

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

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

333 Guadalupe Street

Austin, Texas

Thursday, February 21, 2019

9:00 a.m. – Conclusion

1. Preliminary Matters

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

Debra Dockery
Jennifer Walker
Debra Dockery

2. Approval of the November 15, 2018 Board Meeting Minutes (*Action*)

Debra Dockery

3. Executive Director Report (*Information*)

- A. Summary of Executive Accomplishments
- B. Operating Budget/Scholarship: Presentation on 1st Quarter Fiscal Year 2019 Expenditures/Revenues

Julie Hildebrand

Report on Conferences and Meetings (*Information*)

- A. NCARB Model Law Task Force – *Nov 29*
- B. Governor's Appointee Training - New Board Members – *Dec 18*
- C. CLARB MBE Committee Meeting – *Feb 4*

Julie Hildebrand

Report on Upcoming Conferences and Meetings (*Information*)

- A. NCARB Regional Summit/MBE Workshop – *Mar 9-11*
- B. 2019 Texas ASLA Annual Conference – *Apr 24-25*
- C. NCARB Model Law Task Force – *May 24*

4. Enforcement Cases (*Action*)

Lance Brenton

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

A. Registrant/Non-Registrant Cases:

- Cameron, John J. (#004-19A)
- Griffin, J. Scott (#121-18N)
- Herron, Doug (#033-18N)
- Hinkle, Darren H. (#280-18A)
- Pittman, Julian (#089-19A)

B. CE Cases:

- Churchill, Stephen T. (#226-17I)
- Dang, Liem (#096-19A)
- Greer, Todd A. (#199-19A)
- Grossman, Kenneth M. (#010-19A)
- Haas, Stanley A. (#085-19A)
- Herman, Timothy M. (#193-19A)
- Lambert, Amy (#100-19A)
- Maclaine, Merissa A. (#086-19I)

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333 Guadalupe Street
Austin, Texas
Thursday, February 21, 2019
9:00 a.m. – Conclusion

Vasquez, Samuel, Jr. (#084-19A)
Wainscott, Mark A. (#009-19A)
Walker, Petter E. (#196-19L)
Yeatts, Gordon N. (#094-19A)

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

- | | |
|--|---------------|
| 5. Legislative Committee Update <i>(Information)</i> | Bob Wetmore |
| 6. Board Election <i>(Action)</i>
Board Vice-Chair and Secretary/Treasurer | Debra Dockery |
| 7. Interior Design Qualification (CIDQ) Exam Eligibility Requirements
<i>(Information)</i> | Thom Banks |
| 8. NCARB Continuing Education Guidelines <i>(Information)</i> | Debra Dockery |
| 9. Freedom by Design Service Projects <i>(Information)</i> | Debra Dockery |
| 10. Upcoming Board Meetings <i>(Information)</i>
Thursday, June 13, 2019
Tuesday, August 13, 2019
Tuesday, November 19, 2019 | Debra Dockery |
| 11. Chair's Closing Remarks | Debra Dockery |
| 12. Adjournment | Debra Dockery |

NOTE:

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

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

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

FREQUENTLY USED ACRONYMS

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

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of November 15, 2018 Board Meeting
William P. Hobby Jr. Building, 333 Guadalupe Street
Tower III, Conference Room 102
Austin, TX 78701
9:00 a.m. until completion of business

AGENDA ITEMS

DESCRIPTIONS

1A.

Call to Order

Ms. Dockery called the meeting to order at 9:08 a.m.

1B.

Roll Call

Ms. Walker called the roll.

Present Board Members

Debra Dockery	Chair, Architect Member
Michael (Chad) Davis	Vice-Chair, Landscape Architect Member
Jennifer Walker	Secretary-Treasurer, Architect Member
Robert (Bob) Wetmore	Architect Member
Rosa G. Salazar	Registered Interior Designer
Joyce J. Smith	Public Member

1C.

Absences

Charles (Chuck) Anastos	Architect Member
Chase Bearden	Public Member
Fernando Trevino	Public Member

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO APPROVE THE EXCUSED ABSENCES OF CHARLES (CHUCK) ANASTOS AND CHASE BEARDEN. THE MOTION PASSED UNANIMOUSLY.

1D.

Determination of a Quorum

A quorum was present.

1E.

Recognition of Guests

Ms. Dockery acknowledged the following members of TBAE staff: Julie Hildebrand, Executive Director; Lance Brenton, General Counsel; Glenn Garry, Communications Manager; Glenda Best, Operations Manager; Christine Brister, Human Resources; Kenneth Liles, Finance Manager; Dale Dornfeld, IT Manager; Mike Alvarado, Registration Manager; Tony Whitt, Continuing Education Coordinator; Jackie Blackmore, License and Permit Specialist; Jessica Ramirez, License and Permit Specialist; Julio Martinez, Security Analyst; and Katherine Crain, Legal Assistant. The Managing Investigator, Jack Stamps, arrived at 9:30.

Additionally, the following guests were recognized: Jeri Morey, Architect from Corpus Christi; and Suzy Fields, Registered Interior Designer.

**1F.
Chair's Opening
Remarks**

Ms. Dockery thanked the Board and welcomed the guests. She began by stating that she wanted to recognize some of the staff for the care and compassion they show to agency registrants. Ms. Dockery explained the story of Dan Masullo, an exam candidate who had, after many years, completed the three requirements for registration as an architect: education, the architectural experience program, and passed his exams. Tragically, after all his hard work, he died in a car accident. At the time of his accident, he had not yet finalized his registration. She complimented the registration staff and the Communications Director for reaching out to the Texas Society of Architects in order to have Mr. Masullo's wall certificate and license awarded to his family at the New Architect Convocation in Fort Worth recently. Ms. Dockery described the event as a very moving ceremony. Two of Mr. Masullo's brothers were there, and one of them spoke very movingly about his brother and how proud they were that after so many years he had realized his dream to become a licensed architect. Following this speech, the certificate was presented to the brothers and the entire audience gave a standing ovation. Ms. Dockery commended the Board staff for recognizing the importance of honoring Mr. Masullo, for seeing that situation through and caring enough to make it happen. She reiterated her appreciation for the care and compassion the staff shows to the Board and all the registrants.

Ms. Dockery welcomed the new Board members and said that she was glad they were on the Board. She stated that they would have an opportunity to introduce themselves after Public Comment.

**1G.
Public Comments**

Ms. Dockery said that there were two individuals that signed up for Public Comment. First, Jeri Morey addressed the Board.

Ms. Morey stated that she had written a letter to the Board following Chad Davis's suggestion and asked if the Board had an estimate on when she would get a response.

Mr. Brenton stated that he had not seen a letter and inquired when she sent it. She replied that she sent it months ago, but she could resend it.

Next, Ms. Dockery invited Suzy Fields to offer her public comment.

Ms. Fields had a disciplinary case before the Board on this date. She shared a short history of her education and work experience as a registered interior designer. She stated that she was at the Board meeting because she did not complete the continuing education hours that are required under the Board rules. She described her efforts to make up the hours after she was audited and stated that she had adopted internal controls to remind her to complete CE as required. She accepted full responsibility for her error. She stated that it was an oversight and she

hopes the Board can resolve this matter so she can continue her profession in interior design.

**2.
Introduction of New
Board Members**

Rosa G. Salazar, Registered Interior Designer

Ms. Salazar stated that she had been doing design work for about 15 years and currently lives in Lubbock, Texas. She said she graduated from Texas Tech University. Currently, she works for a small architectural group in Lubbock, where her practice focuses on healthcare and corporate projects. She said she was very pleased to have joined the Board.

Joyce J. Smith, Public Member

Ms. Smith stated that she was happy to be on the Board and looks forward to working on behalf of the State of Texas. She said that she is originally from North Carolina, graduated from North Carolina State and she is a Certified Public Accountant. Previously, she was a partner in a large local firm in Austin, Atchley and Associates. She continues to be a licensed CPA. Though she does enjoy traveling and not having to do a lot of work, she does a few tax returns with no fee, mainly for her family. She looks forward to contributing to the Board.

Ms. Dockery welcomed the new Board members, and each of the remaining Board members provided a short introduction to the new members.

**3.
Approval of August 21,
2018 Board Meeting
Minutes**

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO APPROVE THE AUGUST 21, 2018 BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY. (Ms. Smith and Ms. Salazar abstained from voting as they were not at the August meeting.)

**4.
Executive Director's
Report**

Ms. Dockery invited Ms. Hildebrand to deliver the Executive Director's report.

**4A.
Summary of Executive
Accomplishments**

Ms. Hildebrand provided a report and explanation of Executive accomplishments as summarized on page 20 of the notebook.

Ms. Hildebrand continued by discussing the summary of Registration Department accomplishments, described on pages 21 and 22 of the Board materials. She emphasized the continued growth of active registrants as the most notable item in the summary. She also noted that, although the numbers have not yet been incorporated into the summary on page 22, registrant numbers have continued to increase in September and October.

Ms. Hildebrand continued by providing a report and explanation of the enforcement accomplishments as summarized on pages 23 and 24 of the notebook.

Ms. Dockery asked Ms. Hildebrand to identify the number of new registrants for each profession in future reports. Ms. Dockery remarked on the continued growth of new registrants, and that it would appear that the Board will soon have over 19,000 total active registrants.

**4B.
Operating
Budget/Scholarship
Fund: Presentation on
4th Quarter Fiscal Year
2018
Expenditures/Revenues**

Ms. Hildebrand discussed the final Fiscal Year 2018 revenues and expenditures as presented on page 25 of the Board materials. Ms. Hildebrand noted that the continued high growth in registration numbers had again resulted in higher revenues, and that interest was higher than expected, as previously discussed with the Board. To provide context with the adopted 2019 budget, Ms. Hildebrand noted that the Board has projected \$3,049,220 in FY 2019 revenues, which is more than the budgeted projection for FY 2018 (\$3,021,330) but less than what was actually collected (\$3,140,258).

Ms. Hildebrand also shared that she had looked at the actual revenues for September and October FY 2019, and that those numbers were higher than what had been received in FY 2018. Once again, it could be that the Board will experience higher than expected growth in registrations and revenues.

Ms. Smith asked if the 2018 budget was available. Ms. Hildebrand explained that, normally, she presents information to the Board on the most recently completed quarter. Since the first quarter had not yet been completed, she had not included a report on actual 2019 revenues and expenditures but would have that information at the next Board meeting. She also stated that she will provide the most up to date information to Board members on request.

Ms. Dockery clarified that the Board had adopted the FY 2019 budget at the August Board meeting and that that information is on the Board's website in the Board materials. Ms. Hildebrand stated she would send a copy to Ms. Smith.

Other notable items discussed by Ms. Hildebrand regarding the final report on the FY 2018 budget included the higher than expected expenditures for professional fees and services (due to required reimbursements for audits that were undertaken by third party agencies); lower than expected costs for Board travel (due to Board members' relative proximity to Austin and funding of trips by the national council organizations); the financing of agency training (the funding of which was split between FY 2018 and FY 2019); an increase in costs over projections for IT upgrades (following a decision to incur these costs in 2018 instead of 2019 due to better than expected revenues); and a general effort in the future to really tighten the budget down and eliminate unnecessary padding.

Ms. Hildebrand also updated the Board on temperature control problems in the server room, which have cost the agency money for previous repair efforts as well as time lost due to servers shutting down. Ms. Hildebrand stated that this is an item that the agency may need to fund out of the fund balance. This would be consistent with the Board's adopted policies. She stated that she would keep the Board apprised of further developments.

Ms. Hildebrand provided a report and explanation of the final FY 2018 budget for the Scholarship Fund, as contained on page 26 of the Board materials. Ms. Hildebrand and Ms. Dockery provided an explanation of the scholarship fund program and its history to the new members.

Mr. Davis added that the fund supports scholarships for architect applicants, and is funded by fees paid by registered architects, not landscape architects or registered interior designers.

Ms. Salazar inquired as to whether a scholarship program would be possible for interior designers. Ms. Hildebrand explained that it would require a change to the statutes by the legislature.

**4C.
Report on the Annual
Financial Report (AFR)**

Ms. Hildebrand provided a report and explanation of Annual Financial Report included on page 27 of the Board materials. She stated that this document is submitted every year and reviewed by the Comptroller.

Mr. Davis emphasized for the new Board members that the agency had gone through three audits last year so he felt confident that it had been well-vetted.

**4D.
Report on Training and
On-Boarding of New
Board Members**

Ms. Hildebrand provided an overview of the orientation that the new Board members recently attended. Both Ms. Smith and Ms. Salazar commented that they thought the orientation and training were great and they both learned a lot about the agency.

**4E.
Report on Conferences
and Meetings**

Ms. Hildebrand then provided an update to the Board on conferences and meetings.

Last September, Mr. Davis and Ms. Hildebrand attended the CLARB annual meeting. One topic of note was CLARB's focus on "frictionless licensing," which describes efforts to eliminate procedures and requirements for licensing that offer low return on the protection of the public, but impose high barriers.

Mr. Davis stated there was much discussion relating to various efforts to change the licensing laws in individual states. One trend that has been

observed is significant pushback against outright deregulation, with an emphasis instead on mobility of licensure.

Ms. Hildebrand then discussed the CIDQ meeting and shared her takeaways from a presentation that was given by Tara Koslov, an official from the Federal Trade Commission, the federal agency that helps to enforce antitrust laws. She was the staff member that was responsible for the FTC's report on mobility of licensure, so it was good to hear her presentation on a topic which is an important consideration for this Board. Ms. Hildebrand also described a presentation which cited the potential benefits of licensure. This presentation focused on a Harvard study which showed that for minorities and women especially, licensure schemes tend to even the playing field and decrease biases in hiring practices. This is because licensure requirements can be viewed objective measurements of basic competence and that a license holder is able to show parity with other license holders in a way that may overcome bias.

Ms. Hildebrand stated that in September, Steve Ramirez filled in for Jack Stamps, and made a presentation to the Lower Rio Grande Valley AIA Conference. She said that Mr. Ramirez had done a great job and that she welcomes the training opportunity and increase in the capability of agency staff.

Mike Alvarado and Jackie Blackmore attended the NCARB Licensing Advisors' Retreat in Santa Monica, CA. Ms. Hildebrand explained that the retreat provided a practical exposure to what is happening at NCARB and focused on how licensing advisors can help licensure candidates get through the process.

Ms. Hildebrand and Ms. Dockery attended the NCARB Member Board Chair and Member Board Executives Summit. Ms. Hildebrand explained that NCARB is trying to focus on new ways to support state boards through initiatives like the development of software solutions. Ms. Hildebrand also enjoyed a presentation to MBEs by a local architect, who described her day-to-day work activities. Ms. Hildebrand said that this was a valuable opportunity for non-architects to put themselves in the shoes of a registrant and consider how regulation interacts with their work.

Ms. Dockery shared her observations from talking with Board members from other jurisdictions. She stated that one takeaway is that the Board fortunate to have avoided some of the problems of other Boards. In some cases, this includes refusal by legislatures to provide funding for Boards to attend meetings to conduct Board business and maximum fines as low as \$500, which negatively impacts those Boards' ability to provide meaningful oversight and regulation.

Ms. Hildebrand provided an update of TBAE's attendance at the TxA Annual Meeting. Ms. Hildebrand said that she was unable to attend the meeting because it conflicted with the CIDQ Conference. However, Mike Alvarado and Glenn Garry did attend. While there, they visited UT Arlington, where they met with the AIA Student Chapter and presented to students. They also made three presentations to TxA conference attendees, in addition to providing outreach at the TBAE booth.

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

**5.
Report on the 86th
Legislative Session**

Ms. Hildebrand directed the Board to page 47, which includes basic information about the upcoming legislative session and discussed her responsibilities during the session.

Mr. Davis commended Ms. Hildebrand for her calm leadership during the most recent legislative session. Drawing upon his experience as a Board member with previous legislative affairs responsibilities for ASLA, he stated that it was important for the agency, as well as other stakeholders, to remain levelheaded and to focus on providing useful information to legislators during the session.

Ms. Hildebrand assured the Board that she would be sharing legislative items with the Board members through monthly emails on bills, including updates on agencies going through Sunset hearings and SDSI agencies.

**6.
Trend Analysis
Presentation on Agency
Performance and
Operations**

Ms. Hildebrand discussed highlights from the Annual Report on Trends for Fiscal Year 2018, included in the Board materials starting on page 48.

Ms. Hildebrand explained that the trend report is a visual interpretation of some of the data the agency is required to report as part of its status as an SDSI agency.

Ms. Hildebrand directed the Board to pages 49-51 which includes charts documenting the number of registrants broken down by profession and status over the years. She was happy to report that all three professions had seen growth in FY 2018.

Ms. Dockery requested that, in the future, numbers for new registrants be broken down between those who gained eligibility by reciprocity and examination.

Mr. Davis suggested that the agency conduct a survey to find out which firms are small businesses versus large businesses, so the Board members will have those statistics in case they are requested to testify in front of the legislature in the upcoming session. He felt that it was important for the legislature to have a good picture of the number of small businesses

involved in our professions, since this is an issue that is of importance to legislators.

Ms. Hildebrand directed the Board to page 54 of the Board materials, which includes administrative information on revenues, salaries, and other expenditures. She highlighted the high number of communication impressions for 2018. Ms. Hildebrand explained agency personnel are increasing their presentations across the state, and that when staff do travel, they try to schedule as many presentations as possible, rather than just one per visit.

Finally, Ms. Hildebrand directed the Board members to page 55 of the Board materials and discussed the highlights of data on investigations and enforcement. She stated that the agency has received more complaints, many of which are cases that have been referred by TDLR. The number of these cases has helped to decrease the number of days to case resolution, because they are generally less complicated cases that do not require a lot of document collection.

**7.
Enforcement Cases
Review and possibly
adopt ED's
recommendation in the
following enforcement
cases:**

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

**7A.
Non-Registrant Cases**

Garcia, Mario T. (#296-18N) – Mr. Brenton stated that the Respondent had not yet returned the signed Notice of Violation, and therefore asked that the item be removed from the agenda. No action was taken on this matter.

Vu, Anthony (#066-16N)

Mr. Brenton provided a summary of this matter as described on pages 58 and 59 of the Board materials.

A MOTION WAS MADE AND SECONDED (Wetmore/Smith) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$11,000 AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED OCTOBER 17, 2018.

Mr. Davis asked, when the Board has a case in which a non-registrant has practiced architecture, or used a seal indicating that services were provided by a registered architect, whether the agency reports these matters to building owners. Mr. Stamps answered that staff does not always do so. Mr. Davis stated that it would be worthwhile for staff to

inform building owners of such cases, to alert them that they may not have received the services which they had been expecting.

Ms. Hildebrand stated that she would discuss this issue with staff and determine when such notifications would be helpful, when they might be sent out, etc.

Ms. Dockery asked whether this case was turned over to the District Attorney in the relevant jurisdiction, since this case involved the use of a seal without permission.

Mr. Stamps stated that he had not done so. He noted that while the agency had had success in reporting John Hamilton to Tarrant County previously, that was the first time that a D.A. had accepted a case referred by the Board. Mr. Stamps surmised that this may have been due to the extent of Mr. Hamilton's violations, as well as the fact that he continued to engage in those behaviors even after the agency had opened an investigation. However, with all other cases, the Board had had zero success in convincing prosecutors to take on cases referred by TBAE.

Mr. Brenton stated that he would welcome further guidance from the Board on this matter. He suggested that referral of a matter to a prosecutor before the Board had taken action in a case could make it more difficult for the agency to take administrative action, because a Respondent may refuse to cooperate or participate in the case. On the other hand, this risk should be balanced against the benefit to the public safety of referring a case to prosecutors.

Ms. Hildebrand suggested that this issue could be brought before the Board at a future meeting. Ms. Dockery stated that she was curious to know what the Board's duty is if it has knowledge of potential criminal charges, and she would welcome any guidance from staff.

Ms. Dockery called for the vote.

THE MOTION PASSED UNANIMOUSLY.

**7B.
TDLR Cases**

Goelzer, Matthew (#404-18A)

Mr. Brenton provided a summary of this matter as described on page 60 of the Board materials.

A MOTION WAS MADE AND SECONDED (Davis/Wetmore) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,000 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED AUGUST 30, 2018.

Ms. Smith noted that this was a case that followed a warning. She asked how the Board received complaints, and whether the Board ever actively monitored the practice of individuals who have previously violated the laws.

Mr. Brenton stated that, for TDLR cases, regardless of whether there had been a previous violation, nearly all complaints are received directly from TDLR. He also stated that practice monitoring is not generally imposed for violations of TDLR requirements, but that in some cases for more serious violations, the Board has imposed probated suspensions against registrants in which staff actively monitors a registrant's practice.

Ms. Dockery called for the vote.

THE MOTION PASSED UNANIMOUSLY.

**7C.
CE Cases**

The Board considered and voted upon the continuing education cases as a group, with the exception of one matter which required recusal.

A MOTION WAS MADE AND SECONDED (Davis/Walker) TO ENTER ORDERS WHICH ADOPT THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTIES AS SET FORTH IN THE REPORTS AND NOTICES OF VIOLATION FOR EACH OF THE FOLLOWING CONTINUING EDUCATION CASES:

Fields, Suzy M. (#429-18I)
Gustin, Wesley (#417-18A)
Hagmann, Gregory G. (#459-18A)
Kohutek, Robert C. (#298-18A)
Massouh, Craig G. (#421-18A)
Munoz, Sylvia (#476-18I)
Slavik, William B. (#189-18A)

THE MOTION PASSED UNANIMOUSLY.

The Board then considered Case Number #428-18A, concerning David R. German.

Mr. Davis recused himself from consideration of this matter.

A MOTION WAS MADE AND SECONDED (Walker/Wetmore) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$500 AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED AUGUST 30, 2018. THE MOTION PASSED UNANIMOUSLY.

**8.
Board Committee
Assignments**

Ms. Dockery stated that the next item was the establishment of committees for next year. She asked Jennifer Walker to Chair the Rules Committee and appointed Joyce Smith and Fernando Trevino to serve on the Rules Committee.

In addition, she appointed Rosa Salazar and Chase Bearden to serve with Bob Wetmore as Chair on the Legislative Committee.

**9.
Upcoming Board
Meetings**

Ms. Dockery identified the following dates for the 2019 Board meetings:

February 21, 2019
June 13, 2019
August 15, 2019
November 19, 2019

**10.
Chair's Closing Remarks**

The Chair had no final remarks.

**11.
Adjournment**

A MOTION WAS MADE AND SECONDED (Walker/Davis) TO ADJOURN THE MEETING AT 11:40 A.M. THE MOTION PASSED UNANIMOUSLY.

APPROVED BY THE BOARD:

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

Summary of Executive Accomplishments

February 21, 2019

Executive

1. I met with the Texas Society of Architects and the Texas Chapter of the American Society of Landscape Architects to discuss the 86th Legislative Session and have shared updates as needed with the representative for the Registered Interior Designers.
2. Glenda is managing the agency's transition to CAPPs Recruit for hiring and managing employees. The time commitment will not be as intense as it was for CAPPs HR, but it will still require additional invested time.
3. The Governor extended the disaster proclamation for another 30 days. We will also extend the services that we are offering.
4. Rose Garza joined TBAE as a Registration Assistant and will serve as the agency's receptionist.

NCARB

My work on the Model Law Task Force continues, including the review of and amendments to the model law and rules.

CLARB

I chaired the in-person meeting for the MBE Committee where we assisted staff in its work towards CLARB's yearly initiatives.

CIDQ

1. TBAE was highlighted in the Council for Interior Design Qualification's quarterly newsletter.
2. Thomas Banks, CIDQ Executive Director, will attend our February Board meeting to present information to the Board regarding exam eligibility requirements for the interior designer examination and a status update for CIDQ.

Summary of Registration Department Accomplishments FY19

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Exam Applications Received	92	96	97	166	88							
Architects	40	39	36	34	58							
Reg. Interior Designers	44	49	55	129	14							
Landscape Architects	8	8	6	3	16							
Reciprocal Applications Received	56	46	48	29	53							
Architects	44	37	42	25	47							
Reg. Interior Designers	6	4	5	4	1							
Landscape Architects	6	5	1	0	5							
Total Applications Received	148	142	145	195	141							
Exam Scores Received/Entered	354	303	248	323	258							
Exam Registrations Issued	98	90	72	165	57							
Architects	37	30	20	22	26							
Reg. Interior Designers	52	50	52	141	26							
Landscape Architects	9	10	0	2	5							
Reciprocal Registrations Issued	54	59	26	42	35							
Architects	49	49	21	39	35							
Reg. Interior Designers	0	1	1	1	0							
Landscape Architects	5	9	4	2	0							
Total Registrations Issued	152	149	98	207	92							
Active Registrants	18,628	18,721	18,774	18,920	18,959							
Architects	13,157	13,200	13,208	13,229	13,253							
Reg. Interior Designers	3,815	3,851	3,895	4,023	4,032							
Landscape Architects	1,656	1,670	1,671	1,668	1,674							
CE Audits Conducted	127	129	129	128	119							
CE Audits Referred for Investigation	2	4	1	4	7							
Approved Scholarship Applications	5	0	0	1	3							
Certificates of Standing	9	9	20	13	8							

Summary of Enforcement Accomplishments FY19

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Cases Received and Opened	4	76	4	96	10							
Cases Closed by Investigations – Total	4	57	10	63	7							
Cases Closed by Investigations – TDLR	3	57	9	63	6							
Cases Closed by Investigations – Other*	1	0	1	0	1							
Cases Referred to Legal	8	5	11	8	17							
Average Number of Days to Investigate	51	54	75	78	85							
Notices of Violation by Legal	1	6	3	6								
Voluntary Surrenders by Legal	0	0	0	0								
Disciplinary Action Entered by the Board	0	0	10	0								
Warnings from Executive Director	7	4	6	2								
Complaints Filed at SOAH	0	0	0	0								
Informal Settlement Conferences Held	0	0	0	0								

* No evidence to prove violation

* Criminal history provisional registration

**Texas Board of Architectural Examiners
Actual 2019 Budget**

	FY 2019 Approved Budget	FY 2019 Expenditures as of 11-30-18	FY 2019 Percentage Earned/Spent
Revenues:			
Licenses & Fees	\$ 2,752,000	\$ 723,258	26.28%
Business Registration Fees	\$ 124,000	\$ 26,595	21.45%
Late Fee Payments	\$ 134,000	\$ 37,118	27.70%
Other	\$ 4,000	\$ 1,309	32.73%
Interest	\$ 22,000	\$ 13,965	63.48%
Potential Draw on Fund Balance	\$ 13,220		0.00%
Total Revenues	3,049,220	\$ 802,245	26.31%
Expenditures:			
Salaries and Wages	\$ 1,629,381	\$ 403,314	24.75%
Payroll Related Costs	\$ 567,839	\$ 137,733	24.26%
Professional Fees & Services	\$ 25,000	\$ 9,728	38.91%
Travel			
Board Travel	\$ 24,000	\$ 3,996	16.65%
Staff Travel	\$ 19,000	\$ 7,134	37.55%
Office Supplies	\$ 7,000	\$ 2,220	31.72%
Postage	\$ 8,000	\$ 2,980	37.25%
Communication and Utilities	\$ 15,000	\$ 4,113	27.42%
Repairs and Maintenance	\$ 1,000	\$ 113	11.25%
SWCAP Payment with Office Rental	\$ 113,000	\$ 28,250	25.00%
Equipment Leases--Copiers	\$ 9,000	\$ 1,792	19.91%
Printing	\$ 5,000	\$ 3,278	65.56%
Operating Expenditures	\$ 26,000	\$ 16,479	63.38%
Registration Fees--Employee Training	\$ 9,000	\$ 4,681	52.01%
Membership Dues	\$ 21,000	\$ 12,910	61.48%
Payment to GR	\$ 510,000	\$ 127,500	25.00%
IT Upgrades	\$ 60,000	\$ 15,645	26.07%
Total Expenditures	3,049,220	\$ 781,865	25.64%
Excess/ (Deficiency) of Rev over Exp.	-	20,380	0.67%

Funding for 8 months	2,032,610
Excess Fund Balance	780,504
Total Fund Balance	2,813,114

Administrative Penalties Collected	\$ 22,516.66
General Revenue Collected	\$ -

**Texas Board of Architectural Examiners
Fiscal Year 2019 Budget
Scholarship Fund**

	FY 2019 Budget	FY 2019 Actual Sept. 1, 2018-- November 30, 2018
Operating Fund Beginning Fund Balance:	-	-
Adjusted Beginning Balance	-	-
Scholarship Fund Beginning Balance	59,827.98	
Total Beginning Scholarship Fund Balance	59,827.98	59,827.98
Revenues:		
Scholarship Fees	-	6,477.18
Total Revenues	-	6,477.18
Expenditures:		
Operating Expenditures-Scholarship Payments		7,538.65
Total Expenditures		7,538.65
Excess/(Deficiency) of Rev. over Exp.	59,827.98	58,766.51
Fund Balance	59,827.98	58,766.51

Number of Scholarships Awarded

15

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

**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.

Respondent: 004-19A
Architectural Registration No.: 22352
Name of Respondent: John Jacob Cameron
Location of Respondent: Austin, TX
Nature of Violation: Violation of 22 TEX. ADMIN. CODE §1.104(a)
Instrument: Report and Notice of Violation

Findings:

- John Jacob Cameron (hereafter "Respondent") is registered as an architect in Texas with registration number 22352.
- On August 10, 2018, Respondent signed, sealed and dated architectural plans which had been prepared by Gaslamp Design Studio, for the design and construction of a residential project located on Big Bend Drive in Austin, TX. Respondent did not participate in the supervision and control of the production of the plans by Gaslamp Design Studio.

Applicable Statutory Provisions and Rules:

- By affixing his architectural seal to construction documents which were not prepared by Respondent or under his supervision and control, Respondent violated Board Rule 1.104(a).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$5,000** as set forth in the Report and Notice of Violation dated December 20, 2018.

**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: 121-18N
Respondent: J. Scott Griffin
Location of Respondent: Lakeway, TX
Instrument: Report and Notice of Violation

Findings:

- J. Scott Griffin (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- On October 10, 2016, Respondent prepared and issued a proposal to a potential client for “architectural design” and construction drawings for two residential properties on Druid Avenue in Houston, Texas. The contract called for Respondent to provide construction documents and “architectural plans,” including interior and exterior elevations, floor plans, and floor and ceiling joist framing plans. The proposal was submitted by “J. Scott Griffin: Architect/General Contractor.” Based on these and other representations, the client believed Respondent to be an architect.
- On or about January 10, 2017, pursuant to the proposal described above, Respondent issued construction documents for a residential project located on Druid Avenue in Houston, Texas.
- On or about October 12, 2017, Respondent used the title “architect” to describe himself on his LinkedIn webpage.

Applicable Statutory Provisions and Rules:

- By engaging or offering to engage in the practice of architecture on a project despite not being registered as an architect, Respondent violated Tex. Occ. Code §1051.701 and 22 Tex. Admin. Code §1.123(c).
- By referring to himself as an “architect” on his LinkedIn webpage, Respondent violated Board Rule 1.123.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$3,000** as set forth in the Report and Notice of Violation dated August 29, 2018.

**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.

Respondent: 033-18N
Name of Respondent: Doug Herron
Location of Respondent: Fort Worth, TX
Nature of Violation: Violation of 22 TEX. ADMIN. CODE §1.123
Instrument: Report and Notice of Violation

Findings:

- Doug Herron (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- On or about February 2, 2015, in TBAE Case No. 031-15N, Respondent was issued a Warning, based on findings that Respondent had indicated on his firm’s website that the firm provided “Architectural Designs” despite not being registered to engage in the practice of architecture. Under the terms of the warning notice, Respondent was notified that any future disciplinary matter involving him would not be a first offense and would result in more severe disciplinary action.
- Respondent is associated with *Gustin-Herron Architecture, PLLC*, formerly known as *Gustin-Herron Architects PLLC*. On or about October 5, 2017, Respondent utilized a personal LinkedIn profile which indicated that he worked as an “architect” with the firm.
- Respondent states that he has made all efforts to comply with the Board’s investigation by bringing his LinkedIn webpage and third-party websites into compliance with the Board’s laws and rules.

Applicable Statutory Provisions and Rules:

- By referring to himself as an “architect” on his LinkedIn webpage, Respondent unlawfully offered architectural services in violation of Tex. Occ. Code §§1051.701(a) and 22 Tex. Admin. Code §1.123.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,500** as set forth in the Report and Notice of Violation dated January 14, 2019.

**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: 280-18A
Respondent: Darren Hayes Hinkle
Location of Respondent: North Richland Hills, TX
Instrument: Report and Notice of Violation

Findings:

- Darren Hayes Hinkle (hereafter “Respondent”) is a registered architect in Texas with registration number 26067.
- On February 8, 2018, Respondent issued an architectural plan sheet for a project identified as “Yoga Studio” to the building official for the City of Southlake. According to Respondent, the plan sheet was submitted for the purpose of requesting preliminary feedback from the building official regarding code compliance issues prior to the client signing a lease for the space. However, Respondent failed to seal the plan sheet or indicate on the plan sheet that it was not for regulatory approval, permitting, or construction.

Applicable Statutory Provisions and Rules:

- By failing to affix his seal or indicate on the plan sheets that they were not for regulatory approval, permitting or construction, Respondent violated Board Rules 1.101 and 1.103(b)(1).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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: 089-19A
Respondent: Julian Pittman
Location of Respondent: Houston
Location of Project(s): Austin, TX
Date of Complaint Received: October 4, 2018
Instrument: Report and Notice of Violation

Findings:

- Julian Pittman (hereafter “Respondent”) is registered as an architect in Texas with registration number 25728.
- From May 1, 2018 through October 18, 2018, Respondent’s architectural registration was delinquent.
- On or about August 1, 2018, Respondent issued and sealed architectural plans for an assisted living facility identified as *The Tradition -- Woodway* located in Houston, TX.
- At the time Respondent provided architectural services for this project, his registration was expired, and he was not authorized to provide architectural services during this period.
- Respondent apologized and stated that this failure to renew his registration was due to a clerical error in his office and that it was corrected as soon as it was brought to his attention.

Applicable Statutory Provisions and Rules:

- By using the title “architect” and providing architectural services and sealing architectural plans at a time when his certificate of registration was not in good standing, Respondent violated 22 Tex. Admin. Code §§1.82(b) and 1.123.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000** as set forth in the Report and Notice of Violation dated November 27, 2018.

**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: 226-171
Respondent: Stephen T. Churchill
Location of Respondent: Grapevine, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Stephen T. Churchill (hereafter "Respondent") is registered as an interior designer in Texas with registration number 6691.
- 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, 2015 through December 31, 2015.
- In addition to failing to complete the 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 regarding Respondent's continuing education credits, Respondent failed to respond to two written requests for information.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 5.79(g). The Board's standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.79(f). The standard administrative penalty assessed for this violation is **\$500**.
- By failing to respond to two written requests for information within 30 days of staff's requests, Respondent violated Board rule 5.181 which requires that an architect answer an inquiry or produce requested documents within 30 days of a request. Each violation is subject to a standard administrative penalty of **\$250** totaling **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,700** as set forth in the Report and Notice of Violation dated April 28, 2017.

**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: 096-19A
Respondent: Liem Dang
Location of Respondent: Houston, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Liem Dang (hereafter “Respondent”) is a registered architect in Texas with registration number 19224.
- 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, 2017 through December 31, 2017.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(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 1.69. The Board’s standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated November 28, 2018.

**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: 199-19A
Respondent: Todd Ashley Greer
Location of Respondent: Quitman, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Todd Ashley Greer (hereafter "Respondent") is registered as an architect in Texas with registration number 19494.
- On December 17, 2018, 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, 2017 through December 31, 2017.
- On January 2, 2019, Respondent replied that he could not locate his continuing education certificates.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2017 through December 31, 2017, 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated January 11, 2019.

**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:	010-19A
Respondent:	Kenneth Marc Grossman
Location of Respondent:	South Orange, NJ
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Kenneth Marc Grossman (hereafter “Respondent”) is registered as an architect in Texas with registration number 24075.
- On May 15, 2018, 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, 2017 through December 31, 2017.
- On August 7, 2018, Respondent replied that he could not locate his continuing education certificates.
- Subsequently, Respondent completed supplemental continuing education credits pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2017 through December 31, 2017, 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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: 085-19A
Respondent: Stanley Alan Haas
Location of Respondent: Martinsville, VA
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Stanley Alan Haas (hereafter "Respondent") is registered as an architect in Texas with registration number 7504.
- On June 16, 2018, 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, 2016 through December 31, 2016.
- On September 21, 2018, Respondent replied that he could not locate his continuing education certificates.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2016 through December 31, 2016, 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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:	193-19A
Respondent:	Timothy Mark Herman
Location of Respondent:	Fort Worth, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Timothy Mark Herman (hereafter “Respondent”) is registered as an architect in Texas with registration number 24622.
- On September 17, 2018, 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, 2017 through December 31, 2017.
- On December 8, 2018, Respondent replied that he could not locate his continuing education certificates.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2017 through December 31, 2017, 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated January 11, 2019.

**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: 100-19A
Respondent: Amy Lambert
Location of Respondent: Georgetown, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Amy Lambert (hereafter "Respondent") is a registered architect in Texas with registration number 19242.
- 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, 2017 through December 31, 2017.
- 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated December 19, 2018.

**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:	086-19I
Respondent:	Merissa Anne Maclaine
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Merissa Anne Maclaine (hereafter “Respondent”) is a registered interior designer in Texas with registration number 11087.
- 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, 2017 through December 31, 2017.
- 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:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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:	084-19A
Respondent:	Samuel Vasquez, Jr.
Location of Respondent:	Naples, FL
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Samuel Vasquez, Jr. (hereafter "Respondent") is registered as an architect in Texas with registration number 12598.
- 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, 2017 through December 31, 2017.
- In addition to failing to complete the required continuing education hours within 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(g). The Board's standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 1.69(f). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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:	009-19A
Respondent:	Mark Alton Wainscott
Location of Respondent:	Lewisville, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Mark Alton Wainscott (hereafter “Respondent”) is a registered architect in Texas with registration number 18679.
- 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, 2017 through December 31, 2017.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(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 1.69. The Board’s standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$700** as set forth in the Report and Notice of Violation dated October 31, 2018.

**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: 196-19L
Respondent: Peter E. Walker
Location of Respondent: Berkeley, CA
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Peter E. Walker (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 524.
- 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, 2017 through December 31, 2017.
- In addition to failing to complete the required continuing education hours within the continuing education period, Respondent falsely certified completion of CE responsibilities in order to renew his landscape 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 3.69(g). The Board’s standard assessment for providing false information is **\$700**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 3.69(f). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,200** as set forth in the Report and Notice of Violation dated January 11, 2019.

**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: 094-19A
Respondent: Gordon Neal Yeatts
Location of Respondent: Houston, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Gordon Neal Yeatts (hereafter "Respondent") is registered as an architect in Texas with registration number 7765.
- Previously, on February 13, 2014, in TBAE Case Number 110-13A, the Board entered an administrative penalty in the amount of \$1,700 against Respondent based on findings of fact that he failed to complete his continuing education requirements for the 2013 audit period; falsely reported certified completion of his CE responsibilities; and failed to respond to two board inquiries.
- In the current matter, 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, 2017 through December 31, 2017.
- In addition to failing to complete the 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 regarding Respondent's continuing education credits, Respondent failed to respond to two written requests for information.

Applicable Statutory Provisions and Rules:

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

Action Recommended by Executive Director:

- The standard penalty for a first-time violation of these rules is \$1,700. However, since Respondent has previously been subject to discipline for failure to comply with the continuing education requirements, he is subject to increased penalties under 22 Tex.

Admin. Code §§1.177(5) and 1.232(k). Therefore, the Executive Director recommends that the Board enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$2,500** as set forth in the Report and Notice of Violation dated November 12, 2018.



Texas Board of Architectural Examiners

February 21, 2019



CIDQ

Council for Interior
Design Qualification

Exam Basics

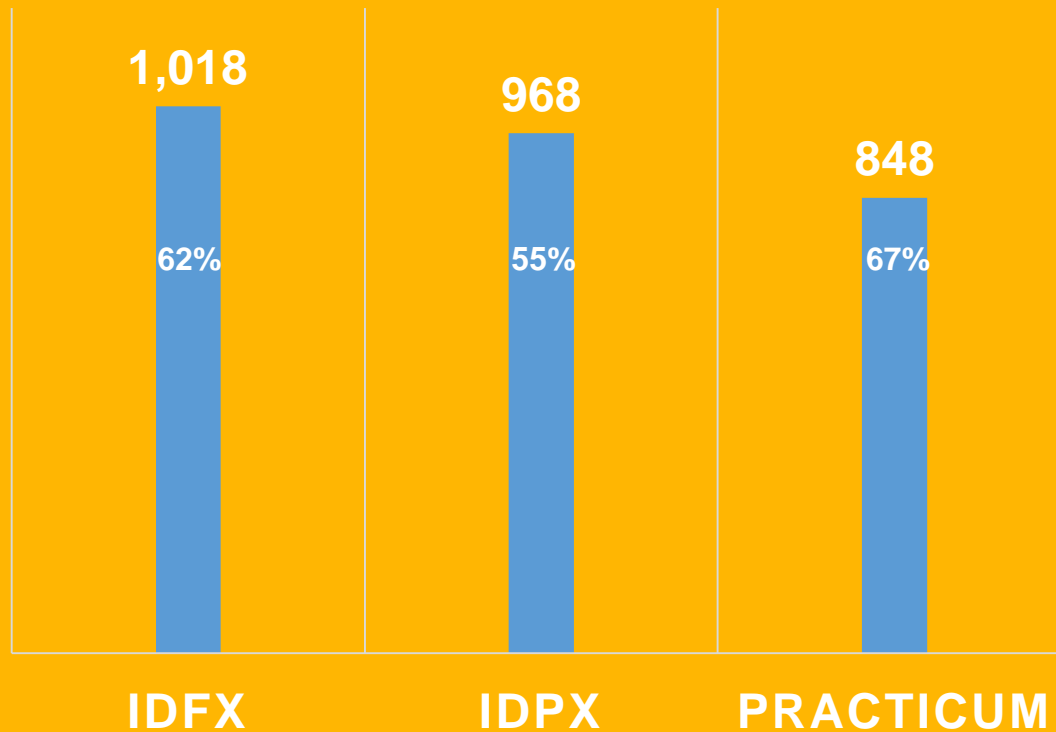
The NCIDQ Exam consists of 3 separate sections:

Exam Name	Format	Number of Questions	Duration
Fundamentals (IDFX)	Multiple Choice	125*	3 hours
Professional (IDPX)	Multiple Choice	175*	4 hours
Practicum	Hot Spot, Drag and Place, Fill in the Blank, Multiple Choice	120	4 hours

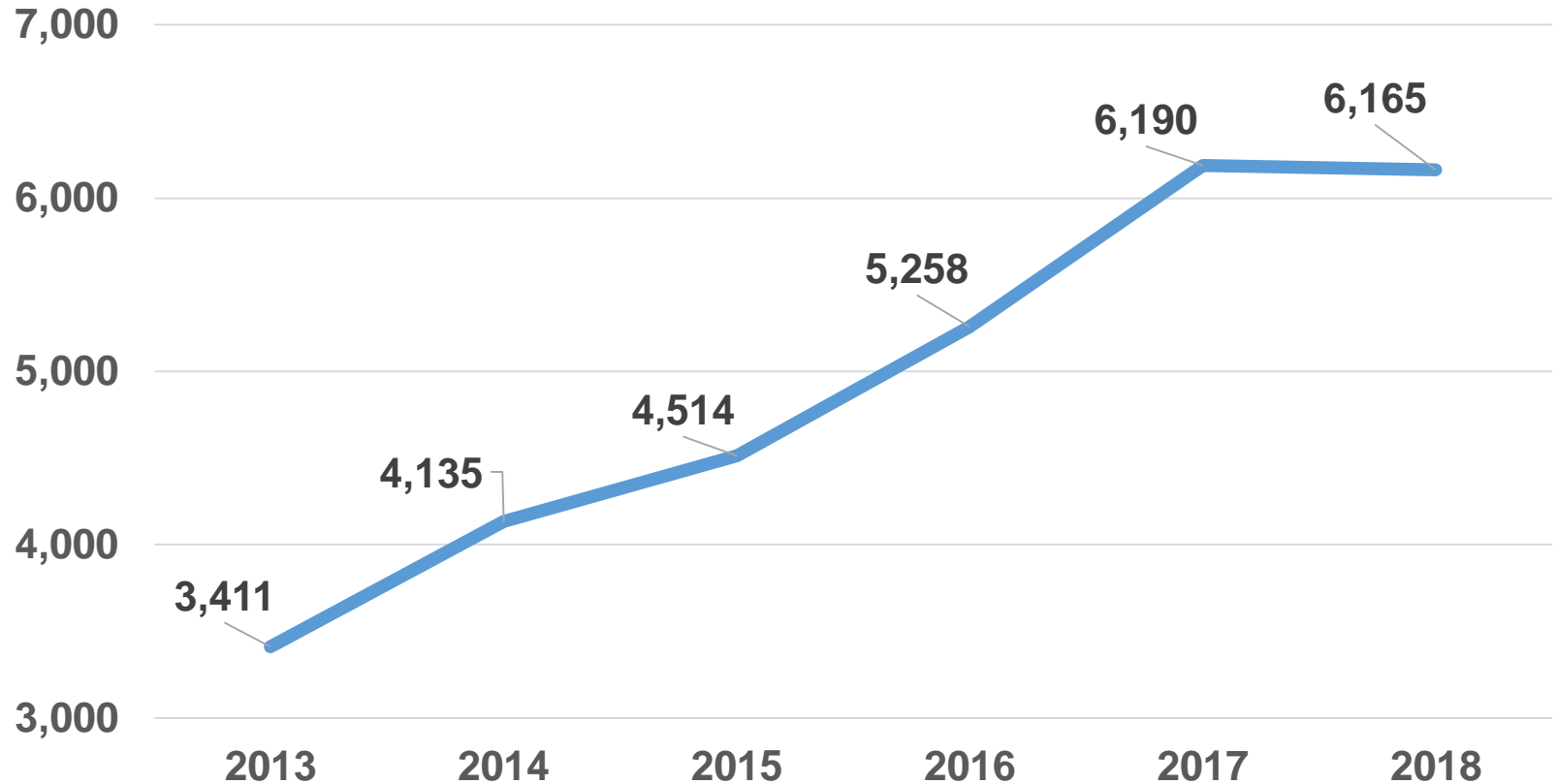
*The IDFX and IDPX Exams each contain 25 ungraded pretest questions.

Fall 2018 Statistics

EXAMS ADMINISTERED + PASSING RATES



Exams Administered



Exam Calendar

	Spring	Fall
Apply		
Complete Applications Accepted	July 15 – Jan. 15	Jan. 16 – July 15
Complete Applications Reviewed	Nov. 15 – Feb. 15	May 15 – Aug. 15
Register		
Exam Registration & Scheduling	Jan. 3 – Mar. 31	July 1 – Sept. 30
Administered		
Examinations Administered	April 1 – 30	October 1 – 31

Eligibility Paths

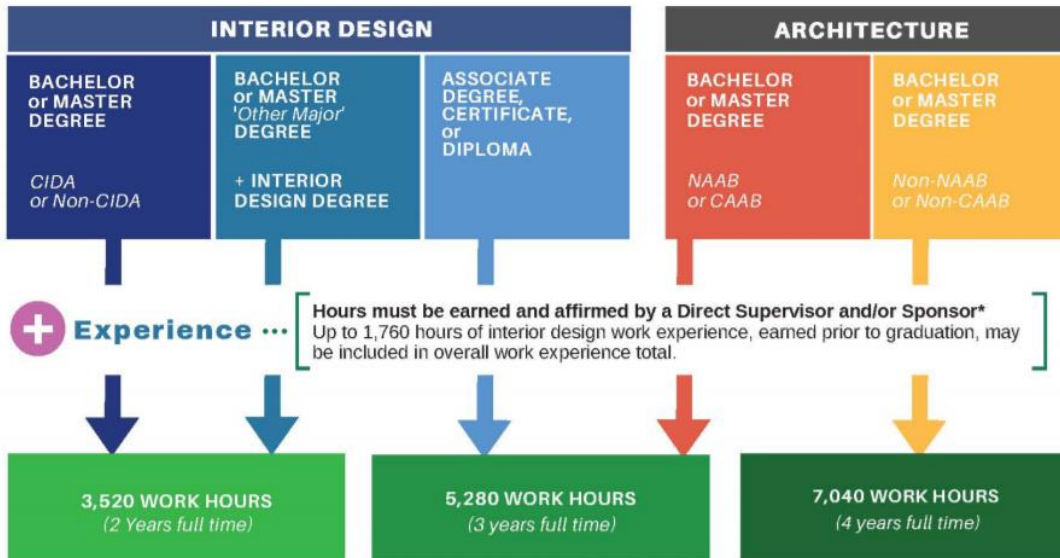
NCIDQ Examination Eligibility Paths

Specific education and work experience requirements exist to be eligible to sit for the NCIDQ Examination.



Education ...

Official education transcripts must include a minimum of 60 semester or 90 quarter credit hours of post-secondary interior design coursework that encompasses a certificate, degree, or diploma from an accredited institution, for an application to be reviewed.



Meeting CIDQ's education and work experience requirements does not guarantee that a candidate will meet their jurisdiction's requirements to be a licensed/registered/certified interior designer. Individuals are reminded to check with their jurisdiction regarding those specific requirements.

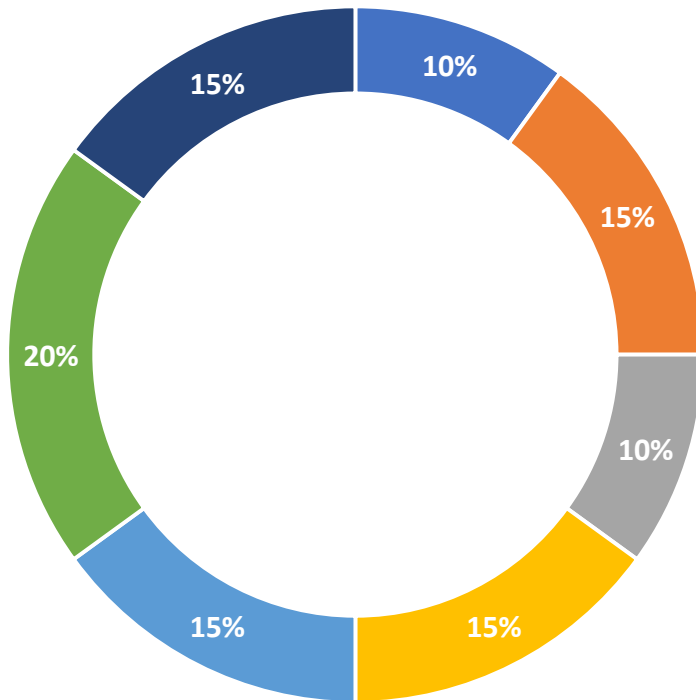
Work Experience Requirements

- New Rules:
 - All individuals, regardless of education, may earn up to 1,760 interior design work experience hours pre-graduation
 - All interior design work experience hours must now be signed off on by either a direct supervisor and/or sponsor

Work Experience Requirements

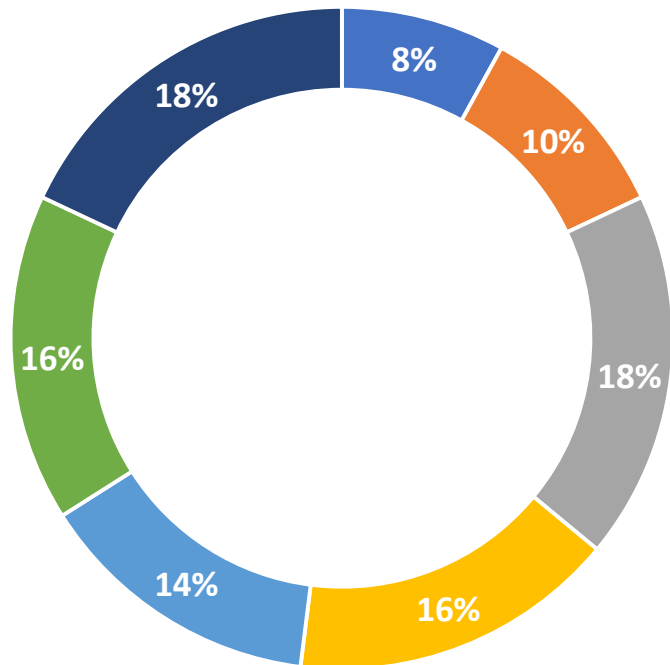
- Direct Supervisor and/or Sponsor must meet at least one of the following three criteria:
 - NCIDQ Certified Interior Designer
 - State/Provincial Licensed/Registered/Certified Interior Designer in the US or Canada
 - State/Provincial Licensed/Registered Architect in the US or Canada who provides interior design services

Fundamentals (IDFX) Exam Blueprint



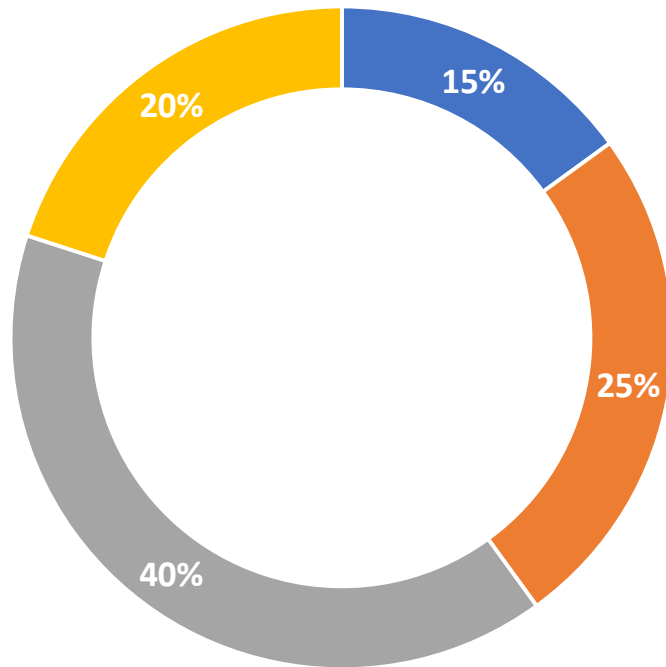
- Design Communication
- Programming and Site Analysis
- Human Behavior and Designed Environment
- Building Systems and Construction
- Furniture, Finishes, Equipment, and Lighting
- Construction Drawing and Specifications
- Technical Drawing Conventions

Professional (IDPX) Exam Blueprint



- Professional and Business Practices
- Project Coordination
- Codes and Standards
- Building Systems and Integration
- Product and Materials Coordination
- Contract Documents
- Contract Administration

Practicum Exam Blueprint



- Programming and Site Analysis
- Codes and Standards
- Contract Documents
- Building Systems and Integration

Practicum Exam

- 120 questions
- 4 hours
- 3 case studies

Case Studies

- Types of Case Studies
 - Small Commercial
 - Residential
 - Large Commercial

Case Studies

Case Studies Typically Include

Programming

Floorplan

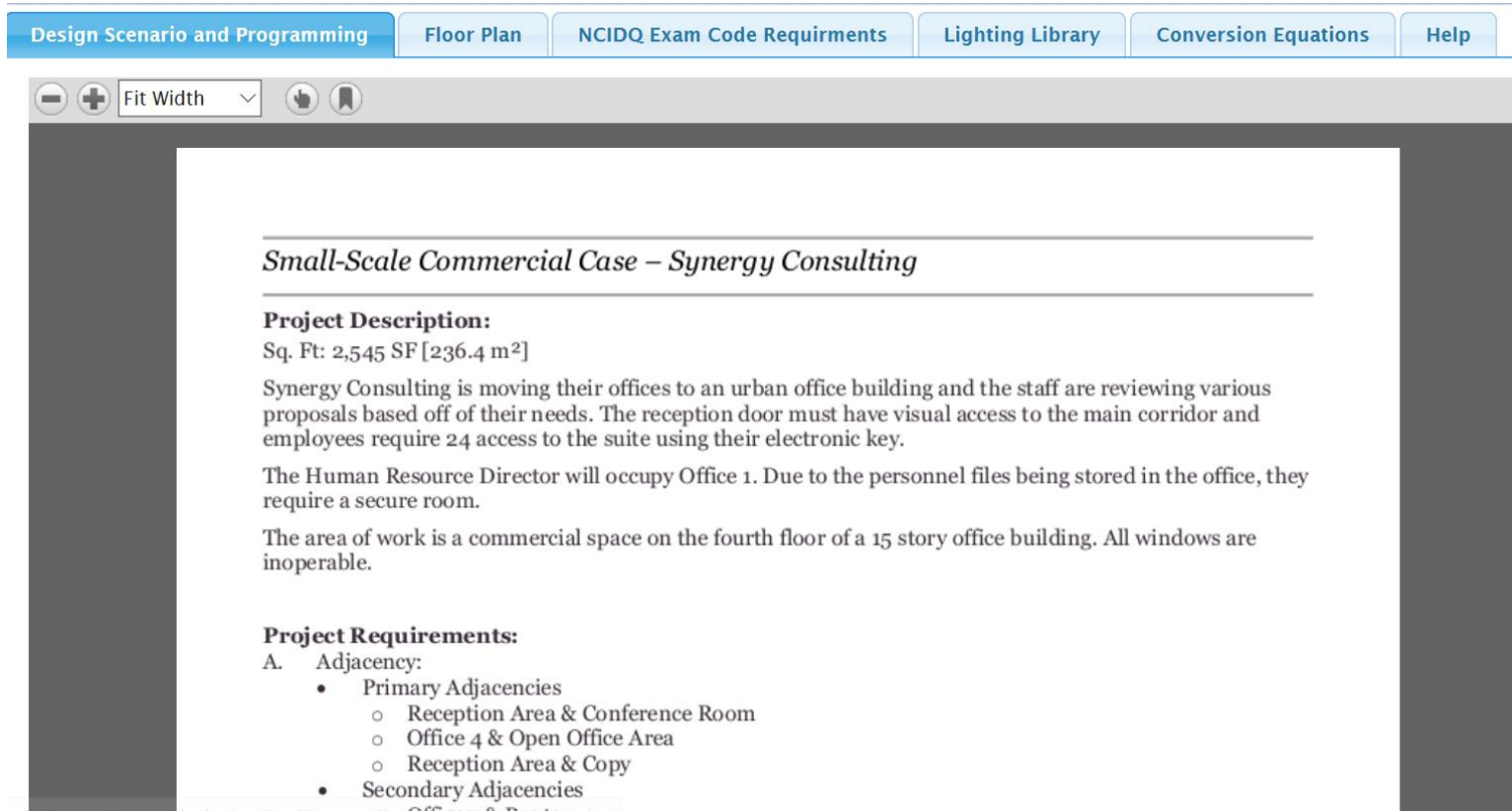
Various schedules

Reflected ceiling plan

Mechanical plan

Elevations, sections, and
details

Case Studies



The screenshot shows a software interface with a navigation bar at the top containing tabs for "Design Scenario and Programming", "Floor Plan", "NCIDQ Exam Code Requirements", "Lighting Library", "Conversion Equations", and "Help". Below the navigation bar is a window with a title bar containing a minus sign, a plus sign, a "Fit Width" dropdown, and two circular icons. The main content area of the window displays a document with the following text:

Small-Scale Commercial Case – Synergy Consulting

Project Description:
Sq. Ft: 2,545 SF [236.4 m²]

Synergy Consulting is moving their offices to an urban office building and the staff are reviewing various proposals based off of their needs. The reception door must have visual access to the main corridor and employees require 24 access to the suite using their electronic key.

The Human Resource Director will occupy Office 1. Due to the personnel files being stored in the office, they require a secure room.

The area of work is a commercial space on the fourth floor of a 15 story office building. All windows are inoperable.

Project Requirements:

A. Adjacency:

- Primary Adjacencies
 - Reception Area & Conference Room
 - Office 4 & Open Office Area
 - Reception Area & Copy
- Secondary Adjacencies

Item Types

- Drag and Place
 - Candidates “drag” tokens onto a plan and “place” them on a specific location
- Hotspot
 - Graphical multiple-choice item
 - Candidates “click” on a specific location
- Fill-in-the-Blank
 - Candidates type in a number

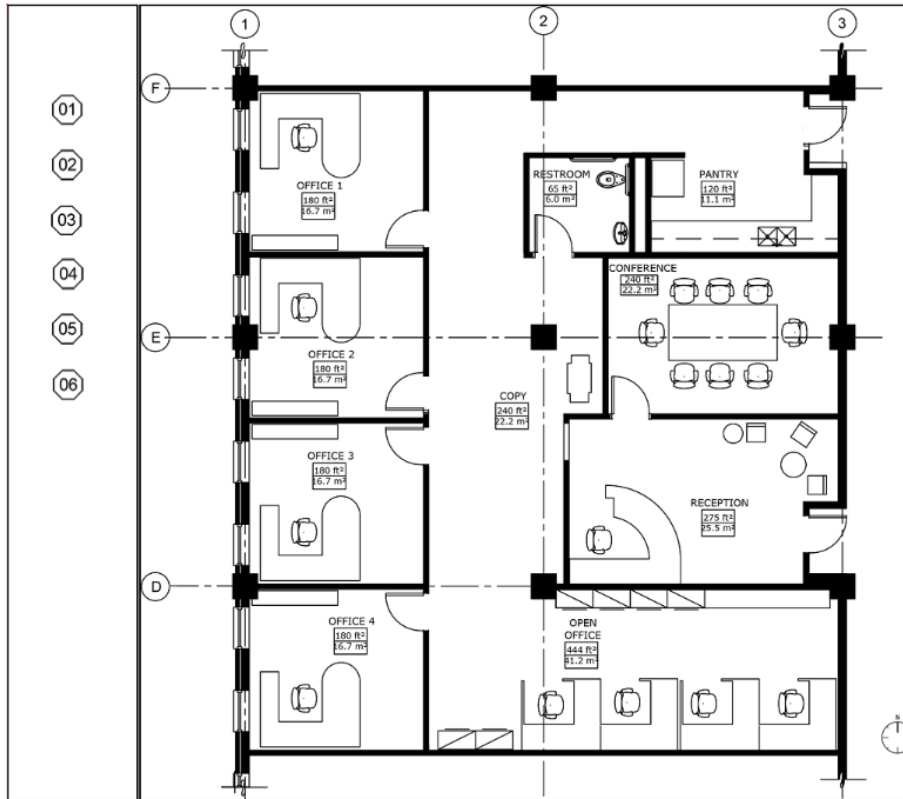
Practicum Item Types – Drag and Place

Select the correct dimension and place on the corresponding leader line to complete the universal design details.

8" Minimum [205 mm]	6" Minimum [152.4 mm]	<p>(a) elevation</p>	<p>(b) plan</p>
25" Maximum [635 mm]	15" Minimum [381 mm]		
36" Maximum [914.4 mm]	11" Minimum [280 mm]		
9" Minimum [230 mm]	29" Minimum [737 mm]		

Practicum Item Types – Drag and Place

Select the correct symbol and place where needed to identify the door most appropriate for entering the reception space from the corridor based on the schedule provided in the exhibit.



Exhibits

DOOR/FRAME/HARDWARE SCHEDULE								
TAG	DOOR SIZE		DOOR			FRAME		HARDWARE
	WIDTH	HEIGHT	MATL	TYPE	RATING	MATL	TYPE	TYPE
01	3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	SCW	F	20	HM	A	H2
02	3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	SCW	A	--	HM	A	H4
03	PR 3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	AL/GL	E	--	AL	E	H3
04	3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	SCW	A	--	HM	A	H2
05	3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	AL/GL	C	20	HM	A	H8
06	3'-0" (900mm)	7'-0" (21 m) 6'-2" (27 m)	SCW	C	--	HM	A	H7

DOOR TYPES

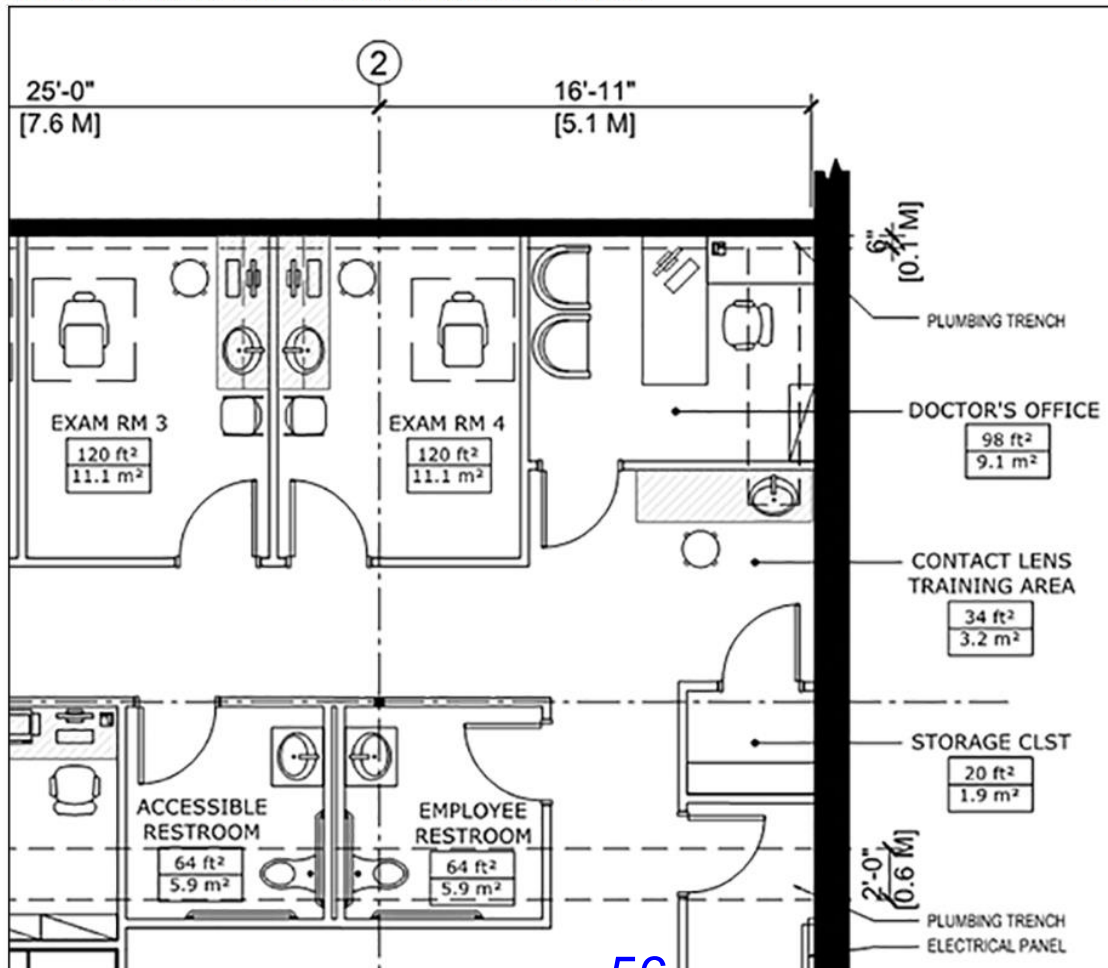
FRAME TYPES

HARDWARE LEGEND

MATERIAL LEGE

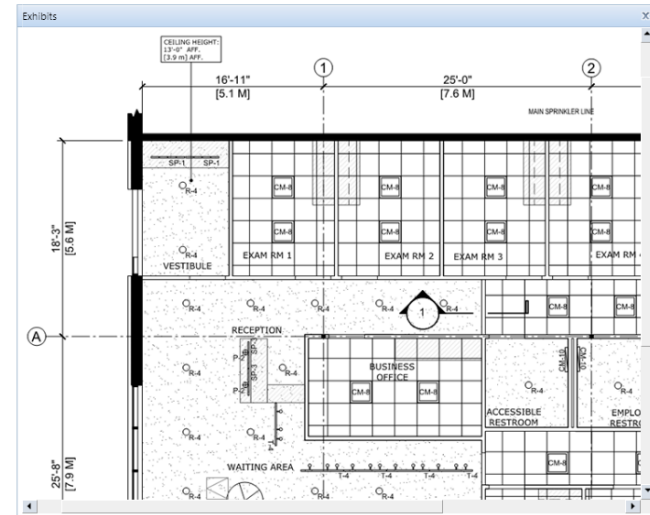
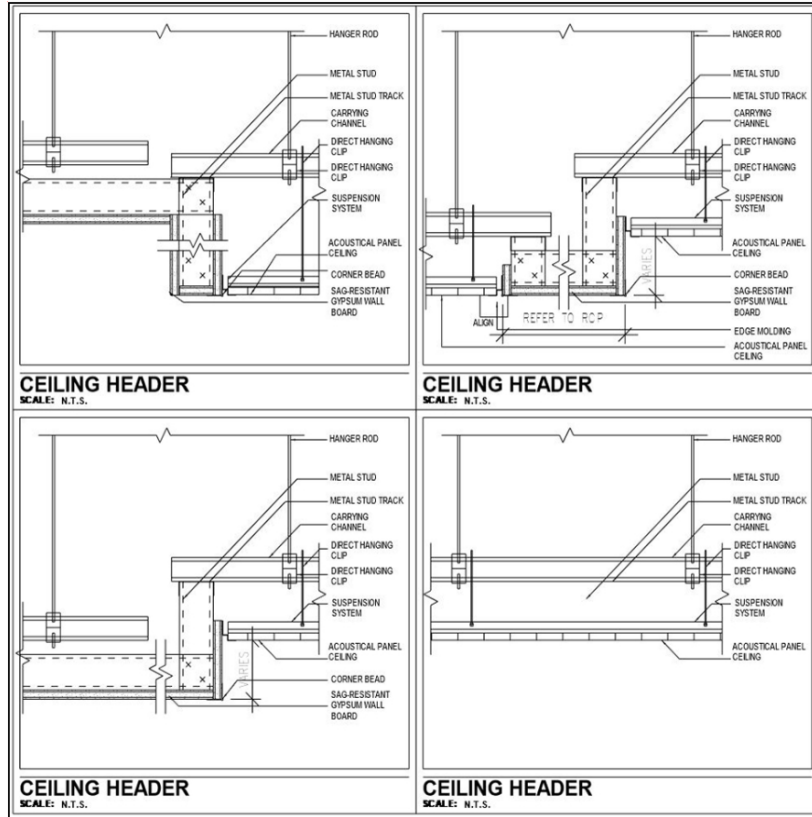
Practicum Item Types – Hotspot

Place the target to identify the incorrect push/pull clearance on the floor plan.

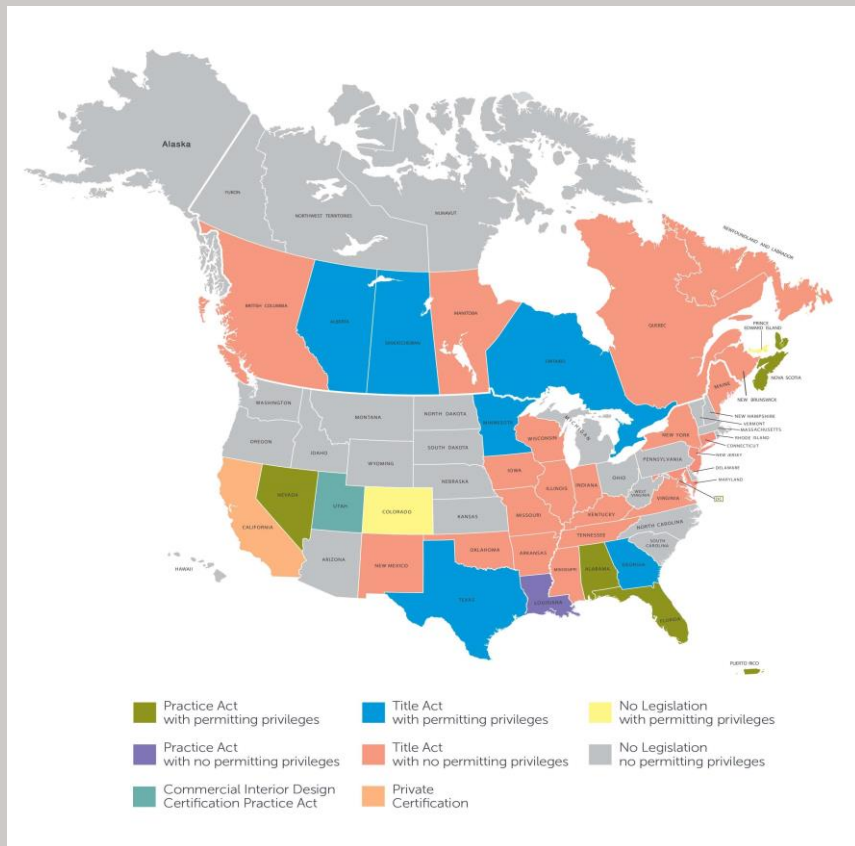


Practicum Item Types – Hotspot

Place the target on the detail below that best represents the ceiling transition indicated by the section marker on the RCP exhibit.



Jurisdictional Registration



Regulatory Environment



Infographics

INSIDE LOOK: THE NCIDQ EXAM DEVELOPMENT PROCESS



To ensure the NCIDQ Examination is valid, fair, and reliable, CIDQ complies with guidelines and standards published in The Standards for Educational and Psychological Tests. CIDQ works with a professional testing company that specializes in developing certification and licensure exams throughout the entire test-development and administration process.

1 PRACTICE ANALYSIS



During the practice analysis, a panel of interior design experts defines the overall practice areas and distinct tasks, knowledge, and skills required to validate competency.

Nearly 800 practicing interior designers review and rate the areas and tasks according to level of importance.



2 DEVELOPING A TEST BLUEPRINT



Based on the practice analysis, we develop an exam blueprint, which determines the relative weight of each practice area or task and the number of corresponding questions.

3 QUESTION DEVELOPMENT AND VALIDATION



Exam questions are written and reviewed by NCIDQ certificate-holding subject matter experts, who are trained in exam development best practices.

4 PRETESTING EXAM QUESTIONS

CIDQ pretests all questions before including them as scored items on the exam. Pretest results are analyzed statistically to ensure the quality and reliability of the overall exam.



CIDQ uses a leveling procedure to ensure that one test is not harder or easier than another.

5 EXAMINATION ASSEMBLY



For each exam administration, an appropriate number of questions from each content area is selected from pretested questions as specified in the test blueprint.

A committee of NCIDQ-certified exam reviewers works with testing experts to ensure maximum quality and an appropriate mixture of content.

6 REVIEW AND REVISION



The draft exams are again reviewed by the committee for technical accuracy and by testing experts to ensure process integrity.

7 PASSING SCORE



CIDQ works with our testing consultant to determine the defensible, criterion-referenced passing score.

The passing point allows CIDQ to validate an interior designer's ability to practice independently in a manner that protects public health, safety, and welfare.

8 TEST ADMINISTRATION



Specific, consistent processes are in place for admitting candidates into the exam room, using highly trained personnel to verify identity, provide security, allot test times, etc.

Testing facilities must meet CIDQ guidelines for security, proper room size, ventilation, restroom facilities, accessibility, and noise control.

9 PSYCHOMETRIC ANALYSIS

After each exam administration, CIDQ conducts systematic analysis studies to ensure the proper function of each question and of the test as a whole.

Psychometric analysis evaluates the quality of the exam using extensive reliability analysis and other studies.



CIDQ

CIDQ

Council for
Interior Design
Qualification

60

» LEARN MORE

225 Southeastern Lane, Suite 210
Alhambra, CA 91804
202.721.0220
info@ncidq.org
www.ncidq.org

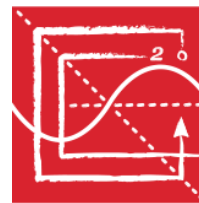


Council for Interior
Design Qualification

I.C.O.R. (Interprofessional Council on Registration)



CLARB



NCEES
advancing licensure for engineers and surveyors

FARB



Immediate Preliminary Scoring

- Multiple choice exam (IDFX, IDPX) candidates will receive their preliminary scores soon after taking the exam.
- Final and official scores for all exams will be released 6-8 weeks after the exam.

CIDQ
Council for Interior Design Qualification

Pass Your Score 670

Test Date: Oct 01, 2018

Interior Design Fundamentals Exam

Congratulations! A preliminary analysis of your test results show that you successfully achieved the passing standard for the **IDFX** Examination. After the final quality control review of all scores has been performed, notification of the posting of your official examination results report, within your secure MyNCIDQ account, will be sent to you via email approximately 6 weeks after the close of the current exam window.

Your score is reported as a scaled score. The passing standard is 500. A diagnostic analysis of your performance in each domain/content area is shown below.

Domain	Score (Scaled)
Programming and Site Analysis	670
Human Behavior and the Designed Environment	670
Building Systems and Construction	670
Furniture, Finishes, Equipment, and Lighting	670
Construction Drawings and Specifications	670
Technical Drawing Conventions	670
Design Communication	670

The NCIDQ Examination is comprised of three sections: 1) Interior Design Fundamentals Exam (IDFX), 2) Interior Design Professional Exam (IDPX), and 3) Practicum (PRAC). Candidates must pass all three sections of the exam in order to satisfy the NCIDQ Examination requirements and become NCIDQ Certified. For more information, visit www.cidq.org.

International Administration

- This past October, all three sections of the NCIDQ Exam were offered in 79 countries around the world at all Prometric Test Centers.
- This global expansion began in 2017 with an administration in the Middle East.

Recently Launched – Jurisdiction Portal

NCIDQ Certificate Holders + Jurisdiction Approved Candidate Search

CIDQ is only able to provide documentation for items it electronically has on file. Documentation (including educational transcripts and work verification forms) submitted prior to 2015 may not be in the individual's record. In that case, you would need to contact the individual directly and ask that they supply any additional documentation directly to your jurisdiction. CIDQ is actively working to upload historical information for certificate holders, including educational transcripts and work verification forms, as available.

Member Boards are able to view an Active NCIDQ Certificate Holder's record, as on file with CIDQ. For individuals who are inactive NCIDQ Certificate Holders, member boards will only be able to view the verification letter + wallet card. If the individual wishes to share additional information that CIDQ has on file with a specific member board, they must be an active NCIDQ Certificate Holder. Active NCIDQ Certificate Holders also have the option to share their record with multiple Member Boards for a small fee.

If the individual was approved by your jurisdiction, you will be able to see their contact and exam information.

Hide

Control Number

NCIDQ Certificate Number

Email address

Search

First Name

Last Name

Phone Number

City

Postal Code

Jurisdiction

Country

Jurisdiction [Any] ▼

Country [Any] ▼

Search

Jurisdiction Portal

NCIDQ Certificate Holders + Jurisdiction Approved Candidate Search

- Control Number
- NCIDQ Certificate Number
- Email address

Search

First Name

Last Name

Phone Number

City

Postal Code

Jurisdiction ▼

Country ▼

Search

Active NCIDQ Certificate Holders ▼

Control Number	Email	Cert Number	Active Date	Expiration Date	First Name	Last Name	City	Jurisdiction	Postal Code	Phone Number
----------------	-------	-------------	-------------	-----------------	------------	-----------	------	--------------	-------------	--------------

Inactive NCIDQ Certificate Holders ▼

Control Number	Email	Cert Number	Active Date	Expiration Date	First Name	Last Name	City	Jurisdiction	Postal Code	Phone Number
----------------	-------	-------------	-------------	-----------------	------------	-----------	------	--------------	-------------	--------------

Jurisdiction Approved Candidates ▼

Control Number	Email	First Name	Last Name	City	Jurisdiction	Postal Code	Phone Number
----------------	-------	------------	-----------	------	--------------	-------------	--------------

Jurisdiction Portal

NCIDQ Certificate Holders + Jurisdiction Approved Candidate Search

- Control Number
- NCIDQ Certificate Number
- Email address

Search

First Name

Last Name

Phone Number

City

Postal Code

Jurisdiction

Country


Search

Active NCIDQ Certificate Holders ▾

Control Number	Email	Cert Number	Active Date	Expiration Date	First Name	Last Name	City	Jurisdiction	Postal Code	Phone Number	
408343	TestX@1234.com	34028	Oct-31-2018	Oct-31-2019	Kimberly	Demo X	Columbus	Ohio	12345	111-222-3333	Download Details

Jurisdiction Portal

Verification Letter + Wallet Card

 Council for Interior Design Qualification

Kimberly Demo X
123 Main Street
Columbus, OH 12345

CERTIFICATE NUMBER: 34028

Dear NCIDQ Certificate Holder:

Congratulations on achieving NCIDQ Certification! New Certificate Holders receive their first year of Active Status free! Below you will find a wallet card to carry with you as you interact with colleagues and clients, showcasing your NCIDQ Certificate Status. By keeping your NCIDQ Certification in Active Status, you are entitled to these important benefits:

Distinguish Yourself with the NCIDQ Appellation!

- Show your clients and colleagues that you are NCIDQ Certified by using "NCIDQ" after your name on your correspondence and marketing materials – you've earned it by being knowledgeable and committed to the health, safety, and welfare of occupants of the spaces you design.

Promote and Verify Your Professional Certification

- Market yourself to clients using our Active NCIDQ Certified Interior Designers database.
- Verify the status of your NCIDQ Certification to clients or employers – instantly!

Build, Maintain, and Protect a Strong Profession

- Become a part of the CIDQ community by submitting your name to serve as a volunteer on a committee such as those that help write or review exam questions.
- Help to ensure that the NCIDQ Examination remains the standard for the profession by supporting our practice analysis and research efforts to inform and educated decision-makers about the exam and the profession.

The wallet card below may be used to verify your NCIDQ Certification status. *Carry it with pride!*

We are very grateful for your support, which enables us to keep the NCIDQ Examination current and protect the status of those like you, who have achieved this prestigious certification.

EXAM	DATE PASSED
Interior Design Fundamentals Exam	Nov-05-2018
Interior Design Professional Exam	Nov-05-2018
Practicum Exam	Nov-05-2018

Date Downloaded: November 7, 2018

Name: Kimberly Demo X

Certificate Number: 34028

Certificate Holder Since: Oct-31-2018

Active Certificate Status Expires: Oct-31-2019

 Council for Interior Design Qualification

Jurisdiction Portal

Details – Contact Information, NCIDQ Certificate Status, Passing Exam Results

Contact Information

Name: Kimberly Demo X
Address: 123 Main Street
City: Columbus
State: OH
Postal Code: 12345
Phone Number: 111-222-3333
Email: TestX@1234.com

NCIDQ Certificate Holder Status

NCIDQ Certificate Number: 34028
Current Status: Active
Effective Date: Oct 31, 2018
Expiration Date: Oct 31, 2019

Exam Information

Exam	Date	Result
Interior Design Fundamentals Exam	Nov-05-2018	Pass
Interior Design Professional Exam	Nov-05-2018	Pass
Practicum Exam	Nov-05-2018	Pass

Jurisdiction Portal

Details – Education

Education

College/University Country	United States of America
College/University State	Ohio
College/University	Ohio State University
Start Date	Aug-2012
End Date	May-2017
Degree Type	Bachelor
Major	Interior Design
Graduation Date	May-2017
Transcript	Download
Transcript Status	Complete - Degree Awarded

CONFIDENTIAL RECORD ISSUED IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

OFFICIAL TRANSCRIPT OF ACADEMIC RECORD

Jack Minner
Jack Minner
University Registrar

OSU
OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

3/15/2017

Term GPA	3.157 Term Totals	GPA Hours	Earned	Points
Cum GPA	3.198 Cum Totals	14.00	87.00	147.00

Beginning Undergraduate Record

Term GPA	3.140 Term Totals	GPA Hours	Earned	Points
Cum GPA	3.175 Cum Totals	98.00	65.00	184.200

Autumn 2012 Semester

Program	Explosion Unexcused	Plan	Autumn 2012 Semester	Autumn 2014 Semester			
Course	1110 01	Math 1101 Comp	3.00	3.00	B-	3.00	
Course	150 01	EXP 1100 01	1.00	1.00	B+	3.00	
Course	HESTRW	151 01	4.00	4.00	B+	13.00	
Course	MATH	1148	4.00	4.00	A	16.00	
Course	PHYS 1100	1100	3.00	3.00	B	9.00	
Team GPA	3.428 Term Totals	GPA Hours	Earned	Points			
Cum GPA	3.428 Cum Totals	15.00	15.00	51.400			

Spring 2013 Semester

Program	Explosion Unexcused	Plan	Spring 2013 Semester	Spring 2015 Semester			
Course	BARTHIC	1100	4.00	4.00	B	16.00	
Course	HESTRW	1102 01	5.00	5.00	A	14.00	
Course	HESTART	2008	3.00	3.00	C+	9.00	
Course	STAT	1100	3.00	3.00	B	9.00	
Test Credits Applied Toward Explosion Program							
Course	APC	2100	0.00	0.00	EM	0.00	
Course	POLTRC	1100	0.00	0.00	EM	0.00	
Test Trans GPA	0.000	Transfer Totals	0.00	0.00			
Team GPA	3.264 Term Totals	GPA Hours	Earned	Points			
Cum GPA	3.263 Cum Totals	14.00	15.00	41.500			
		99.00	33.00	92.900			

Autumn 2013 Semester

Program	Autumn 2013 Semester	Autumn 2015 Semester					
Course	CCAMP10	2100	1.00	1.00	C	3.00	
Course	CRS	1110	2.00	2.00	C+	4.00	
Course	DESIGN	2100	1.00	1.00	B	4.00	
Course	DESIGN	2100	1.00	1.00	A	5.00	
Course	DESIGN	2100	1.00	1.00	A	5.00	
Course	DESIGN	2100	1.00	1.00	A	5.00	
Course	DESIGN	2100	3.00	3.00	A	12.00	
Course	FOOTC1	2100	3.00	3.00	W	9.00	
Team GPA	3.075 Term Totals	GPA Hours	Earned	Points			
Cum GPA	3.223 Cum Totals	108.00	113.00	341.700			

Spring 2015 Semester

Program	Autumn 2015 Semester						
Course	DESIGN	4100	3.00	3.00	A	12.00	
Course	DESIGN	4100	3.00	3.00	B	12.00	
Course	DESIGN	4100	3.00	3.00	C+	9.00	
Course	ESPE	3000	3.00	3.00	B	9.00	
Team GPA	3.075 Term Totals	GPA Hours	Earned	Points			
Cum GPA	3.223 Cum Totals	108.00	113.00	341.700			

This transcript processed and delivered by Credentia[®] TranscriptsNetwork[®]

A SECURITY STATEMENT APPEARS WHEN PHOTOED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

Jurisdiction Portal

Details – Work History

Work History

Employer Name	Interior Design by Me
Employer Street Address	123 Main Street
Employer City	Cleveland
Employer Country	United States of America
Employer State	Ohio
Employer Postal Code	12345
Employer Phone Number	222-333-4444
Employer Website	Not Answered
Type of Business	Interior Design Firm
Your Job Title	Junior Interior Designer

Responsibilities While Employed	Conceptual/Schematic Design Design Development Construction Documents Programming Project Administration
---------------------------------	--

Employment Start Date	2017-05-15 12:00:00
Employment End Date	2018-11-06 12:00:00
Average Hours per Week	50.0
Number of Weeks Worked	77.0
Total Hours	3,850.0
Type of Employment	Direct Supervision
Supervisor/Sponsor Name	My Supervisor
Supervisor/Sponsor Phone Number	222-333-4444
Supervisor/Sponsor Email Address	mysupervisor@email.com

Work Verification Form Upload [Download](#)

CIDQ Council for Interior Design Qualification Work Verification Form

Page 1 to be Completed by Applicant

Applicant Name: Kimberly Demo X
 # Reg. NCIDQ Control Number: 408343

Applicant Employer Information

Employer Name: Interior Design by Me
 Employer Address: 123 Main Street
 City: Cleveland State/Province: OH Zip/Postal Code: 12345
 Phone: 222-333-4444 Website:

Type of Employer

Interior Design Firm Corporate In-House Retail Store
 Architecture Firm Educator Other

Your Title: Junior Interior Designer

Responsibilities While Employed (Check all that apply)

Programming Conceptual/Schematic Design Design Development
 Construction Documents Project Administration Other

Date of Employment (mm/dd/yyyy) From: 05/15/2017 To: 11/06/2018

Hours Worked Pre-Graduation (May be earned between your 90th semester/240th quarter credit of enrollment and your graduation date. If none, enter N/A.)
 Avg. hours worked per week: 0 x No. of weeks worked: 0 = 0 Total Hours (A)

Hours Worked Post-Graduation (Exceeds other certificates, diplomas, or degrees has been awarded.)
 Avg. hours worked per week: 50 x No. of weeks worked: 77 = 3850 Total Hours (B)

Overall (Total) number of hours worked (add A and B from above): 3850

Type of Employment (Check one)

Direct Supervision (A "direct supervisor" is a person who has detailed knowledge and direct control over your work, such as your immediate supervisor. This person may or may not work in the same physical location.)
 Supervised (A "supervisor" is a design professional who agrees to continue your work but does not have detailed knowledge and direct control over your work, such as an interior designer outside your firm.)
 Self-employed (This strictly represents an apprentice.)

Having CIDQ work verification requirements met does not guarantee that you will meet your local jurisdiction's requirements to be a licensed or registered interior designer. It is up to you and your local jurisdiction regarding their specific requirements.

1001 | 1201 NENDERLUNGE AVE. | AUSTIN, TEXAS 78701 | TEL: 512.453.1100 | FAX: 512.453.1101 | WWW.CIDQ.ORG | 1.800.351.8827

CIDQ Council for Interior Design Qualification Work Verification Form

Page 2 to be Completed by Supervisor or Sponsor

Applicant Name: Kimberly Demo X
 # Reg. NCIDQ Control Number: 408343

Section B: Direct Supervisor/Sponsor Information

Employment Setting/Type of Supervisor or Sponsor (Check one)

NCIDQ Certified Interior Designer (Hours worked count at 100%)
 NCIDQ Certified Interior Designer (Hours worked count at 100%)
 Licensed Architect who provides interior design services (Hours worked count at 100%)
 Licensed Architect who provides interior design services (Hours worked count at 20%)
 Interior Designer who is neither NCIDQ Certified nor Licensed (Registered in the U.S. or Canada (Hours worked count at 20% for a Director Supervisor or 50% for a Sponsor)
 Not supervised by a design professional (Hours worked count at 20%)
 Self-employed (Hours worked count at 20%)

*If you are self-employed, please write N/A in the fields below.

Name: My Supervisor
 Title: Principal
 Firm Name: Interior Design by Me
 Firm Address: 123 Main Street
 City: Cleveland State/Province: OH Zip/Postal Code: 12345
 Phone: 222-333-4444 Email: mysupervisor@email.com

Is all of the information the applicant provided in Section B correct? Yes No
 If no, please explain:

I would kindly request you to please check and to confirm to correct.

Signature: My Supervisor Date: 11/06/2018
 (Supervisor/Sponsor)

1001 | 1201 NENDERLUNGE AVE. | AUSTIN, TEXAS 78701 | TEL: 512.453.1100 | FAX: 512.453.1101 | WWW.CIDQ.ORG | 1.800.351.8827

Council for Interior Design Qualification

Thank you!

Any questions?



Thom Banks

Executive Director, CIDQ

tbanks@cidq.org

MEMORANDUM

DATE: December 3, 2018

TO: Member Board Members and Executives

FROM: Bayliss Ward
Secretary, Board of Directors

RE: *Continuing Education Guidelines*

We are pleased to present the attached proposed NCARB *Continuing Education Guidelines* and announce the commencement of a 120-day comment period ending on **April 2, 2019**, to solicit strategic feedback from our Member Boards. Your feedback can be submitted [here](#).

BACKGROUND:

NCARB's *Model Regulations* on continuing education were revised by a vote of the membership through resolution at the June 2018 Annual Business Meeting to align the previous Health, Safety, and Welfare (HSW) Subject Areas and Topics with the six practice areas reflected in the AXP™ and ARE®. As part of the discussion of the resolution, Member Board Members and Executives expressed a need for guidance in understanding continuing education offerings in carrying out their audit duties for licensure renewal. The Board of Directors therefore directed the development of NCARB *Continuing Education Guidelines*.

PURPOSE:

The NCARB *Continuing Education Guidelines* have been developed with the Member Boards in mind, to enhance your understanding of acceptable continuing education (CE) topics, types of CE offerings by accredited providers, and current adult learning methods. The information provided here is presented to inform Member Board review in any audit process of CE for continued licensure.

The NCARB *Continuing Education Guidelines* are not presented as “provider guidelines.” Accreditors of continuing education programs develop their CE provider requirements.

PROCESS:

The FY19 Continuing Education Subcommittee (CESC) and the FY19 Education Committee (EDU Committee), in close collaboration with NCARB staff and AIA National Professional Development & Resources Managing Director Stephen Martin, have reviewed and approved these *Continuing Education Guidelines*. The CESC and the EDU Committee agreed the NCARB *Legislative Guidelines, Model Law/Model Regulations* and the American Institute of Architects' (AIA) *Standards for Continuing Education Programs* should serve as model for this document. With authorization from the AIA Professional Development & Resources leadership, much of the text used in this document is reflective of information provided in the *AIA Standards* to avoid confusion or conflict in understanding the delivery of continuing education today.

STRATEGIC REVIEW by Member Board Members and Executives

The Board of Directors looks forward to receiving your strategic feedback on these *Guidelines*. We ask that your review consider if the information presented in the *Guidelines*:

- Clarifies acceptable subjects and topics that NCARB has identified to qualify as Health, Safety, and Welfare (HSW)?
- Assists you in understanding continuing education programs that qualify for HSW credit?
- Assists you in your process/approach to evaluation of licensee's continuing education submitted in support of an audit?

As noted previously, much of the text in the proposed *Guidelines* is taken from NCARB's *Legislative Guidelines, Model Law/Model Regulations* and the American Institute of Architects' (AIA) *Standards for Continuing Education Programs*. Therefore, commenting on this document is not the appropriate vehicle to suggest edits or modifications to that language.

To assist you in your review, text has been highlighted as follows:

AQUA Highlight: Text is verbatim from the *Legislative Guidelines, Model Law/Model Regulations*. Changes to this text would require development of a resolution for vote by the membership. Please note that the Model Law Task Force is currently reviewing the language in the *Model Regulations*. Changes proposed by the task force may require edits to this language in the future.

YELLOW Highlight: Text is verbatim from NCARB's standard introductory text included in all NCARB guidelines.

MAGENTA Highlight: Please note this information is included in the current edition of the NCARB *Education Guidelines* as an appendix.

HSW Topics listed by HSW Subject Area: The topics identified herein were included in the Sponsor's Statement of Support for the 2018 resolution modifying the HSW Subjects Areas in *Model Regulations*. These topics include the same topics that were identified in previous editions of the *Model Regulations*. Some topics have been added, related to training supervisors and resilience in architecture. The topics and their relevance to HSW Subject Area are the results over two years of study by the CESC and the EDU Committee. They are not meant to be all inclusive or limiting. Each licensing board has the sole discretion in the acceptance of topics considered as HSW.

RED Highlight: Text is verbatim from the American Institute of Architects' (AIA) *Standards for Continuing Education Programs*. The AIA has just completed a two-year review of their *Standard*. The revised *Standard* is being released on January 1, 2019. NCARB staff will continue coordination with the AIA's Professional Development team to ensure our *Guidelines* are updated if AIA modifies their *Standards for Continuing Education Programs*.

GREEN Highlight: Text is adapted from the American Institute of Architects' (AIA) *Standards for Continuing Education Programs*. Please be reminded the CESC and EDU Committee determined consistency in language was of utmost importance, therefore minimally modifying current acceptable descriptive text.

IMPLEMENTATION OF GUIDELINES

At its discretion, the Board of Directors may create or update guidelines based on the evolving needs of the Council and its Member Boards. Guidelines do not require a resolution or a vote of the membership.

HOW TO SUBMIT COMMENTS

The proposed *Continuing Education Guidelines* are now open for a 120-day comment period. Our goal is to provide all Member Boards with ample time to review and provide [feedback](#) before the board takes final action at the April Board of Directors Meeting.

We highly encourage all boards to submit comments, even if the board would like to submit a “no comment.” It is important that we hear from every Member Board. Comments should be submitted via [Survey Gizmo](#). The tool also provides an option to upload an attachment if the board would prefer to submit a letter.

The review and implementation schedule are as follows:

December 2 - April 2	Guidelines are open for comment
April 25 - 27, 2019	Board of Directors will review comments and take final action if appropriate

Questions should be directed to Director of Council Relations Josh Batkin at ibatkin@ncarb.org. We ask that you submit [comments](#) no later than April 2, 2019, so that the Board has time to review and consider before its meeting in late April.

Thank you in advance for your attention and continued engagement on this important matter.

Continuing Education Guidelines

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About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation, dedicated to helping professionals reach their career goals, providing key data about the path to licensure, and protecting the public's health, safety, and welfare. We are a nonprofit organization made up of the architectural licensing boards of 55 U.S. states and territories. While each jurisdiction is responsible for regulating the practice of architecture within its borders, NCARB develops and administers national programs for licensure candidates and architects. To accomplish this, NCARB develops and recommends national standards for the 55 licensing boards, who then issue licenses to applicants who meet their specific registration requirements.

Registration (Licensure)

Before an individual can officially be called an architect, they have to earn a license. Once they do, they'll verify to their firm and community that they're able to protect the health, safety, and welfare of those who live and work in the built environment. Each licensing board has its own set of requirements, but navigating them doesn't have to be complicated. NCARB has developed a number of tools and resources to help candidates succeed in meeting their jurisdiction's licensure requirements in education, experience, examination, and continuing education.

NCARB Mission

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

Note: This page will be updated by NCARB from time to time based the latest information.

What is Continuing Education?

NCARB Legislative Guidelines and Model Law/Model Regulations defines continuing education (CE) as:

Continuing Education (CE)

Continuing education is post-licensure learning that enables a registered architect to increase or update knowledge of and competence in technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.

The continuing development of professional competence involves a program of lifelong educational activities. Health, Safety, and Welfare Continuing Education (HSW CE) is the term used in this document to describe the educational subjects and topics that assist architects in achieving and maintaining quality in professional services protecting the public's health, safety, and welfare in the built environment.

INTRODUCTION

Who Should Use This Document?

Member Boards that require architects to complete continuing education as a condition of license renewal. This document identifies:

- Subject areas that qualify as Health, Safety, and Welfare (HSW)
- Acceptable types of continuing education programs
- Evaluation of programs for HSW content compliance in CE audits

This guide may assist Member Boards in their evaluation of CE documentation provided by architects in support of an audit. Member Boards may also use this document to identify topics the board may deliver to its licensees as a provider.

Architects who are required to complete CE as a condition of licensure renewal. This document will help the architect:

- Understand the national standards for continuing education programs
- Understand HSW subjects that are deemed acceptable by jurisdictional licensing boards

This document may assist architects in their selection of CE course subjects that meet the requirements of most licensing boards and many professional organizations.

CE providers developing courses for architects that are likely to be deemed acceptable by licensing boards as health, safety, and welfare topics. This document will help the provider:

- Understand the national standards for continuing education programs
- Understand jurisdictional licensing boards' standards for HSW continuing education-qualified programs

CE accreditors reviewing courses for architects proposed by providers seeking acceptance by licensing boards as health, safety, and welfare topics. This document will help the accreditor:

- Understand the national standards for continuing education programs
- Understand jurisdictional licensing boards' standards for HSW continuing education-qualified programs

INTRODUCTION

Why Do We Have Continuing Education?

Continuing education programs focused on health, safety, and welfare are an integral part of the lifelong learning required to provide competent service to the public. HSW CE courses enable architects to maintain their professional competence.

The Practice Analysis of Architecture is conducted periodically with architects, supervisors, mentors, licensure candidates, and educators to define the knowledge and skills they must possess and the tasks they must be able to perform competently to protect the public's health, safety, and welfare. The results of the survey are used by NCARB to establish the requirements of the Architectural Experience Program® (AXP™), develop the Architect Registration Examination® (ARE®), and inform the continuing education needs of practitioners.

The profession of architecture is characterized by constant expansion of relevant knowledge, ongoing changes, and increasing complexity. Advancing technology, globalization of commerce, increasing specialization, proliferation of regulations, and the complex nature of business transactions have created a dynamic environment that requires architects to maintain and enhance their professional competence continuously.

Acknowledgements

NCARB acknowledges that the *American Institute of Architects' (AIA) Standards for Continuing Education Programs* served as a model for this document.

Health, Safety, and Welfare Continuing Education (HSW CE)

Health, Safety, and Welfare (HSW) Defined

The *AIA Standards for Continuing Education Programs* (September 2018) defines Health, Safety, and Welfare (HSW). AIA Standard 23 states:

Licensed architects and affiliated design professionals have, in their professional practice, a positive duty to protect the public's health, safety, and welfare. Learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment, as defined below:

Health: Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.

Safety: Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare: Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

HSW Subject Areas

NCARB Legislative Guidelines and Model Law/Model Regulations define Health, Safety, and Welfare subjects as:

"Health, Safety, and Welfare Subjects

Technical and professional subjects related to the practice of architecture that the Board deems appropriate to safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment."

Health, Safety, and Welfare Subjects

INTRODUCTION

Learning programs must address one or more of the following subjects/topics that meet the definition of HSW on page six to be considered HSW CE:

HSW CE

PRACTICE MANAGEMENT: This category focuses on areas related to the management of architectural practice and the details of running a business.

PROJECT MANAGEMENT: This category focuses on areas related to the management of architectural projects through execution.

LEARNING
PROGRAMS

Acceptable topics include, but are not limited to:

Acceptable topics include, but are not limited to:

Applicable Laws and Regulations

Project Delivery Methods

Ethics

Contract Negotiation

Insurance to Protect Owner and Public

Pre-Design Services

Business Management

Site and Soils Analysis

Risk Management

Consultant Management

Information Management

Project Scheduling

Design for Community Needs

Quality Control (QA/QC)

Supervisor Training

Economic Assessment

Value Engineering

For additional information on knowledge, skills, and tasks related to Practice Management, please refer to:

For additional information on knowledge, skills, and tasks related to Project Management, please refer to:

[AXP Guidelines: Practice Management](#)

[AXP Guidelines: Project Management](#)

[ARE Guidelines: Practice Management](#)

[ARE Guidelines: Project Management](#)

Health, Safety, and Welfare Subjects (Cont.)

INTRODUCTION

Learning programs must address one or more of the following subjects/topics to be considered HSW CE:

HSW CE

PROGRAMMING & ANALYSIS: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

Acceptable topics include, but are not limited to:

- Land-Use Analysis
- Programming
- Site Selection
- Historic Preservation
- Adaptive Reuse
- Codes, Regulations, and Standards
- Natural Resources
- Environmental Impact and Ecosystem Risk Assessment
- Hazardous Materials
- Resilience to Natural and Human Impacts
- Life Safety
- Feasibility Studies

For additional information on knowledge, skills, and tasks related to Programming & Analysis, please refer to:

[AXP Guidelines: Programming & Analysis](#)

[ARE Guidelines: Programming & Analysis](#)

PROJECT PLANNING & DESIGN: This category focuses on areas related to the preliminary design of sites and buildings.

Acceptable topics include, but are not limited to:

- Building Systems
- Urban Planning
- Master Planning
- Building Design
- Site Design
- Safety and Security Measures
- Impacts, Adaptation and Mitigation of a Changing Climate
- Energy Efficiency and Positive Energy Design
- Sustainability
- Indoor Air Quality
- Ergonomics
- Lighting
- Acoustics
- Accessibility
- Construction Systems
- Budget Development

For additional information on knowledge, skills, and tasks related to Project Planning & Design, please refer to:

[AXP Guidelines: Project Planning & Design](#)

[ARE Guidelines: Project Planning & Design](#)

Health, Safety, and Welfare Subjects (Cont.)

INTRODUCTION

Learning programs must address one or more of the following subjects/topics to be considered HSW CE:

HSW CE

PROJECT DEVELOPMENT & DOCUMENTATION: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

Acceptable topics include, but are not limited to:

Construction Documents

Materials and Assemblies

Fixtures, Furnishings, & Equipment

CONSTRUCTION & EVALUATION: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

Acceptable topics include, but are not limited to:

Construction Contract Administration

Bidding and Negotiation

Post Occupancy Evaluation (POE)

Building Commissioning

LEARNING
PROGRAMS

CONTINUING
EDUCATION
COMPLIANCE

CONTINUING
EDUCATION
AUDITS

For additional information on knowledge, skills, and tasks related to Project Development & Documentation, please refer to:

[AXP Guidelines: Project Development & Documentation](#)

[ARE Guidelines: Project Development & Documentation](#)

For additional information on knowledge, skills, and tasks related to Construction & Evaluation, please refer to:

[AXP Guidelines: Construction & Evaluation](#)

[ARE Guidelines: Construction & Evaluation](#)

Learning Programs

HSW CE learning programs should be developed by individuals or teams having demonstrated a verifiable expertise in the subject matter. Expertise may be demonstrated through practical experience and/or education. An architect holding an active license should be consulted in the development of HSW CE learning programs.

Learning program content should be unbiased, evidence-based, and focused on increasing knowledge. Learning programs are not sales or marketing events and should not promote or market products or services. Learning programs should only contain material relevant to the program learning objectives and desired outcomes during the instructional portion of the program.

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Learning Objectives and Outcomes	12

Types of Learning Programs

Learning programs should be developed according to accepted and sound adult learning theory. Architects gain knowledge and skills through many venues and resources. Acceptable types of programs include:

Live in-person program

Group participation in live learning with real-time interaction of an instructor or subject matter expert and built-in processes for attendance and interactivity. Learners are together in one or more groups with an instructor or subject-matter expert instructor.

Live online program

Live learning with real-time, two-way interaction between an instructor or subject-matter expert and learners that provides the required elements of attendance monitoring and engagement where learners are in a solitary rather than group environment.

On-demand e-learning program

An educational program completed at any time or in any place that best suits the learner online or via another device individually without the assistance or interaction of a real-time instructor.

On-demand print/other program

An educational program completed individually by reading materials in print or online and completing a summative assessment.

Nano learning program

A tutorial program designed to permit a participant to learn a given subject in a 15-minute or 30-minute time frame using electronic media (including technology applications and processes and computer-based or web-based technology) or in person. A nano learning program differs from a longer program in that it is typically focused on a single learning objective. Nano learning is not a substitute for comprehensive programs addressing complex issues but is typically highly targeted and needs-based. Nano learning programs are excellent for just-in-time tutorials.

Blended learning program

An educational program incorporating multiple learning formats.

All learning programs should employ instructional methods that clearly define learning objectives and outcomes, guide the architect through a program of learning, and include learner engagement opportunities within the program delivery.

Learning Objectives and Outcomes

All learning programs should be based on relevant, well-formed learning objectives and outcomes that clearly articulate the professional competence that should be achieved by learners.

Learning programs for architects should specify knowledge level, content, and learning objectives so that potential participants can determine if the learning outcomes are appropriate to their professional development needs. Knowledge levels consist of introductory, intermediate, advanced, and update.

ASSESSMENT

There are many methods or tools that are used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of learning program participants. The most commonly recognized assessments include:

Formative assessment: Methods used to conduct in-process evaluations of learner comprehension, learning needs, and academic progress during a lesson, unit, course, or learning program. Formative assessments help instructors and learners identify concepts they are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to lessons, instructional techniques, and academic support. Review questions are a formative assessment tool.

Pre-program assessment: A method of measuring prior knowledge that is given before the learner has access to the course content of the program. Pre-program assessments may be used to tailor content more appropriately to a learner's needs and gaps.

Summative assessment: Test, portfolio, or other tools used to evaluate participant learning, skill acquisition, and achievement after a learning program. Outcomes of summative assessments are used to determine successful completion of a learning program.

The type of learning program determines the type of assessment. The most common form of assessment used in CE programs is summative. Summative assessments are typically required in the following learning programs:

- On-demand e-learning programs
- On-demand print/other learning activities
- Nano learning programs
- Blended programs where the primary component is on-demand learning activity

Live learning programs typically employ methods of formative assessment.

For details on how to develop learning programs, please refer to the accrediting organization's provider guidelines.

Continuing Education Compliance

INTRODUCTION

An architect's field of employment does not limit the need for continuing education. All architects should participate in HSW CE programs that maintain and/or improve their professional competence.

HSW CE

Selection of HSW CE programs should be a thoughtful, reflective process addressing the architect's current and future professional plans, current knowledge and skill level, and desired or needed additional competence to meet future opportunities and professional responsibilities.

LEARNING
PROGRAMS

CONTINUING
EDUCATION
COMPLIANCE

While most jurisdictions have set mandatory continuing education hour (CEH) requirements, the objective of continuing education should be maintenance and enhancement of professional competence, not attainment of hours.

CONTINUING
EDUCATION
AUDITS

Continuing Education Hour

NCARB Legislative Guidelines and Model Law/Model Regulations define:

Continuing Education Hour (CEH)

One continuous instructional hour (50 to 60 minutes of contact) spent in Structured Educational Activities intended to increase or update the architect's knowledge and competence in Health, Safety, and Welfare Subjects. If the provider of the Structured Educational Activities prescribes a customary time for completion of such an Activity, then such prescribed time shall, unless the Board finds the prescribed time to be unreasonable, be accepted as the architect's time for Continuing Education Hour purposes irrespective of actual time spent on the activity.

Structured Educational Activities

Educational activities in which at least 75 percent of an activity's content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods.

CONTINUING EDUCATION COMPLIANCE

Licensure Renewal

Each Member Board establishes their requirements for licensure renewal. Most boards require completion of continuing education as a condition for licensure renewal.

NCARB Legislative Guidelines and Model Law/Model Regulations include the following model requirement:

100.703 Renewal

[The Board may require that each registered architect demonstrate continuing education by including the following provisions.]

Continuing Education Requirements. In addition to all other requirements for registration renewal, an architect must complete a minimum of 12 Continuing Education Hours each calendar year or be exempt from these continuing education requirements as provided below. Failure to comply with these requirements may result in non-renewal of the architect's registration.

(A) Continuing Education Hours. 12 Continuing Education Hours must be completed in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities. Continuing Education Hours may be acquired at any location. Excess Continuing Education Hours may not be credited to a future calendar year.

(B) Reporting and Record keeping. An architect shall complete and submit forms as required by the Board certifying that the architect has completed the required Continuing Education Hours. Forms may be audited by the Board for verification of compliance with these requirements. Documentation of reported Continuing Education Hours shall be maintained by the architect for six years from the date of award. If the Board disallows any Continuing Education Hours the architect shall have 60 days from notice of such disallowance either to provide further evidence of having completed the Continuing Education Hours disallowed or to remedy the disallowance by completing the required number of Continuing Education Hours (but such Continuing Education Hours shall not again be used for the next calendar year). If the Board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the Board regulations.

Architects are responsible for compliance with all applicable state licensing bodies' continuing education requirements, as well as requirements, rules, and regulations of other government entities, membership associations, and other professional organizations or bodies.

Some licensing jurisdictions require specific types of continuing education (i.e.: accessibility, sustainable design, state building codes, ethics, etc.). Architects should contact each appropriate entity to which they report to determine its specific requirements or any exceptions that body may have to this document.

For jurisdiction-specific continuing education requirements, please refer to NCARB's [Licensing Requirements Tool](#).

Continuing Education Audits

INTRODUCTION

Many architect licensing board rules require audits of licensees' compliance with continuing education requirements. The frequency and type of audit is determined by the licensing board. If selected for an audit, an architect may be required to provide evidence of completion of learning programs deemed acceptable to the architect licensing board. Types of documentation may include:

HSW CE

LEARNING
PROGRAMS

CONTINUING
EDUCATION
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CONTINUING
EDUCATION
AUDITS

- A certificate or other verification supplied by the learning program provider
- AIA CES transcript
- For a college or university course that is successfully completed for credit, a record or transcript of the grade the learner received
- For college or university non-credit courses, a certificate of attendance issued by a representative of the university or college

Generally, a printed program agenda, program marketing materials, or an event program are considered insufficient evidence of participation in that program.

Julie Hildebrand

From: Hager, Maureen <MHager@ncarb.org>
Sent: Tuesday, January 29, 2019 3:55 PM
To: Julie Hildebrand; Debra Dockery
Subject: Texas A & M Freedom by Design service project

CAUTION!

This email originated from outside of the Texas Board of Architectural Examiners email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

TBAE Information Security

Good afternoon Julie and Debra,

I hope this email finds you well! I am reaching out about what we think is an exciting opportunity for the Texas board. In 2016, NCARB and the American Institute of Architecture Students (AIAS) began an initiative to connect state Member Boards with their local AIAS Freedom by Design program. This initiative has provided an exciting opportunity for licensing boards to engage directly with the communities in which they serve, while mentoring the next generation of architects. NCARB is proud to be a financial supporter and we are also seeking the support of our member boards.

We have just been informed that students at Texas A & M University are embarking on a project to make the home of a quadriplegic more accessible for her and her service animal, and they are looking for engagement and support from the Texas licensing board.

The goal of the project is to add improvements to the home of a woman in College Station to be more accessible, as she is a quadriplegic and has an aging service dog. The students are planning to design and rebuild the client's back porch to include ramps that are suitable for her needs and to complete an accessible path from the driveway to the back porch. Additionally, they are going to design a set of stairs so that the client's aging service dog can climb into the bed.

We are reaching out to see if anyone on the board is able to assist the students with the project by providing guidance, mentorship or general support. There are several ways to get involved based on the availability of your board, and we are happy to discuss the options with you, along with a more detailed description about the student's project goals.

We hope members of your board will consider working on this project. Please don't hesitate to let me know if you have any specific questions and I would be happy to chat further about next steps.

Thank you!
Maureen

Maureen Hager
Program Coordinator, Council Relations



National Council of Architectural Registration Boards

1801 K Street NW Suite 700K
Washington, DC 20006
Direct: 202-879-0551
Customer Service: 202-879-0520

Julie Hildebrand

From: Hager, Maureen <MHager@ncarb.org>
Sent: Monday, February 04, 2019 9:23 AM
To: Julie Hildebrand; Debra Dockery
Subject: University of Houston Freedom by Design project

CAUTION!

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TBAE Information Security

Good morning Debra and Julie,

I hope you're well. I am writing to share more news regarding the AIA Freedom by Design program. We have been informed by AIAS that another Texas project has been declared, this one at the University of Houston.

Students at the University of Houston are working with a non-profit, Tier 1 school to design and build a canopy for the student play area. This canopy would make the play area more accessible for the children and offer them added access to educational opportunities. As with the project I shared with you last week, the students are interested in engagement and support from the Texas licensing board.

We are reaching out to see if anyone on the board is able to assist the students with the project by providing guidance, mentorship, and general support. There are several ways to get involved based on the availability of the board, and we are happy to discuss the options with you, along with a more detailed description about the student's project goals.

We hope members of the board will consider working on this project. Please don't hesitate to let me know if you have any specific questions and I would be happy to chat further about next steps.

Thank you!
Maureen

Maureen Hager
Program Coordinator, Council Relations



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Julie Hildebrand

From: Hager, Maureen <MHager@ncarb.org>
Sent: Wednesday, February 06, 2019 11:03 AM
To: Julie Hildebrand; Debra Dockery
Subject: RE: Freedom by Design projects

CAUTION!

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TBAE Information Security

Good morning Debra and Julie,

I apologize for the recent influx of emails. AIAS send us projects on a rolling basis and we have 2 more that have just come in as of yesterday.

The project descriptions are below and our request to you is the same as it has been. We are reaching out to see if anyone on the board is able to assist the students with the project by providing guidance, mentorship, and general support.

1. Students at the University of Texas at San Antonio will be participating in a local event called "Barkitecture." Participants construct a dog house that is auctioned off to the community. The proceeds go toward local pet shelters. Architecture students in the Freedom by Design program collaborate with Construction students to design and build the dog house.
2. Students at Prairie View A & M will be working with a local elementary school to design, construct, and paint a small outdoor pavilion that students can use and access while they are at school.

Please do not hesitate to reach out if you have any questions or if you would like me to connect you with the local student director.

Thank you!
Maureen

From: Hager, Maureen
Sent: Monday, February 04, 2019 10:23 AM
To: Julie Hildebrand <julie.hildebrand@tbae.texas.gov>; 'Debra Dockery' <debra@debradockeryarchitects.com>
Subject: University of Houston Freedom by Design project

Good morning Debra and Julie,

I hope you're well. I am writing to share more news regarding the AIA Freedom by Design program. We have been informed by AIAS that another Texas project has been declared, this one at the University of Houston.

Students at the University of Houston are working with a non-profit, Tier 1 school to design and build a canopy for the student play area. This canopy would make the play area more accessible for the children and offer them added access to educational opportunities. As with the project I shared with you last week, the students are interested in engagement and support from the Texas licensing board.

We are reaching out to see if anyone on the board is able to assist the students with the project by providing guidance, mentorship, and general support. There are several ways to get involved based on the availability of the board, and we are happy to discuss the options with you, along with a more detailed description about the student's project goals.

We hope members of the board will consider working on this project. Please don't hesitate to let me know if you have any specific questions and I would be happy to chat further about next steps.

Thank you!
Maureen

Maureen Hager
Program Coordinator, Council Relations



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AIAS FREEDOM BY DESIGN MANUAL

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UNDRAISING • COLLABORATE • ARCHITECTUR
SUSTAINABILITY • LEARNING • ENGAGEMENT

Across the United States, there are large numbers of people who face challenges everyday due to a disability or accident. What is the solution? Inclusive design that takes everyone into consideration and allows for the best use of space.

AIAS Freedom by Design, the American Institute of Architecture Students community service program, utilizes the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. From accessibility modifications to landscaping, emergency plan guides to signage; our priority is to improve the safety, comfort, and dignity of those around us.

AIAS Freedom by Design could not be where it is today without the continued support and guidance of the AIAS Board of Directors, AIAS Staff, and Students across North America.

INTRODUCTION

FBD MISSION STATEMENT

AIAS Freedom by Design is a program of the American Institute of Architecture Students (AIAS) that utilizes the skills and talents of architecture students in service to their community. AIAS FBD projects should better the community, promote skill building, and foster relationships.

FBD VISION STATEMENT

AIAS FBD empowers students to become owners in a process that radically impacts the lives of people in their communities through design and construction solutions.

SNAPSHOT OF THE FBD PROCESS

<u>Find Leadership</u>
<u>Find a Project</u>
<u>Declare your Project</u>
<u>Material Gathering & Fundraising</u>
<u>Design</u>
<u>Find Volunteers</u>
<u>Build It</u>
<u>Document</u>

The process for each AIAS Freedom by Design team typically begins at the end of the spring semester. Each team should be compiling lists of potential projects, laying groundwork to seek out their official client in the following fall academic term following the AIAS Freedom by Design Orientation at Grassroots.

The first major step to establish an AIAS FBD program begins at the annual Freedom by Design Orientation track at AIAS Grassroots, attended by the FBD Director, or someone on the leadership team. During the orientation, FBD Directors gain valuable information on taking a project from start to finish, see precedent from other schools and form close bonds with other FBD Directors around the nation. FBD Directors return to their campus to share what was learned at the orientation with their teammates and begin seeking possible clients. Chapters seeking NCARB Grant Funding should declare their projects before the deadlines listed on the AIAS website.

The second step is for the Director and the rest of the FBD team to review the FBD Manual as well as the FBD Project Scope and discuss what project level would best suite their chapter this semester. In addition, teams should also begin contacting potential clients, for instance: local hospitals, churches, occupational and physical therapists, veterans' offices, and city and/or county housing agencies.

Once a team has identified potential clients, they should set up one or more site visits in order to meet with the client, gather information on the project such as constraints, take photos, etc. After the visit, chapters with multiple potential projects should compile a pros and cons list to help in the decision making process. Once the project has been selected, the FBD Director will meet with their team and mentors to discuss how to move forward. Following that meeting, the AIAS FBD team is encouraged to declare their project to the AIAS National Office. The team will then move into the pre-design phase of the project, often holding a design charrette, working with other members of the school and community as well as the client. Once the design is finalized, the team focuses on gathering volunteers, securing a building permit (if necessary), gathering materials and donations, and setting a schedule for the build. The final phase in the project is actually completing the build, which takes considerable coordination by the team and other volunteers.

PRO TIP:

While a single person may be qualified to serve in both mentor roles, the AIAS FBD Director will want to foster multiple relationships in order to broaden the network of professionals available to aid in the project.

The Design and Construction Mentors

Mentors are to be wise and trusted counselors for their mentees. A mentor's knowledge, experience, encouragement, and skills offer guidance, advice, and small amounts of hands-on training. However, while a mentor can steer a mentee in the right direction to reach their potential, a mentor should not attempt to force change against the will of the younger leader or activist.

The Mentor Should Expect To:

- Provide guidance
- Create a positive counseling relationship and climate for open communication
- Help the team members identify problems and solutions.
- Lead the AIAS FBD team through problem solving processes
- Offer constructive criticism
- Share your own thought processes and availability with the team
- Solicit feedback from the team

Together the Mentor & the AIAS FBD team should:

- Identify roles the mentor can play to help the team achieve their goals
- Communicate on a regular basis
- Refer back to previous conversations to make sure that things have been done
- Set the agenda for each meeting

Where to Find a Mentor:

- If you are having trouble recruiting mentors, start by asking your AIAS Faculty Advisor for some help. They are often your eyes, ears, and voice when it comes to the faculty. Many Advisors know what other professors might be interested in supporting an FBD Program.
- Many students say that finding a Design Mentor is much easier than finding a Construction Mentor. The best way to recruit a Construction Mentor is often through your Design Mentor. Being active in the workforce, your Design Mentor should have contacts in the construction field. Ask them if they would be willing to give you contact information or reach out themselves.

Design Mentor Responsibilities

While working with the AIAS FBD Captain and AIAS FBD project volunteers, the Design Mentor has four main responsibilities:

1. Meet regularly with the team to review design progress and to verify appropriateness of proposed design.
2. Suggest additional training materials and secondary design concepts.
3. Provide guidance to enhance the team's professional growth.
4. Confer, if needed, with the team and client.

Translating each of these responsibilities into actual activities with the AIAS FBD team will vary depending upon where the mentor resides and how busy their professional life is. Similarly, mentors must be conversant with the client, local accessibility codes and the principals of universal design which determine the project's purpose, objectives, organization, and procedures.

Regular Meetings

With respect to scheduling regular meetings, ideally the Design Mentor will be available for in person meetings at least twice per month. While this may not always be feasible, the more often there is interaction, the greater likelihood exists for the mentoring relationship to mature and, in turn, positively influence the professional growth of the program's members. Regular dialogue promotes open and continuous exchange of ideas and information. In instances when direct in-person meetings cannot be scheduled, alternative means of communicating should be pursued such as e-mail and/or telephone calls.

PRO TIP:

Design mentors must be licensed architects in the state your chapter resides in.

Design Mentors can be found by speaking to a faculty member at your school, by reaching out to your local AIA component, or by talking to former or current employers of team members, etc.

TBAE EVENT CALENDAR 2019

JANUARY 2019						
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 (Closed)
- 08 86th Legislative Session Begins
- 21 M.L. King Day (Closed)

JULY 2019						
S	M	T	W	Th	F	S
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- 04 Independence Day (Closed)
- 05 TBAE Holiday (Skeleton)

FEBRUARY 2019						
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- 04 CLARB MBE Comm. Mtg. Reston, VA
- 18 Presidents Day (Closed)
- 21 Board Meeting

AUGUST 2019						
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- 02 NCARB Licensing Advisors Summit – Minneapolis MN
- 08 METROCON19, Dallas
- 13 Board Meeting
- 27 LBJ's Birthday (Skeleton)

MARCH 2019						
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- 07 NCARB Regional Summit – Nashville, TN (Debra, Julie, Joyce)
- 08 CLARB Board Meeting San Antonio

SEPTEMBER 2019						
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- 02 Labor Day (Closed)
- TBA 2019 LRGV-AIA Comm. Conference & Expo - South Padre Island
- 25 CLARB Annual/Board Meeting – St. Louis, MI

APRIL 2019						
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- 19 Good Friday (Skeleton)
- 24 Texas ASLA Conference Irving
- 30 Personal Financial Statement Filing Deadline

OCTOBER 2019						
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- 24 TxA 2019 80th Annual Conference & Design Expo - Galveston

MAY 2019						
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- 24 NCARB Model Law Task Force - Washington, DC
- 27 Memorial Day (Closed)
- 27 Last day of Legislative Session

NOVEMBER 2019						
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- 08 2019 CIDQ Council of Delegates Meeting – San Antonio
- 11 Veterans Day (Closed)
- 19 Board Meeting
- 28 Thanksgiving Day (Closed)
- 29 Day after Thanksgiving (Closed)

JUNE 2019						
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- 07 CLARB Board Meeting Vancouver, BC
- 13 Board Meeting
- 19 Emancipation Day (Skeleton)
- 20 NCARB Annual Business Meeting - Washington, DC

DECEMBER 2019						
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- CLARB Board Meeting Reston, VA
- 24 Christmas Eve (Closed)
- 25 Christmas Day (Closed)
- 26 Day after Christmas (Closed)
- 27 Agency Holiday (Skeleton)
- 30 Agency Holiday (Skeleton)
- 31 Agency Holiday (Skeleton)