TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda
TBAE Board Room
505 E. Huntland Drive, Suite 370
Austin, Texas
Thursday, May 21, 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 February 19, 2026 Board Meeting Minutes** *(Action)* — Darren James

3. **Executive Director Report** *(Information)* — Lance Brenton
- **a.** Summary of Executive Accomplishments
- **b.** Income Statement/Scholarship Fund: Update on FY 2026 Expenditures and Revenues

4. **FY27 Draft Operating Budget** *(Information)* — Lance Brenton
(Pursuant to Tex. Gov't Code §551.043, a copy of the draft budget is available on the homepage of the Board's website.)

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. 023-26N	Calbert, Rebecca Kaye	Non-Registrant
Case No. 104-24N	Campos, Mark Oliver	Non-Registrant
SOAH Docket No. 459-26-08485		
Case No. 209-25A	Flowers, Sara Lynn	Arch. No. 20514
Case No. 181-25A	Nissen, Douglas F.	Arch. No. 20341
Case No. 179-24N	Saadeh, Joseph	Non-Registrant
Case No. 150-25A	Sargenti, Robert J., Jr.	Arch. No. 17184

b. Continuing Education Cases:

Case No. 021-26A	Aldridge, Joel Lively, III	Arch. No. 27839
Case No. 054-26I	Barnes, Erica Jeanette	R.I.D. No. 10660
Case No. 217-25A	Barnes, Joshua Otis	Arch. No. 23975
Case No. 048-26A	Beard, Ron D.	Arch. No. 5778
Case No. 020-26A	Byington, David Conrad	Arch. No. 29592
Case No. 042-26A	Daham, Ramsey	Arch. No. 31207
Case No. 190-25A	Hagmann, Gregory George	Arch. No. 16057
Case No. 050-26A	Ibarra, Gilberto Arredondo	Arch. No. 9375

Case No. 039-26A	Mattiza, Dustin Ray	Arch. No. 27427
Case No. 017-26A	Mayfield, John Miller	Arch. No. 16691
Case No. 186-24L	Watt, Thomas Jason	L.A. No. 2478

The Board may meet in closed session pursuant to Tex. Gov't Code § 551.071(1) to confer with legal counsel.

6. **Adoption of TBAE Strategic Plan for Fiscal Years 2027-2031** Lance Brenton
(Action)

7. **2026 NCARB Annual Business Meeting on June 25-27, 2026: Resolutions Overview and Designation of Voting Delegate** Darren James
(Action)

8. **CLARB Leadership Election: Designation of Voting Delegate** Darren James
(Action)

9. **CIDQ Draft Model Rules and Regulations/Model Law Updates** Darren James
(Information)

10. **ICOR Practice Overlap Guidance Discussion** *(Information)* Rosa Salazar

11. **Upcoming Executive Director Annual Performance Evaluation** Darren James
(Information)

12. **Reports on National Regulatory Boards and Board Member and Staff Committee Service** *(Information)* Darren James

13. **Report on Past Conferences and Meetings** *(Information)* Darren James

Mar. 20-21	NCARB Regional Summit
Mar. 31- Apr. 2	ASLA Texas Conference

14. **Report on Upcoming Conferences and Meetings** *(Information)* Darren James

June 25-27	NCARB Annual Business Meeting
Aug. 27-29	CLARB Annual Meeting
Oct. 15-17	TxA Annual Conference and Design Expo
Nov. 12-14	CIDQ Annual Meeting

15. **Board Member Comments/Future Agenda Items** *(Information)* Darren James

16. **Upcoming Board Meetings** *(Information)* Darren James
Thursday, August 20, 2026
Thursday, November 19, 2026

17. **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

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

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of February 19, 2026, Board Meeting
Centennial Building, 505 E. Huntland Dr., Ste. 370, Austin, TX 78752
10:00 a.m. until completion of business

AGENDA ITEMS	DESCRIPTIONS
1a. Call to Order	Mr. James called the meeting to order at 10:00 a.m.
1b. Roll Call	Mr. Hiles called the roll. <u>Present Board Members</u> Darren L. James — Chair, Architect Jennifer Walker — Vice-Chair, Architect Justin S. Hiles — Secretary/Treasurer, Architect Rosa G. Salazar — Registered Interior Designer Joyce J. Smith — Public Member Tim A. Bargainer — Landscape Architect Eva M. Read-Warden — Architect Michael A. Ebbeler, Jr. — Public Member
1c. Excused and Unexcused Absences	None.
1d. Determination of a Quorum	Mr. James determined a quorum was present.
1e. Recognition of Guests	Mr. James acknowledged the following guests and TBAE staff in attendance. Becky Walker — Texas Society of Architects Sabrina Jones — TBAE Human Resources Jessica Ramirez — TBAE Executive Assistant Nelly Clayton — TBAE Accounting Dale Dornfeld — TBAE IT Manager Mike Alvarado — TBAE Registration Manager Steve Ramirez — TBAE Managing Investigator Andrew VanDyke — TBAE Assistant General Counsel Pim Mayo — TBAE General Counsel Lance Brenton — TBAE Executive Director
1f. Chair's Opening Remarks	Mr. James welcomed everyone to the February Board Meeting and said he is happy to see the full Board in attendance. He acknowledged how productive this year has been for the three professions on the national regulatory scene. Mr. James briefly discussed his attendance at the NCARB Region 3 Educators and Practitioners Conference along with Justin Hiles and Mike Alvarado. He said he looks forward to working together with the Board as it addresses alternative pathways to licensure and other emerging topics on the national level.

1g. Public Comments	Mr. James asked for public comments. No public comments were offered.
2. Approval of November 20, 2025, Board Meeting Minutes	A MOTION WAS MADE AND SECONDED (Read-Warden/Salazar) TO APPROVE THE NOVEMBER 20, 2025, BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.
3. Fiscal Years 2027 – 2031 Strategic Plan Discussion **3a. Strategic Plan Instructions**	Mr. James asked Mr. Brenton to open the Board's discussion on the agency's strategic plan for fiscal years 2027 through 2031. Mr. Brenton opened his presentation by stating that this is an opportunity for the Board to engage in high level, blue sky discussions to identify where the agency is, where it should go, and how it should measure its success in getting there. He outlined the strategic plan requirements and the rules governing the planning process, including the June 1st due date and other administrative requirements. Mr. Brenton reviewed the components of the strategic plan and discussed how the strategic plan is used to inform the Board's activities throughout the biennium, including the identification of his performance goals and the agency budget in August.
3b. Internal/External Assessment of Issues and Trends	To begin the discussion, Mr. Brenton addressed the Board's responsibility to adopt an External/Internal Assessment. He discussed the purpose of this assessment and identified some of the factors the board should consider, including the needs and perceptions of our customers; the removal of regulatory barriers; our success in meeting the needs of the public; the strengths, weaknesses, opportunities and threats that characterize and impact our operations; and our employees' attitudes toward the agency. He referred the Board to the 2024 version of the assessment on page 57 of the Board materials and asked the Board to offer any additions or improvements for this year's strategic plan. Ms. Read-Warden asked the Board members if they had any thoughts on the rapid progression of artificial intelligence and how it could impact the agency's work. The Board engaged in an extended discussion on the current and potential impact of AI on the professions and the agency, including the professional responsibility to seal drawings, ethical use, intellectual property, disclosure of use, and potential errors caused by using AI. Mr. Brenton asked the Board if "Use of Technology by the Professions, Including Artificial Intelligence" would be adequate to identify the emerging issue in the agency's strategic plan. The Board agreed.

	Continuing the discussion into the External/Internal Assessment, the Board addressed the trends identified on page 57 in order. On "Specialization and Certification within the Professions," Mr. Bargainer said specialization in certain types of uses or projects is becoming critical. He suggested that, for the Board's professions, not all licensees would be qualified to provide services on all projects. He noted that engineering addresses specialization through licensing. He said healthcare is an example and asked whether a project that is subject to greater liability, such as a clean room or surgical room, needs to be more closely regulated. Mr. Hiles questioned whether specialization should be something regulated by the Board or addressed by certification or a specialized agency, similar to LEED. Mr. Bargainer responded that if it is a health, safety, and welfare issue then it may be up to TBAE. Mr. James asked if there is a push for specialized regulation elsewhere. Mr. Brenton responded that he is unaware of similar conversations in other jurisdictions. He said that this item has been in our strategic plan for quite some time but does not recall the specific reasons that it was initially included. Ms. Salazar said that healthcare was a big topic during the practice overlap discussions with ICOR. She said it would be interesting to see where the conversation goes on specializations. Mr. James noted that that some European countries use a tiered registration system, where different levels of certification allow professionals to work on increasingly complex types of buildings based on their experience and practice. Ms. Salazar suggested specialization could be driven by clients, noting that organizations like hospitals will naturally choose a design professional with relevant experience, potentially reducing the need for formal certifications. Mr. Brenton said that regulating specialization would be a significant step that isn't currently supported by existing legislation. Mr. Hiles noted that NCARB is not discussing specialization. Ms. Read-Warden added that specialization is almost the opposite of NCARB's pursuit of alternative paths to licensure.

	Mr. Brenton asked whether the Board wants to retain "Specialization and Certification within the Professions" and if any revisions are needed. Mr. Bargainer responded that the topic should be retained. He noted that school design is a growing topic on the state level involving health, safety, and welfare and suggested that this area could eventually become a regulatory issue under the Board's jurisdiction. Mr. Hiles noted the school safety laws that have recently passed in the legislature. Becky Walker responded with information on the role of the Texas Education Agency (TEA) in setting standards for the safety and security of schools. Mr. Bargainer asked whether TEA reviews the plans for schools. Mr. Hiles noted that TEA requires statements from the contractor, the architect and the owner that the building meets standards. The Board agreed to keep this item on the list of trends. Mr. Brenton asked whether the Board wants to retain "Increase of Multidisciplinary Approach to Design and Large Firms" and if any changes are necessary. Mr. James replied that it is appropriate and should be kept on the list. Mr. James asked how overlapping practice and alternative pathways to licensure should be addressed. Mr. Brenton responded that efforts to develop national standards for practice overlap had been identified as a trend in 2024. He noted that, now that a national guidance document has been adopted by ICOR, we are in a different place where the professions will now be implementing and responding to the guidance. With respect to the development of national licensing standards, Mr. Brenton noted that this conversation is converging on alternative paths to practice (bullet point 6) and suggested that licensing standards and alternative pathways be synthesized on the list. The Board members discussed pathways to practice efforts and the potential future impact on the Board's laws and rules relating to experience and education, such as the requirement for a professional degree. The Board is in general agreement that pathways to practice should continue to be included on the list.

	Mr. Brenton suggested continuing to include “Increased Mobility of Registrants” as it remains a relevant indicator of an ongoing trend. The Board agreed to retain this item. Mr. Brenton moved on to “Assurance of Licensee Competency on an Initial and Continuing Basis,” noting it is a continuing national theme in discussions about eligibility standards. Mr. James said it relates to alternative pathways to practice, noting ongoing discussions about the “three Es” and how best to achieve them. Mr. Brenton suggested that initial competency could be linked to alternative pathways and eligibility, with continuing competency treated as a separate topic. He noted that CLARB has raised questions about continuing competency, including the purpose of continuing education, whether it is defensible, and how tracking and analysis can be improved. Mr. James discussed how continuing education relates to specialization. He used the example of a healthcare architect focusing their continuing education on healthcare design. Mr. Hiles noted that TBAE requires CE in two subject areas, accessibility and sustainability, and asked whether AI literacy should be treated similarly as AI becomes more relevant in the profession. Mr. James asked whether ethics should be required as well. Mr. Brenton explained that the Board is required to include one hour of sustainable design from its registrants, and is authorized, but not required, to require an hour of accessible design. He noted the law is silent on requiring registrants to complete specific continuing education on AI or ethics. Ms. Smith asked whether a registrant who is licensed by reciprocity has the same requirements for continuing education as a registrant licensed by exam. Mr. Brenton said all registrants have the same continuing education requirements. He noted that registrants licensed in multiple states are considered compliant if they meet another state’s substantially equivalent continuing education requirement. Mr. Brenton clarified that initial refers to the eligibility standards to become registered.

	Mr. Brenton moved on to the next bullet point, "The Role of Cybersecurity to Protect Individual and Business Security." He noted that this issue is important in state government and our agency and suggested it remain in its current form. The Board agreed to retain this item. Mr. Brenton reviewed to the next bullet point of "Economic Forecasts in the Design Industry and Nationally; Increasing U.S. Office Vacancy Rates; Increasing Construction Spending." He discussed his research, which indicates shifting trends, with newer buildings experiencing higher occupancy in comparison with older buildings. Mr. James suggested that the Board reframe this conversation because it is very specific to the pandemic era. Mr. Brenton suggested that this item be changed to Economic Trends in Design and Construction. The Board agreed to the change. Mr. James asked the Board to discuss the "Environmental and Societal Shifts' Effect on Design, Including Climate Change." Mr. Brenton asked the Board if they approve this trend in its current form. The Board agreed to keep this trend as is. Mr. Brenton continued to the next trend "Work from Home – Continued Transition from Pandemic Response to Enduring Workplace Reality." He said the issue is now settled with recent legislative action and recommended removing it from the Strategic Plan. The Board agreed to remove the item. Mr. Brenton moved on to the last bullet point, "Competition for Quality Employees" and noted that this is an internal trend that is important for our agency. The Board agreed with keeping this trend. Mr. Brenton asked the Board whether there are new trends they would like to add or highlight. Mr. Hiles said his firm has engaged in discussions on how to seal Revit/BIM models that do not have 2D drawings. He added that he is aware of a project where the architect issued a basic set of sealed 2D plans for permitting and Revit models to the contractor and the client. Mr. Bargainer noted that current methods of signing and sealing documents are changing because the delivery of plans is becoming more digital. He suggested our rules do not reflect that change.

	Mr. Hiles said the Board should consider, where is the threshold for the practice of architecture when the model goes out and a contractor adds as-built information. Ms. Salazar reported that Mr. Armstrong from NCARB suggested finding alternatives to digital seals or more secure sealing methods. Mr. James said that contractors frequently request Revit models from architects. He agrees with Mr. Hiles that the Board should be cognizant of this issue. Ms. Salazar asked if this would exclude the small firms that use CAD files. Mr. James said that he would not see this as a replacement for 2D documents but rather as guidance on an alternative way to seal documents. Mr. Brenton asked the Board if it would be sufficient to add "Building Information Modeling" to the first bullet point of "Use of Technology by Professions, Including Artificial Intelligence." Mr. Hiles suggested "Digital Sealing Procedures" to be added on as its own trend. Mr. James said that the first bullet point is more of a tool, while Mr. Hiles is focused on how to affix a seal to make documents enforceable and professionally controlled before they are issued. Mr. James suggested "Adapting Current Sealing Requirements to Emerging Technologies," emphasizing the need to ensure accountability in new methods. The Board agreed. Mr. Bargainer asked if population and registration trends should be added since it could have a potential impact on our agency's finances. Ms. Salazar noted that many emerging professionals are delaying or skipping licensure exams due to personal time constraints and other barriers. Mr. Ebbeler asked if employers or firms are not requiring licensure for emerging professionals. Mr. Bargainer said that it is hard to be promoted within a firm without becoming licensed. He said larger firms are less likely to require licensure. Mr. James excused himself from the meeting and passed the gavel to Vice-Chair Walker to continue. Ms. Walker asked if the registrant trends should be a bullet point.

	The Board continued discussion and settled on the issue being, "Decreased Rate of Growth in Registration Numbers and the Impact on Agency Revenues." Mr. Brenton thanked the Board for their input on the External/Internal Assessment and directed the Board to pages 58 and 59 of the Board materials for the Board's goals and action plans. He reviewed how the goals and action items were developed and requested the Board's feedback on both. Mr. Bargainer asked if we should address mobility and access to the profession pressure points. Mr. Brenton noted that the Board had addressed mobility in action item 4. But he agreed that this item could be written more clearly. He suggested separating the action item into four bullet points. Mr. Brenton asked whether an action item should emphasize participation on national committees by members and staff. The Board agreed to adding this action item. Mr. Brenton asked whether the Board has any additional suggestions to improve the registration goal or action items. Ms. Walker said that the registration goal and action items align very well with the previous discussion on trends. Mr. Brenton directed the Board to the enforcement goals on page 59 of the Board materials. He said he would make matching changes to the action items consistent with what was addressed for the registration goal. The Board agreed and expressed satisfaction with the remaining enforcement action items. Mr. Brenton referred the Board to the redundancies and impediments section on page 60 of the Board materials and asked the Board for their input on any changes. Mr. Hiles asked if a more recent self-evaluation of the Board's rules has been completed since FY21. Mr. Brenton said that staff has just completed another rule review, which would be finalized later in the meeting. He said he would note that review in the redundancies and impediments section.

	Mr. Brenton noted that the Board recently adopted rules that eliminated the requirement that architect and landscape architect examinees must wait until they have completed six months of experience prior to taking sections of the exam. However, he noted that the rules still require examinees to complete their degree prior to taking the exam, due to requirements in statutory law. In comparison, NCARB policies now allow examinees to take the exam after graduating high school, if approved by their jurisdiction. He recalled that, at the time of the rule change, there was some indication from the Board that they would support allowing testing after high school if it were allowed by statute. He asked whether the Board wishes to identify the statute as a redundancy or impediment in the strategic plan. The Board did not support the identification of this statute as a redundancy or impediment. Mr. Brenton thanked the Board for their input during the strategic planning session. He said their comments will be incorporated into the plan and presented at the May Board meeting for approval. Additionally, the agency will be awaiting the issuance of the strategic plan instructions from the Legislative Budget Board, after which the customer service survey will be issued and the agency workforce plan completed. Ms. Walker called a recess at 11:40 am.
4. Executive Director Report **4a. Summary of Executive Accomplishments**	The Board reconvened at 11:50 am. Ms. Walker invited Mr. Brenton to deliver the Executive Director's report. <u>Staff Accomplishments</u> Mr. Brenton discussed the summary of Staff Accomplishments that begins on page 87 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation. Mr. Brenton highlighted the FY 2026 outreach program, noting strong in-person engagement, expanded reach across West Texas, and further successes in building relationships with local building departments. Mr. Alvarado discussed his recent trip to Texas A&M University, where he connected with 80 landscape architect students. Mr. Brenton also highlighted a continuing project to develop the use of Power BI to create data dashboards. He discussed Mr. Garry's recent training in the application and his collaboration with the IT department to learn the database and get it in shape to use in data dashboards. Mr. Brenton said he is looking forward to seeing what comes of the project.

	Mr. Brenton briefly discussed other ongoing projects, including improving the Board's processes in developing the annual SDSI report and writing the agency workforce plan. Mr. Brenton updated the Board of a new opinion from Attorney General Ken Paxton, which clarifies that licensing agencies cannot issue a license unless a social security number is provided by the applicant. He said this could impact the agency's ability to participate in mutual recognition agreements (MRA) in the future. He said he would be working with contacts in state government as well as national council organizations to learn more about how this will be implemented and what the impact will be. <u>Agency Trends</u> Mr. Brenton addressed agency trends beginning on page 89 of the Board materials and referred the Board to those materials as a supplement to his presentation. Mr. Brenton referenced recent Board discussions noting that licensure applications are increasing faster than new registrations. To provide an update, he shared that there has been a 7.8% drop in examination applications year-over-year. However, despite the drop in applications, we have a 3.2% increase in new registrants by examination. So, at least for the current fiscal year, we are observing a reverse of the previous trend, with new registrations by examination growing faster than applications. Mr. Brenton addressed the enforcement trends as described on page 90 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation. He noted that enforcement has consistently been running a surplus, processing more cases than they are bringing in for more than a year now. He also noted that, including the cases to be resolved today, the Board will have taken action on 48 cases, which is a big improvement over this time last year, which was 30 cases.
4b. Income Statement/ Scholarship Fund: Presentation on FY 2026 Expenditures and Revenues	Mr. Brenton directed the Board to the year-to-date FY26 Income Statement on page 93 and provided an update on the current state of the agency's finances and budgetary line items. Mr. Brenton directed the Board to the FY26 January Scholarship Fund on page 94 of the Board materials. He noted the agency would be issuing $6,000 in scholarships over the next few days. He said grants are generally keeping pace with scholarship income and that staff are doing a great job spreading the word about the availability of exam scholarships for architect candidates.
5. Enforcement Cases	Ms. Walker invited Ms. Mayo to present enforcement cases for Board consideration.

5a. Registrant/Non-Registrant Cases	**Flores-Villarruel, Frank, III (Case No. 029-25N)** Ms. Mayo directed the Board to the written materials for the case beginning on page 95 and provided a summary of the case as well as staff's recommendation. Ms. Mayo notified the Board that Mr. Flores-Villarruel sent a statement indicating that he would be dissolving his company within 30 days. A MOTION WAS MADE AND SECONDED (Read-Warden/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 DECEMBER 19, 2025. THE MOTION PASSED UNANIMOUSLY. **Oxford, Glen Parkhurst (Case No. 046-25A)** Ms. Mayo directed the Board to the written materials for the case beginning on page 96 and provided a summary of the case as well as staff's recommendation. A MOTION WAS MADE AND SECONDED (Bargainer/Salazar) 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 JANUARY 21, 2026. THE MOTION PASSED UNANIMOUSLY. **Turner, Daniel Scott (Case No. 021-25N)** Ms. Mayo directed the Board to the written materials for the case beginning on page 97 and provided a summary of the case as well as staff's recommendation. A MOTION WAS MADE AND SECONDED (Hiles/Ebbeler) TO ENTER THE PROPOSED ORDER OF THE BOARD, WHICH INCORPORATES STAFF'S NOTICE OF HEARING; FORMAL CHARGES; SOAH DEFAULT DISMISSAL ORDER ISSUED BY ALJ MEITRA FARHADI ON NOVEMBER 5, 2025; AND SOAH'S LETTER OF REMAND DATED DECEMBER 1, 2025. THE ORDER IMPOSES AN ADMINISTRATIVE PENALTY IN THE SUM 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. Ms. Read-Warden asked for clarification on the agency's collection policies. Ms. Mayo responded that the agency has internal procedures to collect administrative penalties, but if those fail, cases are referred to the Attorney General's Office for collections.

5b. Continuing Education Cases	THE MOTION PASSED UNANIMOUSLY. Ms. Walker asked Ms. Mayo to present the continuing education cases. Ms. Mayo stated that Ms. Walker is recusing herself from the case involving Mr. Mark Gordon Cardwell. Ms. Mayo directed the Board to written materials for the continuing education cases on pages 113 and 115-118 of the Board materials, which contain summaries of the cases as well as staff's recommendations. A MOTION WAS MADE AND SECONDED (Bargainer/Read-Warden) TO ACCEPT STAFF'S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES: Case No. 022-26A Bello-Marmolejo, Juan Angel Arch. No. 25147 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 MOTION PASSED UNANIMOUSLY. Ms. Walker recused herself for the next case and passed the gavel to Mr. Hiles. Ms. Mayo directed the Board to written materials for the continuing education case on page 114 of the Board materials, which contains a summary of the case as well as staff's recommendations. A MOTION WAS MADE AND SECONDED (Read-Warden/Smith) TO 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. THE MOTION PASSED UNANIMOUSLY, WITH MS. WALKER IN RECUSAL.
6. Consideration of Rule Amendments for Adoption **6a. Consideration of amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, and 5.39 implementing Senate**	Ms. Walker asked Ms. Mayo to present the consideration of rule amendments for adoption. Ms. Mayo referred the Board to the summary and associated Board materials for the rulemaking action on page 119 of the Board materials. She summarized those materials, provided staff's recommendation, and invited any questions or comments from the Board.

Bill 1818 and House Bill 5629 (89th Tex. Leg., R.S.), relating to the registration of military service members, military veterans, and military spouses **6b. 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**	A MOTION WAS MADE AND SECONDED (Read-Warden/Hiles) TO APPROVE AMENDMENTS TO THE TO 22 TEX. ADMIN. CODE §§ 1.29, 3.29, AND 5.39, AS PUBLISHED IN THE TEXAS REGISTER FOR FINAL ADOPTION. THE MOTION PASSED UNANIMOUSLY Ms. Mayo referred the Board to the summary and associated Board materials for this rulemaking action on page 143 of the Board materials. She summarized those materials, provided staff's recommendation, and invited any questions or comments from the Board. A MOTION WAS MADE AND SECONDED (Hiles/Salazar) TO APPROVE THE AMENDMENTS TO 22 TEX. ADMIN. CODE §§ 1.27, 1.149, 3.27, 3.149, 5.37, AND 5.158 AS PUBLISHED IN THE TEXAS REGISTER FOR FINAL ADOPTION. THE MOTION PASSED UNANIMOUSLY
7. Approval of Rule Review and Readoption of Rules for Chapters 1,3,5, and 7 of the Board's Rules	Ms. Mayo directed the Board to page 161 of the Board materials. She discussed the agency's procedures to review the agency's rules, including a notice to the public to comment on the agency's rules. She noted that no comments were received and provided her recommendation that the reasons for initially adopting the rules continue to exist and such rules should be readopted. A MOTION WAS MADE AND SECONDED (Smith/Read-Warden) TO READOPT ALL RULES UNDER CHAPTERS 1, 3, 5, AND 7, AS AUTHORIZED UNDER TEXAS GOV'T CODE § 2001.039(c). THE MOTION PASSED UNANIMOUSLY.
8. 2026 Draft NCARB Resolutions	Ms. Walker asked Mr. Brenton to present the 2026 Draft NCARB Resolutions. Mr. Brenton directed the Board to the first of three NCARB Resolutions on page 165 of the Board materials. He said Resolution 2026-A would amend the mutual recognition agreement between the United States and United Kingdom. He summarized the key changes in the agreement, including broadening eligibility for architects by accepting applicants who obtained their NCARB certificate or U.K. license through alternative pathways. Additionally, the resolution would remove non-competency requirements such as citizenship, residency status, and the applicant's principal place of practice. Mr. Brenton noted that the recent attorney general's opinion could

	impact the ability of Texas to participate in the MRA. Mr. Brenton asked Mr. Alvarado whether applicants who apply through the MRA process generally have authorizations to work in the United States. Mr. Alvarado said most candidates are not residing in the United States and are only working remotely, which means that they do not need an authorization to work under federal law. Ms. Smith asked if the Board should bring up the Attorney General's opinion during the upcoming Regional Meeting. Mr. Brenton said that he is planning on connecting with the staff at NCARB regarding the newly issued opinion and how it will impact the MRAs. Mr. Brenton discussed NCARB Resolution 2026-B, which recommends the repeal of two policy statements and is generally non-substantive. Mr. Brenton continued to resolution 2026-C which amends NCARB's certification guidelines. He explained that, prior to electronic scoring exams, it was possible for jurisdictions to set passing scores that didn't meet NCARB's minimum standards. He said that this resolution would allow architects licensed under a lower passing score to be eligible for NCARB certification, provided they are in good standing in the U.S. jurisdiction, have no disciplinary action for a period of greater than 5 years, have no disciplinary action within the previous 5 years and have maintained a license continuously for at least 10 years. He said this would not affect many architects.
9. Reports on National Regulatory Boards and Board Member and Staff Committee Service	Mr. Hiles provided an update on his continued service with the NCARB Licensure Process Research and Development Task Force. He said he is attending the last meeting in March and explained that this is the last year for this committee, as all information will be passed to the Education, Experience and Exam Committees to continue the work on the Pathways to Practice Initiative. Ms. Smith discussed her continued service on NCARB's Examination Committee. She said they will be meeting in April to continue the ongoing discussion of updates to the ARE. Mr. Bargainer discussed his service on the CLARB Leadership Advisory Council. He said the council is currently vetting nominees for leadership positions. Mr. Hiles noted that NCARB recently sent an email calling for volunteers to serve on committees. Mr. Brenton said that he would forward the link to the Board for their consideration.

	Mr. Brenton discussed his service on the NCARB Professional Conduct Committee, the CLARB Member Board Executive Committee, and the CIDQ Member Board Executive Committee.
10. Report on Past Conferences and Meetings	Mr. Hiles reported that he and Ms. Smith attended the NCARB Futures Symposium and Committee Summit in Washington, DC. He discussed the presentation at the symposium, which covered space architecture, future trends on the lifespan of building materials, and AI. Ms. Smith added that AI bots were showcased at the symposium, which was impressive to see in action. Mr. Hiles said that the committee meetings were productive and collaborative. He said it was another great opportunity for the Licensure Process Research and Development Task Force to collaborate with the Education, Examination, and Experience Committees on the Pathways to Practice Initiative. Mr. Hiles said he attended the Educators and Practitioners Conference with Mr. James and Mr. Alvarado. The agenda included a presentation from Peter Nguyen on a RAND report. The report addresses key issues in higher education and the overlap between education and practice and includes survey results from students, licensure candidates, and both new and experienced professionals. He said this report spurred further conversations on panel discussions later in the conference. Mr. Brenton said that registration staff members attended IIDA SHIFT, which is always worthwhile because it provides an opportunity to connect with many students and future registrants.
11. Report on Upcoming Conferences and Meetings	Ms. Walker noted the upcoming conferences and meetings: Mar. 19 NCARB 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	Ms. Walker asked if the Board members had any comments or suggestions on future agenda items. No suggestions were received.
13. Upcoming Board Meeting	Ms. Walker noted the upcoming Board Meeting: Thursday, May 21, 2026 Thursday, August 20, 2026 Thursday, November 19, 2026

14. Adjournment	The meeting adjourned at 12:51 p.m.

APPROVED BY THE BOARD:

_____

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

TBAE Staff Accomplishments: May 2026 Board Meeting

February

- Strategic Plan Research and Development – ED
- Workforce Plan Development – ED and HR
- Continuity Plan Development - HR
- 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
- VetHUB Purchasing Requirements Webinar - Accounting
- Presentation to Strand Architecture – Registration
- Presentation to Dallas College - Registration
- IIDA Shift – Registration
- CLARB MBE Committee Meeting – ED
- TBAE Board Meeting
- Business Registration Reorganization Meeting – ED, Enforcement, Registration, and IT
- Information Security Meeting – ED and IT
- Presentation to Rice University Architecture Program – Registration and Enforcement
- Prairie View School of Architecture and Career Fair - Registration
- University of Houston Career Fair – Registration and Enforcement
- Presentation to University of Houston Architecture Program – Registration and Enforcement

March

- Mid-Year Evaluations
- Submission of Adopted Rules to Texas Register - Legal
- Updates to Employee Handbook – ED and HR
- Continuity Plan Development – HR
- Check-in with CLARB CEO - ED
- Updates to Agency Policies and Procedures – ED and Registration
- Presentation to UT San Antonio Architecture Program – Registration and Enforcement
- Disciplinary Case Review Meeting – ED, Enforcement, and Legal
- Check-In with TBPELS – ED
- Publication of Agency Newsletter - Communications
- CLARB MBE Committee Meeting - ED

- CIDQ MBE Committee Meeting – ED
- TXING Texas Interagency Networking Group Executive Meeting – ED
- NCARB PCC Meeting – ED
- NCARB Regional Summit – Oklahoma City
- SOAH Hearing - Legal
- Texas ASLA Conference – ED, Registration, Communications; Presentation by Legal and Enforcement
- Meeting with Fort Worth Building Officials – Registration and Enforcement
- Meeting with OoG Appointments Office - ED
- Review and Submission of Agency Risk Assessment – ED and HR
- Submission of 2026 Information Resources Deployment Review Report to DIR – IT
- Website Development Research – ED and Communications

April

- Continuity Plan Development and Review – ED and HR
- Disciplinary Case Review Meeting – ED, Enforcement, and Legal
- Governor's Executive Development Training Program – IT
- Meeting with DIR About Website Improvements – ED and Communications
- Automation Project for Subscribe/Unsubscribe to DPS Fingerprint Reports – Enforcement and IT
- NCARB Region 3 Board of Directors Meeting - ED
- Issuance of Customer Service Survey – Communications
- Legal Assistant Posting, Interviews, and New Hire – Legal, EA and HR
- Information Security Officer Posting, Interviews, and New Hire – IT, ED, and HR
- Meeting with Centennial Towers Staff About Office Space – ED and EA
- NCARB PCC Meeting – ED
- CLARB MBE Committee Meeting – ED
- Check-in with OoG Policy Advisor - ED
- State Charge Card Training – Accounting
- Initial Power BI Deliverables – Communications
- State Agencies Records Management Meeting – EA and IT
- Presentation to AIA Houston – Registration and Enforcement
- Meeting with Irving Building Official – Registration and Enforcement
- Roundtable Meeting with AIA Dallas – Registration and Enforcement

May

- Strategic Plan Development – ED
- Budget Development – ED and Accounting
- Project to Improve Licensee Search on Agency Website - Registration and IT
- Submission of Agency Highlights to OoG Policy Advisor – ED
- SOAH Hearing – Legal

	▪ CAPPS Training – Accounting and HR ▪ Legal Assistant Training – Legal and EA ▪ Disciplinary Case Informal Conference – ED, Legal, and Enforcement ▪ CIDQ MBE Committee Meeting - ED ▪ CLARB MBE Committee Meeting - ED ▪ Board Meeting
June	▪ CLARB MBE Exchange - ED ▪ NCARB PCC Meeting - ED ▪ NCARB Annual Meeting ▪ CLARB MBE Committee Meeting - ED
July	▪ CLARB MBE Committee Meeting - ED
August	▪ CIDQ MBE Committee Meeting – ED ▪ Board Meeting ▪ CLARB Annual Meeting
September	▪ UT Advanced Administrative Law Continuing Legal Education - ED

Applicants

903
Fiscal Year to Date

-38 (941)
Year-over-Year

By-examination applications received FYTD, by profession:

Architect:	364
LA:	54
RID:	68
Subtotal:	486

Reciprocal applications received FYTD, by profession:

Architect:	369
LA:	37
RID:	11
Subtotal:	417

New Registrants

683
FYTD

+31 (652)
YOY

By-examination registrations issued FYTD, by profession:

Architect:	186
LA:	41
RID:	68
Subtotal:	295

Reciprocal registrations issued FYTD, by profession:

Architect:	345
LA:	38
RID:	5
Subtotal:	388

Registrants (active)

21,210
As of May 1, 2026

+257 (20,953)
YOY

Architects

Resident:	8,955
Nonresident:	6,454
Subtotal:	15,409

RIDs

Resident:	3,522
Nonresident:	316
Subtotal:	3,838

Landscape Architects

Resident:	1,250
Nonresident:	713
Subtotal:	1,963

All registrants

Resident:	13727
Nonresident:	7,483
Total:	21,210

The Rest

A survey of the Registration Division's additional accomplishments and activities

2,602
Exam results received FYTD
2,340 ARE | 262 LARE

1,087
Continuing Education audits conducted FYTD

36
Referred to Investigations FYTD

33
Scholarship applications approved FYTD

130
Certificates of Standing issued FYTD

About this report: May 1, 2026

FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year.

YOY: Year-over-Year. Compares current data to that of 12 months prior.

Cases Opened
(as of April 30, 2026)

121
Fiscal Year to Date

-6
Year-over-Year

Cases Dismissed
(as of April 30, 2026)

61
FYTD

+25
YOY

Days to Investigate a Case
(as of April 30, 2026)

63
April 2026

110
FY Average to Date

Cases Resolved
(as of April 30, 2026)

57

31
Warnings by Executive Director

2
Voluntary Surrender

24
Disciplinary Actions by Board

51
*Notices of Violation

6
*Complaints Filed at SOAH

1
*Informal Conference

*Matters are ongoing and not yet resolved

91
Cases referred to Legal Fiscal Year to Date

Dismissal details

TDLR: 39
*Other: 22
*e.g. No evidence; not a violation.

Context

Typical target: 105-400 (2022-23)
SDSI avg. actual: 110 (2018)

Customer Service

22,891
Customers surveyed (2024)

1,117
Responses (2024)

92%
Customer satisfaction (2024)

Outreach

1,112
Impressions (as of April 30, 2026)

40
Outreach events (as of April 30, 2026)

637
Annual average of Impressions (from 2020-2025)

15
Annual average of Outreach Events (from 2020-2025)

Employee Engagement

443/500
Most recent score (2026)

444
Avg. score (since 2015)

Strengths:
- Workplace
- Employee Development
- Strategic

Weaknesses:
- Pay
- Benefits
- Job Satisfaction

Contact volume
(to front desk alone)

1,844
Calls (as of April 30, 2026)

1,600
Emails (as of April 30, 2026)

Avg. monthly calls FYTD: 230.5

Avg. monthly emails FYTD: 200

Texas Board of Architectural Examiners
FY 2026 Q2 Income Statement

	FY2026 Budget	FY2026 Income Statement Sept 1, 2025 - Feb 28, 2026	FY2026 Percentage Earned/Spent Sept 1, 2025 - Feb 28, 2026
Total Beginning Fund Balance		**$ 3,794,635.30**	
Revenues:			
Licenses & Fees	$ 3,231,000	$ 1,606,459.20	49.72%
Business Registration Fees	$ 166,000	$ 79,203.04	47.71%
Late Fee Payments	$ 178,000	$ 99,560.00	55.93%
Other	$ 4,000	$ 2,075.00	
Interest	$ 114,000	$ 71,932.98	63.10%
Convenience Fees	$ 84,000	$ 42,792.01	50.94%
Draw on Fund Balance		$ -	
Total Revenues	**$ 3,777,000**	**$ 1,902,022.23**	**50.36%**
Expenditures:			
Salaries and Wages	$ 1,930,000	$ 939,873.45	48.70%
Payroll Related Costs	$ 662,000	$ 326,902.79	49.38%
Professional Fees and Services	$ 36,000	$ 7,460.77	20.72%
Professional Fees and Services - IT/IS	$ 109,000	$ 7,363.93	6.76%
Board Travel	$ 30,000	$ 10,148.35	33.83%
Staff Travel	$ 33,000	$ 11,505.81	34.87%
Materials and Supplies	$ 14,000	$ 2,847.85	20.34%
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	$ 26,735.28	33.01%
Repairs and Maintenance	$ 3,000	$ 895.00	29.83%
Rentals and Leases - Equipment and Space	$ 16,200	$ 7,444.31	45.95%
Rentals and Leases - Office Space	$ 156,000	$ 86,712.53	55.58%
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	$ 8,572.09	23.81%
Operating Expenditures (Other)	$ 24,000	$ 21,757.91	90.66%
Convenience Fees (Other)	$ 84,000	$ 36,299.65	43.21%
SWCAP Payment (Other)	$ 50,000	$ -	0.00%
GR Payment (Other)	$ 510,000	$ -	0.00%
Total Expenditures	**$ 3,886,700**	**$ 1,526,345.79**	**39.27%**
Excess/ (Deficiency) of Rev over Exp.	**(109,700)**	**$ 375,676.44**	**11.09%**
Estimated Fund Balance		**$ 4,170,311.74**	

Texas Board of Architectural Examiners
FY 2026 Q2 Income Statement
Scholarship Fund

	FY 2026 Income Statement Sept 1, 2025 - Feb 28, 2026
ARE Grant Fund Beginning Balance	**147,832.13**
Revenues:	
ARE Grant Licensing Fees	$ 13,197.00
Interest	$ 2,780.80
Expenditures:	
ARE Grant Payments	$ (8,500.00)
Trust Fees	$ (103.30)
Fund Balance Available	**$ 155,206.63**

Number of Scholarships Awarded **17**

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

Texas Board of Architectural Examiners
FY 2026 April Income Statement

	FY2026 Budget	FY2026 Income Statement Sept 1, 2025 - April 30, 2026	FY2026 Percentage Earned/Spent Sept 1, 2025 - April 30, 2026
Total Beginning Fund Balance		**$ 3,794,635.30**	
Revenues:			
Licenses & Fees	$ 3,231,000	$ 2,122,589.27	65.69%
Business Registration Fees	$ 166,000	$ 111,874.31	67.39%
Late Fee Payments	$ 178,000	$ 127,622.50	71.70%
Other	$ 4,000	$ 2,900.00	
Interest	$ 114,000	$ 96,798.46	84.91%
Convenience Fees	$ 84,000	$ 56,322.59	67.05%
Draw on Fund Balance		$ -	
Total Revenues	**$ 3,777,000**	**$ 2,518,107.13**	**66.67%**
Expenditures:			
Salaries and Wages	$ 1,930,000	$ 1,238,187.72	64.15%
Payroll Related Costs	$ 662,000	$ 433,422.47	65.47%
Professional Fees and Services	$ 36,000	$ 14,830.94	41.20%
Professional Fees and Services - IT/IS	$ 109,000	$ 9,799.95	8.99%
Board Travel	$ 30,000	$ 15,262.34	50.87%
Staff Travel	$ 33,000	$ 16,776.57	50.84%
Materials and Supplies	$ 14,000	$ 3,484.91	24.89%
Materials and Supplies - Postal	$ 14,000	$ 10,456.72	74.69%
Materials and Supplies - IT/IS	$ 74,000	$ 6,538.64	8.84%
Communication and Utilities	$ 81,000	$ 35,782.37	44.18%
Repairs and Maintenance	$ 3,000	$ 895.00	29.83%
Rentals and Leases - Equipment and Space	$ 16,200	$ 11,105.44	68.55%
Rentals and Leases - Office Space	$ 156,000	$ 112,606.53	72.18%
Printing and Reproduction	$ 7,500	$ 3,645.86	48.61%
Membership Dues (Other)	$ 17,000	$ 14,979.00	88.11%
Board/Staff Training and Conference Fees (Other)	$ 36,000	$ 9,122.09	25.34%
Operating Expenditures (Other)	$ 24,000	$ 22,064.22	91.93%
Convenience Fees (Other)	$ 84,000	$ 49,653.12	59.11%
SWCAP Payment (Other)	$ 50,000	$ -	0.00%
GR Payment (Other)	$ 510,000	$ -	0.00%
Total Expenditures	**$ 3,886,700**	**$ 2,008,613.89**	**51.68%**
Excess/ (Deficiency) of Rev over Exp.	**(109,700)**	**$ 509,493.24**	**14.99%**
Estimated Fund Balance		**$ 4,304,128.54**	

Texas Board of Architectural Examiners
FY 2026 April Income Statement
Scholarship Fund

	FY 2026 Income Statement Sept 1, 2025 - April 30, 2026
ARE Grant Fund Beginning Balance	**147,832.13**
Revenues:	
ARE Grant Licensing Fees	$ 17,310.00
Interest	$ 3,608.51
Expenditures:	
ARE Grant Payments	$ (20,000.00)
Trust Fees	$ (136.52)
Fund Balance Available	**$ 148,614.12**

Number of Scholarships Awarded **40**

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

Texas Board of Architectural Examiners
FY 2027 Draft Budget

	FY2026 Budget	FY2026 Actual as of 04/30/2026	FY2026 Expected 08/31/2026	FY2027 Draft Budget
Total Beginning Fund Balance		**$ 3,794,635.30**	**$3,794,635.30**	
Revenues:				
Licenses & Fees	3,231,000	2,122,589	3,238,622	3,271,008
Business Registration Fees	166,000	111,874	171,158	172,527
Late Fee Payments	178,000	127,623	192,748	187,328
Other	4,000	2,900	4,000	4,000
Interest	114,000	96,798	145,198	145,000
Convenience Fees	84,000	56,323	84,000	85,046
Draw on Fund Balance				
Total Revenues	**3,777,000**	**2,518,107**	**3,835,725**	**3,864,910**
Expenditures:				
Salaries and Wages	1,930,000	1,238,188	1,887,258	2,045,000
Payroll Related Costs	662,000	433,422	663,014	720,000
Professional Fees and Services	36,000	14,831	36,000	36,000
Professional Fees and Services - IT/IS	109,000	9,800	109,000	32,000
Board Travel	30,000	15,262	30,000	31,080
Staff Travel	33,000	16,777	26,477	27,430
Materials and Supplies	14,000	3,485	10,000	10,360
Materials and Supplies - Postal	14,000	10,457	15,175	15,721
Materials and Supplies - IT/IS	74,000	6,539	74,000	36,000
Communication and Utilities	81,000	35,782	53,000	54,908
Repairs and Maintenance	3,000	895	2,000	3,108
Rentals and Leases - Equipment and Space	16,200	11,105	15,000	16,000
Rentals and Leases - Office Space	156,000	112,607	156,000	160,427
Printing and Reproduction	7,500	3,646	5,500	6,000
Membership Dues (Other)	17,000	14,979	17,000	17,000
Board/Staff Training and Conference Fees (Other)	36,000	9,122	36,000	37,296
Operating Expenditures (Other)	24,000	22,064	24,000	24,000
Convenience Fees	84,000	49,653	84,000	85,046
SWCAP Payment (Other)	50,000	0	34,008	50,000
GR Payment (Other)	510,000	0	510,000	510,000
Total Expenditures	**3,886,700**	**2,008,614**	**3,787,431**	**3,917,376**
Excess/ (Deficiency) of Rev over Exp.	**-109,700**		**48,294**	**-52,466**
Estimated Year End Fund Balance			**3,842,929**	

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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**023-26N**
Respondent:	**Rebecca Kaye Calbert**
Location of Respondent:	**Kennesaw, GA**
Instrument:	**Agreed Order**

Findings:

- See attached proposed Agreed Order.

Action Recommended by Executive Director:

- Enter the attached Agreed Order, which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$4,500,** and which further orders payment of any required registration fees, and completion of any requirements for registration, upon which Respondent's architectural registration by reciprocal transfer shall be approved and placed on active status, subject to the terms of the Agreed Order.

TBAE CASE NO. 023-26N

IN THE MATTER OF	§	**BEFORE THE TEXAS BOARD**
REBECCA KAYE CALBERT	§	
	§	
	§	**OF**
APPLICATION FOR	§	
ARCHITECTURAL REGISTRATION	§	
BY RECIPROCAL TRANSFER	§	**ARCHITECTURAL EXAMINERS**

AGREED ORDER

On this day, the Texas Board of Architectural Examiners (TBAE or "Board") considered the matter of Rebecca Kaye Calbert ("Respondent").

Information obtained by the Board revealed evidence that Respondent may be subject to discipline pursuant to Tex. Occ. Code §§ 1051.351, 1051.751, 1051.752 and 22 Tex. Admin. Code §§ 1.69, 1.124, 1.141, 1.148, 1.151, 1.82.

Respondent waived notice and hearing and agreed to the entry of this Agreed Order approved by Lance Brenton, Executive Director. Upon recommendation of its Executive Director, the Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order ("Order").

FINDINGS OF FACT

1. Respondent previously held Texas architectural registration number 24352, which was issued on or about August 19, 2014.
2. From October 1, 2017, through March 26, 2019, Respondent's architectural registration was delinquent because she failed to remit the applicable renewal fee to the Board. During this time, Respondent was no longer authorized to practice architecture in Texas.

3. On or about April 27, 2018, while her architectural registration was expired and in delinquent status and she was not authorized to provide architectural services, Respondent engaged in the practice of architecture, in that Respondent prepared and issued plans for a project identified as Primrose Schools at Texas Mueller in Austin, Texas ("the Project"). Respondent issued the plans for the Project in association with Calbert Design Group LLC, which is not and has never been registered as a business entity or architectural firm that may offer or provide architectural services in Texas.

4. On March 27, 2019, Respondent paid the applicable renewal fees with late payment penalties in order for her registration to be renewed.

5. On or about April 15, 2019 and June 5, 2019, the Board notified Respondent that she had been selected for an audit of continuing education activities for the period January 1, 2017, through December 31, 2017. Respondent was asked to provide a TBAE Continuing Education Program Hour (CEPH) Log along with supporting documentation for continuing education activities during the audit period.

6. Respondent failed to respond to the Board inquiries dated April 15, 2019 and June 5, 2019.

7. On September 6, 2019, the Board issued a Report and Notice of Violation for TBAE case number 362-19A to Respondent for failing to fulfill the mandatory continuing education hours within the audit period of the calendar year 2017, for falsely reporting compliance with continuing education requirements, and for failing to respond to a Board inquiry in violation of 22 Tex. Admin. Code §§ 1.69 and 1.171.

8. Respondent did not respond to the Board's Report and Notice of Violation.

9. On September 30, 2019, Respondent's architectural registration expired.

10. On or about July 30, 2021, in Case No. 2020-033536, Department of Business and Professional Regulation vs. Rebecca Calbert before the Florida Board of Architecture and Interior Design, Respondent was ordered to pay a $1,000 fine, $296.95 for investigative costs, and complete 43 hours of continuing education based on findings that she failed to comply with continuing education requirements for the January 1, 2017 through December 31, 2018 biennium.

11. On October 9, 2025, Respondent submitted an application for architectural registration by reciprocal transfer to the Board. Respondent provided an Evaluation of Record certified by the National Council of Archtiectural Registration Boards (NCARB Record No. 108433, Cert. No. 65647) and proof of an active architect license in the state of Colorado (license number ARC.00403388).

CONCLUSIONS OF LAW

1. The Board has authority and jurisdiction over this case and Respondent's conduct. The Board may, after notice and hearing, impose an administrative penalty and/or issue a probationary initial registration for violations of the Board's laws and rules. *See* Tex. Occ. Code §§ 1051.401, 1051.451, 1051.501, 1051.751, 1051.752 and 22 Tex. Admin. Code §§ 1.141, 1.232.

2. An applicant who is found to have violated any of the statutory provisions or rules enforced by the Board may be subject to sanctions by the Board, including the imposition of an administrative penalty or suspension of the registration certificate upon its effective date. 22 Tex. Admin. Code § 1.151(c).

3. The findings of fact described in this Agreed Order provide grounds for disciplinary action by the Board pursuant to Tex. Occ. Code § 1051.752 and 22 Tex. Admin. Code §§ 1.148, 1.177, 1.232, and 1.234.

4. Pursuant to Tex. Occ. Code §§ 1051.353 and 1051.356, registrants must comply with continuing education obligations as established by the Board. Under 22 Tex. Admin. Code § 1.69, as in effect through March 31, 2021, the Board may require an Architect to produce documentation that the Architect has complied with the mandatory continuing education program requirements. Under 22 Tex. Admin. Code § 1.171, a registrant is required to respond to inquiries from the Board within 30 days of their receipt of the inquiry.

5. By failing to answer inquires dated April 15, 2019 and June 5, 2019 from agency staff within thirty (30) days, Respondent violated 22 Tex. Admin. Code § 1.171. Each failure to respond to written correspondence is a separate violation which, combined, results in an administrative penalty of $500.

6. A person whose certificate of registration has expired may not engage in activities that require registration until the certificate of registration has been renewed. Tex. Occ. Code § 1051.351(a).

7. An architect who fails to renew their certificate of registration prior to its annual expiration date shall not use the title “architect” and shall not practice architecture as defined by Tex. Occ. Code § 1051.001 until after the architect’s certificate of registration has been properly renewed. 22 Tex. Admin. Code §§ 1.148(c), 1.82(b).

8. An applicant who is found to have violated any of the practice or title restrictions of the Architect’s Registration Law or otherwise violated any of the rules enforced by the Board may be subject to a sanction, including reprimand, imposition of an administrative penalty,

suspension of the registration certificate upon its effective date, denial of the application, and denial of the right to reapply for registration. 22 Tex. Admin. Code § 1.151(c).

9. By providing architectural services, specifically issuing sealed architectural plans for the *Primrose Schools at Texas Mueller* project, at a time when Respondent's architectural registration was expired and in delinquent status, Respondent violated Tex. Occ. Code § 1051.351(a) and 22 Tex. Admin. Code §§ 1.148(c), 1.82(b). This is considered a moderate violation, subject to an administrative penalty of not more than $3,000 per violation, pursuant to 22 Tex. Admin. Code § 1.177.

10. An architectural firm or other business entity that offers or provides architectural services in Texas must annually register information regarding the firm or business entity with the Board. 22 Tex. Admin. Code § 1.124(a).

11. An architect may not offer or render the practice of architecture by and through a firm or business entity that is not duly registered. 22 Tex. Admin. Code § 1.146(a)(2)(B).

12. By issuing architectural plans for the Project in association with Calbert Design Group LLC, without registering the business entity with the Board, Respondent violated 22 Tex. Admin. Code § 1.124(a). This is considered a minor violation, subject to an administrative penalty of not more than $1,000 per violation, pursuant to 22 Tex. Admin. Code § 1.177.

ORDER

1. It is AGREED and ORDERED, subject to the approval of the Texas Board of Architectural Examiners, that Respondent shall pay to the Board an administrative penalty in the amount of Four Thousand Five Hundred Dollars ($4,500). The administrative penalty is due within 30 days from the date this Order is ratified by the Board. 22 Tex. Admin. Code § 1.173(f).

a. If Respondent fails to pay the administrative penalty within the time prescribed, the Board may issue an intended denial of this application. 22 Tex. Admin. Code §§ 1.149(3)(b), 1.151. If this application is denied, Respondent may not subsequently be approved for registration unless she pays all fees and costs incurred by the Board as a result of this proceeding. 22 Tex. Admin. Code § 1.151.

2. It is further AGREED and ORDERED, subject to the approval of the Texas Board of Architectural Examiners, upon payment of the administrative penalty, payment of any required fees, and completion of any other requirements for registration, the architectural registration of Respondent shall be approved and placed on active status, subject to the terms of this Order. Under all circumstances, Respondent shall be required to comply with the payment of this Order and satisfy all generally applicable licensure eligibility requirements prior to the Board issuing the Respondent's registration to practice architecture. Tex. Occ. Code §§ 1051.305, 1051.353.

3. It is further AGREED and ORDERED that the Respondent shall comply with all laws and regulations governing the practice of architecture in the state of Texas. If the Respondent is found to have violated this Order or the laws or rules governing the practice of architecture based on conduct occurring after the date of this Order, the violations addressed by this Order and any other prior act may be considered in any action to suspend or revoke the Respondent's certificate of registration.

4. Upon approval by the Board, the Chair of the Texas Board of Architectural Examiners is authorized to sign this Agreed Order on behalf of the Board.

I, Rebecca Kaye Calbert, have reviewed the foregoing Agreed Order issued by the Executive Director of the Texas Board of Architectural Examiners. I understand I may contest the findings and proposed administrative penalty and waive all such rights. I have the right to legal counsel prior to signing this Agreed Order.

I understand and agree that Board staff and counsel for the Board will communicate directly with the adjudicating members of the Board during the meeting regarding this disciplinary action without participation by me or my counsel should I choose not to appear at the meeting. I understand that the Board is free to accept or reject this Agreed Order, and if rejected by the Board, a formal disciplinary hearing on this matter may be scheduled. I understand the Board members who consider this Agreed Order may be the same members who later consider the Proposal for Decision resulting from the disciplinary hearing, if this Agreed Order is not accepted. I hereby waive any argument that any Board member considering this Agreed Order is disqualified from future consideration of a Proposal for Decision in this case.

By my signature on this agreement, I agree to the entry of this Agreed Order with the terms outlined above. I waive judicial review of the Agreed Order. I understand that when the Agreed Order becomes final and the terms become effective, a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of the Agreed Order, I may be subject to further disciplinary action as a consequence of my noncompliance. My signature below signifies that I will comply with all terms and conditions of the Agreed Order following the Board's approval.

Signature: _____ **Date:** May 8, 2026

REBECCA KAYE CALBERT

STATE OF Texas §

COUNTY OF Travis §

SWORN TO AND SUBSCRIBED before me, the undersigned Notary Public, on the

8th **day of** May **, 20** 26 **by Rebecca Kaye Calbert.**

By: _____

NOTARY PUBLIC STATE OF Texas

MELISSA HOOPER
NOTARY PUBLIC
STATE OF TEXAS
Comm. Expires 04-15-2027
Notary ID 130191683
Online Notary Center

Approved as to form and substance:

Notarial Act performed by Audio-Video Communication.

Signature: Troy Beaulieu **Date:** 05.08.26

TROY BEAULIEU
Attorney for Respondent

RATIFICATION BY TEXAS BOARD OR ARCHITECTURAL EXAMINERS

WHEREFORE, PREMISES CONSIDERED, the Texas Board of Architectural Examiners ratifies and adopts the Agreed Order that was signed on the 8th **day of May 2026, by Rebecca Kaye Calbert, Respondent. This Agreed Order is final.**

Ratified and adopted May 21, 2026.

_____

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

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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**104-24N**
Respondent:	**Mark Oliver Campos**
Location of Respondent:	**Euless, TX**
Instrument:	**Notice of Hearing with Formal Charges**

Findings

- 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 Administrative Law Judge Michelle Kallas on March 30, 2026, and SOAH's letter dated April 16, 2026.
- The Order imposes an administrative penalty of **$12,000** 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.

SOAH DOCKET NO. 459-26-08485
TBAE CASE NO. 104-24N

IN THE MATTER OF	§	BEFORE THE TEXAS BOARD OF
	§	
MARK OLIVER CAMPOS	§	ARCHITECTURAL EXAMINERS

ORDER OF THE BOARD

TO: MARK OLIVER CAMPOS
311 CINNAMON LANE
EULESS, TX 76039

At the regularly scheduled public meeting on May 21, 2026, the Texas Board of Architectural Examiners ("Board") heard the above-styled case, based on Mark Oliver Campos' ("Respondent") failure to appear at a previously scheduled hearing at the State Office of Administrative Hearings (SOAH).

The Board finds that notice of the facts or conduct alleged to warrant disciplinary action in this matter was provided to the Respondent in the form of a Notice of Hearing and Formal Charges, attached and incorporated herein. The board finds that the matter was originally scheduled for a video conference hearing on March 30, 2026. The Boards find that after proper and timely notice was given, a videoconference hearing was held in this matter before Administrative Law Judge (ALJ) Michelle Kallas on March 30, 2026. Respondent failed to appear at the hearing, and on March 30, 2026, ALJ Kallas entered a Default Dismissal Order, which is attached and incorporated by reference as a part of this Order of the Board. The Board adopts the Default Dismissal Order and all findings therein. The Default Dismissal Order was properly served on all 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 March 30, 2026. No motion to set aside the default was

filed by Respondent, and SOAH sent a letter of remand to the Board on April 16, 2026. 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 Twelve Thousand Dollars ($12,000). 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 21st day of May 2026.

_____

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

Attachments:

Notice of Hearing with Formal Charges filed January 8, 2026
SOAH Default Dismissal Order signed March 30, 2026;
SOAH Letter of Remand dated April 16, 2026;

STATE OFFICE OF ADMINISTRATIVE HEARINGS RECEIVED ON 1/8/2026 10:05 AM

FILED
459-26-08485
1/8/2026 10:05 AM
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Brianna Flores, CLERK

ACCEPTED
459-26-08485
1/8/2026 10:10:54 am
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Brianna Flores, CLERK

SOAH Docket No. 459-26-08485

Texas Board of Architectural Examiners, *Petitioner*	§ §	STATE OFFICE
v.	§	OF
Mark Oliver Campos, *Respondent*	§ §	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 March 30, 2026, at 10:00 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 January 6, 2026, 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: 161 070 0263
  Video Passcode: BAE485

- Join by telephone (audio only):
  Call +1 669 254 5252, and then enter the following:
  Meeting ID: 161 070 0263
  Telephone Passcode: 247469

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). 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**.

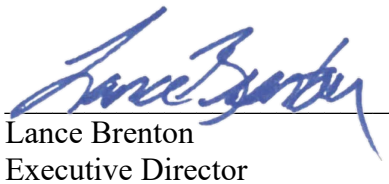
PARTIES THAT ARE NOT REPRESENTED BY AN ATTORNEY MAY OBTAIN INFORMATION REGARDING CONTESTED CASE HEARINGS ON THE PUBLIC WEBSITE OF THE STATE OFFICE OF ADMINISTRATIVE HEARINGS AT www.soah.texas.gov, OR IN PRINTED FORMAT UPON REQUEST TO SOAH.

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 8th day of January, 2026.

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 January 8, 2026:

Mark Oliver Campos
311 Cinnamon Lane
Euless, Texas 76039
via USPS CM/RRR No. 9214 8901 9403 8350 3496 15
also sent via USPS First Class Mail

Trinity Elite Development Group LLC
Mark Oliver Campos, Registered Agent
3912 Howard St.
Fort Worth, Texas 76119
via USPS CM/RRR No. 9214 8901 9403 8350 3497 21
also sent via USPS First Class Mail

Mark Oliver Campos
via eFile to: mark.oliver.campos@gmail.com, ibelong@elitedevelopmentgroups.com

State Office of Administrative Hearings
via eFile

Jessica Ramirez, Executive Assistant
TBAE Public Information Officer
TBAE Records Management Officer

STATE OFFICE OF ADMINISTRATIVE HEARINGS RECEIVED ON 12/23/2025 8:33 AM
STATE OFFICE OF ADMINISTRATIVE HEARINGS RECEIVED ON 1/8/2026 10:05 AM
FILED
459-26-08485
1/8/2026 10:05 AM
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Brianna Flores, CLERK
SOAH Docket No. 459-26-08485
FILED
459-26-08485
12/23/2025 8:33 AM
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Carol Hale, CLERK
ACCEPTED
459-26-08485
1/8/2026 10:10:54 AM
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Brianna Flores, CLERK

SOAH Docket No. 459-26-____

ACCEPTED
459-26-08485
12/29/2025 7:46:52 am
STATE OFFICE OF
ADMINISTRATIVE HEARINGS
Carol Hale, CLERK

Texas Board of Architectural Examiners, *Petitioner*	§	STATE OFFICE
v.	§	OF
Mark Oliver Campos, *Respondent*	§	ADMINISTRATIVE HEARINGS

FORMAL CHARGES

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

Respondent is the Manager of the firm Elite Architectural Designs LLC and Managing Member of the firm Trinity Elite Development Groups LLC. Respondent's firms have not been registered as businesses that may be lawfully held out to the public as offering or providing architectural services in Texas.

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 January 3, 2024, while acting on behalf of Elite Architectural Designs LLC, Respondent utilized a business website, www.elitearchitecturaldesigns.com, which improperly used the term "architectural" 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 January 3, 2024, while acting on behalf of Elite Architectural Designs LLC, Respondent utilized a LinkedIn profile, which improperly used the term "architectural" to describe Respondent and/or 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 III.

On or about January 3, 2024, while acting on behalf of Elite Architectural Designs LLC, Respondent utilized a Thumbtack.com profile, which improperly used the term "architectural" to describe Respondent and/or 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 July 16, 2024, while acting on behalf of Trinity Development Groups LLC, Respondent utilized a Thumbtack.com profile, which improperly used the term "architectural" to describe services offered and/or performed by Respondent's firm 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.

CHARGE V.

On or about May 12, 2025, while acting on behalf of Trinity Development Groups LLC, Respondent utilized a business website, www.elitedevelopmentgroups.com, which improperly used the term "architectural" to describe services offered and/or performed by Respondent's firm 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.

CHARGE VI.

On or about May 12, 2025, while acting on behalf of Trinity Development Groups LLC, Respondent utilized a Nextdoor.com profile, which improperly used the terms "architect" and "landscape architect" to describe services offered and/or performed by Respondent's firm in Texas.

The above actions constitute grounds for disciplinary action in accordance with Tex. Occ. Code §§ 1051.752(1) and 1052.252(1) and is a violation of Tex. Occ. Code §§ 1051.701, 1051.801, 22 Tex. Admin. Code § 1.123, and/or 22 Tex. Admin. Code § 3.123.

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 $12,000 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 December 23, 2025.

Respectfully submitted,

Andrew VanDyke
Assistant General Counsel
Texas Board of Architectural Examiners
State Bar No. 24096741
505 E. Huntland Dr., Ste. 350
Austin, TX 78752
(512) 305-8519
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.

Jessica Ramirez on behalf of Andrew VanDyke
Bar No. 24096741
jessica.ramirez@tbae.texas.gov
Envelope ID: 109804006
Filing Code Description: Notice of Hearing
Filing Description: Staff's Notice of Hearing
Status as of 1/8/2026 10:11 AM CST

Case Contacts

Name	BarNumber	Email	TimestampSubmitted	Status
Jessica Ramirez		jessica.ramirez@tbae.texas.gov	1/8/2026 10:05:39 AM	SENT
Pim S.Mayo		pim.mayo@tbae.texas.gov	1/8/2026 10:05:39 AM	SENT
Andrew VanDyke		andrew.vandyke@tbae.texas.gov	1/8/2026 10:05:39 AM	SENT
Mark OliverCampos		mark.oliver.campos@gmail.com	1/8/2026 10:05:39 AM	SENT
Mark OliverCampos		ibelong@elitedevelopmentgroups.com	1/8/2026 10:05:39 AM	SENT

UNITED STATES POSTAL SERVICE

March 24, 2026

Dear Andrew VanDyke:

The following is in response to your request for proof of delivery on your item with the tracking number: **9214 8901 9403 8350 3496 15**.

Item Details

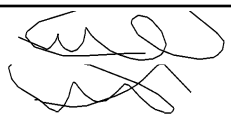
Status:	Delivered, Left with Individual
Status Date / Time:	January 12, 2026, 11:52 am
Location:	EULESS, TX 76039
Postal Product:	USPS Ground Advantage™
Extra Services:	Certified Mail™
	Return Receipt Electronic
Recipient Name:	MARK OLIVER CAMPOS

Shipment Details

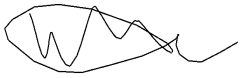
Weight:	2.0oz

Recipient Signature

Signature of Recipient:



Address of Recipient:



Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

BEFORE THE STATE OFFICE OF ADMINISTRATIVE HEARINGS

TEXAS BOARD OF ARCHITECTURAL EXAMINERS,
PETITIONER
V.
MARK OLIVER CAMPOS,
RESPONDENT

DEFAULT DISMISSAL ORDER

On March 30, 2026, 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 (Board). Mark Oliver Campos (Respondent) did not appear and was not represented at the hearing. Staff Exhibits 1-13 were admitted, and the ALJ took official notice of SOAH's file in this case, including specifically Staff's Notice of Hearing and SOAH Order No. 1 which set the hearing by Zoom videoconference and provided instructions for participating in the hearing. Collectively, these exhibits and order

showed proof of adequate notice to Respondent.[1] 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.[2]

Respondent may file a motion to set aside the default within 15 days of the date of this order.[3] 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.[4]

Signed March 30, 2026.

ALJ Signature:

Michelle Kallas

Michelle Kallas
Presiding Administrative Law Judge

[1] 1 Tex. Admin. Code § 155.501(b).

[2] 1 Tex. Admin. Code § 155.501(d)(1).

[3] 1 Tex. Admin. Code § 155.501(e).

[4] Tex. Gov't Code §§ 2001.056, .058(d-1).

State Office of Administrative Hearings

Kristofer S. Monson
Chief Administrative Law Judge

April 16, 2026

Andrew Van Dyke
Attorney
Texas Board of Architectural Examiners

VIA EFILE TEXAS

Mark Oliver Campos
311 Cinnamon Lane
Euless, TX 76039

VIA EFILE AND REGULAR MAIL

RE: Docket Number 459-26-08485.TBAE;
Texas Board of Architectural Examiners v. Mark Oliver Campos

Dear Parties:

Please be advised that the time period to file a motion to set aside the default dismissal 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

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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**209-25A**
Respondent:	**Sara Lynn Flowers**
Location of Respondent:	**San Antonio, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Sara Lynn Flowers (hereafter "Respondent") is registered as an architect in Texas with registration number 20514.
- Previously, on March 1, 2017, the Executive Director issued a Written Warning to Respondent based on findings that the Respondent failed to timely submit documents to the Texas Department of Licensing and Regulation (TDLR) for accessibility review. The Written Warning notified Respondent that any future violation would merit more significant disciplinary action.
- On or about October 6, 2023, Respondent issued architectural plans and specifications for *Port San Antonio – Roberson Building Security Uprade* in San Antonio, Texas, a nonexempt project which is subject to the requirements of Tex. Gov't Code § 469.101. However, Respondent did not submit the plans for accessibility review until March 10, 2025.

Applicable Statutory Provisions and Rules:

- A design professional with overall responsibility for the design of a nonexempt building or facility shall submit plans and specifications to a registered accessibility specialist no later than 20 days after issuance. Tex. Gov't Code §§ 469.101-.102.
- By failing to submit plans and specifications on a project for accessibility review no later than the 20th day after issuance, Respondent violated Tex. Gov't Code § 469.102(b) and 16 Tex. Admin. Code § 68.50, which provide grounds for discipilnary action pursuant to Tex. Occ. Code § 1051.752(2) and 22 Tex. Admin. Code § 1.170(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 February 27, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**181-25A**
Respondent:	**Douglas F. Nissen**
Location of Respondent:	**Austin, TX**
Instrument:	**Revised Report and Notice of Violation**

Findings:

- Douglas F. Nissen (hereafter "Respondent") is registered as an architect in Texas with registration number 20341.
- At all times relevant to this matter, Respondent was the principal architect for Ken Smith and V4 Associates, a business registered in Texas with registration number BR 4401.
- On or about January 26, 2024, Respondent issued a set of unsealed construction documents for the *Custom Spec Residences* in Austin, Texas ("the Project") to their client, K.S. The documents were marked with the statement "Not for regulatory approval, permitting or construction" but failed to include Respondent's name.
- On or about March 18, 2025, Respondent issued sealed construction documents for the Project. Respondent's seal failed to include the Respondent's registration number.

Applicable Statutory Provisions and Rules:

- By issuing construction documents dated January 26, 2024, for the *Custom Spec Residences* project for purposes other than regulatroy approval, permitting, or construction but failing to include his name on the documents, the Respondent violated 22 Tex. Admin. Code § 1.103.
- By issuing construction documents dated March 18, 2025, for the *Custom Spec Residences* project but failing to include his registration number on the architectectural seal, the Respondent violated 22 Tex. Admin. Code § 1.102.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$2,000** as set forth in the Revised 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**179-24N**
Respondent:	**Joseph Saadeh**
Location of Respondent:	**Pearland, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Joseph Saadeh (hereafter "Respondent") is not, and has never been, registered as an architect in the state of Texas.
- At all times relevant to this matter, Joseph Saadeh was the sole managing member of JHG LLC a/k/a J Hannah Group and J Hannah Design Group, which is not, and has never been, registered as a firm which may be lawfully held out to the public as offering or providing architectural services in Texas.
- On or about December 4, 2023, while acting as J Hannah Group, Respondent offered to engage in the practice of architecture, in that Respondent issued a proposal for the *Josey Residence* project located in Highlands, Texas ("Project"). In the proposal, Respondent offered to provide "architectural services," "architectural design," and "architectural construction documents" for the project. On or about March 5, 2024, Respondent engaged in the practice of architecture by preparing and issuing architectural plans for the Project.
- On or about January 23, 2026, while acting on behalf of JHG LLC a/k/a J Hannah Design Group, Respondent utilized a Thumbtack.com profile which improperly used the term "architect" to describe Respondent's firm and/or the services offered by Respondent's firm in Texas.

Applicable Statutory Provisions and Rules:

- By preparing and issuing architectural plans for the *Josey Residence* project pursuant to an offer to provide architectural services, while improperly using the term "architectural" to describe Respondent and/or Respondent's firm and/or to describe services offered or provided by Respondent and/or Respondent's firm in Texas, Respondent violated Tex. Occ. Code § 1051.701(a).
- By improperly using the term "architect" on a Thumbtack.com profile to describe Respondent's firm and/or the services offered or provided by Respondent's firm, 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 **$6,000**, 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 March 6, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**150-25A**
Respondent:	**Robert J. Sargenti, Jr.**
Location of Respondent:	**Paramus, NJ**
Instrument:	**Report and Notice of Violation**

Findings:

- Robert J. Sargenti, Jr. (hereafter "Respondent") is registered as an architect in Texas with registration number 17184.
- Previous disciplinary history:
  - On May 16, 2012 in TBAE Case No. 196-12A, the Board issued a Written Warning to Respondent based on findings that the Respondent failed to timely submit documents to Texas Department of Licensing and Regulation (TDLR) for accessibility review; and
  - On August 17, 2023 in TBAE Case Nos. 095-23A and 039-23A, the Board issued an Order to Respondent based on findings that the Respondent failed to timely submit documents to TDLR for accessibility review. Under the terms of the Order, Respondent was ordered to pay a $2,000 administrative penalty.
- On or about August 5, 2024, Respondent issued architectural plans and specifications to *Steve Madden* in Houston, Texas, a nonexempt project which is subject to the requirements of Tex. Gov't Code § 469.101. However, Respondent did not submit the plans for accessibility review until January 14, 2025.

Applicable Statutory Provisions and Rules:

- A design professional with overall responsibility for the design of a nonexempt building or facility shall submit plans and specifications to a registered accessibility specialist no later than 20 days after issuance. Tex. Gov't Code §§ 469.101-.102.
- By failing to submit plans and specifications on a project for accessibility review no later than 20th day after issuance, Respondent violated Tex. Gov't Code § 469.102(b) and 16 Tex. Admin. Code § 68.50, which provide grounds for disciplinary action pursuant to Tex. Occ. Code § 1051.752(2) and 22 Tex. Admin. Code § 1.170(a).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$3,000** as set forth in the Report and Notice of Violation dated March 3, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**021-26A**
Respondent:	**Joel Lively Aldridge, III**
Location of Respondent:	**Austin, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Joel Lively Aldridge, III (hereafter "Respondent") is registered as an architect in Texas with registration number 27839.
- 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 through December 31, 2024.

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.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$1,200** as set forth in the Report and Notice of Violation dated January 22, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**054-26I**
Respondent:	**Erica Jeanette Barnes**
Location of Respondent:	**Fort Worth, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Erica Jeanette Barnes (hereafter "Respondent") is registered as a registered interior designer in Texas with registration number 10660.
- 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 § 5.79. 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 22 Tex. Admin. Code § 5.79. 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 § 5.175(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 Report and Notice of Violation dated March 31, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**217-25A**
Respondent:	**Joshua Otis Barnes**
Location of Respondent:	**Westlake, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Joshua Otis Barnes (hereafter "Respondent") is registered as an architect in Texas with registration number 23975.
- 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.

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.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$1,200** as set forth in the Report and Notice of Violation dated January 6, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**048-26A**
Respondent:	**Ron D. Beard**
Location of Respondent:	**Austin, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Ron D. Beard (hereafter "Respondent") is registered as an architect in Texas with registration number 5778.
- 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 March 31, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**020-26A**
Respondent:	**David Conrad Byington**
Location of Respondent:	**Greensboro, NC**
Instrument:	**Revised Report and Notice of Violation**

Findings:

- David Conrad Byington (hereafter "Respondent") is registered as an architect in Texas with registration number 29592.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only 2.5 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 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 **$1,050** as set forth in the Revised Report and Notice of Violation dated April 15, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**042-26A**
Respondent:	**Ramsey Daham**
Location of Respondent:	**El Segundo, CA**
Instrument:	**Report and Notice of Violation**

Findings:

- Ramsey Daham (hereafter "Respondent") is registered as an architect in Texas with registration number 31207.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only five 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 seven 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 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 **$850** as set forth in the Report and Notice of Violation dated March 11, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**190-25A**
Respondent:	**Gregory George Hagmann**
Location of Respondent:	**Dallas, TX**
Instrument:	**Second Revised Report and Notice of Violation**

Findings:

- Gregory George Hagmann (hereafter "Respondent") is registered as an architect in Texas with registration number 16057.
- Previous disciplinary history:
  - On August 21, 2014, the Board issued an Order to Respondent in TBAE Case No. 091-14A based on findings that Respondent failed to maintain detailed record of continuing education. Under the terms of the Order, Respondent was ordered to pay an administrative penalty of $500.
  - On November 15, 2018, the Board issued an Order to Respondent in TBAE Case No. 459-18A based on findings that Respondent failed to timely complete continuing education requirements and falsely certified compliance with continuing education requirements. Under the terms of the Order, Respondent was ordered to pay an administrative penalty of $2,000.
- 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 § 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:

- The standard penalty for a first-time violation of these rules is $400. However, since Respondent has previously been subject to discipline for failure to comply with the continuing education requirements, Respondent is subject to increased penalties under 22 Tex. Admin. Code §§ 1.177(5) and 1.232(k). Therefore, staff recommends that the Board enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$2,400** as set forth in the Second Revised Report and Notice of Violation dated February 24, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**050-26A**
Respondent:	**Gilberto Arredondo Ibarra**
Location of Respondent:	**Carrollton, TX**
Instrument:	**Report and Notice of Violation**

Findings:

- Gilberto Arredondo Ibarra (hereafter "Respondent") is registered as an architect in Texas with registration number 9375.
- Based upon the results of a continuing education audit, it was determined that Respondent could produce acceptable documentation for the completion of 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 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 **$400** as set forth in the Report and Notice of Violation dated March 31, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**039-26A**
Respondent:	**Dustin Ray Mattiza**
Location of Respondent:	**Austin, TX**
Instrument:	**Revised Report and Notice of Violation**

Findings:

- Dustin Ray Mattiza (hereafter "Respondent") is registered as an architect in Texas with registration number 27427.
- Based upon the results of a continuing education audit, it was determined that Respondent could produce acceptable documentation for the completion of 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 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 **$400** as set forth in the Revised Report and Notice of Violation dated April 15, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**017-26A**
Respondent:	**John Miller Mayfield**
Location of Respondent:	**Waco, TX**
Instrument:	**Second Revised Report and Notice of Violation**

Findings:

- John Miller Mayfield (hereafter "Respondent") is registered as an architect in Texas with registration number 16691.
- 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 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 12 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 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 **$1,100** as set forth in the Second Revised Report and Notice of Violation dated March 16, 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 ("Board"). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	**186-24L**
Respondent:	**Thomas Jason Watt**
Location of Respondent:	**Columbus, TX**
Instrument:	**Revised Notice of Violation**

Findings:

- Thomas Jason Watt (hereafter "Respondent") is registered as a landscape architect in Texas with registration number 2478.
- 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, 2023 through December 31, 2023.

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.

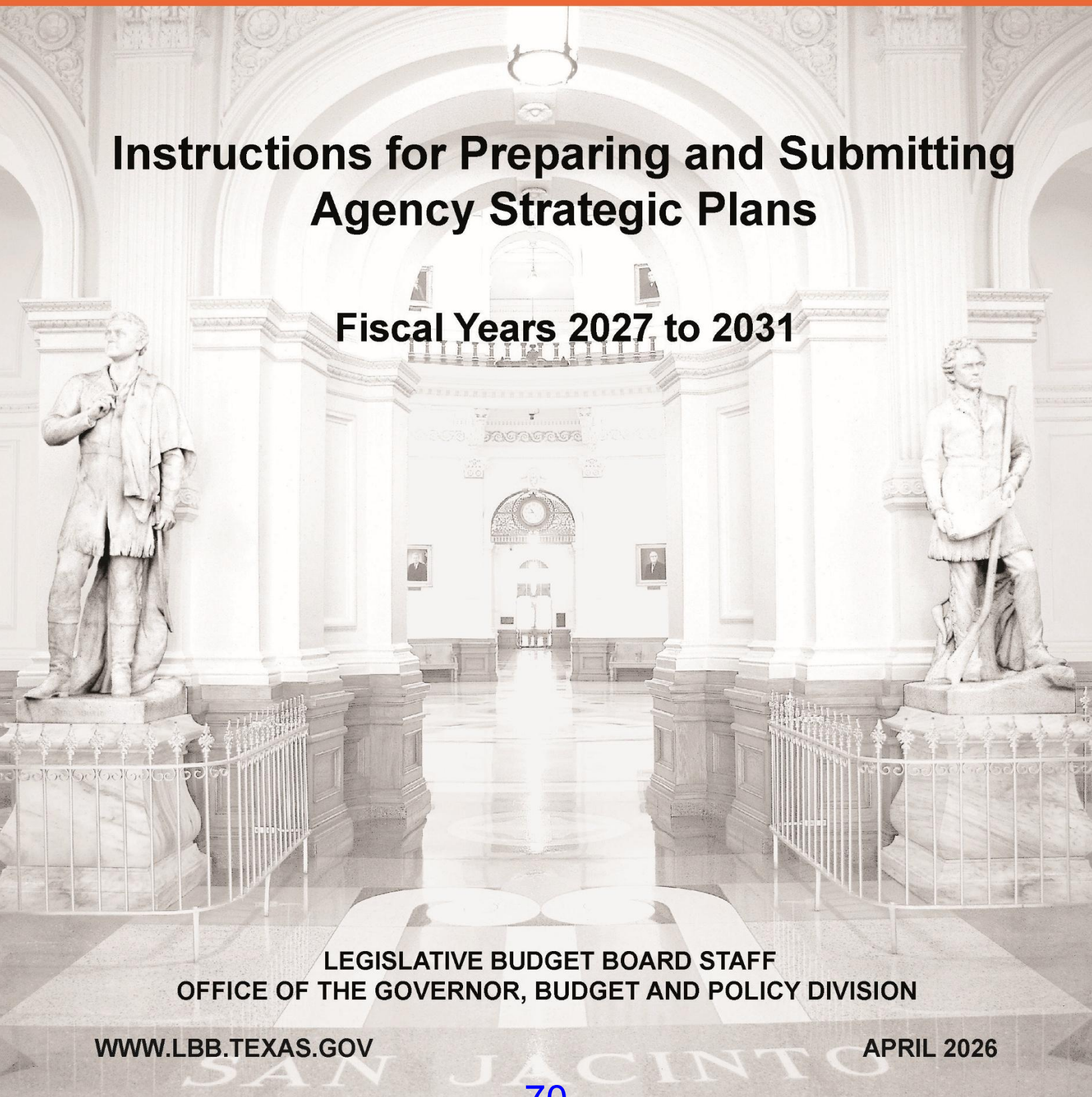
Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **$1,200** as set forth in the Revised Notice of Violation dated April 15, 2026

LEGISLATIVE BUDGET BOARD

Instructions for Preparing and Submitting Agency Strategic Plans

Fiscal Years 2027 to 2031



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

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APRIL 2026

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: Fisher Reynolds, Budget Director, Office of the Governor
Nora Velasco, Deputy Director, Legislative Budget Board

SUBJECT: Agency Strategic Plan Instructions

The *Instructions for Preparing and Submitting Agency Strategic Plans* for fiscal years 2027 to 2031, 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 and 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:

- submission date for requesting changes to agency budget structures, beginning in April 2026 (see pages 3–4);
- a single submission date for strategic plans and approved performance measure definitions on June 1, 2026 (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.texas.gov;
- 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's ABEST Help Desk at (512) 463-3167.

CONTENTS

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.

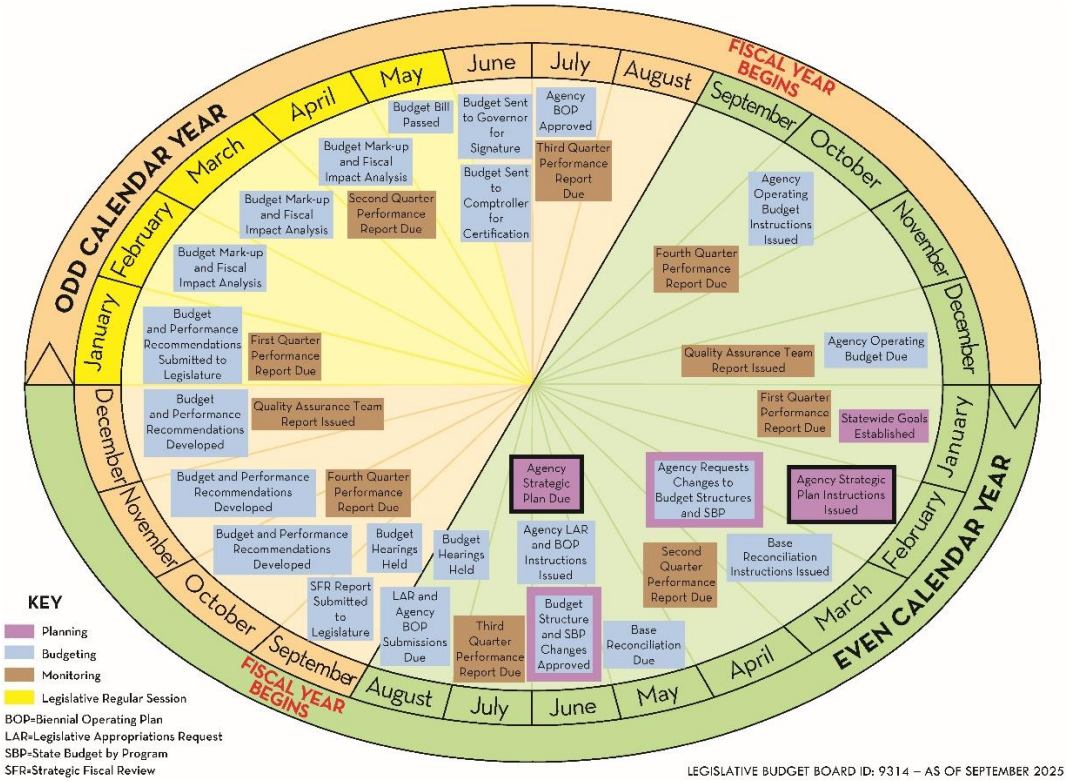
The strategic planning process incorporates and sets direction for all agency operations. The process ensures effective long-range planning to maximize the efficient use of state resources to serve the agency's core mission. The strategic plan is the formal document that communicates the agency's goals, 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



SOURCE: Legislative Budget Board.

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 specified 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. Certification of Compliance with Artificial Intelligence Training
- K. Report on Projects and Acquisitions Financed by Certain Fund Sources (if applicable)

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 12, Helpful Links and Other Reference Documents**.

BUDGET STRUCTURE CHANGE

In developing strategic plans for 2027 to 2031, agencies may choose to add, modify, or delete budget structure elements (e.g., goals, strategies, and performance measures) from those contained in the Eighty-ninth Legislature, General Appropriations Act, 2026–27 Biennium. LBB analysts will provide state agencies with documents that reflect the final disposition of 2026–27 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 April 2026.

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 2026–27 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

APRIL 24, 2026

Commission on the Arts
Bond Review Board
Board of Chiropractic Examiners
Texas State Board of Dental Examiners
Commission on Fire Protection
Funeral Service Commission
Board of Professional Geoscientists
Health Professions Council
Higher Education Coordinating Board
Historical Commission
Office of Injured Employee Counsel
Office of Public Insurance Counsel
Commission on Jail Standards
Board of Professional Land Surveying
Commission on Law Enforcement
Agencies and Institutions of Higher Education
State Commission on Judicial Conduct
Office of the State Prosecuting Attorney
Cancer Prevention and Research Institute
Courts of Appeals (15)
Court of Criminal Appeals
Commission on State Emergency Communications
Texas Emergency Services Retirement System
Texas Ethics Commission
Department of Housing and Community Affairs
State Office of Administrative Hearings
Alcoholic Beverage Commission
Department of Family and Protective Services
Juvenile Justice Department
Texas Military Department
State Law Library
Office of Capital and Forensic Writs
Texas Medical Board
Texas Board of Nursing
Optometry Board
Parks and Wildlife Department
Pension Review Board
Board of Pharmacy
Executive Council of Physical Therapy and Occupational Therapy Examiners
Board of Plumbing Examiners
Board of Podiatric Medical Examiners
Board of Examiners of Psychologists
Racing Commission
Securities Board
Teacher Retirement System
Office of Public Utility Counsel
Veterans Commission
Board of Veterinary Medical Examiners
Low-level Radioactive Waste Disposal Compact Commission
Library and Archives Commission
Supreme Court of Texas
Office of the Attorney General
Animal Health Commission
Railroad Commission
Permanent School Fund Corporation
Department of Agriculture
Preservation Board
Secretary of State
Department of State Health Services
Public Utility Commission of Texas
Department of Motor Vehicles

Commission on Environmental Quality	State Office of Risk Management
Facilities Commission	Texas Department of Transportation
General Land Office	Water Development Board
Health and Human Services Commission	Texas Workforce Commission
Department of Public Safety	Judiciary Section, Comptroller's Department
School for the Blind and Visually Impaired	Employees Retirement System
Comptroller of Public Accounts	Public Finance Authority
Department of Criminal Justice	Department of Information Resources
School for the Deaf	Department of Insurance
Texas Education Agency	Office of Court Administration
Education Programs – Comptroller of Public Accounts	Dementia Prevention and Research Institute of Texas

DEADLINE

Agencies must submit their completed strategic plans on or before June 1, 2026.

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 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.

FIGURE 3
STRATEGIC PLAN DISTRIBUTION LIST

The Honorable Greg Abbott Governor, State of Texas/Office of the Governor, Budget and Policy Division	Email: budgetandpolicyreports@gov.texas.gov
The Honorable Dan Patrick, Lieutenant Governor, State of Texas	Email: ltg.budget@ltgov.texas.gov
The Honorable Dustin Burrows, Speaker of the Texas House of Representatives	Login: docs.lbb.texas.gov
State Auditor's Office	Email: submitreports@sao.texas.gov
Legislative Budget Board	Login: docs.lbb.texas.gov
Texas State Library, Texas State Publications Depository Program	Email: ref@tsl.texas.gov
Legislative Reference Library	Email: lrl.techservices@lrl.texas.gov

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. Certification of Compliance with Artificial Intelligence Training
12. 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 must 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 should be ranked by priority and should be realistic and achievable yet challenging for the agency.

In developing an agency's strategic goals, agency leadership must focus on promoting their agencies' adherence to the following statewide objectives:

1. accountability to tax and fee payers of Texas;
2. efficiency by producing maximum results with no waste of taxpayer funds and by identifying any function or provision considered redundant or not cost-effective;
3. effectiveness by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve;
4. attentiveness to providing excellent customer service; and
5. transparency 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, 2031, 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. Supplemental Elements**, Schedule A (Budget Structure), agencies are required to connect identified budget objectives and strategies to their related operational 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.

Finally, in developing strategic plans for 2027-2031, agencies are required to submit a list of all services or programs, applicable state statutes that merit additional executive and legislative review, and applicable state rules or other regulatory requirements that merit agency review. Each agency shall identify any state program or operation administered by the agency that does not align with the overall statewide mission of efficiency and effectiveness. Examples include programs or operations that: (1) do not align with the agency's core mission; (2) may impose an administrative burden on the state; (3) may result in inefficient use of state resources; or (4) do not effectively achieve the stated goals of the programmatic mission. The agency shall include a rationale for why the programs or operations identified are problematic. Each agency shall describe its process for reviewing its rules or other regulatory requirements to ensure that each rule or requirement is necessary and effective for the agency to administer its services and programs. Each agency shall describe its efforts to eliminate all unnecessary or ineffective rules or requirements by reducing or eliminating burdens on the public and affected parties resulting from rules or other regulatory requirements, including burdens associated with excessive training requirements that do not protect public health and safety; onerous data collection and form completion tasks; excessive fees; regulation of non-essential activities; and limited or no availability of waivers or exemptions from a rule or requirement. The agency shall include a rationale for its determinations and justification for retaining any rule or requirement that imposes a hardship on the public or affected parties.

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

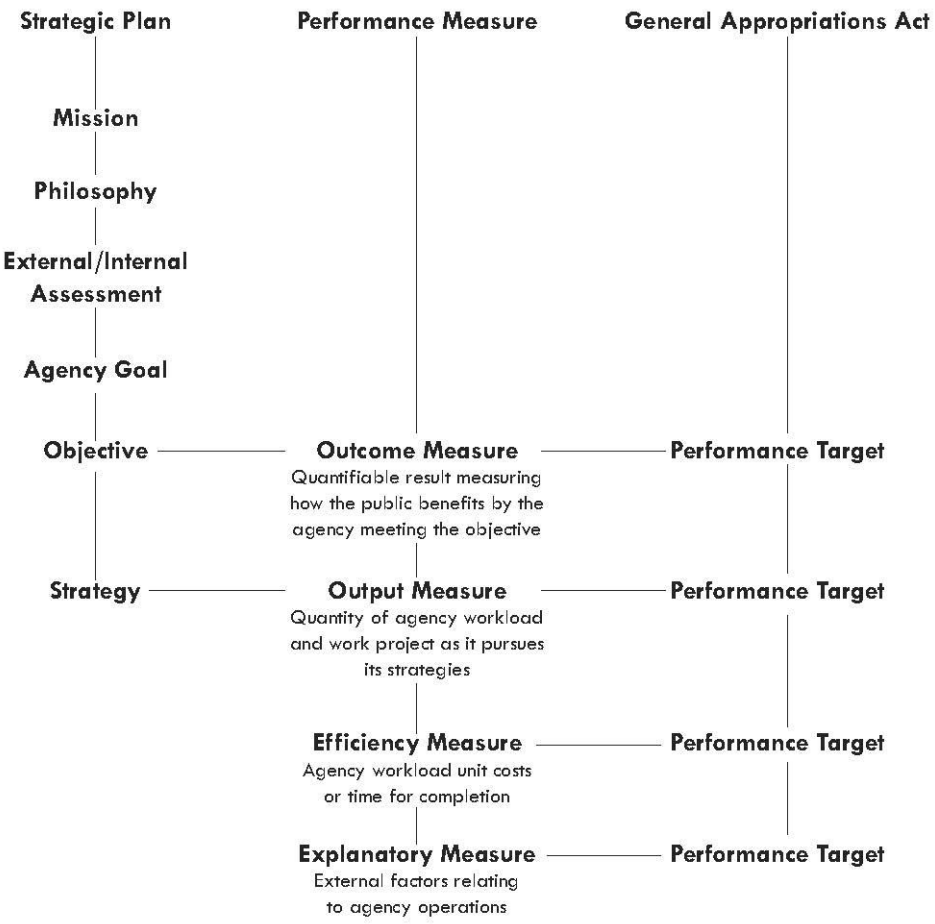
Through this schedule, the agency will list: (1) agency goals, (2) objectives with their related outcome measures, and (3) strategies with their related output, efficiency, and explanatory measures that constitute the agency's budget structure. The schedule will include descriptions of the goals, objectives, 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 2026–27 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 April 2026.

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.

FIGURE 4
STRATEGIC PLANNING AND BUDGETING SYSTEM



SOURCE: Legislative Budget Board.

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 by 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 2026–27 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*, April 2026.

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.

The HUB plan must also be created and implemented in accordance with the prohibition against race- and sex-based discrimination imposed by Texas Constitution, Article I, Section 3a, and United States Constitution, Amendment XIV.

SCHEDULE D: STATEWIDE CAPITAL PLANNING (IF APPLICABLE)

The Eighty-ninth Legislature, General Appropriations Act, 2026–27 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 2028–29 biennium to the Texas Bond Review Board (BRB). Based on information submitted by agencies and institutions, the BRB is required to compile a statewide capital expenditure plan for the 2028–29 biennium for submission to the Governor and the LBB. Agencies will submit capital plans separately to the BRB in accordance with instructions issued by the board.

The BRB provides resources to guide agencies in the submission of capital planning information on their website. The link to the guide is included in **Appendix 12**.

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 (SAO). 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 SAO's Workforce Planning website (see **Appendix 12** for a link to the site) to complete their plans. This website 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 *Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031* is available in **Appendix 12, 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, 2026. 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 and 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 2026–27 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 2026 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 eight 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 2063.103 and 2063.104. **Appendix 10** provides a certification form for agencies to include in the strategic plan submission. Institutions of higher education and the judiciary should still submit the certification in Document Submissions notwithstanding their exemption from the strategic plan submission.

SCHEDULE J: CERTIFICATION OF COMPLIANCE WITH ARTIFICIAL INTELLIGENCE 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 Artificial Intelligence training required pursuant to the Texas Government Code, Sections 2063.103 and 2063.104. **Appendix 11** provides a certification form for agencies to include in the strategic plan submission. Institutions of higher education and the judiciary should still submit the certification in Document Submissions notwithstanding their exemption from the strategic plan submission.

SCHEDULE K: 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.

AGENCY STRATEGIC PLAN

FISCAL YEARS
2027-2031

BY

AGENCY, DEPARTMENT,
BOARD, OR COMMISSION

Board Member	Dates of Term	Hometown

DATE OF SUBMISSION

SIGNED: _____

APPROVED: _____

APPENDIX 2. FORMAT FOR AGENCY OPERATIONAL GOALS AND ACTION PLANS

AGENCY OPERATIONAL GOAL AND ACTION PLAN
SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL 1. 2. 3.
DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORT EACH STATEWIDE OBJECTIVE 1. Accountable to tax and fee payers of Texas. 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. 3. Effective in successfully fulfilling core functions, measuring success in 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.
DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

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 12**. Submit questions regarding the information resources planning section to: 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 pursuant to the Texas Government Code, Sections 2063.103 and 2063.104. **Appendix 10** provides a certification form for agencies to include in the strategic plan submission or to submit separately if an agency/institution is exempt from Strategic Plan submission.

CERTIFICATION OF COMPLIANCE WITH ARTIFICIAL INTELLIGENCE TRAINING

Agencies should provide written certification of compliance with artificial intelligence trainings required under the Texas Government Code, Sections 2063.103 and 2063.104. **Appendix 11** provides a certification form for agencies to include in the strategic plan submission or to submit separately if an agency/institution is exempt from 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, REGULATION, PROGRAM OR STATE OPERATION (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, REGULATION, PROGRAM OR STATE OPERATION (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 in April 2026. The templates will be pre-populated with the final 2026–27 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 page 10, but the agency also has developed each of these elements fully.

Agency:	Department of Family and Protective Services (DFPS)
Goal:	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.
Objective:	By 2027, provide or manage a quality integrated service delivery system for 70.0 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.
Strategy:	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

Output 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
None

Calculation Method
Noncumulative

New Measure
No

Target Attainment:
Lower than target

EXAMPLE 2

Output Measure: **Number of Completed Child Protective Services (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 second, third, and fourth quarters, the year-to-date total is recalculated. Values reported in ABEST are updated each year-end (sometimes referred to as the 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
Centralized Accounting and Payroll/Personnel System (CAPPS) data is point-in-time at the end of the month,

Calculation Method
Noncumulative

so if a worker changed job class codes during the month, only the last one for the month is captured.

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 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

The Texas Government Code, Sections 2308.104 and 2308.1015, require the Texas Workforce Investment Council to develop a single strategic plan for the Texas workforce system. The statute requires the strategic plan to 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 workforce system strategic plan by the Governor, each agency administering a workforce program shall use that strategic plan to develop 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 that administer workforce programs or services include the following agencies:

- 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

Figure 5 shows the responsible agency for the system strategy and corresponding system objective that are critical to achieve the four system goals specified in *Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031* related to employers, learners, partners, and policy and planning.

FIGURE 5
AGENCIES REQUIRED TO ADHERE TO THE TEXAS WORKFORCE SYSTEM STRATEGIC PLAN, FISCAL YEARS 2024 TO 2031

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.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Department of Criminal Justice – Windham School District
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.	• Texas Workforce Commission
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.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency • Texas Department of Criminal Justice – Windham School District • Texas Juvenile Justice Department
Increase work-based learning	Expand work-based learning as a core education and training program pre-employment strategy for youth and adults.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency

FIGURE 5
AGENCIES REQUIRED TO ADHERE TO THE TEXAS WORKFORCE SYSTEM STRATEGIC PLAN, FISCAL YEARS 2024 TO 2031

WORKFORCE SYSTEM OBJECTIVE	WORKFORCE SYSTEM STRATEGY	RESPONSIBLE AGENCY
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.	• Texas Workforce Commission • Texas Department of Criminal Justice – Windham School District
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.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency
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.	• Texas Higher Education Coordinating Board • Texas Education Agency
Increase Texas Rising Star certification levels	Promote and support the attainment of high-tier Texas Rising Star certification by all childcare providers.	• Texas Workforce Commission
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.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency
Enhance wage record	Pilot and expand an enhanced wage record for use in determining program outcomes and employment in occupational area of study.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency
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.	• Texas Workforce Commission • Texas Higher Education Coordinating Board • Texas Education Agency • Texas Department of Criminal Justice – Windham School District • Texas Juvenile Justice Department • Texas Veterans Commission

For each system strategy, the responsible agency is asked to provide information regarding the following activities:

- 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 Texas Workforce System Strategic Plan]	[Insert response to these requirements.]

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 requirements that burden employers.
Agency response:

(2) Include and Improve Outcomes for All Texans: Engage Texans who have 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 website, including the ease of use, mobile access, 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 2026 TO 2033, FALL 2025 FORECAST

CATEGORY	2026	2027	2028	2029	2030	2031	2032	2033
Texas								
Gross State Product (2017 dollars in billions)	$2,310.7	$2,363.0	$2,416.3	$2,472.1	$2,526.7	$2,578.9	$2,637.9	$2,700.1
Annual percentage change	2.3%	2.3%	2.3%	2.3%	2.2%	2.1%	2.3%	2.4%
Gross State Product (current dollars in billions)	$2,981.3	$3,122.7	$3,268.6	$3,415.2	$3,572.5	$3,736.7	$3,914.6	$4,098.9
Annual percentage change	4.0%	4.7%	4.7%	4.5%	4.6%	4.6%	4.8%	4.7%
Personal Income (current dollars in billions)	$2,393.9	$2,531.1	$2,663.2	$2,797.3	$2,937.5	$3,078.9	$3,230.0	$3,392.2
Annual percentage change	5.6%	5.7%	5.2%	5.0%	5.0%	4.8%	4.9%	5.0%
Nonfarm Employment (in thousands)	14,426.7	14,522.2	14,612.5	14,732.1	14,873.9	14,987.3	15,108.1	15,231.5
Annual percentage change	1.0%	0.7%	0.6%	0.8%	1.0%	0.8%	0.8%	0.8%
Unemployment Rate (percentage)	4.5%	4.7%	4.7%	4.5%	4.3%	4.3%	4.3%	4.3%
Resident Population (in thousands)	31,928.5	32,211.0	32,500.1	32,800.2	33,119.0	33,437.1	33,750.3	34,059.3
Annual percentage change	0.9%	0.9%	0.9%	0.9%	1.0%	1.0%	0.9%	0.9%
New York Mercantile Exchange (NYMEX) Oil Price ($ per barrel)	$63.67	$66.36	$73.92	$83.25	$92.12	$99.26	$105.74	$112.30
NYMEX Natural Gas Price ($ per million BTUs)	$4.05	$3.95	$3.80	$3.70	$3.60	$3.68	$3.89	$3.98
U.S.								
Gross Domestic Product (2017 dollars in billions)	$24,032.4	$24,469.5	$24,853.6	$25,283.7	$25,704.9	$26,100.7	$26,532.9	$26,980.7
Annual percentage change	1.7%	1.8%	1.6%	1.7%	1.7%	1.5%	1.7%	1.7%
Consumer Price Index (1982–84=100)	328.1	335.8	343.0	350.2	357.8	365.9	374.3	382.8

Annual percentage change	2.5%	2.4%	2.1%	2.1%	2.2%	2.3%	2.3%	2.3%
Prime Interest Rate	6.9%	6.0%	6.0%	6.2%	6.3%	6.3%	6.3%	6.3%

SOURCE: Texas Comptroller of Public Accounts.

APPENDIX 10. CERTIFICATION OF COMPLIANCE WITH CYBERSECURITY TRAINING

C E R T I F I C A T E

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 2063.103 and 2063.104.

Chief Executive Officer or Presiding Judge	**Board or Commission Chair**
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

APPENDIX 11: CERTIFICATION OF COMPLIANCE WITH ARTIFICIAL INTELLIGENCE TRAINING

C E R T I F I C A T E

Agency Name

Pursuant to Government Code, Section 2056.002(b)(12), this is to certify that the agency has complied with the artificial intelligence training required pursuant to the Texas Government Code, Sections 2063.103 and 2063.104.

Chief Executive Officer or Presiding Judge	**Board or Commission Chair**
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

APPENDIX 12. 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 → Budget Submissions → Strategic Plan Instructions → Requested Changes to Agency Budget Structures → Non-Higher Education Example

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

https://www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Strategic Plan Instructions → Requested Changes to Agency Budget Structures → Higher Education Example

LBB Document Submissions

docs.lbb.texas.gov

Performance Measure Reporting in ABEST (August 2025)

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 (April 2026)

https://www.lbb.texas.gov/Documents/Instructions/Strategic_Plan/ABEST_Instructions_Finalizing_Budget_Structures_Defining_Measures_90R.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

Accelerating Alignment: Texas Workforce System Strategic Plan for Fiscal Years 2024–2031

https://gov.texas.gov/uploads/files/organization/twic/System_Strategic_Plan_2024-2031.pdf

2024–2028 State Strategic Plan for Information Resources Management

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/

NCARB

Resolutions to be Acted Upon

2026 NCARB Annual Business Meeting

This packet includes an overview of this year's resolutions, Resolutions 01-03, with statements of support and additional supporting documents as needed.

National Council of Architectural Registration Boards

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FY26 Resolutions Overview

During its April meeting, the Board of Directors decided to move the following resolutions forward for membership vote at the June Annual Business Meeting. There will be two webinars prior to ABM to ask questions to the resolution advocates:

- **May 21, 3 p.m. ET:** Resolution Forum #1 | Register
- **June 4, 3 p.m. ET:** Resolution Forum #2 | Register

This packet includes three resolutions (plus related supporting documentation as appropriate).

Resolution 2026-01: 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 new 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 proposed MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-02: 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 revised polices will be incorporated into a new official document for ease of future review and tracking. Appendix B includes the restated policies, and Appendix C includes a side-by-side comparison between the original and newly updated policies, together with a record of the two policies intended for sunset.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-03: *Certification Guidelines* Amendment – Expanding Access to NCARB Certification

This resolution proposes an update to the requirements for certification in the *NCARB Certification Guidelines* to include an alternative to the Examination Requirement for architects licensed through jurisdictional variations in exam passing scores that predate computer-based testing. This will allow architects who were licensed through a jurisdiction-specific exam process to seek NCARB certification if they have been in good standing, among other prerequisite criteria.

Strategic Plan Objective:  Program and Service Excellence

Strategic Plan Objective: Program and Service Excellence

Resolution 2026-01

This resolution is supported by the NCARB Board of Directors 15-0.

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 a revised 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 existing 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 terminated as of the effective date of the new MRA, and the new MRA be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this resolution by a majority of the Council Member Boards, the new MRA 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 *new* 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 new 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 participating Member Boards available publicly that is updated each time a new Member Board is added or removed.

Comparative Analysis of Competency Requirements

The terms of the 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 the 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 the 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. 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: Competency Evaluation Subcommittee
  - 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

Resolution 2026-02

This resolution is supported by the NCARB Board of Directors 15-0.

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 policies approved by 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 the 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, restated texts of which are attached hereto, collectively, 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. As 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 six remaining policies be updated to reflect current terminology and practice and these should be 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 text of these resolutions recommended for sunset, together with a side-by-side comparison of changes made to the six restated resolutions referenced above, 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 Membership*
    - This is the amended and restated policy document with all six policies updated via the resolution process for membership reference.
- Appendix C: NCARB Policies Passed by Membership – Updated Compared to Original, Sunset
    - This document includes the original resolutions passed for all eight remaining policies, including the two recommended for sunset.

Strategic Plan Objective: Program and Service Excellence

Resolution 2026-03

This resolution is supported by the NCARB Board of Directors 15-0.

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 exam passing score requirements and developing 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 under jurisdictional exam passing score requirements; 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 through a pre-computer-based historic jurisdictional variation in exam score requirements, and you:
>
> - Are a licensed architect in good standing in a U.S. jurisdiction,
> - Have no disciplinary action that resulted in a sanction lasting for a period greater than 5 years,

- Have no disciplinary action within the previous 5 years, and
- Have maintained an active license in good standing 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 resolution by an absolute majority vote of the Council Member Boards, such resolution will become effective September 1, 2026.

FINANCIAL IMPACT:

- No financial 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 computer-based-testing of the Architect Registration Examination, 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 requirements.

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.

Appendix

Appendix A:
Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board

AMENDMENT AND RESTATEMENT
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS REGISTRATION BOARD

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)

WHEREAS, the Mutual Recognition Agreement between NCARB and the ARB as signed on 16 February 2023 ("old MRA") came into operation on 25 April 2023;

WHEREAS, the Parties have confirmed the continuation of substantial equivalency between the ARB and NCARB's updated licensure/registration competency requirements, as determined through an assessment conducted by independent expert advisers for the ARB and volunteer subject-matter experts for NCARB;

WHEREAS, the Parties desire to amend the old MRA to reflect the following policy changes:

1. Broadening the recognition arrangement to encompass the wider range of pathways available to ARB and NCARB certified individuals;

2. Streamlining interactions between ARB and NCARB;

3. Including commitments on AI and Machine Learning; and

4. Removing requirements that do not impact professional competency development, including those related to citizenship/permanent residency status or the location of the applicant's principal place of practice.

WHEREAS, the Parties also desire to clarify procedural provisions and restate the old MRA for ease of administration.

THEREFORE NCARB and the ARB agree as follows:

1. The old MRA is amended and restated as provided in Schedule A;

2. For the convenience of the Parties and the avoidance of doubt, Appendix III (Data Sharing Particulars) and Appendix IV (UK International Data Transfer Agreement) in Schedule A are included as originally executed and shall not be re-executed;

3. The validity of registrations/licenses granted to architects under the old MRA shall not be affected;

4. This amendment and restatement instrument comes into effect ("Effective Date") no fewer than 60 days after:

   (a) ratification by the NCARB Member Boards at a duly called meeting at which a quorum is present; and

   (b) signature by NCARB and the ARB.

S I G N A T U R E S

NCARB

President/Chair of the Board
Edward T. Marley, FAIA, NCARB, LEED, AP

Chief Executive Officer
Michael J. Armstrong

Witness, Vice President, Council Relations
Joshua C. Batkin

Witness, Assistant Vice President, Advocacy and External Engagement
Maurice Brown

ARB

Chief Executive and Registrar
Hugh Simpson

Witness, Chair
Alan Kershaw

Witness, Director of Governance & International
Emma Matthews

SCHEDULE A

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS REGISTRATION BOARD
as amended and restated

The National Council of Architectural Registration Boards (NCARB)
Whose members are 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.

This Mutual Recognition Agreement ("MRA") 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"), 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 UK architect, and to facilitate the licensing of an architect registered in the UK as an architect in a US jurisdiction that participates in this Agreement.

WHEREAS, NCARB is a national organization composed of representatives of the architectural licensing boards of the 55 US jurisdictions: the 50 US States, the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands ("Member Boards"), and those Member Boards are empowered by state or 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, NCARB drafts model laws and regulations for 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 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the US;

WHEREAS, NCARB's policies provide that NCARB may execute international agreements that are in the best interests of NCARB and its Member Boards, but such international agreements are subject to ratification by a majority vote of NCARB's Member Boards and, thereafter, it is the decision of each Member Board whether to adopt the terms of those agreements, including this MRA, according to its governing statutes and regulations (each participating Member Board a "US Participant" or collectively, all participating Member Boards, the "US Participants");

WHEREAS, the ARB as set out in Section 1 of the *Architects Act 1997 (UK)*, has the statutory responsibility in the UK for: prescribing the qualifications and experience required for the purposes of entering the UK Register; prescribing the annual continuing professional development requirements for remaining on the UK Register; and disciplining architects;

WHEREAS, the ARB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign regulatory authorities;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the US and the UK have benefitted from many years of effort by NCARB and the ARB;

WHEREAS, while acknowledging the differences between the systems in place in the US and the UK, 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 US and the UK;

WHEREAS, NCARB and the 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 regulated by the ARB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the US or the UK must be licensed or registered with the applicable authority, must comply with all practice requirements of that authority, and is subject to all governing legislation and regulations of that authority and the jurisdiction in which the architect is licensed or registered;

NOW THEREFORE, NCARB and the ARB (collectively, the "Parties" and each a "Party") agree as follows:

1. ELIGIBILITY REQUIREMENTS

1. This Agreement applies to architects who meet the eligibility requirements of this Section and the conditions set out below in Section 2.

2. Architects shall not be required, for the purposes of this Agreement, to establish citizenship or permanent residency status in the other country in which they seek licensure pursuant to this Agreement.

3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a US Participant as confirmed by the ARB or NCARB respectively following checks of relevant records.

4. Architects who have been licensed/registered in the US or UK by means of a recognition

agreement or arrangement that the UK or US has with a third country are not eligible to benefit from this Agreement.

5. Each Party to this Agreement and each US 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.

2. CONDITIONS

The Parties and US Participants will implement this Section in accordance with Appendix I (Mechanisms for Implementation).

A. US Architect to the UK

Upon application, the ARB agrees to register as an architect in the UK any US architect who:

1. meets the eligibility requirements listed in Section 1;

2. holds a current *NCARB Certificate* issued in accordance with *Section 1: Requirements for Certification of an Architect registered in a U.S. Jurisdiction* of the *NCARB Certification Guidelines* (January 2026 Edition or later), or in accordance with other requirements agreed in writing by the Parties; and

3. successfully completes any additional, jurisdiction-specific requirements for registration as specified by the ARB; and

4. pays all applicable fees required by ARB.

B. UK Architect to US Jurisdiction

1. Upon application, NCARB will issue an *NCARB Certificate* to a UK architect who:

   (a) meets the eligibility requirements listed in Section 1;

   (b) holds a current ARB *MRA Certificate* issued in accordance with the requirements set out in Sections 4 and 5 of the *Architects Registration Board Registration Rules* (9 October 2024 Edition or later), or in accordance with other requirements agreed in writing by the Parties; and

   (c) pays all applicable fees required by NCARB.

2. Upon application, a US Participant will license as an architect in its respective jurisdiction a UK architect who:

   (a) holds a current *NCARB Certificate* issued in accordance with Section 2B.1;

   (b) successfully completes any additional, jurisdiction-specific requirements for licensure as specified by that US Participant; and

(c) pays all applicable fees required by that US Participant.

3. FEES

Each Party and each US Participant will be responsible for the setting of fees applicable within their jurisdiction and will ensure those fees are reasonable and proportionate to the cost of processing an application.

4. DATA PRIVACY

1. For the purposes of this Section:

"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.

"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)** (iii) the Data (Use and Access) Act 2025 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 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.

"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."

"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 in a manner that results in the Shared Data being permanently incorporated into

an AI System that is not owned or controlled by a 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 4. For completeness, the Key Contact for the Exporter listed in Table 1 (Parties and Signatures) has changed to Alice Pun, ARB's Governance Manager.

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 designed 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 designed 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 as necessary for 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 seven (7) 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 4.7, each Party will provide the other Party with reasonable cooperation 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 Disclosing Party will notify any Receiving Party with access to the relevant Protected Data of any such Specific Requirements and such Specific Requirements shall only apply to such Receiving Party after the Receiving Party has received notice of such Specific Requirements. The Parties will use all reasonable endeavours designed to ensure 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 comply with its obligations regarding Data Subject Requests under

Data Protection Laws and agrees to promptly notify the other relevant Party in writing (within at least seven (7) 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; and

(b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request in compliance with Data Protection Laws, and that the other Party will provide reasonable cooperation and assistance in relation to any Data Subject Request designed 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 upon such Party's request 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; and

(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 4 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, upon written request, 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, upon written request, 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 4 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 4 in light of the current Data Protection Laws and amend this Section 4 as appropriate.

17. **Data Use Restrictions: Artificial Intelligence and Machine Learning**

(a) Absolute Prohibition on AI/LLM Training

(i) 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 a form that has not been anonymized, in whole or in part, directly or indirectly, for Training any AI System.

(b) Scope of Prohibition. This prohibition applies to all forms of AI System, including:

(i) Generative AI Systems (e.g., Large Language Models, Generative Adversarial Networks);

(ii) Proprietary, commercial, or third-party hosted AI Systems; and

(iii) AI Systems developed solely for internal, non-commercial, or research purposes.

(c) No Derivative Works for Training. The Receiving Party shall not create, or permit the creation of, any derivative work, except for any anonymized version of the Shared Data that does not constitute personal data, for the purpose of circumventing this prohibition on Training.

(d) Purpose Limitation and Remedial Action

(i) Limited Use. The Shared Data shall be used strictly and solely for the specific purposes set forth in this Agreement and for no other purpose whatsoever.

(ii) 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.

(iii) 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 US Participant or the ARB to refuse to license/register an architect, remove an architect from the register or rescind their license, or impose terms, conditions, or restrictions on an architect's license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect, as determined by the US Participant or the ARB, or where such action is in accordance with the jurisdiction's applicable laws and regulations or otherwise falls within their responsibilities. The ARB or applicable US Participant will use reasonable efforts to promptly inform the other and NCARB if any architect granted licensure/registration pursuant to this Agreement is subject to any of these actions within their respective jurisdiction.

2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance of, 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 a Party or a US Participant to seek appropriate verification from an applicant, the other Party, or another US Participant of any matter pertaining to complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of an, or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or US 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 registration/licensure of architects who meet the eligibility requirements (Section 1) and conditions (Section 2). The Parties make no commitments under this Agreement to involve themselves in Government requirements related to immigration or access to the employment marketplace.

5. In the event of any conflict between this Agreement and the laws applicable to each of the Parties and each US Participant, then (i) such conflicting provision(s) shall be reformed without further action by the Parties to the extent strictly necessary to render such provision valid and enforceable when applied to the particular facts or circumstances; and (ii) the validity and enforceability of such provision as applied to any other particular facts or circumstances, or the validity and enforceability of all other provisions hereof shall in no way be affected or impaired thereby.

6. METHODS OF IMPLEMENTATION

1. Representatives of each Party may work together, without further organizational approval, to ensure the effective implementation and administration of this Agreement. These representatives may be officials at any level, and they may work together in any format (by phone, video conference, or in person) deemed appropriate.

2. Senior representatives of each Party will convene at least one meeting (by phone, video conference, or in person) in each calendar year. The Parties will specify the purposes of each meeting when making the arrangements to meet.

7. STATUS AND RIGHTS OF THIRD PARTIES

1. This Agreement does not confer any rights or remedies upon any architect or any other third party, and no person other than the Parties and US Participants has any rights or remedies under this Agreement.

2. This Agreement is not legally binding, except for Appendix IV (UK International Data Transfer Agreement). The Parties enter into this Agreement intending to honor all their commitments.

8. AMENDMENT

This Agreement may be amended only with the written consent of the Parties.

9. ENTIRE AGREEMENT

This Agreement supersedes all prior agreements and arrangements between NCARB and the ARB, relating to the international reciprocity of architecture licenses/registrations between the UK and US Participants.

10. NO ASSIGNMENT

1. A Party to cannot assign its rights under this Agreement without the prior written consent of the other Party.

2. For greater certainty, a reference to a US Participant shall be deemed to include any entity, board, or regulator that assumes the legal role and responsibility of regulating the practice of architecture within that state or territory under the relevant legislation of the state or territory, and any restructure or reorganization of an individual Member Board will not be deemed an assignment under this Agreement.

11. DISPUTE RESOLUTION

Any dispute between the Parties in relation to the interpretation or implementation of this Agreement will be settled amicably through consultation and negotiation between the Parties.

12. NOTICE OF ADOPTION BY US PARTICIPANTS, WITHDRAWAL, AND TERMINATION

1. NCARB will maintain a current, electronic list of US Participants that provide licensure reciprocity in accordance with this Agreement. NCARB will provide the ARB with written notice of any Member Board joining this Agreement. That notice will include an amended, current list of US Participants .

2. Any Party may withdraw from this Agreement with written notice to the other Party.

3. Withdrawal by a US Participant will take effect upon the participant's notification to NCARB. NCARB will provide written notice to the ARB within 30 days of the US participant's notification. That notice will include an amended list of US Participants.

4. The Parties accept that:

   (a) where the ARB or NCARB gives notice, upon the expiry of such notice, this Agreement will cease to operate and be terminated; or

   (b) where a US Participant wishes to withdraw it will communicate this to NCARB, NCARB will give written notice to the ARB, this Agreement will cease to operate and be terminated for that US Participant. The Agreement will remain valid for the ARB, NCARB and the remaining US Participants.

5. In the event of termination or withdrawal, all licenses/registrations and any *ARB Certificates* and *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 architect or unless the registration/license is revoked pursuant to the rules of NCARB, the ARB, or the relevant US Participant, as applicable.

13. PERIODIC REVIEW

This Agreement shall be subject to periodic review as agreed by the Parties. Any review will include consideration of matters agreed by the Parties.

Appendix B:
NCARB Policies Passed by the Membership

National Council of Architectural Registration Boards

NCARB

Appendix B:
NCARB Policies Passed by the Membership

This document, effective June 2026, includes polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-02.

WWW.NCARB.ORG

LET'S GO FURTHER

National Council of Architectural Registration Boards

NCARB

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.

Table of Contents

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 Executives 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, Sunset)

National Council of Architectural Registration Boards

NCARB

Appendix C:
NCARB Policies Passed by the Membership (Updated Compared to Original, Sunset)

This document compares the original resolutions passed by the membership and the policies that will replace them. It also includes the two resolutions recommended for sunset.

WWW.NCARB.ORG

LET'S GO FURTHER

National Council of Architectural Registration Boards

NCARB

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.

Table of Contents

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 NCARB Accrual Basis Financial Statements, 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 Executives 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."

CLARB

ADVANCING PROFESSIONAL STANDARDS
IN LANDSCAPE ARCHITECTURE

May 1, 2026

To: Member Board Executives

From: Andrea Elkin
CLARB Director of Business Systems

RE: Letter of Delegate Credentials for Elections

With regard to board delegation and voting rights, Article VI, Section 3 of CLARB's Bylaws state:

"Each member board is entitled to be represented at CLARB meetings. As many delegates as are able to attend may represent a member board, but only one (1) vote may be cast on each motion for each member board by its credentialed delegate. A letter of credential from the delegate's board shall identify the voting delegate attending the annual meeting or any special meeting of CLARB. The credentialed delegate must be a member or staff of the member board."

The credentials letter should be filled out by a Member Board Executive or officer of the Member Board. The credentials letter should designate the Member Board Member, Member Board Executive or Member Board Staff Member who is eligible to cast your Board's vote. Only one vote per Member Board per motion may be cast.

Please submit your board's ballot and credentials letter together as one voting package. You may submit your voting package to CLARB via email as an attachment (Word or PDF) to Andrea Elkin (**aelkin@clarb.org**) by Friday, July 24, 2026.

Please note ballots will not be accepted in person at the Annual Meeting.

If you have any questions about any of these procedures, please let me know.

ACE/Attachment: Sample credentials letter for reproduction on Board letterhead

CLARB

ADVANCING PROFESSIONAL STANDARDS IN LANDSCAPE ARCHITECTURE

DATE: _____

TO: CLARB Board of Directors

FROM: _____
(Member Board Name)

RE: Letter of delegate credentials for 2026 CLARB elections

In accordance with Article VI, Section 3 of the Bylaws of the Council of Landscape Architectural Registration Boards, the CLARB Member Board indicated above has designated the following member(s) as its delegate(s) to **vote in the 2026 CLARB elections.**

We understand that the delegate is eligible to vote on behalf of the Member Board on all business matters and that only one vote per Board per motion may be cast regardless of the number of delegates present.

Name	Title

Signed by: _____
(Name)

_____
(Title)

CLARB

ADVANCING PROFESSIONAL STANDARDS IN LANDSCAPE ARCHITECTURE

2026 Board of Directors & Leadership Advisory Council Elections Ballot

MEMBER BOARD: _____

COMPLETED BY: _____

Please note- Ballots may only be completed by a member or staff from the member board who has been authorized on the credentials letter to represent the member board's vote. The same person may not sign the ballot and the credentials letter.

2026 CANDIDATES:

President-Elect

Edward Kinney

Leadership Advisory Council

Brandon Doss

Jennifer Verprauskus

☐ I affirm the CLARB leadership candidates listed above and support their election to serve in these roles.

☐ I do not affirm the CLARB leadership candidates listed above and do not support their election to serve in these roles.

Please submit your board's ballot and credentials letter together as one voting package. You may submit your voting package to CLARB via email to **Andrea Elkin** by Friday, July 24, 2026.

PLEASE NOTE BALLOTS WILL NOT BE ACCEPTED IN PERSON AT THE ANNUAL MEETING.

Council for Interior Design Qualification

Model Legislation

for

Interior Design Registration

January 2026

Prepared by
Council for Interior Design Qualification, Inc.
225 Reinekers Lane, Suite 210
Alexandria, VA, 22314

Foreword

Originally drafted in 2010, CIDQ enlisted a task force in 2023 to thoroughly review and modernize the *CIDQ Model Legislation for Interior Design Registration*. This resulting document offers guidance and suggested language to be used by member boards and unregulated jurisdictions in the pursuit of strong, successful, and enforceable interior design legislation. In addition to suggested language, this document includes helpful footnotes which offer options and provide insight into existing legislation throughout the United States and Canada. Jurisdictions are encouraged to use this document as a template to be edited specific to that jurisdiction with the goal being adoption as a law or act. It is anticipated that adopted language be no longer than this document.

Interior design legislation may be adopted as a practice act or title act; jurisdictions may adapt this model language for either type of legislation. CIDQ maintains that the preferred framework is a practice act, which provides the highest and strongest level of public protection. Practice acts require registration or licensure of practitioners and may allow the restriction and regulation of the title "Registered Interior Designer" as well as the identification of a practice as being a Registered Interior Design practice. Title acts provide voluntary registration and restrict only the use of the title identified in that legislation. Due to court rulings stating that the title "interior designer" may not be regulated or restricted due to First Amendment implications, *CIDQ Model Legislation for Interior Design Registration* endeavors to regulate the practice of "Registered Interior Design" and the "Registered Interior Designer" title, which may be restricted and regulated. Such a distinction serves to allow for reasonable regulation of NCIDQ Certified interior designers that impact public health and safety in their practice while protecting the First Amendment rights of non-certified individuals providing related services not impacting the public's health, safety, and welfare to call themselves "interior designers". The decision to seek either a practice act or title act should be carefully considered.

While some U.S. jurisdictions with existing interior design regulations use "certified" or "licensed" in their legislation, CIDQ recommends the use of "registered" due to International Code Council (ICC) language referencing "Registered Design Professional." The term "certified" has proven to cause confusion among the public since there are any number of institutions or organizations which "certify" or offer "certifications," most of which are not public regulatory bodies.

One major change reflected in the revised *CIDQ Model Legislation for Interior Design Registration* is the specific definition of the scope of the practice of Registered Interior Design. This model language was developed from the 2019 *CIDQ Definition of Interior Design* and existing U.S. legislative language developed through collaboration between the interior design and architecture communities in several jurisdictions. Such language took great effort to draw a distinction between the similarities in practices.

It should be noted that every jurisdiction will have policies and frameworks unique to that jurisdiction which must be considered. Each jurisdiction will have in place laws and regulations, which may be identified as an "administrative code." This relates to Board operations, how members are appointed, members' attendance at meetings, etc. This jurisdiction-specific general legislation regarding regulatory boards is supplementary to this model language and should be reviewed and incorporated when preparing interior design legislation. These requirements may be derived from laws already in place that apply to other design professionals or to other professional groups. An example concerns single or joint multi-disciplinary boards. CIDQ recommends the implementation of multi-disciplinary boards due to the reduced regulatory burden and the overlap in practice between allied design professions, which may contribute to efficient and effective board proceedings. However, to account for jurisdictional preferences, this model provides a framework for implementing either a standalone or joint board.

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ARTICLE I. Title, Purpose, and Definitions

Section 101. Title of Act

This (Jurisdiction) Interior Design Practice Act shall also be known as the "Act".

Section 102. Legislative Declaration of Purpose

The Practice of Registered Interior Design in (Jurisdiction) is declared a professional practice affecting the public health, safety, and welfare, and is subject to regulation and control in the public interest. It is a matter of public interest and concern that the Practice of Registered Interior Design, as defined under this Act, merits and receives the confidence of the public and shall be limited to those persons determined by the Board to be qualified under this Act. This Act shall be liberally construed to carry out these objectives and purposes.

It is the purpose of this Act to promote, preserve, and protect the public health, safety, and welfare by and through the registration and regulation of persons, whether within or outside of (Jurisdiction), who engage in the Practice of Registered Interior Design within (Jurisdiction). In furtherance of this purpose, this Act creates the (Jurisdiction and name of board), whose members, functions, and procedures shall be established in accordance with the provisions of this Act.

Section 103. Definitions

1. **Applicant** means an individual who seeks a Registration in accordance with the requirements and processes set forth in this Act and as may be established by the Board.
2. **Approved Educational Program** means an educational program as approved by the Board.[1]
3. **Board** means the (Board Name) established by this Act.
4. **Registration** means the approval issued to an individual by the Board indicating that the individual is a Registered Interior Designer and is authorized to engage in the Practice of Registered Interior Design in (Jurisdiction).
5. **CIDQ** means Council for Interior Design Qualification or its successor.
6. **NCIDQ Certification** means the certification issued by CIDQ for successful completion of the NCIDQ Examination.
7. **Nonstructural Element** means an element of a building or structure which does not require structural bracing and does not contribute to the structural integrity of the building. Nonstructural Elements are primarily concerned with the interior

[1] The Council for Interior Design Accreditation, or CIDA, is the preeminent international accreditation body for postsecondary interior design programs. Jurisdictions may choose to reference CIDA accredited programs in their definition of "Approved Educational Program".

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aspects of design and do not include any load-bearing components. This definition encompasses both non-seismic and non-structural elements.

8. **Practice of Registered Interior Design** means the analysis, planning, design, documentation, and management of interior nonstructural construction and alteration projects in compliance with applicable building design and construction, fire, life safety, and energy codes, standards, regulations, and guidelines. The "Practice of Registered Interior Design" includes all the following:
    a. Programming, space planning, pre-design analysis, and conceptual design of interior Nonstructural Elements;
    b. Preparation of documents and Technical Submissions related to interior construction, finish materials, furnishings, fixtures, and equipment;
    c. Rendering of designs, plans, drawings, specifications, contract documents, and other interior Technical Submissions;
    d. Administration of interior nonstructural element construction and contracts relating to nonstructural elements in interior alteration or construction of a proposed or existing building or structure;
    e. Alteration or construction of interior nonstructural elements;
    f. Preparation of a physical plan of space within a proposed or existing building or structure including any or all of the following:
        i. Determinations of circulation systems or patterns;
        ii. Determinations of egress requirements based on occupancy loads;
        iii. Assessment and analysis of interior safety factors to comply with building codes related to interior Nonstructural Elements;
        iv. Design of the exit access and exit components of the means of egress system within a building based on the calculated occupant load;
        v. Interior material selection and application for all portions of an interior construction project, including means of egress system;
        vi. Compliance with applicable building design and construction, accessibility standards, fire, life-safety, and energy codes, standards, regulations and guidelines.
10. **Registered Interior Designer** means an individual who holds an active or current Registration.
11. **Responsible Control** means the direct personal supervision over, and detailed knowledge of, the content of all Technical Submissions that are ordinarily exercised by a Registered Interior Designer when applying the requisite standard of care.[2]
12. **Technical Submissions** means the documents covering the practice of Registered Interior Design necessary to demonstrate compliance with applicable regulatory requirements and/or to fabricate or construct a project including, but not limited to, drawings, digital models, specifications, performance criteria, and installation requirements.

Section 104. Exempt/Excluded Persons and Activities

1. Nothing in this Act shall be construed to authorize a Registered Interior Designer to engage in the practice of professional engineering or architecture in this

[2] The "standard of care" applicable in any jurisdiction is typically defined by that jurisdiction's statutory and common law frameworks.

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jurisdiction or provide services that constitute the practice of professional engineering or architecture, except as otherwise provided in this Act.

2. The Practice of Registered Interior Design does not include modifications or additions to any of the following:
    a. Changes of building use to occupancies not already allowed by the current building or structure or changes of building use to occupancies of a greater hazard,
    b. The construction classification of the building or structure according to the International Building Code,
    c. The structural system of a building, including changing the building's dead load on the structural system,
    d. The building envelope, including exterior walls, exterior wall claddings, exterior wall openings, exterior windows and doors, balconies and similar projections, roof assemblies and rooftop structures, and glass and glazing for exterior use in both vertical and sloped applications in buildings and structures.
    e. Mechanical, plumbing, heating, air conditioning, ventilation, electrical, low voltage systems, elevators and conveying systems, fire protection systems, or fire alarm systems.
    f. Design of or modifications to an exit stair or exit discharge portion of a means of egress system.
    g. Construction that materially affects life safety systems pertaining to fire safety of structural elements or the fire protection of structural elements, smoke evacuation and compartmentalization systems, or fire-rated vertical shafts in multi-story structures.

3. The following individuals are not required to obtain a Registration pursuant to the Act[3]:

    a. A person engaging in work as an employee of an architect or Registered Interior Designer, if the work does not include Responsible Control, or a consultant retained by an architect or Registered Interior Designer;

    b. An individual who prepares plans, drawings, or specifications for buildings for their personal private residential use, including single family or dual family homes;

    c. A person who prepares drawings of the layout of materials or furnishings or in the selection of materials or furnishings used in interior design, including:
        i. Decorative accessories;
        ii. Wallcoverings, wall finishes or paint;
        iii. Floor coverings, tile, wood, stone or concrete;
        iv. Window coverings;
        v. Lighting fixtures which do not disrupt structural elements;
        vi. Plumbing fixtures which do not disrupt structural elements;
        vii. Professional services limited to the design of kitchen and bath spaces or the specification of products for kitchen and bath areas in noncommercial settings; and

[3] Some jurisdictions may choose to allow licensed architects to be grandfathered in or otherwise exempted from registration requirements in order to use the RID title.

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viii. Furniture, equipment, cabinetry or millwork, if the preparation or implementation of those drawings or the installation of those materials or furnishings is not regulated by any building code or other law, ordinance, rule or regulation governing the alteration or construction of a structure.

ARTICLE II. BOARD

Section 201. Delegation of Authority

The responsibility to enforce the provisions of this Act is hereby delegated to the Board by (Jurisdiction). The Board shall have all the duties, powers, and authority specifically granted by, or otherwise necessary to enforce this Act, as well as such other duties, powers, and authority as it may be granted from time to time by law.

Section 202. Board Composition

[*The Board may be composed pursuant to one of the following options:*]

[*Option 1:* Joint Board Option][4]

The Board shall consist of (Number) members appointed under Section 204 of this Act who possess the qualifications specified in Section 203 of this Act and comprise the following:

1. (Number) public members as described in Section 203(2);
2. (Number) Registered Interior Designers as described in Section 203(1); and
3. (Number) (Profession) members as defined in (citation to relevant practice act referencing residence, registered or licensed for a specified period of time).

[*Option 2:* Independent Board Option]

The Board shall consist of (Number) members, at least (Number) of whom shall be a representative(s) of the public, and the remainder of whom shall be Registered Interior Designers who possess the qualifications specified in Section 203 of this Act. Members of the Board shall have the expertise necessary for the effective and efficient regulation of the Practice of Registered Interior Design.

[4] A joint, multi-disciplinary board overseeing several design professions is the preferred regulatory framework for oversight of interior designers. The reasons for this preference are twofold: the overlap in professional scopes of practice between design professionals supports subject matter experts on the Board in their disciplinary and enforcement capacity, and the consolidation of several design professions into a single board streamlines regulatory oversight while minimizing the additional costs to the jurisdiction associated with maintaining multiple boards. In the case of a joint, multi-disciplinary board, all professions should be equally represented and matters affecting each profession determined by the entire Board. If a joint Board is created outside of an existing Board, guidelines for establishing the new Board should be listed.

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Section 203. Qualification for Board Membership[5]

1. Each Registered Interior Designer member of the Board shall:
    a. Be a resident of (Jurisdiction);
    b. Be a Registered Interior Designer;
    c. Maintain any other professional license or registration issued in this or any other jurisdiction, and
    d. Have had at least (Number) years of experience as a practicing Registered Interior Designer.
2. Each public member of the Board shall be a resident of (Jurisdiction). Each public member of the Board shall not be, nor shall ever have been:
    a. A Registered Interior Designer;
    b. The spouse of a current or former Registered Interior Designer; or
    c. An individual who has ever had any material financial interest in the provision of registered interior design services or engaged in any activity directly related to the Practice of Registered Interior Design.

Section 204. Board Member Appointment and Oversight

In accordance with the principle of separation of powers and to provide for sufficient oversight by the respective branches of government, the Governor shall appoint the members of the Board in accordance with the provisions of Article II of this Act and the constitution of (Jurisdiction). In addition, the Governor shall have the authority to remove members of the Board with or without cause.

Section 205. Terms

1. Except as provided in subsection (2) of Section 205, members of the Board shall be appointed for a term of (Number) years, except that members of the Board who are appointed to fill vacancies that occur prior to the expiration of a former member's full term shall serve the remaining portion of such unexpired term.
2. The terms of the members of the Board shall be staggered so that the terms of no more than (Number) members shall expire in any year. Each member shall serve until a qualified successor is appointed unless such member cannot serve by reason of such member's resignation or removal from membership on the Board pursuant to Section 207.
3. Board members are eligible to serve for up to (Number) consecutive full terms. The completion of the remaining portion of an unexpired term shall not constitute a full term for purposes of this Section 205.
4. Any vacancy that occurs in the membership of the Board for any reason, including expiration of term, removal, resignation, death, disability, or disqualification, shall be filled as prescribed in Section 204 as soon as practicable in order to ensure the efficient administration of this Act.

[5] In the case of joint, multi-disciplinary boards, jurisdictions may already have qualifications for Board membership laid out in statute. Jurisdictions can adapt those requirements as desired.

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Section 207. Removal of Board Member

A member of the Board may be recommended for removal upon an affirmative vote of three-quarters (¾) of members of the Board otherwise eligible to vote upon one or more of the following grounds:

1. The refusal or inability for any reason of a member of the Board to perform the duties required of a Board member in an efficient, responsible, and professional manner;
2. The misuse of a Board member position to obtain, or attempt to obtain, any financial or material gain, or any advantage personally or for another, through such office;
3. A final adjudication by a recognized body, including any court, that a Board member violated this Act or any other jurisdiction's law governing the Practice of Registered Interior Design; or
4. Conviction of a crime other than a minor traffic offense.

Section 208. Organization of the Board

1. The Board shall elect from its members a Chairperson,[6] and such other officers as it deems appropriate and necessary to the conduct of its business. The Chairperson shall preside at all meetings of the Board and shall perform those duties customarily associated with the position and such other duties assigned from time to time by the Board. The Chairperson may establish Board committees as appropriate and necessary to the furtherance of Board business and may designate Board members as committee members.
2. Officers elected by majority vote of the Board shall serve terms as defined by the Board commencing with the day of their election and ending upon election of their successors or removal by affirmative majority vote of the Board members otherwise eligible to vote.

Section 209. Executive Director

1. Under the oversight of the Board, the Executive Director shall be responsible for the proper performance of the Board's duties.
2. The Board may delegate authority to the Executive Director as necessary to properly fulfill the Board's duties.

Section 210. Meetings of Board

The Board shall hold regular meetings to transact business in compliance with all applicable (Jurisdiction) laws and as otherwise may be established by regulations of the Board.

[6] The jurisdiction has the discretion over the title given to the person presiding over the Board, be it chairperson, president, or any other title.

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Section 211. Power and Duties of the Board

1. The Board shall have the power and responsibility to administer the provisions of this Act consistent with *[insert appropriate jurisdiction-specific statute].*
2. The Board shall have the power to make, adopt, amend, and repeal regulations as may be necessary to carry out the purposes of this Act, including, but not limited to, regulations concerning:
    a. The meetings and proceedings of the Board;
    b. The requirements for the issuance of Registration and the registration of firms, the renewals thereof, and the fees associated with these;
    c. Mandatory standards of professional conduct concerning misrepresentations, conflicts of interest, incompetence, disability, violations of law, dishonest conduct, or other unprofessional conduct for those individuals or organizations regulated by this Act, which standards shall be enforceable under the disciplinary procedures of the Board;
    d. Requirements for renewal of Registration designed to promote the continued professional development and competence of Registered Interior Designers. Such requirements shall be designed solely to improve the professional knowledge and skills of a Registered Interior Designer directly related to the current and emerging bodies of knowledge and skills of Registered Interior Designers; and
    e. When necessary to protect the public health, safety, and welfare, the Board shall require such evidence as it deems necessary to establish the continuing competency of Registered Interior Designers as a condition of renewal of Registration.
3. The adoption, amendment, or revocation of regulations and the publication and distribution of the regulations shall be subject to the provisions of the [*insert appropriate jurisdiction-specific statute*].
4. The Board shall keep an official registry of all Registered Interior Designers. The roster must be properly indexed and open for public inspection and information.
5. The Board shall have the power to carry out the purposes of the Act and enforce any provision of the Action or any regulations promulgated hereunder, together with all other powers and duties delegated to the Board pursuant to the Act.

ARTICLE III. REGISTRATION[7]

Section 301. Qualifications for An Initial Registration

1. To obtain a Registration to engage in the Practice of Registered Interior Design in (Jurisdiction), an Applicant must submit to the Board:

1. [7] Jurisdictions choosing to exempt architects from registration requirements may add the following language to this section: "*Notwithstanding any other provision of this Act, any individual licensed or registered as an architect in (Jurisdiction) shall be qualified for a Registration upon approval of a completed application for such registration and payment of the corresponding application fee. An architect who is licensed or registered within (Jurisdiction) is not required to obtain a Registration to practice Registered Interior Design but must register as a Registered Interior Designer prior to using the title "Registered Interior Designer" in (Jurisdiction). For architects registered as Registered Interior Designers, satisfaction of the requirements for renewal of licensure or registration as an architect shall*

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a. A complete and signed written application in the form prescribed by the Board;
b. Evidence of graduation and receipt of a degree from an Approved Educational Program;
c. Evidence indicating the successful completion of the experience deemed necessary by the Board;
d. Evidence of the successful completion of the NCIDQ examination administered by CIDQ;[8]
e. Payment of all applicable fees specified by the Board; and
f. Documentation satisfactory to the Board of United States citizenship or other federal immigration status that makes the candidate eligible to hold a professional license under applicable federal and state law.
g. The Applicant's Social Security Number, or individual taxpayer identification number, recognizing that the Applicant's Social Security number or individual taxpayer identification number furnished to the Board shall not be deemed a public record under (Jurisdiction) law and shall not be open to public inspection.[9]

2. In lieu of furnishing evidence supporting subdivisions 1(b), (c), and (d) above, an Applicant may provide a copy of the Applicant's NCIDQ Certification.[10]
3. A Registration shall be effective upon issuance by the Board. A person issued a Registration may practice as a Registered Interior Designer in this State, subject to the provisions of this Act and the Board regulations.

Section 302. Qualifications for Reciprocal Registration

1. To obtain a Registration through reciprocity in (Jurisdiction), an Applicant shall:
   a. Provide documentation satisfactory to the Board that such Applicant:
      i. Holds a current and valid registration or license to practice Registered Interior Design issued by another jurisdiction or a licensing authority recognized by the Board; and
      ii. Holds an NCIDQ certification.
   b. Submit to the Board a completed and signed application and pay the required fee.
   c. Provide to the Board a Social Security number, individual taxpayer identification number, or an affidavit attesting that the applicant has no such number, for the Board to establish the Applicant's identity.[11] Any such information provided to the Board shall be released by the Board to

be deemed to satisfy the requirements for renewal of the Registration as a Registered Interior Designer."

[8] Jurisdictions hesitant to specify a specific examination in statute may reference an "approved examination" and specify the NCIDQ examination requirement in regulations.
[9] Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.
[10] Jurisdictions can either adopt a simple NCIDQ certification requirement for registration or adopt requirements instituting their own education, experience, and examination requirements for registration. Since CIDQ requires and verifies education and experience to sit for the NCIDQ examination, both frameworks institute education, experience, and examination requirements.
[11] Language requiring this information should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

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identify Applicants, including verifying an Applicant's identity and certification status with the Council for Interior Design Qualification, and as may be required by law.

Section 303. Continuing Education, Requirements for Registration Renewal

1. The Board may, by regulation, establish the processes and requirements for a Registered Interior Designer to demonstrate their continuing competence to Practice Registered Interior Design through continuing education. The Board shall have the authority to make the determination of acceptable program content for such continuing education.
2. The Board shall, by regulation, establish requirements and procedures for the renewal of Registration, including the continuing education requirements.
3. Each Registration must be renewed every two years on or before the biennial anniversary of the previous Registration. The completed application for renewal together with the required renewal fee shall be submitted to the Board on or before the renewal date. Upon demonstration that a Registered Interior Designer has satisfied the continuing education requirements established by regulation of the Board, the Board shall issue a renewal of the Registration.
4. Upon failure to renew within [30 days] after the date set for expiration, the Registration shall expire. Such Registration may be renewed at any time within one year[12] following the expiration date upon proof of continuing competency and payment of the renewal fee plus a late renewal fee.

Section 304. Expired and Inactive Registrations

1. Failure to renew a Registration within [30 days[13]] of the designated renewal date shall result in the expiration of the Registration and the extinguishment of authority to practice Registered Interior Design in (Jurisdiction). Each Applicant for reinstatement of an expired Registration shall bear the burden of substantiating by documentation satisfactory to the Board that such Applicant has met continuing education requirements as set forth by the Board and has submitted an application for reinstatement and renewal fee.
2. In connection with any application for reinstatement of a Registration, the Board may impose any additional reasonable requirements it deems necessary to fulfill its public protection mission.
3. The Board may, in its discretion, consider any relevant extenuating circumstances duly submitted in conjunction with any petition and application for the reinstatement of a Registration where the Applicant can demonstrate hardship, so long as the Board maintains its public protection mission in considering any such petition and application. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Registration.

[12] Timeline for renewal is at jurisdictional discretion, especially in cases where jurisdictions have existing timelines established by joint, multi-disciplinary boards.

[13] Jurisdictions may choose the length of, or existence of, a grace period for registration renewal. 30 days is offered as an example.

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4. The Board shall, by regulation, set forth procedures for the issuance of an inactive Registration to a Registrant whereby such individual shall be exempt from registration renewal requirements. During the period in which a Registration is in inactive status, the Registered Interior Designer shall not engage in the Practice of Registered Interior Design in (Jurisdiction) or use the title "Registered Interior Designer".
5. The Board shall by regulation set forth procedures and requirements for the reinstatement of a Registered Interior Designer's Registration.

Section 305. Firm Registration[14]

To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board. The Board shall promulgate regulations regarding firm registration.

Section 306. Source of Data

The Board may use documentation and verified data stored by CIDQ in the same way that it may use data stored by the Board to establish an Applicant's qualifications for a Registration. Notwithstanding any other provision of law to the contrary, the Board shall share such information with CIDQ as may be reasonably requested from time to time, provided that CIDQ agrees to maintain the confidentiality of such information.

ARTICLE IV. PRACTICE REQUIREMENTS

Section 401. Unlawful Practice

1. Except as otherwise provided under this Act, it shall be unlawful for any person to engage in the practice of Registered Interior Design or [15]use the designation "Registered Interior Designer" or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board. This paragraph does not prohibit a person who is exempt, pursuant to the Act, from holding themselves out to the public or soliciting business as an interior designer.
2. It is unlawful for a person to seal any Technical Submission, specification, report or other document with the seal after the registration of the Registered Interior Designer named therein has expired or has been suspended or revoked, unless the registration has been renewed or reissued.

Section 402. Seal

1. Upon being issued a Registration, each Registered Interior Designer shall obtain a seal authorized by the Board, which must include the Registered Interior

[14] Jurisdictions may adopt firm registration requirements at their own discretion.
[15] This model language outlines a practice act framework requiring mandatory registration for interior designers to work in code-regulated spaces. Additional guidance regarding title act language is provided as an appendix.

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Designer's name, the number of their Registration, and the title "Registered Interior Designer".

2. A Registered Interior Designer may sign and seal a Technical Submission covering the scope of registered interior design and shall have the authority to submit such Technical Submission to a state or local governmental entity for the purpose of obtaining any requisite permit for an interior alteration or construction project.
3. All Technical Submissions issued for permitting by a Registered Interior Designer must be signed, sealed, and dated only by the Registered Interior Designer in Responsible Control. A Registered Interior Designer shall not sign and seal a Technical Submission that was not prepared by the Registered Interior Designer or under the direct supervision and Responsible Control of the Registered Interior Designer.
4. Interior non-structural/non-seismic construction and alteration projects that fall within the definition of the practice of architecture are exempt from requiring the seal of an architect if the services are rendered by a Registered Interior Designer.
5. The Board may adopt regulations specifying the manner in which Registered Interior Designers may electronically transmit any Technical Submission, specification, report or other document to a state or local government entity for purposes of obtaining a building permit.

Section 403. Record Keeping

A Registered Interior Designer shall maintain documentation of Technical Submissions for at least (five years[16]) and make records available to the Board upon request. Records must be adequate to demonstrate the Registered Interior Designer's Responsible Control over the Technical Submissions.

ARTICLE V. PROHIBITED ACTS; ENFORCEMENT; PENALTIES; DISCIPLINARY POWERS

Section 501. Prohibited Acts

1. A person may not knowingly:
   a. Advertise or put out any sign, card or other device which indicates to the public that the person is a Registered Interior Designer or that the person is otherwise qualified to practice as a Registered Interior Designer, without having a Registration pursuant to this Act.
   b. Use or attempt to use the registration of another Registered Interior Designer.
   c. Use or attempt to use a Registration that has been suspended, revoked, or placed on inactive or expired status.
   d. Obtain or attempt to obtain Registration from the Board by fraud.
   e. Make any willfully false oath or affirmation to the Board.
   f. As a Registered Interior Designer, accept compensation in connection with a Registered Interior Design project, except as payment for the provision of Registered Interior Design services, which would reasonably appear to compromise the Registered Interior Designer's professional judgment in serving the best interests of the client or public.

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[16] This requirement should align with the jurisdiction's existing statute of limitations.

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Section 502. Penalties; Injunctive Relief.

1. Any person who violates any of the provisions of Section 501:
    a. For the first violation, is guilty of a misdemeanor and shall be punished by a fine of not less than $[_] nor more than $[__] [17].
    b. For the second or any subsequent violation, is guilty of a gross misdemeanor and shall be punished by a fine of not less than $__nor more than $__[18].
    c. If any person has engaged or is about to engage in any acts or practices which constitute or will constitute an offense against this chapter, the district court of any county, on application of the Board, may issue an injunction or other appropriate order restraining such conduct. Proceedings pursuant to this subsection are governed by the jurisdiction's Rules of Civil Procedure, except that no bond or undertaking is required in any action commenced by the Board.
2. In addition to any other civil penalty provided by law, a person who violates any provision of this chapter or any regulation adopted by the Board is subject to a civil penalty of not more than $__for each violation. Any such penalty must be imposed by the Board at a hearing.
3.

Section 503. Grounds; Conditions for Probation; Orders Imposing Discipline Deemed Public Records; Private Reprimands Prohibited

1. The Board may place a Registered Interior Designer[19] on probation, publicly reprimand such registrant, fine the registrant not more than $____, suspend or revoke the registrant's Registration, impose the costs of investigation and prosecution upon the registrant or take any combination of these disciplinary actions, if the Board finds that the registrant engaged in any of the following acts:
    a. Attempting to register or renew a Registration, or registering or renewing a Registration, by bribery, fraud, or any other misrepresentation;
    b. Being found guilty of a crime in any jurisdiction which directly relates to the Practice of Registered Interior Design or to the ability to provide Registered Interior Design services;
    c. Committing an act of fraud or deceit, or of negligence, incompetency, or misconduct, in the Practice of Registered Interior Design;
    d. Having an interior design license, certification, or registration revoked, suspended, or otherwise acted against, including the denial of licensure, registration, or certification by the licensing authority of another jurisdiction for any act which constitutes a violation of this Act;
    e. Signing or sealing any Technical Submissions which were not prepared by the Registered Interior Designer or under their responsible supervisory

[17] Penalties should be consistent with existing requirements and regulations for other design professions as adopted by the jurisdiction.
[18] Penalties should be consistent with existing requirements and regulations for other design professions as adopted by the jurisdiction.
[19] If a jurisdiction wishes for this section to also apply to registered firms (if any under that jurisdiction's framework), then corresponding edits would need to be made throughout Article VI to ensure the provisions apply not just to Registered Interior Designers, but also to registered firms. The use of the term "registrant" may capture both in such instances.

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control or by another Registered Interior Designer and reviewed, approved, or modified and adopted by such individual as their own work according to the regulations adopted by the Board;

f. Affixing or permitting to be affixed, the Registered Interior Designer's seal or signature to any Technical Submission, specification, drawing, or other document which depicts work the registrant is not competent or authorized to perform;
g. Aiding or abetting any unauthorized person to practice as a Registered Interior Designer;
h. Publishing or causing to be published false, deceptive, or misleading advertising; or
i. Committing financial misconduct such as improper or fraudulent billing practices.

2. The conditions for probation imposed pursuant to the provisions of subsection 1 may include, but are not limited to:
   a. Restriction on the scope of the Practice of Registered Interior Design;
   b. Required continuing education or counseling; and
   c. Payment of restitution to each person who suffered harm or loss as a result of the Registered Interior Designer's action or inaction.
3. An order that imposes discipline, together with the findings of fact and conclusions of law supporting that order, are public records.
4. The Board shall not privately reprimand any Registered Interior Designer.

Section 504. Entry and Notice of Penalty

1. If the Registration of a Registered Interior Designer is suspended or revoked, or they are given a written reprimand, notation of the penalty must be entered in the roster of Registered Interior Designers maintained by the Board. The Board shall provide notice of the suspension, revocation, or written reprimand to the Council for Interior Design Qualification (CIDQ) or any successor in interest to that organization.
2. Upon revocation of a Registered Interior Designer's Registration, such individual's seal must be returned to the Board within thirty (30) days[20].

Section 505. Reinstatement of Registration Following Disciplinary Action

If the Board revokes a Registered Interior Designer's Registration, such individual may apply for reinstatement of their Registration pursuant to the requirements of Section 304 and any applicable regulations set forth by the Board.

[20] This should be consistent with other existing requirements and regulations for other professions as adopted by the jurisdiction.

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ARTICLE VII. COMPLAINTS, REPORTING, MISCELLANEOUS

Section 701. Complaint Procedures

The Board shall establish comprehensive procedures for reporting and receiving complaints of a violation of this Act.

Section 702. Duty to Report Misconduct

Any Registered Interior Designer, Applicant, or registered firm who has knowledge of any conduct by any individual, business entity, or any other group or combination of persons that may constitute grounds for disciplinary action under any provision of this Act or any regulation duly promulgated hereunder shall report such conduct to the Board.

Section 703. Effective Date

This Act shall take effect on (Date).

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INTERIOR DESIGN MODEL LAW CHECKLIST

MAKE SURE THE BILL:

- ❑ Recognizes Registered Interior Designers as Registered Design Professionals within the jurisdiction.
- ❑ Provides permitting privileges to allow a Registered Interior Designer to submit plans to a building official for review within the scope of the practice. Simply having a seal does not ensure permitting privileges.
- ❑ Requires Applicant's passage of NCIDQ Examination for registration.
- ❑ Does not establish fees in the legislation. Fees should be established in the Regulations.
- ❑ Does not require initial members of Board to be registered and allows them one year to become registered.
- ❑ Uses the title "Registered Interior Designer" whenever possible.
- ❑ Consider including a requirement to display the registration, license or certificate number on all business and paid advertising instruments.
- ❑ Has no residency requirement; includes provisions for reciprocal registration between U.S. jurisdictions is essential.
- ❑ Allows the Board to determine the amount and types of continuing education required for registration renewal.
- ❑ Has disciplinary and enforcement powers.

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Appendix A
Instruction Sheet for Creating
Model Title Legislation for Interior Design Registration

CIDQ endorses a **practice act** framework to regulate the profession of Registered Interior Design. Practice acts restrict unqualified practitioners from performing activities that affect the public health, safety and welfare; title acts do not. CIDQ's mission is to protect the public by establishing standards of competence in the Practice of Registered Interior Design; in light of that mission, CIDQ no longer develops model title act legislation. Should the need arise through the political process to submit legislation that restricts only the title, this document will assist you in modifying the model practice legislation document.

Instructions	Model Language
Article I – Definitions: *Words with strikethrough should be deleted and words with underline should be added.*	**Section 103: Definitions:** 9. "~~Practice of~~ Registered Interior Design" defined. "~~Practice of~~ Registered Interior Design" means the analysis, planning, design, documentation, and management of interior non-structural/non-seismic construction and alteration projects in compliance with applicable building design and construction, fire, life-safety, and energy codes, standards, regulations, and guidelines.
Article III: Registration *Words with strikethrough should be deleted and words with underline should be*	**Section 301: Qualifications for an Initial Registration** 3. A Registration shall be effective upon issuance by the Board. A person who is issued a Registration may ~~practice as a~~ use the title of Registered Interior Designer in this State, subject to the provisions of this bill/statute and the regulations of the Board. **Section 305: Firm Registration** ~~To perform Registered Interior Design services in (Jurisdiction) as a firm or other legally formed business entity, such firm must first meet the requirements set forth by the Board.~~ The Board shall promulgate regulations regarding firm registration.
Article IV: Practice Requirements *Words with strikethrough should be deleted and words with underline should be added.*	**Section 401: Unlawful Practice** 1. Except as otherwise provided under this Act, it shall be unlawful for any person to ~~engage in the practice of Registered Interior Design or~~ use the designation "Registered Interior Designer" or any other designation, words, or letters indicating registration as a Registered Interior Designer, including abbreviations, or hold himself or herself out as a Registered Interior Designer unless duly registered as such by the Board.

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Council for Interior Design Qualification
Model Regulations for Interior Design Registration (2026)

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Title, Purpose, and Definitions

Rule 101. [Reserved]

Rule 102. Legislative Declaration of Purpose

These regulations ("Regulations") are adopted by [*Name of the Board in Jurisdiction*] under the authority of [*Insert Full Name of the Act in the Jurisdiction, and as per Model Law Section 101*] ("Act").

Rule 103. Definitions

Terms defined in the Act have the same meanings when used in these Regulations. In addition, the following terms used in these Regulations have the following meanings:

(1) **Approved Educational Program**

A postsecondary education program accredited by the Council for Interior Design Accreditation, or an education program deemed equivalent by the Board, which meets the interior design coursework credit hour requirements for Approved Examination eligibility, as adopted and amended by CIDQ.

(2) **Approved Work Experience Program**

Interior design work experience that is verified in accordance with CIDQ guidelines and fulfills the content area experience requirements for Approved Examination eligibility, as adopted and amended by CIDQ.[1]

(3) **Approved Examination**

The examination developed and administered by CIDQ.

[1] Jurisdictions may either adopt the approved work experience requirements by referencing CIDQ documents or codifying specific requirements. Some jurisdictions do not allow standards to be incorporated by reference and specific codification will be required. CIDQ currently requires at least 1,500 hours of work experience divided between six different categories: Programming/Pre-Design (minimum 200 hours); Schematic Design (minimum 200 hours); Contract Administration (minimum 200 hours); Design Development (minimum 300 hours); Construction Documents (minimum 400 hours); Professional Practice (minimum 200 hours).

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Rule 104. [Reserved]

Board

Rule 201. [Reserved]

Rule 202. [Reserved]

Rule 203. [Reserved]

Rule 204. [Reserved]

Rule 205. [Reserved]

Rule 206. [Reserved]

Rule 207. [Reserved]

Rule 208. [Reserved]

Rule 209. Executive Director

[Reserved]

Rule 210. Meetings of the Board

All meetings of the Board, including the voting requirements, meeting notices, participation and voting requirements, record retention, and all other aspects of such meetings of the Board, shall comply with all requirements prescribed by the laws of [Jurisdiction], including the [Jurisdiction] [Administrative Procedure Act and Open Meetings Act],[2] and any regulations promulgated thereunder.

Rule 211. [Reserved]

Rule 212. Council for Interior Design Qualification

(1) The Board shall maintain membership in CIDQ.

(2) The Board must keep current information on the recommended policies adopted by CIDQ.

(3) The Board shall participate in discussions related to establishing uniform standards of interior design registration throughout the United States and its territories.

[2] The Administrative Procedure Act and Open Meetings Act are listed here as examples of statutes that may govern how state boards are required to meet. Jurisdictions should revise to reference the specific names of its applicable statutes.

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(4) The Board shall develop policies for Board member participation in CIDQ committees, leadership, and other volunteer opportunities.

Registration

Rule 301. Initial Registration

(1) Pursuant to Section 301 of the Act, to obtain an initial Registration in [JURISDICTION], an Applicant shall have:

a. Graduated from an Approved Educational Program;

b. Completed an Approved Work Experience Program;

c. Passed the Approved Examination; and

d. Submitted to the Board an application for Registration, which demonstrates to the Board that the Applicant has satisfied the foregoing education, experience, and examination requirements, and paid the fee as required by Rule 307 of this Chapter. In lieu of furnishing evidence supporting subdivisions (1)(a), (b), and (c), an Applicant may provide a copy of the Applicant's active NCIDQ Certification.

(2) To further evaluate whether the contents of an Applicant's application or credentials satisfy the requirements for a Registered Interior Designer, the Board may require the Applicant to participate in an interview.

(3) CIDQ's requirements for an Approved Educational Program, Approved Work Experience Program, and Approved Examination eligibility, and any related components including subsequent amendments and editions, are hereby incorporated by reference and can be accessed at no charge at www.cidq.org.[3]

Rule 302. Reciprocal Registration

Pursuant of Section 302 of the Act, to obtain a reciprocal Registration in [JURISDICTION], an Applicant shall transmit their active NCIDQ Certification to the Board, file an application with the Board, and pay the applicable fee.

Rule 303. Continuing Education, Registration Renewal

(1) **Continuing Education**

In addition to all other requirements for Registration renewal, a Registered Interior Designer must complete continuing education hours each calendar year or be exempt from these Continuing Education requirements as provided below. Failure to comply with

[3] Some jurisdictions are not permitted to incorporate third-party documents by reference. For these jurisdictions, references to CIDQ documents should be replaced with specific licensure requirements.

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these requirements may result in non-renewal of the Registered Interior Designer's Registration.

a. **Continuing Education Hours.**[4] To renew a Registration, a Registered Interior Designer shall complete at least five (5) continuing education hours in health, safety, and welfare subjects per renewal period. Continuing education hours must be acquired through a Board-approved provider. Excess continuing education hours shall not be credited to a future calendar year.
    i. [Criteria for continuing education hours].[5]

b. **Reporting and Record Keeping.** A Registered Interior Designer shall certify to the Board annually that the Registered Interior Designer has completed the required continuing education hours at the time the Registered Interior Designer renews their registration in accordance with Rule 303(2)(a). The Board may audit any continuing education documentation submitted by a Registered Interior Designer to verify compliance with the continuing education requirements.

c. **Exemptions.** A Registered Interior Designer shall not be subject to the Continuing Education requirements in any of the following circumstances:

    i. the first calendar year of a Registered Interior Designer's Registration; provided that such Registered Interior Designer was not registered in any other jurisdiction prior to being registered in this [JURISDICTION];

    ii. the Registered Interior Designer otherwise meets all the renewal requirements and is called to active military service, has a serious medical condition, or other hardship, as determined by the Board; or

    iii. the Registered Interior Designer is "inactive" as defined in Rule 303(3).

(2) **Registration Renewal**

[Describe terms, including fee with cross-reference to R307, citing applicable statute.]

a. A Registered Interior Designer shall submit a renewal application prescribed by the Board and pay the renewal fee established under R307 by [DATE] each year to renew their Registration.[6]

[4] Jurisdictions may align continuing education credit hour requirements with existing law; however, such requirements should be no less than five continuing education credit hours per year.
[5] Jurisdictions may explicitly set forth the criteria for continuing education hours to further define the term "Board-approved provider."
[6] The renewal period in the Model Regulations should align with the renewal period in the Model Law. Currently, the Model Law requires annual renewal. If the Model Law is revised to biennial renewal, this provision should be revised to match.

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b. The Board shall review the renewal application and either (i) renew the Registration if the Board determines the Registered Interior Designer meets the qualifications for continued Registration, including continuing education requirements under Rule 303(1); (ii) request additional information for incomplete renewal applications; or (iii) deny a renewal application if the Board determines the Registered Interior Designer no longer meets the qualifications for continued Registration.

Rule 304. Suspended, Expired and Inactive Registrations

(1) **Suspended Registrations**

a. A Registered Interior Designer's Registration shall be suspended by Board action during any period in which the Registered Interior Designer's NCIDQ Certificate has been revoked.

b. The Registration shall be automatically reinstated upon demonstration that the NCIDQ Certificate has been restored.

(2) **Expired Registrations**

a. A Registration not renewed within the timeframe set forth in Section 303 of the Act shall expire. An individual with an expired Registration shall not engage in the practice of Registered Interior Design.

b. To reinstate an expired Registration, an Applicant shall submit a completed reinstatement application on a form prescribed by the Board and pay the reinstatement fee established in Rule 307 within the period set forth in Section 303(4) of the Act.

c. The Board shall review the reinstatement application and either (i) reinstate the Registration if the Board determines the Applicant meets the qualifications for Registration, including continuing education requirements under Rule 303(1); (ii) request additional information for incomplete reinstatement applications; or (iii) deny a reinstatement application if the Board determines the Applicant no longer meets the qualifications for Registration.

(3) **Inactive Registrations**

a. A Registered Interior Designer with a valid Registration may apply for inactive Registration status by submitting an inactive Registration application on a form prescribed by the Board. The inactive Registration application shall require the Registered Interior Designer to certify that they will not engage in the Registered Practice of Interior Design in [JURISDICTION] or use the title "Registered Interior Designer" during any inactive Registration period.

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b. The Board shall review the inactive Registration application and grant inactive status if the Registered Interior Designer meets all requirements under section 3(a) of this Rule.

c. Continuing education hours are not required during any inactive Registration period.

d. To reinstate an inactive Registration, an Applicant shall submit a reinstatement application, pay the reinstatement fee established in Rule 307, and submit evidence of all completed continuing education hours required under Rule 303(1) for any inactive Registration period.

Rule 305. Firm Registration

[*If a jurisdiction has elected to permit registration of interior design firms, the processes and requirements for such registration should be detailed here. Jurisdictions that add firm registration requirements should ensure that requirements comport with the jurisdiction's regulations of professional business organizations.*]

Rule 306. [Reserved]

Rule 307. Fees

[*Each jurisdiction should insert a schedule of fees for initial registration, reciprocal registration, reinstatement, firm registration (if applicable), and any other fees required or permitted by the Act as adopted in such jurisdiction.*]

Practice Requirements

Rule 401. [Reserved][7]

Rule 402. Seal

(1) **Design and Use of Seal**

a. Pursuant to Section 402 of the Act, each Registered Interior Designer must procure a seal, which states the Registered Interior Designer's first and last name, the Registered Interior Designer's Registration number, and the words "REGISTERED INTERIOR DESIGNER—[NAME OF JURISDICTION]." This seal must comply in all respects, including size and format, with the seal shown below: [INSERT SEAL IMPRINT EXAMPLE.]

b. The seal may be a rubber stamp, embossed seal, or electronic seal, which conforms to the requirements set forth in section 1(a) of this Rule.

[7] The use of the appellation "Registered Interior Designer" is implicitly authorized by the unauthorized practice of law provision in the Model Law. However, jurisdictions may explicitly authorize the use of a professional designation in the rules if desired. Additionally, some jurisdictions may require explicit authorization to use professional designations.

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c. As required by Section 402 of the Act, the seal must appear on all Technical Submissions prepared under the Responsible Control of the Registered Interior Designer.

(2) **Electronic Seal**

A Registered Interior Designer may affix an electronic seal on an electronic Technical Submission only if the electronic Technical Submission includes an authentication procedure with protective measures to prevent alteration and subversion of the authentication procedure. An electronic seal shall be:

a. Unique to the Registered Interior Designer using it;

b. Capable of verification;

c. Under the direct and sole control of the Registered Interior Designer using it; and

d. Link to the electronic Technical Submission in such a manner that invalidates the electronic seal if any data is altered after the electronic seal was affixed to the electronic Technical Submission.

Rule 403. [Reserved]

Prohibited Acts; Enforcement; Penalties; Disciplinary Powers

Rule 501. Rules of Professional Conduct

[*Each jurisdiction should adopt rules of professional conduct for Registered Interior Designers. A jurisdiction may create these rules or incorporate CIDQ's Code of Professional Conduct by reference. If a jurisdiction desires to incorporate CIDQ's Code of Professional Conduct by reference, it may do so by adopting this language: A Registered Interior Designer shall comply with the CIDQ Code of Professional Conduct, as amended, which is incorporated by reference herein. The CIDQ Code of Professional Conduct may be accessed at no charge at www.cidq.org.*]

Rule 502. [Reserved]

Rule 503. [Reserved][8]

Rule 504. [Reserved]

Rule 505. Reinstatement of Registration Following Disciplinary Action

(1) An individual whose Registration has been revoked or suspended by the Board as a disciplinary action for violating the Act or these Rules may apply for such revoked or suspended license to be reinstated. In addition to all reinstatement

[8] Section 503(1)(e) of the Model Law allows jurisdictions to adopt regulations affecting Technical Submissions. Jurisdictions may include rules and restrictions regarding Technical Submissions in Rule 503.

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requirements under Rule 304, the Applicant shall submit the clear and convincing evidence that the Applicant has been rehabilitated and has complied fully and in all respects with any settlement agreement or enforcement order relating to all disciplinary actions relating to the Registered Practice of Interior Design.

(2) The Board shall reinstate a Registration that was revoked or suspended as a disciplinary action only if the requirements set forth in section (1) of this Rule 505 are satisfied. Notwithstanding anything to the contrary, the Board may deny a reinstatement application in the interest of protecting the public's health, safety, and welfare.

(3) As a condition of reinstatement, the Board may limit an individual's authority to engage in the Registered Practice of Interior Design, require practice under the supervision of another Registered Interior Designer, require reports, or impose any other reasonable requirements to advance the Board's interest of protecting the public's health, safety, and welfare.

Complaints, Reporting, Miscellaneous

Rule 701. Complaint Procedures

The Board shall conduct all complaint proceedings, including requirements for notices, hearings, appeals, and due process, according to the [Jurisdiction] Administrative Procedure Act.[9]

Rule 702. Duty to Report Misconduct

The initial Registration application, reciprocal Registration application, renewal application, and reinstatement application shall require the Registered Interior Designer or Applicant, as applicable, to certify the Registered Interior Designer or Applicant has not been disciplined by any regulatory authority relating to the Practice of Registered Interior Design or disclose all relevant documents related to such a disciplinary action.

Rule 703. [Reserved]

[9] If necessary, jurisdictions should revise the name of this act to match the reciprocal statute in its law.

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INTERORGANIZATIONAL
COUNCIL ON REGULATION

PRACTICE OVERLAP GUIDANCE

Contents

ABOUT ICOR

The Interorganizational Council on Regulation (ICOR) is a collaborative partnership of nonprofit regulatory associations representing the licensing boards for architecture, engineering, interior design, landscape architecture, and surveying. Founded in 1972, ICOR includes the Council for Interior Design Qualification (CIDQ), the Council of Landscape Architectural Registration Boards (CLARB), the National Council of Architectural Registration Boards (NCARB), and the National Council of Examiners for Engineering and Surveying (NCEES). Together, these organizations support licensing boards across the United States and Canada that uphold public health, safety, and welfare through professional licensure and/or certification.

ICOR works to strengthen regulation by sharing best practices, advancing consistent standards, and addressing areas of common concern among the regulated design professions. Recognizing that many jurisdictions regulate multiple professions under a single board, ICOR plays a vital role in fostering understanding and collaboration across disciplines. By developing shared resources like this guidance on practice overlap, ICOR helps regulatory boards reduce confusion, streamline administration, and ensure that professional scopes of practice are well defined—while maintaining the public's trust and safety at the center of the regulatory mission.

BACKGROUND

The professions of architecture, engineering, interior design, landscape architecture, and surveying often work together on complex projects that shape the natural and built environments. As these professions intersect on buildings, infrastructure, and public spaces, their scopes of practice sometimes overlap. Known by various terms such as incidental practice, overlapping practice, or scope of practice, these areas present regulatory challenges for licensing boards, code officials, and practitioners.

Recognizing the need for clear, coordinated guidance, ICOR launched a joint Practice Overlap Initiative to explore these long-standing challenges. The Practice Overlap Task Force, composed of licensed professionals, board executives, and public members from each ICOR organization, has developed shared definitions and guidance to clarify where overlap is appropriate and where clear practice boundaries exist. This work is informed by detailed analysis of over 100 design topic areas and reflects a broad spectrum of perspectives across disciplines, regions, and practice settings.

The resulting guidance is designed to support licensing boards, building officials, and professionals by offering a common framework for regulating areas of practice overlap while honoring the distinct contributions of each profession. Through this resource, ICOR aims to promote consistent regulatory approaches and ensure competent practice in service of public protection.

EXECUTIVE SUMMARY

The Interorganizational Council on Regulation (ICOR), comprised of CIDQ, CLARB, NCARB, and NCEES, has undertaken a joint initiative to address the complex issue of overlapping practice among the licensed and/or certified design professions of architecture, engineering, interior design, landscape architecture, and surveying. Referred to as incidental practice, overlapping practice, or scope of practice, this issue has posed longstanding challenges for licensing boards, code officials, and practitioners alike. To support consistent, defensible regulatory decision-making, ICOR launched the Practice Overlap Initiative in 2022.

This initiative represents a landmark cross-profession effort to bring clarity, consistency, and transparency to overlapping practice. It is intended to support regulators, code officials, and practitioners in ensuring that only qualified individuals perform regulated tasks, while promoting interdisciplinary collaboration in the interest of public protection.

The initiative is guided by a multi-profession steering committee and supported by dozens of subject matter experts serving on discipline-specific subcommittees. The group began by reviewing licensure and certification standards—including definitions of practice, education curricula, experience requirements, and exam content—for all five professions. This analysis yielded 128 topic areas where overlap might occur. These topics were then categorized into three groups:

- **Group 1 – Not Regulated or No Overlap:** Areas of practice that fall outside the scope of licensure and/or certification or where no meaningful overlap occurs.
- **Group 2 – Areas of Collaboration:** Areas of practice where overlap occurs appropriately through coordinated efforts, and no regulatory conflict or concern arises.
- **Group 3 – Areas With Practice Boundaries:** Areas where practice overlap exists and should be regulated to ensure competent practice and clear delineation of scope among professions.

Because the practice of engineering encompasses multiple disciplines, the steering committee organized these into three subgroups to ensure an efficient and focused analysis. Architectural and structural engineers (AS) were paired together; civil, construction, environmental, and geotechnical engineers (CCEG) formed a second group; and mechanical and electrical (ME) engineers made up a third. This structure allowed for targeted expertise to be applied during the review of practice areas where these engineering disciplines overlap with other design professions. Unless specified, “engineers” includes all three engineering subgroups.

These subcommittees and the steering committee worked to analyze and classify each topic. Areas of acceptable overlap were identified, as were areas where clear professional boundaries must be maintained.

The guidance resource includes:

- General and profession-specific definitions for practice areas within the *Areas of Collaboration and Areas With Practice Boundaries* categories
- Clear identification of acceptable overlap and collaborative practice
- Distinctions where professional scope boundaries should be upheld

This resource is intended to support consistent regulatory oversight, encourage appropriate interdisciplinary collaboration, and promote clear understanding of professional responsibilities within and across the design disciplines.

PROFESSIONAL STANDARDS RESOURCES

The ICOR Practice Overlap Task Force drew upon organizational member national model licensure and certification standards as the primary sources for developing the guidance. This approach provided a shared foundation for analyzing practice areas, identifying appropriate overlap, and establishing clear practice boundaries. To maintain parity across the professions, the task force, steering committee, and subcommittees relied on comparable, nationally recognized standards that included:

- Model definitions of practice adopted or referenced by state and provincial licensing boards.
- Accredited education curricula and standards established by each profession's accrediting body.
- Licensure and certification examination content defining the domains of competence assessed for entry-to-practice.
- Structured experience program categories outlining supervised practice areas required for licensure or certification.

The following inputs represent the nationally recognized standards for each profession that served as the primary reference materials for the analysis:

Council for Interior Design Qualification (CIDQ)

- CIDQ Definition of Practice
- CIDA (Education) Accreditation Standards
- NCIDQ Examination Information (and Experience)
- Exam Blueprints and Content Information:
  - Professional
  - Fundamentals
  - Implementation
- Joint NCARB/CIDQ report
- Model Legislation

Council of Landscape Architectural Registration Boards (CLARB)

- CLARB Model Law and Regulations
- CLARB's Uniform Licensure Standard for Landscape Architecture
- LAAB Accreditation Standards
- Landscape Architect Registration Examination (L.A.R.E.) Blueprint

National Council of Architectural Registration Boards (NCARB)

- *NCARB Model Law and Regulations*
- *NCARB Education Standard*
- NAAB (Education) Accreditation Standards
- *ARE Guidelines* (Exam)
- *AXP Guidelines* (Experience)
- Joint NCARB/CIDQ report

National Council of Examiners for Engineering and Surveying (NCEES)

- NCEES Model Law
- NCEES Model Rules
- NCEES Engineering Education Standard
- NCEES Surveying Education Standard
- PE Exam Specifications
- FE Exam Specifications
- PS Exam Specifications
- FS Exam Specifications

INSTRUCTIONS FOR USE

This guidance document supports regulatory boards and regulated professionals in identifying areas of acceptable overlap and distinct practice boundaries among the professions of architecture, engineering, interior design, landscape architecture, and surveying.

Practice areas are organized into three distinct groups:

Practice Areas Identified in Group 1 – Not Regulated or No Overlap

This group includes areas of professional practice that fall outside the scope of licensure and/or certification or where no meaningful overlap occurs. Topics in this category are listed alphabetically and do not include additional analysis.

Practice Areas Identified in Group 2 – Areas of Collaboration

This group includes areas where two or more professions routinely collaborate. Overlap occurs through coordinated practice and does not raise regulatory concerns. Topics in this category include the following elements:

- General definition Profession-specific definitions (*If no profession-specific definitions exist within a topic, this indicates there is no meaningful distinction in definition across the professions.*)
- Summary of acceptable overlap across the professions

Practice Areas Identified in Group 3 – Areas With Practice Boundaries

This group includes areas where overlap exists but requires careful regulatory interpretation. While multiple professions may contribute, distinctions in responsibility, scope, and competency must be maintained to ensure public protection. Topics in this category include the following elements:

- General definition
- Profession-specific definitions
- Summary of acceptable overlap
- Practice boundaries analyzed through profession-to-profession comparisons

For practice areas in Group 3, the document identifies each profession's role and scope of practice. Acceptable areas of shared responsibility are described in the overlap summary. If a profession is not listed for a specific topic, this indicates that it does not typically engage in that area of practice.

COMMON TERMINOLOGY

AS – Architectural and Structural Engineers

Boundaries – Defines the specific edges or limits of each discipline's sphere of knowledge based on their professional education, experience, and examination.

CCEG – Civil, Construction, Environmental, and Geotechnical Engineers

CIDQ – Council for Interior Design Qualification

CLARB – Council of Landscape Architectural Registration Boards

Conceptual – Refers to early phases in the design process or of a specific element of a project in which the broad outlines of function and form are articulated. It involves the understanding of complex situations or an overall scope in the development of a creative solution.

HSW – Health, Safety, and Welfare

ICOR – Interorganizational Council on Regulation

ME – Mechanical and Electrical Engineers

NCARB – National Council of Architectural Registration Boards

NCEES – National Council of Examiners for Engineering and Surveying

No Scope Distinction – There is no distinct difference in this specific topic area that the specified profession can do that differentiates it from its related discipline.

Overlap – The piece of the specific topic area that coincides or shares common elements within both professions' knowledge based on their professional education, experience, and examination.

Practice of Architecture – The art and science of designing, in whole or in part, the exterior and interior of Buildings and the site around them, in a manner that protects the public health, safety, and welfare. The Practice of Architecture includes providing or offering to provide planning services; developing concepts; preparing documents that define form and function; coordinating consultants; and construction administration.

a. Planning services include, but are not limited to, programming and planning.
b. Developing concepts includes, but is not limited to, preliminary studies, pre-design, investigations, and evaluations.
c. Preparing documents that define form and function includes, but is not limited to, drawings and Technical Submissions, including incorporation of the requirements of the authorities having jurisdiction.
d. Coordinating consultants includes, but is not limited to, the coordination of any elements of Technical Submissions prepared by others.
e. Construction administration includes, but is not limited to, evaluation of construction to determine that the work is proceeding in accordance with the contract documents.

Practice of Engineering – Any service or creative work requiring engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data to engineering activities, including the engineering design of buildings, structures, products, machines, processes, and systems, that potentially impact the health, safety, and welfare of the public. The services may include, but not be limited to, providing planning, studies, designs, design coordination, drawings, specifications, and other technical submissions; teaching engineering design courses; commissioning of engineered systems; performing surveying that is incidental to the practice of engineering; and reviewing construction or other design products for the purposes of monitoring compliance with drawings and specifications related to engineered works.

Surveying incidental to the practice of engineering excludes the surveying of real property for the establishment of land boundaries, rights of way, easements, and the dependent or independent surveys or resurveys of the public land survey system.

Practice of Interior Design – The practice of interior design means the analysis, planning, design, documentation, and management of interior nonstructural construction and alteration projects in compliance with applicable building design and construction, fire, life safety, and energy codes, standards, regulations, and guidelines. The Practice of Registered Interior Design includes all the following:

a. Programming, space planning, pre-design analysis, and conceptual design of interior Nonstructural Elements;
b. Preparation of documents and Technical Submissions related to interior construction, finish materials, furnishings, fixtures, and equipment;
c. Rendering of designs, plans, drawings, specifications, contract documents, and other interior Technical Submissions;
d. Administration of interior nonstructural element construction and contracts relating to nonstructural elements in interior alteration or construction of a proposed or existing building or structure;
e. Alteration or construction of interior nonstructural elements;
f. Preparation of a physical plan of space within a proposed or existing building or structure including any or all of the following:
    i. Determinations of circulation systems or patterns;
    ii. Determinations of egress requirements based on occupancy loads;
    iii. Assessment and analysis of interior safety factors to comply with building codes related to interior Nonstructural Elements;
    iv. Design of the exit access and exit components of the means of egress system within a building based on the calculated occupant load;
    v. Interior material selection and application for all portions of an interior construction project, including means of egress system;
    vi. Compliance with applicable building design and construction, accessibility standards, fire, life-safety, and energy codes, standards, regulations, and guidelines.

Practice of Landscape Architecture – The practice of Landscape Architecture is defined as any service where landscape architectural education, training, experience, and the application of mathematical, physical, and social science principles are applied in consultation, evaluation, planning, design (including, but not limited to, the preparation and filing of plans, drawings, specifications, and other contract documents), and administration of contracts relative to projects principally directed at the functional and aesthetic use and preservation of land. Services included in the licensed scope of Landscape Architecture include, but are not limited to the following:

- Investigation, selection, and allocation of land and water resources for appropriate uses.
- Formulation of feasibility studies, and graphic and written criteria to govern the planning, design, and management of land and water resources.
- Preparation, review, and analysis of land use master plans, subdivision plans, and preliminary plats.
- Determining the location and siting of improvements, including buildings and other features, as well as the access and environments for those improvements.
- Design of landforms and landform elements, storm water drainage, soil conservation and erosion control methods, pedestrian and vehicular circulation systems, and related construction details.
- Consultation, planning, designing, or responsible supervision in connection with the development of land areas for preservation and enhancement.
- Design of non-habitable structures for aesthetic and functional purposes, such as pools, walls, and structures for outdoor living spaces, for public and private use.
- Determination of proper land use as it pertains to natural features; ground cover, use, nomenclature and arrangement of plant material adapted to soils and climate; naturalistic and aesthetic values; settings and approaches to structures and other improvements; and the development of outdoor space in accordance with ideals of human use and enjoyment.
- Design with a priority to ensure equal access to all public goods and services through the use of barrier-free design in compliance with the Americans with Disabilities Act (ADA).
- Consideration of the health, safety, and welfare of the public. Public welfare is defined through: environmental sustainability; contribution to economic sustainability and benefits; promotes public health and well-being; builds communities; encourages landscape awareness/ stewardship; offers aesthetic and creative experiences; and enables people and communities to function more effectively.

Practice of Surveying – Providing, or offering to provide, professional services using such sciences as mathematics, geodesy, and photogrammetry, and involving both (1) the making of geometric measurements and gathering related information pertaining to the physical or legal features of the earth, improvements on the earth, the space above, on, or below the earth and (2) providing, utilizing, or developing the same into survey products such as graphics, data, maps, plans, reports, descriptions, or projects. Professional services include acts of consultation, investigation, testimony evaluation, expert technical testimony, planning, mapping, assembling, and interpreting gathered measurements and information related to any one or more of the following:

a. Determining by measurement the configuration or contour of the earth's surface or the position of fixed objects thereon

b. Determining by performing geodetic surveys the size and shape of the earth or the position of any point on the earth

c. Locating, relocating, establishing, reestablishing, or retracing property lines or boundaries of any tract of land, road, right of way, or easement

d. Making any survey for the division, subdivision, or consolidation of any tract(s) of land

e. Locating or laying out alignments, positions, or elevations for the construction of fixed works

f. Determining, by the use of principles of surveying, the position for any survey monument (boundary or non-boundary) or reference point; establishing or replacing any such monument or reference point

g. Creating, preparing, or modifying electronic, computerized, or other data, relative to the performance of the activities in items a–f above

GROUP 1:
NOT REGULATED OR NO OVERLAP

These are areas of professional practice that either fall outside the scope of licensure and/or certification and regulation or do not involve meaningful overlap between the professions.

- Basic Sciences
- Budgeting
- Business Practices
- Communication
- Contracts/Bidding
- Design Process, Principles, and Theory
- Design Proposals
- Histories and Theories
- Legal Context
- Mathematics
- Project Management
- Social Sciences
- Traditional Humanities

GROUP 2:
AREAS OF COLLABORATION

These are areas of practice where multiple design professions contribute within the bounds of their respective scopes of practice. Overlap occurs appropriately through coordinated efforts, and no regulatory conflict or concern arises. These topics represent routine and expected interdisciplinary collaboration that supports integrated project delivery.

1. Building Analysis
2. Codes and Regulations
3. Construction Administration
4. Continuing Education/Professional Development
5. Contract Documents
6. Ethics
7. Evaluation and Planning
8. Furniture, Fixtures, and Equipment (FF&E)
9. Human Behavior
10. Human-Centered Design
11. Hydraulics
12. Integration of Building Systems
13. Land-Use Determination
14. Master Planning
15. Materials
16. Professional Practice
17. Programming
18. Project Integration
19. Stakeholder Engagement
20. Sustainability
21. Universal Design

1. Building Analysis

Overview

Definition of Building Analysis

Building Analysis is the process of assessing and evaluating various factors that impact the design, planning, construction, operation, and maintenance of buildings and infrastructure projects.

Profession-Specific Definitions of Building Analysis

Architect

Building Analysis in architecture is the process of evaluating data and information to develop a building design including, but not limited to, the program, building engineering systems, regulatory requirements, and site, environmental, and physical traits.

Engineer

Building Analysis in engineering is the process of assessing and evaluating factors that relate to building systems and usages depending on building code, programmatic requirements, regulatory requirements, and physical traits. Engineers perform building analysis according to their discipline.

Interior Designer

Building Analysis in interior design is the review and analysis of existing context and building information to understand the relevant requirements necessary to develop a design approach. Interior designers evaluate and document existing interior non-structural/non-seismic conditions to inform project needs and requirements. Building analysis includes, but is not limited to, program and needs alignment, regulatory requirements, physical and spatial conditions, and understanding of existing architectural, structural, and mechanical/electrical systems.

Landscape Architect

Building Analysis in landscape architecture refers to the process of collaborating on the identification of optimal building placement on a site through site analysis and master planning. Landscape architects harmonize the building program requirements with the site program requirements, ensuring that both function cohesively and consider the views and spatial functions of the building from the site and vice versa. As the building program evolves, the landscape architect designs the site program in parallel, ensuring close coordination and collaboration throughout the design process.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes coordinating the elements according to building codes, programmatic requirements, regulatory requirements, and environmental and physical traits. All professions coordinate with other design professionals and perform building analysis within their respective scopes of practice.

2. Codes and Regulations

Overview

Definition of Codes and Regulations

Codes and Regulations are provisions, rules, or directives made and maintained by a regulating authority that competently protects the health, safety, property, and welfare of the public.

Profession-Specific Definitions of Codes and Regulations

Architect

Codes and Regulations in architecture are the legal and technical frameworks that architects must adhere to when designing buildings. This includes, but is not limited to, building codes, zoning regulations, accessibility standards, environmental regulations, and other life safety codes. Architects incorporate jurisdiction requirements into the project design and documentation.

Engineer

Codes and Regulations in engineering are all codes and standards adopted and applicable to a given project or design. Application includes knowledge and interpretation of codes and standards to a design solution.

Interior Designer

Codes and Regulations in interior design are all applicable codes as they have been adopted by the local jurisdiction in the planning and design of an interior environment. Compliance often involves meeting requirements from other state/provincial or national/federal entities as interpreted by the local code official or plan review office.

Landscape Architect

Codes and Regulations in landscape architecture are the legal and technical frameworks that govern the planning, design, construction, and maintenance of landscape architectural projects. These include zoning ordinances, building codes, environmental regulations, accessibility standards, and other local, state, or national requirements that ensure public safety, environmental protection, and compliance with professional standards.

Surveyor

Codes and Regulations in surveying are all codes and standards adopted and applicable to a given project or design. Application includes knowledge and interpretation of codes and standards to a design solution.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes working with codes, standards, and guidelines in the development and documentation of environments within each profession's scope of practice.

3. Construction Administration

Overview

Definition of Construction Administration

Construction Administration is a series of administrative tasks performed by a design professional to oversee the pre-construction and execution phases of a project that confirm substantial compliance with the related requirements and provisions of applicable technical documents.

Profession-Specific Definitions of Construction Administration

Architect

Construction Administration in architecture is the evaluation of construction progress to determine that the work is proceeding in accordance with the contract documents.

Engineer

Construction Administration in engineering is the implementation of a project to ensure it aligns with the design intent, contract documents, and applicable standards.

Interior Designer

Construction Administration in interior design is the oversight of an interior non-structural/ non-seismic components to ensure it aligns with the design intent, contract documents, and applicable standards.

Landscape Architect

Construction Administration in landscape architecture is the oversight of a project to ensure it aligns with the design intent, contract documents, and applicable standards.

Surveyor

Construction Administration in surveying is the oversight of a project to ensure it aligns with the design intent, contract documents, and applicable standards.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes overseeing the implementation of a project to ensure it aligns with the design intent, contract documents, and applicable standards.

4. Continuing Education/ Professional Development

Overview

Definition of Continuing Education/Professional Development

Continuing education/professional development is the ongoing process of maintaining one's professional skills, knowledge, competence, and expertise related to maintaining licensure and/or certification within a respective profession. Its purpose is to maintain professional competence and to stay current with the latest advancements, best practices, and regulations related to the health, safety, and welfare of the public.

Profession-Specific Definitions of Continuing Education/Professional Development

There are no distinct profession-specific definitions for this topic.

5. Contract Documents

Overview

Definition of Contract Documents

Contract Documents are the documents, drawings, and specifications used to communicate to others the intent or execution of a design.

Profession-Specific Definitions of Contract Documents

Architect

Contract Documents in architecture are the requirements for the construction of a building project. These documents form the legal basis of the agreement between the client and contractor to execute the design. The primary elements of contract documents include drawings specifications, the project manual, agreement forms, addenda, and modifications.

Engineer

Contract Documents in engineering are the documents, drawings, and specifications used to communicate to others the intent or execution of a design. Engineers provide contract documents that include, but are not limited to, plans, studies, designs, technical submissions, and construction or design product reviews to ensure compliance with engineered work specifications.

Interior Designer

Contract Documents in interior design are drawings and specifications, including various documents for technical submissions applicable to interior non-structural/non-seismic construction and alteration projects that integrate building design and construction requirements. The primary elements of contract documents include drawings specifications, the project manual, agreement forms, addenda, and modifications.

Landscape Architect

Contract Documents in landscape architecture are the comprehensive set of construction documents that define the requirements for a construction project. Contract Documents typically include plans, specifications, details, agreements, general and supplementary conditions, and addenda, which collectively guide project execution, establish responsibilities, and ensure compliance with design intent, technical standards, and legal obligations.

Surveyor

Contract Documents in surveying are the documents, drawings, and specifications used to communicate to others the intent or execution of a design. Surveyors provide contract documents that include, but are not limited to, plans, studies, designs, design coordination, technical submissions, and design products to ensure compliance with work specifications.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes preparing and administering contract documents for their specific professions. Through collaboration, allied professionals integrate scope of practice requirements across disciplines into a unified set of documents and project deliverables.

6. Ethics

Overview

Definition of Ethics

Ethics in the design disciplines are the professional responsibilities and principles of conduct that guide an individual and its profession. Professional ethics consider the impact of designs on individuals, communities, and the environment, while upholding honesty, integrity, fairness, competency, accountability, and a commitment to the public good. It ensures that design professionals consistently uphold practice regulations, professional rules, and moral principles to protect the health, safety, and welfare of the public, avoiding conflicts of interest, respecting confidentiality and intellectual property, and following all jurisdictional laws, codes, and regulations.

Profession-Specific Definitions of Ethics

There are no distinct profession-specific definitions for this topic.

7. Evaluation and Planning

Overview

Definition of Evaluation and Planning

Evaluation and Planning is the process of setting goals, developing strategies, and allocating resources in the development and analysis of a program or project. Those plans are then evaluated critically to determine their effectiveness and success while integrating the appropriate project requirements for the health, safety, and welfare of the public.

Profession-Specific Definitions of Evaluation and Planning

Architect

Evaluation and Planning in architecture is the process of designing, in whole or part, the exterior and interior of buildings and their site and evaluating client requirements, opportunities, and constraints and design alternatives based on the program.

Engineer

Evaluation and Planning in engineering is the process of setting goals, developing strategies, and allocating resources of a project, and then evaluating those plans through critical assessment to determine their effectiveness and success.

Interior Designer

Evaluation and Planning in interior design is process and analysis that informs a project direction for interior non-structural/non-seismic construction and alteration projects.

Landscape Architect

Evaluation and Planning in landscape architecture is the process of analyzing natural, cultural, and built environments and developing strategic, sustainable, and functional designs. Evaluation and Planning includes identifying opportunities and constraints, engaging stakeholders, and creating comprehensive plans that balance various design alternatives to achieve project goals.

Surveyor

Evaluation and Planning in surveying is the process of setting goals, developing strategies, and allocating resources of a program or project, and then evaluating those plans of critical assessment to determine their effectiveness and success.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes evaluating, planning, and designing within the scope of their discipline in relation to the building and/or site.

8. Furniture, Fixtures, and Equipment (FF&E)

Overview

Definition of Furniture, Fixtures, and Equipment (FF&E)

Furniture, Fixtures, and Equipment are items that are not permanently affixed to a building and are removable from their respective locations.

Profession-Specific Definitions of Furniture, Fixtures, and Equipment (FF&E)

Architect

Furniture, Fixtures, and Equipment in architecture are the items that are not permanently connected to the structure of a building, though they may be attached, that meet the client's design requirements and needs.

Engineer (Architectural/Structural)

Furniture, Fixtures, and Equipment in engineering are the items that are not permanently connected to the structure of a building, though they may be attached, that meet the client's design requirements and needs.

Interior Designer

Furniture, Fixtures, and Equipment in interior design are items that are not permanently connected to the structure of a building, though they may be attached. Interior designers coordinate locations of Furniture, Fixtures, and Equipment with other design professionals.

Landscape Architect

Furniture, Fixtures, and Equipment in landscape architecture are the movable and fixed elements that enhance the functionality, aesthetics, ergonomics, and safety of exterior environments. Landscape architects are responsible for selection and specification of elements including site furniture such as benches, trash cans, ash cans, and bike racks, raised planters, and other site enhancements that cater to the habits and well-being of users.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes integrating furniture, fixtures, and equipment (FF&E) into the overall building and site design. This includes specifying and aligning FF&E with applicable codes, standards, and regulations while collaborating across disciplines to ensure compatibility with building systems.

9. Human Behavior

Overview

Definition of Human Behavior

Human Behavior is the potential and expressed capacity (mentally, physically, and socially) of individuals or groups to respond to internal and external stimuli.

Profession-Specific Definitions of Human Behavior

Architect

Human Behavior in architecture means the environmental, psychological, public health, ergonomics, cultural diversity, social diversity, and social responses to the natural world and other people. Architects study Human Behavior to better understand how people interact with built environments, influencing the design of spaces to support physical, psychological, and social needs.

Engineer

Human Behavior in engineering is the potential and expressed capacity (mentally, physically, and socially) of individuals or groups to respond to internal and external stimuli.

Interior Designer

Human Behavior in interior design is the range of actions, reactions, and conduct exhibited by individuals or groups of people in various contexts and situations. It encompasses both observable actions and internal mental processes, such as thoughts, emotions, and motivations, that drive individual actions.

Landscape Architect

Human Behavior in landscape architecture is how people interact with and respond to their environments. Landscape architects study patterns of human movement, use, and perception to design spaces that enhance accessibility, comfort, safety, and well-being while fostering inclusive, social, cultural, and ecological connections.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes considering how people interact with and respond to their environments.

10. Human-Centered Design

Overview

Definition of Human-Centered Design

Human-Centered Design is an approach that prioritizes human needs and requirements by incorporating user perspectives throughout the problem-solving and development process.

Profession-Specific Definitions of Human-Centered Design

Architect

Human-Centered Design in architecture is the approach that prioritizes human needs and requirements by incorporating user perspectives. Architects consider factors, including environmental, psychological, public health, ergonomics, cultural diversity, and social diversity factors, that impact occupancy experience.

Engineer

Human-Centered Design in engineering and land surveying is an approach that prioritizes human needs and requirements by incorporating user perspectives. Engineers consider human scale, biology, psychology, health, ergonomics, and accessibility to provide appropriate design and construction solutions within the built environment.

Interior Designer

Human-Centered Design in interior design is an approach that prioritizes human needs and requirements by incorporating user perspectives. Interior designers consider accessibility, psychology, public health, ergonomics, and diversity to provide resilient, sustainable, adaptive design and construction solutions within the interior environment.

Landscape Architect

Human-Centered Design in landscape architecture is an approach that prioritizes human needs and requirements by incorporating user perspectives. Landscape architects integrate ergonomic design, considering human behavior and interaction with the environment, while balancing ecological, cultural, and social elements, as well as economic considerations in the planned, designed, and managed exterior environments. Landscape architects often utilize Human-Centered Design to create outdoor spaces that are equitable, accessible, and inclusive, addressing historical and current disparities.

Surveyor

Human-Centered Design in surveying is an approach that prioritizes human needs and requirements by incorporating user perspectives. Surveyors consider human scale, biology, psychology, health, ergonomics, and accessibility to provide appropriate design and construction solutions within the built environment.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes engaging in human-centered design by utilizing environmental, psychological, cultural, and social factors to enhance overall occupant experience.

11. Hydraulics

Overview

Definition of Hydraulics

Hydraulics is the study and application of fluid mechanics principles that determine the flow and pressure of liquids in both natural and engineered systems.

Profession-Specific Definitions of Hydraulics

Engineer

Hydraulics in engineering is the study and application of fluid mechanics and principles that are essential for designing and managing water-related systems and infrastructure. Engineers apply hydraulics principles to create efficient, safe, and sustainable solutions for water resource management, stormwater control, environmental protection, and the design of hydraulic structures.

Landscape Architect

Hydraulics in landscape architecture is the study and application of water flow, distribution, and management within exterior environments. Landscape architects utilize expertise in hydraulics calculations, watershed dynamics, soil-water interactions, and local and regional water regulations to design and implement systems for both stormwater management and irrigation design that create sustainable, resilient environments and address challenges such as stormwater runoff, flooding, water-sensitive environments, and water quality.

Surveyor

Hydraulics in surveying is the study and application of fluid mechanics and principles that are essential for designing and managing water-related systems and infrastructure. Surveyors may practice management of water-related systems within subdivision projects as allowed in some jurisdictions.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes applying hydraulic principles to design and manage water systems through engineered infrastructure and landscape-based solutions.

12. Integration of Building Systems

Overview

Definition of Integration of Building Systems

Integration of Building Systems is the process of incorporating all elements of the building systems in a project, including but not limited to jurisdictional requirements specifications, mechanical, electrical, plumbing, materials, fixtures, equipment environmental systems, and the building's performance.

Profession-Specific Definitions of Integration of Building Systems

Architect

Integration of Building Systems in architecture is the process of combining and coordinating various building systems to ensure optimal performance, efficiency, and functionality.

Engineer

Integration of Building Systems in engineering is the process of coordinating and synthesizing various engineering disciplines—such as electrical, geotechnical, mechanical, and structural—within a project to achieve a cohesive and optimized solution.

Interior Designer

Integration of Building Systems in interior design is the process of combining and coordinating various building systems to ensure optimal performance, efficiency, and functionality for interior non-structural/non-seismic construction and alteration projects.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes coordinating the integration of building systems as it relates to each respective profession.

13. Land-Use Determination

Overview

Definition of Land-Use Determination

Land-Use Determination is the process of evaluating, planning, and managing land use and development to achieve optimal outcomes by balancing physical site characteristics, community needs, and economic, social, and environmental factors.

Profession-Specific Definitions of Land-Use Determination

Engineer (Civil, Construction, Environmental, and Geotechnical)

Land-Use Determination in engineering is the evaluation, analysis, and decision-making associated with the allocation and organization of land for various purposes within the built environment to determine the most optimal land uses for a specific site or land area.

Landscape Architect

Land-Use Determination in landscape architecture is the evaluation, analysis, and decision-making associated with the allocation and organization of land for various purposes within the built environment. Landscape architects consider environmental, social, and economic factors to determine the most suitable land uses for a specific site or land area aligning with regional or local planning regulations, addressing site-specific challenges, and enhancing the overall quality of life in the community.

Surveyor

Land-Use Determination in surveying is the evaluation, analysis, and decision-making associated with the allocation and organization of land for various purposes within the built environment to determine the most optimal land uses for a specific site or land area.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes assessing site-specific factors to identify optimal land uses and planning for various land types, including residential, commercial, industrial, and conservation areas.

14. Master Planning

Overview

Definition of Master Planning

Master Planning is a comprehensive, long-term framework that guides future development of buildings, sites, or communities by integrating land use, transportation, utilities, and spatial improvements based on existing conditions and conceptual planning.

Profession-Specific Definitions of Master Planning

Architect

Master Planning in architecture is the process of providing preliminary and predesign services that maximize and capitalize on a holistic view of a project or projects, resulting in a solution that provides guidance for the design process, components and phasing, image, and built environment.

Engineer

Master Planning in engineering is the strategic design of built environments, focusing on public health, safety, and welfare for the lifetime of the planned structures.

Landscape Architect

Master Planning in landscape architecture is the long-term development of outdoor environments by integrating natural systems, land use, and infrastructure to enhance ecological function, social well-being, and economic resilience. Landscape architects work across scales—from sites and neighborhoods to regional landscapes—aligning planning efforts with broader community goals. This process defines design objectives, balances environmental and human needs, and ensures cohesive, sustainable growth.

Surveyor

Master Planning in surveying is the strategic design of built environments, focusing on public health, safety, and welfare for the lifetime of the plan.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes contributing to the development of long-term, conceptual layouts that guide future growth and development, integrating buildings, social settings, and surrounding environments to create cohesive, sustainable, and functional spaces.

15. Materials

Overview

Definition of Materials

Materials are the physical components used to construct a given project, which are selected, applied, and integrated based on their structural, physical, performance properties, capacity, and behavior.

Profession-Specific Definitions of Materials

Architect

Materials in architecture are the physical components used to construct a given project. Architects select and specify construction materials based on their structural, physical, constructability, and performance properties, capacity, and behavior to ensure constructability in alignment with programmatic and code requirements.

Engineer

Materials in engineering are the physical components used to construct a given project. Engineers select and specify construction materials based on their structural, physical, and performance properties, capacity, and behavior. Engineers select materials and finishes to ensure constructability in alignment with programmatic and code requirements.

Interior Designer

Materials in interior design are the physical components used to construct a given project. Interior designers select and specify building products, materials, and finishes, as well as other non-structural/non-seismic components and construction assemblies. Interior designers make selections based on code-compliance; appropriate installation, performance, and constructability requirements; client and occupant needs, project budget; maintenance and cleaning requirements; durability and lifecycle performance; and sustainable attributes and environmental impact.

Landscape Architect

Materials in landscape architecture are the physical components used to construct a given project. Landscape architects select, apply, and document materials, finishes, and systems to meet design goals of sustainability, safety, aesthetics, and environmental impact. Landscape architects utilize their expertise in material properties and performance to choose appropriate elements such as hardscape materials, site furnishings, site lighting, plantings, and irrigation systems. These choices are informed by considerations of constructability, durability, maintenance, ecological impact, and cost-effectiveness, ensuring alignment with project goals and site conditions while adhering to industry standards and regulations.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes selecting materials and finishes to ensure constructability in alignment with programmatic and code requirements, as well as coordinating with other design professionals to integrate requirements across disciplines.

16. Professional Practice

Overview

Definition of Professional Practice

Professional Practice is the work of a professional or business, including their actions, ethics, manners, and behaviors.

Profession-Specific Definitions of Professional Practice

Architect

Professional Practice in architecture is the application of knowledge, skills, ethics, and business management principles in the operation of an architectural firm or the delivery of architectural services. Professional Practice encompasses a broad range of responsibilities beyond design, including legal, financial, and ethical responsibilities that are necessary for the execution of architectural projects.

Engineer

Professional Practice in engineering is the management of projects, budgets, contracts, schedules, consultants, staffing, resources, and general business practices. Engineers establish contractually independent relationships to coordinate with and/or hire allied design professionals and consultants.

Interior Designer

Professional Practice in interior design is the management of projects, budgets, contracts, schedules, consultants, staffing, resources, and general business practices. Interior designers establish contractually independent relationships to coordinate with and/or hire allied design professionals and consultants.

Landscape Architect

Professional Practice in landscape architecture is the work of a professional or business, including the ethical, legal, and business aspects of the profession. This includes adhering to licensure, local, state, and national requirements; upholding industry standards; managing projects and multi-disciplinary teams; engaging with clients and stakeholders; and maintaining responsibility for design integrity, public safety, and environmental stewardship.

Surveyor

Professional Practice in surveying is the management of projects, budgets, contracts, schedules, consultants, staffing, resources, and general business practices. Surveyors establish contractually independent relationships to coordinate with and/or hire allied design professionals and consultants.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes applying ethical, legal, and business principles, including coordinating with and/or hiring allied professionals and consultants within their respective professions.

17. Programming

Overview

Definition of Programming

Programming is a research and decision-making process that design professionals use to define the scope of work for a project.

Profession-Specific Definitions of Programming

Architect

Programming in architecture is the systematic process of identifying and defining the needs, goals, and constraints of a building project before the design phase begins. Key elements of programming include needs assessment, spatial requirements, context analysis, budget and scheduling, performance criteria, and stakeholder engagement.

Engineer

Programming in engineering is the systematic process of identifying and defining the needs, goals, and constraints of a project before the design phase begins. Key elements of programming include needs assessment, spatial requirements, context analysis, budget and scheduling, performance criteria, and stakeholder engagement.

Interior Designer

Programming in interior design is the initial phase of the design and stakeholder engagement process of gathering and analyzing information about project requirements for interior non-structural/non-seismic construction and alteration projects that establish a clear understanding of the project goals, parameters, user needs, and design objectives.

Landscape Architect

Programming in landscape architecture is the process of gathering and analyzing information to define and meet the client's goals. This process includes identifying user needs, opportunities and constraints, site conditions, and contextual factors to develop a framework that informs design decisions and ensures the project aligns with functional, aesthetic, and environmental objectives.

Surveyor

Programming in surveying is the systematic process of identifying and defining the needs, goals, and constraints of a project before the design phase begins. Key elements of programming include needs assessment, spatial requirements, context analysis, budget and scheduling, performance criteria, and stakeholder engagement.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes identifying and defining the needs, goals, and constraints of a building project before the design phase begins.

18. Project Integration

Overview

Definition of Project Integration

Project Integration is the coordination of all elements of a project, including tasks, resources, stakeholders, and deliverables.

Profession-Specific Definitions of Project Integration

Architect

Project Integration in architecture is the coordination of all elements of a project (including structural, mechanical, electrical, plumbing, landscape, interior, and other specialties) necessary to design a project that meets the specified objectives, timelines, and budgetary goals.

Engineer

Project Integration in engineering is the comprehensive coordination, synchronization, and optimization of various elements within a project to ensure seamless execution and successful outcomes. Engineers focus on integrating diverse disciplines, such as civil, structural, electrical, and mechanical engineering, to create a unified project plan that meets the specified objectives, timelines, and budgetary constraints.

Interior Designer

Project Integration in interior design is the coordination of architecture, design, and engineering requirements for interior non-structural/non-seismic construction and alteration projects. Interior designers collaborate with allied professionals to understand and integrate scope of practice requirements across disciplines into a unified set of documents.

Landscape Architect

Project Integration in landscape architecture is the comprehensive coordination and collaboration of various site and design elements to ensure a cohesive and functional outcome. Landscape architects integrate diverse aspects of a design solution to create a unified design that aligns with project goals, regulatory requirements, sustainability principles, and client objectives.

Surveyor

Project Integration in surveying is the comprehensive coordination, synchronization, and optimization of various elements within a project to ensure seamless execution and successful outcomes. Surveyors integrate plans with allied professionals to create a unified project plan that meets the specified objectives, timelines, and budgetary constraints.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes collaborating with applied professionals to create a unified project plan that meets the specified objectives, timelines, and budgetary constraints.

19. Stakeholder Engagement

Overview

Definition of Stakeholder Engagement

Stakeholder Engagement is the process of soliciting input from users and communities that may use or be impacted by a project.

Profession-Specific Definitions of Stakeholder Engagement

Architect

Stakeholder Engagement in architecture is the collaborative process of involving all individuals or groups who have an interest in, or are affected by, a building project. Stakeholder Engagement ensures that the design meets the needs, expectations, and values of its diverse stakeholders, which can include clients, end-users, community members, regulatory agencies, and contractors.

Engineer

Stakeholder Engagement in engineering is the process of involving clients, affected neighbors, and communities in the planning and design process to ensure inclusive, informed, and collaborative outcomes.

Interior Designer

Stakeholder Engagement in interior design is the process of involving clients, affected neighbors, and communities in the planning and design process to ensure inclusive, informed, and collaborative outcomes.

Landscape Architect

Stakeholder Engagement in landscape architecture is the active and intentional involvement of clients, affected neighbors, and communities in all project phases to foster trust, consensus, and shared decision-making. Stakeholder Engagement integrates diverse perspectives, strengthens design and policy decisions, and ensures equitable, inclusive, and community-driven outcomes.

Surveyor

Stakeholder Engagement in surveying is the process of involving clients, affected neighbors, and communities in the planning and design process to ensure inclusive, informed, and collaborative outcomes.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes engaging communities and their stakeholders to understand potential impacts of a project or project use.

20. Sustainability

Overview

Definition of Sustainability

Sustainability is the practice of designing, constructing, and operating buildings and infrastructure in an environmentally responsible way in order to maintain an ecological balance and achieve performance outcomes.

Profession-Specific Definitions of Sustainability

Architect

Sustainability in architecture is the practice of designing buildings that show good economic lifecycle costs and focus on environmental performance in the categories of energy use, materials, utilities, indoor air quality, and waste management.

Engineer

Sustainability in engineering is the practice of integrating principles of environmental stewardship, social responsibility, and economic viability into the planning, design, and implementation of design projects. Engineers who specialize in sustainability work toward developing solutions that promote long-term ecological balance, social equity, and economic resilience. This practice aligns with a commitment to protecting the public health, safety, and welfare by incorporating sustainable practices that address current needs without compromising the ability of future generations to meet their own needs.

Interior Designer

Sustainability in interior design is the practice of designing spaces that prioritize environmental responsibility, resource efficiency, and occupant well-being. Interior designers develop design solutions and select materials and products that have minimal environmental impact, reduce waste, and optimize energy and water usage. Interior designers commit to protecting the public health, safety, and welfare by incorporating sustainable practices that promote healthier indoor environments and align with ecological, social, and economic sustainability goals.

Landscape Architect

Sustainability in landscape architecture is the practice of designing, creating, and managing outdoor spaces that prioritize long-term environmental resilience, resource efficiency, and social well-being. It encompasses the measurable performance of these spaces, assessing their functionality, ecological impact, and user satisfaction over time. Landscape architects minimize negative environmental impacts, ensure ecological balance, promote biodiversity, and support community interaction to ensure that designed environments are adaptable and effective in meeting current and future needs.

Surveyor

Sustainability in surveying is the practice of integrating principles of environmental stewardship, social responsibility, and economic viability into the planning, design, and implementation of design projects. Surveyors who specialize in sustainability work toward developing solutions that promote long-term ecological balance, social equity, and economic resilience. This practice aligns with a commitment to protecting the public health, safety, and welfare by incorporating sustainable practices that address current needs without compromising the ability of future generations to meet their own needs.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes conceptual design and coordinating sustainable practices that promote healthier environments and align with ecological, social, and economic sustainability goals and performance metrics/outcomes.

21. Universal Design

Overview

Definition of Universal Design

Universal Design is the design of buildings, products, or environments to make them accessible and equitable to people with a wide range of abilities, disabilities, backgrounds, and other characteristics.

Profession-Specific Definitions of Universal Design

Architect

Universal Design in architecture is the design of buildings, products, or environments to make them accessible to people, regardless of age, disability, or other factors. Universal Design addresses common barriers to participation by creating things that can be used by the maximum number of people possible.

Engineer

Universal Design in engineering is the design of buildings, products, sites, or environments to make them accessible to people, regardless of age, disability, or other factors. Universal Design addresses common barriers to participation by creating things that can be used by the maximum number of people possible.

Interior Designer

Universal Design in interior design is the application of knowledge of human anthropometrics and behavior to design environments to ensure they are usable by all people to the greatest extent possible, without the need for adaptation or specialized design. Interior designers apply accessibility standards, regulations, and guidelines to the development and documentation of interior non-structural/non-seismic construction and alteration projects that protect the public health, safety, and welfare.

Landscape Architect

Universal Design in landscape architecture is an inclusive approach to creating accessible and equitable outdoor spaces for all people, regardless of age, ability, or background. Universal Design extends beyond regulatory compliance to promote social equity by ensuring fair access to public spaces. While accessible design focuses on meeting specific codes, universal design reflects a broader commitment to inclusivity, sustainability, and enhancing well-being for everyone.

Summary of Overlap

Acceptable Overlap

Acceptable overlap includes considering universal design to achieve the goals and objectives of a project.

GROUP 3:
AREAS WITH PRACTICE BOUNDARIES

These are areas of practice where overlap exists and requires careful regulatory interpretation. While some aspects of the work may be performed by multiple professions, clear distinctions in responsibility, scope, and competency should be maintained. These topics require defined practice boundaries and are most likely to benefit from formal guidance to support consistent regulatory oversight.

While multiple professions may contribute, distinctions in responsibility, scope, and competency must be maintained to ensure public protection. Topics in this category include the following elements:

- General definition
- Profession-specific definitions
- Summary of acceptable overlap
- Practice boundaries analyzed through profession-to-profession comparisons

For practice areas in Group 3, the document identifies each profession's role and scope of practice. Acceptable areas of shared responsibility are described in the overlap summary. If a profession is not listed for a specific topic, this indicates that it does not typically engage in that area of practice.

22. Building Components and Equipment
23. Building Design
24. Building Environmental Systems
25. Building Performance
26. Design
27. Egress
28. Electrical Systems
29. Engineering Design
30. Fire Protection Systems
31. Grading, Drainage, and Stormwater Management
32. Landscape Elements
33. Mechanical Systems
34. Non-Boundary Survey
35. Planting Plans
36. Site Analysis
37. Site Design
38. Site Environmental Systems
39. Site Remediation
40. Structural Systems

22. Building Components and Equipment

Overview

Definition of Building Components and Equipment

Building Components and Equipment are fixed and permanently installed equipment that support program operations, typically require specialized system integration, and may impact structural and seismic requirements.

Profession-Specific Definitions of Building Components and Equipment

Architect

Building Components and Equipment in architecture are permanently placed equipment that meet the building system, design requirements, and client needs.

Engineer (Architectural/Structural and Mechanical/Electrical)

Building Components and Equipment in engineering are the fixtures and equipment of built environments. Engineers identify, select, and configure fixtures and equipment that meet specific project requirements, considering factors such as functionality, safety, and compliance with relevant codes and standards.

Interior Designer

Building Components and Equipment in interior design are fixed equipment installed on or in a building and may require specialized system connections.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes integrating fixed equipment into projects and ensuring functionality and safety.

Practice Boundaries

Architect

- Specify, place, or coordinate system requirements and utility connections for equipment requiring structural support, load-bearing reinforcement, or vibration isolation, as well as those that alter or affect vertical transportation equipment.

Engineer (Architectural/Structural and Mechanical/Electrical)

- Specify, place, or coordinate system requirements and utility connections for equipment requiring structural support, load-bearing reinforcement, or vibration isolation.

Interior Designer

- Coordinate vertical transportation equipment.

Overlap and Boundaries

Architect & Architectural/Structural and Mechanical/Electrical Engineer

Role of Architect	Architects specify, place, or coordinate vertical transportation equipment.
Overlap	Architects, architectural/structural engineers, and mechanical/electrical engineers integrate fixed equipment into projects and ensure functionality and safety.
Role of Architectural/ Structural and Mechanical/Electrical Engineer	There is no scope distinction for architectural/structural and mechanical/electrical engineers in this area.

Architect & Interior Designer

Role of Architect	Architects specify, place, or coordinate system requirements and utility connections for equipment requiring structural support, load-bearing reinforcement, or vibration isolation, as well as those that alter or affect vertical transportation equipment.
Overlap	Architects and interior designers integrate fixed equipment into projects and ensure functionality and safety.
Role of Interior Designer	There is no scope distinction for interior designers in this area.

Architectural/Structural and Mechanical/Electrical Engineer & Interior Designer

Role of Architectural/ Structural and Mechanical/Electrical Engineer	Architectural/structural and mechanical/electrical engineers specify, place, or coordinate system requirements and utility connections for equipment requiring structural support, load-bearing reinforcement, or vibration isolation.
Overlap	Interior designers, architectural/structural and mechanical/electrical engineers integrate fixed equipment into projects and ensure functionality and safety.
Role of Interior Designer	There is no scope distinction for interior designers in this area.

23. Building Design

Overview

Definition of Building Design

Building Design is the application of architectural, engineering, and technical principles in the design of the exterior and interior of an open or enclosed structure with the principal purpose of human occupancy or habitation.

Profession-Specific Definitions of Building Design

Architect

Building Design in architecture is the art and science of designing, in whole or in part, the exterior and interior of buildings. This includes applying design principles, applicable codes and regulations, and knowledge of materials, systems, and constructability to achieve programmatic requirements and goals for the building. Building Design also includes developing concepts and preparing documents that define form and function.

Engineer

Building Design in engineering is the design of the engineered systems and processes in structures that affect the health, safety, and welfare of the public.

Interior Designer

Building Design in interior design is the planning and implementation of the functional non-structural/non-seismic components within a structure. Interior designers integrate user requirements, spatial organization, materiality, building system needs, and building codes and regulatory requirements into the design outcome.

Landscape Architect

Building Design in landscape architecture is the design of structures not intended for human habitation but for human occupancy outdoors. These design structures can be aesthetic and/or functional design solutions that are intended for public and private use, such as pavilions, gazebos, pergolas, arbors, and greenhouses.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes providing all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.

Practice Boundaries

Architect

- Design and coordinate elements of the building design, including changes to occupancy not already allowed or of a greater hazard, building structure or envelope, construction classification, vertical transportation, and the fire protection systems of the primary structure.

Engineer

- Design the engineered systems within the building and coordinate spaces within the building.

Interior Designer

- Plan and coordinate non-structural/non-seismic components that define space and support function.

Landscape Architect

- Responsible for the integration of structures into the site design and the development of construction details and specifications for these structures.

Overlap and Boundaries

Architect & Engineer

Role of Architect	Architects design and coordinate elements of the building design, including changes to occupancy not already allowed or of a greater hazard, building structure or envelope, construction classification, vertical transportation, and the fire protection systems of the primary structure.
Overlap	Architects and engineers provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Engineer	Engineers design the engineered systems within the building and coordinate spaces within the building.

Architect & Interior Designer

Role of Architect	Architects design and coordinate elements of the building design, including changes to occupancy not already allowed or of a greater hazard, building structure or envelope, construction classification, vertical transportation, and the fire protection systems of the primary structure.
Overlap	Architects and interior designers provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Interior Designer	Interior designers plan and coordinate non-structural/non-seismic components that define space and support function.

Architect & Landscape Architect

Role of Architect	Architects design and coordinate elements of the building design, including changes to occupancy not already allowed or of a greater hazard, building structure or envelope, construction classification, vertical transportation, and the fire protection systems of the primary structure.
Overlap	Architects and landscape architects provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Landscape Architect	Landscape architects are responsible for the integration of structures into the site design and the development of construction details and specifications for these structures.

Engineer & Interior Designer

Role of Engineer	Engineers design the engineered systems within the building and coordinate spaces within the building.
Overlap	Engineers and interior designers provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Interior Designer	Interior designers plan and coordinate non-structural/non-seismic components that define space and support function.

Engineer & Landscape Architect

Role of Engineer	Engineers design the engineered systems within the building and coordinate spaces within the building.
Overlap	Engineers and landscape architects provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Landscape Architect	Landscape architects are responsible for the integration of structures into the site design and the development of construction details and specifications for these structures.

Interior Designer & Landscape Architect

Role of Interior Designer	Interior designers plan and coordinate non-structural/non-seismic components that define space and support function.
Overlap	Interior designers and landscape architects provide all the information necessary to satisfy the health, safety, and welfare requirements in the construction of a structure within their discipline.
Role of Landscape Architect	Landscape architects are responsible for the integration of structures into the site design and the development of construction details and specifications for these structures.

24. Building Environmental Systems

Overview

Definition of Building Environmental Systems

Building Environmental Systems are the interconnected, dynamic, and complex processes and elements that shape the environment of a building through its spatial, materials, building services, and environmental and sustainable practices.

Profession-Specific Definitions of Building Environmental Systems

Architect

Building Environmental Systems in architecture include environmental control systems such as mechanical, electrical, and plumbing systems. Architects oversee the integration of building systems in the project design and determine design parameters.

Engineer (Architectural/Structural and Mechanical/Electrical)

Building Environmental Systems in engineering include environmental control systems such as mechanical, electrical, and structural systems. Engineers oversee the integration of building systems in the project design and determine design parameters.

Interior Designer

Building Environmental Systems in interior design include environmental control systems such as mechanical, electrical, and plumbing systems. Interior designers oversee the integration of non-structural/ non-seismic components of building systems in the project design and determine design parameters.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes the conceptual design of building environmental systems and coordination between professions throughout the design process.

Practice Boundaries

Architect

- Architects perform integration and coordination of passive building environmental systems but do not design active systems.

Engineer

- Architectural engineers with training in mechanical/electrical systems perform comprehensive building environmental systems design for all occupancy types.
- Mechanical/electrical engineers perform comprehensive design for all building environmental systems, including the detailed thermodynamic and mechanical designs (e.g. heating/cooling processes, molding/heat treatment, and fits and tolerances) and integral building components that impact the built environment.

Interior Designer

- Interior designers perform integration and coordination of passive non-structural/non-seismic building environmental systems but do not design active systems.

Overlap and Boundaries

Architect & Architectural/Structural Engineer

Role of Architect	Architects perform integration and coordination of passive building environmental systems but do not design active systems.
Overlap	Structural engineers and architects engage in design of building environmental systems and coordinate and integrate building environmental systems including environmental control, mechanical, electrical, and structural systems.
Role of Architectural/ Structural Engineer	Architectural engineers with training in mechanical/electrical systems perform comprehensive building environmental systems design for all occupancy types. Structural engineers and architectural engineers with training in structural systems do not perform building environmental systems design.

Architect & Mechanical/Electrical Engineer

Role of Architect	Architects perform integration and coordination of passive building environmental systems but do not design active systems.
Overlap	Mechanical/electrical engineers and architects engage in design of building environmental systems and coordinate and integrate building environmental systems including environmental control, mechanical, and electrical systems.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive design for all building environmental systems, including the detailed thermodynamic and mechanical designs (e.g., heating/cooling processes, molding/heat treatment, and fits and tolerances) and integral building components that impact the built environment.

Architect & Interior Designer

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Interior designers and architects engage in conceptual design of interior building environmental systems and coordinate with other professions throughout the design process, but do not design them.
Role of Interior Designer	There is no scope distinction for interior designers in this area.

Architectural/Structural Engineer & Mechanical/Electrical Engineer

Role of Architectural/ Structural Engineer	Architectural engineers with training in mechanical/electrical systems perform comprehensive building environmental systems design for all occupancy types. Structural engineers and architectural engineers with training in structural systems do not perform building environmental systems design.
Overlap	Mechanical/electrical engineers and architectural engineers with training in mechanical/electrical systems engage in design of building environmental systems and coordinate and integrate building environmental systems including environmental control, mechanical, and electrical systems.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive design for all building environmental systems, including the detailed thermodynamic and mechanical designs (e.g., heating/cooling processes, molding/heat treatment, and fits and tolerances) and integral building components that impact the built environment.

Architectural/Structural Engineer & Interior Designer

Role of Architectural/ Structural Engineer	Architectural engineers with training in mechanical/electrical systems perform comprehensive building environmental systems design for all occupancy types. Structural engineers and architectural engineers with training in structural systems do not perform building environmental systems design.
Overlap	Interior designers and structural engineers engage in conceptual design of interior building environmental systems and coordinate and integrate building environmental systems including environmental control, mechanical, electrical, and structural systems.
Role of Interior Designer	Interior designers perform integration and coordination of building environmental systems but do not design them.

Mechanical/Electrical Engineer & Interior Designer

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive design for all building environmental systems, including the detailed thermodynamic and mechanical designs (e.g., heating/cooling processes, molding/heat treatment, and fits and tolerances) and integral building components that impact the built environment.
Overlap	Mechanical/electrical engineers and interior designers engage in conceptual design of interior building environmental systems and coordinate and integrate building environmental systems including environmental control, mechanical, plumbing, and electrical systems.
Role of Interior Designer	Interior designers perform integration and coordination of building environmental systems but do not design them.

25. Building Performance

Overview

Definition of Building Performance

Building Performance is the comprehensive evaluation and optimization of building systems or spaces to determine how their performance impacts the building and its occupants to meet specified criteria for functionality, efficiency, and sustainability.

Profession-Specific Definitions of Building Performance

Architect

Building Performance in architecture is the consideration of programmatic and performance requirements established through the evaluation and application of codes and standards to determine potential impact on the building and its occupants.

Engineer

Building Performance in engineering is the measurement of how well a building meets its intended functions and requirements based on structural integrity, energy efficiency, functional performance, and sustainability.

Interior Designer

Building Performance in interior design is the coordination of performance aspects, including energy efficiency, thermal comfort, indoor air quality, and daylighting, in alignment with applicable building codes and regulatory requirements within the building envelope.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes developing design parameters and tracking performance metrics to ensure functionality, efficiency, and effectiveness for occupants.

Practice Boundaries

Architect

- Responsible for building envelope design decisions and respond to building system and equipment design decisions.
- Responsible for the overall building envelope requirements.

Engineer

- Responsible for building systems and equipment and respond to envelope design decisions.
- Responsible for building systems and equipment and respond to interior building environment decisions.

Interior Designer

- Coordinate with other design professionals to address building performance to ensure that the affected elements are integrated into the building performance goals.
- Responsible for interior building environments and respond to building systems and equipment design decisions.

Overlap and Boundaries

Architect & Engineer

Role of Architect	Architects are responsible for building envelope design decisions and respond to building system and equipment design decisions.
Overlap	Architects and engineers develop design parameters and track performance metrics to ensure functionality, efficiency, and effectiveness for occupants.
Role of Engineer	Engineers are responsible for building systems and equipment and respond to envelope design decisions.

Architect & Interior Designer

Role of Architect	Architects are responsible for the overall building envelope requirements.
Overlap	Architects and interior designers develop design parameters and track performance metrics to ensure functionality, efficiency, and effectiveness for occupants.
Role of Interior Designer	Interior designers coordinate with other design professionals to address building performance to ensure that the affected elements are integrated into the building performance goals.

Engineer & Interior Designer

Role of Engineer	Engineers are responsible for building systems and equipment and respond to interior building environment decisions.
Overlap	Engineers and interior designers develop design parameters and track performance metrics to ensure functionality, efficiency, and effectiveness for occupants.
Role of Interior Designer	Interior designers are responsible for interior building environments and respond to building systems and equipment design decisions.

26. Design

Overview

Definition of Design

Design is the iterative process of conceptualizing, planning, and creating elements within the built environment to meet the intended goals, functional requirements, constraints, and considerations of a project, encompassing economic, environmental, cultural, and social factors.

Profession-Specific Definitions of Design

Architect

Design in architecture includes in whole or part the design of the exterior and interior of buildings and the sites around them in a manner that protects public health, safety, and welfare. Architects program and plan, develop concepts, prepare documents and Technical Submissions, incorporate jurisdiction requirements, and coordinate consultants. Architects also apply codes and standards, evaluate alternatives, select appropriate building systems and materials, and integrate technical criteria to develop a design.

Engineer

Design in engineering is a highly technical process involving spatial analysis, planning, precision measurement, compliance, and documentation, with the goal of creating safe, functional, and regulatory-compliant structures and spaces.

Interior Designer

Design in interior design is a creative and systematic process where specialized knowledge is applied to the conception, planning, and development of interior environments that promote public health, safety, and welfare while supporting and enhancing the human experience. Interior designers identify, analyze, and synthesize information to generate holistic, technical, creative, and contextually appropriate design solutions. Interior designers analyze, plan, design, document, and manage interior non-structural/non-seismic construction and alteration projects, ensuring that spaces meet functional and spatial needs, such as circulation, flexibility, egress, and accessibility, while protecting public health, safety, and welfare by incorporating applicable building codes, standards, and regulations.

Landscape Architect

Design in landscape architecture is the intentional shaping of outdoor spaces to balance ecological function, aesthetic quality, and human experience. Through site analysis, planning, and collaboration, landscape architects integrate natural systems, cultural context, and technical requirements to create sustainable, resilient, and functional environments and develop solutions that harmonize landforms, vegetation, hardscapes, and infrastructure that enhance public health, safety, and well-being.

Surveyor

Design in surveying is a highly technical process involving spatial analysis, planning, precision measurement, compliance, and documentation, with the goal of creating safe, functional, and regulatory-compliant structures and spaces.

Summary of Overlap and Boundaries

Acceptable Overlap

All professions design by contributing expertise within their respective disciplines to create functional, integrated, and code-compliant interior and/or exterior spaces, structural systems, and environmental systems.

Overlap and Boundaries

Specific scope distinctions are found within the other documented overlap areas. Reference specific topic area.

27. Egress

Overview

Definition of Egress

Egress is the design of safe, accessible, and clearly marked routes within a building or site that ensure occupants can efficiently reach points of safety or designated areas of refuge during an emergency and facilitate unhindered access for emergency responders.

Profession-Specific Definitions of Egress

Architect

Egress in architecture is the design and coordination of both horizontal and vertical paths as well as the safe, unhindered access, exit, and exit discharge of a building.

Engineer

Egress in engineering is the design and coordination of safe, unhindered accessible exit routes, including protecting and illuminating safe unhindered paths, from a building or site.

Interior Designer

Egress in interior design is the design and coordination of unhindered paths that allow individuals to safely exit an interior space of a building.

Landscape Architect

Egress in landscape architecture is the design and coordination of safe, unhindered accessible routes from a site. Landscape architects ensure exit points for evacuation in emergency situations.

Surveyor

Egress in surveying is the design and coordination of safe, unhindered accessible exit routes and emergency vehicle access from a building or site.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes the conceptual planning of safe, unhindered accessible paths of travel to ensure life safety and code compliance.

Practice Boundaries

Architect

- Responsible for means of egress in the building context.
- Alter or affect spaces beyond the exit access component of a means of egress system, including horizontal and vertical egress pathways and building discharge.

Engineer

- Design the infrastructure to ensure egress is code compliant.

Interior Designer

- Determine spatial layouts including corridors leading to vertical egress pathways, based on occupancy groups and other specific code requirements.
- May modify openings within existing horizontal means of egress access or exit access points.

Landscape Architect

- Responsible for access to and egress from a site for people and vehicles, including emergency access requirements.

Surveyor

- Design road alignments, grades, and turnarounds that are code compliant for emergency vehicles and safe egress routes.

Overlap and Boundaries

Architect & Engineer

Role of Architect	Architects are responsible for means of egress in the building context.
Overlap	Architects and engineers design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Engineer	Engineers design the infrastructure to ensure egress is code compliant.

Architect & Interior Designer

Role of Architect	Architects alter or affect spaces beyond the exit access component of a means of egress system, including vertical egress pathways and building discharge.
Overlap	Architects and interior designers design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Interior Designer	Interior designers determine spatial layouts including corridors leading to vertical egress pathways, based on code requirements. Interior designers may modify openings within existing horizontal means of egress access or exit access points.

Architect & Landscape Architect

Role of Architect	Architects are responsible for means of egress in the building context.
Overlap	Architects and landscape architects design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Landscape Architect	Landscape architects are responsible for access to and egress from a site for people and vehicles, including emergency access requirements.

Architect & Surveyor

Role of Architect	Architects are responsible for means of egress in the building context.
Overlap	Architects and surveyors design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Surveyor	Surveyors are responsible for alignment, grades, and turnarounds for access to and egress within site development that are code compliant for emergency vehicles.

Engineer & Interior Designer

Role of Engineer	Engineers design the infrastructure to ensure egress is code compliant.
Overlap	Engineers and interior designers design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Interior Designer	Interior designers determine spatial layouts including corridors leading to vertical egress pathways, based on code requirements and may modify openings within existing horizontal means of egress access or exit access points.

Engineer & Landscape Architect

Role of Engineer	Engineers design the infrastructure to ensure egress is code compliant.
Overlap	Engineers and landscape architects design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Landscape Architect	Landscape architects are responsible for access to and egress from a site for people and vehicles, including emergency access requirements.

Engineer & Surveyor

Role of Engineer	Engineers design the infrastructure to ensure egress is code compliant.
Overlap	Engineers and surveyors design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Surveyor	Surveyors are responsible for alignment, grades, and turnarounds for access to and egress within site development that are code compliant for emergency vehicles.

Interior Designer & Landscape Architect

Role of Interior Designer	Interior designers determine spatial layouts including corridors leading to vertical egress pathways, based on code requirements. Interior designers may modify openings within existing horizontal means of egress access or exit access points.
Overlap	Interior designers and landscape architects design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Landscape Architect	Landscape architects are responsible for access to and egress from a site for people and vehicles, including emergency access requirements.

Interior Designer & Surveyor

Role of Interior Designer	Interior designers determine spatial layouts including corridors leading to vertical egress pathways, based on code requirements. Interior designers may modify openings within existing horizontal means of egress access or exit access points.
Overlap	Interior designers and surveyors design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Surveyor	Surveyors are responsible for alignment, grades, and turnarounds for access to and egress within site development that are code compliant for emergency vehicles.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects are responsible for access to and egress from a site for people and vehicles, including emergency access requirements.
Overlap	Landscape architects and surveyors design the conceptual plan of safe, accessible paths of travel to ensure life safety and code compliance.
Role of Surveyor	Surveyors are responsible for alignment, grades, and turnarounds for access to and egress within site development that are code compliant for emergency vehicles.

28. Electrical Systems

Overview

Definition of Electrical Systems

Electrical Systems are the electrical distribution equipment and components that generate, distribute, and terminate electricity at power devices, lights, and other end uses.

Profession-Specific Definitions of Electrical Systems

Architect

Electrical Systems in architecture are the equipment and components that generate, distribute, and terminate electricity at power devices, lights, and other end uses. Architects determine and oversee the design and integration of electrical systems and their components based on technical properties to meet project goals.

Engineer (Mechanical/Electrical)

Electrical Systems in engineering are the equipment and components that generate, distribute, and terminate electricity at power devices, lights, and other end uses. Engineers oversee the integration of power, control, sensing, and communication to operate and manage mechanical systems effectively and safely.

Interior Designer

Electrical Systems in interior design are the equipment and components that generate, distribute, and terminate electricity at power devices, lights, and other end uses. Interior designers identify user requirements and functional needs for device, lighting, and component selection as well as placement and layout.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes the design and coordination of electrical systems by integrating electrical layouts, devices, lighting, and equipment through collaborating, ensuring project needs, and meeting scope-of-practice requirements across disciplines.

Practice Boundaries

Architect

- Coordinate lighting, power devices, distribution layout, and building-wide electrical system locations to align with space and functional requirements for the building and site.

Engineer (Mechanical/Electrical)

- Responsible for all aspects of engineering lighting and power design.

Interior Designer

- Coordinate lighting, power devices, and distribution layout to align with interior space and functional requirements.

Overlap and Boundaries

Architect & Mechanical/Electrical Engineer

Role of Architect	Architects coordinate lighting, power devices, distribution layout, and building-wide electrical system locations to align with space and functional requirements for the building and site.
Overlap	Architects and mechanical/electrical engineers design and coordinate electrical systems by integrating electrical layouts, devices, lighting, and equipment through collaborating, ensuring project needs, and meeting scope-of-practice requirements across disciplines.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers are responsible for all aspects of engineering lighting and power design.

Architect & Interior Designer

Role of Architect	Architects coordinate lighting, power devices, distribution layout, and building-wide electrical system locations to align with space and functional requirements for the building and site.
Overlap	Architects and interior designers coordinate electrical systems by integrating electrical layouts, devices, lighting, and equipment through collaborating, ensuring project needs, and meeting scope-of-practice requirements across disciplines.
Role of Interior Designer	Interior designers coordinate lighting, power devices, and distribution layout to align with interior space and functional requirements.

Mechanical/Electrical Engineer & Interior Designer

Role of Mechanical/ Electrical Engineer	Mechanical/electrical are responsible for all aspects of engineering lighting and power design.
Overlap	Mechanical/electrical engineers and interior designers design and coordinate electrical systems by integrating electrical layouts, devices, lighting, and equipment through collaborating, ensuring project needs, and meeting scope-of-practice requirements across disciplines.
Role of Interior Designer	Interior designers coordinate lighting, power devices, and distribution layout to align with interior space and functional requirements.

29. Engineering Design

Overview

Definition of Engineering Design

Engineering Design is the application of engineering principles and the interpretation of engineering data to solve complex problems within the boundaries and constraints of ethical standards, public safety considerations, and scientific principles.

Profession-Specific Definitions of Engineering Design

Architect

Engineering design in architecture is the integration and coordination of building systems based on design parameters and technical properties. This includes working with the appropriate engineers to set fixed limits or boundaries on a building's characteristics to facilitate the analysis and design. These building systems include plumbing, mechanical, electrical, and structural engineering systems. Specialty systems include fire and smoke suppression, conveying systems, acoustics, communications and data, and security systems.

Engineer

Engineering design in engineering is the fundamental process of analyzing complex issues through the application of engineering principles and interpretation of engineering data, while adhering to ethical standards, public safety considerations, scientific principles, and all applicable codes. It may also involve devising a system, component, or process to meet desired needs and specifications within project constraints and engineering standards.

Interior Designer

Engineering design in interior design is the application of design parameters and integration of interior building systems based on specific design criteria and technical requirements, including the definition of space features. Key building systems include plumbing, mechanical, and electrical engineering, along with specialized systems like fire suppression, acoustics, communication and data infrastructure, lighting, and security systems.

Landscape Architect

Engineering design in landscape architecture is the application of design principles and technical knowledge related to grading, drainage, erosion control, stormwater management, and universal accessibility, as well as the design of site-specific systems, such as but not limited to pavement systems, low retaining walls, and low impact development stormwater management systems.

Surveyor

Engineering design in surveying is the application and integration related to site-specific planning/layout, such as the road/ditch grade of low impact development stormwater management systems.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes conceptual design, coordination with other design professions to define parameters for performance, and integration of engineering systems and components.

Practice Boundaries

Architect

- Develop conceptual design of structures and structural systems, as well as limited structural design for smaller occupancy load.
- Develop conceptual design of civil systems, as well as limited civil design.
- Develop conceptual design of mechanical/electrical systems, as well as limited mechanical/electrical design.
- Develop conceptual site design of grading and drainage systems.
- Develop universal accessibility, providing entrance to a building.

Engineer

- Architectural/structural engineers perform comprehensive structural engineering design for all occupancy types and calculate seismic restraints for components in significant structures and design retaining walls over a certain height (or per International Building Code (IBC) or local jurisdictional requirements) and bridges.
- Civil, construction, environmental, and geotechnical engineers perform structural design, foundation design, and all aspects of the site design (e.g., parking, traffic flow, drainage, utilities) and site functionality and environmental aspects; work on foundations for site structures (i.e., retaining walls > 4 feet) and seismic restraints; design foundations for site structures (gates, backstop netting, retaining walls > 4 feet) and seismic restraints; design grading, drainage, and stormwater management with regional impacts; and are responsible for universal accessibility providing entrance to a building.
- Mechanical/electrical engineers perform comprehensive engineering design for all occupancy types, exterior building systems, street and parking lot lighting, and power distribution systems.

Interior Designer

- Develop conceptual design of mechanical/electrical systems.

Landscape Architect

- Design structures not requiring occupancy permitting as outlined in IBC/International Existing Building Code (IEBC) or jurisdictional requirements.
- Design grading, drainage, and stormwater management systems, erosion control systems, paving systems, irrigation systems, universal accessibility, and low retaining walls (< 4 feet per IBC or local jurisdictional requirements).
- Design accent/site lighting design.
- Design biological and botanical systems.

Surveyor

- Develop interior subdivision design of road/ditch grades and stormwater collection.

Overlap and Boundaries

Architect & Architectural/Structural Engineer

Role of Architect	Architects develop conceptual designs of structures and structural systems, as well as limited structural design.
Overlap	Architects and structural engineers define parameters for performance, such as vibration, deflection, and floor loading in the design process. Architects and structural engineers coordinate engineering design for varying occupancy types and structural systems.
Role of Architectural/ Structural Engineer	Structural engineers perform comprehensive structural engineering design for all occupancy types and calculate seismic restraints for components in significant structures.

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	Architects develop conceptual designs of civil systems.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers define parameters for performance of site elements in the design process.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform structural design, foundation design, and all aspects of the site design (e.g., parking, traffic flow, drainage, utilities), as well as site function ability and environmental aspects. Civil, construction, environmental, and geotechnical engineers work on foundations for site structures (i.e., retaining walls > 4 feet) and seismic restraints.

Architect & Mechanical/Electrical Engineer

Role of Architect	Architects develop conceptual designs of mechanical/electrical systems.
Overlap	Architects and mechanical/electrical engineers define parameters for mechanical/ electrical engineering systems and components in the design process.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive engineering design for all occupancy types.

Architect & Interior Designer

Role of Architect	Architects perform conceptual designs of civil, mechanical/electrical, and structural systems.
Overlap	Architects and interior designers perform conceptual engineering design and coordinate with other design professions to define parameters for performance and integrate engineering systems and components.
Role of Interior Designer	Interior designers develop conceptual designs of electrical/mechanical systems.

Architect & Landscape Architect

Role of Architect	Architects primarily perform conceptual design work related to these elements.
Overlap	Architects and landscape architects engage in conceptual engineering design and universal accessibility by providing entrance to a building. Landscape architects and architects collaborate throughout the engineering design process.
Role of Landscape Architect	Landscape architects perform detailed site design, including engineering design elements such as grading and drainage.

Architect & Surveyor

Role of Architect	Architects request and utilize surveyor instruments of service to inform the project's constraints.
Overlap	There is no overlap between architects and surveyors in this area.
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

Architectural/Structural Engineer & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architectural/ Structural Engineer	Structural engineers and architectural engineers with training in structural systems perform comprehensive engineering design for all occupancy types.
Overlap	Structural engineers design both vertical and horizontal construction projects. Architectural engineers with training in structural systems design primarily vertical construction projects. Civil, construction, environmental, and geotechnical engineers, primarily civil engineers, design both vertical and horizontal construction projects.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil engineers perform comprehensive engineering design for both vertical and horizontal construction projects including roadways and bridges and vertical construction projects. Construction, environmental, and geotechnical engineers perform comprehensive engineering design within their scope of training.

Architectural/Structural Engineer & Mechanical/Electrical Engineer

Role of Architectural/ Structural Engineer	Architectural engineers with training in mechanical/electrical systems perform comprehensive engineering design for all occupancy types. Structural engineers and architectural engineers with training in structural systems do not perform mechanical/electrical design.
Overlap	Mechanical/electrical engineers and architectural engineers with training in mechanical/electrical systems define parameters for mechanical/electrical engineering systems and components in the design process.
Role of Mechanical/ Electrical Engineer	There is no scope distinction for mechanical/electrical engineers in this area.

Architectural/Structural Engineer & Interior Designer

Role of Architectural/ Structural Engineer	Structural engineers perform comprehensive structural engineering design for all occupancy types and calculate seismic restraints for components in significant structures.
Overlap	Interior designers and structural engineers perform conceptual engineering design and coordinate with other design professions to define parameters for performance and integrate engineering systems and components.
Role of Interior Designer	Interior designers coordinate with structural engineers in non-structural/non-seismic structural designs for equipment load requirements, core drill locations, recess slabs, and controls joints.

Architectural/Structural Engineer & Landscape Architect

Role of Architectural/ Structural Engineer	Structural engineers design retaining walls over a certain height (or per IBC or local jurisdictional requirements), occupancy-permitted structures, and bridges.
Overlap	Landscape architects and structural engineers coordinate and engage in conceptual engineering design. Both professions are permitted to design structures not requiring occupancy permitting as outlined in IBC/IEBC or jurisdictional requirements.
Role of Landscape Architect	Landscape architects design low retaining walls and structures not requiring occupancy permitting as outlined in IBC/IEBC or jurisdictional requirements.

Architectural/Structural Engineer & Surveyor

Role of Architectural/ Structural Engineer	Structural engineers design retaining walls over a certain height (or per IBC or local jurisdictional requirements), occupancy-permitted structures, and bridges.
Overlap	Structural engineers and surveyors coordinate and engage in conceptual engineering design. Both professions are permitted to design structures not requiring occupancy permitting as outlined in IBC/IEBC or jurisdictional requirements.
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

Civil, Construction, Environmental, and Geotechnical Engineer & Mechanical/Electrical Engineer

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform comprehensive engineering design within their scope of training.
Overlap	Civil, construction, environmental, and geotechnical engineers and mechanical/ electrical engineers perform comprehensive engineering design within their scope of training and coordinate with other design professions to define parameters for performance and integrate engineering systems and components.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive engineering design for mechanical and electrical systems, respectively.

Civil, Construction, Environmental, and Geotechnical Engineer & Interior Designer

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform structural design, foundation design, and all aspects of the site design (e.g., parking, traffic flow, drainage, utilities), as well as site function ability and environmental aspects. Civil, construction, environmental, and geotechnical engineers work on foundations for site structures (i.e., retaining walls > 4 feet) and seismic restraints.
Overlap	Civil, construction, environmental, and geotechnical engineers and interior designers perform conceptual engineering design and coordinate with other design professions to define parameters for performance and integrate engineering systems and components.
Role of Interior Designer	There is no scope distinction for interior designers in this area.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform grading, drainage, and stormwater management with regional impacts.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects coordinate and engage in conceptual engineering design. Both professions prepare engineering designs related to site-specific grading, drainage and stormwater management systems, erosion control systems, paving systems, irrigation systems, universal accessibility, and low retaining walls (< 4 feet per IBC or local jurisdictional requirements).
Role of Landscape Architect	Landscape architects design site-specific grading, drainage and storm water management systems, and biological and botanical systems.

Civil, Construction, Environmental, and Geotechnical Engineer & Surveyor

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform grading, drainage, and stormwater management with regional impacts.
Overlap	Civil, construction, environmental, and geotechnical engineers and surveyors coordinate and engage in conceptual engineering design. Both professions prepare engineering designs related to site-specific grading, drainage and stormwater management systems, erosion control systems, paving systems, irrigation systems, universal accessibility, and low retaining walls (< 4 feet per IBC or local jurisdictional requirements).
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

Mechanical/Electrical Engineer & Interior Designer

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers perform comprehensive engineering design for all occupancy types.
Overlap	Interior designers and Mechanical/electrical engineers perform conceptual engineering design and coordinate with other design professions to define parameters for performance and integrate engineering systems and components.
Role of Interior Designer	Interior designers develop conceptual designs of mechanical/electrical systems.

Mechanical/Electrical Engineer & Landscape Architect

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers design exterior building, street, and parking lot lighting, as well as power distribution systems.
Overlap	Landscape architects and mechanical/electrical engineers coordinate and engage in conceptual engineering design. Both professions perform accent/site lighting design.
Role of Landscape Architect	Landscape architects perform accent and site lighting design.

Mechanical/Electrical Engineer & Surveyor

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers design exterior building, street, and parking lot lighting, as well as power distribution systems.
Overlap	Mechanical/electrical engineers and surveyors coordinate and engage in conceptual engineering design.
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

Interior Designer & Landscape Architect

Role of Interior Designer	Interior designers design parameters and integration of interior building systems.
Overlap	Interior designers and landscape architects engage in conceptual engineering design and collaborate closely with engineers throughout the engineering design process.
Role of Landscape Architect	Landscape architects design parameters and integration of exterior or site-specific systems.

Interior Designer & Surveyor

Role of Interior Designer	Interior designers design parameters and integration of interior building systems.
Overlap	Interior designers and surveyors engage in conceptual engineering design and collaborate closely with engineers throughout the engineering design process.
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects prepare detailed designs of site-specific systems such as grading, drainage, erosion control, stormwater management, and universal accessibility, as well as biological and botanical systems.
Overlap	Landscape architects and surveyors engage in conceptual engineering and collaborate throughout the engineering design process.
Role of Surveyor	Surveyors design subdivisions that include road/ditch grades and minor stormwater management, as well as minor site grading for parcel development.

30. Fire Protection Systems

Overview

Definition of Fire Protection Systems

Fire Protection Systems are fundamental concepts within the built environment. They include both active and passive techniques associated with the avoidance and mitigation of fire-related events, specifically for the purposes of protection of persons and property.

Active fire protection systems offer protection by detecting, alarming, controlling, suppressing, or extinguishing fires. Common active fire protection systems include suppression and fire and smoke control systems.

Passive fire protection systems include components of a building, its infrastructure, or adjacent design elements that provide constant fire protection, without needing to be used or activated. Common passive fire protection systems limit the spread of fire and may include fire-resistant construction materials and methods; fire separation including walls, ceilings, and doors; and signage with fire safety information such as evacuation routes and horizontal compartmentalization.

Profession-Specific Definitions of Fire Protection Systems

Architect

Fire Protection Systems in architecture are fundamental concepts that guide the delivery of services related to fire suppression and smoke control systems that meet project goals. Architects must be able to apply the IBC to the design and documentation of a project, including fire suppression and smoke protection.

Engineer (Architectural/Structural and Mechanical/Electrical)

Fire Protection Systems in engineering are fundamental concepts that guide the design, analysis, and management of systems and strategies that detect, control, and suppress fires, explosions, and related hazards. Engineers must consider factors such as building design, fire dynamics, and human behavior using active techniques associated with the avoidance and mitigation of fire-related events specifically for the purposes of protection of persons, buildings, equipment, and fire suppression. This consists of, but is not limited to, sizing, selecting, and designing the system.

Interior Designer

Fire Protection Systems in interior design are fundamental concepts that guide the integration of interior fire protection systems in the project design. Interior designers must determine and integrate design requirements for passive fire protection systems. They coordinate and integrate active fire protection systems services in connection with fire suppression, and fire and smoke control systems.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes the integration and coordination of active and passive fire protection systems requirements between professions.

Practice Boundaries

Architect

- Coordinate design of passive fire protection of the building structural systems, including the selection and sizing of materials, insulation or coatings, and similar passive elements.
- Design active fire protection systems, including fire alarm and fire protection systems.
- Develop design parameters and solutions for fire protection systems that focus on the overall building and site, including exterior considerations.

Engineer (Architectural/Structural and Mechanical/Electrical)

- Architectural/structural engineers design passive fire protection of the building's structural systems, including the selection and sizing of materials, insulation or coatings, and similar passive elements; engage in conceptual design of interior building active fire protection systems.
- Mechanical/electrical engineers perform comprehensive design for active fire protection systems.

Interior Designer

- Specialize in environments interior to the building envelope.
- Develop conceptual design, integration, and coordination of a building's active fire protection system, but do not design them.
- Design parameters and integrate passive fire protection system requirements with the overall design approach.

Overlap and Boundaries

Architect & Architectural/Structural Engineer

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Engineers trained in fire protection and architects both perform passive fire protection design.
Role of Architectural/ Structural Engineer	There is no scope distinction for architectural/structural engineers in this area.

Architect & Mechanical/Electrical Engineer

Role of Architect	Architects coordinate design of passive fire protection of the building's structural systems, including the selection and sizing of materials, insulation or coatings, and similar passive elements.
Overlap	Mechanical/electrical engineers, architectural/structural engineers trained in mechanical and electrical engineering, and architects design active fire protection systems, including fire alarm and fire protection systems.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers do not independently engage passive fire protection systems that pertain to primary structural elements. Mechanical/electrical engineers with experience in the analysis, design, and application of fire protection systems design active fire systems.

Architect & Interior Designer

Role of Architect	Architects focus on the overall building (exterior and interior) and site, including exterior considerations, while interior designers specialize in environments non-structural/non-seismic interior to the building envelope. Architects and interior designers coordinate and integrate fire protection system requirements with overall design approach.
Overlap	Architects and interior designers participate in developing design parameters and solutions for fire protection systems. They focus on the development of passive fire protection systems and coordinate active fire protection system requirements with engineers who design and engineer the comprehensive active fire protection systems. Architects and interior designers coordinate and integrate fire protection system requirements with the overall design approach.
Role of Interior Designer	Interior designers coordinate and integrate passive fire protection system requirements that pertain to non-structural/non-seismic elements.

Architectural/Structural Engineer & Mechanical/Electrical Engineer

Role of Architectural/ Structural Engineer	Structural engineers and architectural engineers trained in structural engineering design passive fire protection of the building's structural systems, including the selection and sizing of materials, insulation or coatings, and similar passive elements.
Overlap	Architectural/structural engineers trained in mechanical and electrical engineering and mechanical/electrical engineers design active fire protection systems, including fire alarm and fire protection systems.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers do not independently engage passive fire protection systems that pertain to primary structural elements. Mechanical/electrical engineers with experience in the analysis, design, and application of fire protection systems design active fire systems.

Architectural/Structural Engineer & Interior Designer

Role of Architectural/ Structural Engineer	Structural engineers and architectural engineers trained in structural engineering design passive fire protection of the building's structural systems, including the selection and sizing of materials, insulation or coatings, and similar passive elements.
Overlap	Architectural/structural engineers and interior designers determine design parameters and integrate passive fire protection system requirements with overall design approach. Architectural/structural engineers and interior designers engage in conceptual design of interior active fire protection systems; they coordinate and integrate active fire protection systems, including fire suppression, fire, and smoke control systems.
Role of Interior Designer	Interior designers do not independently engage passive fire protection systems that pertain to primary structural elements.

Mechanical/Electrical Engineer & Interior Designer

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers with experience in the analysis, design, and application of fire protection systems design active fire systems. Mechanical/electrical engineers do not determine passive fire protection requirements such as location and level of rated walls, egress paths, etc., but do respond to design parameters determined by interior designers regarding the passive fire system by determining and integrating fire protection construction elements related to building systems, such as fire and smoke dampers and controls to meet passive fire protection requirements.
Overlap	Mechanical/electrical engineers and interior designers determine design parameters and integrate passive fire protection system requirements with overall design approach. Mechanical/electrical engineers and interior designers engage in conceptual design of active fire protection systems; they coordinate and integrate active fire protection.
Role of Interior Designer	Interior designers integrate and coordinate building active fire protection systems, but do not design them.

31. Grading, Drainage, and Stormwater Management

Overview

Definition of Grading, Drainage, and Stormwater Management

Grading, Drainage, and Stormwater Management is the manipulation and modification of land surfaces to achieve desired slopes, elevations, and drainage patterns to ensure proper water flow, erosion control, universal accessibility, and site functionality.

Profession-Specific Definitions of Grading, Drainage, and Stormwater Management

Architect

Grading, Drainage, and Stormwater Management in architecture is the design of new grading and topography necessary to accommodate a building based on an analysis of the project site. Architects must facilitate the flow of rainwater in a specific direction, understanding the direction of the surface flow of rainwater across the land to facilities that control the rainwater runoff from a site.

Engineer (Civil, Construction, Environmental, and Geotechnical)

Grading, Drainage, and Stormwater Management in engineering is a site-focused practice that involves the manipulation and modification of land surfaces to achieve desired slopes, elevations, and drainage patterns, considering factors such as soil characteristics, topography, and project specifications to mitigate unforeseen circumstances.

Landscape Architect

Grading, Drainage, and Stormwater Management in landscape architecture is the comprehensive and systematic analysis and design of land contours to achieve desired slopes, ADA accessibility, stormwater management, and overall site functionality. Landscape architects are responsible for evaluating the site's topography, soil mechanics, and surrounding watershed, and designing solutions that effectively manage the adverse effects of stormwater runoff, such as erosion, flooding, and water pollution.

Surveyor

Grading, Drainage, and Stormwater Management in surveying is a site-focused practice that involves the manipulation and modification of land surfaces to achieve desired slopes, elevations, and drainage patterns, considering factors such as soil characteristics, topography, and project specifications to mitigate unforeseen circumstances.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes conceptual site design and coordinating with other design professionals based upon the performance requirements of the specific project.

Practice Boundaries

Architect

- There is no scope distinction for architects in this area.

Engineer (Civil, Construction, Environmental, and Geotechnical)

- Perform grading and drainage design for regional impacts that go beyond the specific project site.

Landscape Architect

- Create detailed designs of and coordinate the biological and botanical elements of site-specific grading, drainage, and stormwater management.

Surveyor

- Create detailed designs of and coordinate site-specific grading, drainage, and stormwater management.
- Calculate grading by using maps or georeferenced databases representing authoritative locations for boundaries, the location of fixed works, or topography.

Overlap and Boundaries

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers coordinate the conceptual site design based upon the performance requirements of the specific project.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers design the site including grading, drainage, utilities, and detention. Engineers can perform functional design, development of design, and structural design. This also includes regional drainage plans.

Architect & Landscape Architect

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and landscape architects coordinate conceptual site design based upon the performance requirements of the specific project.
Role of Landscape Architect	Landscape architects perform detailed grading, drainage, and stormwater management design.

Architect & Surveyor

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and surveyors both coordinate the conceptual site design based upon the performance requirements of the specific project.
Role of Surveyor	Surveyors calculate grading by using maps or georeferenced databases representing authoritative locations for boundaries, the location of fixed works, or topography. The usage of maps (such as plan and profile, cross section, plat, record of survey, National Society of Professional Surveyors or American Land Title Association (NSPS/ALTA), topographic, and planimetric) and the ability for original data acquisition assists in resolving conflicts between multiple data sources.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform grading and drainage design for regional impacts that go beyond the specific project site. Engineers coordinate green roof design and onsite-water capture.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects create detailed designs of and coordinate site-specific grading, drainage, and stormwater management.
Role of Landscape Architect	Landscape architects design the biological and botanical elements of grading, drainage, and stormwater management.

Civil, Construction, Environmental, and Geotechnical Engineer & Surveyor

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers can perform regional-site focused drainage.
Overlap	Civil, construction, environmental, and geotechnical engineers and surveyors create detailed designs of and coordinate site-specific grading, drainage, and stormwater management.
Role of Surveyor	Surveyors calculate grading by using maps or georeferenced databases representing authoritative locations for boundaries, the location of fixed works, or topography. The usage of maps (such as plan and profile, cross section, plat, record of survey, NSPS/ALTA, topographic, and planimetric) and the ability for original data acquisition assists in resolving conflicts between multiple data sources.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects design the biological and botanical elements of grading, drainage, and stormwater management.
Overlap	Landscape architects and surveyors create detailed designs of and coordinate site-specific grading, drainage, and stormwater management.
Role of Surveyor	Surveyors calculate grading by using maps or georeferenced databases representing authoritative locations for boundaries, the location of fixed works, or topography. The usage of maps (such as plan and profile, cross section, plat, record of survey, NSPS/ALTA, topographic, and planimetric) and the ability for original data acquisition assists in resolving conflicts between multiple data sources.

32. Landscape Elements

Overview

Definition of Landscape Elements

Landscape Elements are the natural and constructed features used to organize, modify, and transform the functionality, aesthetics, and overall character of the visible features of an area of land.

Profession-Specific Definitions of Landscape Elements

Architect

Landscape Elements in architecture are the natural and constructed features incorporated into the exterior of a built environment. Architects are responsible for planning, designing, and coordinating these elements in collaboration with other design professionals.

Engineer (Civil, Construction, Environmental, and Geotechnical)

Landscape Elements in engineering are the natural and constructed features used to organize, modify, and transform the functionality, aesthetic, and overall character of the visible features of an area of land.

Landscape Architect

Landscape Elements in landscape architecture are the natural and constructed features used to organize, modify, and transform the functionality, aesthetics, and overall character of the visible features of an area of land. Landscape architects are responsible for the thoughtful integration of these elements, including the development of their construction details and specifications. Landscape architects may also plan and design exterior structures to enhance the functionality and visual appeal of outdoor spaces.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes performing conceptual design and coordinating site plans, hardscapes, and other site elements used to organize, modify, and transform the functionality, aesthetic, and overall character of the visible features of an area of land.

Practice Boundaries

Architect

- Perform the design of any habitable structures within the site plan.

Engineer (Civil, Construction, Environmental, and Geotechnical)

- Coordinate with architects and landscape architects on natural and constructed features.

Landscape Architect

- Perform the detailed design of landscape elements, including hardscape elements, water features, site furnishings, lighting, irrigation systems, and botanical and biological systems.

Overlap and Boundaries

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers perform conceptual design and coordination of site plans, hardscapes, and other site elements used to organize, modify, and transform the functionality, aesthetic, and overall character of the visible features of an area of land.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	There is no scope distinction for civil, construction, environmental, and geotechnical engineers in this area.

Architect & Landscape Architect

Role of Architect	Architects perform the design of any habitable structures within the site plan.
Overlap	Architects and landscape architects perform conceptual design and coordination of site plans, hardscapes, and other site elements used to organize, modify, and transform the functionality, aesthetic, and overall character of the visible features of an area of land.
Role of Landscape Architect	Landscape architects perform the detailed design of landscape elements, including hardscape elements, water features, site furnishings, lighting, irrigation systems, and botanical and biological systems.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	There is no scope distinction for civil, construction, environmental, and geotechnical engineers in this area.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects perform conceptual design and coordination of site plans, hardscapes, and other site elements used to organize, modify, and transform the functionality, aesthetic, and overall character of the visible features of an area of land.
Role of Landscape Architect	Landscape architects perform the detailed design of landscape elements, including hardscape elements, water features, site furnishings, lighting, irrigation systems, and botanical and biological systems.

33. Mechanical Systems

Overview

Definition of Mechanical Systems

Mechanical Systems are building and industrial systems—including heating, ventilation, air conditioning, plumbing, fire protection, and process piping, along with their associated distribution equipment and components—that manage air, fluids, and gases.

Profession-Specific Definitions of Mechanical Systems

Architect

Mechanical Systems in architecture are the building and industrial systems primarily responsible for maintaining heating/cooling and ventilation, reducing air infiltration, and maintaining pressure relationships between spaces. Architects integrate the design, installation, and control systems of these functions into one or more systems.

Engineer (Mechanical/Electrical)

Mechanical Systems in engineering are building and industrial systems that manage air, fluids, and gases. Engineers analyze and design these systems, contributing to advancements in technology, efficiency, and safety across various industries through the application of kinematics, dynamics, thermodynamics, fluid mechanics, and control systems.

Interior Designer

Mechanical Systems in interior design are the building and industrial systems that manage air, fluids, and gases. Interior designers identify user requirements and functional needs for the coordination and integration of system requirements for heating/cooling, ventilation, fire protection, and plumbing into interior spaces.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes the integration and coordination of passive and active strategies.

Practice Boundaries

Architect

- Coordinate mechanical, plumbing, fire protection, and process piping to align with space and functional requirements for the entire building and site.

Engineer (Mechanical/Electrical)

- Responsible for all aspects of mechanical, plumbing, fire protection, and process piping, including component and fixture specifications.

Interior Designer

- Provide input on component and fixture specifications and coordinate integration of mechanical, plumbing, and fire protection requirements to align with interior space and functional needs.

Overlap and Boundaries

Architect & Mechanical/Electrical Engineer

Role of Architect	Architects coordinate mechanical, plumbing, fire protection, and process piping to align with space and functional requirements for the entire building and site.
Overlap	Architects and mechanical/electrical engineers integrate and coordinate passive and active strategies.
Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers are responsible for all aspects of mechanical, plumbing, fire protection, and process piping.

Architect & Interior Designer

Role of Architect	Architects coordinate mechanical, plumbing, fire protection, and process piping to align with space and functional requirements for the entire building and site.
Overlap	Architects and interior designers integrate and coordinate passive and active strategies.
Role of Interior Designer	Interior designers provide input on component and fixture specifications and coordinate integration of mechanical, plumbing, and fire protection requirements to align with interior space and functional needs.

Mechanical/Electrical Engineer & Interior Designer

Role of Mechanical/ Electrical Engineer	Mechanical/electrical engineers are responsible for all aspects of engineering mechanical systems, including component and fixture specifications.
Overlap	Mechanical/electrical engineers and interior designers integrate and coordinate passive and active strategies.
Role of Interior Designer	Interior designers provide input on component and fixture specifications and coordinate integration of mechanical, plumbing, and fire protection requirements to align with interior space and functional needs.

34. Non-Boundary Survey

Overview

Definition of Non-Boundary Survey

A Non-Boundary Survey is a land survey that measures something other than the property lines of a specific area and is not tied to regulatory data. Common Non-Boundary Survey types include topography, terrain, feature, or elevation surveys.

Profession-Specific Definitions of Non-Boundary Survey

Engineer (Civil, Construction, Environmental, and Geotechnical)

A Non-Boundary Survey in engineering is the geometric measurement of data and information—not tied to the property lines or regulatory datum of a specific area—that pertains to the physical features of the earth, improvements on the earth, or the space above or below the earth. Engineers provide, utilize, or develop these measurements into survey products such as graphics, data, maps, plans, reports, descriptions, or projects.

Landscape Architect

A Non-Boundary Survey in landscape architecture is the on-site investigation and field review of existing conditions on a project site. This includes data collection regarding elements that are not tied to the property lines or regulatory datum of a specific area, such as existing site features, topographic impacts, slope analysis, vegetation, sun/shade impacts, wind and other environmental factors, adjacent land uses, and designed improvements. The design team uses this information to guide the development of context-based design decisions. Non-Boundary Survey findings are not intended to be used as legal instruments for recording purposes.

Surveyor

A Non-Boundary Survey in surveying is the geometric measurement of data and information—not tied to the property lines or regulatory datum of a specific area—that pertains to the physical or legal features of the earth, improvements on the earth, or the space above or below the earth. Surveyors provide, utilize, or develop these measurements into survey products such as graphics, data, maps, plans, reports, descriptions, or projects. This also includes the measurement of the contour of the earth's surface or position of fixed objects thereon.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes performing non-boundary surveys for locating existing and proposed site features not tied to a boundary or regulatory datum.

Practice Boundaries

Engineer (Civil, Construction, Environmental, and Geotechnical)

- There is no scope distinction for civil, construction, environmental, and geotechnical engineers in this area.

Landscape Architect

- There is no scope distinction for landscape architects in this area.

Surveyor

- Perform non-boundary and boundary surveys, as they determine site features that may or may not be tied to regulatory data.

Overlap and Boundaries

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	There is no scope distinction for civil, construction, environmental, and geotechnical engineers in this area.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects perform non-boundary surveys for locating existing and proposed site features not tied to a boundary or regulatory datum.
Role of Landscape Architect	There is no scope distinction for landscape architects in this area.

Civil, Construction, Environmental, and Geotechnical Engineer & Surveyor

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Engineers can only perform non-boundary surveys, which are not tied to regulatory data.
Overlap	Civil, construction, environmental, and geotechnical engineers and surveyors perform non-boundary surveys for locating existing and proposed site features not tied to a boundary or regulatory datum.
Role of Surveyor	Surveyors can perform non-boundary and boundary surveys, as they determine site features that may or may not be tied to regulatory data.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects can only perform non-boundary surveys, which are not tied to regulatory data.
Overlap	Landscape architects and surveyors perform non-boundary surveys for locating existing and proposed site features not tied to a boundary or regulatory datum.
Role of Surveyor	Surveyors can perform non-boundary and boundary surveys, as they determine site features that may or may not be tied to regulatory data.

35. Planting Plans

Overview

Definition of Planting Plans

Planting Plans are drawings that establish the location and characteristics of proposed vegetation, incorporating biological and botanical attributes to ensure long-term viability.

Profession-Specific Definitions of Planting Plans

Architect

Planting Plans in architecture are drawings that establish the location and characteristics of proposed vegetation. Architects plan, design, and coordinate with other design professionals to incorporate biological elements into the built environment.

Landscape Architect

Planting Plans in landscape architecture are drawings that establish the location and characteristics of proposed vegetation. Landscape architects prepare landscape planting plans and details for construction purposes. This work requires applying biological and botanical systems, horticulture, ecosystems, climate science, soil science, and geology principles to the design of the landscape, while considering the post-construction management and maintenance of the exterior environment.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes developing conceptual planting plans and coordinating landscape elements within the built environment.

Practice Boundaries

Architect

- There is no scope distinction for architects in this area.

Landscape Architect

- Develop detailed design and construction documentation.

Overlap and Boundaries

Architect & Landscape Architect

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and landscape architects develop conceptual planting plans and coordinate landscape elements within the built environment.
Role of Landscape Architect	Landscape architects develop detailed design and construction documentation.

36. Site Analysis

Overview

Definition of Site Analysis

Site Analysis is the evaluation of a site's physical, environmental, historical, legal, infrastructural, and cultural attributes to inform project design and planning decisions.

Profession-Specific Definitions of Site Analysis

Architect

Site Analysis in architecture is the study and evaluation of various elements (such as location, size, topography, zoning, traffic, and climate) to assess its suitability and optimal location for the project.

Engineer (Civil, Construction, Environmental, and Geotechnical)

Site Analysis in engineering is the evaluation of topography, surface and subsurface soil conditions, hydrology, on/off-site hydraulics, and environmental conditions as well as all anthropogenic features, land-use guidelines, existing and proposed infrastructure, and economics to guide site design decisions.

Landscape Architect

Site Analysis in landscape architecture is the evaluation of topography, soil conditions, climate, vegetation, hydrology, and ecological systems, as well as human-made features, land-use patterns, infrastructure, and economic impacts in order to inform design decisions, ensuring that the site's opportunities and constraints are fully considered and that the landscape design responds effectively to both the natural environment and user needs.

Surveyor

Site Analysis in surveying is the evaluation of topography, surface and subsurface soil conditions, hydrology, on/off-site hydraulics, and environmental conditions as well as all anthropogenic features, land-use guidelines, existing and proposed infrastructure, and economics to guide site design decisions.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes evaluating environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.

Practice Boundaries

Architect

- Responsible for the analysis of the physical site to inform site design.

Engineer (Civil, Construction, Environmental, and Geotechnical)

- Responsible for subsurface analysis and investigation, environmental assessment, drainage, and offsite regional hydraulics.

Landscape Architect

- Responsible for site analysis on land-use patterns and biological and botanical aspects.

Surveyor

- Perform site analysis associated with boundaries.

Overlap and Boundaries

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	Architects are responsible for the analysis of the physical site to inform site design.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers are responsible for subsurface analysis and investigation, environmental assessment, and drainage.

Architect & Landscape Architect

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and landscape architects evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Landscape Architect	Landscape architects are responsible for site analysis on land-use patterns, economic impacts, and biological and botanical aspects.

Architect & Surveyor

Role of Architect	Architects are responsible for the analysis of the physical site to inform site design.
Overlap	Architects and surveyors evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Surveyor	Surveyors perform site analysis associated with boundaries.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers are responsible for subsurface analysis and investigation, environmental assessment, and offsite regional hydraulics.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Landscape Architect	Landscape architects are responsible for site analysis on land-use patterns and biological and botanical aspects.

Civil, Construction, Environmental, and Geotechnical Engineer & Surveyor

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers are responsible for subsurface analysis and investigation, environmental assessment, and offsite regional hydraulics.
Overlap	Civil, construction, environmental, and geotechnical engineers and surveyors evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Surveyor	Surveyors perform site analysis associated with boundaries.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects are responsible for site analysis on land-use patterns, site infrastructure, economic impacts, and biological and botanical aspects.
Overlap	Landscape architects and surveyors evaluate environmental, structural, and contextual factors to assess functionality, sustainability, and design feasibility, ensuring that projects align with site conditions, user needs, and regulatory requirements.
Role of Surveyor	Surveyors perform site analysis associated with boundaries.

37. Site Design

Overview

Definition of Site Design

Site Design is the analysis and understanding of the natural and built context of a site, including topography, climate, and ecological systems.

Profession-Specific Definitions of Site Design

Architect

Site Design in architecture is the design of—whether in whole or in part—the site around buildings that protects the public health, safety, and welfare. Architects provide planning services, develop concepts, and prepare documents that define the form and function of the site.

Engineer (Civil, Construction, Environmental, and Geotechnical Engineer)

Site Design in engineering is the process of providing planning, studies, designs, design coordination, drawings, specifications, and other technical submissions; performing surveying that is incidental to the practice of engineering; and reviewing construction or other design products for the purposes of monitoring compliance with drawings and specifications related to engineered works.

Landscape Architect

Site Design in landscape architecture is the analysis and understanding of the natural and built context of a site, including topography, climate, and ecological systems, as well as the client's objectives, for the purpose of developing sustainable and innovative design solutions. This encompasses site planning, spatial organization, circulation systems, grading, stormwater management, biological and botanical systems, and the integration of hardscape elements. Landscape architects evaluate and shape the site to harmonize with the environment, ensuring sustainable, resilient, and purposeful outdoor spaces that address drainage, erosion control, and visual appeal while considering cultural significance and human-use patterns.

Surveyor

Site Design in surveying is the making of geometric measurements and gathering related information pertaining to the physical or legal features of the earth, improvements on the earth, and the space above, on, or below the earth. Site design in surveying is a specialized practice area that involves the application of surveying principles and techniques to support the planning, layout, and design of land development projects.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes engaging in conceptual site design and collaborating closely throughout the design process.

Practice Boundaries

Architect

- Create conceptual site designs.

Engineer (Civil, Construction, Environmental, and Geotechnical Engineer)

- Coordinate and engage in site design to create an interpretation of maps, drawings, and other land title documents to resolve data conflicts or develop products such as design plans, reports, descriptions, or projects, as well as design utility main conveyance systems, grading and drainage, site utilities, stormwater management, and structural elements requiring the seal of an engineer per IBC or local jurisdictional requirements.

Landscape Architect

- Perform field surveying not tied to a boundary or national datum.
- Prepare designs related to site-specific grading, drainage and stormwater management systems, site layout, erosion control systems, water quality, utility service locations, paving systems, botanical and biological systems, irrigation systems, ADA accessibility, low retaining walls (< 4 feet per IBC or local jurisdictional requirements), and non-habitable structures.

Surveyor

- Engage in site design to create an authoritative interpretation of maps, deeds, and other land title documents to resolve data conflicts by gathering national datum-tied information pertaining to the physical or legal features of the earth, improvements on the earth, and the space above, on, or below the earth.

Overlap and Boundaries

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers engage in conceptual site design and collaborate closely throughout the design process.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers design and implement site design plans, including grading and drainage, site utilities, and stormwater management.

Architect & Landscape Architect

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and landscape architects engage in conceptual site design and collaborate closely throughout the design process.
Role of Landscape Architect	Landscape architects create specific site design elements, including but not limited to site layout, grading, stormwater detention, water quality, utility service locations, and landscape and irrigation plans.

Architect & Surveyor

Role of Architect	There is no scope distinction for architects in this area.
Overlap	Architects and surveyors engage in conceptual site design and collaborate closely throughout the design process.
Role of Surveyor	Surveyors provide legal documentation tied to a boundary or national datum.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform site design, develop utility main conveyance systems, and design structural elements requiring the seal of an engineer per IBC or local jurisdictional requirements.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects coordinate and engage in conceptual and detailed site design. Both professions prepare designs related to site-specific grading, drainage and stormwater management systems, erosion control systems, paving systems, irrigation systems, ADA accessibility, low retaining walls (< 4 feet per IBC or local jurisdictional requirements), and non-habitable structures.
Role of Landscape Architect	Landscape architects perform detailed site design, including botanical and biological systems.

Civil, Construction, Environmental, and Geotechnical Engineer & Surveyor

Role of Civil, Construction, Environmental, and Geotechnical Engineer	There is no scope distinction for civil, construction, environmental, and geotechnical engineers in this area.
Overlap	Civil, construction, environmental, and geotechnical engineers and surveyors coordinate and engage in site design to create an interpretation of maps, drawings, and other land title documents to resolve data conflicts or develop products such as design plans, reports, descriptions, or projects.
Role of Surveyor	Surveyors engage in site design to create an authoritative interpretation of maps, deeds, and other land title documents to resolve data conflicts by gathering national datum-tied information pertaining to the physical or legal features of the earth, improvements on the earth, and the space above, on, or below the earth. The authoritative interpretation is then developed into survey products to provide guidance for site design projects.

Landscape Architect & Surveyor

Role of Landscape Architect	Landscape architects perform detailed site design.
Overlap	Landscape architects and surveyors coordinate in the site design process. Both professions are permitted to complete field surveying (topography, improvement locations, etc.) not tied to a boundary or national datum.
Role of Surveyor	Surveyors provide legal documentation tied to a boundary or national datum.

38. Site Environmental Systems

Overview

Definition of Site Environmental Systems

Site Environmental Systems are the interconnected, dynamic, and complex natural processes and elements that shape the environment of a specific site or region through its ecosystems, hydrology, soil, geology, vegetation, climate, sustainable practices, and ecosystem services.

Profession-Specific Definitions of Site Environmental Systems

Architect

Site Environmental Systems in architecture include drainage, water retainage, erosion control, and landscaping. Architects oversee the integration of site environmental systems on the exterior of the building and determine design parameters.

Engineer (Architectural/Structural and Civil, Construction, Environmental, and Geotechnical)

Site Environmental Systems in engineering include environmental control systems that involve and affect the natural environment, such as air and water quality, waste management, and sustainable energy systems. Engineers oversee the integration of site systems in the project design and determine design parameters.

Landscape Architect

Site Environmental Systems in landscape architecture include, but are not limited to ecosystems, hydrology, soil, geology, climate, biological and botanical systems, and sustainable practices. Landscape architects study and work with these systems to design outdoor spaces that are ecologically sustainable, resilient, safe and in harmony with the surrounding environment while also aesthetically pleasing.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes conceptual design of site environmental systems and collaboration between professions throughout the design process.

Practice Boundaries

Architect

- Engage in conceptual design of exterior environmental systems.

Engineer

- Architectural/structural engineers analyze exterior environmental systems and provide detailed design of the natural systems (e.g., stormwater system design, tributary path analysis, soil analysis, and retaining wall construction) and habitable structures that impact the exterior environment.
- Civil, construction, environmental, and geotechnical engineers perform detailed analysis and provide functional and developmental designs of natural systems of site-specific and regional sites (e.g. soil management, hydrology analysis to regional sites, and hydraulics and runoff analysis) that shape the exterior environment.

Landscape Architect

- Design exterior environmental systems including the detailed design of the natural systems (e.g., erosion control, creating habitat, bioretention, water quality and conservation, contouring, carbon sequestration, and biological and botanical systems) and structures not requiring occupancy permitting that impact the exterior environment.

Overlap and Boundaries

Architect & Architectural/Structural Engineer

Role of Architect	Architects engage in the conceptual design of exterior environmental systems.
Overlap	Architects and architectural/structural engineers coordinate and integrate engineering systems and components in the conceptual design of site environmental systems, which include foundation drains or hydrology on retaining walls.
Role of Architectural/ Structural Engineer	Architectural/structural engineers analyze exterior environmental systems and provide detailed design of the natural systems (e.g., stormwater system design, tributary path analysis, soil analysis, and retaining wall construction) and habitable structures that impact the exterior environment.

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	Architects engage in conceptual design of exterior environmental systems.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers coordinate and integrate engineering systems and components in the conceptual design of site environmental systems.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform detailed functional and developmental analysis of site-specific and regional site natural systems (e.g., soil management, hydrology analysis to regional sites, and hydraulics and runoff analysis) that shape the exterior environment.

Architect & Landscape Architect

Role of Architect	Architects engage in conceptual design of exterior environmental systems.
Overlap	Architects and landscape architects engage in the conceptual design of site environmental systems and collaborate throughout the design process.
Role of Landscape Architect	Landscape architects perform detailed design of exterior environmental systems including ecosystems, hydrology, soil, geology, climate, biological and botanical systems, and sustainable practices.

Architectural/Structural Engineer & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architectural/ Structural Engineer	Architectural/structural engineers analyze exterior environmental systems and provide detailed design of the natural systems (e.g., stormwater system design, tributary path analysis, soil analysis, and retaining wall construction) and habitable structures that impact the exterior environment.
Overlap	Architectural/structural engineers and civil, construction, environmental, and geotechnical engineers coordinate and integrate engineering systems and components in the conceptual design of site environmental systems.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform detailed analysis and provide functional and developmental designs of site-specific and regional site natural systems (e.g., soil management, hydrology analysis to regional sites, and hydraulics and runoff analysis) that shape the exterior environment.

Architectural/Structural Engineer & Landscape Architect

Role of Architectural/ Structural Engineer	Architectural/structural engineers analyze exterior environmental systems and provide detailed design of the natural systems (e.g., stormwater system design, tributary path analysis, soil analysis, and retaining wall construction) and habitable structures that impact the exterior environment.
Overlap	Architectural/structure engineers and landscape architects engage in conceptual design of site environmental systems and collaborate throughout the design process.
Role of Landscape Architect	Landscape architects design exterior environmental systems including the detailed design of the natural systems (e.g., erosion control, creating habitat, bioretention, water quality and conservation, contouring, carbon sequestration, and biological and botanical systems) and non-habitable structures that impact the exterior environment.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers perform detailed analysis and provide functional and developmental designs of site-specific and regional site natural systems (e.g., soil management, hydrology analysis to regional sites, and hydraulics and runoff analysis) that shape the exterior environment.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects engage in the conceptual design of site environmental systems and collaborate throughout the design process. Both professions engage in hydrological, soil, and sustainable system analysis and design.
Role of Landscape Architect	Landscape architects perform detailed design of natural systems of a site (e.g., erosion control, creating habitat, bioretention, water quality and conservation, contouring, carbon sequestration, and biological and botanical systems) that shape the exterior environment.

39. Site Remediation

Overview

Definition of Site Remediation

Site Remediation is the detection, investigation, and hazard assessment of suspected contamination within a site, as well as the steps taken to reduce negative impact on people or the environment and prepare the surface and subsurface environment for its next use.

Profession-Specific Definitions of Site Remediation

Architect

Site Remediation in architecture is the detection, investigation, and hazard assessment of suspected contaminated sites, as well as the reversal of harmful changes in the soil, elimination of site pollution, and performance of any additional follow-up measures.

Engineer (Civil, Construction, Environmental, and Geotechnical)

Site Remediation in engineering is the detection, investigation, and hazard assessment of suspected contaminated sites, as well as the reversal of harmful changes in the soil, elimination of site pollution, and performance of any additional follow-up measures.

Landscape Architect

Site Remediation in landscape architecture is the restoration or enhancement of ecological integrity in degraded or contaminated sites. This includes assessing various factors such as ecology, vegetation, soil, and hydrology, as well as implementing strategies to mitigate environmental damage and promote sustainability. Remediation aims to rejuvenate biological and botanical systems, foster biodiversity, and improve overall ecological health.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes coordinating site remediation approaches.

Practice Boundaries

Architect

- Coordinate site remediation and select building location and materials based on site conditions.

Engineer (Civil, Construction, Environmental, and Geotechnical)

- Define the scope of remediation to prepare the surface and subsurface environmental conditions of a site for its next use.
- Evaluate site soil chemistry conditions with respect to mitigation or remediation of environmental hazards.

Landscape Architect

- Define the scope of remediation of surface and subsurface environmental conditions—including land remediation, slope stabilization, habitat restoration, and biological and botanical systems of a site—to prepare it for its next use.

Overlap and Boundaries

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	Architects coordinate site remediation and select building location and materials based on site conditions.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers coordinate site remediation approaches.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers define the scope of remediation to prepare the surface and subsurface environmental conditions of a site for its next use.

Architect & Landscape Architect

Role of Architect	Architects coordinate site remediation and select building location and materials based on site conditions.
Overlap	Architects and landscape architects coordinate site remediation approaches.
Role of Landscape Architect	Landscape architects define the scope of remediation of surface and subsurface environmental conditions—including land remediation, slope stabilization, habitat restoration, and biological and botanical systems of a site—to prepare it for its next use.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Environmental engineers evaluate site soil chemistry conditions with respect to mitigation or remediation of environmental hazards.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects define the scope of remediation of surface and subsurface environmental conditions, including land remediation, slope stabilization, habitat restoration, and biological systems of a site to prepare it for its next use.
Role of Landscape Architect	Landscape architects define the scope of remediation as it relates to the botanical systems of a site to prepare it for its next use.

40. Structural Systems

Overview

Definition of Structural Systems

Structural Systems are the elements of a building that safely support and transmit loads through the application of engineering principles. Practitioners assess, analyze, evaluate, and design structural elements to ensure their safety, stability, and durability.

Profession-Specific Definitions of Structural Systems

Architect

Structural Systems in architecture are the elements of a building that safely support and transmit loads through the application of engineering principles. Architects integrate structural systems into architectural designs and incorporate them into project documentation to achieve cohesive building designs. This includes incorporating consultants' technical and design specifications, selecting structural systems that align with project requirements, and complying with regulatory standards.

Engineer (Architectural/Structural)

Structural Systems in structural engineering are the elements of a building that safely support and transmit loads through the application of engineering principles. Structural engineers analyze, assess, and design structural systems for building structures by integrating and coordinating technical information to comply with regulatory standards. This includes evaluating and selecting structural systems that align with project requirements, integrating structural systems with architectural designs, and incorporating them into project documentation to achieve cohesive building designs.

In certain jurisdictions, licensed Structural Engineers (SE) may be required for structural systems.

Engineer (Civil, Construction, Environmental, and Geotechnical)

Structural Systems in civil, construction, environmental, and geotechnical engineering are the elements of a building or site that safely support and transmit loads through the application of engineering principles. Civil, construction, environmental, and geotechnical engineers analyze, assess, and design structural systems for vertical and horizontal construction by integrating and coordinating technical information to comply with regulatory standards. This includes evaluating and selecting structural systems that align with project requirements, integrating structural systems with architectural and engineering designs, and incorporating them into project documentation to achieve cohesive building designs.

Landscape Architect

Structural Systems in landscape architecture are the elements of a site and/or structure that safely support and transmit loads through the application of engineering principles. Landscape architects analyze, design, and assess natural and built structural systems to support soil stabilization and hardscape features to ensure safety, stability, and durability within the landscape.

Summary of Overlap and Boundaries

Acceptable Overlap

Acceptable overlap includes conceptual design of structural systems within the scope of their discipline in relation to the building and/or site.

Practice Boundaries

Architect

- Design specific structural elements based on a project's International Building Code use group and occupancy load.
- Design habitable structures.
- Perform conceptual design and coordinate hardscape systems and non-habitable structures.

Engineer

- Architectural/structural engineers design all elements of structural systems for vertical construction; work with structures requiring permitting (per applicable code or jurisdictional regulations) and habitable structures; and engage in conceptual design and coordinate hardscape systems, including soil stabilization and erosion control. Structures that fall outside of the prescriptive limitations may require local jurisdiction guidance.
- Civil, construction, environmental, and geotechnical engineers design structural elements for horizontal and vertical construction; work with structures requiring permitting (per applicable code or jurisdictional regulations) and habitable structures; and engage in conceptual design and coordinate hardscape systems, including soil stabilization and erosion control. Structures that fall outside of the prescriptive limitations may require local jurisdiction guidance.

Landscape Architect

- Perform revegetation (botanical and biological systems) for soil/streambank stabilization and retaining walls under four feet.
- Perform conceptual design and coordinate hardscape systems and non-habitable structures, including soil stabilization and erosion control.

Overlap and Boundaries

Architect & Architectural/Structural Engineer

Role of Architect	Architects design specific structural elements based on a project's International Building Code use group and occupancy load. Structures that fall outside of the prescriptive limitations, as determined by local jurisdictions, require an engineer.
Overlap	Architects and architectural/structural engineers both develop conceptual designs of structural systems for buildings.
Role of Architectural/ Structural Engineer	Structural engineers design all elements of structural systems for vertical construction.

Architect & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architect	Architects can design specific structural elements based on a project or horizontal construction's International Building Code use group and occupancy load.
Overlap	Architects and civil, construction, environmental, and geotechnical engineers both develop conceptual designs of structural systems for buildings.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Structures that fall outside of the prescriptive limitations may require local jurisdiction guidance.

Architect & Landscape Architect

Role of Architect	Architects design habitable structures.
Overlap	Architects and landscape architects both perform conceptual design and coordinate hardscape systems and non-habitable structures.
Role of Landscape Architect	Landscape architects perform revegetation (botanical and biological systems) for soil/ streambank stabilization.

Architectural/Structural Engineer & Civil, Construction, Environmental, and Geotechnical Engineer

Role of Architectural/ Structural Engineer	There is no scope distinction for architectural/structural engineers in this area.
Overlap	Structural engineers and civil, construction, environmental, and geotechnical engineers both design and specify complete structural systems for vertical construction.
Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers design structural elements for horizontal construction.

Architectural/Structural Engineer & Landscape Architect

Role of Architectural/ Structural Engineer	Architectural/structural engineers work with structures requiring permitting (per applicable code or jurisdictional regulations) and habitable structures.
Overlap	Architectural/structural engineers and landscape architects both engage in conceptual design and coordinate hardscape systems, including soil stabilization and erosion control. These may include patios, walkways, and non-habitable structures not requiring occupancy permits, as defined by the code or applicable local regulations.
Role of Landscape Architect	Landscape architects perform revegetation (botanical and biological systems) for soil/ streambank stabilization and retaining walls under four feet.

Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

Role of Civil, Construction, Environmental, and Geotechnical Engineer	Civil, construction, environmental, and geotechnical engineers work with structures requiring permitting (per applicable code or jurisdictional regulations) and habitable structures.
Overlap	Civil, construction, environmental, and geotechnical engineers and landscape architects both engage in conceptual design and coordinate hardscape systems, including soil stabilization and erosion control. These may include patios, walkways, and non-habitable structures not requiring occupancy permits, as defined by the code or applicable local regulations.
Role of Landscape Architect	Landscape architects perform revegetation (botanical and biological systems) for soil/ streambank stabilization and retaining walls under four feet.

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