

# TEXAS BOARD OF ARCHITECTURAL EXAMINERS

## Board Meeting Agenda

TBAE Board Room

505 E. Huntland Drive, Suite 370, Austin, Texas

Thursday, February 19, 2026

10:00 a.m. – Conclusion

1. Preliminary Matters
  - a. Call to order Darren James
  - b. Roll call Justin Hiles
  - c. Excused and unexcused absences Darren James
  - d. Determination of a quorum
  - e. Recognition of guests
  - f. Chair's opening remarks
  - g. Public comments
  
2. **Approval of November 20, 2025 Board Meeting Minutes (Action)** Darren James
  
3. **Fiscal Years 2027 – 2031 Strategic Plan Discussion (Information)** Lance Brenton
  - a. Strategic Plan Instructions
  - b. Internal/External Assessment of Issues and Trends
  
4. **Executive Director Report (Information)** Lance Brenton
  - a. Summary of Executive Accomplishments
  - b. Income Statement/Scholarship Fund: Presentation on FY 2026 Expenditures and Revenues
  
5. **Enforcement Cases (Action)** Pim Mayo

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

  - a. Registrant/Non-Registrant Cases:

Case No. 029-25N	Flores-Villarruel, Frank, III	Non-Registrant
Case No. 046-25A	Oxford, Glen Parkhurst	Arch. No. 13855
Case No. 021-25N	Turner, Daniel Scott	Non-Registrant
SOAH Docket No. 459-26-00010		
  - b. Continuing Education Cases:

Case No. 022-26A	Bello-Marmolejo, Juan Angel	Arch. No. 25147
Case No. 018-26A	Cardwell, Mark Gordon	Arch. No. 21631
Case No. 191-25A	Gaderson, Derrick James	Arch. No. 28111
Case No. 188-25L	Hoover, Jason	L.A. No. 3590
Case No. 010-26A	Huff, Chad Randall	Arch. No. 19226
Case No. 006-26A	Verde, Eugenio J.	Arch. No. 23772

*The Board may meet in closed session pursuant to  
Tex. Gov't Code § 551.071(1) to confer with legal counsel.*
  
6. **Consideration of Rule Amendments for Adoption (Action)** Pim Mayo
  - a. Consideration of amendments to 22 Tex. Admin. Code §§ 1.29, 3.29,

and 5.39 implementing Senate Bill 1818 and House Bill 5629 (89<sup>th</sup> Tex. Leg., R.S.), relating to the registration of military service members, military veterans, and military spouses.

- b. Consideration of amendments to 22 Tex. Admin. Code §§ 1.27, 1.149, 3.27, 3.149, 5.37, and 5.158 implementing Senate Bill 1080 (89<sup>th</sup> Tex. Leg., R.S.), relating to the revocation of a registration and the issuance of a provisional registration with criminal convictions.

- 7. **Approval of Rule Review and Readoption of Rules for Chapters 1, 3, 5, and 7 of the Board's Rules (Action)** Pim Mayo
- 8. **2026 Draft NCARB Resolutions (Information)** Darren James
- 9. **Reports on National Regulatory Boards and Board Member and Staff Committee Service (Information)** Darren James
- 10. **Report on Past Conferences and Meetings (Information)** Darren James
  - Dec. 12-13 NCARB Committee Summit
  - Feb. 6-7 SCNCARB Educator and Practitioner Conference
  - Feb. 11-13 IIDA SHIFT 2026
- 11. **Report on Upcoming Conferences and Meetings (Information)** Darren James
  - Mar. 19 Member Board Executive Workshop
  - Mar. 20-21 NCARB Regional Summit
  - Mar. 31-Apr. 2 ASLA Texas Conference
  - June 25-27 NCARB Annual Business Meeting
- 12. **Board Member Comments/Future Agenda Items (Information)** Darren James
- 13. **Upcoming Board Meetings (Information)** Darren James
  - Thursday, May 21, 2026
  - Thursday, August 20, 2026
  - Thursday, November 19, 2026
- 14. **Adjournment** Darren James

**NOTE:**

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *The Chair of the Board will be present and preside over the meeting from the location identified in this agenda. The open portions of the meeting will be open to the public at that location. Note that some Board members may attend the meeting by videoconference call.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Texas Government Code, Chapter 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 aid or services are required to call (512) 305-8548 at least five (5) workdays prior to the meeting so that appropriate arrangements can be made.

## FREQUENTLY USED ACRONYMS

<b>ACSA</b>	Association of Collegiate Schools of Architecture
<b>ADA</b>	Americans with Disabilities Act
<b>AIA</b>	American Institute of Architects
<b>AREFAF</b>	Architect Registration Examination Financial Assistance Fund (Scholarship)
<b>ASID</b>	American Society of Interior Designers
<b>ASLA</b>	American Society of Landscape Architects
<b>ARE</b>	Architect Registration Examination
<b>AXP</b>	Architectural Experience Program
<b>BOAT</b>	Building Officials Association of Texas
<b>CACB</b>	Canadian Architectural Certification Board
<b>CIDA</b>	Council for Interior Design Accreditation (Formerly FIDER)
<b>CIDQ</b>	Council for Interior Design Qualification
<b>CLARB</b>	Council of Landscape Architectural Registration Boards
<b>GAA</b>	General Appropriations Act
<b>GRF</b>	General Revenue Fund
<b>ICOR</b>	Interorganizational Council on Regulation
<b>IDCEC</b>	International Design Continuing Education Council
<b>IDEC</b>	Interior Design Educators Council
<b>IIDA</b>	International Interior Design Association
<b>LARE</b>	Landscape Architect Registration Examination
<b>MBE</b>	Member Board Executive (within NCARB)
<b>NAAB</b>	National Architectural Accrediting Board
<b>NCARB</b>	National Council of Architectural Registration Boards
<b>NCEES</b>	National Council of Examiners for Engineering and Surveying
<b>OAG</b>	Office of the Attorney General
<b>SOAH</b>	State Office of Administrative Hearings
<b>SORM</b>	State Office of Risk Management
<b>TAID</b>	Texas Association for Interior Design
<b>TAS</b>	Texas Accessibility Standards
<b>TASB</b>	Texas Association of School Boards
<b>TBPELS</b>	Texas Board of Professional Engineers and Land Surveyors
<b>TxA</b>	Texas Society of Architects
<b>TSPE</b>	Texas Society of Professional Engineers



<p><b>2. Approval of August 21, 2025, Board Meeting Minutes</b></p>	<p>A MOTION WAS MADE AND SECONDED (Hiles/Smith) TO APPROVE THE AUGUST 21, 2025, BOARD MEETING MINUTES.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p><b>3. Executive Director Report</b></p> <p><b>3a. Summary of Executive Accomplishments</b></p>	<p>Mr. James invited Mr. Brenton to deliver the Executive Director’s report.</p> <p><u>Staff Accomplishments</u></p> <p>Mr. Brenton discussed the summary of Staff Accomplishments that begins on page 15 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation.</p> <p>Mr. Brenton highlighted efforts to meet the goals established by the Board at the August meeting. He began by discussing the FY 2026 outreach program. He discussed staff’s focus over the summer to organize the schedule and then discussed their presentations so far this year. He particularly highlighted staff’s activities in West Texas and presentations to building officials across the state.</p> <p>Mr. Brenton updated the Board on a topic discussed in August regarding staff’s efforts to maintain the confidentiality of a registrant’s home addresses. He discussed a change to the online renewal process that informs a registrant of the confidentiality of home addresses while providing an easy opportunity to adopt the home addresses as the business address, if that is the preference.</p> <p>Mr. Brenton also discussed new and ongoing projects relating to data analysis through Power BI, information security improvements, and improvements to the business registration program.</p> <p>Mr. Brenton discussed developments at the national council organizations for the Board’s three professions and his work on the Member Board Executive Committees for CLARB and CIDQ. In particular, he discussed the impending release of ICOR’s overlapping practice report, which is a tool that will address overlapping practice areas between architects, landscape architects, registered interior designers, engineers, and land surveyors. He expects this report to generate a lot of discussion following its release and that it would be addressed by the Board at a future meeting.</p> <p>Mr. James noted that Ms. Salazar participated in ICOR’s project as an RID representative. He said he has asked Ms. Salazar to address the Board on this topic at an upcoming meeting, once the report has been made public.</p>

<p><b>3b. Income Statement/ Scholarship Fund: Presentation on FY 2025 Expenditures and Revenues</b></p>	<p>Mr. Brenton continued by discussing his efforts to advance the Board’s goal to provide thought leadership and collaborate with colleagues in government. He said his activities include monthly meetings with other executive directors in Texas, his service on the CIDQ and CLARB MBE committees, and collaboration at national council meetings.</p> <p>Mr. James recognized Mr. Brenton for his contributions in this area. Mr. James said he has heard from many MBEs and Council members that Mr. Brenton brings a lot of knowledge and a great perspective to conversations on the national level. Mr. James highlighted that this is one of the Board’s goals for Mr. Brenton this year, with a desire for Texas to be an exporter of leadership and expertise.</p> <p><u>Agency Trends</u></p> <p>Mr. Brenton addressed agency trends beginning on page 18 of the Board materials and referred the Board to those materials as a supplement to his presentation.</p> <p>In particular, Mr. Brenton referred to discussion from the last few board meetings in which the Board addressed recent data indicating that the number of licensure applications grows from year to year at a rate that outpaces the growth in new registrations. He shared a positive update on that front, because so far in this fiscal year the number of new registrants grew by 10%, versus 4.4% for applications.</p> <p>Mr. Bargainer asked if that includes numbers for both reciprocal and examination registration.</p> <p>Mr. Brenton said yes, it includes all types of applications.</p> <p>Mr. Hiles asked how many CIDQ Certificate holders live in Texas versus how many are registered with TBAE.</p> <p>Mr. Alvarado responded that this data has been difficult to collect in the past. However, he said CIDQ has gone through a database change and expressed hope that this would help TBAE to get better access to this information.</p> <p>Mr. Brenton directed the Board to the final FY25 Income Statement on page 20 and summarized the agency’s revenues, expenditures, and growth across fiscal years. He reported that the agency ended the year below its maximum allowable fund balance as adopted in agency policy.</p> <p>Mr. Bargainer remarked upon the increase to the SWCAP payment beyond what the agency budgeted for in FY25. He asked Mr. Brenton to provide insight into how the SWCAP payment is calculated.</p>
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Mr. Brenton responded that the SWCAP payment represents overhead that the agency reimburses to the state. He said the calculation is different for agencies that are in state office space versus those that are not. He said that for recent fiscal years, TBAE had received credits that eliminated its SWCAP liability based on adjustments that were related to the agency's previous occupation of state space. However, that era has ended and TBAE will now be making SWCAP payments. He said the agency had developed its FY25 SWCAP budget number based on what TBPELS paid in FY24, since they are a comparatively sized agency that has been in its own office space for a number of years. He said that the big jump in the expected SWCAP payment was not limited to TBAE but was rather observed throughout state government. He suggested that this increase is attributable to delayed effects of inflation.

Ms. Smith asked if the agency receives information on how the SWCAP payment is calculated.

Ms. Clayton responded that the governor's office issues a report, prepared by a consultant, that explains how costs are allocated. She said it is a very complex calculation which takes multiple years of expenses into account.

Mr. Bargainer asked who receives payment from TBAE for SWCAP.

Ms. Clayton responded that payment is submitted to the Comptroller.

Mr. Hiles asked if it would be fair to say that TBAE has no way of knowing what the SWCAP payment will be until the invoice arrives.

Ms. Clayton said that is correct. She expressed hope that, as TBAE moves into the future, clear of complications related to our previous use of state office space, the agency may become better equipped to predict SWCAP for budgeting purposes.

Mr. Brenton concluded the SWCAP discussion by stating that the increase to the SWCAP payment was extraordinary and likely influenced by inflation across the years. He said he would not expect such volatility to be a regular occurrence, but that TBAE could absorb unexpected increases with the fund balance.

Mr. Brenton continued by informing the Board that TBAE successfully filed its annual financial report at the end of October. He directed the Board to the report which is included in the Board notebook and invited any questions.

In response to a question from Mr. Hiles, Mr. Brenton said he is unaware of any legislation from the most recent session that would impact the agency's finances.

<p><b>3c. Income Statement/ Scholarship Fund: Presentation on FY 2026 Expenditures and Revenues</b></p>	<p>Mr. Brenton directed the Board to the FY26 Income Statement on page 39 and provided an update of the current state of the agency’s finances and budgetary line items.</p> <p>Mr. Brenton directed the Board to the Scholarship Fund balance on page 40 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation. Mr. Brenton provided a summary of scholarship income and expenditures.</p>
<p><b>4. Annual Report – FY 2025 (Trend Analysis)</b></p>	<p>Mr. Brenton directed the Board to the Annual Report on Trends for FY 2025 on page 41. He noted that the Board had addressed many of the data points in the report throughout the year. He invited any questions the Board might have about the report.</p> <p>Ms. Read-Warden asked if inactive status means a registrant failed to pay their renewal fee.</p> <p>Mr. Alvarado responded that a registrant who fails to pay the renewal fee is considered to be in expired status. Conversely, a registrant must choose to go on inactive status. It is generally used for somebody who is not practicing, for example changing careers or leaving the state.</p> <p>Ms. Read-Warden asked if it is known why the number of registered interior designers is trending downward.</p> <p>Mr. Brenton said there appears to be a relationship between the expiration of RID grandfathering and the rate of loss in registrant numbers. He also theorized that potential registrants might avoid becoming registered because registration comes with increased liability due to being subject to regulation.</p> <p>Ms. Salazar added that some might feel that CIDQ Certification is enough and might not value the registration in light of Texas being a “Title Act” state. But, she said that trend might reverse, because many states are trying to cultivate increased registration in their states. She noted efforts to bring uniformity of regulation across the states, which could help to make registration a more attractive proposition for qualified candidates.</p> <p>Mr. Hiles noted data on page 49 indicating that assessments of administrative penalties in 2022 and 2023 significantly outpaced collections. He asked why that happened.</p> <p>Mr. Brenton recalled previous research presented to the Board around 2018, which showed significantly higher collections when respondents agree to a negotiated settlement of a case rather than when penalties are assessed by order following a SOAH hearing. With that in mind, he suggested that if a year shows much higher assessments than collections, that may have been a</p>

	<p>year when the agency had a lot of SOAH cases. He then talked about the measures that are available to the agency in seeking collection of administrative penalties that are not paid.</p> <p>The Board recessed from 11:18 to 11:23.</p>
<p><b>5. Enforcement Cases</b></p> <p><b>5a. Registrant/Non-Registrant Cases</b></p>	<p>Mr. James invited Ms. Mayo to present enforcement cases for Board consideration.</p> <p><b>Beltran, John Jairo (Case No. 231-23A)</b>  Ms. Mayo directed the Board to the written materials for the case beginning on page 50 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Read-Warden) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$6,000, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED AUGUST 29, 2025.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p><b>Brickmoon Design, LLC (Case No. 032-24N)</b>  Ms. Mayo directed the Board to the written materials for the case beginning on page 52 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Read-Warden/Hiles) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$38,000, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED AUGUST 13, 2025.</p> <p>Mr. Bargainer asked if the recommended penalty is based on the number of projects.</p> <p>Ms. Mayo responded that the recommendation includes a \$2,000 penalty per project.</p> <p>Ms. Read-Warden noted that this case concerns a firm using an architect’s seal without his permission. She asked whether there is liability protection for an architect if anything went wrong down the line.</p> <p>Ms. Mayo responded that, with respect to liability before the Board, an architect would not be liable for those problems if he was not responsible for the work.</p> <p>Mr. Bargainer suggested, for civil liability, an architect might get pulled into a case but dropped in the early stages.</p>

THE MOTION PASSED UNANIMOUSLY.

**Kidd, Christopher D. (Case No. 104-25A)**

Ms. Mayo directed the Board to the written materials for the case beginning on page 53 and provided a summary of the case as well as staff's recommendation.

A MOTION WAS MADE AND SECONDED (Bargainer /Smith) 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 19, 2025.

THE MOTION PASSED UNANIMOUSLY.

**Lambert, Charles (Case No. 203-22A)**

Ms. Mayo directed the Board to the written materials for the case beginning on page 54 and provided a summary of the case as well as staff's recommendation.

A MOTION WAS MADE AND SECONDED (Read-Warden/Hiles) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$5,000, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED AUGUST 29, 2025.

THE MOTION PASSED UNANIMOUSLY.

**Lockwood, Mark E. (Case No. 188-22N)**

Ms. Mayo directed the Board to the written materials for the case beginning on page 56 and provided a summary of the case as well as staff's recommendation.

A MOTION WAS MADE AND SECONDED (Bargainer/Ebbeler) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$9,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF TEXAS OCCUPATIONS CODE, CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED AUGUST 29, 2025.

THE MOTION PASSED UNANIMOUSLY.

**Pearcy, John Richard (Case No. 148-25A)**

Ms. Mayo directed the Board to the written materials for the case beginning on page 58 and provided a summary of the case as well as staff's recommendation.

<p><b>5b. Continuing Education Cases</b></p>	<p>A MOTION WAS MADE AND SECONDED (Ebbeler/Hiles) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,000, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED OCTOBER 20, 2025.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p><b>Perez, Federico (Case No. 149-25A)</b> Ms. Mayo directed the Board to the written materials for the case beginning on page 59 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Hiles/Read-Warden) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$1,000, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED OCTOBER 20, 2025.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p><b>Wheeler, James H. (Case No. 145-24L)</b> Ms. Mayo directed the Board to the written materials for the case beginning on page 60 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Ebbeler/Read-Warden) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$500, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED AUGUST 13, 2025.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>																				
	<p>Ms. Mayo directed the Board to written materials for the continuing education cases on pages 61-67 of the Board materials, which contain summaries of the cases as well as staff’s recommendations.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Read-Warden) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES:</p> <table border="0" data-bbox="568 1575 1331 1827"> <tr> <td>Case No. 185-25I</td> <td>Bremer, April</td> <td>R.I.D. No. 11096</td> </tr> <tr> <td>Case No. 156-25A</td> <td>Cooper, Deborah Joy</td> <td>Arch. No. 30044</td> </tr> <tr> <td>Case No. 152-25I</td> <td>McIntosh, Dawn Marie</td> <td>R.I.D. No. 12675</td> </tr> <tr> <td>Case No. 155-25I</td> <td>Richardson, Amber</td> <td>R.I.D. No. 12871</td> </tr> <tr> <td>Case No. 186-25I</td> <td>Robinson, Lindsay</td> <td>R.I.D. No. 10025</td> </tr> <tr> <td>Case No. 184-25A</td> <td>Tatchio, Roderick John</td> <td>Arch. No. 9479</td> </tr> <tr> <td>Case No. 175-25I</td> <td>Turner, Frances Bruns</td> <td>RID. No. 10553</td> </tr> </table>	Case No. 185-25I	Bremer, April	R.I.D. No. 11096	Case No. 156-25A	Cooper, Deborah Joy	Arch. No. 30044	Case No. 152-25I	McIntosh, Dawn Marie	R.I.D. No. 12675	Case No. 155-25I	Richardson, Amber	R.I.D. No. 12871	Case No. 186-25I	Robinson, Lindsay	R.I.D. No. 10025	Case No. 184-25A	Tatchio, Roderick John	Arch. No. 9479	Case No. 175-25I	Turner, Frances Bruns
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	<p>Ms. Smith noted that five out of the seven cases involve false certification of compliance with continuing education. She said she is always concerned with people who are untruthful in reporting compliance to the Board.</p> <p>Mr. Bargainer asked for a reminder on how continuing education penalties are calculated. Ms. Mayo responded that the standard penalty is \$100 per missing hour, with an additional \$500 for false certification and \$250 per instance of failing to respond to audit letters. She added that, by completing makeup CE, respondents can reduce the penalty to \$50 per missing hour.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p><b>6. Quadrennial Review of Agency Rules Pursuant to Government Code § 2001.039</b></p>	<p>Ms. Mayo presented the Quadrennial Review of Agency Rules pursuant to the Government Code Section 2001.039.</p>
<p><b>7. Consideration of Draft Rule Amendments for Proposal</b></p> <p><b>a. Consideration of amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39 implementing Senate Bill 1818 and House Bill 5629 (89th Tex. Leg., R.S.), relating to the registration of military service members, military veterans, and military spouses</b></p>	<p>Ms. Mayo referred the Board to the summary and associated Board materials for this rulemaking action on page 68 of the Board materials. She summarized those materials, provided staff’s recommendation, and invited any questions or comments from the Board.</p> <p>Ms. Mayo presented the amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39.</p> <p>Mr. Bargainer asked how many military service-related applications are received by the Board.</p> <p>Mr. Alvarado responded that the agency is aware of seven or eight active military registrants.</p> <p>In response to an inquiry from Ms. Read-Warden, Ms. Mayo addressed the differences between the processes for applying for standard registration, applying for recognition to practice on an out-of-state license, and the issuance of provisional registrations under the proposed rules.</p> <p>Mr. James asked Ms. Mayo to explain the purpose of a provisional registration.</p> <p>Ms. Mayo noted that for the most part, there is not a pressing need for TBAE to issue such registrations, since TBAE quickly processes applications and issues determinations of eligibility. However, the law requires the agency to adopt rules addressing the issuance of provisional registrations.</p> <p>Mr. Bargainer expressed concern that an unqualified candidate could receive a provisional registration under the new legislation.</p>

<p><b>b. Consideration of amendments to 22 Tex. Admin. Code §§ 1.27, 1.149, 3.27, 3.149, 5.37, and 5.158 implementing Senate Bill 1080 (89th Tex. Leg., R.S.), relating to the revocation of a registration and the issuance of a provisional registration with criminal convictions</b></p>	<p>Mr. Hiles noted that a provisional registration expires when the agency issues its decision of whether to recognize the out-of-state registration.</p> <p>Mr. Bargainer asked whether this legislation applies to TBPELS.</p> <p>Ms. Mayo responded that the legislation applies to all licensing agencies.</p> <p>Mr. Hiles asked whether registrations issued in other, non-state NCARB jurisdictions, such as territories, would qualify for recognition under the legislation.</p> <p>Mr. Brenton noted that the legislation explicitly changed the wording from “jurisdiction” to “state” so it would appear that those other jurisdictions would not qualify. He noted the wider context, which is that the requirements for licensure in other states and jurisdictions are broadly similar to those adopted by TBAE. If an applicant would qualify for a registration in Texas based on these special provisions for military service members, military spouses, and military veterans, they would in the vast majority of cases qualify for registration via standard channels that are available to all applicants. So, the change from “jurisdiction” to “state” is likely of low impact to TBAE applicants.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Hiles) TO APPROVE THE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.29, 3.29, AND 5.39 FOR PUBLICATION AND PROPOSAL IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER.</p> <p>THE MOTION PASSED UNANIMOUSLY</p> <p>Ms. Mayo referred the Board to the summary and associated Board materials for this rulemaking action on page 103 of the Board materials. She summarized those materials, provided staff’s recommendation, and invited any questions or comments from the Board.</p> <p>Ms. Smith noted that a registrant’s licensure could be impacted by incarceration. She asked how the agency would learn that a registrant has been incarcerated.</p> <p>Ms. Mayo responded that applicants for registration are required to submit fingerprints. She said that based on those records, the agency receives notifications of newly occurring criminal actions from the Department of Public Safety.</p>
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	<p>Mr. Bargainer asked for confirmation that this legislation allows currently incarcerated individuals to receive a provisional registration.</p> <p>Ms. Mayo confirmed, but clarified that the term of the provisional registration begins on the date of release.</p> <p>Mr. Brenton noted that the law was changed to <i>allow</i> the Board to consider the issuance of a provisional registration to an incarcerated individual, but does not require such issuance.</p> <p>Mr. James asked if cases concerning the registration of incarcerated individuals would be brought before the Board.</p> <p>Mr. Brenton said that if any licensure case concerning incarceration includes discretion to act, then such action would be brought before the Board for a final determination. This would include any decision to issue a provisional registration to an incarcerated individual.</p> <p>A MOTION WAS MADE AND SECONDED (Ebbeler/Smith) TO APPROVE THE DRAFT AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.27, 1.149, 3.27, 3.149, 5.37, AND 5.158 FOR PUBLICATION IN THE TEXAS REGISTER, WITH AUTHORITY FOR THE GENERAL COUNSEL TO MAKE EDITORIAL CHANGES AS NECESSARY TO CLARIFY RULE AND BOARD INTENT AND TO COMPLY WITH THE FORMATTING REQUIREMENTS OF THE TEXAS REGISTER.</p> <p>Mr. Hiles asked whether this legislation applies to all licensing agencies.</p> <p>Ms. Mayo responded that it does.</p> <p>THE MOTION PASSED UNANIMOUSLY</p>
<p><b>8. Overview of TBAE Strategic Framework</b></p>	<p>Mr. Brenton directed the Board to the TBAE Strategic Framework on page 128 of the Board notebook and provided a summary of his plan for developing the agency’s biennial strategic plan, which is due on June 1.</p> <p>Ms. Read-Warden asked Mr. Brenton to provide more information on what the agency would be addressing in the environmental scan.</p> <p>Mr. Brenton responded that this would include an inquiry into what is happening in the professions, technology, the regulatory environment, and similar topics.</p>
<p><b>9. Reports on National Regulatory Boards and Board Member and Staff Committee Service</b></p>	<p>Ms. Smith provided an update on her continued service with the NCARB Examination Committee. She discussed the committee’s work, alongside the NCARB Education and Experience Committees. The goal will be to get the committees on the same page with the new NCARB Competency Standard.</p>

	<p>Mr. Hiles provided an update on his service with the NCARB Licensure Process Research &amp; Development Task Force. He explained that the task force is working with the NCARB Examination, Experience, and Education Committees to develop assessment criteria that align with the new competency standards.</p> <p>Ms. Read-Warden commented that Texas law is very specific about what an individual needs to do in order to become registered as an architect. She discussed the likelihood that, if NCARB changes the national standard for assessment, then that would put Texas in a position where it needs to either change the law or fall out of conformance with national standards.</p> <p>Mr. Brenton acknowledged the likelihood that law changes would have to be considered, but said it is too early to know where things will land and that stakeholders would be vital to that discussion.</p>
<p><b>10. Report on Past Conferences and Meetings</b></p>	<p>Mr. James reported that, prior to the CLARB Annual Meeting, Tim Bargainer was elected to the CLARB Leadership Advisory Committee.</p> <p>Mr. Bargainer discussed that committee’s work, which includes reviewing and assessing potential future leaders at CLARB. This includes candidates for the Leadership Advisory Committee and the CLARB Board.</p> <p>Mr. Brenton discussed the CLARB Meeting, which included a big emphasis on the consideration of various models for landscape architecture regulation internationally. He also discussed a presentation on occupational licensing, which addressed data indicating that the public is largely supportive of what licensure boards do, but skeptical about Boards themselves. He said it is important for TBAE to keep this in mind and emphasize the work it does when communicating with stakeholders.</p> <p>Mr. Garry discussed the West Texas Design Expo, which coincided with a presentation to Texas Tech interior design students. He noted that Ms. Salazar attended both events. Mr. Garry said the trip went really well, with a lot of contacts with students and professors. He suggested that the next visit he makes to Texas Tech will include a scheduled presentation to the professional practice class, as that would be filled with juniors and seniors who are more likely to be in a position to understand and need information from TBAE on registration topics.</p> <p>Ms. Salazar agreed that a presentation to a professional practice class at Texas Tech would be a great idea. She said the two events were a success overall.</p> <p>Mr. Brenton said that Mr. Bargainer and Ms. Smith attended the Government Law and Liability Conference. He said the conference is aimed at lawyers and includes in-depth information about topics like governmental</p>

	<p>immunity and employment law. He said although the conference is aimed at lawyers, Board members are invited as well, and he was happy to have TBAE representation at the event.</p> <p>Mr. James summarized his attendance at the TxA Annual Meeting in Dallas. He thanked TxA for the opportunity to take part in the New Architects Convocation, which is a tradition between TBAE and TxA that is really valued. He used the opportunity to remark upon the strong relationship between TxA and TBAE, which is not always true for other AIA state chapters with their Boards.</p> <p>Mr. Hiles said the TxA Annual meeting was great, with some of the best sessions in recent years. He also appreciated the venue, which was laid out so that there were many opportunities to see colleagues in the halls.</p> <p>Ms. Read-Warden said the keynotes were particularly good. She enjoyed hearing from speakers who had made careers out of doing people-centered work, which is what our professions are all about.</p> <p>Ms. Salazar discussed her attendance at the CIDQ Meeting. She particularly enjoyed a presentation from the national council organizations involved in the practice overlap project and hearing the perspectives and goals that those professions were bringing to the table. She also appreciated an update on national legislative developments.</p> <p>Mr. Brenton shared his takeaways from the CIDQ keynote presentation, which addressed design solutions for neurodivergent people. He referenced reported statistics that say about 20% of people may be neurodivergent in some way, with half not knowing it. He said the topic focused on how designers can use their knowledge to design spaces that are more accommodative, often without increasing the cost of the project. He said this is another example of how good design can make the world a better place for more people.</p> <p>Mr. James agreed that it was a really good keynote presentation.</p>												
<p><b>11. Report on Upcoming Conferences and Meetings</b></p>	<p>Mr. James noted the upcoming conferences and meetings:</p> <table data-bbox="568 1543 1356 1753"> <tr> <td>Feb. 6-7</td> <td>SCNCARB Educator and Practitioner Conference</td> </tr> <tr> <td>Feb. 11-13</td> <td>IIDA SHIFT 2026</td> </tr> <tr> <td>Mar. 19</td> <td>Member Board Executive Workshop</td> </tr> <tr> <td>Mar. 20-21</td> <td>NCARB Regional Summit</td> </tr> <tr> <td>Mar. 31- Apr. 2</td> <td>ASLA Texas Conference</td> </tr> <tr> <td>June 25-27</td> <td>NCARB Annual Business Meeting</td> </tr> </table>	Feb. 6-7	SCNCARB Educator and Practitioner Conference	Feb. 11-13	IIDA SHIFT 2026	Mar. 19	Member Board Executive Workshop	Mar. 20-21	NCARB Regional Summit	Mar. 31- Apr. 2	ASLA Texas Conference	June 25-27	NCARB Annual Business Meeting
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Mar. 20-21	NCARB Regional Summit												
Mar. 31- Apr. 2	ASLA Texas Conference												
June 25-27	NCARB Annual Business Meeting												

<b>12. Board Member Comments/Future Agenda Items</b>	Mr. James asked if the Board members had any comments or suggestions on future agenda items. No suggestions were received.
<b>13. Upcoming Board Meeting</b>	Mr. James noted the upcoming Board Meeting:  Thursday, February 19, 2026 Thursday, May 21, 2026 Thursday, August 20, 2026 Thursday, November 19, 2026
<b>14. Adjournment</b>	The meeting adjourned at 12:36 p.m.

**APPROVED BY THE BOARD:**

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DARREN L. JAMES, FAIA  
Chair  
TEXAS BOARD OF ARCHITECTURAL EXAMINERS



## LEGISLATIVE BUDGET BOARD

# Instructions for Preparing and Submitting Agency Strategic Plans

**Fiscal Years 2025 to 2029**

**LEGISLATIVE BUDGET BOARD STAFF  
OFFICE OF THE GOVERNOR, BUDGET AND POLICY DIVISION**

**[WWW.LBB.TEXAS.GOV](http://WWW.LBB.TEXAS.GOV)**

**FEBRUARY 2024**

# LETTER TO AGENCY ADMINISTRATORS

TO: State Agency Board/Commission Chairs  
State Agency Heads and Executive Directors  
Appellate Court Justices and Judges  
Chancellors, Presidents, and Directors of Institutions and Agencies of Higher Education

FROM: Sarah Hicks, Senior Advisor and Budget Director, Office of the Governor  
Jerry McGinty, Director, Legislative Budget Board

SUBJECT: Agency Strategic Plan Instructions

The *Instructions for Preparing and Submitting Agency Strategic Plans* for fiscal years 2025 to 2029, issued jointly by the Office of the Governor, Budget and Policy Division, and the Legislative Budget Board (LBB), are available for download at [www.gov.texas.gov/bpp](http://www.gov.texas.gov/bpp) and [www.lbb.texas.gov/Agencies\\_Portal.aspx](http://www.lbb.texas.gov/Agencies_Portal.aspx). We appreciate your attention to this process and look forward to working with you to ensure agency strategic plans are robust, useful, and focused.

Agency submission and posting requirements include:

- five submission dates for requesting changes to agency budget structures, beginning in March 2024 (see pages 3–4);
- a single submission date for strategic plans and approved performance measure definitions on June 1, 2024 (see page 4);
- submission of a biennial report on customer service within the strategic plan;
- electronic submission of the strategic plan, including the report on customer service, to the LBB as PDF documents. Agencies will upload their PDF documents using the LBB application (Document Submissions) located on the LBB’s website at [docs.lbb.state.tx.us](http://docs.lbb.state.tx.us);
- posting of the strategic plan, including the report on customer service, to the agency website; and
- electronic-only distribution of copies of the strategic plan (no printed copies are required).

Agencies that experience difficulties accessing or printing the instructions should contact the LBB Application Support Team at 512-463-3167.

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# STRATEGIC PLANNING AND BUDGETING

## INTRODUCTION

Strategic planning is a long-term and future-oriented process of assessment, goal setting, and decision making. It includes a multiyear view of objectives and strategies for accomplishing agency goals. The strategic planning process requires each agency to clearly define the results it seeks to achieve and identify factors that drive program performance and influence future planning, resource allocation, and operating decisions.

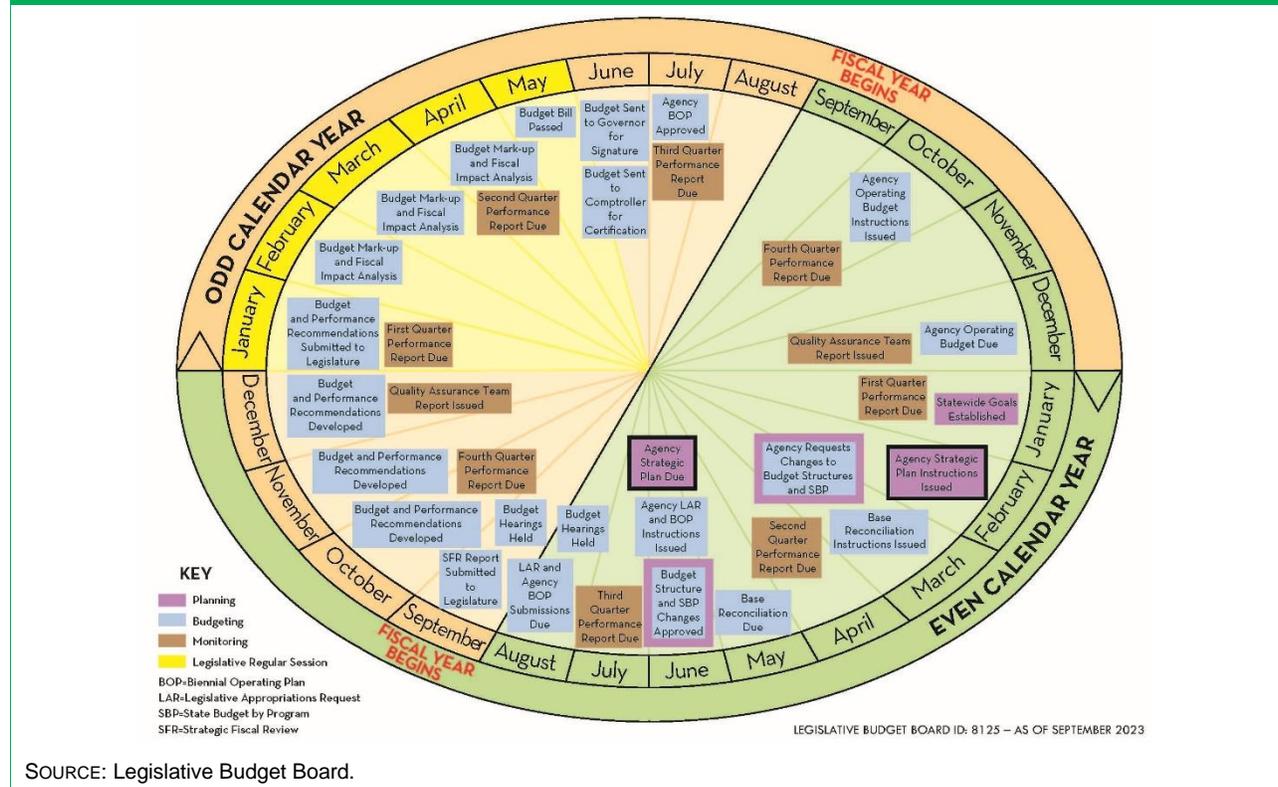
The strategic planning process incorporates and sets direction for all agency operations. The process ensures effective long-range planning to maximize the efficient use of state resources to serve the agency’s core mission. The strategic plan is the formal document that communicates the agency’s goals, directions, and outcomes to various audiences, including the Governor, the Legislature, the agency’s staff, constituency groups, and the public. The Texas Government Code, Chapter 2056, requires strategic planning for all agencies in the executive branch of state government.

The plan’s format is intended to enable agency leadership to be concise in developing a strategic vision, agency goals, and action items to achieve those goals. Therefore, the strategic plan should be prepared principally by agency executive leadership. Although a cross section of agency staff may support plan development, strategic plan document preparation should not utilize excess agency resources or necessitate hiring outside contractors or consultants.

## STATE BUDGET CYCLE

Figure 1 shows the two-year state budgeting cycle, which is subject to change. Deadline information regarding the strategic planning and budgeting process is outlined in black.

**FIGURE 1  
TEXAS BUDGET CYCLE**



## STRATEGIC PLAN SUBMISSION COMPONENTS

Each agency's strategic plan submission is divided into two sections: (1) the primary strategic plan, including statements of agency mission, goals, action plan, and identification of any redundancies and impediments; and (2) supplemental elements, including a description of the budget structure connected to the strategic plan, and other statutorily required information. These planning elements are in addition to the strategic planning requirements for state agencies set in the Texas Government Code, Chapter 2056. To the extent possible, agencies should coordinate the development of their strategic plans with these other elements and, as appropriate, cross-reference these plans and efforts.

Agency submissions include the following components in this order:

- I. Strategic Plan
  - A. Title Page (template provided)
  - B. Table of Contents
  - C. Agency Mission
  - D. Agency Goals and Action Plan (template provided)
  - E. Redundancies and Impediments (template provided)
- II. Supplemental Schedules
  - A. Budget Structure – Goals, Objectives, and Performance Measures
  - B. List of Measure Definitions
  - C. Historically Underutilized Business Plan
  - D. Statewide Capital Plan (if applicable)
  - F. Agency Workforce Plan
  - G. Workforce Development System Strategic Planning (if applicable)
  - H. Report on Customer Service
  - I. Certification of Compliance with Cybersecurity Training
  - J. Report on Projects and Acquisitions Financed by Certain Fund Sources (if applicable)

Submission of former Schedule E, Health and Human Services Strategic Plan, is no longer required.

These instructions and the instructions for entering data into the Automated Budget and Evaluation System of Texas (ABEST) are available on the LBB website. Links to all documents referenced in these instructions appear in Appendix 11, Helpful Links and Other Reference Documents.

## BUDGET STRUCTURE CHANGE

In developing strategic plans for 2025 to 2029, agencies may choose to add, modify, or delete budget structure elements (e.g., goals, strategies, and performance measures) from those contained in the 2024–25 General Appropriations Act. LBB analysts will provide state agencies with documents that reflect the final disposition of 2024–25 budget structure elements (including goals, objectives, strategies, and performance measures) to assist state agencies with the development of budget structure change requests. The documents are estimated to be distributed by March 2024.

To make such changes, agencies must submit a request to the Office of the Governor (OOG), Budget and Policy Division, and the Legislative Budget Board (LBB) using the template provided by their LBB analyst to submit budget structure change requests (see Appendix 5). The template will be pre-populated with the final 2024-25 budget structure elements.

An agency is not required to connect each element of its budget structure to its strategic plan. This budget structure will be the basic structure for agency submission of Legislative Appropriations Requests (LAR). Structures may evolve during the budget and legislative processes. The OOG and the LBB expect that budget structure change requests will maintain or increase the transparency of agency operations.

Figure 2 shows the submission due dates for requested budget structure changes by agency.

**FIGURE 2  
BUDGET STRUCTURE CHANGES SUBMISSION DUE DATES**

**MARCH 22, 2024**

Department of Agriculture	Office of the State Prosecuting Attorney
Commission on the Arts	Texas Medical Board
Bond Review Board	Texas Board of Nursing
Board of Chiropractic Examiners	Optometry Board
Texas State Board of Dental Examiners	Parks and Wildlife Department
Commission on Fire Protection	Pension Review Board
Funeral Service Commission	Board of Pharmacy
Board of Professional Geoscientists	Executive Council of Physical Therapy and Occupational Therapy Examiners
Health Professions Council	Board of Plumbing Examiners
Higher Education Coordinating Board	Board of Podiatric Medical Examiners
Historical Commission	Board of Examiners of Psychologists
Office of Injured Employee Counsel	Racing Commission
Office of Public Insurance Counsel	Securities Board
Commission on Jail Standards	Teacher Retirement System
Board of Professional Land Surveying	Office of Public Utility Counsel
Commission on Law Enforcement	Veterans Commission
Department of Licensing and Regulation	Board of Veterinary Medical Examiners
Agencies and Institutions of Higher Education	Low-level Radioactive Waste Disposal Compact Commission
State Commission on Judicial Conduct	

**MARCH 29, 2024**

Cancer Prevention and Research Institute	Library and Archives Commission
Courts of Appeals (15)	Supreme Court of Texas
Court of Criminal Appeals	Office of the Attorney General
Commission on State Emergency Communications	Animal Health Commission
Texas Emergency Services Retirement System	Railroad Commission
Texas Ethics Commission	Permanent School Fund Corporation
Department of Housing and Community Affairs	

**APRIL 5, 2024**

State Office of Administrative Hearings	Preservation Board
Alcoholic Beverage Commission	Secretary of State
Department of Family and Protective Services	Department of State Health Services
Juvenile Justice Department	Public Utility Commission of Texas
Texas Military Department	Department of Motor Vehicles
State Law Library	Soil and Water Conservation Board
Office of Capital and Forensic Writs	

**APRIL 12, 2024**

Commission on Environmental Quality  
 Facilities Commission  
 General Land Office  
 Health and Human Services Commission  
 Texas Lottery Commission  
 Department of Public Safety

State Office of Risk Management  
 Texas Department of Transportation  
 Water Development Board  
 Texas Workforce Commission  
 Judiciary Section, Comptroller’s Department

**APRIL 19, 2024**

School for the Blind and Visually Impaired  
 Comptroller of Public Accounts  
 Department of Criminal Justice  
 School for the Deaf  
 Texas Education Agency

Employees Retirement System  
 Public Finance Authority  
 Department of Information Resources  
 Department of Insurance  
 Office of Court Administration

**DEADLINE**

Agencies must submit their completed strategic plans on or before June 1, 2024.

**ELECTRONIC SUBMISSION**

Each agency is required to submit a searchable PDF version of its strategic plan electronically through the LBB Document Submissions application and via email to the entities shown in Figure 3.

Agencies that have a valid user ID and password for the Automated Budget and Evaluation System of Texas (ABEST) can access the LBB Document Submissions application located on the LBB’s website at docs.lbb.texas.gov. If your agency does not have access to a valid user ID and password, your agency will need to submit a Logon Request Form at [loginreqagy.lbb.texas.gov/text](http://loginreqagy.lbb.texas.gov/text).

**FIGURE 3  
 STRATEGIC PLAN DISTRIBUTION LIST**

The Honorable Greg Abbott Governor, State of Texas/Office of the Governor, Budget and Policy Division	Email: <a href="mailto:budgetandpolicyreports@gov.texas.gov">budgetandpolicyreports@gov.texas.gov</a>
The Honorable Dan Patrick, Lieutenant Governor, State of Texas	Email: <a href="mailto:ltg.budget@ltgov.texas.gov">ltg.budget@ltgov.texas.gov</a>
The Honorable Dade Phelan, Speaker of the Texas House of Representatives	Login: <a href="http://docs.lbb.texas.gov">docs.lbb.texas.gov</a>
State Auditor’s Office	Email: <a href="mailto:submitreports@sao.texas.gov">submitreports@sao.texas.gov</a>
Legislative Budget Board	Login: <a href="http://docs.lbb.texas.gov">docs.lbb.texas.gov</a>
Texas State Library, Texas State Publications Depository Program	Email: <a href="mailto:ref@tsl.texas.gov">ref@tsl.texas.gov</a>
Legislative Reference Library	Email: <a href="mailto:lrl.techservices@lrl.texas.gov">lrl.techservices@lrl.texas.gov</a>

**STRATEGIC PLANS ON AGENCY WEBSITES**

Each agency is required to post its strategic plan, including the report on customer service, to the agency website.

**APPENDICES**

The instructions include **appendices**, beginning on page 14, that provide templates, submission schedules, and other resources to assist agencies in their strategic plan submissions:

1. Title Page Example
2. Format for Agency Operational Goals and Action Plans
3. Strategic Plan Statutory Considerations
4. Format for Reporting Redundancies and Impediments
5. Template for Requesting Change(s) to Agency Budget Structures
6. Examples of Performance Measure Definitions
7. Format for Reporting Alignment with Texas Workforce System Strategic Plan
8. Customer Service Survey
9. Economic and Population Forecast
10. Certification of Compliance with Cybersecurity Training
11. Helpful Links and Other Reference Documents

# PART 1. STRATEGIC PLAN

This section describes components of the main body of an agency's strategic plan.

## TITLE PAGE

The title page for an agency's strategic plan must contain the information listed in the example provided in Appendix 1.

## TABLE OF CONTENTS

A table of contents must identify all strategic planning elements, appendices, and any additional materials.

## AGENCY MISSION

An agency mission is the reason for an agency's existence. The mission succinctly identifies what the agency does, why, and for whom, and grounds its statements of purpose in enabling statutes or constitutional provisions.

An agency may include an optional statement on philosophy—an expression of core values and operating principles for the conduct of the agency in carrying out its mission. The agency philosophy is derived in conjunction with the agency's mission. It defines the way the agency conducts business by articulating management policies and principles. The philosophy defines a customer-oriented approach for producing and delivering government services.

## AGENCY GOALS AND ACTION PLAN

Each agency shall identify core operational goals. The strategic planning process entails a thorough reexamination of an agency. Agencies are not necessarily bound to the goals established in the prior strategic plan or the current General Appropriations Act. Operational goals are the general ends toward which agencies direct their efforts. A goal addresses issues by stating policy intention and is both qualitative and quantifiable, but not quantified. Goals are ranked for priority and should stretch and challenge an agency but be realistic and achievable.

In developing an agency's strategic goals, agency leadership must focus on the following statewide objectives of ensuring that the agency is:

1. accountable to tax and fee payers of Texas;
2. efficient by producing maximum results with no waste of taxpayer funds and by identifying any function or provision considered redundant or not cost-effective;
3. effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve;
4. attentive to providing excellent customer service; and
5. transparent such that agency actions can be understood by any Texan.

The agency shall identify how each goal supports these statewide objectives. In addition, the agency shall identify key action items necessary to ensure that the goal is accomplished on or before August 31, 2029, and provide a date by which the action items will be accomplished. Agencies shall provide this information in a format consistent with the Agency Operational Goals and Action Plan (see Appendix 2).

Appendix 3 provides additional considerations that an agency may be required to address in its strategic plan.

Please note that in Part 2, Schedule A (Budget Structure), agencies are required to connect identified budget objectives and strategies to their related operation goals and action plans contained in Part 1. Strategic Plan.

## REDUNDANCIES AND IMPEDIMENTS

Each agency shall identify all services, state statutes, and state rules or regulations applicable to the agency that merit additional executive and legislative review because they may pose barriers to the economic prosperity of Texans or reduce the agency's effectiveness and efficiency in achieving its core mission. Examples include state services, laws, and regulations that: (1) may establish barriers to entry for new competition or otherwise limit free market participation; (2) may impose excessive or burdensome regulatory costs; (3) may result in economic inefficiencies due to administrative or procedural delays; or (4) are performed by another agency or result in unnecessary redundancies for agency staff or stakeholders. The

agency shall include a rationale of why the service, statute, or regulation is problematic and the agency's recommended change, including recommendations for elimination or amendment.

In addition, each agency shall identify any state services, state laws, or state regulations administered by the agency that are redundant, distract from the core mission of the agency, or produce workload costs for agency staff or regulated entities that may exceed assumptions that existed when the law or regulation was implemented. Please include any instances in which the continued implementation of the law or regulation may result in an imbalanced cost-benefit outcome for the state or stakeholders. If applicable, the agency shall make recommendations based on best practices observed from the private sector or activities of other governmental entities.

Each agency shall format its response using the Format for Reporting Redundancies and Impediments provided in Appendix 4.

## PART 2. SUPPLEMENTAL ELEMENTS

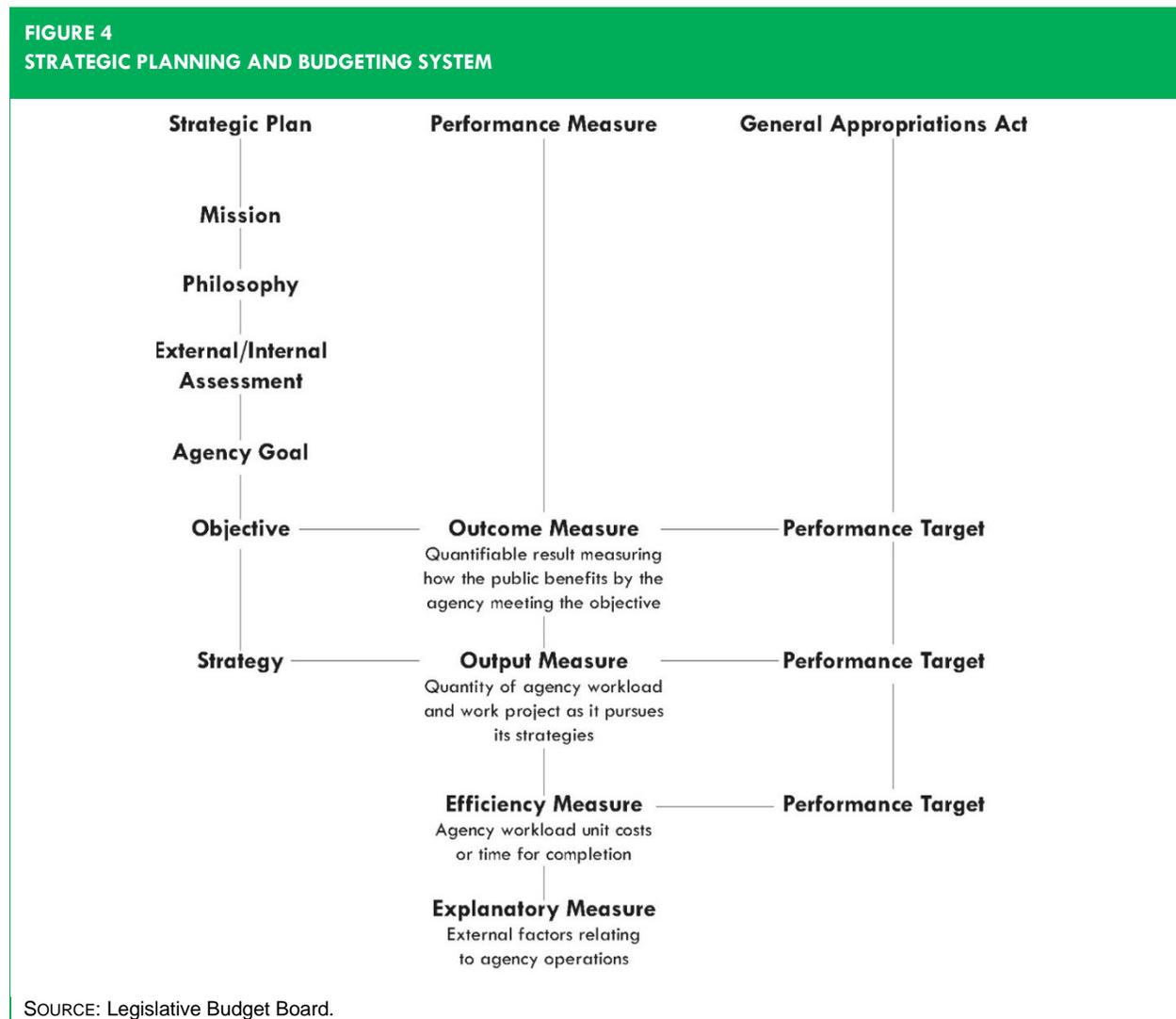
### SCHEDULE A: BUDGET STRUCTURE

Through this schedule, the agency will list (1) agency goals, (2) objectives with their related outcome measures, and (3) strategies with their related output, efficiency, and explanatory measures that constitute the agency’s budget structure. The schedule will include descriptions of the goals, objectives, and strategies, and the names of performance measures within their appropriate objectives and strategies.

LBB analysts will provide state agencies with documents that reflect the final disposition of 2024–25 budget structure elements (including goals, objectives, strategies, and performance measures) to assist state agencies with the development of budget structure change requests. The documents are estimated to be distributed by March 2024.

Agencies should take this opportunity to ensure performance measures exist for high-priority and significant programs. These elements should be listed in the order in which they would appear in the agency’s bill pattern in a general appropriations bill.

Figure 4 shows the structure of agency goals, objectives, strategies, and performance measures in the Strategic Planning and Budgeting System.



**AGENCY GOALS**

Agency goals are the general ends toward which agencies direct their efforts. Goals address issues by stating policy intention. They are both qualitative and quantifiable, but not quantified. Goals are ranked for priority and should stretch and challenge an agency but should be realistic and achievable.

**OBJECTIVES**

Objectives are clear targets for specific action and are connected directly to agency goals. They mark quantifiable interim steps toward achieving an agency's long-range mission and goals. Objectives are measurable, time-based statements of intent. They emphasize the results of agency actions at the end of a specific period.

For each objective, please identify all related Strategic Planning Goals.

**OUTCOME MEASURES**

Outcome measures are indicators of the actual effect on a stated condition or problem. They are tools to assess the effectiveness of an agency's performance and the public benefit derived from it. An outcome measure typically is expressed as a percentage, rate, or ratio.

**STRATEGIES**

Strategies are methods to achieve goals and objectives. Formulated from goals and objectives, a strategy is the means for transforming inputs into outputs and, ultimately, outcomes with the best use of resources. A strategy includes budgetary and other resources.

For each strategy, please identify all related Strategic Planning Goals and Action Plans.

**OUTPUT MEASURES**

Output measures are tools, or indicators, for counting the services and goods produced by an agency. The number of individuals receiving a service and the number of services delivered are typical measures of output.

**EFFICIENCY MEASURES**

Efficiency measures are indicators that quantify an agency's cost, unit cost, or productivity associated with a given outcome or output. Efficiency measures typically are expressed in unit costs, units of time, or other ratio-based units.

**EXPLANATORY MEASURES**

Explanatory measures are quantitative indicators that provide additional information that contributes to the understanding of an agency's operating environment.

**REQUESTING CHANGES TO THE BUDGET STRUCTURE**

The agency's strategic plan is used as a starting point for developing the agency's budget structure. An agency's budget structure need not necessarily mirror its strategic plan. Any changes to an agency's budget structure from that in place for the 2024–25 biennium must be requested in writing by the agency's due date in Figure 2 using the template provided by their LBB analyst to submit budget structure change requests and shown in Appendix 5.

**NOTE ON BUDGET STRUCTURE ELEMENTS**

Budget structure elements are limited to 35 and 70 characters (including spaces) for short names and full names, respectively. Descriptions for performance measures are limited to 500 characters and will be printed in an agency's bill pattern only if the measure is considered a key measure. Note that OOG and LBB staff will make edits to the elements to fit character limitations if any submitted budget structure change request exceeds the character limitations. Agencies should consider renaming elements to limit abbreviations so that a member of the Legislature or the public may understand more readily the title and purpose of the goal, strategy, or measure.

**SCHEDULE B: PERFORMANCE MEASURE DEFINITIONS**

Each agency must submit Schedule B, Performance Measure Definitions, as part of its strategic plan. This schedule contains the definitions for all approved measures in the agency's strategic planning and budget structure.

A performance measure’s definition must explain the measure and the methodology for its calculation and provide enough information that it can be understood clearly. The description of a measure’s calculation must be detailed enough to enable replication. Definitions submitted with the agency’s strategic plan must include all the following elements:

- definition—provides a brief explanation of what the measure is, with enough detail to give an overall understanding of the measure;
- purpose—explains what the measure is intended to show and why it is important;
- data source—describes where the information comes from and how it is collected;
- methodology—describes clearly and specifically how the measure is calculated;
- data limitations—identifies any limitations about the measurement data, including factors that may be beyond the agency’s control;
- calculation method—identifies whether the information is cumulative or noncumulative;
- new measure—identifies whether the measure is new, has changed significantly, or continues without change from the previous biennium; and
- target attainment—identifies whether actual performance that is higher or lower than targeted performance is desirable (e.g., a disease rate lower than targeted is desirable).

Each agency also must enter all approved performance measure definitions in ABEST once the agency’s budget structure for the upcoming biennium has been approved by the LBB and the OOG, Budget and Policy Division.

#### NOTE

For ABEST reporting purposes, all outcome and explanatory measures are noncumulative because they are reported only once a year.

Appendix 6 provides examples of definitions in the proper format. Additional information appears in the *Guide to Performance Measure Management*, December 2022, published by the State Auditor’s Office, and the guidelines in the LBB’s *ABEST Instructions for Finalizing Budget Structures and Defining Measures* (February 2024).

#### **SCHEDULE C: HISTORICALLY UNDERUTILIZED BUSINESS PLAN**

The Texas Government Code, Section 2161.123, requires agencies that complete a strategic plan pursuant to the Texas Government Code, Chapter 2056, to include a written plan for increasing their use of historically underutilized businesses (HUB) in purchasing and public works contracting. The plan must include a policy or mission statement relating to increasing the agency’s use of HUBs, goals to be met by the agency in carrying out the policy or mission, and specific programs that the agency must conduct to meet the goals stated in the plan, including a specific program to encourage contractors to use HUBs as partners and subcontractors.

#### **SCHEDULE D: STATEWIDE CAPITAL PLANNING (IF APPLICABLE)**

The Eighty-eighth Legislature, General Appropriations Act, 2024–25 Biennium, Article IX, Section 11.03, requires all state agencies and institutions of higher education to supply capital planning information relating to projects for the 2024–25 biennium to the Bond Review Board. Based on information submitted by agencies and institutions, the Bond Review Board is required to compile a statewide capital expenditure plan for the 2026–27 biennium for submission to the Governor and the LBB. Agencies will submit capital plans separately to the Bond Review Board in accordance with instructions issued by the board.

The Bond Review Board provides resources to guide agencies in the submission of capital planning information on their website. The link to the guide is included in Appendix 11.

### **SCHEDULE E: HEALTH AND HUMAN SERVICES STRATEGIC PLANNING (NO LONGER REQUIRED)**

Senate Bill 956, Eighty-eighth Legislature, Regular Session, 2023, repealed the coordinated strategic plan for health and human services. Health and human services agencies no longer are required to submit the coordinated strategic plan.

### **SCHEDULE F: AGENCY WORKFORCE PLAN**

The Texas Government Code, Section 2056.0021, requires each state agency to conduct a strategic staffing analysis and to develop a workforce plan that follows guidelines developed by the State Auditor's Office. The workforce plan addresses the agency's critical staffing and training needs, including the need for experienced employees to impart knowledge to their potential successors.

Agencies should refer to the State Auditor's Office Workforce Planning website to complete their plans. This website, to which a link appears in Appendix 11, contains a Workforce Planning Guide, Workforce Plan Questionnaire, tools, and other helpful information. An agency must include this plan as an appendix to its strategic plan.

#### **OPTIONAL**

Agencies that have participated in a Survey of Employee Engagement may incorporate elements of the most recent survey results into this schedule.

### **SCHEDULE G: WORKFORCE DEVELOPMENT SYSTEM STRATEGIC PLAN (IF APPLICABLE)**

The Texas Government Code, Sections 2308.104 and 2308.1015, requires that the Texas Workforce Investment Council develop a single strategic plan for the Texas workforce system, which must include goals, objectives, and performance measures for the workforce system and those state agencies that administer workforce programs or services. The statute further mandates that, upon approval of the strategic plan by the Governor, each agency administering a workforce program shall use that strategic plan in developing the agency's operational plan.

The approved *Texas Workforce System Strategic Plan (Fiscal Years 2024–2031)* is available in Appendix 11, Helpful Links and Other Reference Documents.

To demonstrate alignment with the state workforce system strategic plan, certain Texas Workforce System partner agencies, identified in this section, shall submit information within their strategic plans using the template provided in Appendix 7. The information will address key initiatives the agency has taken to fulfill objectives that are critical to achieve system goals specified in the system strategic plan. Additionally, the agency will describe approaches and strategies that it will employ to build internal organizational and staff competence in each of the three strategic pillars noted in the system strategic plan. Additional direction is provided in Appendix 7.

System partner agencies with workforce programs or services include the following agencies:

- Texas Department of Criminal Justice and Windham School District;
- Texas Education Agency;
- Texas Higher Education Coordinating Board;
- Texas Juvenile Justice Department;
- Texas Veterans Commission; and
- Texas Workforce Commission.

### **SCHEDULE H: REPORT ON CUSTOMER SERVICE**

The Texas Government Code, Chapter 2114, requires state agencies and institutions of higher education to submit a Report on Customer Service to the OOG and the LBB no later than June 1, 2024. Agencies should include this report within their strategic plans due on the same date. Chapter 2114 also requires agencies and institutions of higher education to develop customer service standards and implement customer satisfaction assessment plans. Agencies and institutions

that previously have not prepared a compact with Texans or appointed a customer relations representative (i.e., newly established agencies) must include this information in their required reports on customer service.

Pursuant to Chapter 2114, the LBB and OOG are required jointly to develop a standardized method to measure customer service satisfaction and establish standardized performance measures for agencies. Appendix 8 provides customer service survey questions for agencies to include, with a corresponding scale, to measure customer satisfaction. These standardized questions should be in addition to survey questions that address customer satisfaction specific to the agencies' programs and services. Additionally, standard measures are provided in the following sections for inclusion in reports.

An agency's report on customer service contains the following five elements:

1. an inventory of external customers served by each strategy in the 2024–25 General Appropriations Act and a brief description of the types of services provided to them, including a description of how customers are defined (e.g., by unique customers, total customer encounters, or some other measure);
2. a brief description of the methods the agency used to gather information from agency or institution customers;
3. a chart showing the levels of customer-determined service quality and other relevant information received for each customer group, and each statutorily identified customer service quality element included in the customer service survey in Appendix 8, including the following elements:
  - a. facilities, including the customer's ability to access the agency, the office location, signs, and cleanliness;
  - b. staff, including employee courtesy, friendliness, and knowledgeability, and whether staff adequately identify themselves to customers by name, including the use of name plates or tags for accountability;
  - c. communications, including toll-free telephone access, the average time a customer spends on hold, call transfers, access to live staff, letters, electronic mail, and any applicable text messaging or mobile applications;
  - d. Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or complaints;
  - e. complaint handling process, including whether it is easy to file a complaint and whether responses are timely;
  - f. ability to timely serve customers, including the amount of time a customer waits for service in person, by phone, by letter, or on a website; and
  - g. brochures or other printed information, including the accuracy of that information;
4. an analysis of the findings identified from the customer satisfaction assessment – this analysis must include an identification of changes that would improve the survey process and summary findings regarding the quality of service provided and improvements to be made in response to this assessment; and
5. performance measure information for customer service standards and customer satisfaction (e.g., wait times, complaints, responses), in addition to the standard measures shown in this section; estimated performance for fiscal year 2024 must be included for both agency-specific and standard measures.

#### **OUTCOME MEASURES**

- Percentage of Surveyed Customer Respondents Expressing Overall Satisfaction with Services Received: The total number of agency survey respondents indicating that they are satisfied or very satisfied with the agency, divided by the total number of agency survey respondents. The measure is based on responses to question 8 of Appendix 8 Customer Service Survey.

#### **OUTPUT MEASURES**

- Total Customers Surveyed: The number of customers who receive access to surveys regarding agency services. This number includes all customers who receive surveys in person or by phone, mail, email, website, or any other means.
- Response Rate: The percentage of total customers surveyed who completed the survey.
- Total Customers Served: Total number of customers receiving services through the agency's programs.

#### **EFFICIENCY MEASURES**

- Cost per Customer Surveyed: Total costs for the agency to administer customer surveys divided by the total number of customers surveyed.

**EXPLANATORY MEASURES**

- Total Customers Identified: The total population of customers in all unique customer groups.
- Total Customer Groups Inventoried: The total number of unique customer groups identified for each agency program. Customer groups served by more than one agency program should be counted only once.

**SCHEDULE I: CERTIFICATION OF COMPLIANCE WITH CYBERSECURITY TRAINING**

The Texas Government Code, Section 2056.002(b)(12), requires state agencies to include in the strategic plan a written certification of the agency's compliance with the cybersecurity training required pursuant to the Texas Government Code, Sections 2054.5191 and 2054.5192. Appendix 10 provides a certification form for agencies to include in the strategic plan submission.

**SCHEDULE J: REPORT ON PROJECTS AND ACQUISITIONS FINANCED BY CERTAIN FUND SOURCES (IF APPLICABLE)**

The Texas Government Code, Section 442.0151(j), requires the Texas Historical Commission to include in its strategic plan a report on each project funded using money in the historic infrastructure sustainability trust fund during the two-year period preceding the date on which the plan is submitted, and a list of each project anticipated to be funded using money in the fund for the period covered by the plan.

The Texas Government Code, Section 443.0103(j), requires the State Preservation Board to include in its strategic plan a report on each project funded using money in the Texas state buildings preservation endowment fund during the two-year period preceding the date on which the plan is submitted, and a list of each project anticipated to be funded using money in the fund for the period covered by the plan.

The Texas Parks and Wildlife Code, Section 21A.007, requires the Texas Parks and Wildlife Department to include in its strategic plan a report on each acquisition funded using money in the Centennial Parks Conservation Fund during the two-year period preceding the date on which the plan is submitted.

Please contact your LBB and OOG, Budget and Policy Division, analysts with any questions concerning the reports.

# APPENDIX 1. TITLE PAGE EXAMPLE

The title page for an agency's strategic plan must include the elements shown in the example below.

<b>AGENCY STRATEGIC PLAN</b>		
<b>FISCAL YEARS 2025 TO 2029</b>		
<b>BY</b>		
<b>AGENCY, DEPARTMENT, BOARD, OR COMMISSION</b>		
<b>Board Member</b>	<b>Dates of Term</b>	<b>Hometown</b>
<b>DATE OF SUBMISSION</b>		
<b>SIGNED: _____</b>		
<b>APPROVED: _____</b>		

## APPENDIX 2. FORMAT FOR AGENCY OPERATIONAL GOALS AND ACTION PLANS

<b>AGENCY OPERATIONAL GOAL AND ACTION PLAN</b>
<p style="text-align: center;"><b>SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<p style="text-align: center;"><b>DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORT EACH STATEWIDE OBJECTIVE</b></p> <ol style="list-style-type: none"><li>1. Accountable to tax and fee payers of Texas.</li><li>2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.</li><li>3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures, and implementing plans to continuously improve.</li><li>4. Attentive to providing excellent customer service.</li><li>5. Transparent such that agency actions can be understood by any Texan.</li></ol>
<p style="text-align: center;"><b>DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM</b></p>

## APPENDIX 3. STRATEGIC PLAN STATUTORY CONSIDERATIONS

The following are subject areas that agencies should address, if applicable, in their strategic plans, but should not take the form of additional reports, schedules, or sections of the strategic plan. Any references to these issues should be integrated into the discussion of the agency's operational goals and action plan, as submitted in the format provided in Appendix 2. Inclusion of discussion on the following items, pursuant to the Texas Government Code, Section 2056.002, is left to the agency's discretion.

### EXTERNAL/INTERNAL ASSESSMENT

In the strategic plan, agencies may consider including an evaluation of key factors that influence the agency. Detailed evaluation of trends, conditions, opportunities, and obstacles directs the development of each element of the strategic plan. An external/internal assessment may include the following information:

- an identification of groups of people served by the agency and of priority and other service populations in accordance with current law, and how those populations are expected to change within the timeframe of the strategic plan;
- an analysis of current agency resources for meeting current needs and expected needs, and a broad summary of additional resources necessary to meet future needs;
- an analysis of expected changes in services provided by the agency due to changes in state or federal law;
- further description of means and strategies for meeting the agency's needs, including future needs, and achieving its goals;
- a broad summary of the capital improvement needs of the agency during the period covered by the plan, and a prioritization of those needs (see Part 2. Supplemental Elements for related requirement); and
- an identification of each geographic region of Texas that the agency serves, including the Texas–Louisiana and the Texas–Mexico border regions, and, if appropriate, the agency's measures and strategies for serving each region.

External factors may include economic conditions, global competitiveness impact, population shifts, technological advances, geographical changes, and statutory changes. The Comptroller of Public Accounts (CPA) provides a long-term forecast of the state's economy and population for use in the external/internal assessment. A summary of this forecast is provided in Appendix 9. The agency uses the summary to the extent that variables important to agency activities are included in the forecast. A more complete set of variables is available for agency use through the CPA's Revenue Estimating Division. All data and projections obtained from sources other than the CPA must be referenced in footnotes. Internal factors may include management policies, resource constraints, organizational structure, automation, staff, and operational procedures.

### INFORMATION RESOURCES PLANNING

Agencies should examine technology solutions that advance the mission of the agency and align with statewide technology principles and priorities, pursuant to the Texas Government Code, Section 2056.002(b)(11). The agency should provide a description of the agency's information resources (IR) management organization, policies, and practices; a description of how the agency's IR programs support and promote its mission, goals, and objectives and the goals and policies of the State Strategic Plan for IR Management; and other planning components that the Department of Information Resources may prescribe.

For reference, see the 2024–2028 State Strategic Plan for Information Resources Management, which appears in Appendix 11. Submit questions regarding the information resources planning section to: [techplan@dir.texas.gov](mailto:techplan@dir.texas.gov).

**ENHANCING MILITARY FACILITIES**

If applicable, a state agency should include an analysis of its expected expenditures that relate to federally owned or operated military installations or facilities, or communities where such an installation or facility is located, pursuant to the Texas Government Code, Section 2056.002(b)(10). Agencies are encouraged to make this evaluation using the most current criteria provided by the Texas Military Preparedness Commission. If an agency determines that the expenditure will enhance the military value of a federally owned or operated military installation or facility based on the base realignment and closure criteria, the agency should make that expenditure a high priority.

**CONTRACT MANAGER TRAINING**

Agencies that contract with other state agencies, federal or local governments, or private enterprise should describe the training requirements for their contract managers, pursuant to the Texas Government Code, Section 2056.002(b)(9).

**CERTIFICATION OF COMPLIANCE WITH CYBERSECURITY TRAINING**

Agencies should provide written certification of compliance with cybersecurity trainings required under the Texas Government Code, Sections 2054.5191 and 2054.5192. Appendix 10 provides a certification form for agencies to include in the strategic plan submission.

# APPENDIX 4. FORMAT FOR REPORTING REDUNDANCIES AND IMPEDIMENTS

REDUNDANCIES AND IMPEDIMENTS (REPEAT SECTION AS NECESSARY FOR EACH IDENTIFIED REDUNDANCY AND IMPEDIMENT)	
SERVICE, STATUTE, RULE, OR REGULATION (PROVIDE SPECIFIC CITATION IF APPLICABLE)	
DESCRIBE WHY THE SERVICE, STATUTE, RULE, OR REGULATION IS RESULTING IN INEFFICIENT OR INEFFECTIVE AGENCY OPERATIONS	
PROVIDE AGENCY RECOMMENDATION FOR MODIFICATION OR ELIMINATION	
DESCRIBE THE ESTIMATED COST SAVINGS OR OTHER BENEFIT ASSOCIATED WITH RECOMMENDED CHANGE	
NATURAL DISASTER-RELATED REDUNDANCIES AND IMPEDIMENTS (IF APPLICABLE)	
SERVICE, STATUTE, RULE, OR REGULATION (PROVIDE SPECIFIC CITATION IF APPLICABLE)	
DESCRIBE WHY THE SERVICE, STATUTE, RULE, OR REGULATION IS RESULTING IN INEFFICIENT OR INEFFECTIVE AGENCY OPERATIONS	
PROVIDE AGENCY RECOMMENDATION FOR MODIFICATION OR ELIMINATION	
DESCRIBE THE ESTIMATED COST SAVINGS OR OTHER BENEFIT ASSOCIATED WITH RECOMMENDED CHANGE	

## **APPENDIX 5. TEMPLATE TO REQUEST CHANGE(S) TO AGENCY BUDGET STRUCTURES**

This template will be provided by LBB staff by March 2024. The templates will be pre-populated with the final 2024–25 budget structure, and include Goals, Objectives, Strategies, Outcome Measures, and Strategy-Related Measures. Examples of the pre-populated template are included on the LBB website in the section for Agency Portal/Strategic Plan Instructions.

# APPENDIX 6. EXAMPLES OF PERFORMANCE MEASURE DEFINITIONS

The following are examples of performance measures and definitions that the Department of Family and Protective Services has developed as part of its Strategic Planning and Performance Budgeting System. Each of these definitions not only contains all the properties identified on pages 9 and 10, but the agency also has developed each of these elements fully.

<b>Agency:</b>	Department of Family and Protective Services
<b>Goal:</b>	In collaboration with other public and private entities, protect children from abuse and neglect by providing an integrated service delivery system that results in quality outcomes.
<b>Objective:</b>	By 2025, provide or manage a quality integrated service delivery system for 70 percent of children at risk of abuse/neglect and mitigate the effects of maltreatment and assure that confirmed incidence of abuse/neglect does not exceed 10.9 per 1,000 children.
<b>Strategy:</b>	Provide caseworkers and related staff to conduct investigations and deliver family-based safety services, out-of-home care, and permanency planning for children who are at risk of abuse/neglect and their families.

## EXAMPLE 1

**Outcome Measure:** **New Interventions within 12 Months Reunited**

### Definition

The percentage of children (age 0-17) who exited substitute care (DFPS' legal responsibility and placed outside of their home of origin) to reunification during the year prior to the reporting period that were confirmed victims in a subsequent child abuse/neglect investigation or in a subsequent state opened to family preservation services within 12 months of reunification. Discharge from a prior substitute care episode is recorded as a termination of DFPS legal status.

### Purpose

A primary goal of child welfare services is to achieve permanency for children as quickly as possible after they enter substitute care, without jeopardizing their continued safety. This measure examines the percentage of children discharged from substitute care to reunification who are in an investigation as a confirmed victim, or one opened to services within 12 months of a prior episode.

### Data Source

The Information Management Protecting Adults and Children in Texas (IMPACT) application is the official source of record for abuse/neglect information at DFPS.

### Methodology

Divide the number of children who exited conservatorship to reunification in the year prior to the reporting period who are the confirmed victim of an abuse/neglect investigation within 12 months of the prior discharge (numerator) by the number of children who exited substitute care to reunification in the year prior to the reporting period (denominator) and multiply by 100 to achieve a percentage.

### Data Limitations

### Calculation Method

None

Noncumulative

**New Measure**

No

**Target Attainment:**

Lower than target

**EXAMPLE 2**

**Output Measure:      Number of Completed CPS Investigations**

**Definition**

A completed CPS investigation is when the agency has reached a finding of abuse/neglect. The completion is determined by investigation stage closure date. The investigation stage closure date cannot be null and must occur during the reporting period.

**Purpose**

The purpose of this measure is to track the number of investigations of child abuse/neglect completed by CPS staff during the reporting period. This measure provides useful information for management purposes. It is helpful for noting variances and determining resource allocation.

**Data Source**

The Information Management Protecting Adults and Children in Texas (IMPACT) application is the official source of record for abuse/neglect information at DFPS.

**Methodology**

Count the number of completed CPS investigations where the investigations stage closure date is during the reporting period and the disposition has been determined regarding the allegations of child abuse/neglect. The annual or year-to-date count will be the sum of all completed investigations during the reporting period.

**Data Limitations**

Measure does not count investigations completed by the caseworker that are awaiting supervisory closure.

**Calculation Method**

Cumulative

**New Measure**

No

**Target Attainment:**

Lower than target

**EXAMPLE 3**

**Efficiency Measure:      CPS Daily Caseload per Worker: Investigation**

**Definition**

This measure provides the average daily caseload for CPS investigation caseworkers. Supervisors carrying investigation cases are not included in the definition of investigation caseworker. Investigation workers are defined by job class code.

**Purpose**

This measure is an indicator of an average amount of work handled each day by a CPS investigation caseworker. The intent is to approximate what a caseworker would state if asked about the workload

being managed.

**Data Source**

The Information Management Protecting Adults and Children in Texas (IMPACT) application is the official source of record for abuse/neglect information at DFPS. For each day during the reporting period, count stages from IMPACT that were open at any time during the day and for which the primary assignment is to a CPS investigation caseworker with the appropriate job class paid out of Strategy B.01.01 in HHSAS-HR. The following stages are included: Intake (INT) (if not progressed to INV in the same day), Investigation (INV), Family Preservation (FPR), Sub Care Child (SUB; including children reunified), Family Sub Care (FSU), Adoption (ADO), Foster/Adopt Home Development (FAD; if approved or receiving casework services) and Kinship (KIN).

**Methodology**

Divide the numerator (sum of all daily case counts) for the reporting period by the denominator (sum of all daily caseworker counts) during the reporting period. When calculating the 2nd, 3rd, & 4th quarters the year-to-date total is recalculated. Values reported in ABEST are updated each year-end ("Fifth" Quarter) up to and including the close of the appropriation year. Values reported in ABEST are also updated as required to ensure that data reflected is accurate and reliable.

**Data Limitations**

Data from Centralized Accounting and Payroll/Personnel System (CAPPS) is point-in-time at the end of the month, so if a worker changed job class codes during the month, only the last one for the month is captured.

**Calculation Method**

Noncumulative

**New Measure**

No

**Target Attainment**

Lower than target

**EXAMPLE 4**

**Explanatory Measure:**

**Number of CPS Caseworkers Trained (CPD)**

**Definition**

This measure counts the number of CPS Caseworkers who completed Continuing Professional Development (CPD) training during the reporting period.

**Purpose**

This measure monitors the volume of CPS caseworkers completing Continuing Professional Development (CPD) training.

**Data Source**

Centralized Accounting and Payroll/Personnel System (CAPPS).

**Methodology**

The calculation is a count of the number of CPS caseworkers for whom the session end date in the CAPPS Training Database is during the reporting period. Values reported in ABEST are updated each year-end ("Fifth" Quarter) up to and including the close of the appropriation year. Values reported in ABEST are also updated as required to ensure that data reflected is accurate and reliable.

**Data Limitations**

This measure does not include outsourced private Family-Based Safety Services or Conservatorship Caseworkers.

**Calculation Method**

Noncumulative

**New Measure**

No

**Target Attainment**

Higher than target

# APPENDIX 7. FORMAT FOR REPORTING ALIGNMENT WITH TEXAS WORKFORCE SYSTEM STRATEGIC PLAN

Chapter 2308.104 and Chapter 2308.1015 of the Texas Government Code provide that the Texas Workforce Investment Council (Council) shall develop a single strategic plan for the Texas workforce system, and that the strategic plan must include goals, objectives, and performance measures for the workforce system and those state agencies that administer workforce programs or services. The code further mandates that, upon approval of the workforce system strategic plan by the Governor, each agency administering a workforce program shall use that strategic plan in developing the agency’s operational plan. *Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031* was approved by the Council and subsequently approved by the Governor on October 20, 2023.

System partner agencies administering workforce programs or services include:

- Texas Department of Criminal Justice – Windham School District;
- Texas Education Agency;
- Texas Higher Education Coordinating Board;
- Texas Juvenile Justice Department;
- Texas Veterans Commission; and
- Texas Workforce Commission.

## PART 1

The following matrix shows the responsible agency for the system strategy and corresponding system objective that are critical to achieve the four system goals specified in the workforce system strategic plan, *Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031*, related to employers, learners, partners, and policy and planning.

WORKFORCE SYSTEM OBJECTIVE	WORKFORCE SYSTEM STRATEGY	RESPONSIBLE AGENCY
Increase upskilling and reskilling programs	Institute and expand upskilling and reskilling programs as part of core education and training inventory, with an emphasis on meeting the needs of employers for middle-skill workers.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Department of Criminal Justice – Windham School District</li> </ul>
Increase adult education transition to employment	Expand integrated education and training programs for middle-skill occupations and increase learner persistence to completion, certification, and employment.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> </ul>
Increase short-term credentials in high-demand occupations	Respond flexibly to employment changes through the identification and delivery of programs that support the attainment of short-term credentials, including industry-based certifications and licenses.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> <li>• Texas Department of Criminal Justice – Windham School District</li> <li>• Texas Juvenile Justice Department</li> </ul>
Increase work-based learning	Expand work-based learning as a core education and training program pre-employment strategy for youth and adults.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> </ul>

<b>WORKFORCE SYSTEM OBJECTIVE</b>	<b>WORKFORCE SYSTEM STRATEGY</b>	<b>RESPONSIBLE AGENCY</b>
Increase apprenticeship	Expand registered and industry-recognized apprenticeship programs in both traditional and nontraditional areas to ease workforce shortages through engaging and assisting employers to begin new programs.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Department of Criminal Justice – Windham School District</li> </ul>
Identify credentials of value	Develop and execute a model to identify credentials of value – including postsecondary technical sub-baccalaureate credit and noncredit credentials, industry-based certifications, apprenticeship certificates, and licenses.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> </ul>
Clarify and connect pathways	Streamline and clarify existing career pathways and models to increase alignment between secondary and postsecondary technical programs to maximize credit for credentials of value.	<ul style="list-style-type: none"> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> </ul>
Increase Texas Rising Star certification levels	Promote and support the attainment of high-tier Texas Rising Star certification by all childcare providers.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> </ul>
Identify and quantify quality outcomes	Execute a secure, shared data infrastructure and governance model that will facilitate data import, storage, access, integration, analysis, and reporting to understand and quantify quality program outcomes.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> </ul>
Enhance wage record	Pilot and expand an enhanced wage record for use in determining program outcomes and employment in occupational area of study.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> </ul>
Identify and collect industry-based certification data	Develop and implement strategies and procedures to collect and report data, including certifications attained by name of certification and name of third-party, national certifying entity.	<ul style="list-style-type: none"> <li>• Texas Workforce Commission</li> <li>• Texas Higher Education Coordinating Board</li> <li>• Texas Education Agency</li> <li>• Texas Department of Criminal Justice – Windham School District</li> <li>• Texas Juvenile Justice Department</li> <li>• Texas Veterans Commission</li> </ul>

For each system strategy, the responsible agency is asked to provide information on key:

- ongoing or planned steps, activities, and initiatives that support the agency actions listed in the workforce system strategic plan;
- milestones in the implementation of key agency actions;
- interagency partnerships, where required, to carry out the common system strategies;
- stakeholder partnerships; and
- intended outcomes of these activities to support the system strategies to be achieved during the agency’s strategic plan period.

Use the format shown in the following table. Repeat the section as necessary for each identified system strategy.

SYSTEM STRATEGY	KEY AGENCY STEPS, ACTIVITIES, AND INITIATIVES/ AGENCY ACTION MILESTONES/ PARTNERSHIPS/INTENDED OUTCOMES
[Insert the system strategy as included in the workforce system strategic plan]	[Insert response to the requirements outlined above.]

**PART 2**

Describe the approach and list the strategies that your agency will employ to accelerate achievement in the following three fundamental strategic opportunities, as outlined in *Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031*.

Where applicable, provide detail on interagency collaborations that are employed to carry out each strategy.

- (1) Engage Employers Meaningfully: Coordinate across agencies to gain insight into the needs of employers and minimize “asks” that burden employers.  
Agency response:
  
- (2) Include and Improve Outcomes for All Texans: Engage Texans with diverse needs, including those with disabilities, foster youth, sex-trafficking victims, incarcerated juveniles and adults, and opportunity youth, by designing programs and supports that address their needs, maximize outcomes, and improve career opportunities.  
Agency response:
  
- (3) Generate Greater Return on Investments: Use data and evidence to identify and target strategic investments to improve system performance.  
Agency response:

## APPENDIX 8. CUSTOMER SERVICE SURVEY

An agency’s customer service survey must include the following questions and scale to measure satisfaction with the agency’s facilities, staff interactions, communications, website, complaint handling processes, timeliness, printed information, and overall satisfaction with the agency. An agency may disaggregate these general questions into multiple questions that separately examine components of customer service; for example, for Question 2, an agency may ask questions regarding staff friendliness separate from questions regarding staff knowledgeability. The disaggregated questions likewise should use the prescribed scale. However, in its report, an agency should include a result for Question 2 that combines the results for those separate questions. These standardized questions should be in addition to survey questions that address customer satisfaction specific to the agency’s programs and services.

SCALE						
1 – Very unsatisfied	2 – Unsatisfied	3 – Neutral	4 – Satisfied	5 – Very satisfied	N/A – Not Applicable	

1. How satisfied are you with the agency’s facilities, including your ability to access the agency, the office location, signs, and cleanliness?

1            2            3            4            5            N/A

2. How satisfied are you with agency staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves to customers by name, including the use of name plates or tags for accountability?

1            2            3            4            5            N/A

3. How satisfied are you with agency communications, including toll-free telephone access, the average time you spend on hold, call transfers, access to a live person, letters, electronic mail, and any applicable text messaging or mobile applications?

1            2            3            4            5            N/A

4. How satisfied are you with the agency’s Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or to complain?

1            2            3            4            5            N/A

5. How satisfied are you with the agency’s complaint handling process, including whether it is easy to file a complaint and whether responses are timely?

1            2            3            4            5            N/A

6. How satisfied are you with the agency's ability to timely serve you, including the amount of time you wait for service in person?

1      2      3      4      5      N/A

7. How satisfied are you with any agency brochures or other printed information, including the accuracy of that information?

1      2      3      4      5      N/A

8. Please rate your overall satisfaction with the agency.

1      2      3      4      5      N/A

# APPENDIX 9. ECONOMIC AND POPULATION FORECAST

TEXAS AND THE U.S. ECONOMIC AND POPULATION FORECAST FISCAL YEARS 2024 TO 2031, FALL 2023 FORECAST								
CATEGORY	2024	2025	2026	2027	2028	2029	2030	2031
<b>Texas</b>								
Gross State Product (2012 dollars in billions)	\$1,990.2	\$2,023.7	\$2,067.1	\$2,118.0	\$2,174.1	\$2,229.5	\$2,282.2	\$2,329.6
Annual percentage change	2.3%	1.7%	2.1%	2.5%	2.6%	2.5%	2.4%	2.1%
Gross State Product (current dollars in billions)	\$2,555.7	\$2,655.2	\$2,769.0	\$2,893.6	\$3,029.5	\$3,169.4	\$3,314.3	\$3,459.6
Annual percentage change	4.1%	3.9%	4.3%	4.5%	4.7%	4.6%	4.6%	4.4%
Personal Income (current dollars in billions)	\$2,055.2	\$2,159.3	\$2,267.9	\$2,386.1	\$2,510.5	\$2,633.6	\$2,757.5	\$2,885.0
Annual percentage change	5.4%	5.1%	5.0%	5.2%	5.2%	4.9%	4.7%	4.6%
Nonfarm Employment (in thousands)	14,048.8	14,087.4	14,161.0	14,285.5	14,437.8	14,590.8	14,728.8	14,843.7
Annual percentage change	1.5%	0.3%	0.5%	0.9%	1.1%	1.1%	0.9%	0.8%
Unemployment Rate (percentage)	4.1%	4.5%	4.8%	4.8%	4.6%	4.5%	4.4%	4.4%
Resident Population (in thousands)	30,945.6	31,363.2	31,750.5	32,124.1	32,495.5	32,864.9	33,232.5	33,597.6
Annual percentage change	1.5%	1.3%	1.2%	1.2%	1.2%	1.1%	1.1%	1.1%
New York Mercantile Exchange (NYMEX) Oil Price (\$ per barrel)	\$79.12	\$84.84	\$90.55	\$96.26	\$101.97	\$107.68	\$114.00	\$121.53
NYMEX Natural Gas Price (\$ per million BTUs)	\$2.75	\$3.00	\$3.54	\$3.49	\$3.40	\$3.41	\$3.42	\$3.49
<b>U.S.</b>								
Gross Domestic Product (2012 dollars in billions)	\$20,681.6	\$20,937.8	\$21,257.6	\$21,631.6	\$22,026.3	\$22,401.4	\$22,778.0	\$23,135.8
Annual percentage change	1.6%	1.2%	1.5%	1.8%	1.8%	1.7%	1.7%	1.6%

Consumer Price Index (1982–84=100)	310.3	318.0	325.6	333.0	340.4	347.4	354.7	362.3
Annual percentage change	2.7%	2.5%	2.4%	2.3%	2.2%	2.1%	2.1%	2.1%
Prime Interest Rate	8.5%	6.9%	5.9%	5.8%	5.8%	5.8%	5.7%	5.8%

SOURCE: Texas Comptroller of Public Accounts.

# APPENDIX 10. CERTIFICATION OF COMPLIANCE WITH CYBERSECURITY TRAINING



## CERTIFICATE

### Agency Name

Pursuant to the Texas Government Code, Section 2056.002(b)(12), this is to certify that the agency has complied with the cybersecurity training required pursuant to the Texas Government Code, Sections 2054.5191 and 2054.5192.

### Chief Executive Officer or Presiding Judge

### Board or Commission Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# APPENDIX 11. HELPFUL LINKS AND OTHER REFERENCE DOCUMENTS

## **Example of LBB-Provided Template for Requested Changes to Agency Budget Structures (non-Higher Education Agencies)**

[https://www.lbb.texas.gov/Budget\\_Submissions.aspx](https://www.lbb.texas.gov/Budget_Submissions.aspx)

## **Example of LBB-Provided Template for Requested Changes to Agency Budget Structures (Higher Education Agencies)**

[https://www.lbb.texas.gov/Budget\\_Submissions.aspx](https://www.lbb.texas.gov/Budget_Submissions.aspx)

## **LBB Document Submissions**

[docs.lbb.texas.gov](https://docs.lbb.texas.gov)

## **Performance Measure Reporting in ABEST (August 2023)**

[https://www.lbb.texas.gov/Documents/Instructions/Performance\\_Measures/Performance%20Measure%20Reporting%20for%20State%20Agencies.pdf](https://www.lbb.texas.gov/Documents/Instructions/Performance_Measures/Performance%20Measure%20Reporting%20for%20State%20Agencies.pdf)

## **ABEST Instructions for Finalizing Budget Structure and Defining Measures (February 2024)**

[http://www.lbb.texas.gov/Documents/Instructions/Strategic\\_Plan/ABEST\\_Instructions\\_Finalizing\\_Budget\\_Structures\\_Defining\\_Measures\\_89R.pdf](http://www.lbb.texas.gov/Documents/Instructions/Strategic_Plan/ABEST_Instructions_Finalizing_Budget_Structures_Defining_Measures_89R.pdf)

## **State Auditor's Office Guide to Performance Measure Management (December 2022)**

<https://sao.texas.gov/Reports/Main/23-314.pdf>

## **State Auditor's Office Workforce Planning Guide**

<https://hr.sao.texas.gov/WorkforceAnalysis>

## **Texas Workforce System Strategic Plan (Fiscal Years 2024–2031)**

[https://gov.texas.gov/uploads/files/organization/twic/System\\_Strategic\\_Plan\\_2024-2031.pdf](https://gov.texas.gov/uploads/files/organization/twic/System_Strategic_Plan_2024-2031.pdf)

## **State Strategic Plan for Information Resources Management (2024–2028)**

<https://dir.texas.gov/sites/default/files/2023-10/2024-2028%20State%20Strategic%20Plan%20for%20Information%20Resources%20Management.pdf>

## **Bond Review Board Statewide Capital Expenditure Planning Resources**

<https://www.brb.texas.gov/statewide-capital-expenditure-planning/>

**AGENCY STRATEGIC PLAN**

**FISCAL YEARS 2025 TO 2029**

**BY THE**

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS**

<b>Board Member</b>	<b>Dates of Term</b>	<b>Hometown</b>
Darren L. James, FAIA – Chair	08/12/20 – 01/31/25	Lewisville
Rosa G. Salazar – Vice-Chair	07/26/18 – 01/31/29	Lubbock
Joyce J. Smith, CPA, CGMA – Secretary/Treasurer	07/26/18 – 01/31/29	Burnet
Jennifer Walker, AIA & LEED	01/15/16 – 01/31/27	Lampasas
Fernando Trevino	07/26/18 – 01/31/25	San Antonio
Tim A. Bargainer, PLA, ASLA, CLARB	08/12/20 – 01/31/25	Georgetown
Michael A. Ebbeler, Jr.	12/15/23 – 01/31/27	Houston
Justin S. Hiles, AIA	12/15/23 – 01/31/29	Dallas
Eva M. Read-Warden, AIA	12/15/23 – 01/31/27	Bryan

**May 30, 2024**

SIGNED:

  
\_\_\_\_\_  
Larice Brenton, Executive Director

APPROVED BY THE FULL BOARD

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## **TBAE Mission**

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. TBAE's mission is grounded in its enabling statutes, Chapters 1051 – 1053 of the Texas Occupations Code.

TBAE's Strategic Plan ensures that the agency not only carries out its mission, but also is:

1. Accountable to the public who uses and inhabits the built environment, registrants, and all other stakeholders.
2. Efficient by producing maximum results with no waste of collected funds and by identifying any function or provision that is redundant or not cost effective.
3. Effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve.
4. Attentive to providing excellent customer service.
5. Transparent such that agency actions can be understood by any Texan.

## **About TBAE**

### **A. Agency Overview and Organizational Aspects**

TBAE operates under the Self-Directed, Semi-Independent (SDSI) program established by the 77<sup>th</sup> Texas Legislature. TBAE's participation in SDSI removes the agency from the appropriations process, ensures accountability to stakeholders, and requires the agency to operate as a business. SDSI agencies must adopt their own budgets and establish registration fees to cover all operational costs. Additionally, each agency submits an annual payment (\$510,000 in TBAE's case) to the general revenue fund.

TBAE is overseen by a Board of nine gubernatorial appointees. Four Board members are registered architects, three are public members, one is a registered interior designer, and one is a registered landscape architect. The Chair is selected by the Governor from among the Board members, and typically the group meets four times a year to make or amend rules and decide enforcement cases.

TBAE has a staff of 20 full-time equivalent positions and operates with an annual budget of \$3.6M. TBAE Staff is divided into five broad functional units: Registration, Enforcement, Legal, Information Technology, and Operations. Each division is responsible for executing particular operational aspects of the Board's statutory charge and mission. While separation of the units allows staff to fully engage in their respective areas of expertise, close collaboration and cross-training allows the agency to be flexible and agile in responding to evolving needs and challenges.

### **B. Current Activities**

Through the third quarter of fiscal year 2024, TBAE is operating under a balanced budget. As a result, for the twentieth year in a row, TBAE did not raise registration fees. TBAE maintains a healthy fund balance, but it is expected to remain steady or be gradually spent down due to increased expenses resulting from the state-required move to privately leased office space, legislatively mandated employee salary increases in FY23 and FY25, and a decreasing rate of growth in registration numbers.

Looking at year-over-year registration trends on April 30, 2024, TBAE has seen a 2.5% increase for active architect registrants, a 1.3% decrease for active registered interior designers, and a 2.4% increase for active landscape architect registrants. The increase in active registrants has slowed since FY18 and is likely to continue to level off in future years.

In the enforcement unit, TBAE is on track to open approximately 241 complaints in FY24. Through April 30, 2024, 135 cases have been closed with disciplinary action or dismissed, including 28 disciplinary orders entered by the Board and 23 warning letters issued by the executive director. This pace should keep us on track to avoid a backlog in cases.

### **C. External/Internal Assessment Issues and Trends**

In conducting an external/internal assessment, the Board collected and analyzed information from several sources including an Industry Environmental Scan, Customer Service Survey, Survey of Employee Engagement, and a Board Strategic Planning Session. The Board conducted a thorough analysis of its past, current, and future position and its expectations for external and internal change. The following current and future major issues may affect the Board's operations and results in meeting the needs of its stakeholders.

- Use of Technology by the Professions, Including Artificial Intelligence
- Specialization and Certification within the Professions
- Increase of Multidisciplinary Approach to Design and Large Firms
- Continued Efforts to Develop National Standards for Licensing Standards and Practice Overlap
- Increased Mobility of Registrants
- Efforts by National Council Organizations to Analyze and Develop Alternative Paths to Practice
- Assurance of Licensee Competency on an Initial and Continuing Basis
- Environmental and Societal Shifts' Effect on Design, Including Climate Change
- The Role of Cybersecurity to Protect Individual and Business Security
- Economic Forecasts in the Design Industry and Nationally
  - Increasing U.S. Office Vacancy Rates
  - Increasing Construction Spending
- Work from Home – Continued Transition from Pandemic Response to Enduring Workplace Reality
- Competition for Quality Employees

### **TBAE Operational Goals and Action Plans**

TBAE is dedicated to providing public service that is accountable to tax and fee payers of Texas; efficient by producing maximum results with no waste of taxpayer funds and by identifying any function or provision considered redundant or not cost-effective; effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve; attentive to providing excellent customer service; and transparent such that agency actions can be understood by any Texan. To support these Statewide Objectives, the agency has developed two goals oriented around its two primary statutory functions – administering registration and enforcement programs that implement the regulation of architecture, landscape architecture, and registered interior design under Texas Occupations Code, Chapters 1051, 1052, and 1053.

**Registration Goal: TBAE will administer a registration program to ensure that only qualified professionals become registered in Texas.**

**Specific Action Items to be Achieved Throughout the Strategic Plan Period**

1. Ensure the professional qualifications of those practicing the regulated professions by setting appropriate requirements for education, experience, and examination.
2. Increase public and professional awareness of TBAE’s mission, activities, and services to ensure voluntary compliance with the regulatory requirements and protection of the public health, safety, and welfare.
3. Foster partnerships with related organizations in order to facilitate consistent regulation of the professions and further the Board’s mission and goals.
4. Anticipate and respond to an evolving registrant pool, with specific attention to the following factors:
  - changing demographics of registrants, exam candidates, and future professionals; and
  - reducing barriers to registration, alternative paths to registration, and registrant mobility.
5. Review the current use of technology in the regulated professions and by the agency to ensure that state laws, rules, and services are keeping pace with the impacts of technology, and to improve operational efficiency, effectiveness, and customer service.
6. Continue to monitor and update TBAE rules to ensure alignment and relevancy and eliminate redundancies and impediments.
7. Enhance organizational effectiveness and improve the quality of customer service in all programs by reviewing state and national standards with the aim of continuous operational improvement. TBAE will look to maximize administrative leanness, while not sacrificing agency agility and responsiveness.
8. Ensure that disaster preparedness and leadership succession planning are strong and that cross-component working groups are developed to ensure the continuity of agency effectiveness and efficiency.
9. Protect fiscal soundness through policies, procedures, and preparation for expected revenue and expenditure fluctuations, with a focus on linking revenues to expenditures.
10. Ensure TBAE’s cybersecurity standards are sufficient to protect individuals’ and businesses’ private information from being compromised.

**TBAE’s Registration Goal and Action Plan Supports Each Statewide Objective**  
**Accountable • Efficient • Effective • Transparent • Customer Service**

The safe practice of architecture, landscape architecture, and registered interior design are critical to ensuring the life, health, safety, property, and public welfare of the Texans who live, work, and play in the built environment. Each Statewide Objective was considered in developing the Action Items listed above. Each Action Item speaks directly to at least one Statewide Objective, and most address more than one Statewide Objective. For example, by transparently implementing statutory directives to set the appropriate eligibility requirements for its regulated professions, monitoring its rules to eliminate redundancies and impediments, maintaining collaborative relationships with agency stakeholders, and protecting private information, TBAE is accountable to the Texas Legislature, the people of Texas, and other agency stakeholders. TBAE is effective and efficient in utilizing its resources by being fiscally responsible, adopting technology to increase employee productivity, and ensuring continuity of operations and succession

planning. Finally, TBAE strives for excellence in customer service by engaging in public outreach and cooperation with agency stakeholders, pursuing continuous operational improvement, and monitoring agency processes for unnecessary redundancies and impediments. Taken together, the Registration Goal and associated Action Items help ensure high performance and consistency with the Statewide Objectives.

**Enforcement Goal: TBAE will protect the public health, safety, and welfare with an effective, responsive, and consistent enforcement program.**

### **Specific Action Items to be Achieved Throughout the Strategic Plan Period**

1. Ensure that all complaints and known violations are investigated and appropriate voluntary or disciplinary action is taken against all violators.
2. Investigate and prosecute complaints in a thorough and timely manner.
3. Pursue compliance with disciplinary actions and conditions.
4. Establish regulatory standards of practice for the regulated professions.
5. Increase public and professional awareness of TBAE's mission, activities, and services to ensure a better understanding of regulatory requirements, voluntary compliance with the regulatory requirements and protection of the public health, safety, and welfare.
6. Foster partnerships with related organizations in order to facilitate consistent regulation of the professions and further the Board's mission and goals.
7. Review the current use of technology in the regulated professions and by the agency to ensure that state laws, rules, and services are keeping pace with the impacts of technology, and to improve operational efficiency, effectiveness, and customer service.
8. Continue to monitor and update TBAE rules to ensure alignment and relevancy and eliminate redundancies and impediments.
9. Enhance organizational effectiveness and improve the quality of customer service in all programs by reviewing state and national standards with the aim of continuous operational improvement. TBAE will look to maximize administrative leanness, while not sacrificing agency agility and responsiveness.
10. Ensure that disaster preparedness and leadership succession planning is strong and that cross-component working groups are developed to ensure the continuity of agency effectiveness and efficiency.
11. Protect fiscal soundness through policies, procedures, and preparation for expected revenue and expenditure fluctuations, with a focus on linking revenues to expenditures.
12. Ensure TBAE's cybersecurity standards are sufficient to protect individuals' and businesses' private information from being compromised.

**TBAE's Enforcement Goal and Action Plan Supports Each Statewide Objective**  
Accountable • Efficient • Effective • Transparent • Customer Service

Each Statewide Objective was considered in developing the Action Items listed above. Each Action Item speaks directly to at least one Statewide Objective, and most address more than one Statewide Objective. By taking appropriate investigatory and disciplinary action in a timely manner, ensuring compliance with disciplinary actions, and establishing regulatory standards to protect the public, TBAE is transparent and accountable to the Texas Legislature, the people of Texas, individuals who file complaints with the agency, and other agency stakeholders. TBAE is effective and efficient in utilizing

the resources it dedicates to enforcement activities by being fiscally responsible, adopting technology to increase employee productivity, and ensuring continuity of operations and succession planning. TBAE strives for excellence in customer service by engaging in public outreach and cooperation with agency stakeholders, pursuing continuous operational improvement, and monitoring agency processes for unnecessary redundancies and impediments. Taken together, the Enforcement Goal and associated Action Items help ensure high performance and consistency with the Statewide Objectives.

### **Redundancies and Impediments**

The Texas Board of Architectural Examiners evaluated its enabling legislation, adopted rules and policies, and internal processes and determined that our agency does not encounter or impose redundancies or impediments that pose barriers to the economic prosperity of Texans or reduce the agency's effectiveness and efficiency in achieving its core mission. In FY21, pursuant to a required rule review, TBAE conducted a full self-evaluation of all TBAE rules and did not identify any such redundancies or impediments. TBAE will continue to evaluate its operations throughout the strategic planning period with the goal of reducing any barriers to the economic prosperity of Texas and making the agency more effective and efficient in achieving its core mission. If any redundancies or impediments are identified, they will be reported to the Governor's office.

## **Supplemental Schedule A: Budget Structure and Performance Measures**

As a self-directed, semi-independent agency, TBAE does not operate under a traditional budget structure within the general appropriations bill. Instead, TBAE is required to adopt a budget annually using generally accepted accounting principles. Therefore, TBAE does not operate under a Goal-Objective-Strategy model and does not submit data to the Automated Budget Evaluation System of Texas (ABEST).

In lieu of reporting to ABEST, TBAE is required to submit an annual report to the Governor, Legislature, and the Legislative Budget Board, which includes trend performance data related to TBAE's goals and other data related to its administrative and fiscal operations. TBAE additionally submits a quarterly report to all parties. TBAE's trend performance data measures related to its goals are listed below.

### Measures Related to the Registration Goal:

- Number of Registrants by Type and Status
- Average Time to Issue a Registration
- Number of Examination Candidates

### Measures Related to the Enforcement Goal:

- Number of Cases Opened by Staff and Public
- Number of Cases Closed by Dismissal and Enforcement Action
- Number of Enforcement Actions by Sanction Type
- Number of Cases Closed through Voluntary Compliance
- Amount of Administrative Penalties Assessed and the Rate of Collection of Assessed Administrative Penalties
- Number of Cases Opened that Allege HSW and Disposition
- Average Time to Resolve a Complaint

## Supplemental Schedule B: Performance Measure Definitions

### Measures Related to the Registration Goal:

Number of license holders or regulated persons broken down by type of license and license status, including inactive status or retired status

- Definition: The number of registered architects, landscape architects, registered interior designers, and businesses each broken down by active, inactive, and retired status.
- Purpose/Importance: The measure helps to determine agency workload.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: Registrants are broken down by profession, and further by status [Active, Inactive, or Emeritus (Retired)]. Business registration count includes all businesses with an Active, Delinquent, or Pending status and having at least one profession identified. Counts are made in the first few moments of the next fiscal year and roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative.
- New Measure: No.

Average time to issue a registration

- Definition: The average number of days to issue a registration to an applicant once the application is complete, including payment of the initial registration fee.
- Purpose/Importance: The measure helps to determine efficiency in delivering services to registrants.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: The universe consists of intended registrants whose accounts are populated with "Registration by Exam" or "Reciprocal Registration" fees indicating that all requirements have been met for licensure. Time is calculated as the number of days between the payment of the fee (Payment Date field) and the date of registration (License Certification Date field), and records are reported by fiscal year based on payment date. Roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative.
- New Measure: No.

Number of examination candidates

- Definition: The current number of individuals who have applied for registration by examination, but have not been issued a registration.
- Purpose/Importance: The measure indicates workload and helps to project number of possible eligible registrants, viewed against previous reports with an eye toward trending.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: The agency's database (TBAsE) will automatically run a snapshot report quarterly, in the first hours after the end of each quarter. TBAsE will run a count of all records with an application type of "Exam Candidate" or "Prior Exam" and a registration status of "Open," "Closed," or "Passed." Roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative.
- New Measure: No.

## Measures Related to the Enforcement Goal:

Number of complaints received from the public and number of complaints initiated by agency staff

- Definition: The number of enforcement cases opened as a result of a complaint filed by the public (non-staff) and the number opened as a result of a staff-initiated complaint.
- Purpose/Importance: The measure helps to track agency workload and determine allocation of agency resources.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" and "Complaint." Staff complaints will be counted as those with a Source of Complaint field entry of "Evidence returned through internal TBAE ops," "Evidence revealed through associated complaint," "R Identified thru Other Complaint," and "CE audit." All other Source of Complaint types will be counted as Public complaints. Complaints will be counted in the appropriate year based on their open date. Roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative
- New Measure: No.

Number of complaints dismissed and the number of complaints resolved by enforcement action

- Definition: The number of enforcement cases dismissed and the number of enforcement cases resolved with enforcement action.
- Purpose/Importance: The measure helps to track agency workload.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" and "Complaint." Of the universe, those items with content in the "Board Approved Date" field will be counted as "resolved by enforcement action," and those with a blank entry will be counted as dismissed. The date entered in "Board Approved Date" will determine in which fiscal year to report the item. Otherwise, the "Case Closed Date" field will determine the fiscal year of reporting. Additionally, those with a blank "Board Approved Date" and having a disposition type of "Revocation" will be counted as "resolved by enforcement action." Roster data are saved for future review.  
Data Limitations: None.  
Calculation Type: Non-cumulative  
New Measure: No.

Number of enforcement actions by sanction type

- Definition: The number of disciplinary actions taken by TBAE broken down by sanction type.
- Purpose/Importance: The measure helps to track the results of the agency's enforcement activities.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" and "Complaint" and having a Final Disposition of "Agreed Order," "Cease and Desist," "Consent Order," "Notice of Violation," "Order of the Board," "Penalty Notice," "Revocation," "Suspension/Probation," or "Dismissed (C.O.)." Of the universe, those items with a Final Disposition of "Agreed Order," "Cease and Desist," "Consent Order," "Notice of Violation," "Order of the Board," "Penalty Notice," or "Dismissed (C.O.)" and having a penalty assigned will be counted as "Admin Penalty." Those of this same list without having a penalty to pay will be counted as "Cease & Desist." Those having a Final Disposition of "Revocation" and "Suspension/Probation" will be counted under their corresponding Sanction Type. Cases will be counted in the appropriate fiscal year based on "Board Approved Date." If

no "Board Approved Date" is available, then "Case Closed Date" will determine the fiscal year. Roster data are saved for future review.

- Data Limitations: None.
- Calculation Type: Non-cumulative
- New Measure: No.

#### Number of enforcement cases closed through voluntary compliance

- Definition: The number of enforcement cases closed by voluntary compliance by the respondent in the case.
- Purpose/Importance: The measure helps to track agency workload and determine the effectiveness of enforcement activities.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" or "Complaint." Items from this universe with an entry in the Final Disposition field of "warning letter" or "informal reprimand" will be counted. Cases will be counted in the appropriate fiscal year based on their closed date. Roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative
- New Measure: No.

#### Amount of administrative penalties assessed and the rate of collection of assessed administrative penalties

- Definition: The amount of all administrative penalties assessed during the reporting period and the rate of collection of administrative penalties during the reporting period.
- Purpose/Importance: The measure helps to track disciplinary compliance among enforcement respondents.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: The amount (in dollars) of all administrative penalties assessed in a fiscal year is divided by the amount (in dollars) of all administrative penalties collected in the same fiscal year. The date entered in "Board Approved Date" will determine in which fiscal year to report the penalties assessed. If "Board Approved Date" is not entered, the "Case Closed Date" field will determine the fiscal year of reporting. The recorded "Payment Date" will determine in which fiscal year to report the amount collected. The result is expressed as a percentage. Roster data are saved for future review.
- Data Limitations: Penalties collected in one fiscal year may have been assessed in a previous fiscal year.
- Calculation Type: Non-cumulative.
- New Measure: No.

#### Number of enforcement cases that allege a threat to public health, safety, or welfare or a violation of professional standards of care and the disposition of those cases

- Definition: The number of enforcement cases that allege a threat to public health, safety, or welfare or a violation of professional standards of care and the disposition of those cases.
- Purpose/Importance: The measure helps to gauge agency workload and effectiveness with regard to more-involved enforcement cases.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" or "Complaint" with a Board Approved Date within the reporting fiscal year and a Violation Status ID of "Violation found by ED" or "Violation found by Board," and excluding all records with specified rule/statute citations in the Violations field indicating that the

infraction was a title violation or a continuing education violation. (A bulleted list of specified citations follows below.) The Disposition of the responsive records is reported and categorized based on sanction type similar to the "Number of enforcement actions by sanction type" measure. If no "Board Approved Date" is available, then "Case Closed Date" will determine the fiscal year. Roster data are saved for future review. Citations to be excluded are:

- Did not fulfill mandatory continuing education requirements
  - Reported false information regarding continuing education
  - Use of any form of the word "architect" or "architecture" by an unqualified firm
  - Practiced or used of title "architect" or "architecture" while registration was delinquent
  - A person other than an architect who advertised using the title architect or architectural designer
  - Failed to fulfill mandatory continuing education requirements
  - Reported false information regarding Interior Designer's continuing education
  - Use of title "interior designer" or term "interior design" while registration was delinquent
  - A person other than an interior designer who advertised using the title "interior designer" or offered "interior design" services.
  - Reported false information regarding landscape architects continuing education
  - Unauthorized practice or use of title "landscape architect" while registration was delinquent
  - A person other than a landscape architect used the title "landscape architect" or offered or performed "landscape architect".
  - A person other than an architect practicing architecture or using the regulated title
  - Failure to maintain continuing education records
  - Failure to complete a minimum of eight (12) CEPH for each annual registration period
  - Failure to complete a minimum of eight (8) CEPH for each annual registration period
  - Failure to maintain continuing education records
  - Practiced or used of title "architect" or "architecture" while registration was delinquent.
  - Fail to record Continuing Education activities
  - Falsely certifying Continuing Education requirement
  - Failure to complete mandatory continuing education
  - Failure to complete mandatory continuing education requirement
- Data Limitations: None.
  - Calculation Type: Non-cumulative
  - New Measure: No.

#### Average time to resolve a complaint

- Definition: The average number of days to resolve a complaint.
- Purpose/Importance: The measure helps to determine efficiency in caseload management.
- Source and Collection of Data: TBAE internal database, TBAsE.
- Method of Calculation: From TBAsE, the universe will consist of all enforcement matters with an entry in the Case Type field of "Case" or "Complaint" with a Closed Date within the reporting fiscal year. Non-Jurisdictional cases and complaints having a Final Disposition of 'NJ - General', 'NJ - H/S/W', or 'NJ - <Threshold' are excluded from this report. Time is determined by calculating the number of days between the Open Date and Closed Date for each record. Roster data are saved for future review.
- Data Limitations: None.
- Calculation Type: Non-cumulative
- New Measure: No (updated 2022).

## **Supplemental Schedule C: Historically Underutilized Business (HUB) Plan**

As a self-directed, semi-independent agency, TBAE does not operate under the General Appropriations Act, and therefore, was not required to complete the HUB report required by that Act. However, TBAE makes a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodity procurements. TBAE works to procure products and services for agency users and identify HUBs to ensure they have an equal opportunity to bid on agency contracts and related subcontracts. Additionally, TBAE submits HUB reporting to the Legislative Budget Board, although not specifically required.

### **Mission of the TBAE HUB Program**

The Mission of the TBAE HUB Program is to advocate for the participation of HUBs in the agency's procurement and contracts and remain committed to providing procurement and contracting opportunities for minority, women, and veteran-owned businesses.

### **Goal of the TBAE HUB Program**

The Goal of the TBAE HUB Program is to establish and carry out policies governing purchasing and public works contracting that foster meaningful and substantive inclusion of HUBs. Specifically, the Board will make a good faith effort to utilize HUBs in the Board's procurement and contracts with the following statewide goals in mind:

- 23.7 % for professional services contracts;
- 26.0 % for all other services contracts; and
- 21.1 % for commodities contracts.

### **TBAE HUB Program Strategies**

To meet the agency's goal, TBAE has established the following strategies:

- compliance with HUB planning and reporting requirements;
- utilization of the Texas Procurement and Support Services' (TPASS) Centralized Master Bidder List and other sources in bidding for delegated services;
- adherence to the HUB purchasing procedures and requirements established by the Comptroller of Public Accounts' Texas Procurement and Support Services Division;
- attendance at HUB Coordinator meetings, HUB small business trainings and HUB agency functions;
- utilization of HUB resellers from the Department of Information Resources' contracts;
- promotion of HUBs in the competitive bid process on all goods and services; and
- encourage contractors to use HUBs as partners and subcontractors.

# Agency Workforce Plan

## Fiscal Year 2024

### THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS



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

### THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS BOARD MEMBERS

<b>Board Member</b>	<b>Dates of Term</b>	<b>Hometown</b>
Darren L. James, FAIA – Chair	8/12/20 – 1/31/25	Lewisville
Rosa G. Salazar – Vice-Chair	7/26/18 – 1/31/29	Lubbock
Joy J. Smith, CPA, CGMA – Secretary/Treasurer	7/26/18 – 1/31/29	Burnet
Jennifer Walker, AIA	1/15/16 – 1/31/27	Lampasas
Fernando Trevino	7/26/18 – 1/31/25	San Antonio
Tim A. Bargainer, PLA, ASLA – Vice-Chair	8/12/20 – 1/31/25	Georgetown
Michael A. Ebbeler, Jr.	12/15/23 – 1/31/27	Houston
Justin S. Hiles, AIA	12/15/23 – 1/31/29	Dallas
Eva M. Read-Warden, AIA	12/15/23 – 1/31/27	Bryan

## June 2024

# Workforce Plan

## Overview

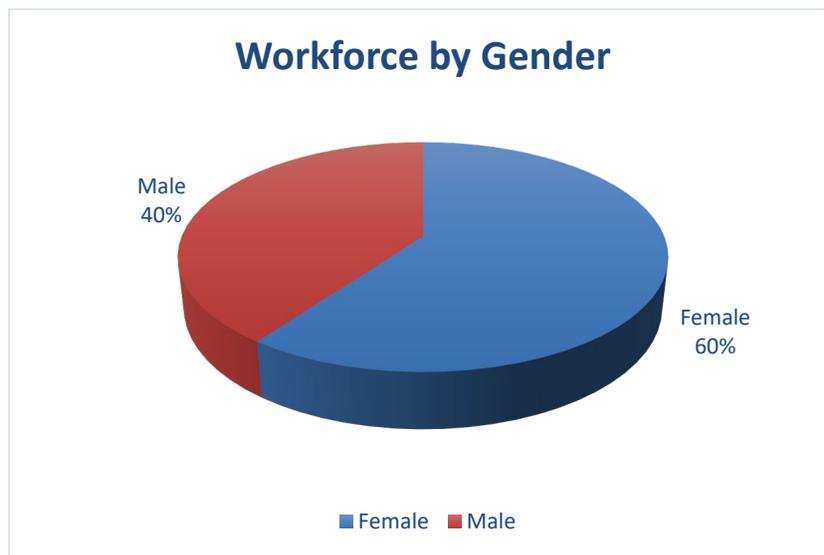
The Texas Board of Architectural Examiners (TBAE) is a small state agency operating under the Self-Directed Semi-Independent (SDSI) Project Program. TBAE has the authority to regulate the practices of architecture, landscape architecture, and registered interior designers in Texas.

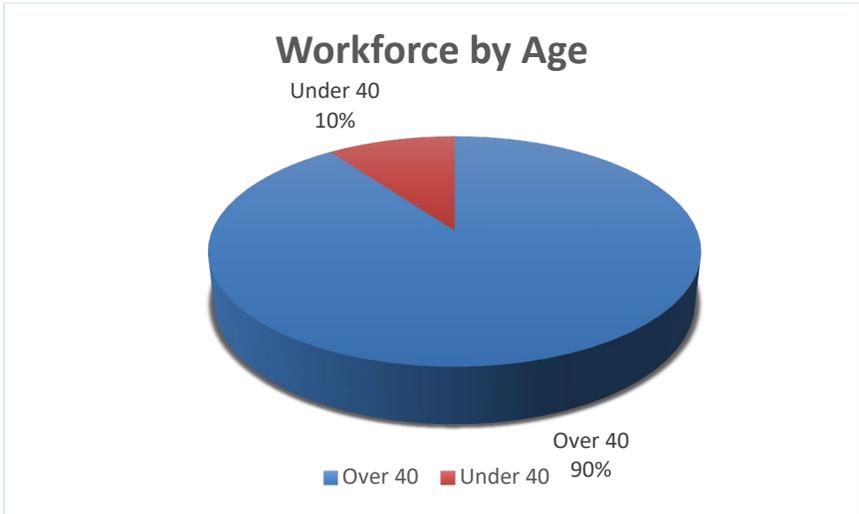
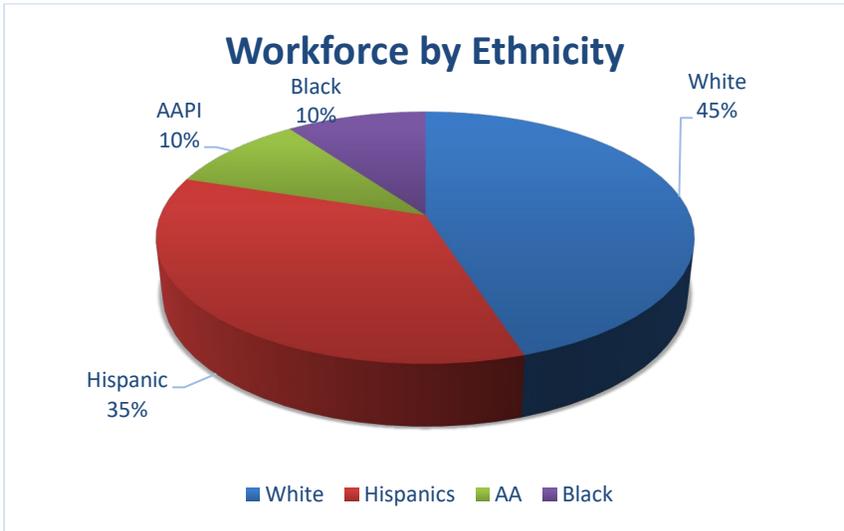
The agency employs individuals to carry out duties in the Registration, Enforcement, Operations, Information Technology, and Legal units. At the end of Fiscal Year 2023, TBAE employed 20 staff members. TBAE's commitment to high standards for excellence requires the agency to recruit and retain a high-performance staff.

After the 2005 implementation of the on-line renewal process, the agency has continued to improve and streamline business operations. In 2020, the agency rapidly transitioned to a system in which its investigative case files are maintained digitally. Initially, this action was taken to allow enforcement staff to maintain productivity during the early stages of the COVID-19 pandemic. Subsequently, this system was retained to allow greater flexibility in adopting hybrid work schedules and to respond to decreased physical storage in the agency's new office space. These innovations demonstrate TBAE's ability to respond to changing circumstances. As the use of technology becomes more important to the agency's business, our employees must become more technologically proficient while maintaining excellent customer service skills. To meet this challenge, the agency must ensure employees receive training opportunities to enhance their skill sets and develop recruitment practices that will aid in hiring highly qualified staff.

## Workforce Demographics - Gender, Ethnicity, Age

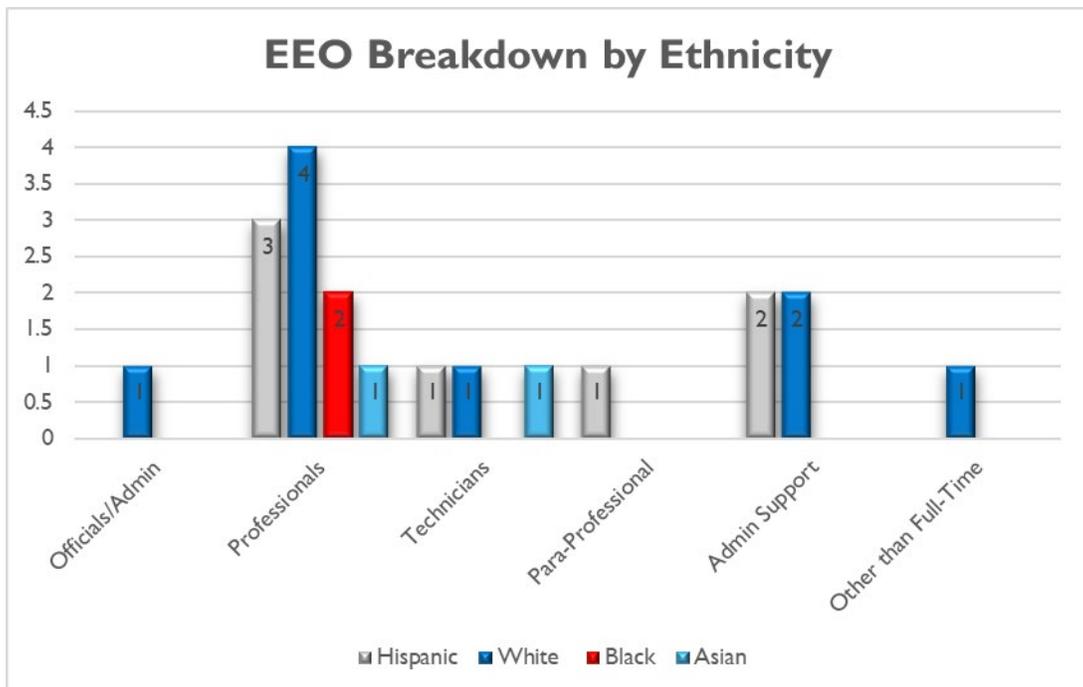
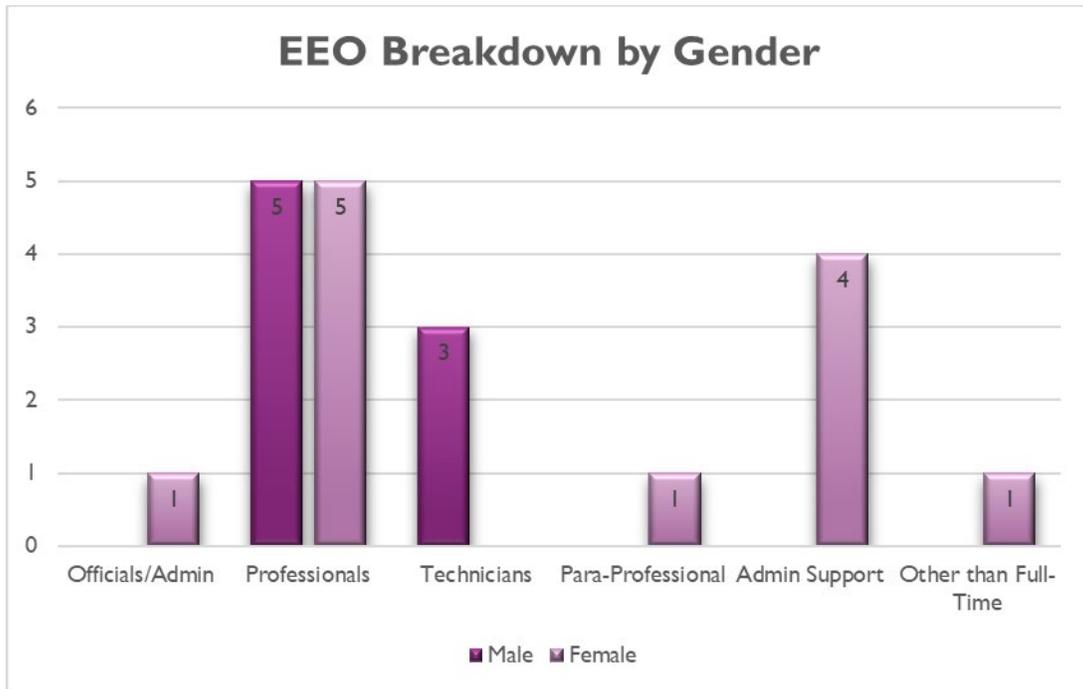
Even though the TBAE is a small state agency with a low turnover rate, the agency strives to meet its diversity targets whenever possible. For most job categories, the agency is comparable to or above statewide workforce statistics. The agency continues to pursue recruitment efforts to draw highly qualified African Americans and Hispanics and retains a diversified workforce. The following charts reflect the agency workforce as of August 31, 2023. The agency's workforce consists of 12 females and 8 males. Ninety percent of employees are over the age of 40. Due to TBAE's ability to recruit and then retain quality employees, the agency experiences a low turnover rate, thereby retaining employees until retirement. As a result, the agency's workforce is older than the state average.





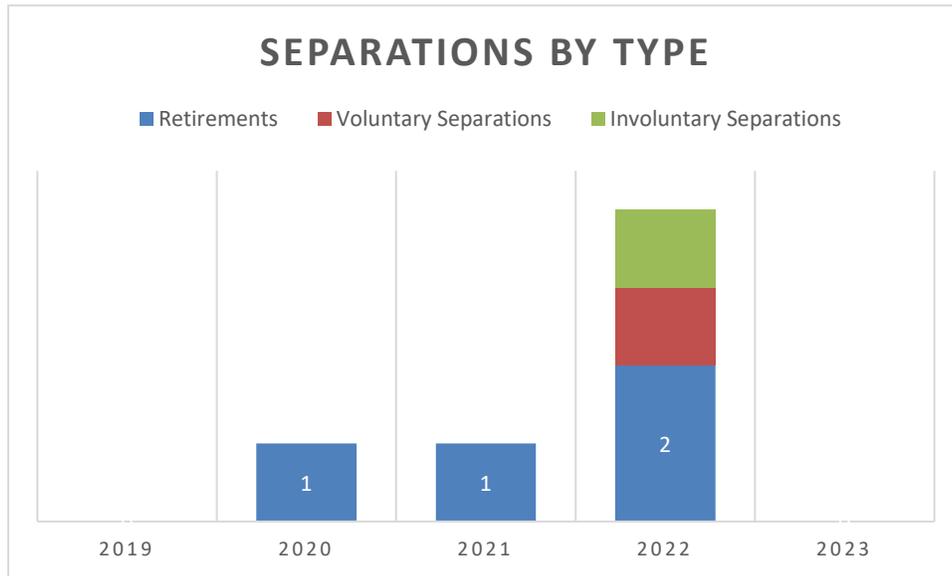
## Officials & Administrators

In FY 2023, a total of 20 full-time positions were budgeted for, and 20 were filled, including one part-time position. Using EEO definitions, currently there are: One (1) Official/Administrator, Ten (10) Professionals, Four (4) Administrative support, Three (3) Technicians, and One (1) Para-professional.



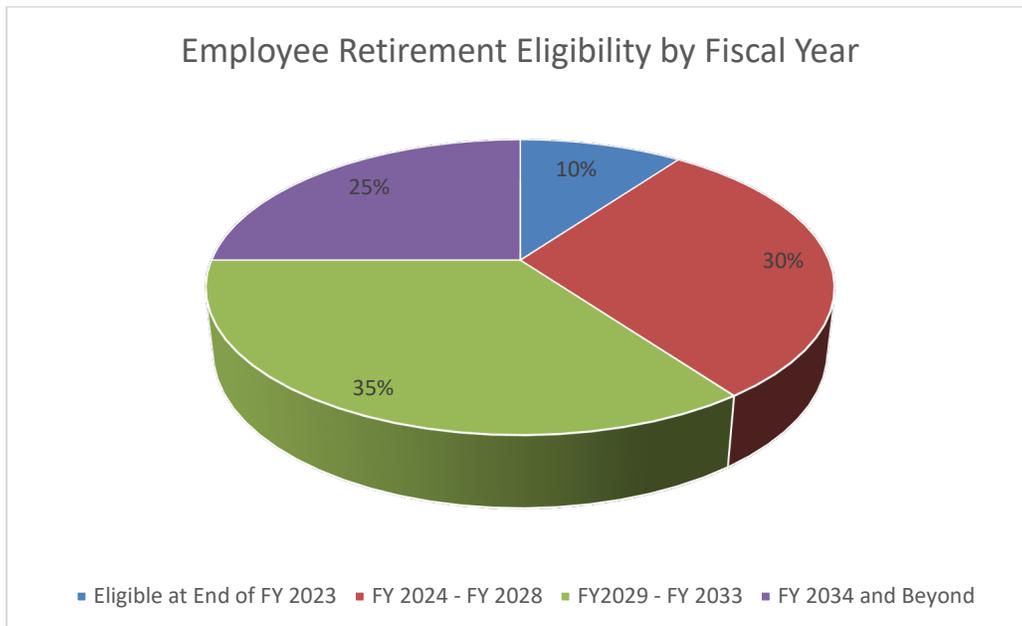
## Employee Turnover Rates

The Board's<sup>1</sup> employee turnover rate in FY 2023 was zero percent.



## Retirements

During FY 2023, ten percent of TBAE employees were eligible for retirement. Thirty percent are eligible to retire between FY 2024 and FY 2028. Thirty-five percent will be eligible between FY 2029 and FY 2033, and 25 percent will be eligible in FY 2034 or beyond.



<sup>1</sup> The TBAE rates include involuntary, voluntary, and retirement separations.

## Succession Planning

Approximately 40 percent of employees will be eligible to retire by the end of FY 2028. With this reality, the agency is sure to lose employees with significant expertise and institutional knowledge in the coming years. Therefore, it is crucial that the agency be proactive in ensuring this vital information is passed on to its next generation of leaders and employees. For this reason, succession planning has been and remains a strategic focus for the agency. Our senior leadership is constantly assessing current and potential employees for future leadership roles. To maintain its roster of future leaders, the agency is dedicated to engaging with employees to plot their future career paths and promoting from within. Additionally, senior leadership is committed to providing ongoing training and mentorship to ensure those talented team members have the required aptitude and mind set to meet the agency's future objectives. Finally, leadership is committed to making TBAE a happy and fulfilling place to work, thereby helping to retain employees who we hope will lead us into the future.

To ensure a robust collection of next-generation leaders, the agency's effective succession planning process:

- a. Links Strategic and Workforce Planning Decisions
- b. Analyzes Gaps in Workforce Supply and Demand
- c. Identifies Talent Pools
- d. Develops Succession Strategies
- e. Implements Succession Strategies
- f. Monitors and Evaluates Results

The agency's Operations unit plays a vital role in successful succession planning, ensuring that strategies, activities, and programs are in place to enable our senior leadership to make better decisions about current and future staff and align talent to an overall growth strategy. To improve the effectiveness and productivity of the agency, senior leadership has developed and consistently maintains the skills and expertise of its workforce through internal divisional/cross-functional training, providing training opportunities to grow individual competencies, and other staff development programs.

## Succession Management Results

With the retirements of several key personnel looming, TBAE spent the past several years identifying successor candidates to fill key leadership roles in the agency. In the first half of the current fiscal year, those succession planning efforts paid dividends with the retirement of the Executive Director and Operations Manager, the Board's selection of the agency's General Counsel as the new Executive Director, and multiple in-house staffing changes to fill resulting staff vacancies with a minimum of training and on-boarding. (Note that these staffing changes have occurred in FY 2024 and are thus not yet reflected in the enclosed data that was collected at the end of FY 2023.) This is only the most recent example of the agency relying upon internal promotions to fill positions, as over half of our employees have been promoted into new positions at some point in their career with TBAE. The agency is continually preparing to thrive in a changing environment. The leadership and managers provide the employees with performance feedback and are alerted to potential future opportunities within the agency.

As staff retirements and evolving external challenges persist, the agency will continue to emphasize succession planning to ensure continued excellence in all roles that are critical to day-to-day operations and the protection of the health, safety, and welfare of Texans who live, work, and play in the built environment.

## Survey of Employee Engagement

The Texas Board of Architectural Examiners (TBAE) participates in the Survey of Employee Engagement (SEE) every two years. The survey results provide agency management with information on improving the well-being of agency employees and improving agency operations. The information provided is important during the strategic planning process and provides direction for more successful management of our most critical resource: our workforce.

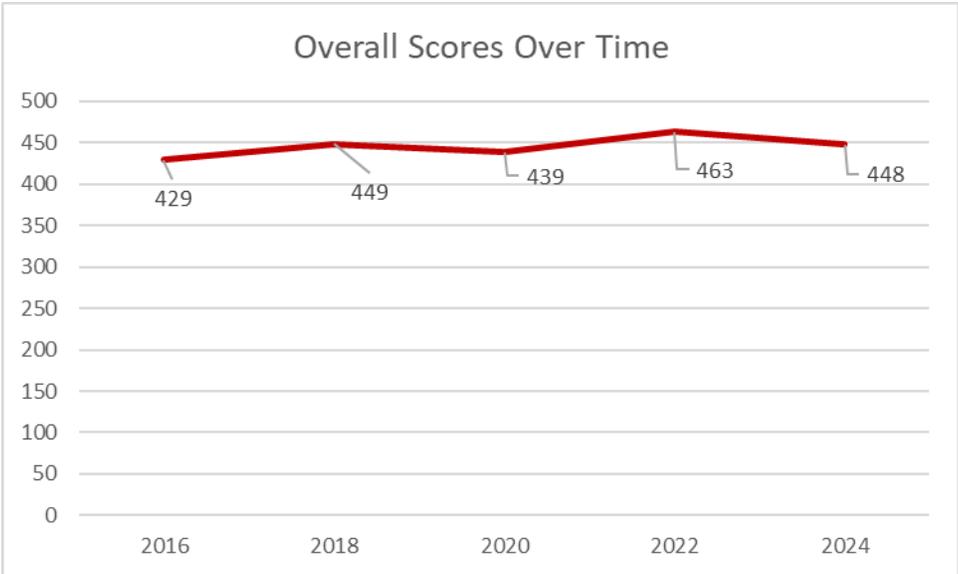
The most recent SEE was completed in March 2024. Ninety-five percent of staff participated in that survey.

The survey consists of a series of 48 primary items used to assess essential and fundamental aspects of how our organization functions. Similar items are grouped together and their scores are averaged and standardized to produce 12 construct measures. Each construct measure is scored on a 500 point scale, with 350 considered a tipping point between a positive and negative score.

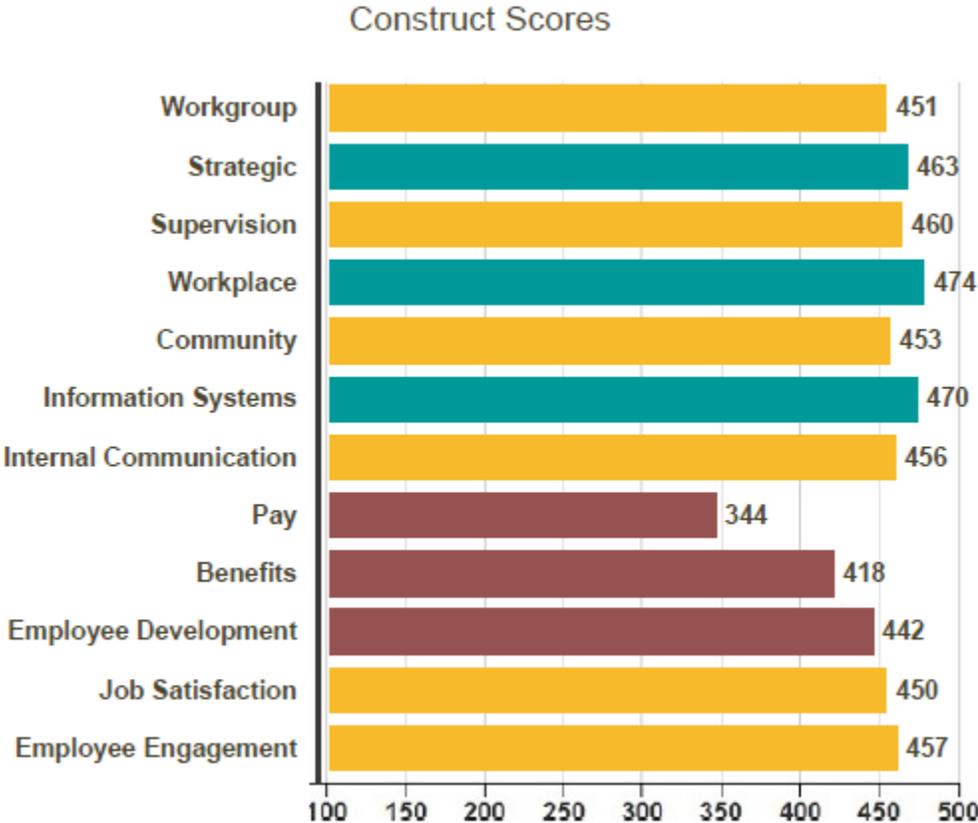
Construct	Description
Workgroup	The workgroup construct captures employees' perceptions of the people they work with on a daily basis and how effective they are. This construct measures the degree to which employees view their workgroup as effective, cohesive and open to the opinions of all members.
Strategic	The strategic construct captures employee perceptions of their role in the organization and the organization's mission, vision, and strategic plan. This construct measures the degree to which employees understand their role in the organization and consider the organization's reputation to be positive.
Supervision	The supervision construct captures employees' perceptions of the nature of supervisory relationships within the organization. This construct measures the degree to which employees view their supervisors as fair, helpful and critical to the workflow.
Workplace	The workplace construct captures employees' perceptions of the total work atmosphere, workplace safety, and the overall feel. This construct measures the degree to which employees see the setting as satisfactory, safe and that adequate tools and resources are available.
Community	The community construct captures employees' perceptions of the relationships between employees in the workplace, including trust, respect, care, and diversity among colleagues. This construct measures the degree to which employees feel respected, cared for, and have established trust with their colleagues.
Information Systems	The information systems construct captures employees' perceptions of whether computer and communication systems prove accessible, accurate, and clear information. This construct measures the degree to which employees view the availability and utility of information positively.
Internal Communication	The internal communication construct captures employees' perceptions of whether communication in the organization is reasonable, candid and helpful. This construct measures the degree to which employees view communication with peers, supervisors and other parts of the organization as functional and effective.
Pay	The pay construct captures employees' perceptions of how well the compensation package offered by the organization holds up when compared

	to similar jobs in other organizations. This construct measures the degree to which employees view pay as well valued relative to the type of work, work demands and comparable positions.
Benefits	The benefits construct captures employees' perceptions of how the benefits package compares to packages at similar organizations and how flexible it is. This construct measures the degree to which employees see health insurance and retirement benefits as competitive with similar jobs in the community.
Employee Development	The employee development construct captures employees' perceptions about the priority given to their personal and job growth needs. This construct measures the degree to which employees feel the organization provides opportunities for growth in organizational responsibilities and personal needs in their careers.
Job Satisfaction	The job satisfaction construct captures employees' perceptions about the overall work situation and ability to maintain work-life balance. This construct measures the degree to which employees are pleased with working conditions and their workload.
Employee Engagement	Twelve items spanning several constructs were selected to get a more focused look at Employee Engagement. The Employee Engagement construct captures the degree to which employees are willing to go above and beyond, feel committed to the organization and are present while working. This construct measures the degree to which employees feel that their ideas count, their work impacts the organization, and their well being and development is valued at the organization.

The results of the survey show that TBAE employees are highly engaged with their work in the agency. Eighty percent of respondents were found to be either “highly engaged” or “engaged” with their work. Additionally, TBAE was given an overall score of 448. This continues a long trend of high performance by the agency and helps to explain our success in retaining employees.



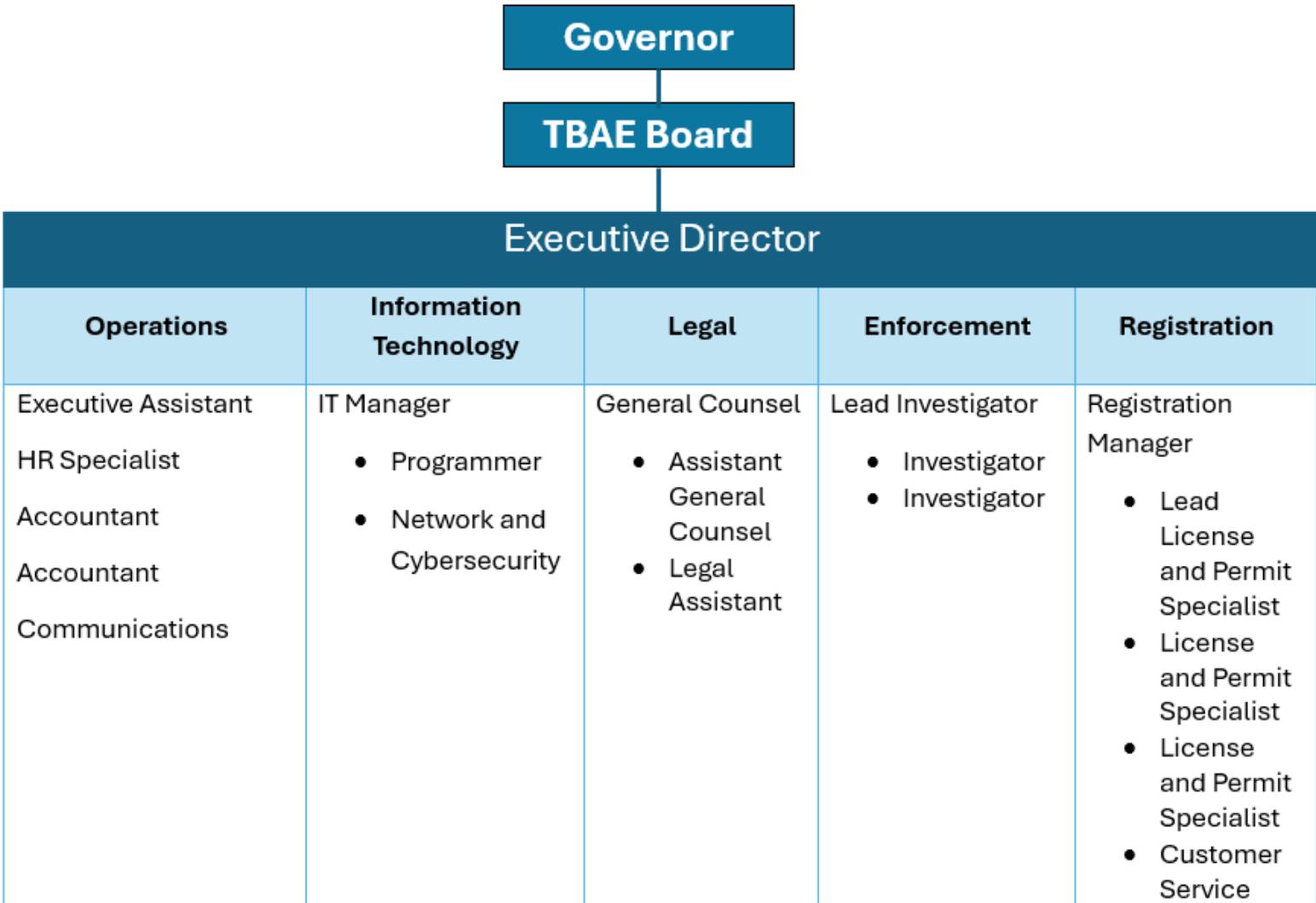
When considered on individual constructs, TBAE received overwhelmingly positive scores, with every construct but one scoring above the 350-point threshold for a “positive” score.



While the agency scored highly in all constructs, the survey highlighted particularly strong performance in the strategic, information systems, and workplace constructs. These scores indicate that our employees, understand their role in the organization and consider the organization’s reputation to be positive, have positive views about the availability and utility of information, and see the work atmosphere as satisfactory and safe with adequate tools and resources available.

The agency’s score on pay is a relative weakness among strengths. This score is consistent with the difficulty that state agencies might encounter in competing with private employers, especially given the high cost of living in the Austin area. Nonetheless, the agency is dedicated to remaining as competitive as possible, while highlighting the generous benefits and quality of life advantages that can be obtained working for TBAE.

TBAE looks forward to the results of its next Survey of Employee Engagement, so that we can continue to analyze our strengths and weaknesses with the goal of continuing to attract and retain high level employees to ensure high effectiveness and efficiency in serving the people of the State of Texas.



# REPORT ON

# CUSTOMER

# SERVICE

MAY 2024



**TEXAS** Board of  
**Architectural Examiners**

Architects • Landscape Architects • Registered Interior Designers

## REPORT ON CUSTOMER SERVICE

We are pleased to present the following report on customer service to the Governor’s Office of Budget and Planning; the Legislative Budget Board; Members of the Texas Board of Architectural Examiners (TBAE); our registrants and candidates for registration; and anyone who lives, works, and plays in the built environment of Texas.

### **Inventory of Customers**

Our customers are identified as registered architects, registered interior designers, and registered landscape architects; students and examination candidates of these professions; building officials, plans examiners, and other regulatory officials; clients of design professionals and the general public; as well as non-registered persons working in related professions. Our customer list includes more than 32,000 email addresses. Our registrant base was 22,969 as of the end of Fiscal Year 2023, but changes hour by hour with online account management. This registrant count includes individual registrants with Active, Inactive, and Emeritus statuses, and firms, and is intended only as a moment-in-time snapshot, not as a performance measure.

### **Information-Gathering and Survey Instrument**

The survey instrument was offered electronically on the Web and promoted via the agency’s database of email addresses. The request for survey participation was emailed to each email address in our database. The survey was in the field in March and April, 2024.

The survey was hosted on a third-party survey Web site. Data were collected electronically. Responses to open-ended questions were reviewed on an individual basis and include suggestions for areas of improvement and change for the agency. Those responses will inform agency staff during the strategic planning process. The questions in the survey are based on statutory requirements, and the survey was intentionally kept as brief as possible to encourage completion without taking our stakeholders’ time.

### Content of the Survey

The agency asked the following eight questions required by the Governor's office, plus one free-response option for those who chose to contribute. Aside from the free-response question, respondents graded each question on a scale from "very satisfied" to "very unsatisfied," or could choose "not applicable."

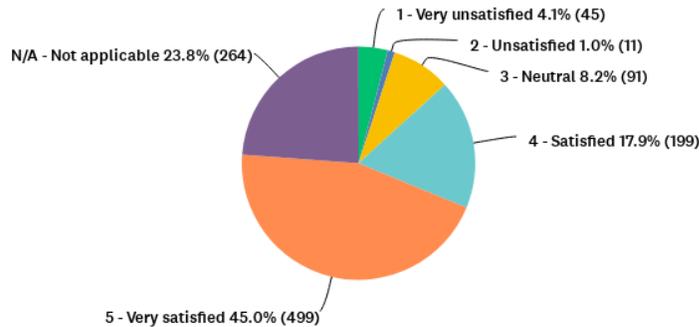
1. How satisfied are you with agency staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves to customers by name, including the use of name plates or tags for accountability?
2. How satisfied are you with agency communications, including toll-free telephone access, the average time you spend on hold, call transfers, access to a live person, letters, electronic mail, and any applicable text messaging or mobile applications?
3. How satisfied are you with the agency's Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or to complain?
4. How satisfied are you with the agency's ability to timely serve you, including the amount of time you wait for service in person?
5. How satisfied are you with any agency brochures or other printed information, including the accuracy of that information?
6. How satisfied are you with the agency's facilities, including your ability to access the agency, the office location, signs, and cleanliness?
7. How satisfied are you with the agency's complaint handling process, including whether it is easy to file a complaint and whether responses are timely?
8. Please rate your overall satisfaction with the agency.
9. As a stakeholder in the design professions, your expertise is valuable. What else would you like TBAE to know? (free-text responses)

## Survey Results

### 1. Agency staff.

Survey responses indicate continued satisfaction among respondents with regard to agency staff. 63 percent of respondents indicated satisfaction, while five percent indicated dissatisfaction.

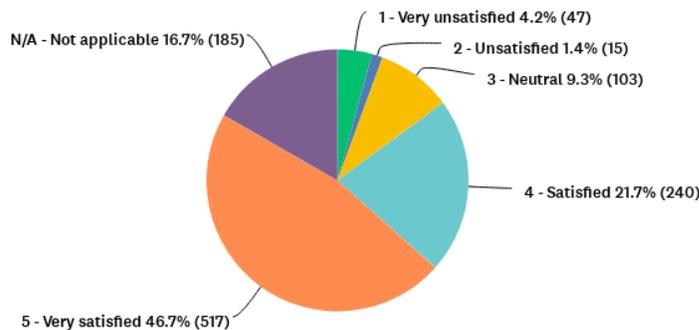
Q1 How satisfied are you with agency staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves to customers by name, including the use of name plates or tags for accountability?



### 2. Technical communications.

Satisfaction remains high regarding the agency's management of telephone calls from or to stakeholders, email, and other communications methods and technologies. Only six percent indicated dissatisfaction, while 68 percent indicated satisfaction.

Q2 How satisfied are you with agency communications, including toll-free telephone access, the average time you spend on hold, call transfers, access to a live person, letters, electronic mail, and any applicable text messaging or mobile applications?

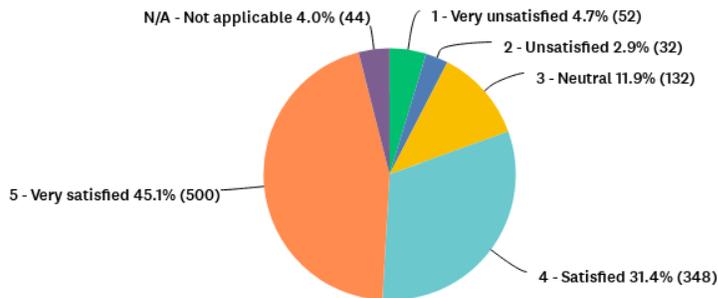


### 3. Agency Web site.

Respondents to the survey appeared to be satisfied overall with the agency Web site. Eight percent expressed dissatisfaction while 77 percent appeared satisfied.

Thoroughly redesigned in 2022, the current iteration of TBAE’s site appears to be a great success for users. After logging into his or her account, a user can pay fees, update contact information, keep track of continuing education credits, and more. In 2018, 97.4 percent of respondents reported having used online account services or intend to use them; as discussed above, the question was not asked this year but data from the past indicates heavy use of the site by stakeholders.

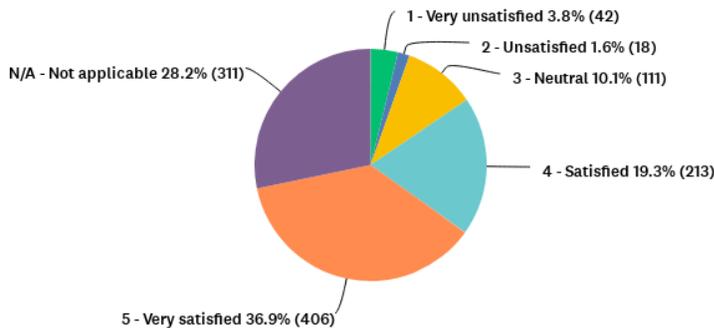
Q3 How satisfied are you with the agency’s Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or to complain?



### 4. Wait times.

Satisfaction remains high regarding the amount of time stakeholders spend waiting for services from the agency. Only five percent indicated dissatisfaction, while 56 percent indicated satisfaction.

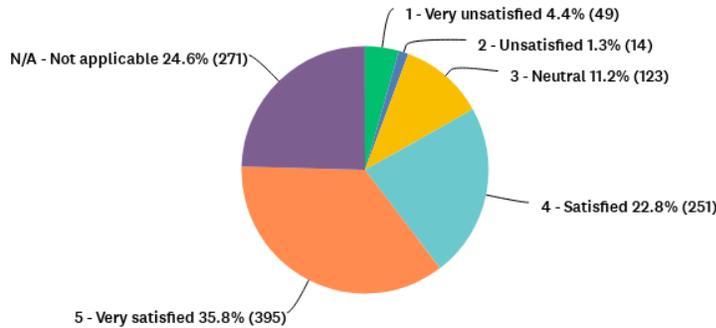
Q4 How satisfied are you with the agency’s ability to timely serve you, including the amount of time you wait for service in person?



**5. Brochures and printed materials.**

Asked about satisfaction with brochures and other printed materials produced by the agency, survey respondents indicate an 59 percent satisfaction rate, versus six percent dissatisfaction.

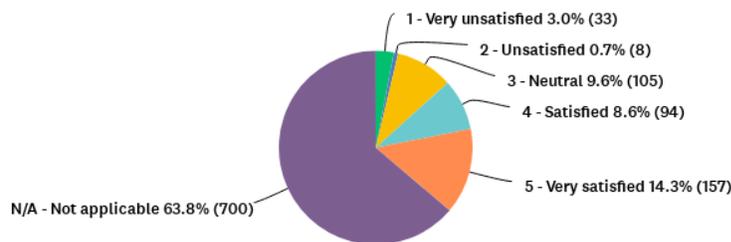
Q5 How satisfied are you with any agency brochures or other printed information, including the accuracy of that information?



**6. Agency office and facilities.**

Responses to this set of questions, promulgated by the Governor’s office, tilt very heavily towards “N/A,” which accounts for more than 63 percent of responses. This indicates that very few stakeholders have had occasion to visit the agency’s Austin facilities, which is understandable since the vast majority of services provided are online, via phone, or via postal service. Satisfaction was reported by 23 percent and dissatisfaction by four percent.

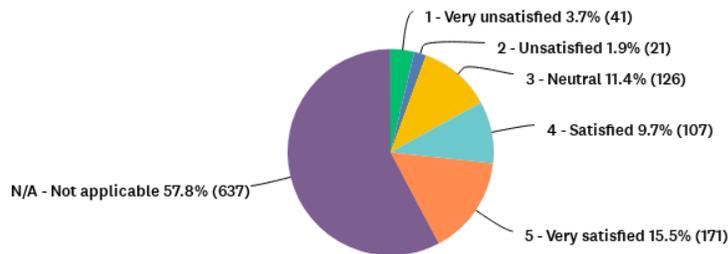
Q6 How satisfied are you with the agency's facilities, including your ability to access the agency, the office location, signs, and cleanliness?



### 7. Complaint handling.

As in previous surveys going back to 2006, the majority—58 percent—of those surveyed chose “N/A” when asked about satisfaction in terms of the agency’s handling of complaints. The satisfaction rate remains much higher than that of dissatisfaction, at 25 percent to six percent.

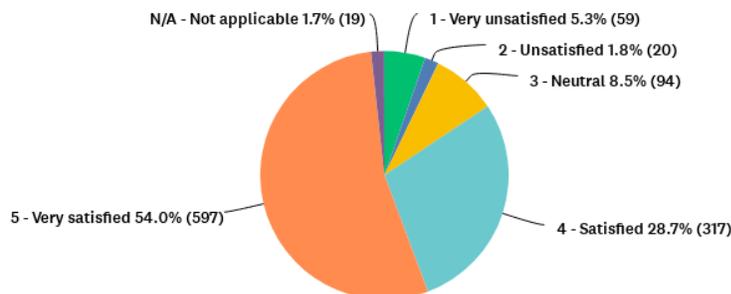
Q7 How satisfied are you with the agency’s complaint handling process, including whether it is easy to file a complaint and whether responses are timely?



### 8. Overall satisfaction.

Asked about overall satisfaction with TBAE and the service received, survey respondents indicate an 83 percent satisfaction rate, as defined in the instructions for this report. For the purpose of apples-to-apples comparison to previous agency performance, by setting aside “Neutral” or “N/A” responses, customer satisfaction came in at 92 percent this biennium. In 2018, that number was an all-time high of 96 percent, and will remain a target to match or exceed in the near future.

Q8 Please rate your overall satisfaction with the agency.



**9. What else should TBAE know?**

As we have done in recent years, we felt we should provide a way for stakeholders to tell us what they thought we should know but might not. Over the course of 363 individual responses, stakeholders shared a wide variety of insights, suggestions, and constructive criticisms. In strategic planning and in the course of agency operations, management will continue to refer back to these responses and the valuable insights they provide.

Responses are summarized in the word cloud below:

Q9 As a stakeholder in the design professions, your expertise is valuable. What else would you like TBAE to know?



### Customer Service Standards and Customer Satisfaction Measures

(Note: these measures are for the purpose of this survey only and not the same as those reported in SDSI reports.)

- |  |  |
|--|--|
| 1. Percentage of surveyed customer respondents expressing overall satisfaction with services received (as defined in Strategic Plan instructions): | <b>83%</b>   |
| (N/A and Neutral responses excluded, as in previous TBAE surveys):   | <b>92%</b>   |
| 2. Number of customers surveyed:   | <b>22,891</b>  |
| 3. Number of customers surveyed (responsive):  | <b>1,117</b>   |
| 4. Response rate:  | <b>.05%</b>  |
| 5. Total customers served:   | <b>26,796</b> (all FY 2023 registrants, including firms) |
| 6. Cost per customer surveyed:   | <b>\$0.33/response</b>                                   |
| 7. Total customers identified:   | <b>29.4 million (Texas population)</b>                   |
| 8. Total customer groups inventoried:  | <b>12</b>  |

# APPENDIX 10. CERTIFICATION OF COMPLIANCE WITH CYBERSECURITY TRAINING



## CERTIFICATE

**Agency Name** TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Pursuant to the Texas Government Code, Section 2056.002(b)(12), this is to certify that the agency has complied with the cybersecurity training required pursuant to the Texas Government Code, Sections 2054.5191 and 2054.5192.

**Chief Executive Officer or Presiding Judge**

Handwritten signature of Lance Brenton in blue ink.

Signature

Lance Brenton

Printed Name

Executive Director

Title

May 31, 2024

Date

**Board or Commission Chair**

Handwritten signature of Darren L. James in blue ink.

Signature

Darren L. James

Printed Name

Chairman

Title

May 23, 2024

Date

## TBAE Staff Accomplishments: February 2026 Board Meeting

### November

- Implementation of Address Privacy Safeguards in Renewal Process – ED, EA, and IT
- In-person CIDQ MBE Committee Meeting – ED
- CIDQ Annual Meeting – ED
- TBAE SOAH Hearing – Legal
- Office Safety Briefing – All Staff
- Presentation to RVK Architects – Registration and Enforcement
- Presentation to Alamo College – Registration and Enforcement
- In-person CLARB MBE Committee Meeting – ED
- TBAE Board Meeting
- State E-Records Conference – EA, Legal, and IT

### December

- Power BI Training – Communications
- Power BI Meeting – ED, Communications, IT
- NCARB Professional Conduct Committee Meeting – ED
- ICOR Practice Overlap Webinar – ED
- CIDQ MBE Committee Meeting – ED
- CLARB MBE Committee Meeting – ED

### January

- SDSI Report Debrief and Planning Session for FY 26 – ED, EA, Communications, Legal, Accounting
- Power BI Meeting – ED, Communications, IT
- Information Security Meeting – ED and IT
- NCARB Professional Conduct Committee Meeting – ED
- CLARB MBE Committee Meeting – ED
- Workforce Plan Development – ED and HR
- Comptroller Workshop – Accounting
- NCARB Region 3 ExComm Meeting – ED
- NCARB Region 3 Board of Directors Meeting
- Presentation to UT Austin Architecture Program – Registration
- CIDQ MBE Committee Meeting – ED
- Training on Presentations – Registration

### February

- Strategic Plan Development – ED
- Case Review – EA and Legal
- Presentation to Texas A&M Landscape Architecture Program – Registration
- Continuity of Operations Plan Development – ED and HR
- Texas Women’s Leadership Conference – Accounting, EA, HR, Legal, Registration
- NCARB Region 3 Educator and Practitioner Conference – Registration

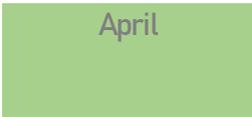


- NCARB PCC Committee Meeting – ED
- Power BI Meeting – ED, Communications, IT
- TXING Texas Interagency Networking Group Executive Meeting – ED
- Presentation to Strand Architecture – Registration
- Presentation to Dallas College – Registration
- IIDA Shift – Registration
- CLARB MBE Committee Meeting – ED
- TBAE Board Meeting
- Information Security Meeting – ED and IT
- Presentation to Rice University Architecture Program – Registration and Enforcement
- University of Houston Career Fair – Registration and Enforcement
- Presentation to AIA Houston – Registration and Enforcement
- Presentation to University of Houston Architecture Program 0 Registration and Enforcement



March

- Mid-Year Evaluations
- Presentation to UT San Antonio Architecture Program – Registration and Enforcement
- CIDQ MBE Committee Meeting – ED
- TXING Texas Interagency Networking Group Executive Meeting – ED
- NCARB Regional Summit – Oklahoma City
- NCARB PCC Meeting – ED
- CLARB MBE Committee Meeting – ED
- Texas ASLA Conference – Fort Worth



April

- Governor’s Executive Development Training Program – IT
- NCARB PCC Meeting – ED
- CLARB MBE Committee Meeting – ED



May

- Board Meeting



June

- NCARB Annual Meeting – Minneapolis

Applicants		New Registrants		Registrants (active)		The Rest	
<b>569</b> Fiscal Year to Date	<b>-29 (598)</b> Year-over-Year	<b>423</b> FYTD	<b>+8 (415)</b> YOY	<b>21,137</b> As of February 1, 2026	<b>+237 (20,900)</b> YOY	A survey of the Registration Division's additional accomplishments and activities	
By-examination applications received FYTD, by profession:		By-examination registrations issued FYTD, by profession:		<b>Architects</b>		<b>1,552</b> Exam results received FYTD 1290 ARE   262 LARE	
Architect: 230 LA: 32 RID: <u>57</u> Subtotal: 319		Architect: 122 LA: 26 RID: <u>48</u> Subtotal: 196		Resident: 8,938 <u>Nonresident: 6,399</u> Subtotal: 15,337			
Reciprocal applications received FYTD, by profession:		Reciprocal registrations issued FYTD, by profession:		<b>RIDs</b>		<b>694</b> Continuing Education audits conducted FYTD	
Architect: 223 LA: 22 RID: <u>5</u> Subtotal: 250		Architect: 204 LA: 22 RID: <u>1</u> Subtotal: 227		Resident: 3,536 <u>Nonresident: 317</u> Subtotal: 3,853			
<b>About this report: February 1, 2026</b>				<b>Landscape Architects</b>		<b>24</b> Scholarship applications approved FYTD	
				Resident: 1,242 <u>Nonresident: 705</u> Subtotal: 1,947			
FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year.				<b>All registrants</b>		<b>75</b> Certificates of Standing issued FYTD	
YOY: Year-over-Year. Compares current data to that of 12 months prior.				Resident: 13,716 <u>Nonresident: 7,421</u> Total: 21,137			

Cases Opened (as of January 31, 2026)		Cases Dismissed (as of January 31, 2026)		Days to Investigate a Case (as of January 31, 2025)		Cases Resolved (as of January 31, 2026)	
86 Fiscal Year to Date	+7 Year-over-Year	32 FYTD	+4 YOY	79 Oct. 2025	88 FY Average to Date	23 Warnings by Executive Director	1 Voluntary Surrender
65 Cases referred to Legal Fiscal Year to Date		Dismissal details  TDLR: 19 *Other: 13 *e.g. No evidence; not a violation.		Context  Typical target: 105-400 (2022-23) SDSI avg. actual: 110 (2018)		15 Disciplinary Actions by Board	37 *Notices of Violation
						2 *Complaints Filed at SOAH	0 *Informal Conference

\*Matters are ongoing and not yet resolved

Customer Service		Outreach		Employee Engagement		Contact volume (to front desk alone)	
22,891 Customers surveyed (2024)	1,117 Responses (2024)	609 Impressions (as of January 31, 2026)	24 Outreach events (as of January 31, 2026)	448 <sub>/500</sub> Most recent score (2024)	419 Avg. score (since 2010)	1,121 Calls (as of January 31, 2026)	1,152 Emails (as of January 31, 2026)
92% Customer satisfaction (2024)		637 Annual average of Impressions (from 2020-2025)	15 Annual average of Outreach Events (from 2020-2025)	Strengths:  Strategic Workplace Supervision	Weaknesses:  Pay Benefits Information Systems	Avg. monthly calls FYTD: 224	Avg. monthly emails FYTD: 230

**Texas Board of Architectural Examiners  
FY 2026 Q1 Income Statement**

	FY2026 Budget	FY2026 Income Statement Sept 1, 2025 - Nov 30, 2025	FY2026 Percentage Earned/Spent Sept 1, 2025 - Nov 30, 2025
<b>Total Beginning Fund Balance</b>		<b>\$ 3,794,635.30</b>	
<b>Revenues:</b>			
Licenses & Fees	\$ 3,231,000	\$ 768,994.19	23.80%
Business Registration Fees	\$ 166,000	\$ 35,505.00	21.39%
Late Fee Payments	\$ 178,000	\$ 45,297.50	25.45%
Other	\$ 4,000	\$ 790.00	
Interest	\$ 114,000	\$ 37,044.46	32.50%
Convenience Fees	\$ 84,000	\$ 20,433.50	24.33%
Draw on Fund Balance			
<b>Total Revenues</b>	<b>\$ 3,777,000</b>	<b>\$ 908,064.65</b>	<b>24.04%</b>
<b>Expenditures:</b>			
Salaries and Wages	\$ 1,930,000	\$ 481,448.08	24.95%
Payroll Related Costs	\$ 662,000	\$ 163,467.89	24.69%
Professional Fees and Services	\$ 36,000	\$ 7,352.40	20.42%
Professional Fees and Services - IT/IS	\$ 109,000	\$ 3,789.51	3.48%
Board Travel	\$ 30,000	\$ 4,709.09	15.70%
Staff Travel	\$ 33,000	\$ 9,642.76	29.22%
Materials and Supplies	\$ 14,000	\$ 1,592.03	11.37%
Materials and Supplies - Postal	\$ 14,000	\$ 5,450.00	38.93%
Materials and Supplies - IT/IS	\$ 74,000	\$ 5,463.28	7.38%
Communication and Utilities	\$ 81,000	\$ 12,883.78	15.91%
Repairs and Maintenance	\$ 3,000	\$ -	0.00%
Rentals and Leases - Equipment and Space	\$ 16,200	\$ 3,847.77	23.75%
Rentals and Leases - Office Space	\$ 156,000	\$ 47,871.53	30.69%
Printing and Reproduction	\$ 7,500	\$ 779.28	10.39%
Membership Dues (Other)	\$ 17,000	\$ 10,134.00	59.61%
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 2,394.00	6.65%
Operating Expenditures (Other)	\$ 24,000	\$ 1,779.84	7.42%
Convenience Fees (Other)	\$ 84,000	\$ 13,648.31	16.25%
SWCAP Payment (Other)	\$ 50,000	\$ -	0.00%
GR Payment (Other)	\$ 510,000	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 3,886,700</b>	<b>\$ 776,253.55</b>	<b>19.97%</b>
<b>Excess/ (Deficiency) of Rev over Exp.</b>	<b>(109,700)</b>	<b>\$ 131,811.10</b>	<b>4.07%</b>
<b>Estimated Fund Balance</b>		<b>\$ 3,926,446.40</b>	

**Texas Board of Architectural Examiners  
 FY 2026 Q1 Income Statement  
 Scholarship Fund**

	<b>FY 2026 Income Statement Sept. 1, 2025 - Nov. 30, 2025</b>
<b>ARE Grant Fund Beginning Balance</b>	<b>147,832.13</b>
<b>Revenues:</b>	
ARE Grant Licensing Fees	\$ 6,102.00
Interest	\$ 1,496.44
FY26 Pending Transfer	\$ (6,102.00)
<b>Expenditures:</b>	
ARE Grant Payments	\$ (8,500.00)
Trust Fees	\$ (51.97)
<b>Fund Balance Ending</b>	<b>\$ 140,776.60</b>

**Number of Scholarships Awarded** **17**  
**Frequency per Fiscal Year----September 30, January 31, and May 31**

**Texas Board of Architectural Examiners  
FY 2026 January Income Statement**

	FY2026 Budget	FY2026 Income Statement Sept 1, 2025 - Jan 31, 2026	FY2026 Percentage Earned/Spent Sept 1, 2025 - Jan 31, 2026
<b>Total Beginning Fund Balance</b>		<b>\$ 3,794,635.30</b>	
<b>Revenues:</b>			
Licenses & Fees	\$ 3,231,000	\$ 1,367,794.10	42.33%
Business Registration Fees	\$ 166,000	\$ 62,865.00	37.87%
Late Fee Payments	\$ 178,000	\$ 86,900.00	48.82%
Other	\$ 4,000	\$ 1,550.00	
Interest	\$ 114,000	\$ 60,572.29	53.13%
Convenience Fees	\$ 84,000	\$ 36,405.26	43.34%
Draw on Fund Balance		\$ -	
<b>Total Revenues</b>	<b>\$ 3,777,000</b>	<b>\$ 1,616,086.65</b>	<b>42.79%</b>
<b>Expenditures:</b>			
Salaries and Wages	\$ 1,930,000	\$ 787,311.66	40.79%
Payroll Related Costs	\$ 662,000	\$ 272,673.39	41.19%
Professional Fees and Services	\$ 36,000	\$ 7,453.27	20.70%
Professional Fees and Services - IT/IS	\$ 109,000	\$ 6,113.52	5.61%
Board Travel	\$ 30,000	\$ 7,705.74	25.69%
Staff Travel	\$ 33,000	\$ 10,044.11	30.44%
Materials and Supplies	\$ 14,000	\$ 2,164.85	15.46%
Materials and Supplies - Postal	\$ 14,000	\$ 10,456.72	74.69%
Materials and Supplies - IT/IS	\$ 74,000	\$ 6,235.67	8.43%
Communication and Utilities	\$ 81,000	\$ 21,750.69	26.85%
Repairs and Maintenance	\$ 3,000	\$ -	0.00%
Rentals and Leases - Equipment and Space	\$ 16,200	\$ 4,956.45	30.60%
Rentals and Leases - Office Space	\$ 156,000	\$ 73,765.53	47.29%
Printing and Reproduction	\$ 7,500	\$ 979.68	13.06%
Membership Dues (Other)	\$ 17,000	\$ 14,154.00	83.26%
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 4,452.09	12.37%
Operating Expenditures (Other)	\$ 24,000	\$ 20,666.85	86.11%
Convenience Fees (Other)	\$ 84,000	\$ 28,375.75	33.78%
SWCAP Payment (Other)	\$ 50,000	\$ -	0.00%
GR Payment (Other)	\$ 510,000	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 3,886,700</b>	<b>\$ 1,279,259.97</b>	<b>32.91%</b>
<b>Excess/ (Deficiency) of Rev over Exp.</b>	<b>(109,700)</b>	<b>\$ 336,826.68</b>	<b>9.87%</b>
<b>Estimated Fund Balance</b>		<b>\$ 4,131,461.98</b>	

**Texas Board of Architectural Examiners  
 FY 2026 January Income Statement  
 Scholarship Fund**

<b>FY 2026 Income Statement Sept 1, 2025 - Jan 31, 2026</b>	
<b>ARE Grant Fund Beginning Balance</b>	<b>147,832.13</b>
<b>Revenues:</b>	
ARE Grant Licensing Fees	\$ 11,352.00
Interest	\$ 2,386.06
FY26 Pending Transfer	\$ (11,352.00)
<b>Expenditures:</b>	
ARE Grant Payments	\$ (8,500.00)
Trust Fees	\$ (86.09)
<b>Fund Balance Ending</b>	<b>\$ 141,632.10</b>

**Number of Scholarships Awarded** **17**  
**Frequency per Fiscal Year----September 30, January 31, and May 31**

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

**This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.**

<b>Case Number:</b>	<b>029-25N</b>
<b>Respondent:</b>	<b>Frank Flores-Villarruel, III</b>
<b>Location of Respondent:</b>	<b>Saginaw, TX</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Frank Flores-Villarruel, III (hereafter “Respondent”) is not and has never been registered as an architect in the state of Texas. Respondent was previously an Architect Registration Examination Candidate.
- Enchant Design is an assumed name used by Respondent.
- In association with Enchant Design, Respondent utilized a Houzz.com profile which improperly used the terms “architect” and “architectural” to describe Respondent’s firm and/or the services offered by Respondent’s firm in Texas.
- In association with Enchant Design a/k/a Enchant Design Build, Respondent utilized a wthba.com (“West Texas Home Builders Association”) profile which improperly used the title “architect” to describe Respondent and/or the services offered by Respondent in Texas, and/or to describe Respondent’s firm and/or the services offered by Respondent’s firm in Texas.
- In association with Enchant Design a/k/a Enchant Design Build, Respondent utilized an Angi.com profile which improperly used the title “architect” to describe Respondent’s firm and/or the services offered by Respondent’s firm in Texas.

**Applicable Statutory Provisions and Rules:**

- By improperly using the terms “architect” and “architectural” on the aforementioned websites to describe the Respondent and/or services offered by Respondent in Texas, Respondent violated 22 Tex. Admin. Code § 1.123(c).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,000**, and which orders the Respondent to cease and desist any and all violations of Texas Occupations Code, Chapter 1051 and Board rules, as set forth in the Report and Notice of Violation dated December 19, 2025.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

<b>Case Number:</b>	<b>046-25A</b>
<b>Respondent:</b>	<b>Glen Parkhurst Oxford</b>
<b>Location of Respondent:</b>	<b>Nashville, TN</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Glen Parkhurst Oxford (hereafter “Respondent”) is registered as an architect in Texas with registration number 13855.
- On or about November 13, 2023, Respondent issued construction documents for the *Tractor Supply – Burnet, TX* project to the Registered Accessibility Specialist (RAS) for Texas Accessibility Standards review.
- Respondent failed to seal, sign, and date the construction documents that Respondent issued to the RAS on or about November 13, 2023.

**Applicable Statutory Provisions and Rules:**

- By issuing construction documents for the *Tractor Supply – Burnet, TX* project dated November 13, 2023 that were not sealed, signed, and dated, Respondent violated 22 Tex. Admin. Code § 1.103(a).

**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 January 21, 2026.

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

**This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.**

<b>Case Number:</b>	<b>021-25N</b>
<b>Respondent:</b>	<b>Daniel Scott Turner</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Instrument:</b>	<b>Order of the Board</b>

**Findings of Fact and Conclusions of Law:**

- See attached Order of the Board.

**Action Recommended by Executive Director:**

- Enter the attached Order of the Board, which incorporates the Staff’s Notice of Hearing, Formal Charges, SOAH Default Dismissal Order issued by ALJ Meitra Farhadi on November 5, 2025, and SOAH’s letter dated December 1, 2025.
- The Order imposes an administrative penalty of **\$5,000** and orders the Respondent to cease and desist from engaging in any conduct that violates Texas Occupations Code, Chapter 1051, or 22 Texas Administrative Code, Chapter 1.



parties and Respondent was given an opportunity to file a motion and set aside the default not later than 15 days from the date of the Order signed on November 5, 2025. No motion to set aside the default was filed by Respondent, and SOAH sent a letter of remand to the Board on December 1, 2025. The Board finds that it is authorized to enter a default order pursuant to Texas Government § 2001.056.

The Board, after review and due consideration of the Default Dismissal Order and Respondent's presentation during the open meeting, if any, adopts the proposed finds of fact and conclusions of law as stated in the Notice of Hearing and Formal Charges, which are attached hereto and incorporated by reference for all purposes. Additionally, the Board adopts the recommended penalty in the Notice of Hearing and Formal Charges.

NOW, THEREFORE IT IS ORDERED THAT RESPONDENT SHALL cease and desist from engaging in any conduct that violates Texas Occupations Code, Chapter 1051, or 22 Texas Administrative Code, Chapter 1.

RESPONDENT SHALL NOT engage in or offer to engage in the practice of architecture as defined by Texas Occupations Code, Chapter 1051, unless and until Respondent becomes registered by the Board as an architect. This Order does not prohibit Respondent from acting within any exception set out in Tex. Occ. Code §§ 1051.601-1051.606, provided that Respondent complies with all limitations of the exceptions.

RESPONDENT SHALL NOT use any form of the word "architect" or "architecture" to describe Respondent or services provided by Respondent in the state of Texas unless and until Respondent becomes registered by the Board as an architect.

RESPONDENT SHALL NOT accept employment with, knowingly provide services for or on behalf of, or hold any ownership or managerial authority in any firm, partnership, corporation

or association that represents to the public that the entity is engaged in the practice of architecture or is offering architectural services, or otherwise uses any form of the word “architect” or “architecture” in any manner in its name, unless any practice or architecture or performance of architectural services on behalf of the entity is performed by and through a duly registered architect and the entity is duly registered as a firm which may practice architecture in Texas.

RESPONDENT SHALL pay the Board an administrative penalty in the amount of Five Thousand Dollars (\$5,000). The administrative penalty must be postmarked or delivered to the Board’s office within thirty days (30) days after the date on which this Order becomes final.

Entered this 19th day of February 2026.

---

DARREN L. JAMES, FAIA  
CHAIR  
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Attachments:

Notice of Hearing and Formal Charges filed September 8, 2025;  
SOAH Default Dismissal Order signed November 5, 2025; and  
SOAH Letter of Remand dated December 1, 2025

FILED  
459-26-00010  
9/8/2025 3:58 PM  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Brianna Flores, CLERK

ACCEPTED  
459-26-00010  
9/8/2025 3:08:32 pm  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Brianna Flores, CLERK

**SOAH Docket No. 459-26-00010**

Texas Board of Architectural Examiners, <i>Petitioner</i>	§	
	§	STATE OFFICE
	§	
v.	§	OF
	§	
Daniel Scott Turner, <i>Respondent</i>	§	ADMINISTRATIVE HEARINGS
	§	

**NOTICE OF HEARING**

In accordance with Section 2001.051 et seq., Texas Government Code, you are hereby notified that a **videoconference hearing will be held on November 5, 2025, at 9:30 a.m.** central time before an Administrative Law Judge (ALJ) with the State Office of Administrative Hearings (SOAH) regarding the Formal Charges filed by the Texas Board of Architectural Examiners and attached and incorporated by reference as a part of this notice.

In the Order Scheduling Hearing on the Merits dated September 3, 2025, the Administrative Law Judge provided instructions on how to join the hearing. The hearing will be held remotely via Zoom videoconference. 1 Tex. Admin. Code § 155.405(c). The audio portion of the hearing will be recorded, and it will be the official record of the proceeding. Attend the hearing in one of these ways:

- Join by computer or smart device:  
Go to <https://soah-texas.zoomgov.com> and enter the following:  
Meeting ID: 160 923 1050  
Video Passcode: BAE926
- Join by telephone (audio only):  
Call +1 669 254 5252, and then enter the following:  
Meeting ID: 160 923 1050  
Telephone Passcode: 330622

The hearing is to be held under the legal authority and jurisdiction of the Administrative Procedures Act, Texas Government Code § 2001 et seq; SOAH Procedural Rules, Texas Administrative Code Chapter 155; Architects' Registration Law, Texas Occupations Code §§ 1051.401, 1051.451-1051.455, 1051.504; and Rules and Regulations of the Board, 22 Tex. Admin. Code §§ 1.173, 1.231 and 1.232.

The particular sections of statutes and rules involved in determining the charges are stated in the attached Formal Charges in connection to the facts or conduct alleged.

You are requested to enter an appearance in this proceeding by filing a written answer or other responsive pleading with the State Office of Administrative Hearings, P.O. Box 13025,

Austin, Texas, 78711-3025, with a copy to Andrew VanDyke, Assistant General Counsel ([andrew.vandyke@tbae.texas.gov](mailto:andrew.vandyke@tbae.texas.gov)). Continuances are set by the Administrative Law Judge.

You have the right to appear at this hearing and to have legal representation at the hearing at your own expense. **FAILURE TO APPEAR AT THE HEARING IN PERSON OR BY LEGAL REPRESENTATIVE, REGARDLESS OF WHETHER AN APPEARANCE HAS BEEN ENTERED, WILL RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE PROPOSED RECOMMENDATION OF STAFF SHALL BE GRANTED BY DEFAULT.**

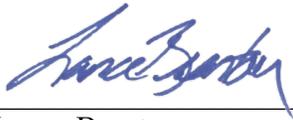
**PARTIES THAT ARE NOT REPRESENTED BY AN ATTORNEY MAY OBTAIN INFORMATION REGARDING CONTESTED CASE HEARINGS ON THE PUBLIC WEBSITE OF THE STATE OFFICE OF ADMINISTRATIVE HEARINGS AT [www.soah.texas.gov](http://www.soah.texas.gov), OR IN PRINTED FORMAT UPON REQUEST TO SOAH.**

Additional information on the SOAH website includes a [Guide for Self-Represented Litigants](#), instructions for [Electronic Filing at SOAH](#), and a form to [Request Service by Email](#).

If it is determined that the Formal Charges are substantiated, then any prior disciplinary action that has been taken against you will be considered when determining the appropriate sanction for these violations.

Issued, dated, and mailed this, the 8<sup>th</sup> day of September, 2025.

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

By:   
\_\_\_\_\_  
Lance Brenton  
Executive Director

CERTIFICATE OF SERVICE

I hereby certify that true and correct copy of the above and foregoing Notice of Hearing and Formal Charges were sent on September 8, 2025:

Daniel Scott Turner  
4203 Montrose Blvd.  
Houston, Texas 77006  
via USPS CM/RRR No. 9214 8901 9403 8331 6356 21  
*also sent via USPS First Class Mail*  
via eFile to: [daniel@danielscottturner.com](mailto:daniel@danielscottturner.com)

State Office of Administrative Hearings  
via eFile



---

Amanda Bernier  
Legal Assistant

SOAH Docket No 459-26-00010

SOAH Docket No. 459-25-\_\_\_\_\_

ACCEPTED  
459-26-00010  
9/2/2025 4:29:31 pm  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Carol Hale, CLERK

Texas Board of Architectural Examiners,	§	
<i>Petitioner</i>	§	STATE OFFICE
	§	
v.	§	OF
	§	
Daniel Scott Turner,	§	ADMINISTRATIVE HEARINGS
<i>Respondent</i>	§	

**FORMAL CHARGES**

This is a disciplinary proceeding under Tex. Occ. Code §§ 1051.451 and 1051.455. Respondent, DANIEL SCOTT TURNER, is not and has never been registered as an architect with the Texas Board of Architectural Examiners.

Respondent is the owner of firm Daniel Scott Turner Design PLLC. Respondent’s firm was not registered as a business that may be lawfully held out to the public as offering or providing architectural services in Texas until October 3, 2024.

Written notice of the facts and conduct alleged to warrant disciplinary action in the current matter was sent to Respondent at Respondent’s address of record and Respondent was given an opportunity to show compliance with all requirements of the law prior to commencement of this proceeding.

**CHARGE I.**

On or about September 25, 2024, Respondent utilized a LinkedIn profile which improperly used the terms “architecture” and “architectural” to describe Respondent, and/or to describe services offered and/or performed by Respondent, and/or to describe services offered and/or performed by Respondent’s firm in Texas.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code § 1051.752(1) and is a violation of Tex. Occ. Code §§ 1051.701, 1051.801 and/or 22 Tex. Admin. Code § 1.123.

**CHARGE II**

On or about September 25, 2024, Respondent utilized an Instagram profile which improperly used the term “architectural” to describe Respondent, and/or to describe services offered and/or performed by Respondent, and/or to describe services offered and/or performed by Respondent’s firm in Texas.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code § 1051.752(1) and is a violation of Tex. Occ. Code §§ 1051.701, 1051.801 and/or 22 Tex. Admin. Code § 1.123.

### **CHARGE III.**

On or about April 12, 2025, Respondent utilized a LinkedIn profile which improperly used the terms “architecture” and “architectural” to describe services offered and/or performed by Respondent in Texas.

The above action constitutes grounds for disciplinary action in accordance with Tex. Occ. Code § 1051.752(1) and is a violation of Tex. Occ. Code §§ 1051.701, 1051.801 and/or 22 Tex. Admin. Code § 1.123.

### **CHARGE IV.**

On or about November 26, 2024 and July 31, 2025, Respondent utilized a LinkedIn profile which improperly used the term “architectural” to describe services offered and/or performed by Respondent in Texas.

The above actions constitute grounds for disciplinary action in accordance with Tex. Occ. Code § 1051.752(1) and is a violation of Tex. Occ. Code §§ 1051.701, 1051.801 and/or 22 Tex. Admin. Code § 1.123.

NOTICE IS GIVEN that Petitioner will rely on its laws and rules relating to disciplinary sanctions found in Texas Occupations Code, Chapter 1051, and Texas Administrative Code, Title 22, Part 1, Chapter 1.

NOTICE IS GIVEN that Petitioner will present evidence in support of the recommended administrative penalty of \$5,000 and issuance of a cease and desist order, pursuant to Texas Occupations Code Chapter 1051 and Board rules, specifically 22 Tex. Admin. Code §§ 1.141, 1.172, 1.173, 1.177, and 1.232.

NOTICE IS GIVEN that all statutes and rules cited in these Formal Charges are incorporated as part of this pleading and can be found at <http://www.tbae.texas.gov/statutes-rules/>.

Filed this August 22, 2025.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Andrew VanDyke', written in a cursive style.

---

Andrew VanDyke  
Assistant General Counsel  
Texas Board of Architectural Examiners  
State Bar No. 24096741  
505 E. Huntland Dr., Ste. 350  
Austin, TX 78711  
(512) 305-8519  
[andrew.vandyke@tbae.texas.gov](mailto:andrew.vandyke@tbae.texas.gov)

### Automated Certificate of eService

This automated certificate of service was created by the eFiling system. The filer served this document via email generated by the eFiling system on the date and to the persons listed below. The rules governing certificates of service have not changed. Filers must still provide a certificate of service that complies with all applicable rules.

Envelope ID: 105104246

Filing Code Description: Request to Docket

Filing Description: Request to Docket

Status as of 9/2/2025 4:32 PM CST

#### Case Contacts

Name	BarNumber	Email	TimestampSubmitted	Status
Pim Mayo		pim.mayo@tbae.texas.gov	9/2/2025 3:19:10 PM	SENT
Daniel ScottTurner		daniel@danielscottturner.com	9/2/2025 3:19:10 PM	SENT
Andrew VanDyke		andrew.vandyke@tbae.texas.gov	9/2/2025 3:19:10 PM	SENT
Pim S.Mayo		pim.mayo@tbae.texas.gov	9/2/2025 3:19:10 PM	SENT

### Automated Certificate of eService

This automated certificate of service was created by the eFiling system. The filer served this document via email generated by the eFiling system on the date and to the persons listed below. The rules governing certificates of service have not changed. Filers must still provide a certificate of service that complies with all applicable rules.

Amanda Bernier on behalf of Andrew VanDyke

Bar No. 24096741

amanda.bernier@tbae.texas.gov

Envelope ID: 105344090

Filing Code Description: Notice of Hearing

Filing Description: Turner, Daniel Scott Docket No. 459-26-00010; Notice of Hearing

Status as of 9/8/2025 4:11 PM CST

Associated Case Party: Texas Board of Architectural Examiners

Name	BarNumber	Email	TimestampSubmitted	Status
Pim S.Mayo		pim.mayo@tbae.texas.gov	9/8/2025 3:58:44 PM	SENT
Andrew VanDyke		andrew.vandyke@tbae.texas.gov	9/8/2025 3:58:44 PM	SENT
Pim Mayo		pim.mayo@tbae.texas.gov	9/8/2025 3:58:44 PM	SENT

Associated Case Party: Daniel ScottTurner

Name	BarNumber	Email	TimestampSubmitted	Status
Daniel ScottTurner		daniel@danielscottturner.com	9/8/2025 3:58:44 PM	SENT

**BEFORE THE  
STATE OFFICE OF ADMINISTRATIVE  
HEARINGS**

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**TEXAS BOARD OF ARCHITECTURAL EXAMINERS,  
PETITIONER  
v.  
DANIEL SCOTT TURNER,  
RESPONDENT**

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**ORDER NO. 2 DEFAULT DISMISSAL ORDER**

On November 5, 2025, the Administrative Law Judge (ALJ) convened a hearing on the merits in this matter via Zoom videoconference. Attorney Andrew VanDyke appeared on behalf of the staff (Staff) of the Texas Board of Architectural Examiners. Daniel Scott Turner (Respondent) did not appear and was not represented at the hearing. Staff Exhibits 1-10 were admitted, and the ALJ took official notice of SOAH's file in this case, including specifically Order No. 1 which set the hearing by Zoom videoconference and provided instructions for participating in the hearing. Collectively, these exhibits and orders showed proof of

adequate notice to Respondent.<sup>1</sup> Upon establishing adequate notice, Staff moved for a default dismissal. Staff's motion was **GRANTED**, and the factual allegations detailed in the Notice of Hearing and the documents incorporated within that notice are deemed admitted.<sup>2</sup>

**Respondent may file a motion to set aside the default within 15 days of the date of this order.**<sup>3</sup> The motion must show good cause for resetting a hearing or show that the interests of justice require setting aside the default. If Respondent does not file a timely motion, or if the ALJ finds that a filed motion should be denied, the contested case will be remanded to the Board for informal disposition on a default basis in accordance with the Administrative Procedure Act.<sup>4</sup>

**Signed NOVEMBER 5, 2025**



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Meitra Farhadi  
Presiding Administrative Law Judge

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<sup>1</sup> 1 Tex. Admin. Code § 155.501(b).

<sup>2</sup> 1 Tex. Admin. Code § 155.501(d)(1).

<sup>3</sup> 1 Tex. Admin. Code § 155.501(e).

<sup>4</sup> Tex. Gov't Code §§ 2001.056, .058(d-1).

ACCEPTED  
459-26-00010  
12/1/2025 11:39:28 am  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Kevin Garza, CLERK

FILED  
459-26-00010  
12/1/2025 11:36 AM  
STATE OFFICE OF  
ADMINISTRATIVE HEARINGS  
Kevin Garza, CLERK

# State Office of Administrative Hearings

Kristofer S. Monson  
Chief Administrative Law Judge

December 1, 2025

Pim Mayo and Andrew VanDyke:  
Attorneys for Texas Board of Architectural Examiners

**VIA EFILE TEXAS**

Daniel Scott Turner:  
Respondent  
4203 Montrose  
Houston, TX 77006

**VIA EFILE TEXAS  
AND REGULAR MAIL**

**RE: Docket Number 459-26-00010.TBAE; Texas Board of  
Architectural Examiners v. Daniel Scott Turner**

Dear Parties:

Please be advised that the time period to file a motion to set aside the default order that was issued in the above-referenced hearing has expired and no set aside motion was filed. *See* 1 Tex. Admin. Code § 155.501. Therefore, the State Office of Administrative Hearings has concluded its involvement in the matter, and the case is remanded to the referring agency.

CC: Service List

### Automated Certificate of eService

This automated certificate of service was created by the eFiling system. The filer served this document via email generated by the eFiling system on the date and to the persons listed below. The rules governing certificates of service have not changed. Filers must still provide a certificate of service that complies with all applicable rules.

Envelope ID: 108554078

Filing Code Description: Letter of Remand after Default Dismissal Order

Filing Description: Letter of Remand after Default Dismissal Order

Status as of 12/1/2025 11:41 AM CST

#### Case Contacts

Name	BarNumber	Email	TimestampSubmitted	Status
Pim S.Mayo		pim.mayo@tbae.texas.gov	12/1/2025 11:36:51 AM	SENT
Andrew VanDyke		andrew.vandyke@tbae.texas.gov	12/1/2025 11:36:51 AM	SENT
Pim Mayo		pim.mayo@tbae.texas.gov	12/1/2025 11:36:51 AM	SENT
Daniel ScottTurner		daniel@danielscottturner.com	12/1/2025 11:36:51 AM	SENT

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

**This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.**

<b>Case Number:</b>	<b>022-26A</b>
<b>Respondent:</b>	<b>Juan Angel Bello-Marmolejo</b>
<b>Location of Respondent:</b>	<b>San Antonio, TX</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Juan Angel Bello-Marmolejo (hereafter “Respondent”) is registered as an architect in Texas with registration number 25147.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- When renewing their annual registration, Respondent falsely certified compliance with continuing education requirements when they had not completed sufficient continuing education to make this certification.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements when renewing their annual registration, Respondent violated of 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$900** as set forth in the Report and Notice of Violation dated January 30, 2026.

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

**This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.**

<b>Case Number:</b>	<b>018-26A</b>
<b>Respondent:</b>	<b>Mark Gordon Cardwell</b>
<b>Location of Respondent:</b>	<b>Dallas, TX</b>
<b>Instrument:</b>	<b>Revised Report and Notice of Violation</b>

**Findings:**

- Mark Gordon Cardwell (hereafter “Respondent”) is registered as an architect in Texas with registration number 21631.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only seven hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- When renewing their annual registration, Respondent falsely certified compliance with continuing education requirements when they had not completed sufficient continuing education to make this certification.
- Respondent claimed five hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements when renewing their annual registration, Respondent violated of 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$750** as set forth in the Revised Report and Notice of Violation dated February 10, 2026.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

<b>Case Number:</b>	<b>191-25A</b>
<b>Respondent:</b>	<b>Derrick James Gaderson</b>
<b>Location of Respondent:</b>	<b>Austin, TX</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Derrick James Gaderson (hereafter “Respondent”) is registered as an architect in Texas with registration number 28111.
- Based upon the results of a continuing education audit, it was determined that Respondent failed to complete qualifying continuing education during the audit period of January 1, 2024, to December 31, 2024.
- Respondent claimed twelve hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete twelve hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated December 11, 2025.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

<b>Case Number:</b>	<b>188-25L</b>
<b>Respondent:</b>	<b>Jason Hoover</b>
<b>Location of Respondent:</b>	<b>Tyler, TX</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Jason Hoover (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 3590.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only four hours of qualifying continuing education credit during the audit period of January 1, 2024, through December 31, 2024.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 3.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 3.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$400** as set forth in the Report and Notice of Violation dated December 5, 2025.

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

**This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.**

<b>Case Number:</b>	<b>010-26A</b>
<b>Respondent:</b>	<b>Chad Randall Huff</b>
<b>Location of Respondent:</b>	<b>Midway, TX</b>
<b>Instrument:</b>	<b>Report and Notice of Violation</b>

**Findings:**

- Chad Randall Huff (hereafter “Respondent”) is registered as an architect in Texas with registration number 19226.
- Based upon the results of a continuing education audit, it was determined that Respondent could not produce a detailed record of continuing education activities for the audit period of January 1, 2024 through December 31, 2024.
- Respondent claimed 12 hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2024 through December 31, 2024, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated January 21, 2026.

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

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

<b>Case Number:</b>	<b>006-26A</b>
<b>Respondent:</b>	<b>Eugenio J. Verde</b>
<b>Location of Respondent:</b>	<b>Houston, TX</b>
<b>Instrument:</b>	<b>Revised Report and Notice of Violation</b>

**Findings:**

- Eugenio J. Verde (hereafter “Respondent”) is registered as an architect in Texas with registration number 23772.
- Based upon the results of a continuing education audit, it was determined that Respondent could produce acceptable documentation for the completion of only nine hours of qualifying continuing education credit during the audit period of January 1, 2024, through December 31, 2024.
- Respondent claimed three hours of supplemental continuing education that were completed after the audit period ended.

**Applicable Statutory Provisions and Rules:**

- By failing to maintain a detailed record of continuing education activities for the audit period of January 1, 2024 through December 31, 2024, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

**Action Recommended by Executive Director:**

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$150** as set forth in the Revised Report and Notice of Violation dated February 3, 2026.

**Proposed Amendments to Rules 1.29, 3.29, and 5.39**  
**Relating to Licenses and Temporary Licenses for**  
**Military Service Members, Military Veterans, and Military Spouses**

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**Proposal**

The Texas Board of Architectural Examiners proposed amendments to Board rules 1.29, 3.29, and 5.39 on November 20, 2025. The proposed rules were submitted to the Governor’s office on December 18, 2025. To increase uniformity, the Governor’s office requested removal of specific references to an “architectural license,” “architectural registration,” and “architect license” found in §§ 1.29(a)(3)(A), 1.29(b)(1), 1.29(b)(2)(A), 1.29(c)(1)<sup>1</sup>, 1.29(c)(3), and 1.29(c)(3)(C)(iv).

The proposed rulemaking actions were published in the Texas Register on January 16, 2026, and can be seen on pages 272, 279, and 285. (51 TexReg 229). Board staff did not receive any comments on the proposed rules. Formatting changes made to the proposed rules include renumbering, capitalization, and paragraph references.

**Background**

Recently, House Bill 5629 and Senate Bill 1818 were enacted, amending Chapter 55 of the Texas Occupations Code. Chapter 55 addresses various licensing laws benefiting military service members, military veterans, and military spouses. These rules were previously modified in 2020 and 2024 based on legislative changes.

**House Bill 5629**

The analysis for HB 5269 explains that the bill, “seeks to reduce barriers to employment, support military families, encourage participation in the state workforce, and strengthen the commitment of Texas to honoring, accommodating, and serving the unique needs of military personnel and their families, recognizing the challenges they face due to frequent relocations tied to military service for America and Texas.”

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<sup>1</sup> § 1.29(d) as written in the draft amendments approved for proposal at the November 20, 2025 Board Meeting was renumbered to § 1.29(c).

In a major change, HB 5629 amends Tex. Occ. Code § 55.004, which changes the model for determining the eligibility of a military service member, military veteran, or military spouse to qualify for special licensing procedures. Previously, these individuals could qualify for a license if they were licensed by another state that has licensing requirements that are substantially equivalent to Texas. Under the changes brought about by HB 5629, the eligibility test is whether the individual holds a license in good standing in another state with a similar scope of practice to Texas; the underlying qualifications to receive the license in the other state are no longer relevant to whether registration is granted in Texas.

HB 5629 also makes significant changes to Tex. Occ. Code § 55.0041(a), which addresses the ability of a military service member or military spouse to practice in Texas under an out-of-state license without having to become registered in Texas. This provision is intended to provide an easier path to practice for a military service member or military spouse who is required to come to Texas due to military orders. Previously, under repealed § 55.0041(f), an agency had the authority to issue a Texas license instead of recognizing the out-of-state license. Due to the centrality of using a registrant's seal to practice design professions in Texas, this agency opted to exercise this authority when §55.0041 was first adopted into rule. However, now that that provision has been repealed, it is necessary to create a process to recognize an out-of-state license. Additionally, the eligibility for recognition under §55.0041 has been changed to a scope of practice inquiry, identical to what was adopted in §55.004, as discussed above. The statute has also been changed to clarify the documentation that the Applicant must provide to the agency, with a greater reliance on the use of affidavits instead of underlying evidence. Finally, the statute has been amended to require a licensing agency to issue a determination to an applicant under § 55.0041 within 10 days.

Additionally, HB 5629 adds Tex. Occ. Code § 55.0042 and 55.0043. Tex. Occ. Code § 55.042 specifies how “good standing” is determined. Newly added Tex. Occ. Code § 55.0043 requires that agencies track and publish complaints made against a military service member, military veteran, or military spouse.

The law also modifies Tex. Occ. Code § 55.005(a) and requires agencies to process applications and issue registrations for qualified applicants within 10 business days instead of 30.

Finally, HB 5629 modifies Tex. Occ. Code § 55.009 to waive application fees for any individual who is a military service member, military veteran, or military spouse.

### **Senate Bill 1818**

The analysis for SB 1818 explains, “obtaining a letter in good standing from the issuing authority in other states is often not easy or agile enough to support military servicemember and spouse mobility when moving to Texas.”

SB 1818 mandates the prompt issuance of a provisional registration to an applicant under § 55.004 or 55.0041 if the agency is unable to promptly issue a license or recognition of an out-of-state license, respectively. A provisional license expires the earlier of the date the license is issued or recognition is granted, or the 180th day after the date the provisional registration is issued.

### **Proposed Amendments**

Proposed amendments to Board Rules 1.29, 3.29, and 5.39, impacting the registration of architects, landscape architects, and registered interior designers, respectively, are attached.

### **Staff Recommendation**

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39 to publish notice of adoption in the Texas Register, with authority for the general counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

§1.29. Registration of a Military Service Member, Military Veteran, or Military Spouse.

(a) For the purposes of this section, terms shall have the following definitions: [Definitions.]

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "Good Standing" means an Applicant:

(A) holds a license that is current, has not been suspended or revoked, and has not been voluntarily surrendered during an investigation for unprofessional conduct;

(B) has not been disciplined by the licensing authority with respect to the license or person's practice of architecture; and

(C) is not currently under investigation by the licensing authority for unprofessional conduct related to the person's license or profession.

(4) "License" means a license or registration to practice architecture.

(5) ~~(3)~~ "Military service member" means a person who is on active duty.

(6) ~~(4)~~ "Military spouse" means a person who is married to a military service member.

(7) ~~(5)~~ "Military veteran" means a person who has served on active duty and who was discharged or released from active duty.

(b) Expedited Licensure Procedure for a Military Service Member, Military Veteran, or Military Spouse.

(1) A military service member, military veteran, or military spouse may apply for a registration in accordance with:

(A) §1.21 of this chapter (relating to Registration by Examination);

(B) §1.22 of this chapter (relating to Registration by Reciprocal Transfer); or

(C) §55.004, Texas Occupations Code.

(2) A military service member, military veteran, or military spouse is eligible for registration under §55.004, Texas Occupations Code if:

(A) the Applicant holds a current license issued by another state that is similar in scope of practice to a Texas architectural registration and is in Good Standing with that state's licensing authority; or

(B) the Applicant held a Texas architectural registration within the five years preceding the application date under this subsection.

(3) Not later than the 10th business day after the date a military service member, military veteran, or military spouse files an application for registration under §1.21 or §1.22 of this chapter, the Board shall process the application and issue a registration to a qualifying Applicant.

(4) On receipt of an application for registration in accordance with §55.004, Texas Occupations Code, the Board shall promptly issue a provisional registration to the Applicant while the Board processes the application or issue the registration. A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board approves or denies the application for registration; or

(B) the 180th day after the date the provisional registration is issued.

~~[(b) Architectural registration eligibility requirements for military service members, military veterans, and military spouses.~~

~~(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.~~

~~(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:~~

~~(A) Holds an active architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration in this state; or~~

~~(B) Held an active architectural registration in this state within the five years preceding the application.~~

~~(3) Not later than 30 days after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.~~

~~(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.]~~

(c) Recognition of Out-of-State License of Military Service Members and Military Spouses.

(1) As applicable, a military service member or military spouse who holds a current license issued by another state that is similar in scope of practice to a Texas architectural registration and who is in Good Standing with that state's licensing authority may submit an application to the Board to request recognition of the out-of-state license in accordance with the provisions of §55.0041, Texas Occupations Code, if:

(A) the military service member has been ordered to relocate to Texas, or

(B) the military spouse is married to a military service member who has been ordered to relocate to Texas.

(2) An Applicant whose out-of-state license is recognized under this subsection may engage in the Practice of Architecture in this state without obtaining a registration.

(3) Prior to engaging in the Practice of Architecture under this subsection, the Applicant must submit the following information to the Board to demonstrate eligibility for recognition of an out-of-state license:

(A) a copy of the member's military orders showing relocation to this state;

(B) if the Applicant is a military spouse, a copy of the military spouse's marriage license; and

(C) a notarized affidavit affirming under penalty of perjury that:

(i) the Applicant is the person described and identified in the application;

(ii) all statements in the application are true, correct, and complete;

(iii) the Applicant understands the scope of practice for an architect in this state and will not perform outside of that scope of practice; and

(iv) the Applicant is in Good Standing in each state in which the Applicant holds or has held a license.

(4) Not later than 10 business days after a military service member or military spouse files an application for registration under this subsection, the Board shall:

(A) Notify the Applicant of the Board's determination that:

(i) the Board recognizes the Applicant's out-of-state license;

(ii) the application is incomplete; or

(iii) the Board is unable to recognize the Applicant's out-of-state license because the Board does not issue a registration similar in scope of practice to the Applicant's license; or

(B) Issue a provisional registration to the Applicant pending the issuance of a determination under subparagraph (4)(A) of this paragraph.

(5) A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board issues a determination under subparagraph (4)(A) of this subsection; or

(B) the 180th day after the date the provisional registration is issued.

(6) An Applicant under this subsection shall comply with all other laws and regulations applicable to the Practice of Architecture in this state.

(7) A military service member or military spouse may engage in the Practice of Architecture under the authority of this subsection only for the period during which the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in this state.

(8) In the event of a divorce or similar event that affects a person's status as a military spouse, the former spouse may continue to engage in the Practice of Architecture under the authority of this subsection until the third anniversary of the date the spouse submitted the application required under paragraph (3) of this subsection.

~~[(c) Alternative temporary registration procedure for an individual who is a military service member or military spouse.~~

~~(1) An individual who is a military service member or military spouse may qualify for a temporary architectural registration if the individual:~~

~~(A) holds a current architectural license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for architectural registration in this state;~~

~~(B) notifies the Board in writing of the individual's intent to practice Architecture in this state;~~

~~(C) submits to the Board required information to demonstrate eligibility for temporary architectural registration; and~~

~~(D) receives a verification letter from the Board that:~~

~~(i) the Board has verified the individual's license or registration in the other jurisdiction; and~~

~~(ii) the individual is issued a temporary architectural registration.~~

~~(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for an architectural registration in Texas:~~

~~(A) whether the other jurisdiction requires an applicant to pass the Architect Registration Examination (ARE);~~

~~(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and~~

~~(C) any education credentials required by the jurisdiction to obtain the license or registration.~~

~~(3) The individual must submit the following information to the Board to demonstrate eligibility for temporary architectural registration:~~

~~(A) a written request for the Board to review the individual's eligibility for temporary architectural registration;~~

~~(B) sufficient documentation to verify that the individual is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;~~

~~(C) proof of residency in this state;~~

~~(D) a copy of the individual's military identification card; and~~

~~(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.~~

~~(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.~~

~~(5) A temporary architectural registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.~~

~~(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires three years from the date of issuance.~~

~~(7) Except as provided under this subsection, an individual who receives a temporary architectural registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the Practice of Architecture in this state.~~

~~(8) A temporary architectural registration issued under this subsection may be revoked if the individual:~~

~~(A) fails to comply with paragraph (7) of this subsection; or~~

~~(B) the individual's license or registration required under paragraph (1)(A) of this subsection expires or is suspended or revoked.~~

~~(9) The Board shall not charge a fee for the issuance of a temporary architectural registration under this subsection.]~~

(d) The Board will review and evaluate the following criteria when determining whether another state's scope of practice of a licensed architect is similar to the scope of practice of an Architect in Texas:

(1) Whether the statutory definition of the practice of architecture includes the core functions recognized in Texas;

(2) Whether architects are responsible for public health, safety, and welfare in a manner comparable to Texas;

(3) Whether the other state restricts architectural services to licensed architects in a manner consistent with Texas practice;

(4) The similarity of exemptions from licensure, including building-type or size exemptions, and whether such exemptions materially alter the scope of services architects perform;

(5) Whether architects in the other state are authorized or required to perform construction observation services similar to those required in Texas;

(6) The similarity of requirements for responsible charge or responsible control, including duties related to supervision, document preparation, and sealing construction documents for regulatory approval, permitting, or construction;

(7) Whether architects have comparable responsibilities for building code compliance, accessibility, life-safety considerations, and related regulatory obligations;

(8) The extent to which the division of responsibilities between architects and other licensed professions, such as engineers, aligns with Texas practice;

(9) Whether requirements for architectural involvement in public-sector projects align with Texas standards;

(10) Whether rules, interpretations, or guidance issued by the other state's architectural licensing board result in a functional scope of practice comparable to Texas; and

(11) The similarity of enforcement mechanisms, disciplinary authority, and standards of professional responsibility that define and limit the scope of practice.

(e) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(f) The Board shall not charge an application or examination fee paid to the Board for any Applicant who is a military service member, military veteran, or military spouse.

(g) A military service member is exempt from any increased fee or other penalty for failing to renew a registration in a timely manner if the individual establishes to the satisfaction of the Board that the failure was due to the individual serving as a military service member.

§3.29. Registration of a Military Service Member, Military Veteran, or Military Spouse.

(a) For the purposes of this section, terms shall have the following definitions: [Definitions.]

(1) “Active duty” means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) “Armed forces of the United States” means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) “Good Standing” means an Applicant:

(A) holds a license that is current, has not been suspended or revoked, and has not been voluntarily surrendered during an investigation for unprofessional conduct;

(B) has not been disciplined by the licensing authority with respect to the license or person's practice of landscape architecture; and

(C) is not currently under investigation by the licensing authority for unprofessional conduct related to the person's license or profession.

(4) “License” means a license or registration to practice landscape architecture.

(5) [(3)] “Military service member” means a person who is on active duty.

(6) [(4)] “Military spouse” means a person who is married to a military service member.

(7) [(5)] “Military veteran” means a person who has served on active duty and who was discharged or released from active duty.

(b) Expedited Licensure Procedure for a Military Service Member, Military Veteran, or Military Spouse.

(1) A military service member, military veteran, or military spouse may apply for a registration in accordance with:

(A) §3.21 of this chapter (relating to Registration by Examination);

(B) §3.22 of this chapter (relating to Registration by Reciprocal Transfer); or

(C) §55.004, Texas Occupations Code.

(2) A military service member, military veteran, or military spouse is eligible for registration under §55.004, Texas Occupations Code if:

(A) the Applicant holds a current license issued by another state that is similar in scope of practice to a Texas landscape architectural registration and is in Good Standing with that state's licensing authority; or

(B) the Applicant held a Texas landscape architectural registration within the five years preceding the application date under this subsection.

(3) Not later than the 10th business day after the date a military service member, military veteran, or military spouse files an application for registration under §3.21 or §3.22 of this chapter, the Board shall process the application and issue a registration to a qualifying Applicant.

(4) On receipt of an application for registration in accordance with §55.004, Texas Occupations Code, the Board shall promptly issue a provisional registration to the Applicant while the Board processes the application or issue the registration. A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board approves or denies the application for registration; or

(B) the 180th day after the date the provisional registration is issued.

~~[(b) Landscape architectural registration eligibility requirements for military service members, military veterans, and military spouses.~~

~~(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.~~

~~(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:~~

~~(A) Holds an active landscape architectural registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration in this state; or~~

~~(B) Held an active landscape architectural registration in this state within the five years preceding the application.~~

~~(3) Not later than 30 days after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.~~

~~(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.]~~

(c) Recognition of Out-of-State License of Military Service Members and Military Spouses.

(1) As applicable, a military service member or military spouse who holds a current license issued by another state that is similar in scope of practice to a Texas landscape architectural registration and who is in Good Standing with that state's licensing authority may submit an application to the Board to request recognition of the out-of-state license in accordance with the provisions of §55.0041, Texas Occupations Code, if:

(A) the military service member has been ordered to relocate to Texas, or

(B) the military spouse is married to a military service member who has been ordered to relocate to Texas.

(2) An Applicant whose out-of-state license is recognized under this subsection may engage in the practice of landscape architecture in this state without obtaining a registration.

(3) Prior to engaging in the practice of landscape architecture under this subsection, the Applicant must submit the following information to the Board to demonstrate eligibility for recognition of an out-of-state license:

(A) a copy of the member's military orders showing relocation to this state;

(B) if the Applicant is a military spouse, a copy of the military spouse's marriage license; and

(C) a notarized affidavit affirming under penalty of perjury that:

(i) the Applicant is the person described and identified in the application;

(ii) all statements in the application are true, correct, and complete;

(iii) the Applicant understands the scope of practice for a landscape architect in this state and will not perform outside of that scope of practice; and

(iv) the Applicant is in Good Standing in each state in which the Applicant holds or has held a license.

(4) Not later than 10 business days after a military service member or military spouse files an application for registration under this subsection, the Board shall:

(A) Notify the Applicant of the Board's determination that:

(i) the Board recognizes the Applicant's out-of-state license;

(ii) the application is incomplete; or

(iii) the Board is unable to recognize the Applicant's out-of-state license because the Board does not issue a registration similar in scope of practice to the Applicant's license; or

(B) Issue a provisional registration to the Applicant pending the issuance of a determination under subparagraph (4)(A) of this paragraph.

(5) A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board issues a determination under subparagraph (4)(A) of this subsection; or

(B) the 180th day after the date the provisional registration is issued.

(6) An Applicant under this subsection shall comply with all other laws and regulations applicable to the practice of landscape architecture in this state.

(7) A military service member or military spouse may engage in the practice of landscape architecture under the authority of this subsection only for the period during which the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in this state.

(8) In the event of a divorce or similar event that affects a person's status as a military spouse, the former spouse may continue to engage in the practice of landscape architecture under the authority of this subsection until the third anniversary of the date the spouse submitted the application required under paragraph (3) of this subsection.

~~[(c) Alternative temporary registration procedure for an individual who is a military service member or military spouse.~~

~~(1) An individual who is a military service member or military spouse may qualify for a temporary landscape architectural registration if the individual:~~

~~(A) holds a current landscape architectural license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for landscape architectural registration in this state;~~

~~(B) notifies the Board in writing of the individual's intent to practice Landscape Architecture in this state;~~

~~(C) submits to the Board required information to demonstrate eligibility for temporary landscape architectural registration; and~~

~~(D) receives a verification letter from the Board that:~~

~~(i) the Board has verified the individual's license or registration in the other jurisdiction; and~~

~~(ii) the individual is issued a temporary landscape architectural registration.~~

~~(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for a landscape architectural registration in Texas:~~

~~(A) whether the other jurisdiction requires an applicant to pass the Landscape Architect Registration Examination (LARE);~~

~~(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and~~

~~(C) any education credentials required by the jurisdiction to obtain the license or registration.~~

~~(3) The individual must submit the following information to the Board to demonstrate eligibility for temporary landscape architectural registration:~~

~~(A) a written request for the Board to review the individual's eligibility for temporary landscape architectural registration;~~

~~(B) sufficient documentation to verify that the individual is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;~~

~~(C) proof of residency in this state;~~

~~(D) a copy of the individual's military identification card; and~~

~~(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.~~

~~(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.~~

~~(5) A temporary landscape architectural registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.~~

~~(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires three years from the date of issuance.~~

~~(7) Except as provided under this subsection, an individual who receives a temporary landscape architectural registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the practice of Landscape Architecture in this state.~~

~~(8) A temporary landscape architectural registration issued under this subsection may be revoked if the individual:~~

~~(A) fails to comply with paragraph (7) of this subsection; or~~

~~(B) the individual's license or registration required under paragraph (1)(A) of this subsection expires or is suspended or revoked.~~

~~(9) The Board shall not charge a fee for the issuance of a temporary architectural registration under this subsection.]~~

(d) The Board will review and evaluate the following criteria when determining whether another state's scope of practice of a licensed landscape architect is similar to the scope of practice of a landscape architect in Texas:

(1) Whether the statutory definition of the practice of landscape architecture includes the core functions recognized in Texas;

(2) Whether landscape architects are responsible for public health, safety, and welfare in a manner comparable to Texas;

(3) Whether the other state restricts landscape architectural services to licensed landscape architects in a manner consistent with Texas practice;

(4) The similarity of exemptions from licensure and whether such exemptions materially alter the scope of services landscape architects perform;

(5) The similarity of requirements for responsible charge or responsible control, including duties related to supervision, document preparation, and sealing construction documents for regulatory approval, permitting, or construction;

(6) Whether landscape architects have comparable responsibilities for building code compliance, accessibility, life-safety considerations, and related regulatory obligations;

(7) The extent to which the division of responsibilities between landscape architects and other licensed professions, such as architects and engineers, aligns with Texas practice;

(8) Whether rules, interpretations, or guidance issued by the other state's landscape architectural licensing board result in a functional scope of practice comparable to Texas; and

(9) The similarity of enforcement mechanisms, disciplinary authority, and standards of professional responsibility that define and limit the scope of practice.

(e) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(f) The Board shall not charge an application or examination fee paid to the Board for any Applicant who is a military service member, military veteran, or military spouse.

(g) A military service member is exempt from any increased fee or other penalty for failing to renew a registration in a timely manner if the individual establishes to the satisfaction of the Board that the failure was due to the individual serving as a military service member.

§5.39. Registration of a Military Service Member, Military Veteran, or Military Spouse.

(a) For the purposes of this section, terms shall have the following definitions: [Definitions.]

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "Good Standing" means an Applicant:

(A) holds a license that is current, has not been suspended or revoked, and has not been voluntarily surrendered during an investigation for unprofessional conduct;

(B) has not been disciplined by the licensing authority with respect to the license or person's practice of interior design; and

(C) is not currently under investigation by the licensing authority for unprofessional conduct related to the person's license or profession.

(4) "License" means a license or registration to practice interior design or utilize a title relating to interior design.

(5) [(3)] "Military service member" means a person who is on active duty.

(6) [(4)] "Military spouse" means a person who is married to a military service member.

(7) [(5)] "Military veteran" means a person who has served on active duty and who was discharged or released from active duty.

(b) Expedited Licensure Procedure for a Military Service Member, Military Veteran, or Military Spouse.

(1) A military service member, military veteran, or military spouse may apply for a registration in accordance with:

(A) §5.31 of this Chapter (relating to Registration by Examination);

(B) §5.32 of this Chapter (relating to Registration by Reciprocal Transfer); or

(C) §55.004, Texas Occupations Code.

(2) A military service member, military veteran, or military spouse is eligible for registration under §55.004, Texas Occupations Code if:

(A) the Applicant holds a current license issued by another state that is similar in scope of practice to a Texas interior design registration and is in Good Standing with that state's licensing authority; or

(B) the Applicant held a Texas interior design registration within the five years preceding the application date under this subsection.

(3) Not later than the 10th business day after the date a military service member, military veteran, or military spouse files an application for registration under §5.31 or §5.32 of this chapter, the Board shall process the application and issue a registration to a qualifying Applicant.

(4) On receipt of an application for registration in accordance with §55.004, Texas Occupations Code, the Board shall promptly issue a provisional registration to the Applicant while the Board processes the application or issue the registration. A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board approves or denies the application for registration; or

(B) the 180th day after the date the provisional registration is issued.

~~[(b) Interior design registration eligibility requirements for military service members, military veterans, and military spouses:~~

~~(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.~~

~~(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:~~

~~(A) Holds an active interior design registration issued by another jurisdiction that has licensing or registration requirements that are substantially equivalent to the requirements for registration in this state; or~~

~~(B) Held an active interior design registration in this state within the five years preceding the application.~~

~~(3) Not later than 30 days after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.~~

~~(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.]~~

(c) Recognition of Out-of-State License of Military Service Members and Military Spouses.

(1) As applicable, a military service member or military spouse who holds a current license issued by another state that is similar in scope of practice to a Texas interior design registration and who is in Good Standing with that state's licensing authority may submit an application to the Board to request recognition of the out-of-state license in accordance with the provisions of §55.0041, Texas Occupations Code, if:

(A) the military service member has been ordered to relocate to Texas, or

(B) the military spouse is married to a military service member who has been ordered to relocate to Texas.

(2) An Applicant whose out-of-state license is recognized under this subsection may practice as a registered interior designer without obtaining a registration.

(3) Prior to practicing as a registered interior designer under this subsection, the Applicant must submit the following information to the Board to demonstrate eligibility for recognition of an out-of-state license:

(A) a copy of the member's military orders showing relocation to this state;

(B) if the Applicant is a military spouse, a copy of the military spouse's marriage license; and

(C) a notarized affidavit affirming under penalty of perjury that:

(i) the Applicant is the person described and identified in the application;

(ii) all statements in the application are true, correct, and complete;

(iii) the Applicant understands the scope of practice for a registered interior designer in this state and will not perform outside of that scope of practice; and

(iv) the Applicant is in Good Standing in each state in which the Applicant holds or has held a license.

(4) Not later than 10 business days after a military service member or military spouse files an application for registration under this subsection, the Board shall:

(A) Notify the Applicant of the Board's determination that:

(i) the Board recognizes the Applicant's out-of-state license;

(ii) the application is incomplete; or

(iii) the Board is unable to recognize the Applicant's out-of-state license because the Board does not issue a registration similar in scope of practice to the Applicant's license; or

(B) Issue a provisional registration to the Applicant pending the issuance of a determination under subparagraph (4)(A) of this paragraph.

(5) A provisional registration issued under this subsection expires on the earlier of:

(A) the date the Board issues a determination under subparagraph (4)(A) of this subsection; or

(B) the 180th day after the date the provisional registration is issued.

(6) An Applicant under this subsection shall comply with all other laws and regulations applicable to the practice of registered interior design in this state.

(7) A military service member or military spouse may practice as a registered interior designer under the authority of this subsection only for the period during which the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in this state.

(8) In the event of a divorce or similar event that affects a person's status as a military spouse, the former spouse may continue to practice as a registered interior designer under the authority of this subsection until the third anniversary of the date the spouse submitted the application required under paragraph (3) of this subsection.

~~[(e) Alternative temporary registration procedure for an individual who is a military service member or military spouse.~~

~~(1) An individual who is a military service member or military spouse may qualify for a temporary Interior Design registration if the individual:~~

~~(A) holds a current interior design license or registration in good standing in another jurisdiction that has licensing requirements substantially equivalent to the requirements for Interior Design registration in this state;~~

~~(B) notifies the Board in writing of the individual's intent to practice Interior Design in this state;~~

~~(C) submits to the Board required information to demonstrate eligibility for temporary Interior Design registration; and~~

~~(D) receives a verification letter from the Board that:~~

~~(i) the Board has verified the individual's license or registration in the other jurisdiction; and~~

~~(ii) the individual is issued a temporary Interior Design registration.~~

~~(2) The Board will review and evaluate the following criteria when determining whether another jurisdiction's licensing requirements are substantially equivalent to the requirements for an Interior Design registration in Texas:~~

~~(A) whether the other jurisdiction requires an applicant to pass the Council for Interior Design Qualification (CIDQ) examination;~~

~~(B) any experience qualifications required by the jurisdiction to obtain the license or registration; and~~

~~(C) any education credentials required by the jurisdiction to obtain the license or registration.~~

~~(3) The individual must submit the following information to the Board to demonstrate eligibility for temporary Interior Design registration:~~

~~(A) a written request for the Board to review the individual's eligibility for temporary Interior Design registration;~~

~~(B) sufficient documentation to verify that the individual is currently licensed or registered in good standing in another jurisdiction and has no restrictions, pending enforcement actions, or unpaid fees or penalties relating to the license or registration;~~

~~(C) proof of residency in this state;~~

~~(D) a copy of the individual's military identification card; and~~

~~(E) proof the military service member or, with respect to a military spouse, the military service member to whom the spouse is married is stationed at a military installation in Texas.~~

~~(4) Not later than the 30th day after the date an individual submits the information described by paragraph (3) of this subsection, the Board shall provide the verification described by paragraph (1)(D) of this subsection if the individual is eligible for a temporary registration under this subsection.~~

~~(5) A temporary Interior Design registration issued under this subsection expires three years from the date of issuance or when the military service member or, with respect to a military~~

~~spouse, the military service member to whom the spouse is married is no longer stationed at a military installation in Texas, whichever occurs first. The registration may not be renewed.~~

~~(6) In the event of a divorce or similar event that affects an individual's status as a military spouse, the spouse's registration will continue in effect until the registration expires three years from the date of issuance.~~

~~(7) Except as provided under this subsection, an individual who receives a temporary Interior Design registration under this subsection is subject to and shall comply with all applicable laws, rules, and standards governing the practice of Interior Design in this state.~~

~~(8) A temporary Interior Design registration issued under this subsection may be revoked if the individual:~~

~~(A) fails to comply with paragraph (7) of this subsection; or~~

~~(B) the individual's license or registration required under paragraph (1)(A) of this subsection expires or is suspended or revoked.~~

~~(9) The Board shall not charge a fee for the issuance of a temporary Interior Design registration under this subsection.]~~

(d) The Board will review and evaluate the following criteria when determining whether another state's scope of practice of a licensed interior designer is similar to the scope of practice of a registered interior designer in Texas:

(1) Whether the statutory definition of the practice of interior design includes the core functions recognized in Texas;

(2) Whether licensed interior designers are responsible for public health, safety, and welfare in a manner comparable to Texas;

(3) Whether the other state restricts the practice of interior design to licensed interior designers;

(4) The similarity of exemptions from licensure;

(5) The similarity of requirements for responsible charge or responsible control, including duties related to supervision, document preparation, and sealing construction documents for regulatory approval, permitting, or construction;

(6) Whether licensed interior designers have comparable responsibilities for building code compliance, accessibility, life-safety considerations, and related regulatory obligations;

(7) The extent to which the division of responsibilities between licensed interior designers and other licensed professions, such as architects and engineers, aligns with Texas practice;

(8) Whether rules, interpretations, or guidance issued by the other state's licensing board result in a functional scope of practice comparable to Texas; and

(9) The similarity of enforcement mechanisms, disciplinary authority, and standards of professional responsibility that define and limit the scope of practice.

(e) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(f) The Board shall not charge an application or examination fee paid to the Board for any Applicant who is a military service member, military veteran, or military spouse.

(g) A military service member is exempt from any increased fee or other penalty for failing to renew a registration in a timely manner if the individual establishes to the satisfaction of the Board that the failure was due to the individual serving as a military service member.

**Proposed Amendments to Board Rules 1.27, 1.149, 3.27, 3.149, 5.37, and 5.158**  
**Relating to the Effect of Certain Criminal Offenses on Eligibility for Registration**

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**Proposal**

The Texas Board of Architectural Examiners proposed amendments to Board rules 1.27, 1.149, 3.27, 3.149, 5.37, and 5.158 on November 20, 2025. The proposed rules were submitted to the Governor's office on December 18, 2025. The Governor's office did not provide comments regarding these rule changes.

The proposed rulemaking actions were published in the Texas Register on January 16, 2026, and can be seen on pages 270-271, 277-278, and 283-284. (51 TexReg 229). Board staff did not receive any comments on the proposed rules. Formatting changes made to the proposed rules include renumbering, capitalization, and paragraph references.

**Background**

Recently, the legislature enacted SB 1080. This bill amended Chapter 53 of the Occupations Code, which addresses the consequences of criminal convictions on occupational licenses. In general, the SB 1080 amendments to Chapter 53 create more opportunities for those with criminal convictions to retain and/or qualify for professional licensure. Changes to the law under SB 1080 include the following:

- **Consequences of Imprisonment Following a Felony Conviction** – Previously, licensing agencies, including TBAE, were required to revoke an occupational license following the license holder's imprisonment following a felony conviction of any type. Now, under changes to Tex. Occ. Code § 53.021(a-2)&(b), an agency is given discretion to either revoke a license or allow the license holder to retain the license, provided that the felony offense is not directly related to the duties and responsibilities of the licensed occupation; a sexually violent offense under Article 62.001, Code of Criminal Procedure; or an offense listed in Article 42A.054, Code of Criminal Procedure (which includes many of the most serious felonies, such as murder, aggravated kidnapping, aggravated robbery, burglary, etc). However, if the felony offense is within one of those categories, the agency must revoke the license following imprisonment.
  
- **Issuance of a Provisional Registration** – Under pre-existing law, licensing agencies are prohibited from denying a license to an applicant for committing a felony if it is not: directly related to the duties and responsibilities of the licensed occupation; listed in Article 42A.054, Code of Criminal Procedure; or a sexually violent offense under Article 62.001, Code of Criminal Procedure. For applicants who had been convicted of felonies outside of these categories, the licensing agency is limited to either issuing the license, or issuing a provisional license. If the agency issues a provisional license, the license must be revoked if: the provisional license holder commits a new offense; commits an act or omission that causes the person's community supervision, mandatory supervision, or parole to be revoked; or violates the law or rules governing the practice of the occupation for which the

provisional license is issued. Otherwise, following the expiration of the provisional license period, a standard license must be issued.

Under changes to § 53.0211(b)(2), the length of a provisional license period has been changed from six months to one year. Additionally, under changes to § 53.0211(b-1), licensing agencies have been authorized to consider the issuance of a provisional license to an applicant who has committed an offense and is an imprisoned inmate of the Texas Department of Criminal Justice (TDCJ), a person on parole or mandatory supervision who is residing at a halfway house or community residential facility, or a student or graduate of the Windham School District (the district that serves TDCJ) or an institution of higher education. In the case of a provisional license issued to an inmate, the term of provisional licensure begins on the date the applicant is released.

These statutory changes have resulted in the need to amend certain Board Rules relating to the consideration of criminal conviction in licensing decisions.

### **Proposed Amendments**

The proposed amendments encompass the following rules:

- Rules 1.27, 3.27, and 5.37
  - Subsection (b) – The rules are amended to incorporate the Board’s authority to issue a provisional registration to an applicant who has committed an offense and is an imprisoned inmate, a person on parole or mandatory supervision who is residing at a halfway house or community residential facility, or a student or graduate of the Windham School District or an institution of higher education.
  - Subsection (c) - The rules are amended to state that a provisional registration expires after twelve months instead of six.
  - Subsection (d) – The rules are amended to state that the term of a provisional certificate issued to an inmate imprisoned in the Texas Department of Criminal Justice begins on the date the applicant is released.
  - Subsection (e) – The rules are amended to better align with the statute, which mandates that a provisional certificate of registration be revoked in the case that a new offense is committed, supervision or probation is revoked, or the Board’s statutes or rules are violated.
  - Housekeeping changes to renumber the rules and provide better alignment with statutory language.
  
- Rules 1.149, 3.149, and 5.158
  - Subsections (b) & (c) – These subsections replace former subsection (f) and describe the consequences of imprisonment following felony conviction under Tex. Occ. Code § 53.021(a-2)&(b). Specifically, these subsections identify the crimes which result in mandatory revocation and those in which the Board has discretion to revoke a registration, respectively.

- Subsection (h) – The rules are amended to address the possibility, under Rules 1.27, 3.27, and 5.37, of granting a provisional certificate of registration to an applicant who is incarcerated.
- Housekeeping changes to renumber the rules and provide better alignment with statutory language.

Attached, you will find copies of the proposed amendments, sorted by profession, as well as a copy of SB 1080 in the Board materials.

**Staff Recommendation**

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 1.27, 1.149, 3.27, 3.149, 5.37, and 5.158 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

§1.27. Provisional Licensure Following Criminal Conviction.

(a) The Board shall grant a certificate [~~Certificate~~] of registration [~~Registration~~] or a provisional certificate [~~Certificate~~] of registration [~~Registration~~] to an otherwise qualified Candidate who has been convicted of an offense that:

(1) is not directly related to the Practice of Architecture as determined by the executive director [~~directory~~] under §1.149 of this chapter (relating to Criminal Convictions);

(2) - (3) (No change.)

(b) The Board may issue a provisional certificate of registration to an Applicant who has been convicted of an offense, including an Applicant who:

(1) is:

(A) an inmate imprisoned in the Texas Department of Criminal Justice; or

(B) a person released on parole or mandatory supervision and residing at a place described by §508.118 or §508.119, Texas Government Code; and

(2) is enrolled in or has completed an educational program offered by:

(A) the Windham School District; or

(B) an institution of higher education, as defined by §61.003, Education Code.

(c) [~~(b)~~] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] expires twelve (12) [~~six (6)~~] months after the date it is issued.

(d) The term of a provisional certificate of registration issued to an Applicant who is an inmate imprisoned in the Texas Department of Criminal Justice begins on the date the Applicant is released.

(e) [~~(e)~~] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] shall [~~may~~] be Revoked for the following reasons:

(1) the [~~The~~] provisional Registrant commits a new offense [~~another offense during the 6-month provisional registration period~~];

(2) the [~~The~~] provisional Registrant's community supervision, mandatory supervision, or parole is revoked [~~Revoked~~]; or

(3) the [~~The~~] provisional Registrant violates a statute or rule enforced by the Board.

(f) [(d)] A provisional Registrant who is subject to community supervision, mandatory supervision, or parole shall provide the Board name and contact information of the probation or parole department to which the provisional Registrant reports. The Board shall provide notice to the department upon the issuance of the provisional certificate [Certificate] of registration [Registration], as well as any terms, conditions or limitations upon the provisional Registrant's practice.

(g) [(e)] Upon successful completion of the provisional registration [Registration] period, the Board shall issue a certificate [Certificate] of registration [Registration] to the provisional Registrant. If a provisional Registrant's provisional certificate [Certificate] is Revoked, the provisional Registrant is disqualified from receiving a certificate [Certificate] of registration [Registration] and may not apply for a certificate [Certificate] of registration [Registration] for a period of three (3) years from the date of Revocation.

§1.149. Criminal Convictions.

(a) Pursuant to Chapter 53, Texas Occupations Code and §2005.052, Texas Government Code, the Board may suspend or Revoke [~~revoke~~] an existing certificate of registration, disqualify a person from receiving a certificate of registration, issue a provisional license subject to the terms and limitations of §1.27 of this chapter (relating to Provisional Licensure Following Criminal Conviction), or deny to a person the opportunity to be examined for a certificate of registration because of the person's conviction for [~~committing an offense if~~]:

- (1) an [~~the~~] offense that directly relates to the duties and responsibilities of an Architect;
- (2) an [~~the~~] offense [~~is~~] listed in Article 42A.054, Texas Code of Criminal Procedure; or
- (3) [~~the offense is~~] a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure.

(b) A Registrant's registration shall be Revoked on the Registrant's imprisonment following:

(1) a felony conviction for:

- (A) an offense that directly relates to the duties and responsibilities of an Architect;
- (B) an offense listed in Article 42A.054, Texas Code of Criminal Procedure; or
- (C) a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure;

(2) felony community supervision revocation;

(3) revocation of parole; or

(4) revocation of mandatory supervision.

(c) A Registrant's registration may be Revoked on the Registrant's imprisonment following a conviction for a felony other than those listed in subsection (b)(1) of this section.

(d) [(b)] The following procedures will apply in the consideration of an application for registration as an Architect or in the consideration of a Registrant's criminal history:

(1) - (3) (No change.)

(4) The notice provided by the executive director under this subsection must contain:

- (A) a statement that the person is disqualified from being registered or being examined for registration because of the person's prior conviction of an offense specified in the notice; or

(B) a statement that:

(i) the final decision of the Board to Revoke [~~revoke~~] or suspend the registration or deny the person a registration or the opportunity to be examined for the registration will be based on the factors listed in subsection (f) [~~(d)~~] of this section; and

(ii) it is the person's responsibility to obtain and provide to the Board evidence regarding the factors listed in subsection (f) [~~(d)~~] of this section.

(5) (No change.)

(e) [~~(e)~~] In determining whether a criminal conviction is directly related to the duties and responsibilities of an Architect, the executive director and the Board shall consider each of the following factors:

(1) - (5) (No change.)

(f) [~~(d)~~] If the executive director or the Board determines under subsection (e) [~~(e)~~] of this section that a criminal conviction directly relates to the duties and responsibilities of an Architect, the executive director and the Board shall consider the following in determining whether to suspend or Revoke [~~revoke~~] a registration, disqualify a person from receiving a registration, or deny to a person the opportunity to take a registration examination:

(1) - (7) (No change.)

(g) [~~(e)~~] Crimes directly related to the duties and responsibilities of a Registered Architect include any crime that reflects a lack of fitness for professional licensure or a disregard of the standards commonly upheld for the professional Practice of Architecture, such as the following:

(1) - (5) (No change.)

~~[(f) The Board shall revoke the certificate of registration of any Registrant who is convicted of any felony if the felony conviction results in incarceration. The Board also shall revoke the certificate of registration of any Registrant whose felony probation, parole, or mandatory supervision is revoked.]~~

(h) [~~(g)~~] If an Applicant is incarcerated as the result of a felony conviction, the Board may not approve the Applicant for registration during the period of incarceration, other than the issuance of a provisional certificate of registration under §1.27 of this chapter (relating to Provisional Licensure Following Criminal Conviction). If an Applicant's felony probation, parole, or mandatory supervision is revoked, the Board may not approve the Applicant for registration until the Applicant successfully completes the sentence imposed as a result of the revocation.

(i) [~~(h)~~] If the Board takes action against any Applicant or Registrant pursuant to this section, the Board shall provide the Applicant or Registrant with the following information in writing:

(1) the reason for rejecting the application or taking action against the Registrant's certificate of registration, including any factor considered under subsections (e) [~~(e)~~] or (f) [~~(d)~~] of this section that served as the basis for the action;

(2) - (3) (No change.)

(j) [~~(i)~~] All proceedings pursuant to this section shall be governed by the Administrative Procedure Act, Chapter 2001, Government Code.

Rule §3.27. Provisional Licensure Following Criminal Conviction.

(a) The Board shall grant a certificate [~~Certificate~~] of registration [~~Registration~~] or a provisional certificate [~~Certificate~~] of registration [~~Registration~~] to an otherwise qualified Candidate who has been convicted of an offense that:

(1) - (3) (No change.)

(b) The Board may issue a provisional certificate of registration to an applicant who has been convicted of an offense, including an Applicant who:

(1) is:

(A) an inmate imprisoned in the Texas Department of Criminal Justice; or

(B) a person released on parole or mandatory supervision and residing at a place described by §508.118 or §508.119, Government Code; and

(2) is enrolled in or has completed an educational program offered by:

(A) the Windham School District; or

(B) an institution of higher education, as defined by §61.003, Education Code.

(c) [~~(b)~~] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] expires twelve (12) [~~six (6)~~] months after the date it is issued.

(d) The term of a provisional certificate of registration issued to an Applicant who is an inmate imprisoned in the Texas Department of Criminal Justice begins on the date the Applicant is released.

(e) [~~(e)~~] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] shall [~~may~~] be Revoked for the following reasons:

(1) the provisional Registrant commits a new offense [~~another offense during the 6-month provisional registration period~~];

(2) the provisional Registrant's community supervision, mandatory supervision, or parole is revoked [~~Revoked~~]; or

(3) (No change.)

(f) [~~(d)~~] A provisional Registrant who is subject to community supervision, mandatory supervision, or parole shall provide the Board name and contact information of the probation or parole department to which the provisional Registrant reports. The Board shall provide notice to the department upon the issuance of the provisional certificate [~~Certificate~~] of registration

[Registration], as well as any terms, conditions or limitations upon the provisional Registrant's practice.

(g) [~~e~~] Upon successful completion of the provisional registration [Registration] period, the Board shall issue a certificate [Certificate] of registration [Registration] to the provisional Registrant. If a provisional Registrant's provisional certificate [Certificate] is Revoked, the provisional Registrant is disqualified from receiving a certificate [Certificate] of registration [Registration] and may not apply for a certificate [Certificate] of registration [Registration] for a period of three (3) years from the date of Revocation.

Rule §3.149. Criminal Convictions.

(a) Pursuant to Chapter 53, Texas Occupations Code and §2005.052, Texas Government Code, the Board may suspend or revoke an existing certificate of registration, disqualify a person from receiving a certificate of registration, issue a provisional license subject to the terms and limitations of §3.27 of this chapter (relating to Provisional Licensure Following Criminal Conviction), or deny to a person the opportunity to be examined for a certificate of registration because of the person's conviction for [~~committing an offense if~~]:

- (1) an [~~the~~] offense that directly relates to the duties and responsibilities of a Landscape Architect;
- (2) an [~~the~~] offense [~~is~~] listed in Article 42A.054, Texas Code of Criminal Procedure; or
- (3) [~~the offense is~~] a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure.

(b) A Registrant's registration shall be Revoked on the Registrant's imprisonment following:

(1) a felony conviction for:

(A) an offense that directly relates to the duties and responsibilities of a Landscape Architect;

(B) an offense listed in Article 42A.054, Texas Code of Criminal Procedure; or

(C) a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure;

(2) felony community supervision revocation;

(3) revocation of parole; or

(4) revocation of mandatory supervision.

(c) A Registrant's registration may be Revoked on the Registrant's imprisonment following a conviction for a felony other than those listed in subsection (b)(1) of this section.

(d) [~~(b)~~] The following procedures will apply in the consideration of an application for registration as a Landscape Architect or in the consideration of a Registrant's criminal history:

(1) - (3) (No change.)

(4) The notice provided by the executive director under this subsection must contain:

(A) a statement that the person is disqualified from being registered or being examined for registration because of the person's prior conviction of an offense specified in the notice; or

(B) a statement that:

(i) the final decision of the Board to Revoke [~~revoke~~] or suspend the registration or deny the person a registration or the opportunity to be examined for the registration will be based on the factors listed in subsection (f) [~~(d)~~] of this section; and

(ii) it is the person's responsibility to obtain and provide to the Board evidence regarding the factors listed in subsection (f) [~~(d)~~] of this section.

(5) (No change.)

(e) [~~(e)~~] In determining whether a criminal conviction is directly related to the duties and responsibilities of a Landscape Architect, the executive director and the Board shall consider each of the following factors:

(1) - (5) (No change.)

(f) [~~(d)~~] If the executive director or the Board determines under subsection (e) [~~(e)~~] of this section that a criminal conviction directly relates to the duties and responsibilities of a Landscape Architect, the executive director and the Board shall consider the following in determining whether to suspend or Revoke [~~revoke~~] a registration, disqualify a person from receiving a registration, or deny to a person the opportunity to take a registration examination:

(1) - (7) (No change.)

(g) [~~(e)~~] Crimes directly related to the duties and responsibilities of a Landscape Architect include any crime that reflects a lack of fitness for professional licensure or a disregard of the standards commonly upheld for the professional practice of Landscape Architecture, such as the following:

(1) - (5) (No change.)

~~[(f) The Board shall revoke the certificate of registration of any Registrant who is convicted of any felony if the felony conviction results in incarceration. The Board also shall revoke the certificate of registration of any Registrant whose felony probation, parole, or mandatory supervision is revoked.]~~

(h) [~~(g)~~] If an Applicant is incarcerated as the result of a felony conviction, the Board may not approve the Applicant for registration during the period of incarceration, other than the issuance of a provisional Certificate of Registration under §3.27 of this chapter (relating to Provisional Licensure Following Criminal Conviction). If an Applicant's felony probation, parole, or

mandatory supervision is revoked, the Board may not approve the Applicant for registration until the Applicant successfully completes the sentence imposed as a result of the revocation.

(i) [~~(h)~~] If the Board takes action against any Applicant or Registrant pursuant to this section, the Board shall provide the Applicant or Registrant with the following information in writing:

(1) the reason for rejecting the application or taking action against the Registrant's certificate of registration including any factor considered under subsections (e) [~~(e)~~] or (f) [~~(f)~~] of this section that served as the basis for the action;

(2) - (3) (No change.)

(j) [~~(i)~~] All proceedings pursuant to this section shall be governed by the Administrative Procedure Act, Chapter 2001, Government Code.

Rule §5.37. Provisional Licensure Following Criminal Conviction.

(a) The Board shall grant a certificate [~~Certificate~~] of registration [~~Registration~~] or a provisional certificate [~~Certificate~~] of registration [~~Registration~~] to an otherwise qualified Applicant who has been convicted of an offense that:

(1) - (3) (No change.)

(b) The Board may issue a provisional certificate of registration to an Applicant who has been convicted of an offense, including an Applicant who:

(1) is:

(A) an inmate imprisoned in the Texas Department of Criminal Justice; or

(B) a person released on parole or mandatory supervision and residing at a place described by §508.118 or §508.119, Government Code; and

(2) is enrolled in or has completed an educational program offered by:

(A) the Windham School District; or

(B) an institution of higher education, as defined by §61.003, Education Code.

(c) [(b)] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] expires twelve (12) [~~six (6)~~] months after the date it is issued.

(d) The term of a provisional certificate of registration issued to an Applicant who is an inmate imprisoned in the Texas Department of Criminal Justice begins on the date the Applicant is released.

(e) [(e)] A provisional certificate [~~Certificate~~] of registration [~~Registration~~] shall [~~may~~] be Revoked for the following reasons:

(1) the provisional Registrant commits a new offense [~~another offense during the 6-month provisional registration period~~];

(2) the provisional Registrant's community supervision, mandatory supervision, or parole is revoked [~~Revoked~~]; or

(3) (No change.)

(f) [(d)] A provisional Registrant who is subject to community supervision, mandatory supervision, or parole shall provide the Board name and contact information of the probation or parole department to which the provisional Registrant reports. The Board shall provide notice to the department upon the issuance of the provisional certificate [~~Certificate~~] of registration

[Registration], as well as any terms, conditions or limitations upon the provisional Registrant's practice.

(g) [~~e~~] Upon successful completion of the provisional registration [Registration] period, the Board shall issue a certificate [Certificate] of registration [Registration] to the provisional Registrant. If a provisional Registrant's provisional certificate [Certificate] is Revoked, the provisional Registrant is disqualified from receiving a certificate [Certificate] of registration [Registration] and may not apply for a certificate [Certificate] of registration [Registration] for a period of three (3) years from the date of Revocation.

Rule §5.158. Criminal Convictions.

(a) Pursuant to Chapter 53, Texas Occupations Code and §2005.052, Texas Government Code, the Board may suspend or Revoke [~~revoke~~] an existing certificate of registration, disqualify a person from receiving a certificate of registration, issue a provisional license subject to the terms and limitations of §5.37 of this chapter (relating to Provisional Licensure Following Criminal Conviction), or deny to a person the opportunity to be examined for a certificate of registration because of the person's conviction for [~~committing an offense if~~]:

- (1) an [~~the~~] offense that directly relates to the duties and responsibilities of a Registered Interior Designer;
- (2) an [~~the~~] offense [~~is~~] listed in Article 42A.054, Texas Code of Criminal Procedure; or
- (3) [~~the offense is~~] a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure.

(b) A Registrant's registration shall be Revoked on the Registrant's imprisonment following:

(1) a felony conviction for:

- (A) an offense that directly relates to the duties and responsibilities of a Registered Interior Designer;
- (B) an offense listed in Article 42A.054, Texas Code of Criminal Procedure; or
- (C) a sexually violent offense, as defined by Article 62.001, Texas Code of Criminal Procedure;

(2) felony community supervision revocation;

(3) revocation of parole; or

(4) revocation of mandatory supervision.

(c) A Registrant's registration may be Revoked on the Registrant's imprisonment following a conviction for a felony other than those listed in subsection (b)(1) of this section.

(d) [(b)] The following procedures will apply in the consideration of an application for registration as a Registered Interior Designer or in the consideration of a Registrant's criminal history:

(1) - (3) (No change.)

(4) The notice provided by the executive director under this subsection must contain:

(A) a statement that the person is disqualified from being registered or being examined for registration because of the person's prior conviction of an offense specified in the notice; or

(B) a statement that:

(i) the final decision of the Board to Revoke [~~revoke~~] or suspend the registration or deny the person a registration or the opportunity to be examined for the registration will be based on the factors listed in subsection (f) [~~(d)~~] of this section; and

(ii) it is the person's responsibility to obtain and provide to the Board evidence regarding the factors listed in subsection (f) [~~(d)~~] of this section.

(5) (No change.)

(e) [~~(e)~~] In determining whether a criminal conviction is directly related to the duties and responsibilities of a Registered Interior Designer, the executive director and the Board shall consider each of the following factors:

(1) - (5) (No change.)

(f) [~~(d)~~] If the executive director or the Board determines under subsection (e) [~~(e)~~] of this section that a criminal conviction directly relates to the duties and responsibilities of a Registered Interior Designer, the executive director and the Board shall consider the following in determining whether to suspend or Revoke [~~revoke~~] a registration, disqualify a person from receiving a registration, or deny to a person the opportunity to take a registration examination:

(1) - (7) (No change.)

(g) [~~(e)~~] Crimes directly related to the duties and responsibilities of a Registered Interior Designer include any crime that reflects a lack of fitness for professional licensure or a disregard of the standards commonly upheld for the professional practice of Interior Design, such as the following:

(1) - (5) (No change.)

~~[(f) The Board shall revoke the certificate of registration of any Registrant who is convicted of any felony if the felony conviction results in incarceration. The Board also shall revoke the certificate of registration of any Registrant whose felony probation, parole, or mandatory supervision is revoked.]~~

(h) [~~(g)~~] If an Applicant is incarcerated as the result of a felony conviction, the Board may not approve the Applicant for registration during the period of incarceration, other than the issuance of a provisional Certificate of Registration under §5.37 of this chapter (relating to Provisional Licensure Following Criminal Conviction). If an Applicant's felony probation, parole, or

mandatory supervision is revoked, the Board may not approve the Applicant for registration until the Applicant successfully completes the sentence imposed as a result of the revocation.

(i) [~~(h)~~] If the Board takes action against any Applicant or Registrant pursuant to this section, the Board shall provide the Applicant or Registrant with the following information in writing:

(1) the reason for rejecting the application or taking action against the Registrant's certificate of registration, including any factor considered under subsections (e) [~~(e)~~] or (f) [~~(d)~~] of this section that served as the basis for the action;

(2) - (3) (No change.)

(j) [~~(i)~~] All proceedings pursuant to this section shall be governed by the Administrative Procedure Act, Chapter 2001, Government Code.

**Review of Agency's Rules and Readoption of  
22 Tex. Admin. Code Chapters 1, 3, 5, and 7**

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**Background**

Under Texas Government Code § 2001.039, each state agency is required to review its rules every four years to determine whether each rule should be re-adopted, amended, or repealed. During this process, the state agency must assess whether the reasons for initially adopting the rules continue to exist. The Board's last rule review was in 2021.

**Rule Review**

Notice of intent to review Chapters 1, 3, 5, and 7 of the Board's rules was published in the Texas Register on November 21, 2025, and can be seen on page 7585. (50 TexReg 7461) Notice was also published on the Board's website. Both notices invited the public to submit comments or any other responses or suggestions. No comments were received from the public.

Staff has reviewed each remaining rule in Chapters 1 - 7 and it is Staff's opinion that the reasons for initial adoption of these rules continue to exist, and that such rules should be readopted.

**Staff Recommendation**

Move to readopt all rules in 22 Tex. Admin. Code Chapters 1 , 3 , 5 , and 7, as authorized under Texas Government Code § 2001.039(c).



NCARB

**Draft Resolutions**  
to be Acted Upon at the  
**2026 Annual Business Meeting**

JANUARY 2026

National Council of Architectural Registration Boards  
1401 H Street NW, Suite 500  
Washington, DC 20005  
202/783-6500  
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DRAFT

## FY26 Draft Resolutions Overview

At the January Board of Directors Meeting, the Board reviews proposed resolutions and determines which resolutions they would like to move forward to the membership for consideration. These resolutions are still considered drafts and are shared with Member Boards and regions so they can provide feedback at the Regional Summit each spring. The Board will make final decisions on which resolutions to put forward at the Annual Business Meeting at the April Board Meeting.

This packet includes three draft resolutions (plus related supporting documentation as appropriate).

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### **Resolution 2026-A: Mutual Recognition Agreement With the Architects Registration Board (ARB)**

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB and the U.K.'s Architects Registration Board (ARB). The amended MRA will allow acceptance of pathways outside the standard path to NCARB certification, and will align this MRA with the current MRAs with Canada and Australia/New Zealand. Appendix A includes the amended MRA.

*Strategic Plan Objective:*  Program and Service Excellence

### **Resolution 2026-B: Amendment and Restatement of Policies Passed by Membership**

This resolution updates six of the remaining policies passed via the resolution process and recommends that an additional two resolutions be sunset. The six remaining policies will be incorporated into a new official document for ease of future review and tracking. Appendix B includes the restated policies.

*Strategic Plan Objective:*  Program and Service Excellence

### **Resolution 2026-C: Certification Guidelines Amendment – Expanding Access to the NCARB Certificate**

This resolution proposes an update to the requirements for certification in the *NCARB Certification Guidelines* to include an alternative to the Examination Requirement for the NCARB Certificate for architects licensed through historic exams. This will allow architects who were licensed through a jurisdiction-specific process of satisfying the NCARB paper-and-pencil exam to seek NCARB certification if they have been in good standing, building on previous guidelines amendments.

*Strategic Plan Objective:*  Program and Service Excellence

Strategic Plan Objective:  Program and Service Excellence

## RESOLUTION 2026-A

**TITLE:** Mutual Recognition Agreement With the Architects Registration Board (ARB)

**SUBMITTED BY:** Council Board of Directors

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

**WHEREAS,** the process to obtain a license in the United Kingdom is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure; and

**WHEREAS,** the International Qualifications Evaluation Work Group, composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for licensure set by the Architects Registration Board (ARB) and determined significant correlation exists between the competency requirements in United Kingdom and the United States; and

**WHEREAS,** staff representatives from NCARB and ARB have successfully negotiated an agreement that is mutually satisfactory to the leadership of each organization; and

**WHEREAS,** pursuant to the *NCARB Bylaws*, Article V, Section 12, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

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

**RESOLVED,** that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards, representing the 55 architectural licensing boards of the United States, and the Architects Registration Board in the United Kingdom be and hereby is ratified and approved as published in Appendix A in these resolutions.

**FURTHER RESOLVED,** that upon the approval of this MRA by a majority of the Council Member Boards, such change will become effective no earlier than 60 calendar days after the execution of the Agreement.

**FINANCIAL IMPACT:**

- No financial impact.

**SPONSORS' STATEMENT OF SUPPORT:**

The proposed *revised* Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Architects Registration Board (ARB) expands opportunities for U.S. and U.K. architects, enabling them to establish professional connections, seek work, and perform services as a licensed architect in the other country. This *revised* MRA is in its final form and will be signed by NCARB and ARB following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect by 2027 and supersede all prior agreements between the two organizations.

The new terms negotiated for the NCARB/ARB MRA represent a strategic evolution in NCARB's approach to certification and licensure, prioritizing competency-based standards and removing barriers unrelated to professional qualifications. This evolution supports architects with diverse licensure paths and reflects NCARB's commitment to fostering a globally connected profession while maintaining rigorous standards for licensure.

Key changes in the new agreement include:

1. Accepting architects who obtained their NCARB Certificate or U.K. license through various routes, including alternative qualifications and international architect pathways (except for another MRA).
2. Removing requirements that do not impact professional competency development, such as those related to citizenship/permanent residency status or the location of the applicant's principal place of practice.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation, participating Member Boards may grant licensure to U.K. architects issued an NCARB Certificate through this Agreement and meeting the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the Agreement. NCARB shall maintain an electronic list of participants available publicly that is updated each time a new Participant is added or removed.

### Comparative Analysis of Competency Requirements

The terms of NCARB-ARB MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (IQEW) conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that United Kingdom's rigorous and standardized licensure process ensures a competency level for U.K. architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
  - *NCARB Competency Standard for Architects*
- B. Requirements for licensure as an Architect in U.K.
  - ARB UK General Criteria

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

### The Role of NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must meet the certification requirements outlined in the *Certification Guidelines*. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in the United Kingdom, including non-traditional ones, was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and ARB adopts an "all-inclusive" approach, enabling architects meeting eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or their license in the United Kingdom.

*The Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction and the Requirements for Certification of an Architect Credentialed by a Foreign Registration*

*Authority*, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the International Architect Path to Certification. Respectively, this Agreement accepts the additional pathways for licensing of architects established by the ARB.

Architects whose license in their home country was obtained by means of another MRA will not be eligible for reciprocity under this Agreement, which is consistent with NCARB's current MRAs.

The credible standards and consistent expectations for initial licensure, developed over many years and supported by robust regulatory procedures, enabled NCARB and ARB to negotiate this Agreement. Rather than dissecting individual components, the new MRA recognizes and respects each country's well-established and rigorous path to licensure.

**ADVOCATES:**

- Policy Advisory Committee
  - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
  - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
  - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
  - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
  - Julie Hildebrand
  - Keith Robinson
  - Catherine M. Monte Carlo, North Carolina Member Board Executive
  - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member
- International Qualifications Evaluation Work Group
  - Mohammad Ashjaei, OAA, AIA, NCARB
  - Yin Ching (Jaime) Chan
  - Nikhilesh Korde
  - Mark R. McKechnie, AIA NCARB
  - Leopoldo Robledo Jr., AIA, NCARB, LEED AP
  - Terance B. White, AIA, NCARB

**RESOURCES:**

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board

Strategic Plan Objective:  Program and Service Excellence

## RESOLUTION 2026-B

**TITLE:** Amendment and Restatement of Policies Passed by Membership

**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS**, the Board of Directors has charged various committees to review all policies and official documents that may need to be updated in preparation for recommendations related to updates to the licensure process; and

**WHEREAS**, the Policy Advisory Committee recommends that six previously passed policies by NCARB's membership be updated to reflect current terminology and restated for clarity and future tracking and two additional resolutions be sunset; and

**WHEREAS**, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority of vote of the Council Member Boards (28 votes) with such changes becoming effective at the time specified in this Resolution.

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

**RESOLVED**, that the National Council of Architectural Registration amends and restates the following resolutions into *NCARB Policies Passed by Membership*, the full text of which is attached hereto as Appendix B:

- Resolution 1995-17: Annual Administrators' Workshop
- Resolution 1996-02: Centralized Disciplinary Action Data Base
- Resolution 2002-05: NCARB Goal of Universal Acceptance of Certificate
- Resolution 2003-07: Allowance for President and First Vice President
- Resolution 2003-15: Publishing of Comprehensive and Unabridged NCARB Accrual Basis Financial Statements on NCARB "Members' Only" Web Page Quarterly
- Resolution 2007-12: Continuing Education Credit for NCARB Activities

**FURTHER RESOLVED**, that the National Council of Architectural Registration Boards sunsets the following resolutions:

- Resolution 1999-06: Satisfying Training Requirements
- Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities

**FURTHER RESOLVED**, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately

**FINANCIAL IMPACTS:**

- This resolution has no financial impact, as all policies are active policies that the Council has been following since the membership passed them.

**SPONSORS' STATEMENT OF SUPPORT:**

Between 2021-2024, the Policy Advisory Committee completed a multi-year review of policy resolutions passed by the membership to identify policies or positions that no longer aligned with current Council practices or philosophy. While the majority of these policies were sunset by the membership during this timeframe, the Policy Advisory Committee at the time recommended that eight policies not be sunset.

This year, the committee reviewed the remaining active policies passed by resolution as part of a larger charge to review all official policy documents ahead of potential changes to the licensure process through the Council's Pathways to Practice initiative. In addition, since all remaining active policy resolutions were last reviewed in 2021, they also reviewed the resolutions for housekeeping updates and alignment with current policies and practices.

The committee has recommended that six policy resolutions remain within the membership purview and two policies be sunset. In addition, it has recommended that the remaining policies be updated to reflect current terminology and practice and condensed into one membership document for clarity, consistency, membership accessibility, and ease of future review.

Two policy resolutions are recommended for sunset. These policies have either been incorporated into other official documents and are duplicative or are no longer necessary. The full copy of these resolutions are in Appendix C for reference.

**Advocates:**

- Policy Advisory Committee
  - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
  - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
  - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
  - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
  - Julie Hildebrand
  - Keith Robinson
  - Catherine M. Monte Carlo, North Carolina Member Board Executive
  - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

**RESOURCES:**

- Appendix B: *NCARB Policies Passed by the Membership*
  - This is the amended and restated policy document with all policies via the resolution process for membership reference.

- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original
  - This document includes the original resolutions passed for all eight remaining policies, including the two recommended for sunset.

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Strategic Plan Objective:  Program and Service Excellence

## RESOLUTION 2026-C

**TITLE:** *Certification Guidelines* Amendment – Expanding Access to NCARB Certification

**SUBMITTED BY:** NCARB Board of Directors

**WHEREAS**, the Board of Directors charged the Policy Advisory Committee with evaluating impediments to obtaining an NCARB Certificate caused by historic jurisdictional variations in ARE requirements and develop a path that increases access to the NCARB Certificate while maintaining the validity of the credentialing decision through a combination of years of practice and absence of disciplinary action; and

**WHEREAS**, the Policy Advisory Committee has recommended that the Requirements for NCARB Certification in the *NCARB Certification Guidelines* be amended to include an alternative to the Examination Requirement for the NCARB Certificate for architects initially licensed prior to 1997; and

**WHEREAS**, the Requirements for Certification in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

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

**RESOLVED**, that Section 2.5 in the *Certification Guidelines* be amended by the addition of paragraph C. as indicated below:

### **“2.5 Alternatives to the Examination Requirement**

If you fail to meet the examination requirement for certification identified in Section 1.5, you may still be certified in the following circumstances:

- A. If your license was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the *ARE Exam Equivalency Guide* for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB’s judgment, compensated for by your demonstration of competency in the deficient area.
- C. If you were originally licensed prior to 1997 through a pre-computer-based jurisdiction examination method and:
  - Are an architect in good standing in a U.S. jurisdiction,

- Have no disciplinary action for a period greater than 5 years,
- Have no disciplinary action within the previous 5 years, and
- Have maintained a license for at least 10 consecutive years.”

**FURTHER RESOLVED**, the ARE Exam Equivalency Guide will be updated by the NCARB Board of Directors to reflect this change.

**FURTHER RESOLVED**, that upon the approval of the changes by absolute majority vote of the Council Member Boards, such changes will become effective September 1, 2026.

**FINANCIAL IMPACT:** Neutral budget impact

**ADVOCATES:**

- **Policy Advisory Committee**
  - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
  - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
  - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
  - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
  - Julie Hildebrand
  - Keith Robinson
  - Catherine M. Monte Carlo, North Carolina Member Board Executive
  - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

**SPONSORS’ STATEMENT OF SUPPORT:**

This resolution addresses longstanding inequities resulting from historical examination variances, scoring practices, and jurisdictional licensing practices. It ensures that architects who have been licensed and practicing responsibly for decades are not unduly burdened by outdated or inconsistent examination and scoring structures, while preserving the integrity and rigorous standards required for NCARB certification.

**Background**

Over the course of NCARB’s history, jurisdictions have utilized a variety of examination formats and processes to determine a passing score on a division of the registration exam. Prior to 1997, when the Architect Registration Examination was delivered via paper-and-pencil, jurisdictional boards independently administered and determined the passing threshold for candidates within their jurisdiction.

Prior to 1997, the NCARB Board of Directors in collaboration with psychometric consultants, recommended to each jurisdiction a passing score threshold for each exam division. At the time, the recommendation was reported that a numerical scaled score of 75 or higher should be considered passing and scores of 74 or below as failing.

Each jurisdiction retained discretion over what constituted a passing score and some jurisdictions adopted localized standards. Some candidates received score consideration for various reasons (e.g., military veterans, native born, or educated individuals within a jurisdiction, etc.) and were informed they passed

the division for purposes of licensure within their jurisdiction even though their initial scaled score was below 75. As a result, these individuals that received score consideration met the standards required for licensure in their jurisdiction but remain “exam deficient” under NCARB’s current certification standards.

It is important to recognize that these architects were licensed in good faith by their jurisdictions, have practiced competently, and remain in good standing as architects today.

Individual score consideration at the jurisdictional level was eliminated when NCARB implemented computer-based testing in 1997 and began reporting all scores as pass/fail based on a nationally established cut score.

Since the era of the nine paper-and-pencil divisions, a series of exam evolutions over the past several decades have significantly altered exam structure and content. These alterations make it extremely burdensome for long-licensed architects to retest on a previous single division’s content for which their initial jurisdiction applied a standard outside of NCARB’s guidance. As an example, a licensed architect who is currently considered exam-deficient based on their 1995 scaled score on only one of nine divisions of the then-current exam would now be required to take four of the six divisions of ARE 5.0 to earn the NCARB Certificate.

## FY25 Draft Resolution Appendices

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board
- Appendix B: NCARB Policies Passed by the Membership
- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original



**MUTUAL RECOGNITION AGREEMENT**  
**between the**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**and the**  
**ARCHITECTS REGISTRATION BOARD**  
**as executed**

**November XX,**  
**2025**

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

**AND**

**The Architects Registration Board (ARB)**  
the statutory regulator of architects in the United Kingdom.

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*This **Mutual Recognition Agreement** has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the US. or United States), and the United Kingdom (UK.) and to support their mobility by creating the opportunity to practice beyond their borders.*

*More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating US. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a US. jurisdiction that participates in the Agreement.*

**WHEREAS**, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

**WHEREAS**, the Architects Registration Board is the authoritative body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

**WHEREAS**, the NCARB Member Boards are empowered by state/territorial statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

**WHEREAS**, the ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration and registration renewal to ensure the standards of competency and professional conduct are met;

**WHEREAS**, the standards, protocols, and procedures required for the practice of architecture within the United States and the United Kingdom have benefitted from many years of effort by NCARB and ARB;

**WHEREAS**, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and the ARB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

**WHEREAS**, while acknowledging the differences between the systems in place in the United States and the United Kingdom, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and the United Kingdom;

**WHEREAS**, NCARB and ARB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded, and both seek to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental or regulatory authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all

governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

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**NOW THEREFORE**, NCARB and ARB (collectively, the "Parties" and each a "Party") agree as follows:

## **1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY**

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a "**U.S. Participant**"). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall maintain an electronic list of Participants available publicly that is updated each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

## **2. ELIGIBILITY REQUIREMENTS**

1. Architects who are able to benefit from the provisions of this Agreement must obtain and continue to have at all times lawful authorization to work in the Locality in which the architect is licensed/registered (i.e., the United States or the United Kingdom—each, a "Locality").
2. Architects shall not be required to establish citizenship or permanent residency status in the Locality in which they seek licensure/registration under this Agreement.
3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a Participant.
4. Architects who have been licensed/registered by means of a program recognizing architect credentials from a foreign country of either the United States or the United Kingdom, or other foreign reciprocal licensing/registration agreement, are not eligible to benefit from the provisions of this Agreement.
5. Each Party to this Agreement and each Participant reserves the right to apply compensation measures or licensing/registration criteria as may be necessary before licensing/registration is granted within their respective jurisdictions.

## **3. CONDITIONS**

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing as may be necessary before certification, licensing, or registration is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects and limited to the unique aspects of practice and/or regulation.

Applicants must satisfy the certification and licensure/registration requirements established by NCARB and ARB and in place as of the Effective Date to be licensed/registered through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification, licensure programs, or registration requirements by NCARB or ARB. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further approval by NCARB or its Member Boards.

### **A. U.S. Architect to ARB**

Upon application, the ARB agrees to register as an architect in the United Kingdom any

U.S. architect who:

1. meets the eligibility requirements listed in Section 2 and 3A of this Agreement; and
2. is currently licensed in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by ARB; and
5. pays all applicable fees as imposed by ARB

**[[[B. United Kingdom Architect to U.S. Participant**

Upon application, NCARB shall issue an *NCARB Certificate* to any United Kingdom architect registered by the ARB meeting the eligibility requirements listed above in Section 2 of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any United Kingdom Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement; and
2. has secured ARB-prescribed qualifications issued by schools of architecture in the United Kingdom at Part 1, Part 2 and Part 3 level;
3. holds a current *NCARB Certificate* issued pursuant to this Agreement;
4. is currently licensed/registered in good standing by the ARB, as confirmed by the ARB following checks on an architect's disciplinary record; and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by the Participant.

#### 4. DATA PRIVACY

1. For the purposes of this Section 5:

**"Data Protection Laws"** means as applicable, (i) the UK Data Protection Act 2018, (ii) the General Data Protection Regulation EU 2016/679 as implemented into UK law (**UK GDPR**) and all other applicable laws and regulations relating to the processing of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time).

**"Data Security Breach"** means a breach or breaches of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Protected Data.

**"Data Subject Request"** means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject's Protected Data.

**"Disclosing Party"** means the Party which is disclosing Protected Data to the other Party.

**"Particulars"** means the description of the Protected Data, data subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix III.

**"Purpose"** means the fulfilment and facilitation of this Arrangement, including the recognition and movement of architects in accordance with Section 3 of this Agreement.

**"Protected Data"** means the personal data to be processed by the Parties in relation to this Agreement.

**"Receiving Party"** means the Party that is receiving Protected Data from the other Party.

**"UK IDTA"** means the UK International Data Transfer Agreement for the transfer of personal data to third countries as approved by the United Kingdom and set out in Appendix IV in its current form, but which may be amended and updated in accordance with this Section 5.

The terms **"process"**, **"processing"**, **"controller"**, **"personal data"**, **"data subject"** and **"supervisory authority"** shall have the meanings given to them in the Data Protection Laws.

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable, and will use reasonable endeavours to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.
4. Each Party will implement appropriate technical and organisational measures to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
5. The Parties will process the Protected Data in accordance with the Particulars set out in Appendix III.
6. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall process Protected Data for the Purpose (and in accordance with this Arrangement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
7. Each Party will promptly notify any other Party (within at least five (5) working days) if it receives a complaint or request relating to the other Party's obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 5.7, each Party will provide the other Party with reasonable co-operation and assistance in relation to any such complaint or request.
8. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) (**"Specific Requirements"**). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use all reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.

9. In relation to Data Subject Requests:
  - a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party in writing (within at least five (5) working days) if it receives a Data Subject Request for personal data of a data subject that the other relevant Party is a controller of.
  - b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other Party will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.
10. Each Party will notify the other Party without undue delay after becoming aware of any Data Security Breach affecting Protected Data and in any event no later than 72 (seventy-two) hours after becoming aware of the Data Security Breach.
11. Each Party shall provide reasonable assistance to the Party affected by the Data Security Breach in the event that such Party is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.
12. International data transfers:
  - a) It is acknowledged and understood that the operation of this Arrangement necessitates the transfer of personal data (or personal information) from the UK to the United States (the "**Restricted Transfer**")
  - b) The Parties will work together in good faith to ensure that any Restricted Transfers are only made in accordance with the requirements of the Data Protection Laws.
  - c) The UK IDTA will apply to the Restricted Transfer, with NCARB acting as the **Data Importer** and ARB acting as a **Data Exporter**.
  - d) If the UK IDTA is updated by the UK Government (as relevant), the Parties shall promptly enter into any updated and amended form of the UK IDTA as required, unless the Parties agree that another mechanism under Data Protection Laws can be relied upon to provide adequate protection to the Protected Data or if the United States is considered adequate by the UK Government.
  - e) If the UK IDTA ceases to be valid, whether by a decision of a court of competent jurisdiction or the UK Government (as relevant), the Parties will co-operate in good faith to ensure that any continued UK Restricted Transfers are compliant with the Data Protection Laws.
13. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purposes. Nothing in this Section 5 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.
14. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Party will provide such information and assistance as is reasonably required to assist in such interactions.

15. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Party about any such action or claim and will co-operate in good faith with the other Party with a view to resolving it in a timely fashion.
16. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 5 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 5 in light of the current Data Protection Laws and amend this Section 5 as appropriate.
- 17. Data Use Restrictions: Artificial Intelligence and Machine Learning**
- 18. 1. Definitions**
19. For the purposes of this Section, the following definitions shall apply:
20. a. **"Shared Data"** means all data, information, results, materials, and associated documentation, in any format, provided or made accessible by the Disclosing Party to the Receiving Party under this Agreement, regardless of whether such data is marked as "Confidential" or "Proprietary."
21. b. **"AI System"** means any machine learning model, large language model (LLM), neural network, generative artificial intelligence system, or other computational system designed to derive, generate, predict, or create new content, data, or models.
22. c. **"Training"** means the process of using the Shared Data to develop, train, fine-tune, pre-train, validate, test, modify, or otherwise enhance any AI System or its underlying algorithms.
- 23. 2. Absolute Prohibition on AI/LLM Training**
24. a. **Prohibition of Use.** Notwithstanding any other provision in this Agreement, the Receiving Party is expressly and unequivocally prohibited from using, incorporating, or permitting any third party to use or incorporate the Shared Data, in whole or in part, directly or indirectly, for **Training** any **AI System**.
25. b. **Scope of Prohibition.** This prohibition applies to all forms of AI System, including:
26. i. Generative AI Systems (e.g., Large Language Models, Generative Adversarial Networks);
27. ii. Proprietary, commercial, or third-party hosted AI Systems; and
28. iii. AI Systems developed solely for internal, non-commercial, or research purposes.
29. c. **No Derivative Works for Training.** The Receiving Party shall not create, or permit the creation of, any derivative work, aggregated dataset, or anonymized version of the Shared Data for the purpose of circumventing this prohibition on Training.
- 30. 3. Purpose Limitation and Remedial Action**
31. a. **Limited Use.** The Shared Data shall be used **strictly and solely** for the specific research purpose(s) set forth in the Research Plan or Scope of Work attached hereto as Schedule [Insert Schedule Letter/Number] and for no other purpose whatsoever.
32. b. **Input Prohibition.** The Receiving Party shall not input, upload, or otherwise transmit any Shared Data into any commercially available or publicly accessible AI System (e.g., third-party LLM tools, cloud-based AI services) where such input could reasonably result in the Shared Data being retained, stored, or used by the provider of the AI System for its own purposes, including, but not limited to, Training or product improvement.
33. c. **Remedies for Breach.** Any breach of this Section shall constitute a material breach of this Agreement. In addition to all other remedies available at law or in equity, the Disclosing Party shall have the right to immediately terminate this Agreement, demand the return and certified destruction of all Shared Data, and seek injunctive relief. The Receiving Party shall indemnify and hold harmless the Disclosing Party against any and all losses, claims, and liabilities arising from or related to the unauthorized use of the Shared Data for Training an AI System.

## 5. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions, or restrictions on their license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or ARB, as applicable, necessary or desirable to protect the

public interest, or otherwise in accordance with the jurisdiction's applicable laws and regulations.

2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.

3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification from an applicant or an applicable Participant of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or Participant may be subject to applicable law or confidentiality obligations, or both, which may restrict or prevent the disclosure of certain information related to complaints, investigations, and/or disciplinary matters.

4. This Agreement relates only to the licensing of architects, and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

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## **6. METHODS OF IMPLEMENTATION**

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively “**Methods of Implementation**”). Decisions about the Methods of Implementation shall be reached through consensus of the Parties’ authorized representatives. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

## **7. MONITORING COMMITTEE**

A Monitoring Committee is hereby established to monitor the performance of each Party to this Agreement to ensure the effective and efficient implementation of this Agreement.

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

The Committee shall adhere to the terms of the *Mechanism for Monitoring Committee* guidelines, which is attached hereto as Appendix II and incorporated herein by reference.

## **8. AMENDMENT**

This Agreement may be amended only with the written consent of NCARB and ARB. Each Party shall ratify the amended Agreement in accordance with the Party’s applicable rules.

## **9. ENTIRE AGREEMENT**

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

## **10. NO ASSIGNMENT**

No Party to this Agreement can assign its rights under this Agreement without the prior written consent of NCARB and ARB.

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

## **11. WITHDRAWAL;DISPUTE RESOLUTION**

Should any dispute between ARB and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within 60-days, the Parties shall attempt to

Appendix A: MRA between NCARB and ARB

resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB in writing of all withdrawals.

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

**12. TERMINATION**

NCARB or ARB may invoke termination of this Agreement with 90-days of written notice to the other Party to this Agreement and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all registration and licensure renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant or unless the registration/license is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

13. PERIODIC REVIEW This agreement shall be subject to periodic review. The first periodic review will commence no later than three years after the Agreement has come into force, or more frequently as necessary or desirable. These reviews will include consideration as to what additional qualifications could be included within the scope of the Agreement.

**14. ENTRY INTO FORCE**

This Agreement shall come into force (the “Effective Date”) no fewer than 60 days after such time as (i) all the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and (ii) both NCARB and ARB sign this Agreement, so long as such conditions are met on or before XXXXX, 2026, or as mutually extended by the NCARB Board of Directors and ARB.

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**SIGNATURES**

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**NCARB**

**ARB**

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President  
Edward Marley, FAIA,  
NCARB, LEED AP

November XX, 2025

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Chief Executive and  
Registrar  
Hugh Simpson

November XX, 2025

Chief Executive Officer  
Michael J. Armstrong

November XX, 2025

Witness, Chair  
Alan Kershaw

November XX, 2025

Appendix A: MRA between NCARB and ARB

Witness, Vice President, Council Relations  
Joshua Batkin    November XX, 2025

Witness, Director of Governance & International  
Emma Matthews    November XX, 2025

Witness, Assistant Vice President, Council Relations  
Maurice Brown    November XX, 2025

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**APPENDIX I**

**MECHANISMS FOR THE IMPLEMENTATION  
Of the  
MUTUAL RECOGNITION AGREEMENT  
between the  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS  
(NCARB)  
and the  
ARCHITECTS REGISTRATION BOARD (ARB)**

November XX, 2025

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XXX, 2025 (the "Agreement"), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

**1. Mechanisms for Dialogue and Administrative Co-Operation**

NCARB and ARB will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of this Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

**2. Mechanisms for Application**

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

2.4 Documentation forms to be used by local jurisdictions to certify an applicant's registration/licensure status shall be in uniform format and in English.

### 3. Application Process

#### 3.1 Eligibility

To be eligible to benefit from this Agreement an architect must meet the requirements of Section 2 of the Agreement.

#### 3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this Agreement.

#### 3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "Required Documentation" means the specific official documentation necessary for a Party or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

##### U.S. Architects to ARB:

NCARB will transmit to ARB a copy of the architect's application for mutual recognition, *Evaluation of Record and Council Certification issued by NCARB. These documents will confirm that the architect certified by NCARB is licensed by a Participant and meets the requirements for NCARB Certification and is in good standing.*

##### U.K Architects to NCARB

ARB will transmit to NCARB a copy of the architect's application for mutual recognition in a U.S. Participant to the Agreement, *and a Compliance Certificate, issued by ARB. The Compliance Certificate will confirm that the UK architect is registered with ARB, holds ARB-prescribed qualifications issued in the UK, and is in good standing.*

#### 3.3. Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

### 4. Disciplinary Sanctions

4.1 NCARB and ARB, respectively, will use reasonable efforts to timely inform the other Party if any architect granted licensure or registration pursuant to this Agreement is subject to any disciplinary action that results in revocation or suspension of the architect's license or registration.

4.2 ARB and each Participant will have the authority to determine whether and to what extent the action will have further effect within their respective jurisdiction.

## Appendix B: NCARB Policies Passed by the Membership

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

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## **Advocacy**

*This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:*

### **NCARB Goal of Universal Acceptance of the NCARB Certificate**

The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials. (Adopted June 29, 2002; Amended June 27, 2026)

## **Financial**

*This set of policies provides additional direction from the membership as it relates to financial matters of the Council:*

### **Allowance for the President and Vice President**

The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements. (Adopted June 28, 2003; Amended June 27, 2026)

### **Comprehensive and Unabridged NCARB Accrual Basis Financial Statements**

The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB. (Adopted June 28, 2003; Amended June 27, 2026)

## **Membership Resources**

*This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:*

### **Member Board Executive Workshop**

The Council will hold an annual workshop for Member Board Executives. (Adopted June 24, 1995; Amended June 26, 2026)

### **Centralized Disciplinary Database**

The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board. (Adopted June 29, 1996; Amended June 26, 2026)

## **Volunteers**

*This set of policies provides additional direction from the membership on Council volunteers:*

### **Continuing Education Credit for NCARB Activities**

NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes.

(Adopted June 23, 2007; Amended June 26, 2026)

## Appendix C: NCARB Policies Passed by the Membership (Updated Compared to Original)

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

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## Advocacy

*This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:*

### NCARB Goal of Universal Acceptance of the NCARB Certificate

Updated (June 27, 2026)	Original (June 29, 2002)
The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials.	RESOLVED, that this Council seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member Board's jurisdiction without further evaluation of the Certificate holder's underlying credentials.

## Financial

*This set of policies provides additional direction from the membership as it relates to financial matters of the Council:*

### Allowance for the President and Vice President

Updated (June 27, 2026)	Original (June 28, 2003)
The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements.	RESOLVED, That NCARB continue the practice of providing a suitable allowance for the President and First Vice President. Such allowances, as determined by the Board from time to time, shall continue to be included as a line item in the budget as well as in the quarterly budget reports of NCARB which are furnished to the Member Boards.

### Comprehensive and Unabridged NCARB Accrual Basis Financial Statements

Updated (June 27, 2026)	Original (June 28, 2003)
The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB.	RESOLVED, NCARB shall post quarterly on the "Members-only" section of the NCARB web page the comprehensive and unabridged <u>NCARB Accrual Basis Financial Statements</u> , as they exist at the time with all of the footnotes, so that Member Boards may stay completely informed about the activities and financial condition of NCARB.

## Membership Resources

*This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:*

### Member Board Executive Workshop

Updated (June 27, 2026)	Original (June 24, 1995)
The Council will hold an annual workshop for Member Board Executives.	RESOLVED, that the Council Board be directed to schedule annually a workshop for member board administrators

### Centralized Disciplinary Database

Updated (June 27, 2026)	Original (June 29, 1996)
The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board.	RESOLVED, that NCARB develop and maintain and periodically distribute, electronically or by other means, to its member boards a list of all disciplinary actions taken by member boards. This list shall identify the person disciplined and the member board which took the action. A member board seeking detailed information respecting the disciplinary action should contact the disciplining board.

## Volunteers

*This set of policies provides additional direction from the membership on Council volunteers:*

### Continuing Education Credit for NCARB Activities

Updated (June 27, 2026)	Original (June 23, 2007)
NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes.	RESOLVED, That NCARB Member Boards accept service on NCARB committees and task forces (when designated by NCARB as HSW eligible) as fulfilling the continuing education requirements for Member Boards, and that NCARB report those contact hours to AIA for record keeping purposes.

## **Recommended for Sunset:**

### **Resolution 1999-06: Satisfying Training Requirements**

*“RESOLVED, that a candidate for certification who successfully completes the Council training requirements for certification shall be treated as having satisfied those training requirements notwithstanding subsequent changes in Council training requirements.”*

### **Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities**

*“RESOLVED, that the Member Boards of NCARB support the Council Board of Directors' efforts to obtain financial support from the federal government and other sources to defray the costs of considering, entering into and carrying out agreements with other nations and international organizations to facilitate the international practice of qualified architects.”*