



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

# LICENSING NEWS

ARCHITECTURE • INTERIOR DESIGN • LANDSCAPE ARCHITECTURE

OCTOBER 2016

## CHAIR'S COLUMN

### Mentoring: A Conversation with TBAE Chair Debra Dockery

Debra Dockery, AIA serves as Chair of the Texas Board of Architectural Examiners (TBAE). Ms. Dockery not only is an accomplished Texas architect, but has devoted years to mentoring emerging design professionals. What follows is a conversation with Ms. Dockery about mentoring.

**Q: I imagine you had some really great mentors when you were starting out. Who were they?**

Starting with my first part-time summer job, the head draftsman in the production department took me under his wing. The mentor needs to reach out to mentees as much as vice versa; this was my first important lesson. Next there was the employer mentor who stressed design accountability, and the firm principal whose expertise was construction administration. Most notable was a female architect employer 15 years my senior who had been at the forefront of removing discrimination in public procurement processes. She was an unparalleled mentor in public presentation, marketing, and client relations. Over the years she has become a dear friend and the mentor/mentee relationship evolved to one of mutual trusted advisors and confidants.

**Q: What were the most important lessons you learned from them?**

One of my mentors suggested that at some point in my architectural training I would need to read the building code cover to cover, not so much to memorize the entire code, but to know what was included. The important lesson was that a design professional needs to know where to look for answers, not necessarily to memorize all that contributes to a design. Understanding the roles and responsibilities of our multi-party design and construction process was a key lesson; neither shirking responsibility when warranted nor assuming responsibility for an action of a separate party. Continual learning and development was an important lesson, too.

Keeping pace with changes in the profession is so important in maintaining standard of care. (Some will remember that asbestos was a common and acceptable building product when I started my professional career.) Good business practice was possibly the most valuable mentor lesson. So many design firms fail not due to lack of talent, but due to lack of business acumen.

**Q: What are the most important things you try to instill in your mentees?**

I try to instill the same values my mentors provided to me: ethical conduct, respect for colleagues, clients, and design team partners, a commitment to do right, and an enduring passion for the creative process.

**Q: What advice would you offer to fellow mentors among the design professions?**

I derive as much benefit in mentoring for my own continuing development as I suppose I give to my mentees. Further, an adequate pool of well-educated, responsible and responsive professionals is necessary for the health of our respective design professions. If we are not promoting enough trained and licensed persons into the profession, and the work exceeds the available workforce, project owners will find alternative sources with potentially catastrophic results.

**Q: Any suggestions to colleagues to make their firms excellent places for interns to learn?**

I believe the most important aspect of the employment of interns is to give the opportunities to experience every aspect of the design process, including the pitfalls and best practices of business ownership. An aspiring professional may not realize their aptitude in different practice areas and the firm may benefit from unexpected talents.

*Continued on page 3*

# Supporting interns on their path to registration

In this issue of *Licensing News*, our focus is on aspiring design professionals. If you are reading this column, more than likely you were once an intern, too. And you'll remember that the path to registration isn't only about passing a litany of exams and earning hours, weeks, and months of experience in a professional setting. It's a personal journey, too.

After earning a professional degree, it is assumed you'll find a job and continue to gain experience. But that doesn't mean all the other parts of life are placed on hold. Graduation often is a time when people start thinking about getting married, beginning a family, buying a home, preparing for the future. It can mean long work days followed by long nights studying for the professional exam, all while finding the right neighborhood with the right schools—or even the right city.

I remember those days on the path toward becoming licensed as a Texas attorney, so I have some idea what emerging professionals are facing. But at a conference for licensing advisors recently, I was reminded acutely of what future design professionals are going through this very year. I'd like to share with you some thoughts and observations from an emerging design professional with a bright future, Melinda Pogwizd of Madison, Wisconsin.

Melinda was a featured speaker at the licensing advisors summit, hosted by the National Council of Architectural Registration Boards (NCARB) this year. Her remarks were informative to me and, I immediately recognized, reflective of the experience of so many emerging professionals here in Texas.

"I returned to work full time when my daughter was 3 months old. Obtaining my license has always been part of the plan. I know it's important to balance work and family but at the end of the day, advancement in my career makes all the juggling seem worth it." That was Mrs. Pogwizd's statement of both the challenge and the goal.

Luckily, Melinda's firm supports emerging professionals balancing home and work life: "I remote on Fridays, work earlier days

throughout the week, and skip out for all kinds of doctor appointments. The leadership strategy in our office is dedication to your clients and doing a great job but has nothing to do with what time you come in and leave, and where your desk happens to be that day." But her hours are long, and she wondered "...when and how could I find the time to study? That is the question I'm so desperately trying to answer."

As a regulator who was once an emerging professional, this question is familiar to me and one I think about often. Everyone will solve the problem in a way that works for him or her. Melinda has chosen her path and doubtless will reach her goal.

But what sets her apart, to me, is that while she's juggling life, Melinda is also an [NCARB Licensing Advisor \(formerly known as IDP Coordinator\)](#) to her fellow emerging professionals. And she describes that role well: "As licensing advisors, it's our job to inspire others to continue to accomplish their licensing goals, be a resource for information regarding all things NCARB but most importantly to empathize with the complexity of personal lives..."

As your occupational licensing agency, we too have a role. A core principle here at TBAE is to remove as many obstacles as possible from your path to licensure, and once licensed, from your ability to practice. With that in mind, we've streamlined the experience requirements for architectural candidates by eliminating the elective hours. We accept the brand new AXP Portfolio, an alternate way to meet the experience requirement. The Broadly Experienced Architect certificate process is being redesigned to go in effect in 2017, for yet another alternative option. The LARE and NCIDQ exam were redesigned to be more computer-based, and the LARE is now offered three times a year instead of twice. And at TBAE, we're always on the lookout for ways to adapt and make the path to licensure simpler.

The final piece of the puzzle is one Melinda noted specifically: her firm is committed to supporting its emerging professionals.

*Continued on page 4*

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**Q: For how many future design professionals have you served as mentor?**

I have mentored almost 20 individuals directly, but many more informally or in a limited role. In the limited role, I have provided guidance to persons who got off track in their careers or their licensing quest. I try to provide a roadmap for re-grouping and getting back on track.

**Q: Do you have any particular thoughts for women pursuing the design professions?**

My advice for all who are entering the profession is to set your own course, establish goals, and do not be deterred. There are many examples of women who have followed different paths and different timelines to a successful career. Seek out a mentor whose path may inspire you.

**Q: How would an aspiring design professional go about finding a good mentor?**

Be proactive in seeking mentors. A mentor doesn't have to be someone in the firm where you work, although this is a benefit for more continuous professional development. Seek out the persons who seem to be the most broadly experienced. Most professionals are flattered to be asked for their advice.

**Q: Do you see a difference between inspiration and mentoring?**

Inspiration is providing the good example, leading by doing, and active encouragement. Mentoring is all that, but more importantly it is the one-on-one honest assessment of the individual, focused on addressing their short-comings or promoting their skills, evaluating their knowledge base, and providing suggestions on their next steps in the professional development process.

**Q: What are your thoughts for aspiring design professionals on work-life balance?**

It is a positive sign that people of all generations are starting to realize that 60-plus hour work weeks are not healthy and not productive. It is hard in the design professions to find balance, though, since most of us love what we do; the division between "work" and "life" is not so clear-cut. And, those who have been through a devastating economic downturn are sometimes fearful of not seeming committed enough. I don't know the exact statistics, but it seems more married couples choose to open design firms together than couples in

other professions. I would think this is partly mutual respect, and partly the ability to fill in for the other when life interferes with work.

**Q: Some firms have established mentorship programs. Usually those are larger firms. What would you suggest for smaller firms in the same vein?**

Smaller firms actually have advantages over larger firms, in many respects, in establishing a well-rounded mentorship program. Large firms may have more resources for in-house continuing education, but the smaller firms can provide more one-on-one conversations. The everyday work in the office is an opportunity to expose the mentee to all aspects. If the firm is working on a marketing request for qualifications or an issue arises on a jobsite, the mentee can be brought into the conversation at least to listen and learn. A small firm requires everyone to be multi-discipline and multi-talented. The sooner an aspiring professional develops skills in other areas, the more depth of talent a small firm will possess.

**Q: What topics are best taught via mentorship, rather than in formal university study?**

University studies, by virtue of being academic, are necessarily theoretical in focus. Training and mentorship are applying those same studies to real-world situations. Some topics may be better understood in the actual application, like construction administration activities or business development. Even in design studies, the freedom of exploring the theoretical in academic studies enhances design talents once the application of the realities of budget, time, and technology are experienced in an actual built project.

**Q: How is mentoring today different (or not different) than mentoring your first emerging professional?**

Mentoring and internship today have more resources, more structure, and more formality. There is also much more awareness of the responsibility of licensed professionals, especially employers, to mentor the next generation. When I entered the profession, internship was time-based, not activity-based. With no real structure to the required experience, it was up to the mentee to seek out persons who might be able to guide them. With the current NCARB AXP program, for one, the aspiring professional has a comprehensive list of experience to be gained. This is a head start in the conversation, and

*Continued on page 4*

## CHAIR'S COLUMN *(Continued)*

clues the mentee in to the content of experience needed.

### **Q: Do your former mentees stay in touch?**

Many of my former mentees are still in San Antonio where I reside. Some have opened their own firms and the relationships have evolved to that of respected colleagues. I do keep in touch with my former mentees and consider them friends, as well.



**Debra Dockery, AIA**  
*Chair*

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## INSIGHT FROM THE EXECUTIVE DIRECTOR *(Continued)*

As state regulators, we at TBAE can't tell firms how to run their business. But we can share ideas and wisdom collected from across the state and nation for you, as a mentor or firm owner, to consider. Some of those best practices are found below this column, and we urge anyone in a mentorship position to think about whether they might make sense. The design professions in Texas are strong, and thinking about the future of those professions can only help ensure that the state is safe, sustainable, and accessible for everyone.



**Julie Hildebrand**  
*Executive Director*

## How firms become intern-friendly

Across Texas and the nation, firms are becoming more accommodating to their emerging professionals. What's more, some firms actively compete for highly qualified interns by creating the best possible environment to develop their skills and strengthen the firm's workforce. Below is a sampling of the ways in which firms can foster their emerging professionals.

- Subsidize examination fees
- Pay for any costs of an intern's internship or experience program
- Offer a bonus or raise upon completion of the examination
- Provide paid time off for studying for and taking exam sections
- Designate an in-house Licensing Advisor to mentor emerging professionals
- Maintain an in-house library of examination study books, practice exams, and materials
- Pay an intern's costs for membership in a professional organization
- Schedule and hold progress review meetings between emerging professional and mentor or Licensing Advisor
- Collaborate with local colleges, universities, and professional organizations to create a support network for interns

## What your firm and your interns need to know

- ARE 5.0 is coming. See below about eligibility.
- IDP is now streamlined, and known as AXP
- CLARB offers the LARE exam three times each year, instead of only two

### **A note about ARE 4.0 and 5.0 eligibility**

NCARB will be launching the new ARE 5.0 beginning November 1, 2016. If you currently have an NCARB "Eligibility to Test" under ARE 4.0, you will have the option of scheduling ARE 5.0 sections on November 1. If you wish to continue testing under ARE 4.0, you will have until June 30, 2018 to do so.

If you do not yet have an NCARB record, and still wish to start and finish the ARE 4.0, you must apply to NCARB by October 31, 2016. An NCARB council record started after October 31 will be processed to start the ARE 5.0. A TBAE application does not meet this requirement; your NCARB council record is what establishes your eligibility to test.

To establish your NCARB record, visit <https://my.ncarb.org/Login/> or call their customer service line at 202-879-0520.



**Tony Whitt**  
*Continuing Education Coordinator*

## How to document your continuing education.

In this issue's column about continuing education (CE), I'll share with you some simple wisdom that should make your next CE audit a breeze. The only equipment required, at maximum, is a manila folder.

The sole purpose of the CE audit is to confirm your attendance at the classes you submit. When proving to TBAE that you've completed your 12 required hours of continuing education each calendar year, you are asked to provide documentation. What I ask you to send me is documentation indicating that you've met your CE requirement for the indicated calendar year. There are basically two ways you can do that.

About 60 percent of responses I receive are in the form of a course completion certificate; that's the slip of paper you're given at the end of the course to show you were in attendance. A good course completion certificate will include the date, the name of the class, the instructor's name, and the length of the class. Label a folder by the calendar year, and file that calendar year's certificates in the folder. Your course completion certificates are the gold standard in surviving an audit; there's no need to send other materials, like course outlines, online screenshots, or printouts of the PowerPoint presentation.

Another great option, for those who take advantage of it, is a transcript of your CE classes provided by professional organizations like the AIA, ASLA, or IDCEC. If you have the full 12 hours of health, safety, and welfare-related (HSW) hours in your transcript for the calendar year, submitting your transcript is a simple way to pass your audit with flying colors.

What about self-directed hours? Up to four of your 12 required hours each calendar year can be self-study (not in a classroom setting, and with no course completion certificate), and documenting those hours is simple too. All you need to do is to print out the first page of the HSW-related material you read, sign it, date it, and indicate how long you read it. If you read, for instance, the Texas Accessibility Standards online for an hour, just print out the first page you read and follow the process above. Then file that page in the same folder where you have your course completion certificates, and have it ready to send if you receive an audit notice.

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**Contact Tony Whitt directly about continuing education issues!**

PHONE: **512-305-8528** • EMAIL: [ce@tbae.state.tx.us](mailto:ce@tbae.state.tx.us)

## Under consideration: Small surcharge for most in-state architects

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Here at TBAE, we are careful to create and stick to our budget and operational plan for each fiscal year. By staying lean and efficient in what we do, we're proud to note that we haven't needed to increase fees since 2004—a stretch of twelve years.

However, we would like to note that some TBAE registrants, namely Texas-resident architects on either active or inactive status (not Emeritus status), may see a small surcharge on future renewals. This potential surcharge, under consideration now by the Board, does not impact the agency's budget. Rather, it intends to replenish the Architect Registration Examination Financial Assistance Fund, commonly known as the "scholarship fund," which is required by state law to continue providing examination cost reimbursement to eligible ARE-takers. The scholarship fund was created in 1999 by the 76th Texas Legislature, and hasn't necessitated a surcharge on architectural registrants since the early 2000s. Without a modest surcharge to provide revenue, the scholarship fund will run dry in a matter of two or three years—which would be contrary to Texas statute. TBAE will keep registrants updated on this matter and everything else Texas design professionals need to know.

# Disciplinary Action

The following cases were decided during the TBAE Board meeting in August, 2016. Each case is based on the applicable rule in effect at the time of the violation, and was considered by Enforcement staff and the Board in light of its unique facts. Individual rules may have changed between the time a violation occurs and the time the case is publicized.

In order to ensure compliance with continuing education responsibilities, TBAE staff audits 10 percent of its registrants each year through a random selection process. All of the continuing education enforcement cases brought to the Board at the meetings stem from the random audit program. The cases reflect the most common violations: (1) failing to complete adequate continuing education hours during a program year, (2) failing to maintain continuing education records and verification of participation in CE activities for a period of five years, (3) falsely certifying, at the time of renewal, compliance with continuing education responsibilities, and/or (4) failing to respond to a request for information within 30 days. Each continuing education infraction is subject to a standard administrative penalty.

## Non-registrant Cases

**Couturier, Dominic** **\$26,000 +**  
Austin, TX **Cease & Desist order**

Mr. Couturier is not a registered architect in Texas. He engaged in the unauthorized practice of architecture by preparing and issuing architectural plans and specifications with the term "Architecture" affixed to the plans and representing to the client that he was an architect.

TEX. OCC. CODE ANN. §1051.701(a) and §1051.752(1)

## Registrant Cases

**Haness, Richard O.** **\$6,000+ TDLR**  
Dallas, TX **Accessibility Academy**

Mr. Haness is a Texas registered architect. By failing to make revisions to construction documents in response to a TAS plan review that indicated his design was non-compliant with accessibility standards, he practiced grossly incompetent architecture as defined by 22 TEX. ADMIN. CODE §§1.142(c)(2) and 1.143(b), respectively. Subsequently, the project was built and a RAS inspection identified multiple accessibility violations that required post-construction repairs in excess of \$1,000.

By failing to retain a copy of sealed documents for a period of at least 10 years, he violated 22 TEX. ADMIN. CODE §1.103(c).

By failing to respond to Board inquiry within thirty (30) days, Mr. Haness violated 22 TEX. ADMIN. CODE §1.171.

**Lambeth, William H.** **Voluntary Surrender of**  
San Antonio, TX **Architectural Registration**

Mr. Lambeth is a Texas registered architect. By affixing his architectural seal to construction documents for nine projects which were not prepared by him or under his supervision and control, Respondent violated 22 TEX. ADMIN. CODE §1.104(a).

**Olp, Gary Gene** **\$1,000 +**  
Dallas, TX **\$5,924.40 restitution to client**

Mr. Olp is a Texas registered architect. Mr. Olp failed to adhere to the zoning regulations of the City of Dallas development code by designing an accessory structure more than twice the allowable size and failing to design the studio to be compatible with the main building, and in so doing he violated Board Rule 1.142(c)(2).

By providing architectural services without determining if the project as designed could be permitted, and by advising the Client to proceed with constructing the project without obtaining a building permit, Mr. Olp violated the same Board rule.

By designing the project in such a manner that demonstrated a conscious disregard for compliance with City of Dallas codes and failing to notify the client that the scope of the project would violate city code prior to providing design services, Mr. Olp jeopardized the Client's financial welfare, which constitutes recklessness in the practice of architecture, under Board Rule 1.143(b)(3).

## Continuing Education Cases

**Cassler, David Edward** **\$1,200**  
College Station, TX

Falsely reporting completion of CE responsibilities in order to renew registration

Failure to timely complete CE requirements within the program year

**Fegale, Kristen Weeks** **\$700**  
Dallas, TX

Falsely reporting completion of CE responsibilities in order to renew registration

**Hargrave, Jay David** **\$700**  
Austin, TX

Failure to maintain a detailed record of his continuing education for 5 years

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<b>Hart, Mark William</b> Austin, TX Falsely reporting completion of CE responsibilities in order to renew registration	<b>\$700</b>	<b>Russell, Christopher Alan</b> Dallas, TX Falsely reporting completion of CE responsibilities in order to renew registration	<b>\$700</b>
<b>Miller, David C.</b> Katy, TX Falsely reporting completion of CE responsibilities in order to renew registration Failure to timely complete CE requirements within the program year Failure to respond to two Board inquiries within 30 days	<b>\$1,700</b>	<b>Sigler, Stephen Michael</b> Fort Collins, CO Failure to maintain a detailed record of his continuing education for 5 years Failure to respond to a Board inquiry within 30 days	<b>\$950</b>
<b>Mrdja, Dushan Dennis</b> Benton, AR Falsely reporting completion of CE responsibilities in order to renew registration Failure to timely complete CE requirements within the program year	<b>\$1,200</b>	<b>Yeung, Lei</b> Dallas, TX Falsely reporting completion of CE responsibilities in order to renew registration Failure to timely complete CE requirements within the program year Failure to respond to two Board inquiries within 30 days	<b>\$1,700</b>
<b>Rachut, Susanna</b> Round Rock, TX Failure to maintain a detailed record of her continuing education for 5 years	<b>\$700</b>		

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# TEXAS Board of Architectural Examiners

Architects ■ Landscape Architects ■ Registered Interior Designers

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Registrants, please encourage your interns to sign up for the TBAE list serve for important news and updates.

## Change of Address

Please make sure that we have your current mailing and email address so we may send your renewal notice to you in a timely fashion. You may update your own record by logging in to your online account on our Web site, [www.tbae.state.tx.us](http://www.tbae.state.tx.us). You can also mail or fax **512.305.8900** the address change along with your signature. We will send renewal reminders to registrants at the e-mail address on file with TBAE, so be sure to keep your valid and unique email address updated.

## Upcoming Board Meetings

- December 1, 2016
- February 16, 2017
- June 8, 2017
- August 17, 2017
- November 8, 2017

## EXECUTIVE DIRECTOR

**Julie Hildebrand**

## BOARD MEMBERS

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*Chair, Architect Member; Term ends 1/31/17*

**Sonya B. Odell, FASID, AAHID, RID**

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**Paula Ann Miller**

*Secretary-Treasurer, Public Member; Term ends 1/31/17*

**Chuck Anastos, AIA** – Architect Member; Term ends 1/31/19

**Corbett "Chase" Bearden** – Public Member; Term ends 1/31/21

**Chad Davis, RLA** – Landscape Architect Member; Term ends 1/31/19

**Anthony Giuliani** – Public Member; Term ends 1/31/19

**Jennifer Walker, AIA** – Architect Member; Term ends 1/31/21

**Bob Wetmore, AIA** – Architect Member; Term ends 1/31/21

The mission of the Texas Board of Architectural Examiners (TBAE) is to serve the State of Texas by protecting and preserving the health, safety, and welfare of the Texans who live, work, and play in the built environment through the regulation of the practice of architecture, landscape architecture, and interior design.

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