

**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: 105-131**  
**Respondent: Paul Anthony Sanchez**  
**Location of Respondent: San Antonio, Texas**  
**Date of Complaint Received: January 17, 2013**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Paul Anthony Sanchez (hereafter “Respondent”) is a registered interior designer in Texas with registration number 7841.
- Respondent was the owner and President/Director of a business identified as “Paul Anthony & Associates” located in San Antonio, Texas.
- Henry C. Ortega (hereafter “Ortega”) initially contracted with Paul Anthony & Associates (hereafter “the firm”) to offer and render architectural services on behalf of the firm on or about September 24, 2006. On or about October 27, 2006, the firm was registered with the Board to offer architectural services by and through Ortega, which was effective and in place at all times material hereto. Ortega was a partner of the firm from sometime in January 2008 until 2011. On or about May 30, 2011, Ortega left the firm as a partner but entered into an Agreement of Association for Architectural Services (hereafter “the agreement”) with the firm under which he agreed to continue to offer and render architectural services until May 30, 2012.
- The terms of the agreement included the following: “Ortega agrees to oversee the preparation of all construction documents prepared and issued for use pursuant to this Agreement. All construction documents prepared and issued for use pursuant to this Agreement shall be prepared under Ortega’s oversight.” Ortega further agreed to provide architectural expertise to oversee the preparation of architectural design and construction documents, represent his continued association with the firm, and assist in marketing the services of the firm, as well as make himself available for meetings with clients and firm staff.
- In late 2011, Respondent prepared, or instructed others on behalf of the firm to prepare construction documents issued by the firm. Respondent’s firm affixed Ortega’s architectural seal and signature to construction documents for three projects, notwithstanding Ortega’s lack of supervision and control over their preparation, as defined by Board Rule 1.5(65), which requires the documentation of frequent and detailed communication during the preparation of the work. Ortega’s architectural seal and signature were affixed to construction documents for the following projects:
  - “Le Meilleur’s RV Truck and Equipment Repair” located at 500 Yorktown Blvd., Kerrville, Texas dated October 3, 2011;
  - “Chimy’s Cervceria” located at 203 University Drive, College Station, Texas, dated December 13, 2011; and
  - “The Smiling Moose Deli” located at 3204 Sherwood Way, San Angelo, Texas, dated December 23, 2011.

- All of the projects in question were exempt from the Architectural Act such that a registered architect was not required to oversee the preparation of the construction documents.
- On or about January 2012, Respondent provided notice to Ortega that the firm had terminated the Agreement effective December 31, 2011. Ortega disputed the firm's authority to unilaterally terminate the Agreement. Ortega states that he ceased offering and rendering architectural services on behalf of the firm in late 2011 or early 2012. Respondent produced an affidavit from Ortega where Ortega swore that he continued to market the firm in the design community, consult with Mr. Sanchez and his staff on ongoing projects, and participate in contract negotiations for the firm.
- On or about January 17, 2013, the Board received a complaint from Ortega alleging Respondent prepared and issued construction documents bearing Ortega's architectural seal and signature outside of his supervision or control. The Board received a sworn affidavit from Ortega attesting to the fact that he did not prepare, supervise or control the preparation of the construction documents for the projects.
- On or about February 6, 2013, the Board notified the Respondent of this investigation and provided Respondent with an opportunity to provide a written response.
- On or about March 13, 2013, the Board received a response from Respondent. Respondent stated the construction documents were issued by the firm in accordance with procedures previously established by Ortega. Respondent did not specify or otherwise describe those procedures, but provided the Board an email from the Respondent in which he stated that "ALL drawings going out of this office must have either Henry's seal and signature or the stamp." Ortega was copied on the email. Respondent also asserted Ortega was aware of the projects and had received status updates regarding the project via email. Respondent produced correspondence from an owner from one of the projects in question who stated that he personally attended meetings in which Ortega was present. Another owner from another of the projects stated that Respondent never once misled him in any way. Finally, Respondent notes that Ortega stated in an affidavit that during the time in question he continued to consult with Respondent and his staff on ongoing projects, and participate in contract negotiations for the firm.

**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).
- A person may not use or attempt to use an architect's seal, a similar seal, or a replica of the seal unless the use is by or through an architect. TEX. OCC. CODE ANN. §1051.702(b).
- By affixing a copy of an architect's seal and signature to construction documents without the knowledge or consent of the architect and submitting the construction documents to a governmental entity for permitting purposes, Respondent's firm violated TEX. OCC. CODE ANN. §1051.702(b).
- Based on the violations cited above, the Respondent, as owner of the firm, is subject to discipline under TEX. OCC. CODE ANN §§1051.451, 1051.751, and 1051.752.

**Action Recommended by Executive Director:**

- Based upon the nature and character of Respondent's activities and his acceptance of responsibility and cooperation during the investigation of this case the Executive

Director recommends, and Respondent is prepared to accept, imposition of an administrative penalty and submit to the supervision of the Board as follows:

- Respondent shall pay to the Board an administrative penalty in the amount of Fifteen Thousand Dollars (**\$15,000**). The administrative penalty may be made in monthly installments of \$250 payable on the first of the month beginning June 1, 2016;
- Until such time that the Respondent completes payment of the administrative penalty described above, any participation by the Respondent as an owner or partner in a firm which provide or offers to provide architectural services in Texas shall be subject to the supervision of the Board. At a minimum, Respondent's obligations during the period of supervision shall include:
  - Notification by the Respondent that Respondent has become an owner or partner in such a firm;
  - Notification by the Respondent of the identify and contract information of the architect or architects who are employed by the firm or associated with the firm as required under Board Rule 1.122; and
  - Notification by the Respondent of all projects for which construction documents have been issued on a quarterly basis. Upon request by the Board, the Respondent shall provide the Board with the opportunity to examine any such construction documents, to confirm that such documents have been issued under the supervision and control of a registered architect, in conformity with all laws and rules of the Board.

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**Case Number:** 051-16L  
**Respondent:** Keiji Asakura  
**Location of Respondent:** Houston, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Keiji Asakura (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 1170.
- On September 15, 2015, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- Respondent failed to respond to the audit and provide evidence of completion of CE requirements.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified completion of his CE responsibilities in order to renew his landscape architectural 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 3.69(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 3.69(f). 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 3.171 which requires that a landscape architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250.00** totaling **\$500.00**.

**Action Recommended by Executive Director:**

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

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<b>Case Number:</b>	<b>026-16I</b>
<b>Respondent:</b>	<b>Lindsey Jacqueline Denny</b>
<b>Location of Respondent:</b>	<b>Houston, Texas</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Lindsey Jacqueline Denny (hereafter “Respondent”) is a registered interior designer in Texas with registration number 10604.
- 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, 2014 through December 31, 2014.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).
- During the course of staff’s investigation, Respondent failed to respond to a written request 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 5.79. The Board’s standard assessment for providing false information is **\$700**.
- By failing to respond to a written request for information within 30 days of staff’s requests, Respondent violated Board Rule 5.181 which requires a registered interior designer to answer a Board inquiry or produce requested documents within 30 days of a request. The standard administrative penalty assessed for this violation is **\$250**.

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$950**.

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<b>Case Number:</b>	<b>041-16I</b>
<b>Respondent:</b>	<b>Leslie Keith Elkins</b>
<b>Location of Respondent:</b>	<b>Houston, Texas</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Leslie Keith Elkins (hereafter "Respondent") is a registered interior designer in Texas with registration number 937.
- On August 24, 2015, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On November 3, 2015, Respondent emailed the Board and stated that she did not realize she was limited to four hours of self-directed study. As a result, Respondent failed to complete sufficient CEPH during the audit period.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

**Applicable Statutory Provisions and Rules:**

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

**Action Recommended by Executive Director:**

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

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<b>Case Number:</b>	<b>093-14A</b>
<b>Respondent:</b>	<b>William Scott Field</b>
<b>Location of Respondent:</b>	<b>Galveston, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- William Scott Field (hereafter "Respondent") is registered as an architect in Texas with registration number 10232.
- On October 16, 2013, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of April 1, 2010 through March 3, 2011.
- On February 5, 2014, Respondent replied by email and stated that due to technical difficulties from a failed computer drive, he could not produce complete and accurate proof of his continuing education.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of his continuing education activities for the period of April 1, 2010 through March 3, 2011, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

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

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**Case Number: 067-16A**  
**Respondent: Robert Alexander Gonzalez**  
**Location of Respondent: El Paso, TX**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Robert Alexander Gonzalez (hereafter “Respondent”) is registered as an architect in Texas with registration number 15245.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- In addition to failing to complete required continuing education hours within the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.
- During the course of staff’s investigation, Respondent failed to respond to an inquiry from the Board.

**Applicable Statutory Provisions and Rules:**

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

**Action Recommended by Executive Director:**

- The Executive Director recommends an administrative penalty of **\$1,450**.



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<b>Case Number:</b>	<b>061-16I</b>
<b>Respondent:</b>	<b>Thomas A. Greenwood</b>
<b>Location of Respondent:</b>	<b>Dallas, Texas</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Thomas A. Greenwood (hereafter "Respondent") is a registered interior designer in Texas with registration number 1178.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

**Applicable Statutory Provisions and Rules:**

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

**Action Recommended by Executive Director:**

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

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<b>Case Number:</b>	<b>027-16L</b>
<b>Respondent:</b>	<b>Robert Todd Jones</b>
<b>Location of Respondent:</b>	<b>El Paso, TX</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Robert Todd Jones (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 1906.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to timely complete his continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- In addition, Respondent falsely certified completion of his CE responsibilities in order to renew his landscape architectural 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 3.69(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 3.69(f). 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 3.171 which requires that a landscape architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250.00** totaling **\$500.00**.

**Action Recommended by Executive Director:**

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

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<b>Case Number:</b>	<b>062-16A</b>
<b>Respondent:</b>	<b>John W. Lee</b>
<b>Location of Respondent:</b>	<b>Lakewood, CO</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- John W. Lee (hereafter "Respondent") is registered as an architect in Texas with registration number 22851.
- On January 15, 2016, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On January 21, 2016, Respondent replied and stated that he attended a conference but failed to pick up the certificates of attendance; therefore, he could not produce complete and accurate proof of his continuing education.

**Applicable Statutory Provisions and Rules:**

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

**Action Recommended by Executive Director:**

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

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<b>Case Number:</b>	<b>050-16I</b>
<b>Respondent:</b>	<b>Charlotte Celia McFadin</b>
<b>Location of Respondent:</b>	<b>Victoria, 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:**

- Charlotte Celia McFadin (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 9385.
- On October 15, 2015, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On January 4, 2016, Respondent replied by email and stated that she had lost or misplaced the certificates of completion and could not produce complete and accurate proof of her continuing education.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

**Action Recommended by Executive Director:**

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

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**Case Number:** 042-16A  
**Respondent:** Leng-Wa Ng  
**Location of Respondent:** Richmond, TX  
**Nature of Violation:** Violation of Continuing Education Requirements  
**Instrument:** Report and Notice of Violation

**Findings:**

- Leng-Wa Ng (hereafter “Respondent”) is registered as an architect in Texas with registration number 18308.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

**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 1.69. The Board’s standard assessment for providing false information is **\$700**.

**Action Recommended by Executive Director:**

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

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**Case Number: 052-16A**  
**Respondent: Peter Michael Ruggiero**  
**Location of Respondent: Chicago, IL**  
**Nature of Violation: Violation of Continuing Education Requirements**  
**Instrument: Report and Notice of Violation**

**Findings:**

- Peter Michael Ruggiero (hereafter "Respondent") is registered as an architect in Texas with registration number 22774.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- In addition to completing the required continuing education hours outside of the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.

**Applicable Statutory Provisions and Rules:**

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

**Action Recommended by Executive Director:**

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

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<b>Respondent:</b>	<b>Antoinette Loessberg</b>
<b>ID Registration Number:</b>	<b>1735</b>
<b>Location of Respondent:</b>	<b>San Antonio, Texas</b>
<b>Nature of Violation:</b>	<b>Violation of Continuing Education Requirements</b>
<b>Instrument:</b>	<b>Voluntary Surrender Statement</b>

**Findings:**

- Antoinette Loessberg (hereafter “Respondent”) is registered as an interior designer in delinquent status in the State of Texas.
- On or about September 29, 2015, in TBAE Case No. 003-16I, Respondent was issued a Report and Notice of Violation by the Board, based on findings of fact that the Respondent failed to provide detailed records of continuing education activities for the period of January 1, 2013 through December 31, 2013 and failed to respond to two board inquiries.
- Subsequent to the Report and Notice of Violation issued to Respondent on September 29, 2015, Respondent returned the unsigned Report and Notice of Violation with a handwritten note on it and stated: “I’ve retired and I do not need this license any longer. Thank you, Toni.”
- On April 11, 2016, the Board received a notarized statement from Respondent voluntarily surrendering her interior design registration.

**Applicable Statutory Provisions and Rules:**

- By failing to provide the Board with continuing education completion certificates for the 2013 audit period and by failing to reply to two Board inquiries, Respondent violated Board rules 5.79 and 5.181.

**Action Recommended by Executive Director:**

- The Executive Director recommends the Board accept the voluntary surrender of Respondent’s registration in lieu of disciplinary action pursuant to Board Rule 5.74 and 5.76. Any subsequent reinstatement of this registration will be controlled by the law in effect at the time of the reinstatement.

## Summary of NCARB Resolutions 2016

### 1. *Mutual Recognition Arrangement with Australia and New Zealand*

NCARB, and specifically Texas, currently have Mutual Recognition Arrangements with Canada and Mexico. Under these arrangements, a foreign architect is allowed to pursue reciprocal licensure in Texas. This new resolution would allow the same for architects in Australia and New Zealand. The terms of this Arrangement follow along the lines of our current arrangement with Canada and Mexico and are strongly founded on accredited education, structured experience, and comprehensive examination. The Arrangement will also provide for an alternative path to licensure for those without accredited education. Those alternatives are appropriately rigorous and include extended periods of experience prior to licensure. Texas will also need to decide whether to enter into the new arrangement. No rule changes will be required.

### 2. *Revision of the Alternatives to the Education and Experience Requirements for Certification*

Currently, an individual may obtain an NCARB Certificate, and therefore reciprocal licensure in Texas, as a Broadly Experienced Architect. This new resolution proposes changes to the qualifications and procedures to obtain certification for a Broadly Experienced Architect. Below is a comparison chart of the current guidelines and the proposed new guidelines. One goal of the resolution is to reduce the cost to obtain certification by removing the costs of peer review. No rule changes will be required.

Current	Proposed
Good Moral Character	Same
Education – one of the following:	
<ul style="list-style-type: none"> <li>• NAAB/CACB accredited professional degree</li> </ul>	Same
	4-year bachelor degree in an architecture-related program, IDP X 2, and 3 years continuous licensure with no discipline
<ul style="list-style-type: none"> <li>• 4-year bachelor degree in an architecture-related program, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and six years' experience</li> </ul>	4-year bachelor degree in an architecture-related program, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and 3 years continuous licensure with no discipline
<ul style="list-style-type: none"> <li>• Non-architect degree, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and eight years' experience</li> </ul>	Non-architect degree, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and 3 years continuous licensure with no discipline
<ul style="list-style-type: none"> <li>• No post-secondary degree, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and ten years' experience</li> </ul>	No post-secondary degree, EESA evaluation report stating that you have satisfied the education requirements through either education or experience, and 3 years continuous licensure with no discipline



Experience – IDP	Same
Examination – ARE	Same
State Licensure	Same

**3. Exam Equivalency for ARE 5.0**

This resolution provides for the exam equivalents table, which is used as a reference document by NCARB staff to assess the examination history of licensed individuals seeking the NCARB Certificate who have taken a version of the ARE that is older than the current version being administered. The exam equivalents chart is NOT a table to be used to calculate current examination eligibilities for ARE candidates seeking initial licensure. No rule changes will be required.

**4. Five-Year Rolling Clock and Rolling Clock Extension Policy Updates**

This resolution retains the five-year rolling clock and rolling clock extension policies, but clarifies certain portions of the policy. No rule changes will be required.

**5. Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option**

This resolution would amend the Legislative Guidelines and Model Law to allow students enrolled in an NCARB accepted Integrated Path to Architectural Licensure option within a NAAB-accredited program access to the Architect Registration Examination while they are enrolled in the program. This would require a law change for us to adopt the model language.

**6. Addition of Architect Emeritus Status to Legislative Guidelines and Model Law**

This resolution will the architect emeritus status to the Legislative Guidelines and Model Law. We and 40 other states already have this status in our law and rules. No rule changes will be required.

**7. Addition of Reference to Military-Trained Applicants to Legislative Guidelines and Model Law**

This resolution will modify the Legislative Guidelines and Model Law to incorporate registration requirements for military personnel. Due to legislative mandates in the 84<sup>th</sup> Legislative Session, we have already updated our rules. No additional rule changes will be required.

**8. Updating the Name of the Intern Development Program**

The Future Title Task Force recommended that the titles “architect” and “emeritus architect” should be the only regulated titles used by registrants and that the title “intern” should not be regulated or used in NCARB’s nomenclature. In support of this recommendation, this resolution would rename the Intern Development Program to the Architectural Experience Program and would update all references to program name in NCARB documents. All references to the new name would also list the former name. Rule changes will be required to update the name, but will not need to be done to continue our use of the program.

### ***9. Updating Name of Internship Committee***

This resolution also supports the recommendation of the Future Title Task Force and will rename the Internship Committee to the Experience Committee. No rule changes will be required.

### ***10. Changes to Program Requirements for the Intern Development Program***

This resolution was submitted by Region 6, and is not supported by the Board of Directors. This resolution would change the manner of approval and implementation of changes to the Intern Development Program and corresponding changes to the Certification Guidelines. Currently the Board of Directors may approve changes to the IDP and Certification Guidelines. This resolution would require that programmatic changes be approved by a majority vote of the Member Boards and that administrative changes be approved by the Board of Directors. No rule changes will be required.

## MEMORANDUM

**TO:** Member Board Members  
Member Board Executives

**FROM:** Dennis S. Ward, FAIA, NCARB  
President

**DATE:** May 3, 2016

**RE:** FY16 Resolutions

Please find attached a final copy of the FY16 Resolutions that will be presented to the membership for consideration at the upcoming 2016 Annual Business Meeting. As a reminder, draft resolutions for Member Board consideration were distributed to all Member Boards in early March and then presented by Secretary Terry Allers at the 2016 Regional Summit in Savannah, GA. During the April Board of Directors meeting, the Board addressed feedback from the Summit by making modifications to two of the draft resolutions and withdrawing one draft resolution. In addition, Region 6 has submitted a new resolution for Member Board consideration which has been titled Resolution 2016-10.

Outlined below is a summary of adjustments, actions and additions: the augmented statement of support for Resolution 2016-2 (education alternative for certification); additional language in Resolution 2016-6 (emeritus status); withdrawal of draft Resolution 2016-J (model law regarding intern-architect title); and, a summary of the new Resolution 2016-10 from Region 6 (authority to amend experience guidelines).

- **Resolution 2016-2 (Formerly 2016-B): *Certification Guidelines Amendment - Revision of the Alternatives to the Education Requirements for Certification.***
  - In response to inquiries for a clearer definition of Architecture-related Program, the Board of Directors passed a motion to amend the Statement of Support to include the following definition for Architecture-Related Degree:

*A Bachelor Degree in an Architecture-related Program is defined as any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent:*

    - *The program must include 60 semester credit hours (or the quarter hour equivalent) of coursework in the degree program major.*
    - *The amount of architecturally-defined content in these programs may vary from institution to institution.*
  - In addition, language in the resolution has been updated to reflect an inadvertent omission of the current sub-section B under Section 2.2 Alternatives to the Education Requirement that will be stricken from the *Certification Guidelines* should the resolution pass. There is also a slight modification to the title of this resolution, as well as an addition referencing another Section of the Guidelines in the proposed language to be added to Section 2.3 Alternatives to the Experience Requirement.

**Memorandum to Member Board Members, Member Board Executives**  
**2016 NCARB Resolutions**  
**May 3, 2016**  
**Page 2**

- **Resolution 2016-6 (Formerly Resolution 2016-F): NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Addition of Architect Emeritus Status**
  - Based on the discussion during the resolution feedback session, the language in the body of the resolution relating to registration renewal in Model Law has been modified to accurately reflect that an emeritus status architect must be retired from the active practice of architecture.
- **\*NEW\* Resolution 2016-10: Certification Guidelines Amendment: Approval of Changes to Program Requirements for the Intern Development Program**
  - Following the Regional Summit, Region 6 submitted a resolution proposing an amendment to the *Certification Guidelines* that would require a majority vote of the Member Boards to adopt all "substantive programmatic changes" to AXP, while the Board of Directors may implement changes to address "administrative application" of the AXP requirements. Currently the authority to amend all aspects of the experience guidelines rests with the Board of Directors, per a vote of the membership taken in 2009.
  - The Board of Directors voted to oppose this resolution at their April meeting and has provided a statement of opposition at the end of the Sponsor Statement of Support.
- **\*REMOVED\* Resolution 2016-J: NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Use of the Title Intern**
  - Based on feedback received during and after the Regional Summit, the Board of Directors voted 7-6-1 to withdraw this resolution from consideration. Currently, 24 jurisdictions use licensure candidate titles referenced in Model Law (intern-architect, architect-intern, or both); six other jurisdictions use different titles for licensure candidates (intern (2), architect-in-training (4)); 24 jurisdictions use no title.
  - This issue may be revisited as part of a new Model Law Task Force being organized by 1st Vice President/President-elect Kristine Harding.



NCARB

**Resolutions**  
to be Acted Upon at the  
**2016 NCARB Annual Business Meeting**

MAY 2016

National Council of Architectural Registration Boards  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
[www.ncarb.org](http://www.ncarb.org)

## Resolutions to be Acted Upon at the 2016 NCARB Annual Business Meeting

- Page 2**    **Resolution 2016-01:** Mutual Recognition Arrangement with Australia and New Zealand
- Page 9**    **Resolution 2016-02:** *Certification Guidelines* Amendment – Revision of the Alternatives to the Education Requirements for Certification
- Page 20**    **Resolution 2016-03:** *Certification Guidelines* Amendment – Exam Equivalency for ARE 5.0
- Page 27**    **Resolution 2016-04:** *Certification Guidelines* Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates
- Page 32**    **Resolution 2016-05:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option
- Page 36**    **Resolution 2016-06:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Addition of Architect Emeritus Status
- Page 40**    **Resolution 2016-07:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Reference to Military-Trained Applicants
- Page 45**    **Resolution 2016-08:** *NCARB Legislative Guidelines and Model Law/Model Regulations* and *Certification Guidelines* Amendment – Updating the Name of the Intern Development Program
- Page 50**    **Resolution 2016-09:** *NCARB Bylaws* Amendment – Updating Name of Internship Committee
- Page 53**    **Resolution 2016-10:** *Certification Guidelines* Amendment – Approval of Changes to Program Requirements for the Intern Development Program
- Page 58**    **Appendix A:** Mutual Recognition Arrangement Between NCARB and the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board
- Letter of Undertaking With Respect to the MRA
  - Declaration of Professional Experience With Respect to the MRA

**RESOLUTION 2016-01**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** Mutual Recognition Arrangement with Australia and New Zealand

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

**WHEREAS**, the process to obtain a license in Australia and New Zealand mirrors the process to obtain licensure in the United States insofar as applicants satisfy accredited education, experience, and examination requirements; and

**WHEREAS**, a workgroup composed of NCARB committee representatives has thoroughly assessed the licensure requirements in Australia and New Zealand and determined sufficient compatibility exists between the licensure requirements of Australia, New Zealand, and the United States; and

**WHEREAS**, staff representatives from NCARB, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

**WHEREAS**, the Board of Directors has identified that the *Certification Guidelines* require modification to reflect the addition of an additional Mutual Recognition Arrangement; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

**WHEREAS**, requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants; and

**WHEREAS**, the Council Board of Directors must adopt a resolution recommending the Mutual Recognition Arrangement and corresponding changes to the *Certification Guidelines* and submit the Mutual Recognition Arrangement and changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the Mutual Recognition Arrangement between the National Council of Architectural Registration Boards (NCARB) representing the 54 architectural registration boards of the United States, the Architects Accreditation Council of Australia (AACAA) representing the eight state and territory architectural registration boards of Australia, and the New Zealand Registered Architects Board (NZRAB) representing the registered architects of New Zealand, be and hereby is ratified and approved as published in Appendix A in these resolutions.

**FURTHER RESOLVED**, that this Mutual Recognition Arrangement shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the Mutual Recognition Arrangement by a majority of all Council Member Boards, and following collection of a signed Letter of Undertaking from 28 Member Boards, this arrangement will become effective January 1, 2017. Additional jurisdictions may sign the Letter of Undertaking and be considered party to the Arrangement after its effective date.

**FURTHER RESOLVED**, that, if implemented, Section 3 of the NCARB Certification Requirements set forth in the *NCARB Certification Guidelines* (page 13) be modified to encompass all Mutual Recognition Arrangements in lieu of the NCARB + CALA MRA alone effective January 1, 2017.

“SECTION 3

**REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A CANADIAN FOREIGN JURISDICTION THROUGH AN ESTABLISHED MUTUAL RECOGNITION ARRANGEMENT WITH NCARB**

To be eligible, an architect must be a citizen or lawful permanent resident of the United States or Canada, and their principal place of practice must be in a jurisdiction that is a current signatory of the Agreement to seek licensure in the other country. They must be licensed and have completed at least 2,000 hours of post-licensure experience practicing in their home country. Architects that were originally licensed in the United States or Canada through a foreign reciprocal registration agreement will not be eligible under this agreement.

The conditions for a U.S. architect to pursue reciprocal licensure in a Canadian jurisdiction through this Agreement include that they are currently licensed in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement, that they hold an active NCARB Certificate, and that they meet the eligibility requirements noted above.

The conditions for a Canadian architect to pursue reciprocal licensure in a U.S. jurisdiction through this Agreement include that they are currently licensed in good standing by one or more CALA jurisdiction(s) that is a current signatory to this Agreement, that they hold an active NCARB Certificate, and that they meet the eligibility requirements noted above.



NCARB enters into Mutual Recognition Arrangements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. U.S. jurisdictions that choose to become signatories to an MRA will recognize an NCARB Certificate issued in accordance with the terms and conditions of the MRA.

Eligibility requirements and conditions for certification are established by each Agreement/Arrangement. The basic provisions include:

- citizenship or lawful permanent residence in a country that is party to the arrangement;
- licensure in good standing in a signatory jurisdiction in the home country;
- a specific period of post-licensure experience in the home country;
- licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Please refer to the NCARB website for the detailed requirements of each MRA.

Nothing in this section of the *Certification Guidelines* or the individual Mutual Recognition Arrangements precludes an applicant from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction.”

## **ADVOCATES:**

### **Mutual Recognition Work Group**

- Daniel Bennett, *Alabama Member Board Member*
- Jeanne Jackson, *Former Utah Member Board Member*
- Arne Jorgensen, *Wyoming Member Board Member*
- Julie McLaurin, *North Carolina Member Board Member*
- Steven Miller, *Former Arkansas Member Board Member*
- Susan Schaefer-Kliman, *Former Arizona Member Board Member*
- Cheryl Walker, *Former North Carolina Member Board Member*
- Terance White, *Utah Member Board Member*

## **SPONSORS' STATEMENT OF SUPPORT:**

The ability of an architect licensed in a U.S. jurisdiction to lawfully seek and find work abroad depends on their ability to become licensed in that foreign jurisdiction. NCARB Certificate holders have the ability to expand their practices through all of North America due to our long-standing Mutual Recognition Arrangements (MRA) with Canada and Mexico. The 1994 MRA with Canada and its successor arrangement implemented in 2014 have provided the opportunity for hundreds of U.S. architects to become licensed in Canada. We envision the Tri-National MRA between NCARB, CALA, and FCARM, which was implemented in 2013 affording similar opportunities in Mexico for U.S.-licensed architects.

The proposed Mutual Recognition Arrangement between NCARB, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB) presented here further expands the reach of U.S. architects enabling them to establish professional contacts, seek work, and perform services as a registered architect “down under.”

The terms of this Arrangement follow along the lines of our current arrangement with Canada and are strongly founded on accredited education, structured experience, and comprehensive examination; the mainstays of licensure in our U.S. jurisdictions. All three countries also provide for an alternative path to licensure for those without accredited education. Those alternatives are appropriately rigorous and include extended periods of experience prior to licensure. While this arrangement includes those applicants, the focus of the Arrangement is based on the primary and most often utilized pathway.

In late 2014, current and former chairs of NCARB’s Education Committee, Internship Committee, and Examination Committee, along with additional subject-matter experts, were appointed by then-president Dale McKinney to assemble documents and review the requirements for licensure in Australia and New Zealand. Through a substantial comparative analysis, this special review team found a significant correlation between the expected professional competencies for practice and the way they were established and assessed.

The detailed comparative analysis conducted by the review team identified that:

- All 26 NAAB student performance criteria were covered at least once across the AACA/Aula’s range of competencies.
- With one exception, all 96 IDP tasks were covered at least once across the AACA’s seven broad elements and the NZRAB’s 48 performance indicators. (The IDP Task of “Preparing marketing documents that communicate firms’ experience and capabilities” was not covered by New Zealand.)
- All 91 ARE objectives were covered at least once across the AACA’s 42 specific elements and the NZRAB’s 48 performance indicators.

Based on their analysis, the review team found that a rigorous and standardized licensure process is in place in both Australia and New Zealand that parallels NCARB’s processes. And while somewhat different from our own programs, they are confident that a sufficient level of competence is required of the entry-level practitioner.

The review team’s comprehensive review supported a recommendation to the Board to enter into formal negotiations based on the following main principles:

- A single arrangement covering all three countries,
- 6,000 hours (approximately three years) of post-licensure experience in the home country,
- Validation of licensure in good standing from the home authority,
- Citizenship or lawful permanent residence in the home country, and
- Licensure in home country not gained through other foreign reciprocal registration.

The credible standards and consistent expectations for initial licensure developed over many years, supported by strong regulatory procedures, has enabled NCARB, AACA, and NZRAB to move forward together. The 6,000 hours of post-licensure experience in the home country has been mutually agreed to by each country and serves to overcome any perceived differences in the initial registration requirements. In the end, the Arrangement respects each country's well-established, rigorous path to licensure rather than dissecting the individual components.

The Arrangement and the associated Letter of Undertaking are closely related, yet serve two distinct purposes and bind different parties. The Mutual Recognition Arrangement documents the terms of the Arrangement between NCARB, AACA, and NZRAB. The Letter of Undertaking serves as a companion to the Arrangement and outlines the conditions and implementation mechanisms between NCARB and our Member Boards, and between AACA and their jurisdictions. (The NZRAB operates as a single national regulatory authority without sub-jurisdictions.)

Upon completion of the final negotiations, the leaders of NCARB, AACA, and NZRAB signed the Arrangement in February 2016. The NCARB Board of Directors is unanimously supporting Resolution 2016-01 for consideration by our 54 Member Boards at the June 2016 Annual Business Meeting. Once ratified, the collection of individual jurisdiction's signatures to the Letter of Undertaking begins. The Council has until December 31, 2016 to collect signed Letters of Undertaking from a minimum of 28 jurisdictions to move the Arrangement forward. Likewise, AACA has the same timeframe to collect signed Letters from all eight jurisdictions. If successful, the Arrangement becomes effective January 1, 2017.

The complete Arrangement, Letter of Undertaking, and additional supporting documents are available for review in Appendix A. The following additional details regarding the components to licensure in the three countries further supports the Board's decision to sign the formal *Mutual Recognition Arrangement between the NCARB and the AACA and the NZRAB*.

**COMPETENCY STANDARDS:** The AACA's *National Competency Standards in Architecture*, the NZRAB's *Guide to the Minimum Standards for Initial Registration*, and NCARB's own *Practice Analysis of Architecture* clearly identify the knowledge, skills, and abilities expected of the recently licensed/registered architect to practice independently. While each country may label them slightly differently—knowledge, skills, tasks, elements, performance criteria, outcomes, objectives, performance indicators, etc.—the requirements and expectations are remarkably similar across all three standards. All three standards also structure these expectations in the commonly understood areas of Practice Management, Project Management, Programming/Pre-Design/Design, Project Development/Documentation, and Construction Administration/Observation.

**EDUCATION:** Each country's primary path to licensure relies on accredited education. As NCARB relies on the National Architectural Accrediting Board (NAAB), the Australian education standard has been jointly developed by the AACA and the Australian Institute of Architects (AIA). Due to a small number of programs, New Zealand utilizes the same standard. All 19 Australian programs and the three New Zealand programs offer an

accredited Master of Architecture degree based on a three-year undergraduate term of study combined with a two-year M.Arch. This single five-year degree path favorably compares to the NAAB-accredited programs offering BArch, M.Arch., and D.Arch. degrees.

Furthermore, the NAAB and the AACA/AulA are both signatories to the Canberra Accord, which only recognizes those international accrediting agencies that have developed and implemented rigorous and structured standards for evaluating and accrediting professional degrees in architecture. NAAB's 2009 review by EESA evaluators declared that all 160 credit hours of the *NCARB Education Standard* are satisfied and that graduates are considered to have no deficiencies.

**EXPERIENCE:** Each country requires a structured and monitored period of practical experience. NCARB's IDP requires 3,740 hours of supervised experience documented on-line; AACA requires 3,300 hours of supervised experience recorded in a formal log-book; NZRAB requires 140 weeks of supervised experience compiled on detailed project record forms. These periods approximate two-to-three years of full-time employment. With a significantly smaller number of candidates in the process, the NCARB review team found that requirements for documenting experience and monitoring the work product in Australia and New Zealand are more detailed than that of IDP.

**EXAMINATION:** Each country utilizes a standardized examination process to assess each candidate's abilities. The greatest departure between the path to licensure in the United States and the path in Australia and New Zealand is evident in the examination. All three examinations are rigorous and reliable; however, the approach is significantly different. NCARB uses the standardized multi-division Architect Registration Examination® (ARE®) to assess competency. The AACA's National Examination Paper (NEP) is a much shorter multiple-choice exam based on any aspect of the *National Competency Standard*. And NZRAB's Case Study process is a highly-detailed dossier and narrative submission of multiple projects to sufficiently cover the required competencies.

**ORAL EXAMINATION:** In addition to the written components of the assessment process, the path to licensure in Australia and New Zealand includes an oral interview as the final component of the evaluation process. Again, with a smaller candidate pool, both Australia's and New Zealand's processes are more individualized and include greater personal engagement with a team of trained assessors. In Australia, a one-hour interview covering any aspect of the Standard is conducted before two experienced architects and an observer. In New Zealand, the candidates present their Case Studies to two senior architects over the course of three hours. This personal interaction provides the opportunity for the assessors to thoroughly engage with each candidate and is a significant capstone of their respective paths to licensure.

**CONTINUING EDUCATION:** The majority of architects registered in each country are subject to continuing education requirements for license renewal. Although not universal, 47 U.S. jurisdictions require approximately 12 hours of continuing education for license renewal each year. In Australia, three jurisdictions mandate 20 hours per year while it is

considered optional in the remaining five jurisdictions. New Zealand registered architects are required to accumulate 1,000 points every five years through an individualized assessment of their work.

The complete Arrangement, Letter of Undertaking, and additional supporting documents are available for review in Appendix A.

**RESOLUTION 2016-02**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *Certification Guidelines* Amendment – Revision of the Alternatives to the Education Requirements for Certification

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction” education and experience requirements set forth in the *Certification Guidelines*; and

**WHEREAS**, a workgroup of NCARB volunteers with long expertise in administering the current alternative program known as the Broadly Experienced Architect (BEA) were convened to revise a previous proposal, which failed in 2015; and

**WHEREAS**, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective no sooner than January 1, 2017, with such changes applicable to applicants for certification in process and new applicants; and

**WHEREAS**, prior to implementing the changes to the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction,” the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction” as included in Section 2 of the *Certification Guidelines* (page 12) be revised as indicated below:

**“2.2 Alternatives to the Education Requirement**

If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

- ~~A. Satisfaction of NCARB’s Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of experience in practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* gained while holding a registration issued by any U.S. jurisdiction to demonstrate that a combination of education and/or experience in practicing architecture satisfies all of his/her education deficiencies with respect to the NCARB Education Standard set forth in the *Education Guidelines*. The required years are:~~

- Six years for architects who hold a pre-professional degree in architecture awarded by a U.S. regionally accredited institution or the Canadian equivalent, or
- Eight years for architects who hold any other baccalaureate or higher degree, or
- Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.

A. Three (3) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction;

and

Documentation of experience gained pre-licensure and/or post-licensure.

The experience must be verified either by a supervisor as allowed by the NCARB Intern Development Program or by an architect familiar with the work of the applicant:

1. Architects who hold a four-year bachelor degree in an architecture-related program awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Intern Development Program.

\* Bachelor Degree in an Architecture-related Program: The term refers to any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits of the quarter-hour equivalent.

For instance these degrees have titles such as Bachelor of Science in Architecture, Bachelor of Science in Architectural Studies, Bachelor of Arts in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. This list is neither all-inclusive nor exhaustive.

The amount of architecturally-defined content in these programs may vary from institution to institution.

2. All other architects (whose highest level of education may be high school, associate degree, unrelated bachelor or master degree, etc.) must:
  - Obtain an Education Evaluation Services for Architects (EESA)\* evaluation, for those who have 64 or more semester credit hours of post-secondary education to determine education deficiencies.
  - Document experience as a licensed architect to satisfy subject areas identified as deficient by the EESA report through a portfolio for peer review.

\*Architects with less than 64 semester credit hours of post-secondary education do not require an EESA and must satisfy all education deficiencies through an education portfolio.

B. Applicants with a degree in the field of architecture that is not accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) must obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

Architects may obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the NCARB Education Standard.

The NCARB Intern Development Program is described in the *IDP Guidelines*. The NCARB Education Standard and the NCARB Broadly Experienced Architect Program ~~are~~ is described in the *Education Guidelines*. These documents ~~which~~ may be revised from time to time by NCARB.

### **2.3 Alternatives to the Experience Requirement**

This alternative shall be available only to those applicants who meet the alternative to the education requirement in accordance with the requirements of Section 2.2.A.2 and 2.2 B.

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the IDP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.”

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective no sooner than January 1, 2017, and will apply both to applications for certification in process and new applications; if applicants whose applications were in process met all certification requirements that existed prior to the changes referenced herein, they will be eligible for certification.



**ADVOCATES:****BEA Alternatives Work Group**

- Terry Allers, *NCARB Secretary*
- Robert Calvani, *New Mexico Member Board Member; Director, Region 6*
- Arne Jorgenson, *Wyoming Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

**SPONSORS' STATEMENT OF SUPPORT:**

This proposal represents an effort to streamline the alternative to the education requirement for certification while ensuring that each architect has documented the pertinent experience necessary to overcome education deficiencies. Through this program, architects who have been licensed by a jurisdiction without a degree from a NAAB-accredited program are provided with the opportunity to meet the education requirement for certification.

A two-year effort to design new requirements for certification of architects who do not hold a degree in a program accredited by the NAAB to replace the Broadly Experienced Architect (BEA) Program was presented through a resolution at the June 2015 Annual Business Meeting. The resolution was amended; the amended resolution failed to acquire an absolute majority (28 votes) with a 27-26 vote. The Board of Directors' evaluation of the commentary during the voting process and following the effort led President Dennis Ward to appoint a work group of esteemed volunteers knowledgeable of the existing BEA process. The group was charged to design a new approach to revise the program that could be responsive to voiced and written commentary by our Member Boards. The NCARB Board voted to adopt the consensus recommendation of the work group and directed staff to draft this proposed resolution to include the following elements:

1. A minimum of three years of licensure requirement for all applicants through this process
2. Streamlining the program for those with architecture-related degrees by requiring double the experience (IDP) requirements and eliminating the EESA report and peer review
3. Restriction Maintaining the peer review and EESA elements of the program to for those licensees who do not have an architecture-related or pre-professional degree

Applicants for NCARB certification with architecture-related degrees will document their experience online in the six experience areas required by the IDP hours just as licensure candidates do today. The Council anticipates that the applicants will most likely have already documented experience to satisfy the IDP (1x) as most jurisdictions that allow licensure without the accredited degree program still require completion of the IDP. These applicants will be allowed to use pre or post-licensure experience. The costs associated with certification through this method will be greatly reduced as it is electronic, and meetings to conduct peer reviews will no longer be required.

Applicants for NCARB certification who were licensed by one of the jurisdictions that allow licensure with other levels of education that are not four-year bachelor degrees in architecture-related programs will be required to have their education evaluated by the Education Evaluation Services for Architects (EESA) to determine their education deficiencies. *These individuals will then follow the same process as the current BEA Program.* They will be required to assemble a portfolio of their work documenting pre- or post-licensure project experience that clearly indicates how they have overcome their education deficiencies in all areas identified by the EESA. The costs associated with certification through this method will be reduced nominally through operational changes, however, the applicant will still incur substantial time and financial expense through the EESA evaluation and development of their portfolio of work.

The following guiding principles were used in the development of this modified alternative to the education requirement:

1. All U.S. architects must be allowed to participate, regardless of formal education.
2. Any proposal shall recognize the applicant for certification is licensed to practice architecture.
3. Any proposal shall recognize that 16 U.S. jurisdictions allow experience to substitute for education.
4. Any proposal shall lead to a reduction/elimination of financial burdens on the applicant and the Council.

The proposed alternative to the education requirement for certification of a U.S. architect includes a general eligibility requirement; and documentation of experience based on two categories of post-secondary education attained.

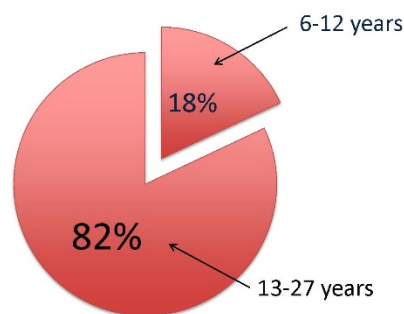
### **General Eligibility**

- ✓ An applicant must complete three (3) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction.

This requirement for all applicants who do not have an architecture degree in a NAAB-accredited program recognizes:

- That all applicants are practicing architects (guiding principle #2),
- The value of licensed practice to demonstrate competence developed through experience gained pre-licensure that augmented architecture education (guiding principle #3), and
- That three years of practice is a reasonable period of time whereby any disciplinary action could be reported.

Historically, 82 percent of BEA applicants have between 13 and 27 years of licensed practice, well beyond this proposed minimum.

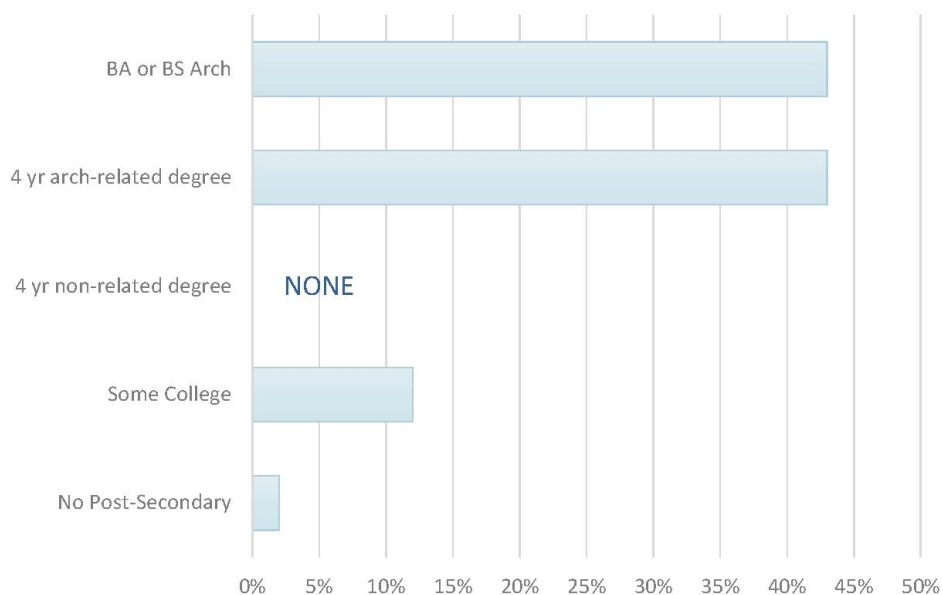


### **Education: A Four-year Bachelor Degree in an Architecture-related Program**

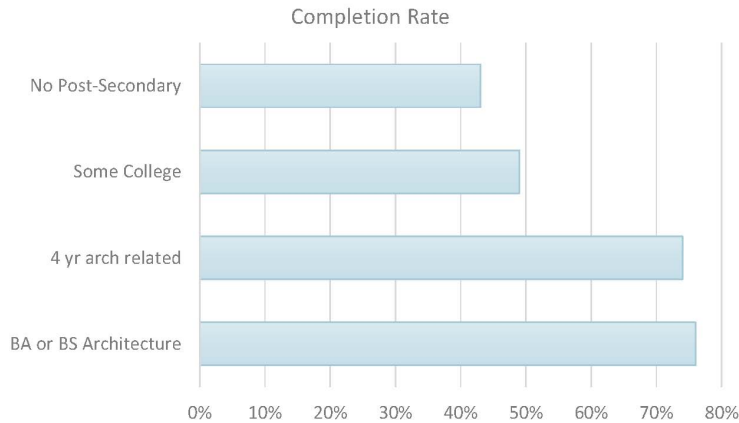
- ✓ Architects with a four-year bachelor degree in an architecture-related program awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Intern Development Program.

This requirement recognizes the following factors relative to architects who have obtained a four-year bachelor degree in an architecture-related program:

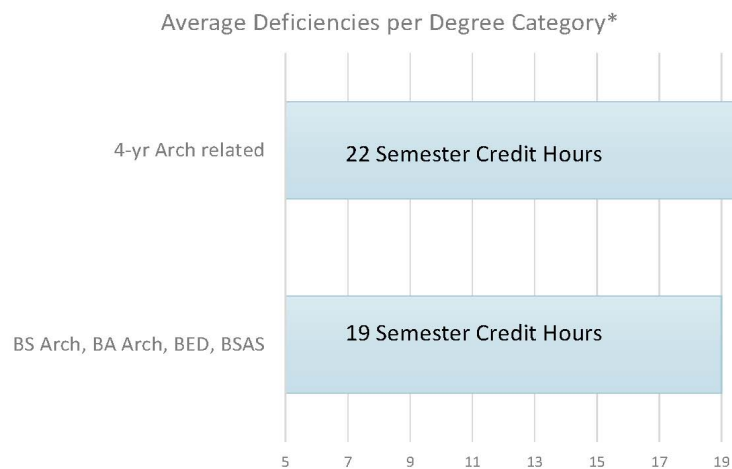
- Architects have completed additional years of experience, required by the licensing board, to augment their level of education prior to initial licensure. (guiding principle #3)
- Historically, 86 percent of applicants for the BEA Program hold a bachelor degree: B.A. or B.S. in Architecture (43 percent) or an architecture-related degree (43 percent).



- The differences between a “pre-professional” degree in architecture and a four-year “architecture-related” degree is increasingly subjective. Jurisdictions typically base their education review on each individual’s completed curriculum of study to determine the number of additional years of experience required for initial licensure.
- Historically, the completion rates of the BEA Program for architects with a B.S. or B.A. in Architecture is 76 percent. The completion rate for architects with a four-year architecture-related degree is nearly identical at 74 percent.



- Today, degree nomenclature has expanded to include many four-year bachelor degrees in architecture-related programs, such as a Bachelor of Environmental Design (BED), Bachelor of Architectural Studies (BAS), etc. All of these architecture-related degrees can lead into a two- or three-year Master of Architecture degree in a NAAB-accredited program, dependent on the individuals’ specific course of study and portfolio.
- Based on a sample of 20 EESA reports per category, the number of semester credit hour deficiencies identified of architects with a B.S. or B.A. degree versus architects with a degree that is architecture-related was found to be insignificant.



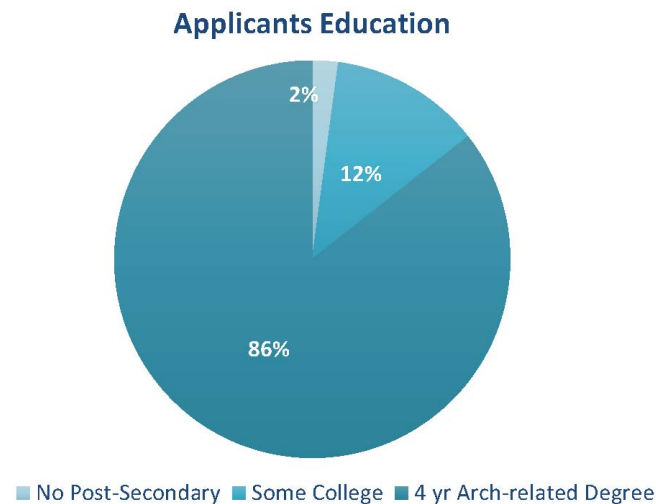
\*Base on sample of 20 EESA reports per category

## **Education: Other than a Four-year Bachelor Degree in an Architecture-related Program**

- ✓ Architects who do not hold a four-year bachelor degree in an architecture-related program (high school, associate degree, unrelated bachelor or master degree, etc.) must:
  - Complete an EESA evaluation, if they have more than 64 semester credit hours of post-secondary education.
  - Document experience in a portfolio for peer review through a virtual and semi-automated process.

The following factors are recognized:

- Individual's level of education can vary greatly. Each jurisdiction granting initial licensure to an individual determines the additional experience required prior to granting initial licensure.
- An EESA evaluation, when applicable, will be used to identify specific deficiencies relative to the *NCARB Education Standard*.
- Individuals will demonstrate satisfaction of the education requirement for certification through a portfolio of work reviewed by peers.
- Historically, the number of architects in this category applying for NCARB certification are minimal.



### **Conclusion**

This proposal is inclusive of all architects in pursuit of NCARB certification. It acknowledges those individuals who have obtained their initial license with some level of education other than a bachelor degree in an architecture program accredited by the NAAB through jurisdiction-directed additional practical work experience (guiding principle #1).

This proposal advances the alternative to the education requirement for certification of a U.S. architect (currently the BEA Program) by:

- Recognizing the value of a four-year bachelor degree in architecture education that leads to a degree in a NAAB-accredited program;
- Recognizing the value of practical experience augmenting education;
- Ensuring that each applicant has satisfied education deficiencies through documentation of additional experience through the IDP or submission of an e-portfolio;
- Streamlining the certification requirements for the majority of applicants by utilizing the known and accepted prescriptive requirements of the IDP;
- Encouraging aspiring architects to obtain an architecture degree in a program accredited by NAAB to avoid having to complete additional years of experience pre- and post-licensure, and additional documentation for certification;
- Eliminating the dossier submission and review for the majority of applicants and developing a fair and effective review process for those without an architecture-related degree.
- Maintaining a rigorous, objective, all-inclusive program for architects in pursuit of the NCARB Certificate.

**How it Will Work:**

This graphic illustrates the proposed alternative to the education requirement to replace the Broadly Experienced Architect (BEA) Program.

Licensed	EESA	IDP		E-Portfolio	Criteria	Reviewed by
3 Years	No	4-year arch-Related degree	2X IDP	No	IDP Tasks	IDP Supervisor
	Yes*	4 year non-related degree or less	E-Portfolio	Yes	Education Standard	Peer Review

- Yes - for applicants with 64 or more semester credit hours who are required to submit an e-portfolio.

**Four-year Architecture-related Degree**

Architects with at least three years of licensed practice who have a four-year architecture-related bachelor degree will be required to document their experience meeting the requirements of the IDP through the online reporting system—just as aspiring architects currently report their experience. It is important to note that applicants can fulfill the requirements for certification by utilizing pre- or post-licensure experience.

Architects in this category will be required to document two times the requirements of the IDP meaning two times the hours required in each of the six experience areas. Many architects will have already reported IDP experience that was required by the jurisdiction for initial licensure. Reporting experience hours will not be limited by the IDP reporting requirement, which states that individuals may only document experience gained in the previous six months for full credit, and up to five years back for half credit. The ability to utilize experience, pre- or post-licensure, allows the architect greater flexibility in documenting competent performance of the tasks required by the IDP.

The experience must be verified in accordance with the requirements of the IDP. If an architect cannot have the experience verified by the IDP supervisor who observed the competent performance of the required tasks, NCARB will accept verification by an architect known to the individual applicant for a period of no less than one year.

This proposal utilizes a system and process that is already well established and trusted by the NCARB membership while providing the validated evaluation desired by the NCARB Member Boards. In addition, the proposal modifies the alternative to the education requirement in a way that enables the Council to reduce and in many cases eliminate fees associated with the Broadly Experienced Architect (BEA) Program for the majority of applicants ([guiding principle #4](#)).

A Bachelor Degree in an Architecture-related Program is defined as any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits of the quarter-hour equivalent:

- The program must include 60 semester credit hours (or the quarter hour equivalent) of coursework in the degree program major.
- The amount of architecturally-defined content in these programs may vary from institution to institution.

#### **Four-year Non-Architecture-related Degree or Less**

Applicants with three years of licensed practice who have anything less than a 4-year architecture-related bachelor degree, will be required to submit an e-portfolio of their work experience to satisfy the *NCARB Education Standard*. An EESA will be required for anyone with more than 64 semester credit hours of post-secondary education.

An education e-portfolio template, similar to the current BEA education dossier, will be utilized by the applicant to upload all documentation. The online review process will include trained volunteers and specific criteria for each subject area of the *NCARB Education Standard*. Once a portfolio is submitted, the timeline for the review process is dependent upon reviewer availability, but will have the flexibility to occur year-round. Unlike the current dossier review process that is limited to a committee review occurring only two or three times a year.

Once an ePortfolio is reviewed and approved, the applicant will have met the education requirement for certification.

**Financial Impact**

FY17 – No Financial Impact

FY18 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus.

FY19 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus.

FY20 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus



**RESOLUTION 2016-03**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *Certification Guidelines* Amendment – Exam Equivalency for ARE 5.0

**SUBMITTED BY:** Examination Committee

**WHEREAS**, the Examination Committee has determined that it is in the best interests of the Council to update the *Certification Guidelines* to reflect modifications to the structure of the Architect Registration Examination as a result of the upcoming release of ARE 5.0; and

**WHEREAS**, the *Certification Guidelines* contain Appendix C, which is used by NCARB staff to confirm that an architect seeking NCARB certification who completed an older version of the ARE did complete all divisions that are substantially equivalent to the current version of the ARE; and

**WHEREAS**, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants; and

**WHEREAS**, prior to implementing the changes to Appendix C of the *Certification Guidelines*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the first paragraph of Appendix C of the *Certification Guidelines* (page 18) be amended upon the launch of ARE 5.0 to read as follows:

~~“**ARE 4.0 Exam Equivalents**~~

~~Candidates who have passed some divisions but have not passed all divisions of the Architect Registration Examination in accordance with applicable policies before July 1, 2009, shall thereafter be required to pass all remaining divisions of the ARE in accordance with the ARE 4.0 Exam Equivalents identified below.~~

**ARE 5.0 Exam Equivalents**

**Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined below. Applicants that do not achieve all examination equivalents shall be required to pass the unachieved division(s) identified to meet the examination requirement for the NCARB Certificate.”**

ALSO RESOLVED, that the exam equivalencies for ARE 5.0 divisions are defined as follows upon the launch of ARE 5.0 and replace the ARE 4.0 exam equivalencies in Appendix C of the *Certification Guidelines* (page 18):

**“Practice Management (ARE 5.0) AND Project Management (ARE 5.0) are satisfied by successfully completing one examination in each of the following FOUR groups:**

**GROUP 1:**

- |  |             |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0)                                   | (2008-2018) |
| 2. Construction Documents & Services – ARE 3.1 and prior computer-based versions | (1997-2009) |
| 3. Division I of the ARE   | (1983-1996) |
| 4. Professional Examination–Section B, Part IV                                   | (1978-1982) |
| 5. Professional Examination Part IV  | (1973-1977) |
| 6. Examination Syllabus H  | (1954-1975) |
| 7. Section 6 of the CALE   | (1987-1989) |

**GROUP 2:**

- |  |             |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Building Technology                         | (1997-2009) |
| 3. Division C of the ARE                       | (1983-1996) |
| 4. Professional Examination–Section A          | (1979-1982) |
| 5. Qualifying Test E and F                     | (1977-1978) |
| 6. Equivalency Examination III                 | (1973-1976) |
| 7. Examination Syllabus E                      | (1954-1975) |
| 8. Section 9 of the CALE                       | (1987-1989) |

**GROUP 3:**

- |   |             |
|---|-------------|
| 1. Programming, Planning & Practice (ARE 4.0)         | (2008-2018) |
| 2. Pre-Design   | (1997-2009) |
| 3. Division A of the ARE                              | (1983-1996) |
| 4. Professional Examination–Section B, Parts I and II | (1979-1982) |
| 5. Professional Examination Parts I and II            | (1973-1978) |
| 6. Examination Syllabus C                             | (1954-1975) |
| 7. Section 7 of the CALE                              | (1987-1989) |

**GROUP 4:**

- |  |                          |
|--|--------------------------|
| 1. Programming, Planning & Practice (ARE 4.0)  | (2008-2018)              |
| 2. Site Planning                               | (1997-2009) <sup>1</sup> |
| 3. Division B (Written and Graphic) of the ARE | (1988-1996)              |
| 4. Division B of the ARE                       | (1983-1987)              |
| 5. Professional Examination–Section A          | (1979-1982)              |
| 6. Qualifying Test E and F                     | (1977-1978)              |
| 7. Equivalency Examination III                 | (1973-1976)              |
| 8. Examination Syllabus D                      | (1954-1975)              |
| 9. Section 8 of the CALE                       | (1987-1989)              |

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**Project Planning & Design (ARE 5.0) is satisfied by successfully completing one examination in each of the following SEVEN groups:**

**GROUP 1:**

- |  |                          |
|--|--------------------------|
| 1. Site Planning & Design (ARE 4.0)            | (2008-2018)              |
| 2. Site Planning                               | (1997-2009) <sup>1</sup> |
| 3. Division B (Written and Graphic) of the ARE | (1988-1996)              |
| 4. Division B of the ARE                       | (1983-1987)              |
| 5. Professional Examination–Section A          | (1979-1982)              |
| 6. Qualifying Test E and F                     | (1977-1978)              |

- 7. Equivalency Examination III (1973-1976)
- 8. Examination Syllabus D (1954-1975)
- 9. Section 8 of the CALE (1987-1989)

**GROUP 2:**

- 1. Building Design & Construction Systems (ARE 4.0) (2008-2018)
- 2. Building Design/Materials & Methods (1997-2009)
- 3. Division H of the ARE (1983-1996)
- 4. Professional Examination–Section B, Part III (1978-1982)
- 5. Qualifying Test C (1978-1982)
- 6. Professional Examination Part III (1973-1977)
- 7. Equivalency Examination II (1974-1976)
- 8. Examination Syllabus F (1954-1975)
- 9. Section 5 of the CALE (1987-1989)

**GROUP 3:**

- 1. Building Design & Construction Systems (ARE 4.0) (2008-2018)
- 2. Building Technology (1997-2009)<sup>2</sup>
- 3. Division C of the ARE (1983-1996)
- 4. Professional Examination–Section A (1979-1982)
- 5. Qualifying Test E and F (1977-1978)
- 6. Equivalency Examination III (1973-1976)
- 7. Examination Syllabus E (1954-1975)
- 8. Section 9 of the CALE (1987-1989)

**GROUP 4:**

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. General Structures (1997-2009)
- 3. Division D/F of the ARE (1988-1996)
- 4. Divisions D and F of the ARE (1983-1987)
- 5. Professional Examination–Section B, Part III (1979-1982)
- 6. Qualifying Test B (1977-1982)
- 7. Professional Examination Part III (1973-1978)
- 8. Equivalency Examination II (1973-1976)
- 9. Examination Syllabus G (1954-1975)
- 10. Section 1 of the CALE (1989)
- 11. Sections 1 and 3 of the CALE (1987-1988)

**GROUP 5:**

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. Lateral Forces (1997-2009)
- 3. Division E of the ARE (1983-1996)
- 4. Professional Examination–Section B, Part III (1978-1982)
- 5. Qualifying Test B (1977-1982)
- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus G (1965-1975)
- 9. Section 2 of the CALE (1987-1989)

**GROUP 6:**

- 1. Building Systems (ARE 4.0) (2008-2018)
- 2. Mechanical & Electrical Systems (1997-2009)
- 3. Division G of the ARE (1983-1996)
- 4. Professional Examination–Section B, Part III (1978-1982)
- 5. Qualifying Test D (1977-1982)
- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus I (1954-1975)
- 9. Section 4 of the CALE (1987-1989)

**GROUP 7:**

1. Schematic Design (ARE 4.0)	(2008-2018)
2. Building Planning	(1997-2009) <sup>2</sup>
3. Division C of the ARE	(1983-1996)
4. Professional Examination–Section A	(1979-1982)
5. Qualifying Test E and F	(1977-1978)
6. Equivalency Examination III	(1973-1976)
7. Examination Syllabus E	(1954-1975)
8. Section 9 of the CALE	(1987-1989)

**Project Development & Documentation (ARE 5.0) is satisfied by successfully completing one examination in each of the following SIX groups:**

**GROUP 1:**

1. Construction Documents & Services (ARE 4.0)	(2008-2018)
2. Construction Documents & Services – ARE 3.1 and prior computer-based versions	(1997-2009)
3. Division I of the ARE	(1983-1996)
4. Professional Examination–Section B, Part IV	(1978-1982)
5. Professional Examination Part IV	(1973-1977)
6. Examination Syllabus H	(1954-1975)
7. Section 6 of the CALE	(1987-1989)

**GROUP 2:**

1. Construction Documents & Services (ARE 4.0)	(2008-2018)
2. Building Technology	(1997-2009)
3. Division C of the ARE	(1983-1996)
4. Professional Examination–Section A	(1979-1982)
5. Qualifying Test E and F	(1977-1978)
6. Equivalency Examination III	(1973-1976)
7. Examination Syllabus E	(1954-1975)
8. Section 9 of the CALE	(1987-1989)

**GROUP 3:**

1. Building Design & Construction Systems (ARE 4.0)	(2008-2018)
2. Building Design/Materials & Methods	(1997-2009)
3. Division H of the ARE	(1983-1996)
4. Professional Examination–Section B, Part III	(1978-1982)
5. Qualifying Test C	(1978-1982)
6. Professional Examination Part III	(1973-1977)
7. Equivalency Examination II	(1974-1976)
8. Examination Syllabus F	(1954-1975)
9. Section 5 of the CALE	(1987-1989)

**GROUP 4:**

1. Structural Systems (ARE 4.0)	(2008-2018)
2. General Structures	(1997-2009)
3. Division D/F of the ARE	(1988-1996)
4. Divisions D and F of the ARE	(1983-1987)
5. Professional Examination–Section B, Part III	(1979-1982)
6. Qualifying Test B	(1977-1982)
7. Professional Examination Part III	(1973-1978)
8. Equivalency Examination II	(1973-1976)
9. Examination Syllabus G	(1954-1975)
10. Section 1 of the CALE	(1989)
11. Sections 1 and 3 of the CALE	(1987-1988)

**GROUP 5:**

1. Structural Systems (ARE 4.0)	(2008-2018)
2. Lateral Forces	(1997-2009)
3. Division E of the ARE	(1983-1996)
4. Professional Examination—Section B, Part III	(1978-1982)
5. Qualifying Test B	(1977-1982)
6. Professional Examination Part III	(1973-1978)
7. Equivalency Examination II	(1973-1976)
8. Examination Syllabus G	(1965-1975)
9. Section 2 of the CALE	(1987-1989)

**GROUP 6:**

1. Building Systems (ARE 4.0)	(2008-2018)
2. Mechanical & Electrical Systems	(1997-2009)
3. Division G of the ARE	(1983-1996)
4. Professional Examination—Section B, Part III	(1978-1982)
5. Qualifying Test D	(1977-1982)
6. Professional Examination Part III	(1973-1978)
7. Equivalency Examination II	(1973-1976)
8. Examination Syllabus I	(1954-1975)
9. Section 4 of the CALE	(1987-1989)

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**Construction & Evaluation (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:**

**GROUP 1:**

1. Construction Documents & Services (ARE 4.0)	(2008-2018)
2. Construction Documents & Services – ARE 3.1 and prior computer-based versions	(1997-2009)
3. Division I of the ARE	(1983-1996)
4. Professional Examination—Section B, Part IV	(1978-1982)
5. Professional Examination Part IV	(1973-1977)
6. Examination Syllabus H	(1954-1975)
7. Section 6 of the CALE	(1987-1989)

**GROUP 2:**

1. Construction Documents & Services (ARE 4.0)	(2008-2018)
2. Building Technology	(1997-2009)
3. Division C of the ARE	(1983-1996)
4. Professional Examination—Section A	(1979-1982)
5. Qualifying Test E and F	(1977-1978)
6. Equivalency Examination III	(1973-1976)
7. Examination Syllabus E	(1954-1975)
8. Section 9 of the CALE	(1987-1989)

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**Programming & Analysis (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:**

**GROUP 1:**

1. Programming, Planning & Practice (ARE 4.0)	(2008-2018)
2. Pre-Design	(1997-2009)
3. Division A of the ARE	(1983-1996)
4. Professional Examination—Section B, Parts I and II	(1979-1982)
5. Professional Examination Parts I and II	(1973-1978)
6. Examination Syllabus C	(1954-1975)
7. Section 7 of the CALE	(1987-1989)

**GROUP 2:**

1. Site Planning & Design (ARE 4.0)	(2008-2018)
2. Site Planning	(1997-2009) <sup>1</sup>
3. Division B (Written and Graphic) of the ARE	(1988-1996)
4. Division B of the ARE	(1983-1987)
5. Professional Examination–Section A	(1979-1982)
6. Qualifying Test E and F	(1977-1978)
7. Equivalency Examination III	(1973-1976)
8. Examination Syllabus D	(1954-1975)
9. Section 8 of the CALE	(1987-1989)

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<sup>1</sup> If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Site Planning.

<sup>2</sup> If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Building Planning and Building Technology.”

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of *Certification Guidelines*, including the Appendices, remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective at the time the Council launches ARE 5.0 in fall 2016 and will apply to all examinations administered from that point forward.

**ADVOCATES:**

**Examination Committee (COE)**

- Terance White, *Utah Member Board Member*
- Allen Bacqué, *Louisiana Member Board Member*
- Jon Alan Baker, *California Member Board Member*
- Kristi Beattie, *Missouri recently licensed architect*
- Carole Briggs, *Connecticut Member Board Member*
- Jody Coleman, *Mississippi Member Board Member*
- James Lev, *Former Illinois Member Board Member*
- Julie McLaurin, *North Carolina Member Member*
- Raul Rivera-Ortiz, *Puerto Rico Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

**SPONSORS' STATEMENT OF SUPPORT:**

The exam equivalents table is a reference document used by NCARB staff to assess the examination history of licensed individuals seeking the NCARB Certificate who have taken a version of the ARE that is older than the current version being administered. The exam equivalents chart is NOT a table to be used to calculate current examination eligibilities for ARE candidates seeking initial licensure.

In most cases, applicants for the NCARB Certificate have completed all divisions of what was the current ARE at their time of licensure. This table allows NCARB to confirm that the applicant's previous examination history is equivalent to the current version of the ARE. In some cases, applicants for the NCARB Certificate are found to have not completed all divisions of what was the current ARE at their time of licensure due to extenuating circumstances granted the individual by the jurisdiction of initial licensure. This equivalents table allows NCARB to identify which current division(s) of the current ARE align to the examination division(s) not previously met at their time of initial licensure.

Updates to the exam equivalents table are necessary whenever the Architect Registration Examination's structure is modified. With the upcoming launch of ARE 5.0, the exam equivalents table must be updated to ensure that future applicants for the NCARB Certificate have an examination history equivalent to that of the then current ARE.

The ARE 5.0 exam equivalents have been developed based on historical exam equivalents and modified to address the transition from ARE 4.0 to ARE 5.0 using the published ARE 5.0 Credit Model. The ARE 5.0 exam equivalents table will serve as the documented record of Architect Registration Examination equivalencies to assess the examination history of licensed individuals seeking the NCARB Certificate. Upon the launch of ARE 5.0, the *Certification Guidelines* will be updated to reflect equivalents equal to ARE 5.0.

**RESOLUTION 2016-04**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *Certification Guidelines* Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates

**SUBMITTED BY:** Examination Committee

**WHEREAS**, the Examination Committee of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to maintain the current examination Five-Year Rolling Clock policy and Rolling Clock Extension policies set forth in Appendix B of the *Certification Guidelines* to function unchanged for ARE 5.0; and

**WHEREAS**, the Examination Committee and the Board of Directors have determined that the current policy language has led to confusion between the expiration of eligibilities to take an exam and the expiration of exams already passed making it advisable and in the best interests of the Council to clarify language in the Rolling Clock Extension Policy; and

**WHEREAS**, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective at the time specified in this Resolution, with such changes applicable to applicants for certification in process and new applicants; and

**WHEREAS**, prior to implementing the changes to Appendix B of the *Certification Guidelines*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that examination eligibility expiration, Part D of the section entitled Five-Year Rolling Clock in Appendix B of the *Certification Guidelines*, is wholly a function of Member Board examination policy outlined in the *ARE Guidelines* and not a requirement of NCARB certification, and therefore, part D of the Five-Year Rolling Clock be removed from the *Certification Guidelines*.

**FURTHER RESOLVED**, that the Five-Year Rolling Clock and Rolling Clock Extension policy for exam validity in Appendix B of the *Certification Guidelines* (page 17) be modified to provide better clarity to all stakeholders to read as follows:

**“Five-Year Rolling Clock**

**For all initial candidates for licensure, Effective January 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for an initial period of five years plus any extensions granted under the rolling clock extension policy, after**



which time the division ~~must be retaken~~ will expire unless all divisions have been passed the candidate has completed the ARE.

Applicants for NCARB certification that completed the ARE or were licensed:

- A. Prior to January 1, 2006, will not have any divisions governed by the five-year rolling clock.
- B. Prior to July 1, 2014, will have only divisions passed after January 1, 2006, governed by the five-year rolling clock.
- C. On July 1, 2014 or later, will have all divisions governed by the five-year rolling clock.

Any applicant for NCARB certification that is determined to be deficient in a division of the ARE will have to test and pass that division, or the then current exam equivalents, to earn NCARB certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

The transitional rules are as follows:

- A. ~~For applicants who have passed all divisions of the ARE by January 1, 2006, regardless of the time taken, such applicants will have passed the ARE.~~
- B. ~~For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after January 1, 2006, on the date when the first remaining division is passed. Any division passed prior to January 1, 2006 shall no longer remain valid if all remaining divisions have not been passed by July 1, 2014.~~
- C. ~~For applicants who have passed no divisions of the ARE by January 1, 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.~~
- D. ~~Effective January 1, 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five-year period prior to January 1, 2011. Any applicant whose authorization is so terminated must establish a new eligibility under the then current procedures of a Member Board.~~

### Rolling Clock Extension

NCARB may allow a reasonable extension of such period ~~to a division expiration period~~ in circumstances where completion of all divisions ~~the ARE~~ ~~within such five-year period~~ is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such ~~five-year~~ ~~division expiration~~ period if the birth or adoption of their child occurs within such ~~five-year~~ ~~rolling clock~~ period.”

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of Appendix B of the *Certification Guidelines* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective at the time the Council launches ARE 5.0 in fall 2016 and will apply to all examinations administered from that point forward.

### **ADVOCATES:**

#### **Examination Committee (COE)**

- Terance White, *Utah Member Board Member*
- Allen Bacqué, *Louisiana Member Board Member*
- Jon Alan Baker, *California Member Board Member*
- Kristi Beattie, *Missouri recently licensed architect*
- Carole Briggs, *Connecticut Member Board Member*
- Jody Coleman, *Mississippi Member Board Member*
- James Lev, *Former Illinois Member Board Member*
- Julie McLaurin, *North Carolina Member Member*
- Raul Rivera-Ortiz, *Puerto Rico Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

### **SPONSORS' STATEMENT OF SUPPORT:**

The exam eligibility expiration policy, Part D of the current Rolling Clock Policy set forth in Appendix B of the *Certification Guidelines*, is managed by the My Examination candidate management system and is configurable based on each state's requirements. Application of an exam eligibility policy is NOT a requirement for NCARB certification, therefore, such policy language should not be included as part of the *Certification Guidelines*.

This resolution recognizes that the ability for member jurisdictions to establish an exam eligibility policy will be maintained in the My Examination candidate management system as has been the case since My Examination was launched several years ago. This proposed change to the *Certification Guidelines* will move policy language to the *ARE Guidelines*, the policy manual of the ARE, as follows:

***Maintaining Exam Eligibility with Your Jurisdiction***

*You are responsible for maintaining your exam eligibility with your registration board. Because rules vary from board to board and are subject to change, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information.*

*Most jurisdictions have implemented a test activity requirement to maintain exam eligibilities. Your eligibilities to test may expire if no attempt to test (pass or fail) has been completed within a five-year period. If your state-based eligibility period expires before you successfully complete all divisions of the ARE, you must contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the Direct Registration program) to establish a new eligibility under the then current procedures of the registration board.*

The purpose of an eligibility expiration policy, Part D of the current Rolling Clock Policy included in Appendix B of the *Certification Guidelines*, is to ensure inactive candidates are not allowed to maintain active exam eligibilities into perpetuity. Maintenance of abandoned active eligibilities becomes an undue burden on state and system resources. The policy also allows Member Boards to require candidates with expired eligibilities to reapply under their then current application requirements. The ability for each member jurisdiction to establish an eligibility expiration policy will be maintained while removing confusing and inappropriate language from the *Certification Guidelines*.

The proposed change in language to the Five-Year Rolling Clock and Rolling Clock Extension policies does not change the way this policy has been implemented since 2006. The submitted language acts to clarify the policy for all future ARE candidates as well as ensure that all applicants for the NCARB Certificate are appropriately governed by the rolling clock. The modifications to the Rolling Clock Extension policy clarify that each passed division of the ARE is governed by an initial period of validity established by the Five-Year Rolling Clock policy. This initial period of validity can be extended as approved based on the Rolling Clock Extension policy. Multiple extensions to any single division are supported and can be granted based on candidate need.

No changes are proposed to the timeframe of the rolling clock period because recently completed research regarding change within the profession continues to support this timeframe. Although it is understood that not all areas of practice change at the same rate, research informed a recommendation consistent with the current five-year period for multiple divisions of ARE 5.0.

The Examination Committee sees great benefit in maintaining a consistent rolling clock policy across all divisions as well as versions of the ARE with the upcoming transition to ARE 5.0.

**RESOLUTION 2016-05**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option

**SUBMITTED BY:** Procedures and Documents Committee and Integrated Path Evaluation Committee

**WHEREAS,** the Council has developed an initiative designed to result in a structured experience for students enrolled in an Integrated Path to Architectural Licensure option that offers the ability to complete the requirements for architectural licensure by the time of graduation, and there are currently fourteen (14) schools that have been accepted into this initiative; and

**WHEREAS,** students graduating from these programs may choose to obtain licensure in a jurisdiction other than where they complete their architecture degree; and

**WHEREAS,** the Board of Directors has determined that it is advisable to amend the *NCARB Legislative Guidelines and Model Law/Model Regulations* to include language that would allow students enrolled in an NCARB accepted Integrated Path to Architectural Licensure option within a NAAB-accredited program access to the Architect Registration Examination while they are enrolled in the program; and

**WHEREAS,** pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

**WHEREAS,** the Council Board of Directors must adopt a resolution recommending applicable changes to the *NCARB Legislative Guidelines and Model Law/Model Regulations* and submit such resolution and changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED,** that the National Council of Architectural Registration Boards create model language in the *NCARB Legislative Guidelines and Model Law/Model Regulations* for the implementation of the Integrated Path to Architectural Licensure program by updating the *Legislative Guidelines and Model Law/Model Regulations*.

**FURTHER RESOLVED,** that a new Section 100.601 Examination Eligibility be inserted to the *Model Regulations* (page 27) as follows:

“100.601 Examination Eligibility

A. [For the purpose of qualifying for the examination, an applicant shall present satisfactory evidence to the board that he/she:

- i.  Holds a professional degree from a school whose curriculum has been accredited by the National Architectural Accrediting Board (NAAB), or
  - ii.  Is a student actively participating in a NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within a NAAB-accredited professional degree program in architecture, or
  - iii.  Has met the education and experience requirements outlined in {insert specific reference to applicable laws/rules}]
- B.  The Board will determine applicant eligibility and forward eligibility information to NCARB (or the Board may request NCARB to determine such eligibility subject to its approval thereof). ”

**FURTHER RESOLVED**, that the existing Section 100.601 of *Model Regulations* (page 27) be renumbered and amended as follows:

“100.60~~2~~<sup>1</sup> Conditions of Examination

~~A. The Board will determine applicant eligibility and forward eligibility information to NCARB (or the board may request NCARB to determine such eligibility subject to its approval thereof).~~

A. The Board will allow applicants to take the ARE at any NCARB-approved test center, whether or not it is located within this state.

B. The Board will accept the ARE results as determined by NCARB and will report the results to the applicant, or the Board may request NCARB to report such results to the applicant.

C. If there is any alleged misbehavior on the part of an applicant in connection with taking the examination, the board will investigate the allegation and take appropriate action. Misbehavior may include, without limitation, violation of NCARB’s Guidelines or policies, or an applicant’s confidentiality agreements with respect to the examination.”

**FURTHER RESOLVED**, that sections 100.602 Appeal and 100.603 Transfer of Scores to and from Other Boards (page 28) of the *Model Regulations* be renumbered as follows:

“~~[100.603<sup>2</sup> Appeal]~~

100.60~~4~~<sup>3</sup> Transfer of Scores to and from Other Boards”

**FURTHER RESOVLED**, that the table of contents of the *Model Regulations* (page 23) be amended as follows:

“Examination

Examination Eligibility 100.601

Conditions of Examination 100.60~~2~~<sup>1</sup>

Appeal 100.60~~3~~<sup>2</sup>

Transfer of Scores to and from Other Boards 100.60~~4~~<sup>3</sup>”

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these resolutions shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon approval of the resolution by an absolute majority of Member Boards, such changes to the *Legislative Guidelines and Model Law/Model Regulations* shall become effective July 1, 2016.

**ADVOCATES:**

**Integrated Path Evaluation Committee**

- Ronald Blich, *Louisiana Member Board Member*
- Nadia Anderson, *Educator, Iowa State University College of Design*
- David Cronrath, *Dean, University of Maryland School of Architecture, Planning & Preservation*
- John Enright, *Educator, Southern California Institute for Architecture*
- Cathe Evans, *North Carolina Member Board Executive*
- Pasqual Gutierrez, *California Member Board Member*
- Norman Millar, *Dean, Woodbury University School of Architecture*
- Amy Perenchio, *NAAB Board of Directors*
- Jeffery Potter, *AIA Past President*
- Anne Smith, *Georgia Member Board Member*
- Bayliss Ward, *Montana Member Board Member; Director, Region 5*

**SPONSORS' STATEMENT OF SUPPORT:**

In August 2015, the National Council of Architectural Registration Boards (NCARB) accepted proposals from over a dozen architecture schools to implement an NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within their academic programs accredited by the National Architectural Accrediting Board (NAAB). This initiative was designed to result in a structured experience for students that offers the ability to complete the requirements for architectural licensure at the time of graduation.

The IPAL option in NAAB-accredited programs provides a structured education experience and timeline for a student to complete the requirements of the Intern Development Program (IDP) and afford them the opportunity to take each division of the Architect Registration Examination® (ARE®) before graduation. It is important to note that passing all ARE divisions prior to graduation is not required.

Critical to the successful implementation of these programs is the ability for students (enrolled in these programs offering an IPAL option) to sit for the ARE **prior to completing their NAAB-accredited degree program.**

Currently, only seven (7) jurisdictions have language in their statutes or regulations that would enable access to the ARE to a student enrolled in school. Therefore, the proposed modifications to *Legislative Guidelines/Model Law/Model Regulations* will help guide our Member Boards as they modify their regulations to implement this Integrated Path to Architectural Licensure concept in their jurisdiction.



**RESOLUTION 2016-06**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Addition of Architect Emeritus Status

**SUBMITTED BY:** Procedures and Documents Committee

**WHEREAS,** the Procedures and Documents Committee has identified that 41 Member Boards currently provide some sort of emeritus status for registered architects in their jurisdiction; and

**WHEREAS,** the Procedures and Documents Committee has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the *Legislative Guidelines and Model Law/Model Regulations* to add an “Architect Emeritus” status and address the reinstatement requirements for individuals who would fall in this status; and

**WHEREAS,** pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

**WHEREAS,** prior to implementing changes to the *Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED,** that the National Council of Architectural Registration Boards add an “architect emeritus” status to the *NCARB Legislative Guidelines and Model Law/Model Regulations* by adding the term and definition to Section 1 – Definitions of Model Law in *Model Law* (page 16) as follows:

**“Architect Emeritus.”**

**Means an honorific title granted to a previously registered architect who has retired from the active practice architecture.”**

**FURTHER RESOLVED,** that Section 4 – Registration Renewal in *Model Law* (page 17) be amended as follows:

**SECTION 4 – REGISTRATION RENEWAL**

The Board shall mail yearly [**or state other time interval**] to every registered architect an application for renewal of registration. Such application, properly filled out and accompanied by the renewal fee established in accordance with Section 2, shall be returned to the Board on or before the date established by the Board. After review of the facts stated in the general renewal application, the Board shall issue a registration which

shall be valid for one year [or state other time interval]. Any holder of a registration who fails to renew his/her application on or before the prescribed date shall, before again engaging in the practice of architecture within the state, be required to apply for reinstatement, pay the prescribed fee, and, in circumstances deemed appropriate by the Board, be required to be reexamined.

There is hereby created, for registration renewal purposes, a status to be known as "architect emeritus," which shall apply to architects who are retired and not practicing any aspects of Architecture and who are 65 years of age or older or have been registered for a minimum of "10" years [in their state].

**[States requiring that each registered architect demonstrate continuing education should include the following]** A registered architect must demonstrate completion of annual continuing education activities. The Board shall by regulation describe such activities acceptable to the Board and the documentation of such activities required by the Board. The Board may decline to renew a registration if the architect's continuing education activities do not meet the standards set forth in the Board's regulations."

**FURTHER RESOLVED**, that new Subsection D be inserted into Section 100.703 Renewal in *Model Regulations* (page 29) and be amended as follows:

**(C)** Exemptions. An architect shall not be subject to these requirements if:

1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or
2. The architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements.

**(D)** A registrant who lists his or her occupation as "Retired" or "inactive" on the Board approved renewal form and who further certifies that he or she is no longer practicing shall be exempt from the Continuing Education Hours required. In the event such a person elects to return to active practice, he/she shall document completion of 12 HSW CEH's before returning to active practice. Inactive or retired registrants returning to active practice must report CEH's earned prior to the request to reactivate.

**(DE)** The Board adopts the forms [at the end of the Model Regulations] as the forms to be used for reporting compliance with these requirements."

**FURTHER RESOLVED**, that new Section 100.707 Emeritus Status be inserted in the *Model Regulations* (page 28) as follows:

**100.707 Emeritus Status**

**(A)** An architect whose registration is in good standing may apply for architect emeritus status if he or she meets the following criteria:

1. The applicant is retired from the active practice of architecture. “Retired” means the architect no longer engages in the active practice of architecture as defined in [point to statute defining the practice of architecture], and
  2. The applicant has been registered for at least “10” years [in their state], or
  3. The applicant is 65 years of age or older.
- (B) An architect who can provide, to the Board’s satisfaction, documentation that they are physically or mentally unable to participate in the active practice of architecture may also apply for architect emeritus status.
- (C) Upon application to the Board, if all requirements are met, the architect shall be granted architect emeritus status.
- (D) An individual granted architect emeritus status may use the title “Architect Emeritus” or “Emeritus Architect” on any letter, title, sign, card or device.
- (E) If an emeritus architect wishes to return to the active practice of architecture, he/she may do so by submitting a current renewal application form, the renewal fee, and documentation of completing the continuing education hours required by regulation.”

**FURTHER RESOLVED**, that new Section 100.707 Emeritus Status be added to the *Model Regulations* Table of Contents (Page 23) as follows:

<b>“Registration</b>	
Issuance	100.701
Duration	100.702
Renewal	100.703
Not Transferable	100.704
Revocation, Suspension, Cancellation or Non-Renewal of Registration	100.705
Reissuance	100.706
<u><b>Emeritus Status</b></u>	<u><b>100.707”</b></u>

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these resolutions shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon approval of the resolution by a majority of all Council Member Boards, such changes to the *Legislative Guidelines and Model Law/Model Regulations* shall become effective July 1, 2016.

## **Advocates:**

### **Procedures and Documents Committee**

- John Cardone, *Louisiana Member Board Member; Region 3 Chair*
- Terry Allers, *NCARB Secretary*
- Ricky Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Charles Kirk, *New Jersey Member Board Executive*
- Amy Kobe, *Ohio Member Board Executive*
- Douglas McCauley, *California Member Board Executive*
- James Oschwald, *New Mexico Member Board Member; Region 6 Chair*
- Jenny Owen, *Mississippi Member Board Executive; Region 3 Executive*
- Stephen Schreiber, *Massachusetts Member Board Member; Region 1 Chair*
- Gina Spaulding, *Nevada Member Board Executive; Region 6 Executive*
- Kenneth VanTine, *Michigan Member Board Member; Region 4 Chair*
- Albert Zaccone, *New Jersey Member Board Member; Region 2 Chair*

## **SPONSORS' STATEMENT OF SUPPORT:**

Charged with studying the merits of establishing an “Architect Emeritus” status in *Legislative Guidelines and Model Law/Model Regulations* and upon researching the laws and rules of the 54 NCARB Member Boards, the Procedures and Documents Committee determined that 41 jurisdictions define or address an architect emeritus status. Understanding that a vast majority of the membership address emeritus status in their statutes, the Procedures and Documents Committee concluded that it was appropriate to address architect emeritus in the *NCARB Model Law/Model Regulations*. The committee believes that regulations addressing architect emeritus is a best practice and bestows upon retired architects a well-deserved title.

While the language and requirements varied slightly throughout those jurisdictions, the committee identified numerous commonalities in requirements among the 41 jurisdictions.

Those commonalities include:

- provisions for having to be RETIRED and not engaging in the practice of architecture
- provisions for an AGE and/or registration requirement
- exemptions from continuing education requirement
- provisions for reinstatement should the architect wish to return to practice
- provisions about the required use of title

By incorporating commonalities identified in the regulations of 41 Member Boards into *NCARB Model Law*, the committee is seeking to provide the remaining jurisdictions with a guide for adopting regulations that are consistent with best practices in the U.S. jurisdictions responsible for regulating the practice of architecture.

**RESOLUTION 2016-07**  
**Supported by the Council Board of Directors (14-0)**

**TITLE:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment –  
Reference to Military-Trained Applicants

**SUBMITTED BY:** Procedures and Documents Committee

**WHEREAS**, the Procedures and Documents Committee has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the *NCARB Legislative Guidelines and Model Law/Model Regulations* to incorporate registration requirements for military personnel based on a White House initiative granting returning military service men and women credit toward professional licensing requirements for their service; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

**WHEREAS**, prior to implementing the changes to the *NCARB Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the National Council of Architectural Registration Boards create a section in the *NCARB Legislative Guidelines and Model Law/Model Regulations* to address the licensure of military-trained applicants by amending sections of the *Model Law and Model Regulations*.

**FURTHER RESOLVED**, that new Section 3A – Registration of Military Personnel be inserted into *Model Law* (page 17) as follows:

**“SECTION 3A – REGISTRATION OF MILITARY PERSONNEL**

**The board may, upon presentation of satisfactory evidence by an applicant for licensure, accept education, training, or service completed by an individual as a member of any branch of the military toward the qualifications to receive their license. The board shall promulgate rules to implement this section.”**

FURTHER RESOLVED, that new Sections 100.401-100.405 be inserted into *Model Regulations* (page 27) as follows:

**“[Registration Standards for Military Personnel]**

**[100.401 Initial Registration Standards – Military Personnel**

To be granted registration other than pursuant to 100.501, an applicant must meet the requirements set forth in 100.401-100.405.

- (A) In evaluating qualifications, the Board may, prior to reaching its decision, require the applicant to substantiate his/her qualifications.
- (B) Other experience may be substituted for the registration requirements set forth in 100.403 only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.

**100.402 Good Character – Military Personnel**

An applicant must be of good character as verified to the Board by employers or by honorable discharge evidenced by copy of military discharge document (DD 214).

**100.403 Education – Military Personnel**

An applicant must meet the Education Requirements as accepted by the Board from time to time.

**100.404 Training – Military Personnel**

An applicant must meet the Training Requirements as accepted by the Board from time to time. The Board may accept “professional training while in active duty” as it deems acceptable and in keeping with the Training Requirements set forth by the National Council of Architectural Registration Boards.

**100.405 Examination – Military Personnel**

An applicant must have passed the Examination in accordance with the NCARB pass/fail standards current at the time the applicant took the Examination, all as accepted by the Board from time to time.]”

FURTHER RESOLVED, that Sections 100.401 - 402 in *Model Regulation* (page 27) be amended as follows:

**“RECIPROCAL REGISTRATION**

**100.401~~501~~ Registration of NCARB Certificate Holders**

An applicant who holds a current and valid certification issued by NCARB and submits satisfactory evidence of such certification to the Board shall be registered without the necessity of complying with the provisions of 100.301-305 or 100.401 - 405 if he/she:

- (A) holds a current and valid registration as an architect issued by a registration authority of the United States or Canada, and submits satisfactory evidence of such registration to the Board, and
- (B) files his/her application with the Board, upon a form prescribed by the Board, containing such information satisfactory to the Board concerning the applicant, as the Board considers pertinent, and pays the applicable fee established by the Board.

100.402~~502~~ [Insert any other reciprocity provisions desired and permitted by statute.]”

FURTHER RESOLVED, that new Section 100.203 be inserted in *Model Regulation* (page 26) by moving current *Model Regulation* Section 100.501 (page 27) as follows:

“APPLICATION FOR REGISTRATION

**100.201 Submission of Application**

Every individual seeking a registration shall submit an application to the Board on a form prescribed by the Board, accompanied by [a photograph and] the filing fee [cross-reference to 100.107].

**100.202 Refund of Fee**

The Board, in its discretion and if otherwise allowed by law, may return the application fee paid by any applicant whose application has been rejected. No refund of the application fee shall be returned to any applicant who takes any portion of the Examination or who voluntarily withdraws after his/her application has been approved.

**100.501~~203~~ Appeals**

[Insert any references to applicable law providing for administrative or judicial review of the Board’s decisions respecting applicants.]”

FURTHER RESOLVED, that Section 100.501 Appeals in *Model Regulations* (page 27) be deleted:

“APPEALS

~~100.501~~

~~[Insert any references to applicable law providing for administrative or judicial review of the Board’s decisions respecting applicants.]”~~

FURTHER RESOLVED, that the table of contents in *Model Regulations* (page 23) be amended and renumbered as follows:

“Applicant for Registration	
Submission of Application	100.201
Refund of Fee	100.202
<u>Appeals</u>	<u>100.203</u>

**Registration Standards**

Initial Registration Standards	100.301
Good Character	100.302
Education	100.303
Training	100.304
Examination	100.305

**Registration Standards for Military Personnel**

<u>Initial Registration Standards for Military Personnel</u>	<u>100.401</u>
<u>Good Character for Military Personnel</u>	<u>100.402</u>
<u>Education for Military Personnel</u>	<u>100.403</u>
<u>Training for Military Personnel</u>	<u>100.404</u>
<u>Examination for Military Personnel</u>	<u>100.405</u>

**Reciprocal Registration**

Registration of NCARB Certificate Holders	100.401 <del>501</del>
[Insert any other reciprocity provisions desired and permitted by statute.]	100.402 <del>502</del>

**Appeals**

<del>[References to applicable law providing for administrative or judicial review]</del>	<del>100.501</del> "
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**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by a majority of all of the Council Member Boards, such changes will become effective July 1, 2016.

**Advocates:**

**Procedures and Documents Committee**

- John Cardone, *Louisiana Member Board Member; Region 3 Chair*
- Terry Allers, *NCARB Secretary*
- Ricky Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Charles Kirk, *New Jersey Member Board Executive*
- Amy Kobe, *Ohio Member Board Executive*
- Douglas McCauley, *California Member Board Executive*
- James Oswald, *New Mexico Member Board Member; Region 6 Chair*
- Jenny Owen, *Mississippi Member Board Executive; Region 3 Executive*



- Stephen Schreiber, *Massachusetts Member Board Member; Region 1 Chair*
- Gina Spaulding, *Nevada Member Board Executive; Region 6 Executive*
- Kenneth VanTine, *Michigan Member Board Member; Region 4 Chair*
- Albert Zaccone, *New Jersey Member Board Member; Region 2 Chair*

### **SPONSORS' STATEMENT OF SUPPORT:**

Based on the implementation of a White House initiative to support returning military service men and women seeking to enter/re-enter the workforce, the Procedures and Documents (P&C) Committee recognizes the need for model laws and model regulations addressing licensure requirements pertaining to military personnel. The P&D Committee also recognizes the need to support the licensure of architects who are properly trained, educated, and have passed the Architect Registration Examination® (ARE®). Therefore, the P&D Committee sought to gain an understanding of the process of training and licensing architects who work for the military. It should be noted that the P&D Committee was able to find one program run by the military that is accredited by the National Architectural Accrediting Board. Individuals who do not attend a specific military school accredited by the NAAB must obtain their degree prior to or during their enlistment.

The P&D Committee sought the advice of recruiters for the path of an applicant who might want to pursue an architecture license through a commitment to military service, and none could advise as to how it would be done. Additionally, a formal training process for architects in the military, matching the current NCARB Architectural Experience Program (AXP), does not exist.

Construction projects designed for the military are done by private architects and engineers employed on multiple award contracts through the federal government. It was also noted that the use of the term “architect” by the military does not receive the scrutiny typically employed by the regulatory body.

Therefore, care must be taken to ensure that individuals who are coming from the military will meet the education, experience, and examination requirements for licensure. Currently 34 of NCARB’s member jurisdictions have adopted legislation addressing the licensure requirements for members of the military. It is the P&D Committee’s belief that the proposed *Model Law and Model Regulation* will ensure that proper processes are followed by the remaining jurisdictions.

It should be noted that the national initiative that was undertaken in 2012 to assist military service men and women returning to the job force also addressed the licensing of military spouses. Such legislation was designed to make it easier for military spouse’s licenses to transfer as members of the military move from state to state. After careful consideration, the P&D Committee felt it was inappropriate to address military spouse licensure requirements in the *NCARB Legislative Guidelines and Model Law/Model Regulations*. Rather, the P&D Committee felt as though the *NCARB Legislative Guidelines and Model Law/Model Regulations* should only pertain to individual requirements for licensure.

**RESOLUTION 2016-08**  
**Supported by the Council Board of Directors (13-0-1)**

**TITLE:** *NCARB Legislative Guidelines and Model Law/Model Regulations and Certification Guidelines Amendments* – Updating the name of the Intern Development Program

**SUBMITTED BY:** Board of Directors

**WHEREAS**, the Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination in April 2015; and

**WHEREAS**, the Board of Directors has determined that in support of this recommendation, to rename the Intern Development Program to the Architectural Experience Program and to update all references to the program name in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations*; and

**WHEREAS**, requirements for Council certification and *NCARB Legislative Guidelines and Model Law/Model Regulations* may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, and with such changes applicable to applicants for certification in process and new applicants; and

**WHEREAS**, prior to implementing the changes to the requirements for Council certification in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the National Council of Architectural Registration Boards amend the requirements for certification in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations* to reflect the new name of the Intern Development Program as approved by the Board of Directors.

**FURTHER RESOLVED**, that Section III Qualifications for Registration Under State Procedure in *Legislative Guidelines* (page 8) be amended as follows:

- “C If the state wishes to invest its state board with discretion to reject or take disciplinary action against an applicant who is not of “good moral character,” the statute should specify only the aspects of the applicant’s background germane to the inquiry, such as

- (i) conviction for commission of a felony;
- (ii) misstatement or misrepresentation of fact or other misconduct in connection with seeking registration, including without limitation misconduct involving violation of applicable rules protecting the integrity of the architect licensing process such as the Architect Registration Examination or the ~~Intern Development~~ Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP);”

**FURTHER RESOLVED**, that definition of Training Requirements in Section 100.006 Terms Defined Herein in the *Model Regulations* (page 25) be amended to reflect the new name of the Intern Development Program as follows:

**“Training Requirements**

The Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP), training requirements established from time to time by NCARB for certification by NCARB, as accepted by the Board from time to time.”

**FURTHER RESOLVED**, that the title and text of “Changes to the *NCARB Education Standard* and IDP” in the *Certification Guidelines* (page 10) be amended to reflect the new name of the Intern Development Program as follows:

**“Changes to the *NCARB Education Standard* and the ~~IDP~~AXP**

A change in the *NCARB Education Standard* or the ~~IDP~~AXP becomes effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and the ~~IDP~~AXP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the ~~IDP~~AXP prior to the effective date of the change shall be treated as having satisfied either or both.”

**FURTHER RESOLVED**, that Section 1, “Requirements for Certification of an Architect Registered in a U.S. Jurisdiction,” Subsection 1.3 “Experience Requirement” in the *Certification Guidelines* (page 11) be amended as follows:

**“1.3 Experience Requirement**

You must have completed the ~~Intern Development Program (IDP)~~ Architectural Experience Program (AXP). To begin participation in the ~~IDP~~AXP, an applicant shall have established an NCARB Record and met all requirements for eligibility listed in the ~~IDP~~AXP *Guidelines*, which may be revised from time to time by NCARB.

The ~~IDP~~AXP *Guidelines* describes the specific experience requirements including eligibility to begin participation in the ~~IDP~~AXP, experience settings, categories, areas, hour minimums and maximums, timely reporting and verification of experience, and the like.

For additional information, please refer to the ~~IDP~~AXP *Guidelines*.

The Reporting Requirements identified in the ~~IDP~~AXP *Guidelines* do not apply to architects registered in the United States or Canada or to architects credentialed by a foreign registration authority pursuing NCARB certification.”

**FURTHER RESOLVED**, that Section 2, “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction,” Subsection 2.3 “Alternatives to Experience Requirement” in the *Certification Guidelines* (page 12) be amended as follows:

**“2.3 Alternatives to the Experience Requirement**

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the ~~IDP~~AXP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.”

**FURTHER RESOLVED**, that the NCARB Board of Directors shall be empowered and authorized to make any additional corresponding changes to the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* solely for the purpose of changing any references to the Intern Development Program or abbreviations thereof to the Architectural Experience Program or abbreviations thereof, regardless of whether such changes are expressly set forth in these Resolutions or if such changes are made necessary by amendments to the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* made concurrently with these Resolutions; and

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by a majority of all of the Council Member Boards, such changes will become effective July 1, 2016.

## **ADVOCATES:**

### **Future Title Task Force**

- Blakely Dunn, *NCARB Past President*
- Rick Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Kingsley Glasgow, *Arkansas Member Board Executive*
- Dale McKinney, *NCARB Past President*
- Anne Smith, *Georgia Member Board Member*
- Scott Veazey, *NCARB Past President*
- Bayliss Ward, *Montana Member Board Member; Region 5 Director*
- Tyler Ashworth, *Former AIAS President*
- Tamarah Begay, *New Mexico recently licensed architect*
- Jennifer Blevins, *Texas architect*
- Westin Conahan, *AIAS Past President*
- Suni Dillard, *Massachusetts licensure candidate*
- Shannon French, *2013 Intern Think Tank Member*
- Haley Gipe, *California licensure candidate*
- Damon Leverett, *American Institute of Architects Staff*
- Jeffrey Pastva, *Pennsylvania architect*

## **SPONSORS' STATEMENT OF SUPPORT:**

In April 2015, the NCARB Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination. To that end, it was agreed that the use of the term “intern” or any derivation of it should be removed from NCARB’s nomenclature.

The Future Title Task Force was empaneled in FY15 by President Dale McKinney to respond to a groundswell of resistance from some individuals educated and experienced in the profession of architecture regarding the appropriateness of the title “intern” or “intern architect” or “architectural intern” to describe those working in the field of architecture, but who have not yet achieved licensure. The resistance has many roots, including a perceived lack of respect by peers, allied professionals, and clients; as well as a perceived lack of respect for level of professional achievement they have achieved, short of licensure.

As part of a year-long effort to remove the use of the term “intern,” the Board of Directors voted in December 2015 to rename NCARB’s **Intern Development Program**, more commonly known as the IDP. Effective June 29, 2016, the new name of the program will be the **NCARB Architectural Experience Program (AXP)**.

The Board of Directors is aware that many Member Boards reference the Intern Development Program (IDP) in their statutes and regulations. In response to this concern, Council staff consulted with legal counsel as to an artful way to reference the new title that would not require an immediate change within your guiding documents. The recommended qualifier, “formerly known as the Intern Development Program (IDP),” has been incorporated into this proposal to address that.

Titling of the Intern Development Program (IDP), which omits the use of the word “intern” is a logical operational step that required a Board vote to amend the *IDP Guidelines*. We solicited suggestions for a new title from our Member Boards at our 2015 Annual Business Meeting, Internship Committee, Intern Think Tank, Architect Licensing Advisors, visitors to our booth at the AIA National Convention, our own staff, and through a final call for suggestions to all Member Board Members and Member Board Executives at the end of October.

The Board of Directors considered the following important factors leading to the new name:

1. The program name should be recognizable to the public.
  - a. Currently, the Intern Development Program name is only recognized by individuals directly connected with the profession. An Intern Development Program could describe any “internship” program.
  - b. The program defines *experience requirements*.
  - c. The program is required for *licensure as an architect*.
  - d. The program does not *develop* architects.
2. The Architect Registration Examination® (ARE®) identifies *what* and *who* the examination is for. It is NCARB’s only program that the public can recognize its purpose by title.

NCARB’s new program name, **Architectural Experience Program (AXP)**, identifies proudly that it is a program about architectural experience. It aligns most closely with typical nomenclature used by Member Boards’ requirements—education, experience, and examination.

**RESOLUTION 2016-09**  
**Supported by the Council Board of Directors (13-0-1)**

**TITLE:** *NCARB Bylaws* Amendment – Updating Name of Internship Committee

**SUBMITTED BY:** Board of Directors

**WHEREAS**, the Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination in April 2015; and

**WHEREAS**, the Board of Directors has determined that in support of this recommendation, to update the name of the Internship Committee to the Experience Committee in the *NCARB Bylaws*; and

**WHEREAS**, the *NCARB Bylaws* may only be changed by an affirmative vote of the two-thirds of Council Member Boards; and

**WHEREAS**, prior to implementing the changes to the *Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that the National Council of Architectural Registration Boards amend Article XII, Section 5, Subsection B (page 9) in *NCARB Bylaws* to update the name of the Internship Committee to the Experience Committee and to reflect the new name of the Intern Development Program as follows:

“B. ~~Internship~~ Experience Committee: The Committee shall assess and recommend updates to the Council Board of Directors with respect to the ~~Intern Development~~ Architectural Experience Program for use by Member Boards.

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Bylaws* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2016.

## **ADVOCATES:**

### **Future Title Task Force**

- Blakely Dunn, *NCARB Past President*
- Rick Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Kingsley Glasgow, *Arkansas Member Board Executive*
- Dale McKinney, *NCARB Past President*
- Anne Smith, *Georgia Member Board Member*
- Scott Veazey, *NCARB Past President*
- Bayliss Ward, *Montana Member Board Member; Region 5 Director*
- Tyler Ashworth, *Former AIAS President*
- Tamarah Begay, *New Mexico recently licensed architect*
- Jennifer Blevins, *Texas architect*
- Westin Conahan, *AIAS Past President*
- Suni Dillard, *Massachusetts licensure candidate*
- Shannon French, *2013 Intern Think Tank Member*
- Haley Gipe, *California licensure candidate*
- Damon Leverett, *American Institute of Architects Staff*
- Jeffrey Pastva, *Pennsylvania architect*

## **SPONSORS' STATEMENT OF SUPPORT:**

In April 2015, the NCARB Board of Directors accepted the recommendation of the Future Title Force that the titles “architect” and emeritus architect (or some similar derivation of ‘architect’ describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination. To that end, it was agreed that the use of the term “intern” or any derivation of it should be removed from NCARB’s nomenclature. The staff through the CEO was directed to develop and implement a sunset plan, which included the use of the word “intern” within NCARB’s own programs and communications.

NCARB immediately responded by renaming the Internship + Education Directorate to the Experience + Education Directorate. Additionally, the Board of Directors voted in December 2015 to rename NCARB’s **Intern Development Program**, more commonly known as the **IDP**. Effective June 29, 2016, the new name of the program will be the **NCARB Architectural Experience Program (AXP)**. These efforts, while the change focused on the term intern and internship, truly reflect which of the “3 E’s” is being represented—Experience.

NCARB’s three program policy committees, established in the *Bylaws*, have historically been named the *Education Committee*, the *Examination Committee*, and the *Internship Committee*. Member Boards’ typically require what is referred to as the “3 E’s—Education, Experience, and Examination” for licensure.



This resolution is presented to rename the **Internship Committee** to the **Experience Committee**, therefore aligning the policy committee which oversees the experience requirements name with the other two program policy committees.

**RESOLUTION 2016-10**

**Opposed by the Council Board of Directors (3-10-1)**

**TITLE:** *Certification Guidelines* Amendment – Approval of Changes to Program Requirements for the Intern Development Program\*

**SUBMITTED BY:** Region 6

**WHEREAS**, the members of Region 6 have identified that the *Certification Guidelines* require modification to reflect changes in the manner in which changes to the Intern Development Program may be approved and implemented; and

**WHEREAS**, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

**WHEREAS**, this resolution recommending the change in the manner of approval and implementation of changes to the Intern Development Program and corresponding changes to the *Certification Guidelines*, must be submitted to the NCARB Member Boards for approval.

**NOW, THEREFORE IT IS HEREBY:**

**RESOLVED**, that programmatic changes to the Intern Development Program\* Requirements may only be implemented upon a majority vote of the Member Boards, and administrative changes may be implemented by the Board of Directors.

**FURTHER RESOLVED**, that the paragraphs following the heading “NCARB CERTIFICATION REQUIREMENTS” set forth on page 10 of the *Certification Guidelines* be amended to read as follows:

**“NCARB CERTIFICATION REQUIREMENTS**

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants that fail to complete the NCARB certification process within five years will not be considered “in process” and will be required to satisfy current certification requirements.

**Changes to the *NCARB Education Standard* and the IDP**

A change in the *NCARB Education Standard* or the IDP shall be approved by NCARB’s Board of Directors and will become effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s website. The effective date shall be a minimum of 60 days after the date of such

notice. Any change in the *NCARB Education Standard* and the IDP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the IDP prior to the effective date of the change shall be treated as having satisfied either or both.

**Changes to the NCARB Intern Development Program (IDP)**

Programmatic changes to the IDP requirements as recommended by the NCARB Board of Directors may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change and applies both to applications for certification in process and new applications. Changes to address administrative application of the IDP requirements may be implemented upon the majority vote of the NCARB Board of Directors.”

**FURTHER RESOLVED**, that upon the approval of the changes to the *Certification Guidelines* by a majority of all Council Member Boards, such changes will become effective July 1, 2016.

**ADVOCATES:**

- Jim Oschwald, *New Mexico Member Board Member, Region 6 Chair*
- Doug Sams, *Oregon Member Board Member*

**SPONSORS’ STATEMENT OF SUPPORT:**

NCARB members are the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

The core mission of each architectural registration board is to protect the health, safety, and welfare of its citizens through the regulation of the practice of architecture. Each jurisdiction is charged with ensuring that current and future architects meet the requirements set forth in statutes and rules, as established by its legislature. In general, each jurisdiction has established educational, experience, and testing requirements to confirm that applicants for licensure are competent to achieve the core mission values. As board members, entrusted by our jurisdiction to safeguard our citizens, we assert that our voices must be heard through the voting process not only when advocating for improvements in licensure, but also when programmatic changes are being proposed to program requirements that affect achieving our core mission. It is generally acknowledged that the NCARB Intern Development Program\* is the recognized program to document the experience component of licensure that each of the Member Boards require, and that NCARB is the organization best positioned to administer the program efficiently and effectively for the Member Boards. Member Boards, however, must be active and responsible for the content of this program to be entrusted and accountable to their constituents. Therefore, the Member Board Members of WCARB are proposing Resolution 2016-10 “Approval of Changes to Program Requirements for the Intern Development Program” for consideration by the full body of Member Boards at the 2016 Annual Business meeting. Resolution 2016-10 requires a

majority vote of Member Boards for implementation of any programmatic changes to the current IDP (AXP) program as we collectively move forward.

In 2009, NCARB Resolution 2009-04 *Handbook for Interns and Architects* Amendment – Transfer the Intern Development Program Requirements to the *IDP Guidelines* was presented by the NCARB Board of Directors to the Member Boards and was approved unanimously at the Annual Meeting. The statement of support noted that like the ARE, the IDP content should align with the findings of the practice analysis, and therefore like the ARE the IDP should be promptly updated and revised as practice changes over time implying time is of the essence for both programs. As we have experienced, the scale of time for the analysis, development, and final approval of changes to either the ARE or the IDP is years not days, which allows Member Boards to have an active and informed voice into those discussions and, when relevant, the responsibility of voting to implement the changes desired. Therefore, we believe it is time and appropriate to return the authority for programmatic revisions to the IDP to the Member Boards.

What this Resolution does:

- Returns the responsibility and accountability for authorizing programmatic changes to the IDP (AXP) to the Member Boards by voting through the resolution process.
- Provides a voice for each Member Board to ensure a holistic approach to program changes/improvements.
- Encourages open communication, transparency, and engagement with and between Member Boards, Regions, and the NCARB Board of Directors and staff.

What this Resolution does not do:

- Hinder the NCARB Board of Directors or NCARB staff from providing leadership and advocacy for program improvements.
- Hinder the NCARB Board of Directors or NCARB staff from making administrative changes for the effective and efficient implementation of IDP/AXP.
- Slow the boat. This resolution is not a statement on the speed of change. It is a statement on the accountability of Member Boards to vet the content of change and to build a consensus for implementation.

Region 6 recommends that programmatic changes proposed by the NCARB Board of Directors, NCARB staff, NCARB committees, or Member Boards to the IDP objectives and requirements be adopted and implemented by a majority vote of the Member Boards. We believe the ultimate responsibility and accountability for authorizing programmatic changes to the IDP (AXP) lies with the Member Boards. Generally, time is not of the essence and revisions to IDP can await the needed discussion, debate, and revisions that the Member Boards bring to the Regional and Annual Business Meetings.

Region 6 proposes that either the NCARB Board of Directors or perhaps the Procedures and Documents Committee, by virtue of its charge, and the fact that it is made up of members of the jurisdictions, appointed by the NCARB President/Chair of the Board, has the proper

authority to determine if changes are administrative, and should be handled administratively, or programmatic and should be voted on by the body of the membership.

\*The Architectural Experience Program, formerly known as the Intern Development Program or IDP.

**STATEMENT OF OPPOSITION:**

The NCARB Board of Directors voted against a statement of support, the vote being 3 in favor, 10 opposed, and 1 abstention.

While the Board of Directors has been authorized by a previous vote of the membership to make decisions and take action in the best interest of the Council, it does not do so without first undertaking a rigidly structured vetting process to inform and obtain feedback from the membership. In addition, the board has adhered to a defacto vote process requesting pro/con position statements from the member boards.

Further, the Board believes that this proposed resolution will unnecessarily hold the Council back from acting in a timely and responsive manner regarding opportunities and challenges related to evolving the experience program.

The key points made by opponents to the resolution are:

- The Board of Directors has solicited feedback and carefully reviewed written comments as well as the tally of pro and con positions as part of its deliberations before amending the *IDP Guidelines*.
- No change has occurred without a majority/consensus of Member Boards favoring the change.
- The Board has used a 90-day period for comments based on a matrix showing frequency of Member Board meetings, concluding a critical mass of Member Boards meet in a 90-day period and that most Boards have the authority to convene additional meetings if necessary. The 90-day period extended written policy from 60 days.
- The Board has augmented the comment period with an additional 30 days for virtual meeting feedback via teleconference.
- Most recently, per feedback from the MBE Workshop in March 2016, the comment period will be expanded to a full 120 days for written comments and pro/con position statements.
- The authority to amend the *IDP Guidelines* was moved from the membership to the Board to allow for more efficiency in adopting changes while incorporating a feedback process to assure Member Board input.
- Member Boards have been given summaries of all feedback information to promote transparency.
- Member Boards are always provided the rationale for proposed changes.

- Proposed changes are also vetted by the Internship Committee and Internship Advisory Committee.
- Moving the authority to amend the *Guidelines* back to the membership for “substantive programmatic change” dilutes the representative governance model utilized by the Council, and the board strongly disagrees with the resolution statement of support that the resolution will **NOT** serve to unnecessarily limit the future agility of the Council.
- The Council enjoys enhanced credibility and increased programmatic engagement due to its more agile culture.

The majority of the Board believes its current process provides a strong voice for its members while effectively employing the appropriate level of governance by the Board of Directors.

**MUTUAL RECOGNITION ARRANGEMENT**  
between the  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
and the  
**ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA**  
and the  
**NEW ZEALAND REGISTERED ARCHITECTS BOARD**  
as executed

**10 February 2016**

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

**AND**

**The Architects Accreditation Council of Australia (AACA)**  
representing the architectural licensing boards of the eight states and territories of Australia.

**AND**

**The New Zealand Registered Architects Board (NZRAB)**  
representing the registered architects of New Zealand.

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*This **Mutual Recognition Arrangement** has been designed to recognize the professional credentials of architects licensed/registered in the U.S., Australia, and New Zealand and to support their mobility by creating the opportunity to practice beyond their borders. More specifically, the purpose of this Arrangement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as an Australian architect or New Zealand architect; and the licensing of an Australian architect or New Zealand architect as an architect in a U.S. jurisdiction that has agreed to participate in the Arrangement.*

**WHEREAS**, NCARB establishes model regulations for the profession of architecture and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to the 54 Member Boards; as well as establishing the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

**WHEREAS**, AACA advocates, coordinates, and facilitates the development of national standards of competency for the profession of architecture through education, practical experience, and examination requirements for initial licensure and license renewal for all eight Australian State and Territory Registration Boards;

**WHEREAS**, NZRAB, as established by an act of the New Zealand Parliament, or its statutory successor, holds the statutory authority to determine the minimum education qualifications, work experience requirements, and assessment procedures for initial registration and license renewal as a registered architect in New Zealand, as well as the responsibility to register, monitor, and discipline all architects registered in New Zealand;

**WHEREAS**, NCARB and the AACA previously ratified Mutual Recognition Agreements in 1973, 1983, and 2006 that were never fully realized; NCARB, the AACA, and the Architects Education and Registration Board of New Zealand (AERB/NZ) ratified separate Practice in a Host Nation Agreements in 2002 that were never fully implemented; and the AERB/NZ no longer exists and has been statutorily replaced by the NZRAB; and NCARB, AACA, and the NZRAB declare all former Agreements no longer exist or are terminated;

**WHEREAS**, the NCARB Member Boards, the Australian State and Territory Boards, and the NZRAB are empowered by statutes to regulate the profession of architecture in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

**WHEREAS**, the standards, protocols, and procedures required for entry to the practice of architecture within the United States, Australia, and New Zealand have benefitted from many years of effort by NCARB, AACA, and NZRAB;

**WHEREAS**, NCARB and the AACA are the lead organizations recognized by their individual state and territory registration authorities and the NZRAB has the necessary statutory authority for the negotiation of mutual recognition arrangements for architects with similar foreign authorities;

**WHEREAS**, accepting there are differences between the systems in place in United States, Australia, and New Zealand, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the privilege and obligations of architects registered to practice in the United States, Australia, and New Zealand;

**WHEREAS**, NCARB, AACA, and NZRAB are recognized by the profession as mature and sophisticated facilitators of licensure to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;



**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in any United States jurisdiction, Australian jurisdiction, or New Zealand must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

**NOW THEREFORE**, NCARB, AACA, and NZRAB agree as follows:

## **1. PARTIES TO THE ARRANGEMENT**

Any NCARB Member Board and any Australian State or Territory Board may become a party to the provisions of this Arrangement by submitting a signed *Letter of Undertaking* to the responsible negotiating representative. The *Letter of Undertaking* is incorporated herewith and includes the binding requirements for the implementation of this Arrangement by each individual signatory jurisdiction. The *Letters of Undertaking* shall be distributed, collected, and maintained by NCARB, AACA, and NZRAB respectively. NCARB and AACA each shall promptly notify the others in writing of all individual signatories. Each NCARB Member Board and each Australian State or Territory Board that executes a *Letter of Undertaking*, and which has not withdrawn from this Arrangement, as well as NCARB, AACA, and NZRAB once they sign this Arrangement below, shall be known as a “Party to this Arrangement.”

## **2. ELIGIBILITY REQUIREMENTS**

1. Architects who are able to benefit from the provisions of this Arrangement must be citizens respectively of the United States, Australia, or New Zealand or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in one or the other countries serving as the host country under this Arrangement.
2. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Arrangement.
3. Architects must be licensed/registered in a jurisdiction of their home country and must have completed at least 6,000 hours of post-licensure/registration experience practicing as a registered architect in their home country as demonstrated through the provision of proof of current and valid licensure in good standing from the jurisdictional licensing authority and a declaration signed by the applicant attesting to the experience.
4. Notwithstanding items 1, 2, and 3 above, Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement/arrangement are not eligible under this Arrangement.

### 3. CONDITIONS

#### **A U.S. Architect to AACA Jurisdiction**

Upon application, those Australian State and Territory Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. has been issued an *AACA Statement*, and
4. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

#### **B U.S. Architect to NZRAB**

Upon application, the NZRAB agrees to register as an architect in New Zealand any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

#### **C Australian Architect to NCARB Jurisdiction**

Upon application, NCARB shall issue an *NCARB Certificate* to any Australian Registered Architect licensed/registered in one or more AACA jurisdiction(s) meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any Australian Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *AACA Statement*, and
3. has been issued an *NCARB Certificate*, and
4. is currently licensed/registered in good standing by one or more Australian State and Territory Board(s) that is a Party to this Arrangement.

#### **D New Zealand Architect to NCARB Jurisdiction**

Upon application, NCARB shall issue an *NCARB Certificate* to any New Zealand Registered Architect licensed/registered by the NZRAB meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdictions any New Zealand Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. is currently licensed/registered in good standing by the NZRAB.

#### **4. MONITORING COMMITTEE**

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

The Monitoring Committee shall be comprised of no more than five individuals appointed by NCARB, no more than five individuals appointed by AACA, and no more than five individuals appointed by NZRAB. The Monitoring Committee shall convene at least one meeting (by phone, video conference, or in person) in each calendar year, and more frequently if circumstances so require.

#### **5. LIMITATIONS**

Nothing in this Arrangement limits the ability of an NCARB Member Board, Australian State or Territory Board, or the NZRAB to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest.

Nothing in this Arrangement limits the ability of NCARB, AACA, NZRAB or any individual state or territory registration board to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Arrangement.

#### **6. AMENDMENT**

This Arrangement may only be amended with the written consent of NCARB, AACA, and NZRAB. Any such amendment will be submitted to each NCARB jurisdiction and AACA jurisdiction, who may re-affirm their respective assent to this Arrangement as so amended or may withdraw as a Party to this Arrangement.

#### **7. NO ASSIGNMENT**

No Party can assign their rights under this Arrangement without the prior written consent of NCARB, AACA, and NZRAB.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Arrangement.

#### **8. WITHDRAWAL**

Any NCARB Member Board, Australian State or Territory Board, or the NZRAB may withdraw from this Arrangement with 90-days written notice given respectively to the responsible negotiating representative. NCARB, AACA, and NZRAB shall each promptly notify the other in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Arrangement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met or unless registration is revoked for cause.

**9. TERMINATION**

NCARB, AACA, or NZRAB may invoke termination of this Arrangement with 90-days written notice to the other parties. This Arrangement shall also terminate if more than one-half of the respective NCARB Member Boards or any Australian State and Territory Board or the NZRAB cease to be Parties to this Arrangement.

In the event of termination, all licenses/registrations granted pursuant to this Arrangement prior to the effective termination date shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met or unless registration is revoked for cause.

**10. ENTRY INTO FORCE**

This Arrangement shall come into force at such time as more than one-half of all NCARB Member Boards and all Australian State and Territory Boards have become Party to this Arrangement and the NZRAB has become party to this Arrangement so long as such condition is met on or before December 31, 2016, or as mutually extended by the NCARB, AACA, or NZRAB Board of Directors.

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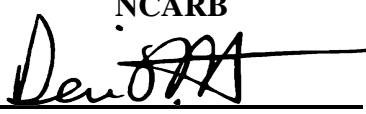
**SIGNATURES**

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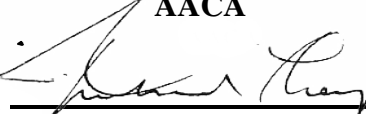
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**NCARB**




President      David Armstrong

**AACA**




President      Peter Tray

**NZRAB**



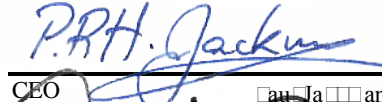
Chair      Wendy Bell



CEO      Michael Armstrong



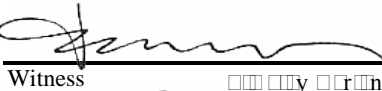
CEO      K. Doyle



CEO      P.R.H. Jackson



Witness      Kristina Harding



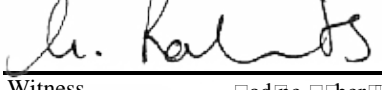
Witness      Jennifer



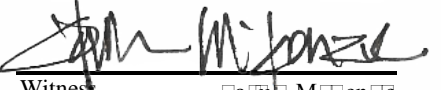
Witness      D. MacLachlan



Witness      T. De Munnery



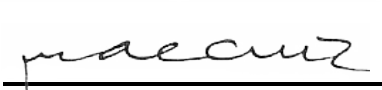
Witness      L. Roberts




Witness      J. M. Jones



Witness      Elizabeth Susan Null  
30 January 2016



Witness      Mae  
8 February 2016



Witness      Christina van Boven  
10 February 2016

# ***Letter of Undertaking***

with respect to the

## **MUTUAL RECOGNITION ARRANGEMENT**

between the

**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**

and the

**ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA**

and the

**NEW ZEALAND REGISTERED ARCHITECTS BOARD**

### **The National Council of Architectural Registration Boards (NCARB)**

representing the architectural licensing boards of the 50 United States,  
the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

**AND**

### **The Architects Accreditation Council of Australia (AACA)**

representing the architectural licensing boards of the eight states and territories of Australia.

**AND**

### **The New Zealand Registered Architects Board (NZRAB)**

representing the registered architects of New Zealand.

**WHEREAS**, NCARB, AACA, and NZRAB have agreed to and signed a Mutual Recognition Arrangement (Arrangement) dated 10 February 2016, ratified by the architectural licensing authorities represented by NCARB, the architectural licensing authorities represented by AACA, and the NZRAB.

**NOW THEREFORE**, this *Letter of Undertaking* shall be signed, without modification, by each individual licensing/registration authority wishing to participate in the Arrangement.

The undersigned licensing/registration authority, having the authority to register or license persons as Architects within its jurisdiction, wishes to become a signatory to the Arrangement by virtue of this *Letter of Undertaking*. In doing so, the licensing/registration authority agrees to and acknowledges the following:

1. The terms used in this *Letter of Undertaking* shall have the same meaning as defined in the Arrangement between NCARB, AACA, and NZRAB dated 10 February 2016.
2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.

*Letter of Undertaking*  
MRA between NCARB, AACA, and NZRAB

3. As a signatory to the Arrangement, the undersigned licensing/registration authority will adhere to the fundamental principles of the Arrangement and agrees to accept the *Letter of Good Standing* provided by the home licensing/registration authority and the applicant's personal *Declaration of Professional Experience* as satisfying the eligibility requirements for licensing/registration as set forth in the Arrangement.
4. The undersigned licensing/registration authority will not impose any additional education, experience, or examination requirements, or require the applicant to provide education transcripts, experience verifications, examination scores, or government identification numbers (including, but not limited to, Social Security Numbers or social insurance numbers). However, the host licensing/registration authority may impose familiarity with local laws and other local requirements that also apply to all domestic applicants seeking reciprocal licensure.
5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered architect who holds a valid and current NCARB Certificate that has been issued in accordance with the Arrangement and satisfies all conditions outlined within the Arrangement.

**IN WITNESS WHEREOF**, the licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this *Letter of Undertaking*.

Entered into on \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_  
Name of Licensing/Registration Authority

\_\_\_\_\_  
Name of duly authorized individual and title

\_\_\_\_\_  
Signature

*Copy of Mutual Recognition Arrangement attached*

# ***Declaration of Professional Experience***

with respect to the

## **MUTUAL RECOGNITION ARRANGEMENT**

between the

**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**

and the

**ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA**

and the

**NEW ZEALAND REGISTERED ARCHITECTS BOARD**

I, [ ***NAME OF ARCHITECT*** ], declare and affirm that:

I am a citizen or hold permanent residency status in [ ***UNITED STATES or AUSTRALIA or NEW ZEALAND*** ];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [ ***NAME OF LICENSING AUTHORITY*** ];

I was licensed on [ ***MONTH / DAY / YEAR*** ] with the [ ***NAME OF LICENSING AUTHORITY*** ] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal licensing agreement/arrangement or a Broadly Experienced Foreign Architect program;

- I have completed a minimum of 6,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture in my home country;
- I meet all of the eligibility requirements of the Mutual Recognition Arrangement for reciprocal licensing between NCARB, AACA, and NZRAB; and
- I understand that upon licensure/registration, I must comply with all practice requirements of the host jurisdiction and will be subject to all governing legislation and regulations of the host jurisdiction.

**NO** I have/had a disciplinary action registered against me by a licensing authority (circle one)

**YES** *If yes, submit the summary findings and official action of the licensing authority, as well as any further explanation necessary with this form.*

*The host licensing authority has the right to request further details with respect to all disciplinary actions.*

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*I affirm that the above statements are accurate and true to the best of my knowledge and belief.*

\_\_\_\_\_  
Name of Architect (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



NCARB

**Guidelines for Voting**  
at the  
**NCARB Annual Business Meeting**

MAY 2016

National Council of Architectural Registration Boards  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
[www.ncarb.org](http://www.ncarb.org)



## **Guidelines for Voting at the NCARB Annual Business Meeting**

Page 2	Guidelines for Voting at the NCARB Annual Business Meeting
Page 7	Major Parliamentary Rules for Annual Business Meeting
Page 8	Voting Summary for Annual Business Meeting

## **Guidelines for Voting at the 2016 NCARB Annual Business Meeting**

*Each year in mid-to-late June, the National Council of Architectural Registration Boards (NCARB) hosts its Annual Business Meeting. In addition to providing plenary sessions to inform the Membership of Council activities, workshops to provide information exchange in a smaller and focused setting, and networking opportunities for Member Board Members and Executives, the business meeting includes voting for candidates for the NCARB Board of Directors and for resolutions proposing changes to guidelines, Model Law or the NCARB Bylaws. This Guide is designed to provide basic information about the rules addressing the voting function. A supplement to these Guidelines addresses parliamentary rules and voting rules in more detail, as well as the NCARB Board of Director's Policy for Election of Officers and Public Director.*

### ***Establishment of a Voting Delegate***

While many jurisdictions opt to send multiple attendees representing their licensing boards, each jurisdiction is allowed only one vote. This vote is submitted by the officially designated "Voting Delegate." A Voting Delegate is identified by completing the Letter of Credentials issued by NCARB to Member Board Chairs and Member Board Executives. The Letter of Credentials documents all known attendees from your jurisdiction and grants authority to a single individual to vote on behalf of your jurisdiction in both the election for Council officer as well as on Resolutions.

### ***Bylaws Governing the Process and Attendance at the Annual Business Meeting***

#### Quorum

A quorum for the transaction of business at the Annual Meeting of the Council shall be one or more delegates representing a majority of the Member Boards. (Article V, Section 4)

#### Delegates and Credentials

Each Member Board shall be entitled to be represented at meetings of the Council by one or more official delegates who shall be members of that Member Board. A delegate ... shall be identified by a letter of credentials from the delegate's Member Board. (Article V, Section 3)

#### Other Participants

Council Officers and Directors, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the delegates except to vote, or, except as provided in Article V, Section 5, with respect to Officers and Directors, to initiate action. (Article V, Section 10)

#### Voting on Resolutions, Officers and the Public Director

- a. One vote may be cast for each Member Board by its delegates. (Article V, Section 3)  
*[NCARB will assume that, absent any special instructions to the contrary contained in the letter of credentials, each delegate from a Member Board will have an equal voice in deciding the Board's position on any issue coming before the Council; if the delegates are evenly split on the issue, then no vote may be cast on behalf of the Board. If any Member Board wishes to have a different arrangement recognized at the Annual Business*

*Meeting, that arrangement must be inserted as a special instruction in that Board's letter of credentials]*

- b. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. (Article V, Section 6)
- c. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. (Article V, Section 6)
- d. Except as specified in Article VIII, Section 4, with regard to the election of Officers, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised. (Article V, Section 6)
- d. All elections of Officers and the Public Director shall be by ballot at the Annual [Business] Meeting, unless the Council shall agree to waive the provision. A majority vote of the Member Boards present and voting shall elect an Officer or Public Director. If more than two candidates have been nominated, ballots shall be taken until a candidate receives such a majority vote. If there has not been such a majority vote on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot. (Article VIII, Section 4) e. There shall be no voting by proxy. (Article V, Section 6)

### ***Preparation of Voting Delegates for the Annual Business Meeting***

#### ***Resolutions***

Resolutions for consideration at the Annual Business Meeting are formally adopted into the Agenda after a final review and vote of the NCARB Board of Directors in April. However, draft resolutions are issued for comment earlier in the year after committee and initial board/legal review has occurred. The NCARB Board reviews comment and feedback regarding these draft resolutions to assist in determining final language and whether a proposed resolution should move forward for a vote. All Member Board Members including their Voting Delegates should plan to develop a position on draft and final resolutions in a manner that provides clear guidance to their Voting Delegate.

A summary of the process governing development and introduction of resolutions, including Bylaws language is as follows.

- *Resolutions are the substantive matters placed on the agenda for a meeting of the Council... Only Member Boards, Regions, Select Committees, and the Council Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any delegate or Council Officer or Director. (Article V, Section 5)*
- *Resolutions will be introduced to Member Boards during the Spring Regional Summit at which time the Board of Directors will gather feedback for consideration prior to voting to ascertain their position on each resolution.*

- *Resolutions from Regions or individual jurisdictions must be received by Regional Leadership Committee no less than 75 days prior to the Annual Business Meeting.*
- *The Board of Directors will vote on their position on Resolutions to bring before the Membership for vote at the Annual Business Meeting during their April Board meeting.*
- *Final Resolutions to be voted on during the Annual Business Meeting will be distributed no less than 30 days prior to the meeting.*

*Authority of Voting Delegates regarding Amended Resolutions*

The Voting Delegate is empowered to cast votes on all actions which may come before the membership. These actions include voting on amendments to resolutions which change the language of what may have been debated and discussed at the Member Board level. Most votes either require an absolute majority (i.e., majority of all Member Boards whether present or not, and not majority of those present) or a two-thirds majority of all Member Boards. Thus it is essential that Voting Delegates be given authority to adapt to changing resolutions as they occur at the meeting through various amendments.

Member Boards should discuss amendment scenarios with their Voting Delegate before the Annual Business Meeting. If the language originally endorsed by the Member Board is no longer an option due to an amended resolution, the Voting Delegate is most effective when he or she is able to discern whether such amended language still addresses the spirit of their Member Board's intent. Member Boards should make every effort to assure that their Voting Delegate has been granted authority to vote on amendments that may come from the floor. Shown below is a sample Voting Delegate Authorization Motion used by one of our Member Boards.

The board hereby recognizes and authorizes \_\_\_\_\_ to act as the official voting delegate to the National Council of the Architectural Registration Boards (NCARB) \_\_\_\_\_ Annual Business Meeting to be held in \_\_\_\_\_ on \_\_\_\_\_. The board has reviewed all proposed resolutions submitted by the council for consideration and have deliberated the merits and impact of each on [NAME OF JURISDICTION] licensed architects and emerging professionals. The board further authorizes \_\_\_\_\_ as its recognized voting delegate to take into consideration all deliberations and amendments that may occur during the course of the annual meeting and cast the ballot on behalf of the [NAME OF BOARD].

## *Elections of Officers and Public Director*

### *Elections*

- Each Member Board sending a delegate to the Annual Business Meeting will furnish the Council office with the name of the delegate authorized to cast a ballot on behalf of the Member Board.
- The candidates will provide the President with the names of the Nominators and Seconding speakers.
- At the Annual Business Meeting in an **uncontested election** of an officer or Public Director position, the President/Chair of the Board will ask for nominations of the candidates who have declared his or her candidacy for office and ask for any additional nominations from the floor. Any nominator from the floor should state his/her name, jurisdiction and place the name in nomination in one sentence. The President/Chair of the Board will then ask for a second to the nomination. The seconder should state his/her name, jurisdiction and second the nomination. There will be no nominating speeches for uncontested elections. Following the second to the nomination, after all nominations have been seconded, each candidate will be permitted a five (5) minute presentation to the body.
- At the Annual Business Meeting in a **contested election** of an officer position, the President/Chair of the Board will call upon the nominators to place in nomination the names of the candidates who have declared their candidacy for office and ask for additional nominations from the floor. The nominators should state their names, jurisdictions and place the names of the candidates in nomination in one sentence. The President/Chair of the Board will then call for a second to the nomination which would also be one sentence. The seconders should state their names, jurisdictions, and second the nomination. Then the President/Chair of the Board will announce that all nominations are closed and that according to contested election rules, for each candidate for a contested position the candidate's nominator or seconder will be allowed a three (3) minute nominating speech, which will be delivered in alphabetical order by candidate and alternate between all candidates for office. Following the nominating speeches, each candidate will be permitted a five (5) minute presentation to the body.
- If there are nominations from the floor, the President/Chair of the Board will call upon the nominator to place in nomination the name of the candidate. The nominator should state his/her name, jurisdiction and place the name in nomination in one sentence. The President/Chair of the Board will call for a second to the nomination. The seconder should state his/her name, jurisdiction and second the nomination in one sentence. Then the President/Chair of the Board will announce that for each candidate nominated, the candidate's nominator or seconder will be allowed one three (3) minute nominating speech which will be delivered in alphabetical order by candidate and alternate between all candidates. Following the nominating speeches, each candidate will be permitted a five (5) minute presentation to the body.

- At the time of the elections, ballot boxes will be located outside the meeting hall under the oversight of the Credentials Committee.
- Where there is a contested election, the Presiding Officer will declare a recess while authorized delegates cast ballots. The Credentials Committee will supply one ballot to each identified authorized delegate. The Credentials Committee will check off the name of the Member Board voting when the authorized delegate casts his/her ballot in the ballot box.
- The Credentials Committee will open the ballot boxes and count the votes. The Chair of the Credentials Committee will report the tally to the Presiding Officer.
- In the event of a tie vote, each “tied” candidate will be provided two minutes to speak to the assembled delegates, after which the authorized delegates will be asked to cast a second ballot. Balloting will continue until a majority winner is determined.
- The Presiding Officer will announce the winner to the candidates prior to announcing results to the membership.

<b>Parliamentary Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>Robert's Rules citation<sup>1</sup></b>
Germaneness of Amendment <sup>2</sup>	No	No	Chair determines if amendment is germane, subject to appeal. If amendment is not germane, chair rules it out of order.	RONR, p. 257
Other improper amendments: * more than two levels * would make adopting amendment same as rejecting main motion * would make main motion out of order * would change one motion into another * would strike enacting words	No	No	Chair determines if motion (including amendment) is in order, subject to appeal.	RONR, p. 138
Division of the Assembly (doubt of vote)	No	No	Demand of a single member	RONR, p. 281
Limit or Extend Time Limits for Debate	No	Yes	2/3rds P/V	RONR, p. 192
Division of the Question <sup>3</sup>	No	Yes	Majority P/V	RONR, p. 271
Separate Vote on Unrelated Subjects in Single Resolution	No	No	Single Member	RONR, p. 274
Consider Seriatim	No	Yes	Majority P/V	RONR, p. 276
Suspend Rules of Order	No	No	2/3rds P/V	RONR, p. 265
Suspend Standing Rules	No	No	Majority P/V	RONR, p. 265
Postpone Indefinitely	Yes <sup>4</sup>	No	Majority P/V	RONR, p. 127
Postpone to Time Certain <sup>5</sup>	Yes	Yes	Majority P/V	RONR, p. 181
Lay on the Table <sup>6</sup>	No	No	Majority P/V	RONR, p. 212
Commit (or Refer)	Yes	Yes	Majority P/V	RONR, p. 170
Appeal Chair's Decision	Yes	No	Majority P/V	RONR, p. 257
Call the Previous Question	No	No	2/3rds P/V	RONR, p. 200
Raise a Point of Order	No	No	Single member makes to enforce rules, chair rules, often finding "point well taken"	RONR, p. 79

<sup>1</sup> Summarized by Alison Wallis, Professional Registered Parliamentarian, Certified Parliamentarian-Teacher

<sup>2</sup> An amendment must relate to motion it is amending. It may be supportive or hostile but may not raise a different subject.

<sup>3</sup> Each part must be able to stand as a separate proposition

<sup>4</sup> Can debate merits of main question; applicable only to main motion.

<sup>5</sup> Cannot be postponed beyond end of present meeting.

<sup>6</sup> Cannot be used to kill a matter; is intended to make way for a more urgent matter; all pending amendments and subsidiary motions are tabled with the main motion; a majority can resume consideration by "taking from the table" before the end of the meeting. If the motion is laid on the table but not taken from the table by the end of the meeting, question dies. (RONR, p. 214).

**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**Voting Summary for Annual Business Meeting<sup>1</sup>**

(Based on NCARB governing documents and *Robert's Rules of Order Newly Revised*, 11th Edition)

<i>Motion or Rule</i>	<i>Debatable</i>	<i>Amendable</i>	<i>Vote Required</i>	<i>Bylaws / Robert's Rules</i>
Annual Business Meeting Quorum: "one or more delegates representing a majority of the Member Boards"	n/a	n/a	Majority of 54 Member Boards = 28	NCARB Bylaws, Art. V, § 4
Delegate: delegate is identified by a letter of credentials. Member board is represented by as many delegates as attend but only one vote for each member board	Yes	Yes	Majority, usually handled by unanimous consent	NCARB Bylaws, Art. V, § 3
Election of Officers <sup>2</sup>	Yes	n/a	Majority P/V <sup>3</sup>	NCARB Bylaws, Art. VIII, § 4. Ballot vote (unless waived by council). Runoffs: if no majority, lowest vote getter is dropped from ballot; voting required until majority vote obtained.
Amend Bylaws	Yes	Yes <sup>4</sup>	2/3rds of all member boards = 36	NCARB Bylaws, Art. V, § 6, Art. XV
Remove Member Board from Membership	Yes	Yes	2/3rds of all member boards = 36	NCARB Bylaws, Art. V, § 6
Adopt Resolution (substantive matter placed on agenda)	Yes	Yes	Majority of all member boards = 28	NCARB Bylaws, Art. V, § 6
Amendment to Resolution or motion; amendment to an amendment	Yes	Yes	Majority P/V (even if main motion requires greater)	RONR, p. 133 NCARB Bylaws, Art. V, § 6
Other motions may be made by any delegate, Council Officer, or Director	Yes	Yes	Majority P/V or as set forth in RONR	NCARB Bylaws, Art. V, § 5 & 6

<sup>1</sup> Summarized by Alison Wallis, Professional Registered Parliamentarian, Certified Parliamentarian-Teacher

<sup>2</sup> Extensive practices for handling nominations and elections are set forth in *Policy for Elections of Officer and Public Director*.

<sup>3</sup> "P/V" means present and voting; only ayes and noes are counted with abstentions/absences ignored.

<sup>4</sup> Amendments must be within scope of notice, i.e., may not increase numerical modification to the provision to be amended, (as in a proposed dues increase; amendments that diminish the change within noticed amendment and existing number are in order (RONR, p. 595).



# TBAE EVENT CALENDAR 2016

**JANUARY**

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

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

**JULY**

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

**04** Independence Day (*Agency Closed*)  
**25** Exec Leadership Program for Regulators – Denver, CO (*Julie*)

**FEBRUARY**

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

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

**AUGUST**

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

**2** BOAT Annual Conference Sugarland, Texas (*Aug 2-5*)  
**11** METROCON16 Expo & Conference Dallas, Texas  
**17** Board Meeting – FY17 Budget Approval

**MARCH**

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

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

**SEPTEMBER**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01

**05** Labor Day (*Agency Closed*)  
**22** CLARB Annual Meeting Westin, Philadelphia, PA  
**29** 2016 LRGV-AIA BBC Conference South Padre Island Convention Centre

**APRIL**

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

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

**OCTOBER**

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

**01** 2016 LRGV-AIA BBC Conference  
**27** Board Meeting – Trends Report

**MAY**

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

**02** Personal Financial Statement electronic filing due to The Ethics Commission NLT May 2  
**30** Memorial Day (*Agency Closed*)  
**25** ED Performance Review Committee Meeting  
**25** Rules Committee Meeting

**NOVEMBER**

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

**03** TxA Conference, San Antonio  
**11** Veterans Day (*Agency Closed*)  
**23** TBAE Holiday (*4 hrs. Skeleton Crew*)  
**24** Thanksgiving Day (*Agency Closed*)  
**25** Day after Thanksgiving (*Agency Closed*)  
**11** CIDQ 2016 Council of Delegates Meeting, Ft. Lauderdale, FL (*Nov 11-12*)

**JUNE**

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

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

**DECEMBER**

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

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

The 85th Texas Legislature convenes on January 10, 2017

## Budget Agenda

1. Zero-Based Budget Approach
  - a. Direction from Senate Finance Committee
  - b. Base Budget, Current Service Budget, Enhanced Budget
  - c. Basic Statutory Services/Levels of Quality and Efficiency/Impact on Performance Measures
2. Budget Basics (*Tab 1*)
  - a. Current and Past Revenues, Expenditures and Reserve Fund Balances (*Tab 2*)
  - b. Licensure Trends and Expected Future Revenues (*Tab 3*)
    - I. Increased Efficiencies in Pathways to Licensure
    - II. Decreased Expenses for Licensure
    - III. Testing Requirement for Registered Interior Designers
    - IV. Changing Demographics
  - c. Base/Current Service Budget (*Tab 4*)
    - I. Salaries and Payroll Related Costs
    - II. SDSI Costs
    - III. Board Travel (*Tab 5*)
    - IV. Other Operating Expenses
  - d. Enhanced Package (*Tab 4*)
    - I. Additional Investigator
    - II. Increase Outreach - Staff Travel (*Tab 6*)
3. Reserve Fund Balance
  - a. What should be the goal percentage?
  - b. What should be the procedure when the percentage is above the goal?
  - c. What should be the procedure when the percentage is below the goal?
  - d. Policies and Procedures (*Tab 7*), Action Needed
4. Licensure Fees
  - a. When and by how much do we raise fees? Action Needed
5. Scholarship Fees
  - a. Projections (*Tab 8*)
  - b. When and by how much do we raise fees? Action Needed
6. Budget Development
  - Policies and Procedures (*Tab 9*), Action Needed
7. Communication of Budget Issues to Stakeholders

## **Staff Development of FY17 Proposed Operating Budget**

### *Budget Process*

Our budget process will include development of next year's budget plus a long-range planning forecast for an additional six years for a total seven-year outlook. This year's budget development will include planning for FY17 through FY23. This will aid staff in planning for significant events effecting both revenues and expenditures.

We began the budget process with a historical trend analysis of our agency's revenues, expenses and licensure statistics. We next took into consideration licensure and economic projections. Finally, we will define the initiatives planned for next year and the resources needed to accomplish those initiatives. The outcome from this process will be the proposed FY17 Budget.

This year the Senate Finance Committee has requested that all state agencies review and scrutinize each and every expenditure within our agency using a zero-based budget approach. In this approach, every line item must be scrutinized, rather than just the changes from the previous year. Staff will engage in such a process and will present a base/current budget and an enhanced budget along with the performance results of each version of the budget. The performance results are in turn linked to the basic statutory services that we provide, and the levels of quality and efficiency.

### *Registration Trends*

As of May 1, 2016, there are 11,870 architects and 1,479 landscape architects actively licensed in Texas, an increase of 17% and 23% respectively since 2007. There are 3,635 Interior Designers, a decrease of 25% since 2007.

The pipeline of new talent for Architects, our largest registrant base, is thriving. NCARB reports that in 2014, more than 37,000 aspiring architects (4,276 in Texas) were testing and/or reporting hours, a 28% increase from 2013 and the highest to date. A total of 3,543 candidates (280 in Texas) completed the IDP, an 85% increase from 2013. And 3,719 exam candidates (230 in Texas) completed the ARE in 2014, the highest number of completions since 2008. Considering these statistics, NCARB expects growth in registrants to continue in future years. Staff will also review the 2015 NCARB numbers before finalizing the FY17 budget. Additionally, NCARB has removed some of the barriers to registration by streamlining and overhauling the IDP, decreasing the number of sections in ARE 5.0, and decreasing the overall cost of becoming registered. These changes will allow the registration process to be easier for the applicant without lowering the standards for registration.

It is expected that the number of Registered Interior Designers will continue to decrease in future years due to legislative mandates requiring all renewing Interior Designers to have passed the registration examination. These mandates could negatively impact the registration of approximately 925 active registrants beginning September 1, 2017.

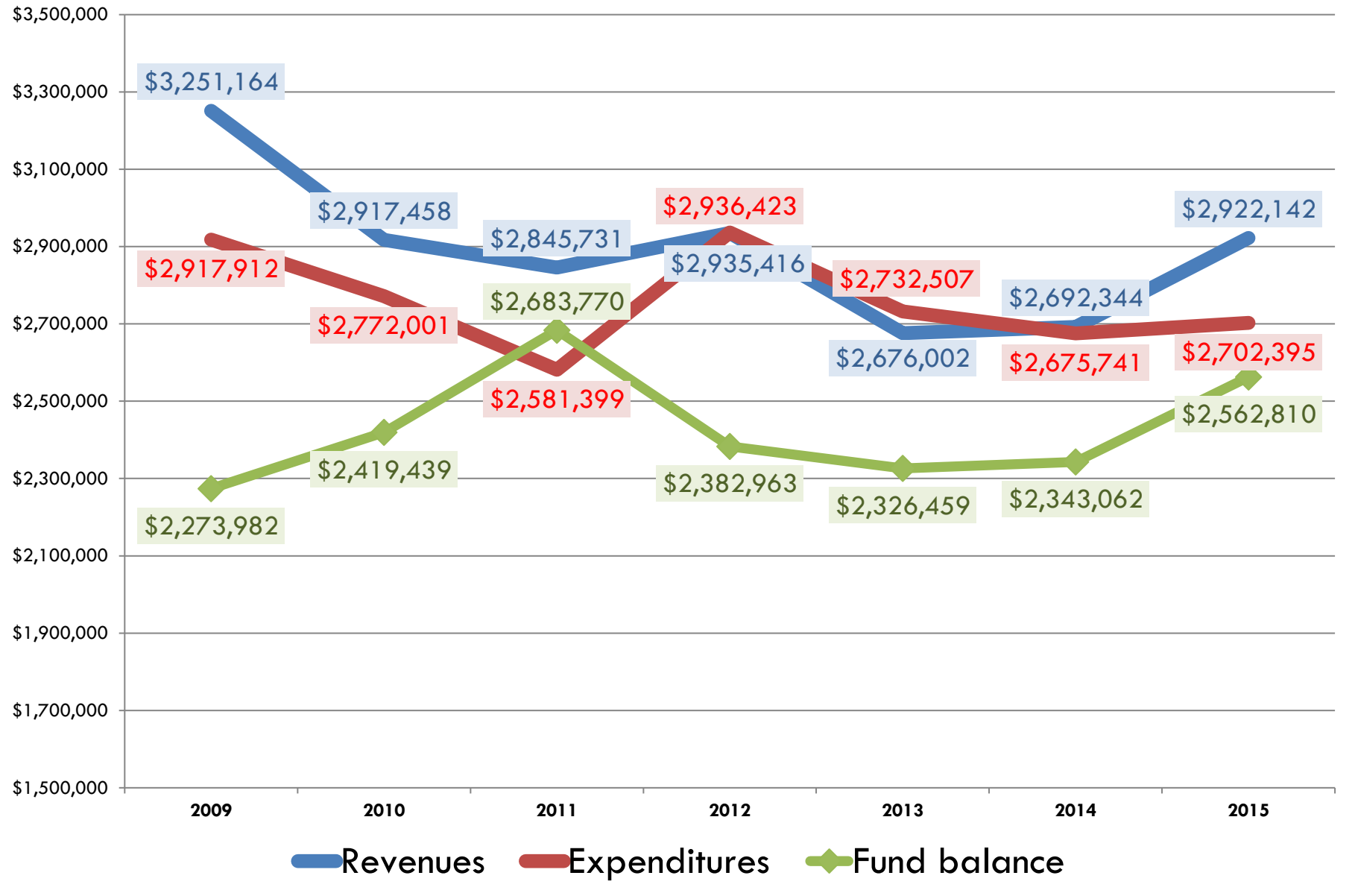
### *The Construction Industry*

According to the AIA Chief Economist, prospects look to continue to improve as they have the past few years, with overall growth projected to increase almost 8% for 2016. Another year of healthy but more modest growth is expected in 2017 at 7%. Additionally, according to the US Census Bureau, revenue at architecture and related firms has increased since 2010 by 20%.

### *Reserve Fund Balance*

The level of our reserve fund balance as a percent of our annual budget is expected to be approximately 92% at the close of FY16. It is the Board's current policy to maintain a reserve fund balance of 50% of our annual budget. When benchmarked against other similar agencies (18% and 25%), our current level is high. Additionally, according to a risk assessment exercise recommended by the Government Finance Officers Association and completed by staff, our reserve fund balance should be at a level of 25% of our annual budget. Because the current level is substantially higher than the Board's current policy, other benchmarked levels and the GFOA recommended level, staff advises the Board to take any future revenue shortfalls from the reserve fund balance rather than by increasing revenue through increased registration fees. If the fund balance is used in this way in the future, it is not expected for there to be a need for registration fee increases until FY23. Otherwise, a combination of the reserve fund balance and an increase in registration fees could be utilized.

# Revenues, Expenditures, Fund Balance by FY



Year	Architects		Landscape		RIDs		Total	
1981	6699		719				7418	
1982	7088		776				7864	
1983	7775		887				8662	
1984	8038		977				9015	
1985	8513		1031				9544	
1986	8957		1094				10051	
1987	9353		1181				10534	
1988	9251		1207				10458	
1989	9219		1196				10415	
1990	9424		1185				10609	
1991	9607		1191				10798	
1992	9586		1192				10778	
1993	9422		1191		6910		17523	
1994	9493		1207		7383		18083	
1995	8,734		1,142		8,587		18463	
1996								
1997								
1998	9,144		1,187		7,850		18181	
1999	9,375		1,202		7,631		18208	
2000	9,038		1,192		6,970		17200	
2001	9,110		1,209		6,932		17251	
2002	10,610		1,257		7,138		19005	
2003	10,360		1,321		7,006		18687	
2004	10,384		1,305		6,352		18041	
2005	10,452		1,296		5,736		17484	
2006	9,900		1,190		4,932		16022	
2007	10,112		1,204		4,848		16,164	
2008	10,588	4.7%	1,272	5.6%	4,919	1%	16,779	3.8%
2009	11,022	4.1%	1,307	2.8%	4,935	0%	17,264	2.9%
2010	11,223	1.8%	1,313	0.5%	4,797	-3%	17,333	0.4%
2011	11,292	0.6%	1,329	1.2%	4,643	-3%	17,264	-0.4%
2012	11,427	1.2%	1,341	0.9%	4,484	-3%	17,252	-0.1%
2013	11,558	1.1%	1,376	2.6%	4,303	-4%	17,237	-0.1%
2014	11,443	-1.0%	1,405	2.1%	3,972	-8%	16,820	-2.4%
2015	11,666	1.9%	1,454	3.5%	3,770	-5%	16,890	0.4%
2016	11,972	2.6%	1,491	2.5%	3,567	-5%	17,030	0.8%
2017	12,211		1,528		3,389		17,128	0.6%
2018	12,456		1,559		2,721		16,736	-2.3%
2019	12,643		1,590		2,721		16,954	1.3%
2020	12,769		1,622		2,721		17,112	0.9%
2021	12,897		1,654		2,721		17,272	0.9%
2022	13,026		1,687		2,721		17,434	0.9%
2023	13,156		1,721		2,721		17,598	0.9%

	Revenue	Change	Expenditures	Difference	Fund Balance	
2009	\$3,251,164		\$2,917,912	\$333,252	\$2,273,982	
2010	\$2,917,458	-10.26%	\$2,772,001	\$145,457	\$2,419,439	
2011	\$2,845,731	-2.46%	\$2,581,399	\$264,332	\$2,683,771	
2012	\$2,935,416	3.15%	\$2,936,423	-\$1,007	\$2,382,963	
2013	\$2,676,002	-8.84%	\$2,732,507	-\$56,505	\$2,326,458	
2014	\$2,692,344	0.61%	\$2,675,741	\$16,603	\$2,343,061	
2015	\$2,782,654	3.35%	\$2,582,436	\$200,218	\$2,543,279	
2016	\$2,807,060	0.88%	\$2,751,232	\$55,828	\$2,599,107	94%
2017	\$2,822,060	0.53%	\$2,915,962	-\$93,902	\$2,505,205	86%
2018	\$2,757,153	-2.30%	\$3,003,441	-\$246,288	\$2,258,917	75%
2019	\$2,792,996	1.30%	\$3,093,544	-\$300,548	\$1,958,368	63%
2020	\$2,818,133	0.90%	\$3,186,350	-\$368,218	\$1,590,150	50%
2021	\$2,843,496	0.90%	\$3,281,941	-\$438,445	\$1,151,705	35%
2022	\$2,869,087	0.90%	\$3,380,399	-\$511,312	\$640,393	19%
2023	\$2,894,909	0.90%	\$3,481,811	-\$586,902	-\$33.37	

**Texas Board of Architectural Examiners  
Proposed Fiscal Year 2017 Budget**

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Budget Projected through 8-31-16</b>	<b>FY 2017 Proposed Budget</b>	<b>FY 2017 Proposed Budget with investigator and staff travel</b>
<b>Revenues:</b>				
Licenses & Fees	2,601,504	2,607,560	2,617,560	2,617,560
Business Registration Fees	75,000	75,000	80,000	80,000
Late Fee Payments	120,000	120,000	120,000	120,000
Other	2,500	2,500	2,500	2,500
Interest	1,000	2,000	2,000	2,000
<b>Potential Draw on Fund Balance</b>				
<b>Total Revenues</b>	<b>2,800,004</b>	<b>2,807,060</b>	<b>2,822,060</b>	<b>2,822,060</b>
<b>Expenditures:</b>				
Salaries and Wages	1,456,300	1,393,737	1,463,423	1,526,423
Payroll Related Costs	445,904	482,854	506,997	525,897
Professional Fees & Services	36,000	36,000	25,000	25,000
Travel				
Board Travel	30,000	30,000	30,000	30,000
Staff Travel	18,000	18,000	18,000	20,000
Office Supplies	12,000	10,000	10,000	10,000
Postage	15,000	13,000	13,000	13,000
Communication and Utilities	18,800	16,000	13,000	13,000
Repairs and Maintenance	1,000	1,000	1,000	1,000
Office Rental	78,000	51,000	51,000	51,000
Equipment Leases--Copiers	10,000	8,500	8,500	8,500
Printing	20,000	15,000	15,000	15,000
Operating Expenditures	41,000	30,000	30,000	30,000
Conference Registration Fees	4,000	4,000	4,000	4,000
Membership Dues	20,000	21,000	21,000	21,000
Staff Training	6,000	6,000	6,000	7,000
SWCAP Payment	38,000	65,142	65,142	65,142
Payment to GR	510,000	510,000	510,000	510,000
<b>IT Upgrades With Servers</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Expenditures</b>	<b>2,800,004</b>	<b>2,751,232</b>	<b>2,831,062</b>	<b>2,915,962</b>
<b>Excess/ (Deficiency) of Rev over Exp.</b>	<b>-</b>	<b>55,828</b>	<b>(9,002)</b>	<b>(93,902)</b>



Board Member	Project	Destination	Date	Budget	Cost
Chad Davis	CLARB Annual Meeting	Philadelphia	09/22/16	\$ 1,600	
Debra Dockery	NCARB MBE/MBC	Columbus	10/01/16	\$ 1,600	
Bob Wetmore	Q1 Board Meeting	Austin	11/01/16	\$ -	
Chad Davis	Q1 Board Meeting	Austin	11/01/16	\$ 700	
Chase Bearden	Q1 Board Meeting	Austin	11/01/16	\$ -	
Chuck Anastos	Q1 Board Meeting	Austin	11/01/16	\$ 500	
Debra Dockery	Q1 Board Meeting	Austin	11/01/16	\$ 400	
Jennifer Walker	Q1 Board Meeting	Austin	11/01/16	\$ 100	
New Public BM	Q1 Board Meeting	Austin	11/01/16	\$ 700	
Paula Ann Miller	Q1 Board Meeting	Austin	11/01/16	\$ 400	
Sonya Odell	Q1 Board Meeting	Austin	11/01/16	\$ 500	
Sonya Odell	CIDQ Annual Meeting		11/01/16	\$ 1,600	
Bob Wetmore	Q2 Board Meeting	Austin	02/01/17	\$ -	
Chad Davis	Q2 Board Meeting	Austin	02/01/17	\$ 900	
Chase Bearden	Q2 Board Meeting	Austin	02/01/17	\$ -	
Chuck Anastos	Q2 Board Meeting	Austin	02/01/17	\$ 700	
Debra Dockery	Q2 Board Meeting	Austin	02/01/17	\$ 600	
Jennifer Walker	Q2 Board Meeting	Austin	02/01/17	\$ 200	
New Public BM	Q2 Board Meeting	Austin	02/01/17	\$ 900	
Paula Ann Miller	Q2 Board Meeting	Austin	02/01/17	\$ 600	
Sonya Odell	Q2 Board Meeting	Austin	02/01/17	\$ 700	
Bob Wetmore	NCARB Regional Meeting		03/01/17	\$ 1,600	
Chuck Anastos	NCARB Regional Meeting		03/01/17	\$ 200	
Debra Dockery	NCARB Regional Meeting		03/01/17	\$ 200	
Jennifer Walker	NCARB Regional Meeting		03/01/17	\$ 1,600	
Bob Wetmore	Q3 Board Meeting	Austin	05/01/17	\$ -	
Chad Davis	Q3 Board Meeting	Austin	05/01/17	\$ 700	
Chase Bearden	Q3 Board Meeting	Austin	05/01/17	\$ -	
Chuck Anastos	Q3 Board Meeting	Austin	05/01/17	\$ 500	
Debra Dockery	Q3 Board Meeting	Austin	05/01/17	\$ 400	
Jennifer Walker	Q3 Board Meeting	Austin	05/01/17	\$ 100	
New Public BM	Q3 Board Meeting	Austin	05/01/17	\$ 700	
Paula Ann Miller	Q3 Board Meeting	Austin	05/01/17	\$ 400	
Sonya Odell	Q3 Board Meeting	Austin	05/01/17	\$ 500	
Bob Wetmore	NCARB Annual Meeting		06/01/17	\$ 1,600	
Chuck Anastos	NCARB Annual Meeting		06/01/17	\$ 200	
Debra Dockery	NCARB Annual Meeting		06/01/17	\$ 200	
Jennifer Walker	NCARB Annual Meeting		06/01/17	\$ 1,600	
Bob Wetmore	Q4 Board Meeting	Austin	08/01/17	\$ -	
Chad Davis	Q4 Board Meeting	Austin	08/01/17	\$ 700	
Chase Bearden	Q4 Board Meeting	Austin	08/01/17	\$ -	
Chuck Anastos	Q4 Board Meeting	Austin	08/01/17	\$ 500	
Debra Dockery	Q4 Board Meeting	Austin	08/01/17	\$ 400	
Jennifer Walker	Q4 Board Meeting	Austin	08/01/17	\$ 100	

New Public BM	Q4 Board Meeting	Austin	08/01/17	\$ 700		
Paula Ann Miller	Q4 Board Meeting	Austin	08/01/17	\$ 400		
Sonya Odell	Q4 Board Meeting	Austin	08/01/17	\$ 500		
Public Member	Professional Meeting			\$ 1,600		
Public Member	2 NCARB Funded Meetings			\$ 400		
Contingency				\$ 1,500		
			Total	\$ 30,000	\$ -	\$ 30,000.00

<b>Employee</b>	<b>Project</b>	<b>Destination</b>	<b>Date</b>	<b>Budget</b>
Julie Hildebrand	CLARB Annual Meeting	Philadelphia	09/22/16	\$ 1,000.00
Julie Hildebrand	NCARB MBE/MBC Meeting	Columbus	10/01/16	\$ 1,000.00
Julie Hildebrand	CIDQ Annual Meeting		11/01/16	\$ 1,000.00
Julie Hildebrand	NCARB Regional Seminar	Jersey City	03/01/17	\$ 200.00
Julie Hildebrand	NCARB Annual Meeting		06/01/17	\$ 200.00
			Total	\$ 3,400.00

<b>Employee</b>	<b>Project</b>	<b>Destination</b>	<b>Date</b>	<b>Budget</b>
Lance Brenton	TASA/TASB Annual Conference	Houston	09/23/16	\$ 900.00
Jack Stamps	Building Communities Conference	South Padre	09/29/16	\$ 600.00
Glenn Garry	Professional Chapters/Schools	West Texas	10/01/16	\$ 600.00
Jack Stamps	Building Officials/Plans Examiners	San Antonio	10/01/16	\$ 500.00
Glenn Garry	TxA Annual Meeting	San Antonio	11/03/16	\$ 600.00
Lance Brenton	TxA Annual Meeting	San Antonio	11/03/16	\$ 900.00
Julie Hildebrand	TxA Annual Meeting	San Antonio	11/03/16	\$ 600.00
Jack Stamps	Building Officials/Plans Examiners	El Paso	11/01/16	\$ 600.00
Glenn Garry	Professional Chapters/Schools	Lubbock	12/01/16	\$ 600.00
Jack Stamps	Building Officials/Plans Examiners	Abilene	12/01/16	\$ 600.00
Jack Stamps	Building Officials/Plans Examiners	Dallas/Ft Worth	01/01/17	\$ 500.00
Glenn Garry	Professional Chapters/Schools	Dallas/Ft Worth	02/01/17	\$ 500.00
Jack Stamps	Building Professionals Institute	Houston	02/20/17	\$ 900.00
Glenn Garry	Professional Chapters/Schools	Houston	03/01/17	\$ 500.00
Jack Stamps	Building Officials/Plans Examiners	Houston	03/01/17	\$ 500.00
Glenn Garry	Texas ASLA Annual Meeting		04/01/17	\$ 600.00
Lance Brenton	Texas ASLA Annual Meeting		04/01/17	\$ 900.00
Glenn Garry	Professional Chapters/Schools	College Station	05/01/17	\$ 500.00
Jack Stamps	Building Professionals Institute	Arlington	05/01/17	\$ 900.00
Glenn Garry	Professional Chapters/Schools	Corpus Christi	07/01/17	\$ 600.00
Jack Stamps	BOAT Annual Conference		08/01/17	\$ 900.00
Lance Brenton	Metrocon		08/01/17	\$ 900.00
Glenn Garry	Metrocon		08/01/17	\$ 600.00
			Total	\$ 15,300.00

\$ 18,700.00

<b>Policy Title:</b>	Reserve Fund Balance	<b>Policy Number</b>	<b>FA-007</b>
<b>Originally Issued</b>	June 26, 2015	<b>Revisions</b>	<b>Aug 31, 2015</b> – This version supersedes the previous version dated January 2011 <b>Apr 26, 2016</b> – Added Disaster Recovery to the Reserve fund utilization
<b>Approved By:</b>	Julie Hildebrand, Executive Director		
<b>Responsible Department</b>	Finance		
<b>Primary Policy Custodian</b>	Finance Manager		

**Purpose**

To establish a formal policy for the utilization of the Reserve Fund Balance, which are funds that are in excess of normal operating requirements. These funds are only to be used for special purposes, which will be recommended by the Executive Director and approved by the Board on a year by year basis. Disaster recovery, Capital projects, unfunded legislative mandates, retirees’ health insurance premiums, employee lump sum retirement payments, and oversight agency audits are examples of special purposes.

1. The minimal balance of the fund will be maintained at an amount equal to six months of agency operations, which includes the SDSI payment. This level is set to mitigate any current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable service levels and license fee rates despite any temporary revenue shortfalls or unpredicted one-time expenditures. The basis of this level is the predictability of the agency’s revenues and the low volatility of expenditures on the one hand and the agency’s moderate exposure to mandated outlays (e.g., unfunded legislative mandates, various required payroll related costs, and unbudgeted payments to oversight agencies) on the other.
2. If the balance of the fund exceeds the minimal amount stated above, a draw on those funds may be made for normal budgeted operating expenses. This amount is to be requested in the proposed operating budget by the Executive Director, based on identified needs. The Board will address non-budgeted emergencies as they arise throughout the fiscal year and may grant additional spending authority. If the balance of the fund falls below the minimal amount stated above, any future budgets shall include a line item to address the shortfall with the goal of replenishing the fund balance to the minimal amount.
3. The Executive Director will order the creation of internal procedures to monitor the Reserve Fund Balance and will report the fund balance to the Board at least quarterly.

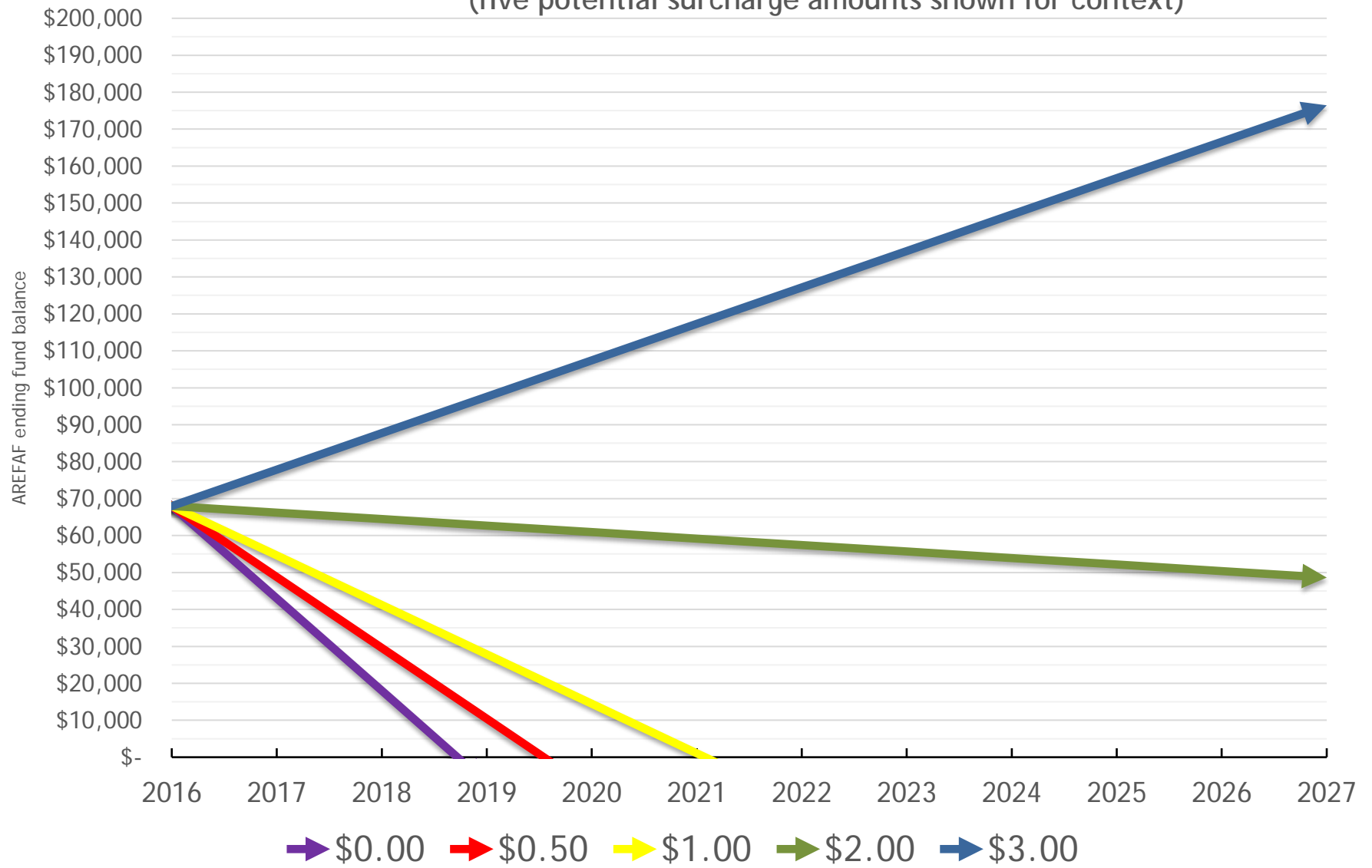
4. If the agency were to generate surplus revenues to fund items previously designated as being funded from the Reserve Fund, those items will be funded as normal operating expenses. The Reserve Fund would be unaffected for that year in that scenario.

#### **Review Cycle**

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

# AREFAP Fund Projections by Fiscal Year

(five potential surcharge amounts shown for context)



<b>Policy Title:</b>	TBAE Budget Development	<b>Policy Number</b>	<b>FA-010</b>
<b>Originally Issued:</b>	April 1, 2012	<b>Revisions:</b>	June 25, 2015
<b>Approved By:</b>	Julie Hildebrand, Executive Director		
<b>Responsible Department:</b>	Finance Department		
<b>Primary Policy Custodian</b>	Finance Manager		

### **Purpose**

The Executive Director of the Texas Board of Architectural Examiners is required to develop and present an Operating Budget to the Board each August for its review and approval.

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

Policies: FA-001, FA-006, and FA-007

### **Scope**

All departments of the Texas Board of Architectural Examiners

### **Procedures**

The paramount financial requirement of the agency is to prepare a balanced budget. A balanced budget is one that accomplishes the goal of providing required services within available funding.

As a first step, the agency should identify the critical building blocks. These include: *recurring and non-recurring revenues, recurring and non-recurring expenditures, and reserves.*

*Recurring revenues* are the portion of the agency's revenues that can reasonably be expected to continue year to year, with some degree of predictability. License fees are an example of recurring revenue and are the dominant source of funding for the agency. However, unusually high or low revenue yields may be considered as a non-recurring revenue under the assumption that such revenues are unlikely to continue, making it imprudent to use them for recurring expenditures.

*Recurring expenditures* appear in the budget each year. Salaries, benefits, materials and supplies, professional services, utilities and rent, and other overhead costs are common examples of recurring expenditures. Capital asset acquisitions are typically not thought of as recurring because although some capital assets may be acquired every year, they are not the same assets year after year. In general, recurring expenditures should be those that you expect to fund every year in order to maintain

current/status quo service levels. In general, the agency has a greater degree of flexibility to defer non-recurring expenditures than recurring ones.

*Reserves* are the portion of fund balance that is set aside as hedge against risk or to fund certain activities. The agency has defined its minimum amount of funds it will hold in reserve at no less than six months of regular operating expenditures. *See FA-007 for more information.*

There are times when a balanced budget using available revenues is not achievable. It could be the result of an external influence, such as a legislative mandate, or internal, such as a board directive. In such cases, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balance to the above defined level, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves to the above defined level, and remediating the negative impacts of balancing actions are to occur.

### **Review Cycle**

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