endorsement based on compliance with the state's laws and rules in effect at the time the applicant received licensure in their home state
  
- Applicants without an NCARB certificate will be evaluated on a case-by-case basis

### **What can NCARB provide to assist your jurisdiction with implementation?**

- Many jurisdictions indicated that no support will be needed
  - Regulations stipulate "completion of IDP" and do not go into the details associated with completing the program
- Numerous jurisdictions would like assistance with drafting regulations to implement the new program
  - *NOTE – Please contact Derek Haese at [dhaese@ncarb.org](mailto:dhaese@ncarb.org) for support reviewing or drafting regulations*
- Provide resources to help answer questions during full board meetings
  - *NOTE – NCARB staff can be available by phone to answer any questions your board may have during your board meeting. Please contact Derek Haese at [dhaese@ncarb.org](mailto:dhaese@ncarb.org).*
- Provide detailed explanation/data justifying change to use as support at the legislature
- Provide candidates with a system that will inform candidates of differing state requirements
  - Allow candidates to document additional hours to meet specific state requirements
- More time is needed to understand impact and implement change
- Provide communications material for boards to distribute to candidates
- Provide data regarding the time required to complete core hours
- Assist jurisdictions with removing excessive detail from statutes and regulations
- Blast emails to your licensees to spread current messages

## Integrated Outreach Session Notes

### You're doing what? How?

- *What other licensing or certification bodies are engaged in the built environment within your jurisdiction?*
- *How can you connect with these peers to share best practices, learn, and improve your Board's effectiveness?*

The following regulatory boards were identified as potential partners on issues related to the built environment. Not all jurisdictions have each of these boards but the list is a starting point from which to begin ideas regarding collaboration. By working together, all of the professions may better serve to protect the health, safety and welfare of the public.

Professional Engineers	Certified Energy Professionals
Landscape Architects	Licensed Contractors
Land Surveyors	Home Builders Board
Certified Interior Designers	

The brainstorming produced an extensive list of other key organizations/groups to interact with. Begin to think about which of these groups are active in your jurisdiction and may become a resource for your Board.

Fire Marshal's Office	American Institute of Architects
Building Officials	American Institute of Architecture Students
Design/Build Groups	American Society of Landscape Architects
Council for Interior Design Qualification	American Planning Association
Society of Professional Engineers	Departments of Planning & Permitting
National Association of Counties	Long Term Care Facility Managers
Health Department	Real Estate/Developers Group
Pollution Control Agency	US Green Building Council
Association of General Contractors	Office of Emergency Management

Ideas for best ways to connect with these various groups include:

- o Send a representative of the architects board to attend their meetings/invite them to attend yours
- o Hold at least one regular joint meeting with an associated board or a joint dinner after separate meetings
- o Do a joint project review with related professionals to understand their perspective
- o Develop joint resource materials for various professionals allowing one message to reach all so you develop shared understanding around areas of mutual interest and concern
- o Setup a joint practice subcommittee if the Architect Board is a standalone board
- o Host workshops with others at major local conferences
- o Work with another group to sponsor joint training activities
- o Do joint outreach to local schools allowing ideas to be shared with each other and the students



**Licensure matters to...**

- *What are the key messages your Board needs to spread to your code officials, your local fire marshals, and the public in your jurisdiction?*
- *How is the message different in your urban vs. rural areas of practice?*

The message of protecting the health, safety and welfare of the public comes down to some key terms and reoccurring comments in the session notes. Use these to help build and refine the message your board wants to send to the public.

- o The Board and licensure protects constituents (the public) by enforcing regulation for their benefit.
- o The Board is here to help - it works for the public not the profession.
- o Need to communicate what constitutes the practice of architecture and what does not.
- o When does a project NEED an architect, what types of projects, what size of projects.
- o What is the threshold between needing an architect vs. engineer?
- o Deliver a clear message about licensed architects vs. unlicensed/illegal practice.
- o We (Boards, Code Officials, other licensed professionals) need to work together to protect the public.
- o The Board needs to hear about the problems the public is having with the built environment. The Board listens as well as acts and regulates.

The message to rural vs. urban areas does need to be different in some jurisdictions when a broad diversity exists within the jurisdiction. Ideas around how to tailor such messages include:

- o Rural areas require a more basic message to overcome the lack of local trained building officials.
- o Need to overcome the concern that adding an architect to a project adds unnecessary cost.
- o Greater messaging in rural areas is needed about the building code, its value, and the permitting process.
- o Getting the message to developers/builders has a greater impact than trying to go directly to the public.
- o Urban areas face greater issues of redevelopment and adaptive reuse. Rural areas face the challenge of unregulated construction.
- o Need to get the message out that every building matters because every building must protect its occupants.
- o Several respondents addressed the idea of lowering local plan review fees if an architect was involved in the project as an incentive to local building owners.

### **Opportunity Knocks!**

- *What opportunities currently exist or could you create to combine outreach initiatives with others in your jurisdiction or region?*
- *What opportunities exist to partner with local AIA components on outreach efforts beyond a presentation at a convention?*

Results showed a number of opportunities to combine outreach efforts with other various groups involved in the built environment from earlier in this session. Some other outreach ideas that were identified included:

- Blast emails to your licensees to spread current messages.
- Presentations to building officials and representatives from other design related boards.
- Connect with the other Boards or organizations on social media. Allow them to help spread your message to their membership.
- Reach out to city Mayors to understand the role of architecture and the benefits to their city. Help them understand how adopting a building code for their city is a positive step forward.
- Link to one another profession's websites to draw other viewers to the Board's own page.
- Do outreach with charitable organizations such as Habitat for Humanity to help the community as well as spread the message about regulated practice and what it means to the public.
- Hold one Board meeting a year at a state university to broaden outreach to the public and students.
- Offer to be part of a panel discussion with other licensed professionals at conferences for code officials, school board members, bankers, healthcare managers, educators, etc...

Partnering with your local AIA component can broaden your reach and deliver reinforcement messages to the architects within your jurisdiction. Ideas to work with local AIA components include:

- Volunteer with AIA at their events to help meet your audience face-to-face and deliver your message.
- Ask for a section in their newsletter for the purpose of delivering your licensing board's hot topic.
- Provide a "guest editorial" in their newsletter providing them content while delivering your message.
- Offer to provide a continuing education session at local AIA events.
- Invite the state leadership of AIA to all Board meetings if not already in attendance.
- Tie into the local AIA's social media campaign to help spread messages from your Board.

**Yes! You are special ☺**

- *What makes your jurisdiction special?*
- *What is important for someone on the path to licensure to know about your jurisdiction?*

Every jurisdiction is special in their own way but often times around the same issues leading to either initial or reciprocal licensure. The following is a list of special considerations that were identified by the jurisdictions attending this session. Review the list and see if any of these relate to your jurisdiction. If so, be sure to address what makes you special when reaching out to current and future licensees.

- Does your jurisdiction require a NAAB degree for licensure? How does this compare to your neighboring jurisdictions and how do you message the requirement to those looking for reciprocal licensure from neighboring jurisdictions?
- Several boards identified that they really focus on good customer service to the architects and interns. How does your board try to help each stakeholder you work for? How are you trying to keep architects out of trouble?
- Are you in a historically significant region of architecture? How do you celebrate your jurisdiction's own vernacular architecture?
- Are you a jurisdiction with several schools of architecture – maybe a jurisdiction with none? In either case, how do you either connect with so many schools or connect with schools outside your jurisdiction?
- Do you share borders with Canada or Mexico? How does that impact potential applicants that want reciprocal licensure – possibly from another country?
- Does your jurisdiction have a jurisprudence exam or any other special requirements to achieve and maintain a license? How do you help remind your licensees to complete these and other continuing education requirements?
- Are you a jurisdiction with lots of pathways to licensure or do you follow the straight NAAB degree – IDP – ARE path? How do you communicate your path(s) to avoid confusion with surrounding jurisdictions?
- Does your jurisdiction have one or two primary industries that drive the economy and the profession of architecture? What is the message to those gaining licensure in your jurisdiction around such an issue?
- Is architecture only one small part of a joint board in your jurisdiction? How can you leverage your direct connection with other boards instead of perceiving this as a limitation of your ability to spread architectural messages?

## Pre-Graduation Access to the ARE

### Session Notes

#### **Will your Board support the development of an integrated path to licensure?**

The spreadsheet (on the last page) identifies the Council's initial research by jurisdiction on the laws and/or rules that will have to be changed to allow pre-graduation access to the ARE.

General comments from various jurisdictions on their thoughts and intentions include:

- o Let's get this done.
- o Yes, we will try.
- o Willing to work and support further exploration of the concept.
- o The approach should be pursued.
- o We will work with the school to accommodate their plans.
- o If IDP is completed prior to graduation, I will support this change.
- o We would need support from NCARB in developing supportive language to modify rules/law.
- o Since we allowed ARE to start during IDP, we may as well allow ARE during Education.
- o We must be open to this concept.
- o This would be a grand opportunity to change the old adage that recent graduates can't function in traditional practice.
  
- o You would have to show me how all NAAB programs would do this.
- o Difficult to gage how the Board will embrace this concept.
- o Experience/practice post-graduation is in the public's interest.
- o There is no commitment to this action until more evaluation is done.
- o Not sure there is an appetite to move forward.
- o We are concerned about the ability to pass the ARE without experience.
  
- o There is confusion on how experience is going to be integrated into licensure process.
- o Our Board firmly believes that experience is as important, if not more important, than education.
- o Our Board believes the ARE is the benchmark by which you measure an architect.
- o How do you work and go to school at the same time?
- o What is the economic effect of adding more years to the education process?
  
- o Not likely to change the required laws in place.
- o I will not support this ill-conceived proposal.
- o I am not in support of this watering down of the profession.
- o If they pass the exam before graduation and then take time off, how do we assess their competency?
- o The question that needs to be asked is WHY?
- o What are the benefits to the public?
- o I would hope our Board will not support this proposal.

**How can you partner with schools and/or firms in your jurisdiction to facilitate this concept?**

- NCARB should drive the structuring of the program such that there is the least possible conflict with existing regulations.
  - Development of Model Law on this topic would help us understand the initiative better and would help facilitate discussion with stakeholders.
  - Need more concrete information to support any partnership discussion with schools and firms.
- Programs have to be carefully structured.
  - This would require the school to take the lead and ensure the applicant has the required hour of IDP in their program.
  - Would definitely need to work with schools to create or access work programs.
  - Firms must be engaged in the program to commit to the IDP experience.
  - Encourage firms to partner with schools to provide IDP training.
  - NCARB will have to monitor, review, and approve.
- It seems like the Board can act as a bridge between the school and the firms.
  - The Board could facilitate discussions between school and business.
  - The Board could become the centralized information center for schools and firms.
  - The Board should meet and inform schools and firms about the integrated path to licensure.
  - The Board should assist in conceptualizing how to meet the necessary state requirements
- Economy plays a major role in firms being supportive of this program.
  - It might be difficult to partner with firms for coop opportunities due to economic constraints.
  - Will have to engage with firms from outside the state
- Staff involvement during the year to provide regulatory checks and balances.
- Provide overview during the school year from the Board.
- Use a co-op program curriculum
- This was done 36 years ago at the University of Cincinnati.
- Require some internship before starting Master's program.
- Develop a 3-person panel (NCARB, Dean, IDP Coordinator) about the alternate path at the state AIA convention.
- Difficult to do in rural areas.
- How do you police "teaching the exam?"
- School is too small with limited resources.
- NCARB staff visits to state boards.
- We have no NAAB-accredited programs in our state.

JURISDICTION	EDUCATION				EXPERIENCE				OTHER			Notes
	Rule	Law	No Change	Does Not Address	Rule	Law	No Change	Does Not Address	Rule	Law	Does Not Address	
Region ONE	Connecticut	1			1						1	
	Maine		1			1					1	
	Massachusetts	1					1			1		21 years of age in Law
	New Hampshire	1					1				1	
	Rhode Island		1					1		1		21 years of age in Law 18 years of age in Law
Region TWO	Vermont	1				1				1		
	Delaware	1					1				1	
	District of Columbia	1						1			1	
	Maryland	1					1				1	
	New Jersey		1				1			1		18 years of age in Law
	New York	1				1					1	
	Pennsylvania	1				1					1	Rule and Law contradict
	Virginia	1						1			1	
Region THREE	West Virginia		1				1				1	
	Alabama		1				1			1		21 years old in Law
	Arkansas			1			1			1		"Policy" requires NAAB
	Florida				1						1	
	Georgia		1				1				1	
	Louisiana		1				1				1	
	Mississippi		1			1			1			
	North Carolina	1					1			1		18 years of age in Law
	Puerto Rico							1			1	
	South Carolina		1				1				1	
	Tennessee				1						1	
	Texas		1			1					1	
Region FOUR	Virgin Islands		1				1				1	
	Illinois	1				1				1		18 years of age in Law
	Indiana		1					1		1		
	Iowa	1					1				1	
	Kentucky		1			1					1	
	Michigan		1					1			1	
	Minnesota	1					1				1	
	Missouri		1				1			1		21 years of age in Law
	Ohio		1					1		1		18 years of age in Law
Region FIVE	Wisconsin	1				1			1		1	
	Kansas			1			1				1	May be a "Policy"
	Montana	1					1				1	
	Nebraska	1					1				1	Rule and Law contradict
	North Dakota	1					1		1			18 years of age
	Oklahoma		1			1					1	Rule and Law contradict
Region SIX	South Dakota	1						1			1	
	Wyoming		1								1	
	Alaska	1						1			1	
	Arizona	1				1					1	
	California	1					1				1	
	Colorado	1				1					1	
	Guam		1				1			1		
	Hawaii	1				1					1	
	Idaho		1				1		1			
	Nevada	1					1			1		21 years of age in Law
	New Mexico	1					1				1	
	Oregon	1					1				1	
Utah	1						1	1				
Washington		1				1				1		
<b>TOTALS</b>	<b>28</b>	<b>21</b>	<b>2</b>	<b>3</b>	<b>12</b>	<b>8</b>	<b>23</b>	<b>11</b>	<b>6</b>	<b>11</b>	<b>37</b>	

# TBAE EVENT CALENDAR 2015

<p>01 New Year's Day (Agency Closed)                  02 TBAE Holiday (Skeleton Crew)                  19 M.L. King Day (Agency Closed)                  21 Board Meeting – Select Candidates                  22 Board Meeting</p> <p>84<sup>th</sup> Legislative Session begins</p>	<p style="text-align: center;"><b>JANUARY</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;"><b>JULY</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>03 Independence Day (Agency Closed)</p>							
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<p>16 Presidents Day (Agency Closed)                  19 Board Meeting – ED Position Interviews</p>	<p style="text-align: center;"><b>FEBRUARY</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<p style="text-align: center;"><b>AUGUST</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>13 METROCON15 (Aug 13-14)                  24 Board Meeting                  18 2015 Bldg. Officials Assoc. of Texas (BOAT) Annual Conference (Aug 18-21) Texasiana                  27 LBJ Birthday (Skeleton Crew)</p> <p>*2016 BOAT Annual Conference (Aug 2-9) Sugarland</p>							
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<p>02 Texas Independence (Skeleton Crew)                  12 NCARB MBE Workshop – (12-14) Hilton Long Beach, Long Beach, CA                  13 NCARB Regional Summit – Long Beach, CA</p>	<p style="text-align: center;"><b>MARCH</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;"><b>SEPTEMBER</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>07 Labor Day (Agency Closed)                  2015 LRGV-AIA Conference                  16 CLARB Annual Meeting (Sep 15-19) Loews New Orleans Hotel New Orleans, LA</p>							
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<p>03 Good Friday (Options)                  21 San Jacinto Day (Skeleton Crew)                  22 TX ASLA Conference – Galveston</p>	<p style="text-align: center;"><b>APRIL</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p style="text-align: center;"><b>OCTOBER</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>29 Board Meeting</p>							
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<p>17 NCARB Annual Meeting Roosevelt Hotel New Orleans, LA (17-20)                  19 Emancipation Day (Skeleton Crew)</p>	<p style="text-align: center;"><b>JUNE</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p style="text-align: center;"><b>DECEMBER</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>24 Christmas Eve (Agency Closed)                  25 Christmas Day (Agency Closed)</p>							
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