

CALIFORNIA ARCHITECTS BOARD

DECEMBER 5-6, 2013

SANTA BARBARA, CALIFORNIA



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF BOARD MEETING December 5-6, 2013

The California Architects Board will hold a Board meeting, as noted above. The agenda items may not be addressed in the order noted below and the meeting will be adjourned upon completion of the agenda, which may be at a time earlier than that posted in this notice. All times are approximate and subject to change. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Annamarie Fernandez at (916) 575-7202, emailing annamarie.fernandez@dca.ca.gov, or sending a written request to the Board at the address below. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

AGENDA

**University of California, Santa Barbara
University Center Corwin Pavilion
552 University Road
Santa Barbara, CA 93106
(805) 893-8000**

December 5, 2013 - 9:00 am – 2:00 pm (approximate and meeting continued at 2:30 pm at different location - 8301 Hollister Avenue, Santa Barbara, CA 93117)

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Public Comment Session
- D. Approve the September 12, 2013 Board Meeting Minutes
- E. Executive Officer's Report
 1. Update to November 2013 Monthly Report
 2. Update and Possible Action on Legislation Regarding Senate Bill 308 (Chapter 333, Statutes of 2013) [Sunset Review of California Council for Interior Design Certification], Assembly Bill (AB) 186 (Maienschein) [Military Spouses], AB 630 (Chapter 453, Statutes of 2013) [Instruments of Service], California Society of the American Institute of Building Design - Sunrise Review, Possible Architects Practice Act Amendment - Comprehensive Degree Program (Licensure with Degree), and The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects

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(Agenda Continued at Same Location)

- F. Election of 2014 Board Officers
- G. Select the 2013 Octavius Morgan Distinguished Service Award Recipients
- H. Closed Session – Disciplinary Decisions and Exam Development Issues [Closed Session Pursuant to Government Code Sections 11126(c)(1) and (3)]
 - 1. Review and Approve September 12, 2013 Closed Session Minutes
 - 2. Consider Proposed Enforcement Decisions and Stipulations
 - 3. Discuss and Possible Action on California Supplemental Examination (CSE) Development and Administration
- I. Review and Approve Intra-Agency Contract Agreement for CSE Occupational Analysis, National Examination Review, and Linkage Study
- J. National Council of Architectural Registration Boards (NCARB)
 - 1. Discuss and Possible Action on Mutual Recognition Agreement (MRA) Between NCARB and Canadian Architectural Licensing Authorities
 - 2. Update and Possible Action on NCARB Licensure Task Force
- K. Presentation by Sacramento Architectural College on an Integrated Degree Program and Possible Action
- L. Professional Qualifications (PQ) Committee Report
 - 1. Update on October 23, 2013 PQ Committee Meeting
 - 2. Review and Approve Recommendation Regarding the 2014 National Architectural Accrediting Board Conditions for Accreditation
- M. Executive Committee Report
 - 1. Update on November 5, 2013 Executive Committee Meeting
 - 2. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Continue Education with California Planning and Building Departments
 - 3. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Review CAB's Liaison Program and Determine Future Focus for Agencies and Schools
 - 4. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Develop a List of Potential Improvements to Streamline Candidates' Licensure Process
- N. Approve Architect Consultant Contract
- O. Communications Committee Report
 - 1. Update on October 1, 2013 Communications Committee Meeting
 - 2. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Explore Different Publication Frequency and Format for the *California Architects* Newsletter
 - 3. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Explore Digital Alternatives for Outreach to Schools
 - 4. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Promote Multiple Pathways to Licensure
- P. Update on November 7, 2013 Landscape Architects Technical Committee Meeting

(Agenda Continued at Different Location - 8301 Hollister Avenue, Santa Barbara, CA 93117)

JOINT MEETING WITH NCARB BOARD OF DIRECTORS

**Bacara Resort & Spa
8301 Hollister Avenue
Santa Barbara, CA 93117
(855) 968-0100**

2:30 pm – 5:00 pm (approximate starting and ending times)

Q. Call to Order – Roll Call – Establishment of a Quorum

R. President's Remarks

S. Public Comment Session

T. Joint Meeting With NCARB Board of Directors

1. Discuss Architect Registration Examination 5.0 and Possible Action
2. Discuss NCARB's Intern Development Program Special Project and Possible Action
3. Discuss NCARB's Broadly Experienced Architect Special Project and Possible Action
4. Discuss NCARB's Licensure Task Force and Possible Action
5. Discuss MRA Between NCARB and Canadian Architectural Licensing Authorities and Possible Action
6. Discuss NCARB's Public Member Task Force and Possible Action

U. Closed Session (if Necessary) – Exam Development Issues [Closed Session Pursuant to Government Code Section 11126(c)(1)]

V. Adjournment

AGENDA (Continued December 6, 2013)

**CALIFORNIA ARCHITECTS BOARD MEETING
University of California, Santa Barbara
University Center Corwin Pavilion
552 University Road
Santa Barbara, CA 93106
(805) 893-8000**

8:30 am – 3:00 pm (approximate)

W. Call to Order – Roll Call – Establishment of a Quorum

X. Public Comment Session

Y. Strategic Planning Session

Z. Review of Schedule

Adjournment

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: www.cab.ca.gov. Any other requests relating to the Board meeting should be directed to Ms. Fernandez at (916) 575-7202.

Agenda Item A

CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her absence, by a Board member designated by the Board President.

Business and Professions Code Section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

BOARD MEMBER ROSTER

Jon Alan Baker

Chris Christophersen

Pasqual V. Gutierrez

Jeffrey D. Heller

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian

Agenda Item B

PRESIDENT'S REMARKS

Board President Sheran Voigt, or in her absence, the Vice President will review the scheduled Board actions and make appropriate announcements.

Agenda Item C

PUBLIC COMMENT SESSION

Members of the public may address the Board at this time. The Board President may allow public participation during other agenda items at their discretion.

Agenda Item D

APPROVE THE SEPTEMBER 12, 2013 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the September 12, 2013 Board meeting.

Attachment:

September 12, 2013 Board Meeting Minutes

MINUTES
REGULAR MEETING
CALIFORNIA ARCHITECTS BOARD

September 12, 2013

Burbank, CA

A. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order at 9:33 a.m. and Board Vice President Hraztan Zeitlian called roll in the Secretary's absence.

Board Members Present

Sheran Voigt, President
Hraztan Zeitlian, Vice President
Jon Alan Baker
Chris Christophersen
Sylvia Kwan
Matt McGuinness

Board Members Absent

Pasqual Gutierrez, Secretary
Jeffrey Heller
Fermin Villegas

Guests Present

Ric Abramson, Member – Board of Directors, The American Institute of Architects,
California Council (AIACC)
Mark Christian, Director of Legislative Affairs, AIACC
David Consaca, Center for Public Interest Law, University of San Diego
Corrine Fishman, Department of Consumer Affairs (DCA), Board & Bureau Relations
Norman Millar, Dean, Woodbury School of Architecture
Katherine Spitz, Landscape Architects Technical Committee (LATC)

Staff Present

Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Marcus Reinhardt, Program Manager, Examination/Licensing Unit
Trish Rodriguez, Program Manager, LATC
Mel Knox, Administration Analyst
Don Chang, Assistant Chief Counsel, DCA
Bob Carter, Architect Consultant

Six members of the Board present constitute a quorum. There being six present at the time of roll, a quorum was established.

B. PRESIDENT'S REMARKS

Ms. Voigt welcomed the newest architect member of the Board, Sylvia Kwan, and asked the Executive Officer (EO), Doug McCauley, to administer the Oath of Office. Following the oath, Ms. Voigt announced that Ms. Kwan is member Michael Merino's successor, and invited Ms. Kwan to speak briefly about herself. Ms. Kwan informed that her architect husband, Denis Henmi, was previously a two-term member of the Board, and then proceeded to outline her key professional and personal life experiences and accomplishments as a practicing architect. Ms. Voigt also announced that Norman Millar, Dean of Woodbury School of Architecture is scheduled to brief the Board on the program later during the meeting.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

D. APPROVE THE JUNE 13, 2013 BOARD MEETING MINUTES

Ms. Voigt invited comments concerning the June 13, 2013 Board Meeting Minutes.

- **Chris Christophersen moved to approve the June 13, 2013 Board Meeting Minutes.**

Matt McGuinness seconded the motion.

The motion passed 6-0.

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley announced that the Board's next meeting will be held in December, likely at the University of California (UC), Santa Barbara, which will include a strategic planning session. He said the planning session will be important as the Board enters its Sunset Review year, and will be facilitated by representatives from DCA's SOLID Planning Solutions.

Mr. McCauley reported that the first phase of BreZE, the new business management system that the DCA has been developing for more than two years, will be rolled-out at five o'clock this evening. He informed that the Board chose to participate in the third phase with the intent of giving BreZE developers time before the Board goes on-line with it in 2014.

Mr. McCauley informed the Board that, in the fourth quarter of 2013, the Professional Qualifications Committee, the Communications Committee, and the Executive Committee will meet to discuss and consider possible action on various issues relative to the Board's current strategic planning objectives.

Mr. McCauley announced that Hattie Johnson, the Board's Enforcement Officer, has retired. He also stated that Leosha Eves is Ms. Johnson's successor.

Mr. McCauley spoke briefly about the process for Sunset Review and its evolution; he mentioned that the process has been reconfigured and now contains questions on new issues.

He said the Board has a strong history of being collaborative and making good decisions, which contributes to strong Sunset Review reports.

Mr. McCauley informed that the DCA selected Heidi Lincer-Hill, Ph.D., as Chief of the Office of Professional Examination Services (OPES). He reminded the Board that, Ms. Lincer-Hill, an examination expert from the Contractors State License Board (CSLB), assisted the Board in conducting due diligence on the California Supplemental Examination (CSE) by reviewing the processes and methodology for the most recent form of the CSE. As such, she has developed knowledge and a keen interest in the CSE from the work she has already performed. Ms. Voigt expressed her view that Ms. Lincer-Hill is familiar with the Board's examination concerns.

Mr. McCauley reminded the Board that the terms of its two architect consultant contracts are staggered to expire six months apart and, after the recent approval of Bob Carter's contract, staff is now initiating the Request for Proposal (RFP) process for the other contract. Mr. McCauley said the deadline to submit the RFP is October 16, 2013.

Mr. McCauley again conveyed his appreciation of the Board's enforcement program, particularly with the trends related to the unit's pending case load numbers. He recalled that its pending case load was over 300 cases at one point; currently, he reported, pending case load is reduced to 75. Mr. McCauley also noted the case-aging benefits associated with the dramatic reduction in case load, and recognized a recently approved regulation which delegates authority to the EO to approve stipulated settlements for revocations or surrenders of license as a useful tool to expedite and help case-aging outcomes.

Mr. McCauley updated the Board on the status of four bills that were discussed at previous Board meetings. Mr. McCauley provided a status update on Senate Bill (SB) 308 and outlined the Board's issues surrounding the California Council for Interior Design Certification (CCIDC). He stated that the Board does not need to take action to refine its position on SB 308, as the Board's support for the extension of the sunset date, contract requirement, and open meeting provisions have already been communicated to the author of the legislation. Ms. Kwan asked about health, safety and welfare (HSW) issues as it pertains to interior designers, to which Mr. McCauley replied that CCIDC did have a desire to expand and modify the current definition of interior designer (CID). It was suggested to CCIDC that it needs to show CIDs' competence in new areas by demonstrating what is covered in their examination via its test plan and occupational analysis (OA). Ultimately, agreement could not be reached on the new definition and it was not included in the bill because sunset bills must have consensus.

Mr. McCauley reminded the Board that the provisions of Assembly Bill (AB) 186 have the potential to force the Board to waive the CSE. He also reminded the Board of its position that if the CSE is important to protect the public HSW, it is *always* important to protect the public HSW. Mr. McCauley then stated that AB 186 is now a two-year bill and will not be heard again until next year. He also noted that the Board for Professional Engineers, Land Surveyors, and Geologists received an exemption from the bill's provisions that the Board is currently seeking. Mark Christian, with AIACC, addressed the Board and pledged that his organization will work closely with Board staff to seek the amendment that would ensure the

bill will not affect the Board's role in protecting the public. Ms. Voigt thanked Mr. Christian for his offer of help.

Mr. McCauley reminded the Board of its 'support if amended' position on AB 630 and of its concerns identified at the June Board meeting. He informed that AIACC opted not to accept the first recommended amendment (to require a licensed design professional be utilized to protect the public from misuse of an architect's work product) for concerns it would create new law. Mr. McCauley said that AIACC agreed to accept the second recommended amendment (to require any consent to utilize instruments of service will not be unreasonably withheld), and is now reflected in AB 630; however, he noted that a provision was augmented to allow instruments of service to be withheld for cause - if there is a lack of payment or failure to adhere to the contract requirements. Mr. McCauley indicated the Board is neutral (has no position) on AB 630 since the bill was only amended to partially address only one of two concerns identified by the Board.

Mr. McCauley informed that AB 834 has been revised from a bill concerning Energy Commission citations to one concerning private postsecondary education, and is no longer of interest to the Board.

Jon Baker asked for clarification regarding the Board's position on AB 630, to which Mr. McCauley explained that the Board's concerns were not fully addressed and, the Board cannot be in a position of 'support if amended' when it goes to Governor Brown; normal legislative protocol is a neutral position in this situation.

- **Jon Baker moved to support AB 630 as amended.**

Hraztan Zeitlian seconded the motion.

Ms. Kwan asked about the rationale behind the legislation, to which Mr. Christian explained that AB 630 is not designed to change existing law, but, instead, to state what existing law is in language that the average consumer can understand. He said the bill would provide a new tool for architects, which would educate the consumer about their rights related to using an architect's instruments of service. Mr. Baker added that AB 630's provisions would be reflected in the Architects Practice Act (Act) where the consumer could easily access this information. He explained key points of the proposed language:

- Reminds consumers that an architect must be utilized in order to use an architect's instruments of service;
- Reminds consumers that they must have a contractual relationship with the architect in order to use the plans; and
- Expresses the idea that a set of plans is not collateral that gets conveyed with transfer of title of property.

Don Chang commented that, in effect, the law establishes a prohibition against the consumer and, the problem is, that prohibition is placed in the Act. Mr. Chang questioned the appropriateness of placing the prohibition in the Act, which regulates architects. He expressed his opinion that the law belongs in a general code provision such as the Civil Code, and that there is already recourse for copyright issues.

An architect member of the public, Ric Abramson, shared with the Board his experiences and professional view that there needs to be a contractual relationship between architects and the owner/client. Mr. Abramson said the bill is pro-consumer, essential, and consistent with the Act.

Ms. Kwan asked about the possibility of having the bill's provisions reflected in the Act as well as in Civil Code; Mr. Chang said the Legislature prefers not to duplicate law and reiterated the key question of whether the bill's provisions appropriately belong in the Act or in Civil Code. Mr. Chang also informed that AB 630 would require consent through a written contract, however, the Act allows for verbal consent. Mr. McGuinness shared his view that the issue should be addressed through contract law.

Mr. Zeitlian said he believes AB 630 does everything to protect the consumer from becoming the subject of legal proceedings, and stated he does not understand the opposition. Mr. Baker said he agreed with Mr. McGuinness and had raised the issue with AIACC; he said he believes the issue should be addressed through contract and that AIA should develop model language that can improve this area in an attempt to avoid legal action against the consumer.

The motion passed 6-0.

Mr. McCauley reminded the Board of the need to be fiscally responsible and proactive rather than reactive, and revisited the possibility of voluntarily reducing the Board's budget. He identified areas (primarily CSE costs) that the Board could reasonably consider reducing, and asked the Board to consider staff's recommendation giving the EO authority to proceed with a negative Budget Change Proposal (BCP) that would reduce the Board's spending authority by \$400,000 for fiscal year (FY) 2015/16.

- **Jon Baker moved to give the EO authority to proceed with a negative BCP to reduce the Board's spending authority by \$400,000 for FY 2015/16.**

Matt McGuinness seconded the motion.

The motion passed 6-0.

Mr. Millar welcomed the Board to Woodbury and gave a presentation on its School of Architecture. He outlined the school's undergraduate and postgraduate degree programs, and reported that, currently, he has more than 600 enrolled students (this number accounts for students enrolled at the San Diego campus as well as at the main campus in Burbank).

Mr. Millar explained the forthcoming European changes to the minimum requirements for cross-border practice within the European Union (which include allowing licensure upon graduation), and stated that European nations aspire to produce architects who are able to compete and practice on the global stage. He said that this step by the Europeans has inspired a debate within the architectural community in the United States, and now schools of architecture are considering launching pilot programs that would allow students to satisfy Architect Registration Examination (ARE) requirements while in school. Mr. Millar

predicted the Board will be asked to sponsor a pilot program of a similar nature in the near future.

When asked how he encourages licensure on campus, Mr. Millar informed that he has hired an Intern Development Program (IDP) Coordinator, who is also a career officer, to help students map out their path to licensure; Mr. Millar stated he advocates for all schools to adopt this model. Mr. Millar suggested that, perhaps, it is time to challenge the status quo in comparison to other nations given that there is a 'lost generation' of architects in the United States due to national economic challenges.

F. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Marcus Reinhardt updated the Board on the latest developments from NCARB. He asked the Board to review the new Mutual Recognition Agreement (MRA) signed on June 16, 2013 between the Canadian Architectural Licensing Authorities and NCARB, and consider giving the President authority to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada.

Mr. Chang expressed concern with the MRA, primarily questioning whether the agreement would allow the Board to impose examination requirements via administration of the CSE, and whether the Board will be able to conduct appropriate background checks and require candidates to provide a Social Security Number or an Individual Taxpayer Identification Number. He advised the Board to seek clarification from NCARB before signing the MRA. Mr. Reinhardt said he contacted NCARB to enquire about their position regarding the CSE; he said NCARB indicated that the Agreement does not restrict the Board's authority to require the CSE for candidates seeking licensure to practice in California under the MRA. Mr. Reinhardt also stated that staff will contact NCARB to get further clarification on the issues raised by Mr. Chang.

Ms. Voigt suggested a motion to postpone signing the MRA until the Board's concerns are sufficiently addressed; she identified a need to have answers to three questions regarding 1) background checks, 2) the CSE, and 3) Social Security number requirements.

- **Matt McGuinness moved to postpone signing the MRA until the December Board meeting, and to direct staff to seek a letter of clarification from NCARB regarding background checks, the CSE, and Social Security number requirements pertaining to the MRA.**

Jon Baker seconded the motion.

The motion passed 6-0.

Mr. Reinhardt updated the Board on the 2012 NCARB Practice Analysis (PA) of Architecture. Ms. Voigt said she was impressed with the PA. Mr. Baker expressed concern with what practitioners have communicated in the PA concerning the distinction between knowledge and the application of knowledge. He stressed that the application of facts and knowledge is more important than simply knowing facts. Drawing from his experience as a

member of NCARB's Examination Committee, Mr. Baker expressed dissatisfaction with what appears to be a growing trend in architectural education toward teaching to the test, which limits the student's ability to grasp a holistic understanding of the service provided to consumers. He also stated that the PA validates all of the Board's concerns.

Mr. Zeitlian expressed interest in California becoming a pioneer in innovative architectural education and asked staff to agendize the potential for the Board to be a sponsor of a pilot project (of the kind mentioned by Mr. Millar during his presentation) for our next Board meeting. Mr. McCauley stated that one of the schools of architecture that has interest in conducting a pilot program may address the Board at the next meeting in December.

Mr. Reinhardt updated the Board on NCARB's changes to the ARE. He informed that a new portal within My NCARB, called My Examination, was launched in late-August 2013. He explained that this new portal would essentially link together the Prometric (NCARB's partner in managing the examination administration sites) and NCARB records for a candidate into a one-stop service. Consequently, he said, all candidates (including those previously exempt from completing the IDP) will now be required to possess and maintain an active NCARB Record in order to access the new portal and take the examination.

Mr. Reinhardt reported that, on September 3, 2013, NCARB announced the conclusion of an ARE blackout that was necessary to facilitate the transition and transfer of candidate information to its new content and candidate management consultant (Alpine Testing Solutions, Inc.).

G. CLOSED SESSION – [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 11126(C)(1) AND (3)]

The Board went into closed session to take possible action on the Closed Session Minutes of the June 13, 2013 Meeting and CSE development and administration.

H. DISCUSS AND POSSIBLE ACTION ON PROCESS FOR CONDUCTING AN EXTERNAL REVIEW AND EVALUATION OF CSE DEVELOPMENT

Mr. Reinhardt outlined for the Board the process involved to, if the Board so directs, conduct an external review of current practices related to CSE development. He reported that the Board would first be required to seek the consulting services of a state entity; the Board could only seek approval from DCA to contract with a private service provider through the formal bidding process if a state entity is unable to perform the service. Mr. Reinhardt stated that the bidding process, and acquisition of services through that process, could take between six and nine months to finalize.

Ms. Voigt said the Board may have been prepared to pursue this process at the June Board meeting, but now there is uncertainty about whether the Board should at this point.

Mr. Baker expressed interest in knowing the cost to hire a third party to evaluate the Board's process to develop test items, keep the items updated, and to stay true to the Board's mission with regard to the CSE. Mr. Reinhardt estimated the cost to be \$40,000 - \$60,000 to conduct an external review. Mr. McCauley explained that, as the examination expert from the CSLB who reviewed the most recent form of the CSE at the Board's request, Ms. Lincer-Hill is keenly aware of the development and administration of the CSE. He also indicated that

Ms. Lincer-Hill, the new Chief of the OPES, will bring a new perspective to that office and will be able to report on her assessments and vision for the office. Mr. McGuinness agreed with Mr. McCauley, sharing his view that Ms. Lincer-Hill is the perfect person to address the CSE. Ms. Voigt concluded that the Board is content with its current position and stated she looks forward to hearing from Ms. Lincer-Hill at the December Board meeting.

I. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

Trish Rodriguez informed the Board that, at the August 20, 2013 LATC meeting in Sacramento, OPES provided an update on LATC's OA, which is currently underway. Ms. Rodriguez reported that LATC is preparing to conduct a pilot survey to collect feedback before it is distributed to licensed landscape architects in November. She also reported that LATC completed its last examination development workshop based on the current OA in May 2013, and a new CSE was introduced in September. Ms. Rodriguez informed that the Council of Landscape Architects Registration Boards will hold its annual meeting in Minneapolis, Minnesota, and, in preparation for the meeting, LATC members voted to endorse candidates for the Board of Directors.

Ms. Rodriguez provided an update on a pending regulatory proposal to amend California Code of Regulations (CCR) section 2620.5 (Requirements for an Approved Extension Certificate Program). She stated that LATC approved the extension certificate programs for landscape architecture at UC Berkeley and UC Los Angeles, which will be effective for six years beginning January 2014. Ms. Rodriguez also informed the Board that the regulation package was disapproved by the Office of Administrative Law and LATC members voted to resubmit a new regulation package once sufficient justification is developed for each of the changes to the regulation. Ms. Voigt asked why the regulation package was not approved, to which Ms. Rodriguez replied that sufficient justification is required to approve the changes recommended by the reviewing LATC Task Force. Mr. Chang added that LATC members developed the rationale behind the recommended changes, but did not develop the appropriate language to justify the changes.

Ms. Rodriguez outlined current issues related to Business and Professions Code section 5641 (Chapter Exceptions, Exemptions) and its legal application, noting that LATC's Exceptions and Exemptions Task Force was charged with reviewing the language of the law to determine if it is sufficiently clear. Mr. Chang added that, after a series of meetings, it was determined that the language is indeed clear, but that, perhaps, providing examples of exemptions could be helpful.

Ms. Rodriguez asked the Board to consider a motion approving proposed language that would amend CCR section 2610 (Application for Examination) by changing the 70-day application filing deadline requirement for the Landscape Architect Registration Examination (LARE) to 45 days, which would allow candidates more time to apply.

- **Hraztan Zeitlian moved to approve the proposed regulation to amend CCR section 2610 from 70 days to 45, provided no adverse comments are received during the public comment period, and delegate authority to the EO to adopt the regulation and make minor technical changes to the language, if needed.**

Jon Baker seconded the motion.

The motion passed 6-0.

Given that the LATC budget is approaching a 24-month surplus, in an effort to be proactive, Ms. Rodriguez informed the Board that a negative BCP is being pursued to reduce the program's spending authority by \$200,000. In addition, Ms. Rodriguez asked the Board to consider a motion reducing LATC's license renewal fees from \$400 to \$220 for one renewal cycle.

- **Hraztan Zeitlian moved to approve the proposed regulation to amend CCR section 2649 to reduce the landscape architect renewal fee from \$400 to \$220 for one renewal cycle ending July 1, 2017, provided no adverse comments are received during the public comment period, and delegate authority to the EO to adopt the regulation and make minor technical changes to the language, if needed.**

Chris Christophersen seconded the motion.

The motion passed 6-0.

J. REVIEW OF SCHEDULE

Mr. McCauley stated that the Board received permission to hold the December Board meeting in Santa Barbara, based on the fact that NCARB's Board of Directors is meeting there as well.

K. ADJOURNMENT

The meeting adjourned at 1:25 p.m.

Agenda Item E

EXECUTIVE OFFICER'S REPORT

1. Update to November 2013 Monthly Report
2. Update and Possible Action on Legislation Regarding Senate Bill 308 (Chapter 333, Statutes of 2013) [Sunset Review of California Council for Interior Design Certification], Assembly Bill (AB) 186 (Maienschein) [Military Spouses], AB 630 (Chapter 453, Statutes of 2013) [Instruments of Service], California Society of the American Institute of Building Design - Sunrise Review, Possible Architects Practice Act Amendment - Comprehensive Degree Program (Licensure with Degree), and The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects



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CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: November 26, 2013
TO: Board Members
FROM: Doug McCauley, Executive Officer
SUBJECT: Monthly Report – November 2013

The following information is provided as an overview of Board activities and projects as of November 26, 2013.

ADMINISTRATIVE/MANAGEMENT

Board The next Board meeting is scheduled for December 5-6 in Santa Barbara, which will include a Strategic Planning session to update the Board's Strategic Plan for 2014. The Board will discuss the 2014 calendar at its December meeting.

BreEZe The Department of Consumer Affairs (DCA) has been working with Accenture, LLP to design, configure, and implement an integrated, enterprise-wide enforcement case management and licensing system called BreEZe. This system supports DCA's highest priority initiatives of job creation and consumer protection by replacing aging legacy business systems with an industry-proven software solution that utilizes current technologies to facilitate increased efficiencies for DCA board and bureau licensing and enforcement programs. More specifically, BreEZe supports applicant tracking, licensing, license renewal, enforcement, monitoring, cashiering, and data management capabilities. Additionally, the system is web-based which allows the public to file complaints and search licensee information and complaint status via the Internet. It also allows applicants and licensees to submit applications, license renewals, and make payments online.

BreEZe is being deployed department-wide via three separate releases over an approximately two-year period. On October 8, 2013, the BreEZe system went live for Release 1 boards and bureaus for certain services. Release 1 boards and bureaus were given the option to stagger in the new system services based on their individual business process considerations; this option is being provided to all boards and bureaus, allowing them to choose when specific services go online. Release 2 and 3 boards and bureaus will continue to

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utilize the legacy business systems until their respective release dates – tentatively December 2014 and December 2015, respectively. According to DCA, after all three releases are completed, BreEZe will be the largest online enterprise licensing and enforcement solution in the world, bringing with it improved access to DCA board and bureau services, greater ease of use for stakeholders, and improved internal functionality that will greatly enhance licensing and enforcement efficiencies.

Budget At the September 12, 2013 Board meeting, the Board voted to give the Executive Officer (EO) authority to proceed with a negative Budget Change Proposal (BCP) to reduce its spending authority by \$400,000 for fiscal year (FY) 2015/16. In the months ahead, Board staff will prepare a BCP Concept Paper for submission to the Department of Finance (DOF), via DCA Budget Office staff, in mid-April 2014.

Business Continuity Plan Board staff completed updates to the 2013 Business Continuity Plan and submitted the plan to the DCA Business Continuity Coordinator on September 30, 2013; the Emergency Preparedness and Evacuation Plan was submitted separately to the DCA Emergency Response Coordinator on October 11, 2013.

Communications Committee The Communications Committee met on October 1, 2013 in Sacramento and via teleconference at various locations throughout the state. At the meeting, Committee members: 1) approved the June 20, 2012 Meeting Summary Report; 2) approved articles for future newsletters; and 3) approved recommendations relative to Strategic Plan objectives (newsletter publication frequency and format, digital alternatives for school outreach, and promoting alternative pathways to licensure).

The next Communications Committee meeting has not been scheduled.

Executive Committee The Executive Committee met on November 5, 2013 in Sacramento and via teleconference at various locations throughout the state. At the meeting, Committee members: 1) approved the April 15, 2011 Meeting Summary Report; 2) approved recommendations relative to Strategic Plan objectives (education with California planning and building departments, liaison program/future focus for agencies and schools, and potential improvements to streamline candidates' licensure process); and 3) approved the Professional Qualifications Committee's (PQC) recommendation for comments relative to the National Architectural Accrediting Board's (NAAB) *2014 Conditions for Accreditation*.

The next Executive Committee meeting has not been scheduled.

Legislation Assembly Bill (AB) 186 (Maienschein) authorizes boards to issue a provisional license to a spouse, domestic partner or other legal companion of an active duty member of the Armed Forces. At its June 13, 2013 meeting, the Board voted to adjust its position on AB 186 from "Support" to "Oppose Unless Amended," and to request an exemption while noting the Board's existing efforts to address the intent of the legislation. On June 25, 2013, the EO communicated the Board's position to Assemblyman Maienschein's staff and requested an amendment to provide an exemption for the Board from the bill's provisions. The Board's desire for an exemption was again communicated on November 4, 2013, when staff reiterated the

Board's position to the Assemblyman. AB 186 is now a two-year bill and has not been amended since June 24, 2013.

AB 630 (Chapter 453, Statutes of 2013) would prohibit as initially introduced, the use of an architect's instruments of service without written contract or written assignment authorization. At its June 13, 2013 meeting, the Board voted to support AB 630 if amended with language to require 1) a licensed design professional be utilized to protect the public from misuse of an architect's work product, and 2) any consent to utilize instruments of service shall not be unreasonably withheld. The American Institute of Architects, California Council (AIACC) opted not to accept the Board's first recommended amendment for concerns it would create new law. AIACC agreed to accept the Board's second recommended amendment and is now reflected in AB 630; however, a provision was augmented to allow instruments of service to be withheld for cause - if there is a lack of payment or failure to adhere to the contract requirements. At its September 12, 2013 meeting, the Board voted to support AB 630 as amended. The bill was signed by the Governor on October 1, 2013 and becomes effective January 1, 2014.

Senate Bill (SB) 308 (Chapter 333, Statutes of 2013) is the sunset bill for the California Council for Interior Design Certification (CCIDC). The Board's EO conveyed the Board's support for the extension of CCIDC's sunset date at the Sunset hearing. In addition, the position taken by the Board on the bill at its May 7, 2013 meeting was conveyed to the author's staff. The Board maintained its position at its June 13, 2013 meeting. At the September 12, 2013 Board meeting, the EO explained that CCIDC did have a desire to expand and modify the current definition of certified interior designer (CID). It was suggested to CCIDC that it needs to show CIDs' competence in new areas by demonstrating what is covered in their examination via its test plan and occupational analysis. Ultimately, agreement could not be reached on the new definition and it was not included in the bill because sunset bills must have consensus. The bill was signed by the Governor on September 23, 2013, and becomes effective January 1, 2014.

Newsletter The next issue of *California Architects*, the Board's newsletter, is scheduled for publication in January 2014.

Personnel Recruitment efforts are underway to fill the vacant Public Information Technician position in the Board's Administration Unit.

Records Management Board staff updated the Records Holdings/Disposals Annual Report for FY 2012/13 and submitted the report to the DCA on October 15, 2013.

Sunset Review The Board's next Sunset Review Report is due in the fall of 2014. Board staff is commencing its production of the draft report.

Training The following employees have been scheduled for upcoming training:

12/16-20/13	Basic Supervision II (Marccus)
12/17/13	Sexual Harassment Prevention (Leosha)

Website During November, staff updated information relative to Board member biographies, the Architect Registration Examination, and Board fees, and posted the Notice of Meeting for the Board meeting on December 5-6, 2013.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) Results for ARE divisions taken by California candidates between July 1, 2013 and September 30, 2013 are available below. Due to the ARE Blackout during July and August, exams were only administered during September.

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		# Divisions	Passed	# Divisions	Failed
Programming, Planning & Practice	25	16	64%	9	36%
Site Planning & Design	27	13	49%	14	51%
Building Design & Construction Systems	30	23	77%	7	23%
Structural Systems	25	17	68%	8	32%
Building Systems	22	14	64%	8	36%
Construction Documents & Services	37	19	51%	18	49%
Schematic Design	36	28	78%	8	22%

California Supplemental Examination (CSE) Administration In November, the computer-delivered CSE was administered to 45 candidates through November 20, 2013, which 31 (69%) passed and 14 (31%) failed. The CSE has been administered to 393 candidates in FY 2013/14 (as of November 20, 2013), of which 277 (70%) passed and 116 (30%) failed. During FY 2012/13, the computer-delivered CSE was administered to 728 candidates, of which 456 (63%) passed, and 272 (37%) failed.

CSE Development and Occupational Analysis (OA) The CSE development is an ongoing process. A new Intra-Agency Contract Agreement with the Office of Professional Examination Services (OPES) for CSE development commenced on July 1, 2013.

Board staff has initiated the process for the next OA. The Board typically conducts an OA every five to seven years by surveying practitioners to determine the necessary knowledge, skills, and abilities to perform architectural services with competence. The most recent OA was conducted in 2007. The next OA is scheduled to commence during FY 2013/14. OPES Chief, Heidi Lincer-Hill, will be providing a presentation to the Board on December 5, 2013 relative to CSE performance and the plans for the next OA.

Intern Development Program (IDP) *“Broadly Experienced Intern” Pathway* – At its May 2012 meeting, the PQC discussed and considered the feasibility of the National Council of Architectural Registration Boards (NCARB) establishing an alternate method to satisfy the IDP requirement for individuals who meet certain criteria. The issue was considered in response to a strategic planning objective. The PQC recommended that the Board research and/or develop

appropriate criteria for recognizing a broadly experienced intern and provide that information to NCARB. The Board voted on June 14, 2012, to approve the PQC's recommendation. At the September 13, 2012 Board meeting, Jon Baker reported that the NCARB Internship and IDP Advisory Committees were receptive to and supportive of the idea, and that it has become a research task of the IDP Advisory Committee for 2013.

At the direction of the PQC, staff developed draft criteria for recognizing a broadly experienced intern which was approved by the Board on June 13, 2013. It was also recommended by the PQC vice chair the concept be more appropriately named the "Broadly Experienced Design Professional" pathway since it is more descriptive of the individuals who would receive its benefit. The criteria framework was presented by the Board's EO, to Ronald B. Blicht, NCARB President, for future consideration, while attending the 2013 NCARB Annual Meeting in June.

In September, NCARB reported that it convened a new Licensure Task Force to explore potential new pathways to architectural licensure. Led by Mr. Blicht, the group held its first meeting on September 6-7, 2013. The Task Force is analyzing each component of the licensure process as a basis for exploring potential additional pathways that lead to licensure, including determining where there may be overlap and opportunities for efficiencies to be realized. The Licensure Task Force is one of several NCARB strategic initiatives. As announced at the NCARB 2013 Annual Meeting, a framework for reinvention of IDP, in the near-term, is being designed by a multi-disciplinary special project team. This team is conducting research and developing viable options for the NCARB Board of Directors to consider for implementation. The Licensure Task Force met again on November 8-9, 2013.

NCARB 2012 Practice Analysis (PA) In April 2012, NCARB surveyed more than 80,000 architects, interns, and educators across the country. The survey content addressed specific tasks and knowledge/skills related to the pre-design, design, project management, and practice management aspects of the architectural profession, as well as general knowledge and skills. The 2012 PA, like the 2007 and 2001 PAs, will be used to drive future updates and modifications to the ARE and to inform the IDP. Additionally, the 2012 PA guided NCARB's response to the 2013 NNAAB Accreditation Review Conference and is being used to inform NCARB's continuing education policies. The Board assisted NCARB in its efforts to establish a prospective survey pool and provided the relevant contact information for its approximately 20,000 licensees and posted a notice regarding the PA on its website. The Board also promoted participation in the survey through other means, including an article in the spring 2012 newsletter and information on its website. The deadline for survey responses was originally April 30, 2012, but was extended to May 6, 2012. NCARB released its findings from the PA in four individual reports and one comprehensive final report that are available on the NCARB website. Each individual report focuses on a specific component of architecture (education, internship, examination, and continuing education), while the comprehensive final report includes the full set of previously published individual reports. The next step of the process will involve NCARB committees and task forces determining how best to incorporate the findings and recommendations, which are meant to shape the future of the ARE, IDP, and other NCARB policies and programs.

Professional Qualifications Committee (PQC) The PQC met on October 23, 2013 in Sacramento and various teleconference locations. At the meeting, the PQC approved the May 1, 2013

Summary Report and made a recommendation to the Board regarding the 2014 NAAB's Conditions for Accreditation. The PQC received updates on the following: 1) criteria for a Broadly Experienced Design Professional pathway; 2) strategy to expedite reciprocity for military spouses and domestic partners; 3) NCARB's proposed changes to IDP; and 4) NCARB's 2012 Practice Analysis. The PQC's recommendation regarding NAAB's 2014 Conditions for Accreditation was considered by the Executive Committee at its November 5, 2013 meeting.

The next PQC meeting has not been scheduled.

Regulation Changes *California Code of Regulations (CCR) sections 109 (Filing of Applications) and 117 (Experience Evaluation)* – Among the changes brought to IDP in the third and final phase of implementing IDP 2.0 was allowing candidates to earn IDP credit through qualifying academic internships approved by NCARB. In May 2012, the PQC considered this change to IDP and recommended that the Board align its regulations with the academic internship allowance. On June 14, 2012, the Board voted to approve the PQC's recommendation and directed staff to proceed with a regulatory change proposal. The Board approved the proposed regulatory language to amend CCR sections 109 and 117 at its September 13, 2012 meeting. Staff began preparing the regulatory package for submission to the Office of Administrative Law (OAL) when, in November 2012, it was learned that a new edition of the *IDP Guidelines* had been released by NCARB. The latest edition modifies the April 2012 changes to IDP by removing the: 1) requirement for an academic internship to be approved by NCARB; and 2) 930-hour cap on the amount of credit that can be earned. Staff recommended modified language to the regulation based on the changes made in the IDP Guidelines. The Board approved the modifications at its March 7, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR sections 109 and 117:

September 13, 2012	Final Approval by the Board
March 7, 2013	Final Approval of Recommended Modified Language by the Board
March 22, 2013	Notice of Proposed Changes in the Regulations published by OAL
March 22, 2013	Regulation package to DCA Division of Legislative and Policy Review
May 9, 2013	Public hearing, no comments received
June 18, 2013	Final rulemaking file to DCA Legal Office and the Division of Legislative and Policy Review
July 23, 2013	Final rulemaking file to Business, Consumer Services, and Housing Agency (Agency)
August 23, 2013	Final rulemaking file approved by Agency
September 3, 2013	Final rulemaking file to OAL for approval
October 9, 2013	Final rulemaking file approval by OAL
January 1, 2014	Effective date of the approved rulemaking file

CCR section 121 (Form of Examinations; Reciprocity) – At its December 2011 meeting, the Board discussed requirements for reciprocal licensure relative to NCARB’s Broadly Experienced Foreign Architect (BEFA) Program. This would establish the possibility of recognizing architects licensed in foreign countries (other than Canada, which is specifically excluded from BEFA) through reciprocity in California. The Board added an objective to the 2012 Strategic Plan to pursue a regulatory proposal to amend CCR 121 to allow the Board to recognize NCARB Certification obtained via the BEFA Program. The objective was assigned to the PQC. At its May 2012 meeting, the PQC was provided with detailed information regarding the BEFA Program and reviewed a draft regulatory proposal, which would add a provision to CCR 121, recognizing NCARB Certifications obtained via the BEFA Program. The Board approved the regulatory proposal at its June 2012 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language. Staff discovered, while preparing the required notice and documents for filing with OAL, a discrepancy in the originally proposed language concerning United Kingdom licensed architects. The proposed regulatory language was modified to correct for the discrepancy. The recommended modified language was presented to the Board at its March 7, 2013 meeting and approved for filing.

Following is a chronology, to date, for the processing of the Board’s regulatory proposal for CCR section 121:

June 14, 2012	Final Approval by the Board
March 7, 2013	Final Approval of Recommended Modified Language by the Board
March 22, 2013	Notice of Proposed Changes in the Regulations published by OAL
March 22, 2013	Regulation package to DCA Division of Legislative and Policy Review
May 9, 2013	Public hearing, no comments received
June 18, 2013	Final rulemaking file to DCA Legal Office and the Division of Legislative and Policy Review
July 25, 2013	Final rulemaking file to Agency
August 23, 2013	Final rulemaking file forwarded to DOF
September 26, 2013	Final rulemaking file approved by DOF
October 15, 2013	Final rulemaking file to OAL for approval

California Code of Regulations (CCR) section 116 (Eligibility for Examination) – As part of the change to the NCARB ARE content and candidate management to Alpine Testing Solutions, Inc., NCARB will be requiring candidates to establish and maintain an NCARB Record to access examination scheduling information, view testing history, rolling clock information, and download score reports. Staff developed proposed regulatory language to reflect the NCARB Record requirement. The Board approved the proposed regulatory language to amend CCR section 116 at its June 13, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR section 116:

June 13, 2013 Initial Approval by the Board

**Staff is preparing the regulatory package.*

California Code of Regulations (CCR) section 120 (Re-Examination) – NCARB passed an amendment to the ARE Five-Year Rolling Clock provision with respect to divisions that were previously exempt. Those previously exempt divisions will expire on July 1, 2014 unless all divisions of the ARE have been passed. Staff developed proposed regulatory language to reflect this change to examination expiration. The Board approved the proposed regulatory language to amend CCR section 120 at its June 13, 2013 meeting and delegated authority to the EO to adopt the regulation, provided that no adverse comments are received during the public comment period, and, if needed, to make minor technical changes to the language.

Following is a chronology, to date, of the processing of the Board's regulatory proposal for CCR section 120:

June 13, 2013 Initial Approval by the Board

**Staff is preparing the regulatory package.*

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: The architect consultants were available on-call to Building Officials in November when they received ten telephone, email, and/or personal contacts. These types of contacts generally include discussions regarding the Board's policies and interpretations of the Practice Act, stamp and signature requirements, and scope of architectural practice.

Education/Information Program: Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. As of November 15, 2013, there were 30 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 12 of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

A Request for Proposal (RFP) - Secondary for one of the Board's architect consultant was released August 30, 2013. Submission of proposals was due October 16, 2013. One proposal was received. The proposal was evaluated in the First Phase Evaluation on October 29, 2013, and the proposer received an overall technical score of 30 or more and proceeded to the Second Phase Evaluation, an oral interview. On November 13, 2013, the Evaluation Committee interviewed the successful candidate and awarded technical points based on the selection criteria contained in the RFP; Barry N. Williams was selected as the awardee of the contract. On November 21, 2013, the Notice of Intent to Award announcing the consultant selected was posted, as required by law, in the Board's office. The DCA Contracts Unit prepared a draft of the contract which will be routed internally within DCA and then to the Department of General

Services (DGS) for approval. The Board will be asked at its December 5-6, 2013 meeting to approve the contract pending DGS approval.

Enforcement Actions The Board issued a citation that included a \$2,000 administrative fine to John Croswhite for an alleged violation of Business and Professions Code section 5536(a) (Practice Without License or Holding Self Out as Architect). The citation became effective on November 12, 2013.

	<u>Current Month</u> November 2013*	<u>Prior Month</u> October 2013	<u>Prior Year</u> November 2012
<u>Enforcement Statistics</u>			
Total Cases Received/Opened**:	10	28	16
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	0	3	0
Complaints Pending DOI:	1	2	2
Complaints Pending AG:	2	2	1
Complaints Pending DA:	3	3	3
Total Cases Closed**:	11	32	26
Total Cases Pending**:	82	81	78
Settlement Cases (§5588) Opened:	3	4	3
Settlement Cases (§5588) Pending:	8	4	8
Settlement Cases (§5588) Closed:	1	1	2
Citations Final:	2	3	1

*Statistics as of November 15, 2013

**Total Cases categories include both complaint and settlement cases

At the end of each FY, staff reviews the average number of complaints received, pending, and closed for the past three FYs. From FY 2010/11 through FY 2012/13, the average number of complaints received per month was 22. The average pending caseload was 111 complaints and the average number of complaints closed per month was 24.

Regulation Changes *CCR section 103 (Delegation of Certain Functions)* – The Board’s 2011 Strategic Plan directed the Regulatory and Enforcement Committee (REC) to review and make recommendations regarding SB 1111 proposals. This legislation failed to pass, but DCA encouraged boards and bureaus to review nine provisions included in SB 1111 to determine whether they might be utilized to improve their enforcement processes. After reviewing the provisions, the REC recommended to the Board that it amend CCR section 103 to allow the Board to delegate authority to its EO to approve stipulated settlements to revoke or surrender a license. The Board approved the recommendation on September 15, 2011. Following is a chronology, to date, for the processing of the Board’s regulatory proposal for CCR section 103:

December 7, 2011	Proposed regulatory changes approved by the Board
January 31, 2013	Notice of Proposed Changes in the Regulations published by OAL
April 3, 2013	Public hearing, no comments received
May 16, 2013	Regulation package to DCA’s Legal Office and Division of Legislative and Policy Review
June 18, 2013	Regulation package forwarded to Department of Finance

July 31, 2013 Regulation package to OAL for approval
September 9, 2013 Regulation package approved by OAL
January 1, 2014 Regulation will become effective

Strategic Plan Objectives The Board’s 2013 Strategic Plan tasks the REC with considering whether “mediation” should be added to the reporting requirements in BPC section 5588. The REC is also charged with considering whether a provision regarding “scope of work” should be added to the written contract requirements in BPC section 5536.22. The REC assigned these two objectives to a working group comprised of Phyllis Newton and Gary McGavin. The American Institute of Architects, California Council was also invited to participate. The working group met on July 15, 2013 and made a recommendation that the REC consider recommending to the Board that “mediation” not be added to the reporting requirements in BPC section 5588. They also recommended that “scope of work” be added to the written contract requirements in BPC section 5536.22. Staff revised the proposed language and submitted the changes to Legal Counsel for review on October 21, 2013. Once counsel has completed the review, staff will seek the working group’s approval before presenting the recommendations to the REC and, subsequently, to the Board.

Another Strategic Plan objective charged to the REC was to examine the definition of the practice of architecture and potentially create a definition of “instruments of service” for a regulatory proposal. The REC recommended to the Board, and the Board concurred at its June 13, 2013 meeting, that this issue be postponed until the Board’s and NCARB’s Occupational Analyses are complete.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Committee The next LATC meeting is scheduled for January 16, 2014 in Sacramento.

Personnel The limited term Staff Services Analyst (SSA) position in the Exam Unit ended on July 30, 2013, and the position has been temporarily filled by a Retired Annuitant SSA, Gretchen Kjose. Ms. Kjose’s experience includes her former role as LATC Program Manager. She also served as EO for the Board of Occupational Therapy between 2001 and 2005. Recruitment efforts are underway to fill the position on a permanent basis.

Ken Miller, Licensing/Administration Coordinator, accepted an SSA position with the Bureau of Automotive Repair. His last day at the LATC was November 22, 2013. Recruitment efforts are underway to fill his Management Services Technician position.

Training The following individuals have been scheduled for upcoming training:

12/2-6/2013 Regulatory and Investigative Techniques (Matt)

Website In November 2013, the following changes were made to the LATC's website:

- 1) "Committee Members" webpage was updated to reflect Andrew Bowden as Chair, and David Allan Taylor, Jr. as Vice Chair;
- 2) "Meetings" webpage was updated with the Summary Report for the November 7, 2013 LATC meeting; and
- 3) November 2013 licensee list was posted to the "licensee search" webpage.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) A total of 4 candidates took the CSE in October 2013 and 3 candidates passed. From March through June, 2013, OPES conducted six workshops in order to develop a new CSE. The exam was launched September 2013.

Upon execution of an Inter-Agency Contract with OPES to conduct an OA, the LATC began recruiting subject matter experts. On May 30-31, 2013, a focus group of licensed professionals and stakeholders in the industry was held to begin the process. After the focus group helped to establish current key areas of landscape architecture, OPES conducted telephone interviews of licensees with objectives of reviewing the framework for describing the profession, developing and refining the task and knowledge statements, and developing the demographic items to be used in the OA questionnaire. The first OA workshop was held on July 11-12 and the OA will continue throughout FY 2013/2014 with a focus on identifying key aspects of landscape architecture, projected changes in those areas, and what skills entry level licensees should be able to proficiently demonstrate.

OPES presented an update of the current status of the OA at the LATC meeting on August 20, 2013. The presentation also included a Q & A session for the members as well as the public. The OA will be ongoing throughout 2014. It will focus on identifying key aspects of landscape architecture, including the core skills for entry level licensees to demonstrate proficiency. Major project events completed include the review of background information, development of job content and structure, and review of tasks and knowledge areas. Staff will continue to focus on efforts to obtain current email addresses from licensees and prepare for the next phase of the process which includes contacting subject matter volunteers for two remaining workshops in the OA process. The pilot survey was distributed by OPES to a select group of licensees on September 23, 2013 and completed on October 3, 2013. The final survey was distributed on October 22, 2013 with a requested completion date of November 12, 2013.

Landscape Architect Registration Examination (LARE) The August 19-30, 2013 LARE results were provided by the Council of Landscape Architectural Registration Boards on October 3, 2013. The LATC application deadline was September 23, 2013 for the next administration of the LARE on December 2-14, 2013. The next application deadline is January 20, 2014, for the March 31 – April 12, 2014 LARE.

In an effort to allow more candidates time to file for one of three annual administrations of the LARE, staff have initiated work on a regulation package to reduce the filing deadline from 70 days prior to the administration of the LARE to 45 days. *See CCR 2610 below.*

Outreach Stephanie Landregan provided an outreach presentation on November 22, 2013 at the University of Southern California during their Professional Practices class.

Regulation Changes *CCR section 2610 (Application for Examination)* – This section currently requires candidates who wish to register for the LARE to file their application with the LATC 70 days prior to their requested examination date. This requirement was established in 1998 when the licensing examination was partially administered by the LATC and it allowed the LATC preparation time for the administration. In December 2009, the Council of Landscape Architectural Registration Boards began administering all five sections of the LARE, and in 2012 eliminated the graphic portion of the examination, reducing the lead time for applications to be reviewed by LATC prior to the examination date. At the August 20, 2013 LATC meeting, the Committee approved staff’s recommendation to change the 70-day filing requirement to 45 days to allow candidates more time to register for the LARE.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2610:

August 20, 2013 Proposed regulatory changes approved by LATC
September 12, 2013 Proposed regulatory changes approved by the Board

**Staff is preparing the regulatory package.*

CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) – The LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended the Board authorize LATC to proceed with a regulatory change. The Board approved the regulatory change and adopted the regulations at the December 15-16, 2010 Board meeting. The regulatory proposal to amend CCR section 2620.5 was published at the OAL on June 22, 2012. The Exceptions and Exemptions Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012 LATC meeting, the LATC approved the Task Force’s recommended modifications to CCR section 2620.5, with additional edits. At the January 24-25, 2013 LATC meeting, the LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove several proposed modifications to the language to accommodate concerns mentioned in the public comments. The Board approved adoption of the modified language for CCR section 2620.5 at their March 7, 2013 meeting.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2620.5:

November 22, 2010 Proposed regulatory changes approved by LATC
December 15, 2010 Proposed regulatory changes approved by the Board
June 22, 2012 Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)

August 6, 2012 Public hearing; no public comments received
 November 30, 2012 40-Day Notice of Availability of Modified Language posted on website
 January 9, 2013 LATC received one written comment during the 40-day Notice period
 January 24, 2013 LATC approved modified language to accommodate public comment
 February 15, 2013 Final rulemaking file to by DCA's Legal Office and the Division of Legislative and Policy Reviews
 March 7, 2013 Final approval of modified language by the Board
 May 31, 2013 Rulemaking file to OAL for approval
 July 17, 2013 Decision of Disapproval of Regulatory Action issued by OAL
 August 20, 2013 LATC voted not to pursue a resubmission of rulemaking file to OAL

**Staff is analyzing proposed modifications to develop a new regulatory proposal with sufficient justification that will meet OAL standards, and submit to OAL.*

CCR section 2649 (Fees) – At the January 24-25, 2013 LATC meeting, DCA Budget Office staff provided a budget presentation to the LATC. In this presentation, the LATC fund balance of 19.5 months in reserve was discussed in context with BPC section 128.5 (Reduction of License Fees in Event of Surplus Funds), which requires funds to be reduced if an agency has 24 months of funds. As a result of this discussion, LATC asked staff to consult with DCA administration to determine if license fees could be reduced for one renewal cycle and to explore additional ways of addressing the fund balance to comply with BPC 128.5. Staff met with DCA Budget Office staff and legal counsel to explore options and a license renewal fee reduction from \$400 to \$220 was recommended in addition to a negative budget change proposal to reduce LATC's spending authority by \$200,000. At the May 22, 2013 LATC meeting, the members approved a regulatory change proposal to implement the proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in fiscal year 2015/2016 from \$400 to \$220. The proposed language to amend CCR section 2649 was approved at the August 20, 2013 LATC meeting. Staff is preparing the regulatory package for processing.

Following is a chronology, to date, of the processing of the regulatory proposal for CCR section 2649:

August 20, 2013 Proposed regulatory changes approved by LATC
 September 12, 2013 Proposed regulatory changes approved by Board

**Staff is preparing the regulatory package.*

Strategic Plan Objectives The LATC's 2013 through 2015 Strategic Plan tasks staff to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. The Strategic Plan also identifies an objective to review the Table of Equivalents for training and experience and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. Both of these objectives were discussed at the November 7, 2013, LATC meeting.

LATC ENFORCEMENT PROGRAM

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
	November 2013*	October 2013	November 2012
<u>Enforcement Statistics</u>			
Complaints Opened**:	3	2	0
Complaints to Expert:	0	2	0

	<u>Current Month</u> November 2013*	<u>Prior Month</u> October 2013	<u>Prior Year</u> November 2012
<u>Enforcement Statistics</u>			
Complaints to DOI:	0	0	0
Complaints Pending DOI:	0	0	0
Complaints Pending AG:	0	0	0
Complaints Pending DA:	0	0	0
Total Cases Closed:	3	0	1
Total Cases Pending**:	28	28	29
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	4	4	4
Settlement Cases (§5678.5) Closed:	0	0	0
Citations Final:	0	0	0

*Statistics as of November 15, 2013

**Includes both complaint and settlement cases

UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING SENATE BILL 308 (CHAPTER 333, STATUTES OF 2013) [SUNSET REVIEW OF CALIFORNIA COUNCIL FOR INTERIOR DESIGN CERTIFICATION], ASSEMBLY BILL (AB) 186 (MAIENSCHIN) [MILITARY SPOUSES], AB 630 (CHAPTER 453, STATUTES OF 2013) [INSTRUMENTS OF SERVICE], CALIFORNIA SOCIETY OF THE AMERICAN INSTITUTE OF BUILDING DESIGN - SUNRISE REVIEW, POSSIBLE ARCHITECTS PRACTICE ACT AMENDMENT - COMPREHENSIVE DEGREE PROGRAM (LICENSURE WITH DEGREE), AND THE AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL - LEGISLATION REGARDING PEER REVIEW ON EXEMPT PROJECTS

Senate Bill (SB) 308 (Chapter 333, Statutes of 2013) - Sunset Review of California Council for Interior Design Certification (CCIDC)

SB 308 (Chapter 333, Statutes of 2013) contains the Sunset Review provisions for CCIDC, the nonprofit organization recognized in the Business and Professions Code that certifies interior designers in California.

At its June 13, 2013 meeting, the Board agreed to maintain its position adopted at the May 7, 2013 meeting relative to SB 308. Namely, the Board continued to support the extension of the sunset date, but opposed:

- 1) expanding the current definition of “Certified Interior Designer” (CID); and
- 2) adding modified definitions of “registered design professional” (which would add CIDs to the current definition, which presently refers only to architects and engineers) to state law.

In addition, the Board continued to support the recommendations for CCIDC to adhere to the Bagley-Keene Open Meeting Act, and add a written contract requirement for CIDs. The Board adopted a “neutral” position on the issue of CCIDC utilizing legislatively specified examinations.

At the September 12, 2013 Board meeting, the Executive Officer (EO), Doug McCauley, explained that CCIDC did have a desire to expand and modify the current definition of CID. It was suggested to CCIDC that it needs to show CIDs’ competence in new areas by demonstrating what is covered in their examination via its test plan and occupational analysis. Ultimately, stakeholders could not reach agreement on the new definition and it was not included in the bill because sunset bills must have consensus.

SB 308 was approved by the Governor on September 23, 2013, and becomes effective January 1, 2014. No Board action is required.

Assembly Bill (AB) 186 (Maienschein) - Military Spouses

Current law requires Department of Consumer Affairs’ (DCA) boards and bureaus to expedite the licensure of an applicant who: 1) supplies evidence that the applicant is married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; and

2) holds a current license in another state, district, or territory of the United States in the profession or vocation for which he or she seeks a license from the board. This bill would permit boards and bureaus to provide a provisional license while the board or bureau processes the application for licensure. The provisional license shall expire 18 months after issuance.

At its June 13, 2013 meeting, the Board voted to modify its position on AB 186 to “Oppose Unless Amended,” and to request an exemption while noting the Board’s support for the intent of the legislation. This action was based upon new information that indicated the Board would indeed be required to waive the California Supplemental Examination (CSE) for individuals who meet special criteria should AB 186 become law. Since the CSE is a critical licensure component that protects the public health, safety, and welfare by assuring competence in seismic, energy efficiency, accessibility, and legal requirements, etc., the concept of waiving the CSE was unacceptable to the Board.

On June 25 and 27, 2013, the EO communicated the Board’s position through correspondence to Assemblyman Maienschein’s staff and to Chairman Ted W. Lieu of the Senate Business, Professions, and Economic Development Committee, and requested an amendment to provide an exemption from the bill’s provisions. The Board’s request for an exemption was again communicated on November 4, 2013, when staff reiterated the Board’s position to the Assemblyman. Staff will follow up with a meeting with the author’s legislative staff when the Legislature reconvenes.

AB 186 is now a two-year bill and has not been amended since June 24, 2013. No Board action is required.

AB 630 (Chapter 453, Statutes of 2013) - Instruments of Service

The American Institute of Architects, California Council (AIACC)-sponsored legislation, AB 630 (Chapter 453, Statutes of 2013), as initially introduced, would add a new provision to the Architects Practice Act to prohibit a consumer from using an architect’s instruments of service without a current written contract.

At its June 13, 2013 meeting, the Board voted to support AB 630 if amended with language to require:

- 1) a licensed design professional be utilized to protect the public from misuse of an architect’s work product; and
- 2) any consent to utilize instruments of service shall not be unreasonably withheld.

AIACC opted not to accept the Board’s first recommended amendment for concerns it would create new law. AIACC agreed to accept the Board’s second recommended amendment and is now reflected in AB 630; however, a provision was augmented to allow instruments of service to be withheld for cause - if there is a lack of payment or failure to adhere to the contract requirements. At its September 12, 2013 meeting, the Board voted to support AB 630 as amended.

The bill was approved by the Governor on October 1, 2013 and becomes effective January 1, 2014. No action is required of the Board.

California Society of the American Institute of Building Design - Sunrise Review

The California Society of the American Institute of Building Design (CSAIBD) has initiated the “sunrise review” process. Although there are statutory provisions that govern the process, these issues have been addressed in a more straight-forward manner during recent legislative sessions. CSAIBD has prepared a white paper that has been submitted to the office of State Senator William Monning. At this point, legislative staff has not briefed the Senator on this issue; therefore, it is not clear whether there will actually be legislation.

Historically, building designers were previously able to become registered from 1964 through 1968. There was a short period in which building designers were able to seek licensure as architects. Ultimately, the classification of registered building designer was eliminated due to confusion on the part of the public and building departments due to the two-tiered system. In addition, there was a 1983 gubernatorial directive to repeal statutory mandates which failed to serve an important public interest or were too costly. This led to the repeal of the building designer provisions.

Board staff will monitor this situation closely and report any further activity to the Board.

Possible Architects Practice Act Amendment - Comprehensive Degree Program (Licensure with Degree)

Due to the momentum toward a potential reform of the national licensing requirements, there may be a need for the Board to amend its statutes and/or regulations. As such, the Board should have a legislative vehicle ready in case it wishes to revise relevant statutes in 2014. The Board may wish to authorize staff to secure a “spot bill” (placeholder legislation) in which any such amendments could be inserted.

The American Institute of Architects, California Council - Legislation Regarding Peer Review on Exempt Projects

AIACC is considering legislation that would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. AIACC indicates that such a provision would benefit both architects and the public. AIACC notes that this would make architects more attractive to clients for exempt projects, because with an architect the approval process and issuance of the building permit on an exempt project could be completed more quickly. Also, because building permits would be issued more quickly, this would help the economy by getting projects ready for construction. There is no draft language for the Board to consider at this point.

Attachments:

1. SB 308 (Chapter 333, Statutes of 2013)
2. AB 186 (Maienschein)
3. Letter to Assemblyman Maienschein Regarding AB 186 Dated November 4, 2013
4. AB 630 (Chapter 453, Statutes of 2013)

Senate Bill No. 308

CHAPTER 333

An act to amend Sections 5810, 5812, 7200, 7215.6, 7303, and 7362 of, and to add Sections 5806, 5807, and 5811.1 to, the Business and Professions Code, relating to professions and vocations.

[Approved by Governor September 23, 2013. Filed with
Secretary of State September 23, 2013.]

LEGISLATIVE COUNSEL'S DIGEST

SB 308, Lieu. Professions and vocations.

(1) Existing law authorizes a certified interior designer, as defined, to obtain a stamp from an interior design organization, as defined, that uniquely identifies the designer and certifies that he or she meets certain qualifications and requires the use of that stamp on all drawings and documents submitted to any governmental agency by the designer. Existing law provides that these provisions are repealed on January 1, 2014, and shall be subject to review by the Joint Sunset Review Committee.

This bill would instead repeal those provisions on January 1, 2018, and would make them subject to review by the appropriate policy committees of the Legislature.

The bill would require a certified interior designer to use a written contract that includes specified information when contracting to provide interior design services to a client pursuant to these provisions and require that nothing in these provisions prohibit interior design or interior decorator services by any person or retail activity.

The bill would require all meetings of an interior design organization to be subject to the open meeting requirements applicable to state agencies.

(2) Existing law provides for the licensure and regulation of various businesses and professions by boards within the Department of Consumer Affairs, including the State Board of Guide Dogs for the Blind. Existing law requires that the board consist of certain members. Existing law establishes a pilot project to provide an arbitration procedure for the purpose of resolving disputes between a guide dog user and a licensed guide dog school, as specified. Existing law repeals these provisions on January 1, 2014.

This bill would extend the operation of these provisions until January 1, 2018.

(3) Existing law provides for the licensure and regulation of barbering and cosmetology by the State Board of Barbering and Cosmetology and authorizes the board to appoint an executive officer. Under existing law, these provisions are repealed on January 1, 2014.

This bill would instead repeal these provisions on January 1, 2016, and specify that the board would be subject to review by the appropriate policy committees of the Legislature upon repeal.

Existing law provides that a board-approved school of barbering and cosmetology is one that is licensed by the Bureau for Private Postsecondary Education or a public school in the state, and offers a course of instruction approved by the board.

This bill would require a school to be approved by the board before it is approved by the Bureau for Private Postsecondary Education and authorize both entities to simultaneously process a school's application for approval. The bill would also authorize the board to revoke, suspend, or deny its approval of a school on specified grounds.

The people of the State of California do enact as follows:

SECTION 1. Section 5806 is added to the Business and Professions Code, to read:

5806. Nothing in this chapter shall prohibit interior design or interior decorator services by any person or retail activity.

SEC. 2. Section 5807 is added to the Business and Professions Code, to read:

5807. (a) A certified interior designer shall use a written contract when contracting to provide interior design services to a client pursuant to this chapter. The written contract shall be executed by the certified interior designer and the client, or his or her representative, prior to the certified interior designer commencing work. The written contract shall include, but not be limited to, all of the following:

(1) A description of the services to be provided to the client by the certified interior designer.

(2) A description of any basis of compensation applicable to the contract and the method of payment agreed upon by the parties.

(3) The name, address, and certification number of the certified interior designer and the name and address of the client.

(4) A description of the procedure that the certified interior designer and the client will use to accommodate additional services.

(5) A description of the procedure to be used by any party to terminate the contract.

(6) A three-day rescission clause in accordance with Chapter 2 (commencing with Section 1688) of Title 5 of Part 2 of Division 3 of the Civil Code.

(7) A written disclosure stating whether the certified interior designer carries errors and omissions insurance.

(b) Subdivision (a) shall not apply to any of the following:

(1) Interior design services rendered by a certified interior designer for which the client will not pay compensation.

(2) Interior design services rendered by a certified interior designer to any of the following:

(A) An architect licensed under Chapter 3 (commencing with Section 5500).

(B) A landscape architect licensed under Chapter 3.5 (commencing with Section 5615).

(C) An engineer licensed under Chapter 7 (commencing with Section 6700).

(c) As used in this section, “written contract” includes a contract in electronic form.

SEC. 3. Section 5810 of the Business and Professions Code is amended to read:

5810. (a) This chapter shall be subject to review by the appropriate policy committees of the Legislature.

(b) This chapter shall remain in effect only until January 1, 2018, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2018, deletes or extends that date.

SEC. 4. Section 5811.1 is added to the Business and Professions Code, to read:

5811.1. The meetings of an interior design organization issuing stamps under Section 5801 shall be subject to the rules of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code).

SEC. 5. Section 5812 of the Business and Professions Code is amended to read:

5812. It is an unfair business practice for any person to represent or hold himself or herself out as, or to use the title “certified interior designer” or any other term, such as “licensed,” “registered,” or “CID,” that implies or suggests that the person is certified as an interior designer when he or she does not hold a valid certification as provided in Sections 5800 and 5801.

SEC. 6. Section 7200 of the Business and Professions Code is amended to read:

7200. (a) There is in the Department of Consumer Affairs a State Board of Guide Dogs for the Blind in whom enforcement of this chapter is vested. The board shall consist of seven members appointed by the Governor. One member shall be the Director of Rehabilitation or his or her designated representative. The remaining members shall be persons who have shown a particular interest in dealing with the problems of the blind, and at least two of them shall be blind persons who use guide dogs.

(b) This section shall remain in effect only until January 1, 2018, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2018, deletes or extends that date. Notwithstanding any other law, the repeal of this section renders the board subject to review by the appropriate policy committees of the Legislature.

SEC. 7. Section 7215.6 of the Business and Professions Code is amended to read:

7215.6. (a) In order to provide a procedure for the resolution of disputes between guide dog users and guide dog schools relating to the continued physical custody and use of a guide dog, in all cases except those in which the dog user is the unconditional legal owner of the dog, the following arbitration procedure shall be established as a pilot project.

(b) This procedure establishes an arbitration panel for the settlement of disputes between a guide dog user and a licensed guide dog school regarding the continued use of a guide dog by the user in all cases except those in which the dog user is the unconditional legal owner of the dog. The disputes that may be subject to this procedure concern differences between the user and school over whether or not a guide dog should continue to be used, differences between the user and school regarding the treatment of a dog by the user, and differences over whether or not a user should continue to have custody of a dog pending investigation of charges of abuse. It specifically does not address issues such as admissions to schools, training practices, or other issues relating to school standards. The board and its representative are not parties to any dispute described in this section.

(c) The licensed guide dog schools in California and the board shall provide to guide dog users graduating from guide dog programs in these schools a new avenue for the resolution of disputes that involve continued use of a guide dog, or the actual physical custody of a guide dog. Guide dog users who are dissatisfied with decisions of schools regarding continued use of guide dogs may appeal to the board to convene an arbitration panel composed of all of the following:

- (1) One person designated by the guide dog user.
- (2) One person designated by the licensed guide dog school.
- (3) A representative of the board who shall coordinate the activities of the panel and serve as chair.

(d) If the guide dog user or guide dog school wishes to utilize the arbitration panel, this must be stated in writing to the board. The findings and decision of the arbitration panel shall be final and binding. By voluntarily agreeing to having a dispute resolved by the arbitration panel and subject to its procedures, each party to the dispute shall waive any right for subsequent judicial review.

(e) (1) A licensed guide dog school that fails to comply with any provision of this section shall automatically be subject to a penalty of two hundred fifty dollars (\$250) per day for each day in which a violation occurs. The penalty shall be paid to the board. The license of a guide dog school shall not be renewed until all penalties have been paid.

(2) The penalty shall be assessed without advance hearing, but the licensee may apply to the board for a hearing on the issue of whether the penalty should be modified or set aside. This application shall be in writing and shall be received by the board within 30 days after service of notice of the penalty. Upon receipt of this written request, the board shall set the matter for hearing within 60 days.

(f) As a general rule, custody of the guide dog shall remain with the guide dog user pending a resolution by the arbitration panel. In circumstances

where the immediate health and safety of the guide dog user or guide dog is threatened, the licensed school may take custody of the dog at once. However, if the dog is removed from the user's custody without the user's concurrence, the school shall provide to the board the evidence that caused this action to be taken at once and without fail; and within five calendar days a special committee of two members of the board shall make a determination regarding custody of the dog pending hearing by the arbitration panel.

(g) (1) The arbitration panel shall decide the best means to determine final resolution in each case. This shall include, but is not limited to, a hearing of the matter before the arbitration panel at the request of either party to the dispute, an opportunity for each party in the dispute to make presentations before the arbitration panel, examination of the written record, or any other inquiry as will best reveal the facts of the disputes. In any case, the panel shall make its findings and complete its examination within 45 calendar days of the date of filing the request for arbitration, and a decision shall be rendered within 10 calendar days of the examination.

(2) All arbitration hearings shall be held at sites convenient to the parties and with a view to minimizing costs. Each party to the arbitration shall bear its own costs, except that the arbitration panel, by unanimous agreement, may modify this arrangement.

(h) The board may study the effectiveness of the arbitration panel pilot project in expediting resolution and reducing conflict in disputes between guide dog users and guide dog schools and may share its findings with the Legislature upon request.

(i) This section shall remain in effect only until January 1, 2018, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2018, deletes or extends that date.

SEC. 8. Section 7303 of the Business and Professions Code is amended to read:

7303. (a) Notwithstanding Article 8 (commencing with Section 9148) of Chapter 1.5 of Part 1 of Division 2 of Title 2 of the Government Code, there is in the Department of Consumer Affairs the State Board of Barbering and Cosmetology in which the administration of this chapter is vested.

(b) The board shall consist of nine members. Five members shall be public members, and four members shall represent the professions. The Governor shall appoint three of the public members and the four professional members. The Senate Committee on Rules and the Speaker of the Assembly shall each appoint one public member. Members of the board shall be appointed for a term of four years, except that of the members appointed by the Governor, two of the public members and two of the professions members shall be appointed for an initial term of two years. No board member may serve longer than two consecutive terms.

(c) The board may appoint an executive officer who is exempt from civil service. The executive officer shall exercise the powers and perform the duties delegated by the board and vested in him or her by this chapter. The appointment of the executive officer is subject to the approval of the director.

In the event that a newly authorized board replaces an existing or previous bureau, the director may appoint an interim executive officer for the board who shall serve temporarily until the new board appoints a permanent executive officer.

(d) The executive officer shall provide examiners, inspectors, and other personnel necessary to carry out the provisions of this chapter.

(e) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date. Notwithstanding any other law, the repeal of this section renders the board subject to review by the appropriate policy committees of the Legislature.

SEC. 9. Section 7362 of the Business and Professions Code is amended to read:

7362. (a) A school approved by the board is one that is first approved by the board and subsequently approved by the Bureau for Private Postsecondary Education or is a public school in this state, and provides a course of instruction approved by the board. However, notwithstanding any other law, both the board and the Bureau for Private Postsecondary Education may simultaneously process a school's application for approval.

(b) The board shall determine by regulation the required subjects of instruction to be completed in all approved courses, including the minimum hours of technical instruction and minimum number of practical operations for each subject, and shall determine how much training is required before a student may begin performing services on paying patrons.

(c) Notwithstanding any other law, the board may revoke, suspend, or deny approval of a school, in a proceeding that shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, when an owner or employee of the school has engaged in any of the acts specified in paragraphs (1) to (8), inclusive.

(1) Unprofessional conduct which includes, but is not limited to, any of the following:

(A) Incompetence or gross negligence, including repeated failure to comply with generally accepted standards for the practice of barbering, cosmetology, or electrology, or disregard for the health and safety of patrons.

(B) Repeated similar negligent acts.

(C) Conviction of any crime substantially related to the qualifications, functions, or duties of the owner of an approved school, in which case, the records of conviction or a certified copy thereof shall be conclusive evidence of the conviction.

(2) Repeated failure to comply with the rules governing health and safety adopted by the board and approved by the State Department of Public Health, for the regulation of board-approved schools.

(3) Repeated failure to comply with the rules adopted by the board for the regulation of board-approved schools.

(4) Continued practice by a person knowingly having an infectious or contagious disease.

- (5) Habitual drunkenness, or habitual use of, or addiction to the use of, any controlled substance.
- (6) Obtaining or attempting to obtain practice in any occupation licensed and regulated under this chapter, or money, or compensation in any form, by fraudulent misrepresentation.
- (7) Refusal to permit or interference with an inspection authorized under this chapter.
- (8) Any action or conduct that would have warranted the denial of a school approval.

AMENDED IN SENATE JUNE 24, 2013

AMENDED IN ASSEMBLY MAY 24, 2013

AMENDED IN ASSEMBLY APRIL 22, 2013

AMENDED IN ASSEMBLY APRIL 1, 2013

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

ASSEMBLY BILL

No. 186

Introduced by Assembly Member Maienschein

(Principal coauthor: Assembly Member Hagman)

**(Coauthors: Assembly Members Chávez, Dahle, Donnelly,
Beth Gaines, Garcia, Grove, Harkey, Olsen, and Patterson, and
V. Manuel Pérez)**

(Coauthors: Senators Fuller and Huff)

January 28, 2013

An act to ~~amend~~ *add* Section ~~115.5~~ of *115.6* to the Business and Professions Code, relating to professions and vocations, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

AB 186, as amended, Maienschein. Professions and vocations: military spouses: temporary licenses.

Existing law provides for the licensure and regulation of various professions and vocations by boards within the Department of Consumer Affairs. Existing law provides for the issuance of reciprocal licenses in certain fields where the applicant, among other requirements, has a license to practice within that field in another jurisdiction, as specified. Existing law requires that the licensing fees imposed by certain boards within the department be deposited in funds that are continuously

appropriated. Existing law requires a board within the department to expedite the licensure process for an applicant who holds a current license in another jurisdiction in the same profession or vocation and who supplies satisfactory evidence of being married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders.

This bill would, in addition to the expedited licensure provisions described above, establish a temporary licensure process for an applicant who holds a current license in another jurisdiction, as specified, and who supplies satisfactory evidence of being married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders. The bill would require the temporary license to expire 12 months after issuance, upon issuance of the expedited license, or upon denial of the application for expedited licensure by the board, whichever occurs first.

~~This bill would require a board within the department to issue a temporary license to an applicant who qualifies for, and requests, expedited licensure pursuant to the above-described provision if he or she meets specified requirements, except as provided. The bill would require the temporary license to expire 12 months after issuance, upon issuance of the expedited license, or upon denial of the application for expedited licensure by the board, whichever occurs first. The bill would authorize a board to conduct an investigation of an applicant for purposes of denying or revoking a temporary license, and would authorize a criminal background check as part of that investigation. The~~

This bill would require an applicant seeking a temporary license to submit an application to the board that includes a signed affidavit attesting to the fact that he or she meets all of the requirements for the temporary license and that the information submitted in the application is accurate, as specified. The bill would also require the application to include written verification from the applicant's original licensing jurisdiction stating that the applicant's license is in good standing. The bill would authorize a board to conduct an investigation of an applicant for purposes of denying or revoking a temporary license and would authorize a criminal background check as part of that investigation. The bill would require an applicant, upon request by a board, to furnish a full set of fingerprints for purposes of conducting the criminal background check.

This bill would prohibit a temporary license from being provided to any applicant who has committed an act in any jurisdiction that would have constituted grounds for denial, suspension, or revocation of the license at the time the act was committed. The bill would provide that a violation of the above-described provision may be grounds for the denial or revocation of a temporary license. The bill would further prohibit a temporary license from being provided to any applicant who has been disciplined by a licensing entity in another jurisdiction, or is the subject of an unresolved complaint, review procedure, or disciplinary proceeding conducted by a licensing entity in another jurisdiction. ~~The bill would require an applicant, upon request by a board, to furnish a full set of fingerprints for purposes of conducting a criminal background check.~~

This bill would authorize the immediate termination of any temporary license to practice medicine upon a finding that the temporary licenseholder failed to meet any of the requirements described above or provided substantively inaccurate information that would affect his or her eligibility for temporary licensure. The bill would, upon termination of the license, require the board to issue a notice of termination requiring the temporary licenseholder to immediately cease the practice of medicine upon receipt.

This bill would exclude from these provisions a board that has established a temporary licensing process before January 1, 2014.

Because the bill would authorize the expenditure of continuously appropriated funds for a new purpose, the bill would make an appropriation.

Vote: majority. Appropriation: yes. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 *SECTION 1. Section 115.6 is added to the Business and*
- 2 *Professions Code, to read:*
- 3 *115.6. (a) A board within the department shall, after*
- 4 *appropriate investigation, issue a temporary license to an applicant*
- 5 *if he or she meets the requirements set forth in subdivision (c). The*
- 6 *temporary license shall expire 12 months after issuance, upon*
- 7 *issuance of an expedited license pursuant to Section 115.5, or upon*
- 8 *denial of the application for expedited licensure by the board,*
- 9 *whichever occurs first.*

1 **(b)** *The board may conduct an investigation of an applicant for*
2 *purposes of denying or revoking a temporary license issued*
3 *pursuant to this section. This investigation may include a criminal*
4 *background check.*

5 **(c)** *An applicant seeking a temporary license pursuant to this*
6 *section shall meet the following requirements:*

7 **(1)** *The applicant shall supply evidence satisfactory to the board*
8 *that the applicant is married to, or in a domestic partnership or*
9 *other legal union with, an active duty member of the Armed Forces*
10 *of the United States who is assigned to a duty station in this state*
11 *under official active duty military orders.*

12 **(2)** *The applicant shall hold a current license in another state,*
13 *district, or territory of the United States in the profession or*
14 *vocation for which he or she seeks a temporary license from the*
15 *board.*

16 **(3)** *The applicant shall submit an application to the board that*
17 *shall include a signed affidavit attesting to the fact that he or she*
18 *meets all of the requirements for the temporary license and that*
19 *the information submitted in the application is accurate, to the*
20 *best of his or her knowledge. The application shall also include*
21 *written verification from the applicant's original licensing*
22 *jurisdiction stating that the applicant's license is in good standing*
23 *in that jurisdiction.*

24 **(4)** *The applicant shall not have committed an act in any*
25 *jurisdiction that would have constituted grounds for denial,*
26 *suspension, or revocation of the license under this code at the time*
27 *the act was committed. A violation of this paragraph may be*
28 *grounds for the denial or revocation of a temporary license issued*
29 *by the board.*

30 **(5)** *The applicant shall not have been disciplined by a licensing*
31 *entity in another jurisdiction and shall not be the subject of an*
32 *unresolved complaint, review procedure, or disciplinary*
33 *proceeding conducted by a licensing entity in another jurisdiction.*

34 **(6)** *The applicant shall, upon request by a board, furnish a full*
35 *set of fingerprints for purposes of conducting a criminal*
36 *background check.*

37 **(d)** *A board may adopt regulations necessary to administer this*
38 *section.*

39 **(e)** *A temporary license issued pursuant to this section for the*
40 *practice of medicine may be immediately terminated upon a finding*

1 *that the temporary licenseholder failed to meet any of the*
2 *requirements described in subdivision (c) or provided substantively*
3 *inaccurate information that would affect his or her eligibility for*
4 *temporary licensure. Upon termination of the temporary license,*
5 *the board shall issue a notice of termination that shall require the*
6 *temporary licenseholder to immediately cease the practice of*
7 *medicine upon receipt.*

8 *(f) This section shall not apply to a board that has established*
9 *a temporary licensing process before January 1, 2014.*

10 SECTION 1. ~~Section 115.5 of the Business and Professions~~
11 ~~Code is amended to read:~~

12 ~~115.5. (a) Except as provided in subdivision (d), a board within~~
13 ~~the department shall expedite the licensure process for an applicant~~
14 ~~who meets both of the following requirements:~~

15 ~~(1) Supplies evidence satisfactory to the board that the applicant~~
16 ~~is married to, or in a domestic partnership or other legal union~~
17 ~~with, an active duty member of the Armed Forces of the United~~
18 ~~States who is assigned to a duty station in this state under official~~
19 ~~active duty military orders.~~

20 ~~(2) Holds a current license in another state, district, or territory~~
21 ~~of the United States in the profession or vocation for which he or~~
22 ~~she seeks a license from the board.~~

23 ~~(b) (1) A board shall, after appropriate investigation, issue a~~
24 ~~temporary license to an applicant who is eligible for, and requests,~~
25 ~~expedited licensure pursuant to subdivision (a) if the applicant~~
26 ~~meets the requirements described in paragraph (3). The temporary~~
27 ~~license shall expire 12 months after issuance, upon issuance of the~~
28 ~~expedited license, or upon denial of the application for expedited~~
29 ~~licensure by the board, whichever occurs first.~~

30 ~~(2) The board may conduct an investigation of an applicant for~~
31 ~~purposes of denying or revoking a temporary license issued~~
32 ~~pursuant to this subdivision. This investigation may include a~~
33 ~~criminal background check.~~

34 ~~(3) (A) An applicant seeking a temporary license issued~~
35 ~~pursuant to this subdivision shall submit an application to the board~~
36 ~~which shall include a signed affidavit attesting to the fact that he~~
37 ~~or she meets all of the requirements for the temporary license and~~
38 ~~that the information submitted in the application is accurate, to the~~
39 ~~best of his or her knowledge. The application shall also include~~
40 ~~written verification from the applicant's original licensing~~

- 1 jurisdiction stating that the applicant’s license is in good standing
- 2 in that jurisdiction.
- 3 (B) ~~The applicant shall not have committed an act in any~~
- 4 ~~jurisdiction that would have constituted grounds for denial,~~
- 5 ~~suspension, or revocation of the license under this code at the time~~
- 6 ~~the act was committed. A violation of this subparagraph may be~~
- 7 ~~grounds for the denial or revocation of a temporary license issued~~
- 8 ~~by the board.~~
- 9 (C) ~~The applicant shall not have been disciplined by a licensing~~
- 10 ~~entity in another jurisdiction and shall not be the subject of an~~
- 11 ~~unresolved complaint, review procedure, or disciplinary proceeding~~
- 12 ~~conducted by a licensing entity in another jurisdiction.~~
- 13 (D) ~~The applicant shall, upon request by a board, furnish a full~~
- 14 ~~set of fingerprints for purposes of conducting a criminal~~
- 15 ~~background check.~~
- 16 (e)
- 17 ~~A board may adopt regulations necessary to administer this~~
- 18 ~~section.~~
- 19 (d) ~~This section shall not apply to a board that has established~~
- 20 ~~a temporary licensing process before January 1, 2014.~~



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

November 4, 2013

The Honorable Brian Maienschein
California State Assembly
State Capitol, Room 3098
Sacramento, CA 94249-0077

RE: AB 186 (Oppose Unless Amended) - Military Spouses

Dear Assemblyman Maienschein:

The California Architects Board (Board) has taken an Oppose Unless Amended position on your AB 186 and is requesting an exemption from the bill's provisions (similar to that being provided to the Board of Professional Engineers, Land Surveyors, and Geologists).

At our June 13, 2013 meeting, the Board received new information from legal counsel that AB 186 would force the Board to waive the California Supplemental Examination (CSE), which tests for critical seismic safety, energy efficiency, and accessibility content. The CSE licensure requirement is very important in California as it protects the public health, safety, and welfare of our citizens. As such, ALL California Architects need to take and pass this examination. This is why our Board opposes AB 186 as it reads today.

Should you have any questions or comments, please contact the Board's Executive Officer, Doug McCauley, at (916) 575-7232.

Sincerely,

A handwritten signature in cursive script that reads "Sheran Voigt".

SHERAN VOIGT
President

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

Assembly Bill No. 630

CHAPTER 453

An act to add Section 5536.4 to the Business and Professions Code, relating to architects.

[Approved by Governor October 1, 2013. Filed with
Secretary of State October 1, 2013.]

LEGISLATIVE COUNSEL'S DIGEST

AB 630, Holden. Architects.

Existing law establishes the California Architects Board within the Department of Consumer Affairs for the purpose of regulating the practice of architecture in this state. Existing law defines what constitutes an architect's professional services.

This bill would provide that no person may use an architect's instruments of service, as specified, without the consent of the architect in a written contract, written agreement, or written license specifically authorizing that use. The bill would prohibit an architect from unreasonably withholding consent to use his or her instruments of service from a person for whom the architect provided the services, except as specified. The bill would provide that this act is a clarification of existing law and does not take away any right otherwise granted by law.

The people of the State of California do enact as follows:

SECTION 1. Section 5536.4 is added to the Business and Professions Code, to read:

5536.4. (a) No person may use an architect's instruments of service, as those professional services are described in paragraph (2) of subdivision (b) of Section 5500.1, without the consent of the architect in a written contract, written agreement, or written license specifically authorizing that use.

(b) An architect shall not unreasonably withhold consent to use his or her instruments of service from a person for whom the architect provided the services. An architect may reasonably withhold consent to use the instruments of service for cause, including, but not limited to, lack of full payment for services provided or failure to fulfill the conditions of a written contract.

SEC. 2. The Legislature finds and declares that this act is a clarification of existing law and does not take away any right otherwise granted by law.

O

Agenda Item F

ELECTION OF 2014 BOARD OFFICERS

Business and Professions Code section 5518 states:

The Board shall elect from its members a president, vice president, and a secretary to hold office for one year, or until their successors are duly elected and qualified.

The Board Member Administrative Procedure Manual provides the following:

The Board president shall appoint a Nominations Committee prior to the last meeting of the calendar year and shall give consideration to appointing a public and a professional member of the Board to the Committee. The Committee's charge will be to recommend a slate of officers for the following year. The Committee's recommendation will be based on the qualifications, recommendations, and interest expressed by the Board members. A survey of Board members will be conducted to obtain interest in each officer position. A Nominations Committee member is not precluded from running for an officer position. If more than one Board member is interested in an officer position, the Nominations Committee will make a recommendation to the Board and others will be included on the ballot for a runoff if they desire. The results of the Nominations Committee's findings and recommendations will be provided to the Board members in the meeting packet prior to the election of officers. Notwithstanding the Nominations Committee's recommendations, Board members may be nominated from the floor at the meeting.

Board President Sheran Voigt appointed Jon Baker and Matt McGuinness as members of the Nominations Committee. The Committee recommends the following slate of officers for 2014 for the Board's consideration based on the qualifications, recommendations, and interest expressed by the Board members:

Sheran Voigt, President
Pasqual Gutierrez, Vice President
Chris Christophersen, Secretary

In addition, Mr. McGuinness' name was put forth by another Board member for the office of Secretary. Messrs. Baker and McGuinness will be presenting the recommended slate of officers to the Board for its consideration. The Board will be asked to vote on the recommendation.

Agenda Item G

SELECT THE 2013 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS

The Board, at its September 2000 meeting, voted to establish an annual system for recognizing all of the volunteers who contribute to the Board and to grant a special award for distinguished service. The award was named the Octavius Morgan Distinguished Service Award, after the first Board President. The following guidelines for the award have been approved by the Board.

Purpose: To recognize and thank our committed volunteers on their efforts.

Criteria: Volunteers who, over a period of time, have provided the Board with outstanding and dedicated service. Potential winners would be committee or task forces members, exam commissioners, or others. Board members are eligible, provided they have served the Board five or more years in addition to their terms on the Board.

Number of awards: Three to five per year in order to spread the recognition.

Selection process: Board members and staff would nominate individuals. The names of those receiving awards would be announced at the December Board meeting.

Award: The Octavius Morgan Distinguished Service Award recipients would be sent an appropriate item of recognition and would be noted in the newsletter. Board members will purchase the item of recognition from their own monies if prohibitions are in place from making the purchase from Board funds (motion approved at December 5-6, 2012 Board meeting).

The following individuals have been recipients of the award:

2012 – Victor Newlove, Roger North, and Roger Wilcox
2011 – Denis Henmi, Phyllis A. Newton, and Richard R. Tannahill
2010 - Wayne Holtan, Arlee Monson, and John Petrucelli
2009 - Richard Cooling, Richard Dodd, Morris Gee, and Larry Segrue
2008 - Chad R. Overway, Eric H. Jacobsen, and Bruce L. Macpherson
2007 – John Canestro, Gerald Cole, and Michelle Plotnick
2006 - Allan Cooper, Robert George, and Richard Holden
2005 - Andrew Barker, Robert DePietro, and Paul Neel

2004 - Jim Jordan, Larry Paul, P.K. Reibsamen, and Merlyn Isaak
2003 - Carol Tink-Fox, Jim McGlothin, and Ron Ronconi
2002 - Glenn A. Gall, Lucille M. Hodges, RK Stewart, and Richard T. Conrad
2001 - George Ikenoyama, Fred Yerou, Richard Crowell, Jack Paddon, and Cynthia Easton
2000 - Charles J. Brown, Mackey W. Deasy, and Barry Wasserman

Board members, committee chairs, and staff were asked to submit 2013 nominations for the Board's consideration. A list of recommended awardees will be provided to the Board at the December meeting for its consideration. The Board is asked to approve this year's selection(s) for the Octavius Morgan Distinguished Service Award from the list of recommended individuals and reconfirm that Board members will purchase the awards.

Agenda Item H

CLOSED SESSION – DISCIPLINARY DECISIONS AND EXAM DEVELOPMENT ISSUES [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 11126(C)(1) AND (3)]

During closed session the Board will be asked to:

1. Review and Approve September 12, 2013 Closed Session Minutes
2. Consider Proposed Enforcement Decisions and Stipulations
3. Discuss and Possible Action on California Supplemental Examination Development and Administration

Agenda Item I

REVIEW AND APPROVE INTRA-AGENCY CONTRACT AGREEMENT FOR CSE OCCUPATIONAL ANALYSIS, NATIONAL EXAMINATION REVIEW, AND LINKAGE STUDY

The Board is directed by its 2013 Strategic Plan to conduct an occupational analysis (OA) of architectural practice in California. Business and Professions Code (BPC) section 139 requires that an OA be conducted every five to seven years. The most recent OA used to develop the California Supplemental Examination (CSE) was conducted in 2007. The primary purpose of the OA will be to define current architectural practice in California based on a survey of the critical tasks, skills, and knowledge pertinent to an individual receiving initial licensure. The findings of the OA will be used to define the content of the CSE and form the basis for determining “minimum acceptable competence” as it relates to safe practice at the time of initial licensure. It is expected the objective will be completed by late-2014.

BPC 139 also requires boards and bureaus that use a national examination in conjunction with one developed by the state to have a psychometric process review conducted along with a linkage study, which compares the knowledge, skills, and abilities tested for on the national examination with those of the state exam to avoid duplicity. It is anticipated the National Council of Architectural Registration Boards will have completed development of the test specifications for ARE 5.0 (which is planned for release in late-2016) in February 2014. The review of the national examination and linkage study relative to the CSE will be conducted after the latter phases of the Board’s OA have been completed and the CSE Test Plan have been drafted. This project is anticipated to be completed in early-2015.

Staff has worked with the Office of Professional Examination Services (OPES) to develop the Inter-Agency Contract (IAC) agreement (to be provided under separate cover) authorizing OPES to conduct the CSE OA, psychometric process review of the national examination, and linkage study.

Ms. Heidi Lincer-Hill will provide the Board members with a presentation detailing the OA process.

The Board is asked to review and approve the IAC agreement.

Agenda Item J

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Discuss and Possible Action on Mutual Recognition Agreement (MRA) Between NCARB and Canadian Architectural Licensing Authorities
2. Update and Possible Action on NCARB Licensure Task Force

DISCUSS AND POSSIBLE ACTION ON MUTUAL RECOGNITION AGREEMENT (MRA) BETWEEN NCARB AND CANADIAN ARCHITECTURAL LICENSING AUTHORITIES

On June 16, 2013, a new Mutual Recognition Agreement (MRA) was signed between the Canadian Architectural Licensing Authorities (CALA) and the National Council of Architectural Registration Boards (NCARB) in response to evolutions in the path to licensure within the Canadian provinces; it is an update to the 1994 Agreement.

The effective date of the new MRA is to be January 1, 2014; however, implementation of the MRA is contingent on more than half of all NCARB Member Boards and more than half of all CALA members becoming formal signatories to the MRA by December 31, 2013.

At its September 12, 2013 meeting, the Board reviewed the MRA to consider giving the President authority to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada. During the review, the Board members and legal counsel raised several questions relative to some of the terms within the MRA, such as: past and future disciplinary action; administration of the California Supplemental Examination; the requirement for a Social Security or other tax identification numbers; and possession of U.S. citizenship. Legal counsel recommended the Board request clarification from NCARB before taking action on the MRA. The Board directed staff to send a letter (attached) to NCARB requesting clarification, and to report back at the December meeting.

Attached is NCARB's response to the Board's questions raised at the September Board meeting. Staff and legal counsel requested further clarification from NCARB relative to response #4 in its letter referencing the requirement of a Social Security number from a Canadian applicant and "state-based identification number." Staff recommends the Board sign the MRA based upon NCARB's response to the Board's questions.

Attachments:

1. Letter from NCARB dated August 7, 2013
2. Letter of Undertaking
3. MRA
4. Letter of Good Standing (Template)
5. Letter to NCARB Requesting Clarification dated October 15, 2013
6. Letter from NCARB dated October 23, 2013

August 7, 2013

Dear Member Board Chair and Member Board Executive:

Immediately prior to the 2013 Annual Meeting a new Mutual Recognition Agreement (MRA) was signed between the Canadian Architectural Licensing Authorities (CALA) and NCARB. The current inter-recognition agreement has been in effect since 1994 and is based on the similarities between the two country's education standards, the parallels of the Intern Development Program (IDP) and the Canadian Internship in Architecture Program (IAP), and completion of NCARB's Architect Registration Examination (ARE[®]).

Evolutions in the path to licensure within the Canadian provinces necessitated an update to the 1994 agreement in order to continue the facilitation of the cross-border practice of architecture. NCARB and CALA have been working to negotiate a new MRA for the past three years. The new MRA respects changes to both the IDP and the Canadian IAP as well as the introduction of Canada's own professional examination, the Examination for Architects in Canada (ExAC), in lieu of the ARE.

The effective date of the new agreement is to be January 1, 2014, however implementation of the agreement is contingent on more than half of all NCARB Member Boards and more than half of all Canadian Architectural Licensing Authorities becoming formal signatories to the Agreement by December 31, 2013. It should be noted that all 11 Canadian jurisdictions have agreed in principle to the new MRA at this time. At our own Annual Meeting in June of this year, the vote of the membership was 47 to 3 in favor of adopting this new agreement. Four jurisdictions were either not present or ineligible to vote.

Attached to this letter is the MRA and a Letter of Undertaking that we are respectfully asking you to sign on behalf of your Board. Once we have collected the required number of signatures, the existing US/Canada Inter-Recognition Agreement will no longer be in effect. Regardless of the implementation of the new agreement, CALA has given us notice of their intention to terminate the existing Agreement effective January 1, 2014. All licenses granted under the existing Agreement will remain valid as long as the architect continues to meet the registration renewal requirements of each Board or Licensing Authority.

The fundamental principles of recognition under the new MRA are recognition of the license plus one year of post-licensure experience in the individual's home country. For the purposes of the Agreement, home country means either the United States or Canada. This additional experience requirement only impacts those who are in their first year of U.S. or Canadian licensure. Anyone with more than one year of practice would qualify for the reciprocal license under this new MRA.

Blakely C. Dunn, AIA
President/Chair of the Board
El Dorado, Arkansas

Dale McKinney, FAIA
1st Vice President/President-Elect
Sioux City, Iowa

Dennis S. Ward, AIA
2nd Vice President
Florence, South Carolina

Margo P. Jones, AIA
Treasurer
Greenfield, Massachusetts

Kristine A. Harding, AIA
Secretary
Huntsville, Alabama

Ronald B. Blitch, FAIA, FACHA
Past President
New Orleans, Louisiana

Christopher P. Williams, AIA
Director, Region 1
Meredith, New Hampshire

John R. Sorrenti, FAIA
Director, Region 2
Mineola, New York

Anne K. Smith, AIA
Director, Region 3
Savannah, Georgia

Terry L. Allers, AIA
Director, Region 4
Fort Dodge, Iowa

David L. Hoffman, FAIA
Director, Region 5
Wichita, Kansas

Gregory L. Erny, AIA
Director, Region 6
Reno, Nevada

Kathleen R. Nosbisch
Member Board Executive Director
Chester, Virginia

Lynn R. Axelroth
Public Director
Philadelphia, Pennsylvania

Michael J. Armstrong
Chief Executive Officer

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Letter to Member Board Chairs and Member Board Executives**August 7, 2013****Page 2**

To comply with the new terms in the MRA, the following will be required:

- a letter of good standing from the architectural licensing authority in the architect's principal place of practice;
- a letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience;
- proof of citizenship/permanent residency in the home country; and
- a current NCARB Certificate.

In addition, an architect who obtained their license through other foreign reciprocal registration procedures is not eligible under the new Agreement.

Please review this Letter of Undertaking with your fellow Board members and return an executed copy to Allison Smith (asmith@ncarb.org) by December 31, 2013. We will keep you informed as to the progress of Member Boards who are signing on to the Agreement. Should you have any questions regarding the Agreement or its impact, feel free to contact either Kathy Hillegas (khillegas@ncarb.org) or Stephen Nutt (snutt@ncarb.org).

NCARB and CALA represent mature and sophisticated regulatory bodies that support a rigorous path to licensure through education, experience, and examination. The new agreement respects each country's path to licensure and serves as a bold model for MRAs in the future. As a signatory to the current agreement, I am respectfully requesting that your Board sign the attached Letter of Undertaking in order to continue our long-standing recognition of the exchange of professional credentials in support of cross-border practice.

Many thanks for your thoughtful consideration. I look forward to your acceptance and swift implementation of the new Agreement.

Regards,



Blakely C. Dunn, AIA
President

Attachments:

- Letter of Undertaking
- MRA Between NCARB And CALA
- Letter of Good Standing (template)
- Applicant Declaration (template)

**Letter of Undertaking
in respect of the
MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES**

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

AND

The Canadian Architectural Licensing Authorities representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

Whereas NCARB and CALA have agreed to and signed a Mutual Recognition Agreement (MRA) dated June 17, 2013 ratified by the 54 architectural licensing authorities represented by NCARB and the 11 architectural licensing authorities represented by CALA. This letter of undertaking shall be signed, without modification, by each licensing/registration authority wishing to participate in the MRA

The undersigned licensing/registration authority, having the authority to register or license persons as Architects within its jurisdiction and being a signatory to the Inter-Recognition Agreement dated July 1, 1994, wishes to become a signatory to the MRA by virtue of this Letter of Undertaking. In doing so, the licensing/registration authority agrees to and acknowledges the following:

1. The terms used in this Letter of Undertaking shall have the same meaning as defined in the MRA between NCARB and CALA dated June 17, 2013.
2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.
3. As a signatory to the MRA, the undersigned licensing/registration authority will adhere to the fundamental principles of the MRA and agrees to accept the Letter of Good Standing provided by the local licensing/registration authority and the applicant's personal Declaration and Undertaking as satisfying the eligibility requirements for licensing/registration set forth in the MRA.
4. The undersigned will not impose any additional education, experience, or examination requirements, or require education transcripts, experience verification, examination scores, or social security or social insurance numbers. However, the authority may impose familiarity with local laws and other local requirements that apply to all domestic applicants seeking reciprocal licensure.

5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered individual who holds a valid and current NCARB Certificate that has been issued in accordance with the MRA and satisfies the conditions outlined within the MRA.

In Witness Whereof: The licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this Letter of Undertaking.

Entered into on _____, 2013

By: _____
(name of Licensing/Registration Entity)

(name of duly authorized individual and title)

Copy of Mutual Recognition Agreement attached

MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES

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

AND

The Canadian Architectural Licensing Authorities, a committee representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

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

WHEREAS, the NCARB Member Boards and the CALA jurisdictions are empowered by statutes to regulate the profession of architecture in their respective jurisdictions, including setting education, experience, and examination requirements for licensure/registration and license/registration renewal;

WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States and Canada have benefitted from many years of collaboration between NCARB and the CALA jurisdictions;

WHEREAS, accepting there are some differences between the systems in place in United States and Canada, there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the privilege and obligations of architects to practice in the United States and Canada;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils previously entered into the Inter-Recognition Agreement which took effect on July 1, 1994. The Committee of Canadian Architectural Councils no longer exists as an organization, such former Inter-Recognition Agreement is hereby declared no longer to exist and the parties desire to enter into this new Mutual Recognition Agreement.

WHEREAS, NCARB and the CALA jurisdictions recognize the NCARB Member Boards and the CALA jurisdictions as mature and sophisticated regulators to which the utmost full faith and credit should be accorded and desire to facilitate reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;

WHEREAS, any architect seeking to engage or actively engaging in the practice of architecture in any NCARB Member Board or CALA jurisdiction must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

NOW THEREFORE, NCARB and the CALA jurisdictions agree as follows:

ELIGIBILITY

1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
2. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in their home country.
3. Notwithstanding items 1 and 2 above, Architects who have been licensed by means of a Broadly Experienced Foreign Architect programs of either of the two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

CONDITIONS

U.S. Architect to Canadian Jurisdiction

Upon application, those CALA jurisdictions who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective province or territory any architect who

1. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

Canadian Architect to U.S. Jurisdiction

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

Upon application, those NCARB Member Boards who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective jurisdictions any architect who

1. is currently licensed/registered in good standing by one or more of the CALA jurisdiction(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

DEFINITIONS

Demonstration of Required Experience

2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.

Principal Place of Practice

The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.

LIMITATIONS

Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest. Nothing in this Agreement limits the ability of NCARB, an NCARB Member Board or a CALA jurisdiction to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

MONITORING COMMITTEE

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

The Monitoring Committee shall be comprised of no more than five individuals appointed by CALA and no more than five individuals appointed by NCARB. The Monitoring Committee shall convene at least one meeting in each calendar year, and more frequently if circumstances so require.

AMENDMENT

This agreement may only be amended with the written consent of NCARB and all of the CALA jurisdictions who are initial signatories. Any such amendment will be submitted to all of the NCARB jurisdictions who may re-affirm their respective assent to this Agreement as so amended or may withdraw as a signatory.

SIGNING AND WITHDRAWING

Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA jurisdictions either by signing this Agreement or submitting a written affirmation of its intent to become a signatory to NCARB and the other CALA jurisdictions. Any NCARB Member Board or CALA jurisdiction may likewise withdraw from this Agreement with 90-days written notice given respectively to the same parties in the same manner. NCARB and the CALA jurisdictions shall each promptly notify the other in writing of all signatories and withdrawals. In the event of withdrawal, all licenses/registrations and NCARB certification granted to architects pursuant to this Agreement shall remain valid as long as all renewal obligations are maintained and all other generally applicable requirements are met or unless revoked for cause.

TERMINATION

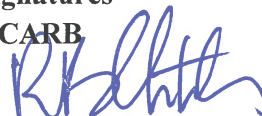
NCARB or CALA may invoke termination of this agreement with 90-days written notice to the other party. This Agreement shall also terminate if more than one-half of the respective NCARB Member Boards and CALA jurisdictions cease to be signatories to this Agreement. In the event of termination, all licenses/registrations granted to architects of either country prior to the effective termination date shall remain valid as long as all registration renewal obligations are maintained or unless registration is revoked for cause.

ENTRY INTO FORCE


This Agreement shall come into force at such time as more than one-half of all NCARB Member Boards have become parties to this Agreement and more than one-half of all CALA jurisdictions have become parties to this Agreement all as described above so long as such condition is met on or before January 1, 2014, or as mutually extended by the NCARB Board of Directors and the CALA International Relations Committee.

Signatures


NCARB




 President Ronald B. Blich




 CEO Michael J. Armstrong



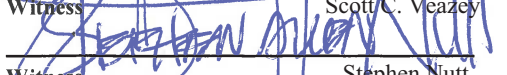
 Witness Blakely C. Dunn



 Witness Dale McKinney




 Witness Scott C. Veazey




 Witness Stephen Nutt


CALA




 Chair, International Relations Committee Peter Streith



 Witness Andre Bourassa



 Witness David Edwards



 Witness Kristi Doyle

June 17, 2013 San Diego, CA

 Date

**TEMPLATE TO BE COMPLETED BY LICENSING AUTHORITY
LETTER OF GOOD STANDING**

DATE

NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear Sir or Madam:

This is to confirm that [*NAME OF INDIVIDUAL*] was licensed/registered on [*MONTH / DAY / YEAR*] with the [*NAME OF LICENSING AUTHORITY*] and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[*NAME OF INDIVIDUAL*] is currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME
Registrar

TEMPLATE TO BE COMPLETED BY APPLICANT

**DECLARATION AND UNDERTAKING
For The
MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)**

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

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

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] which is my principal place of practice;

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

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

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

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

The accepting licensing authority has the right to request further details with respect to disciplinary actions.

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

Signature

Date

Name (print)



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

October 15, 2013

Mr. Stephen Nutt, AIA, NCARB, CAE, Senior Architect/Advisor to the CEO
The National Council of Architectural Registration Boards
1801 K Street, NW, Suite 700K
Washington, DC 20006

RE: Mutual Recognition Agreement between NCARB and CALA

Dear Mr. Nutt:

At its September 12, 2013 meeting, the California Architects Board reviewed and discussed the new Mutual Recognition Agreement (MRA) between the Canadian Architectural Licensing Authorities and the National Council of Architectural Registration Boards and the accompanying documentation (August 7, 2013 letter to Member Boards, *Letter of Undertaking*, *Letter of Good Standing* [template], and *Declaration and Undertaking* [template]).

In reviewing the documents with our legal counsel, a few questions were raised and we are therefore requesting clarification from NCARB on the following:

- Item 3 on the *Letter of Undertaking* states that a signatory of the MRA “agrees to accept the *Letter of Good Standing* provided by the local licensing/registration authority and the applicant’s personal *Declaration and Undertaking* as satisfying the eligibility requirement for licensing/registration set forth in the MRA.”

By accepting the *Letter of Good Standing* and *Declaration and Undertaking*, is our Board in any way waiving its statutory obligation to: 1) review convictions or acts by an applicant which may be substantially related to the practice of architecture; and 2) consider its own disciplinary action against an applicant?

- In comparison, the Limitations section of the MRA states that a Member Board may refuse a license or impose terms, conditions or restrictions on a license as a result of complaints or disciplinary or criminal proceeding or seek appropriate verification of any matter pertaining to the foregoing, etc.

Could you please clarify the distinction between the aforementioned statements in the two documents (*Letter of Undertaking* and MRA) and/or how they work collectively?

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Mr. Stephen Nutt

October 15, 2013

Page 2

- Item 4 on the *Letter of Undertaking* indicates that the “undersigned will not impose any additional...examination requirements.” However, the item also explains that an “authority may impose familiarity with local laws and other local requirements that apply to all domestic applicants seeking reciprocal licensure.”

Given our Board requires a California Supplemental Examination (CSE) in addition to the Architect Registration Examination prior to licensure, could you confirm that there is no conflict between the terms of the MRA and our CSE requirement?

- Item 4 on the *Letter of Undertaking* also indicates that the “undersigned will not...require... social security or social insurance numbers.”

California Business and Professions Code section (BPC) 30 requires that an individual provide a licensing board with a social security number (SSN) at the time of issuance of a license. As an alternative, BPC 5550.5 allows our Board to accept an individual tax identification number, or other appropriate identification number, in lieu of an SSN under specified conditions. Under the terms of the MRA, is our Board waiving its statutory obligation to require an SSN, individual tax identification number, or other appropriate identification number?

The Board very much appreciates NCARB’s efforts with regard to the MRA and assistance in addressing these questions. Upon receiving clarification on these items, the Board will take the MRA under consideration at its next meeting.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sheran Voigt".

SHERAN VOIGT
President

23 October 2013

Sheran Voigt, President
California Architects Board
2420 Del Paso Road
Suite 105
Sacramento, CA 95834

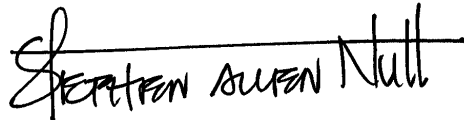
Ms. Voigt:

I am pleased to know the California Architects Board is considering the acceptance of the new Mutual Recognition Agreement between NCARB and the Canadian Architectural Licensing Authorities. The following comments are directed in response to your letter dated 15 October 2013.

1. The CAB is not waiving its obligation to review past disciplinary action taken against an applicant for licensure; nor is it waiving its ability to take action against an architect licensed under the terms of the MRA in the future.
2. The CAB retains the discretion to refuse a license to an applicant that fails to satisfy a typical disciplinary or criminal proceedings review.
3. Applicants for licensure under the MRA are not exempt from successfully completing the CSE; as long as the CSE remains a requirement of all applicants for licensure. The CSE is considered as an examination on “local laws and other local requirements” as noted in the agreement.
4. The CAB may require and collect an appropriate state-based identification number; however that ID number must be accessible and easily achievable by Canadians seeking licensure in California. Mandating that a Canadian applicant acquire a federal Social Security Number is not acceptable under the terms of the Agreement.

I hope these comments have answered your questions and urge your support of the new Agreement. Please do not hesitate to contact me should you have additional questions or need further clarification.

Sincerely,



Stephen Nutt, AIA, NCARB, CAE
Senior Architect / Advisor to the CEO

cc: Doug McCauley, CAB
Michael J. Armstrong, NCARB
Kathy Hillegas, NCARB

Blakely C. Dunn, AIA
President/Chair of the Board
El Dorado, Arkansas

Dale McKinney, FAIA
1st Vice President/President-Elect
Sioux City, Iowa

Dennis S. Ward, AIA
2nd Vice President
Florence, South Carolina

Margo P. Jones, AIA
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New Orleans, Louisiana

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Director, Region 1
Meredith, New Hampshire

John R. Sorrenti, FAIA
Director, Region 2
Mineola, New York

Anne K. Smith, AIA
Director, Region 3
Savannah, Georgia

Terry L. Allers, AIA
Director, Region 4
Fort Dodge, Iowa

David L. Hoffman, FAIA
Director, Region 5
Wichita, Kansas

Gregory L. Erny, AIA
Director, Region 6
Reno, Nevada

Kathleen R. Nosbisch
Member Board Executive Director
Chester, Virginia

Lynn R. Axelroth
Public Director
Philadelphia, Pennsylvania

Michael J. Armstrong
Chief Executive Officer

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UPDATE AND POSSIBLE ACTION ON NCARB LICENSURE TASK FORCE

As part of its Strategic Plan, NCARB, which has been exploring new pathways to architectural licensing for the last several years, launched its Licensure Task Force on September 6, 2013 for an inaugural meeting. During the two-day meeting NCARB assembled a “blue-ribbon” panel of representatives from the primary architectural collateral organizations, educators, recently licensed architects, interns, and Member Board Members (board members from the various state architectural licensing agencies) with the goal of exploring all potential avenues to licensure. The members of the Task Force for its first three meetings have been selected, but likely may change over the anticipated three-year lifecycle of the Task Force. Presently, the Task Force is led by Past NCARB President Ronald Blicht.

A charge given to the Task Force is to analyze each essential component of licensure (education, experience, and examination) as a basis for exploring potential new pathways and determine where there may be overlap and opportunities for efficiencies to be realized. Members of the Task Force will mull ideas in an attempt to develop viable recommendations for presentation to the NCARB Board of Directors once the study has been completed, which will coincide with the release of the Architects Registration Examination (ARE) 5.0. Presently, an official recommendation of the Task Force is the Board-proposed Broadly Experienced Design Professional Program.

The licensing process is also a topic within The American Institute of Architects (AIA). Attached is a memorandum from NCARB CEO Mike Armstrong regarding an AIA Large States Roundtable document (*The Path to Architectural Licensure*) which outlines potential reforms to the licensing process.


Pasqual Gutierrez will provide the Board with an update on the November 8-9, 2013, Task Force meeting.

Attachment:

NCARB Memorandum from CEO Mike Armstrong dated November 15, 2013

MEMORANDUM

To: Member Board Chairs, Member Board Members and
Member Board Executives

From: Michael J. Armstrong 
Chief Executive Officer

Date: November 15, 2013

Subject: Interim NCARB Statement Regarding AIA Large States Roundtable White Paper

Blakely C. Dunn, AIA
President/Chair of the Board
El Dorado, Arkansas

Dale McKinney, FAIA
1st Vice President/President-Elect
Sioux City, Iowa

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Lynn R. Axelroth
Public Director
Philadelphia, Pennsylvania

Michael J. Armstrong
Chief Executive Officer

As many are aware, the National Council of Architectural Registration Boards (NCARB) has been actively pursuing a re-assessment of its key programs during the past year under current President Blake Dunn, AIA, and starting in the Presidencies of Scott Veazey, AIA, and Ron Blitch, FAIA. These activities have resulted in a new direction for ARE 5.0, special teams identifying reinvention options for the NCARB Board regarding the Internship Development Program (IDP) and Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) programs, and a new Licensure Task Force (LTF) composed of collateral representatives, Member Board Members, and recently licensed architects to explore a framework for a licensure-at-graduation path. A full articulation of our efforts can be found in the November 2013 issue of *Architect Magazine* in a guest column I wrote. A copy of that article is attached for your reference.

Earlier this year, we were informed that the Texas Society of Architects (TXA, formerly TSA) had initiated a discussion with its Large States Roundtable component colleagues regarding proposed revisions to the current path to licensure. NCARB has initiated frequent engagements with the AIA component community around the U.S. to keep those organizations informed regarding its reinvention efforts. NCARB outreach efforts included a comprehensive presentation to the Large States Roundtable at its October meeting. The Large States Roundtable has informed NCARB that a draft “white paper” authored by TXA is under review by each of the Roundtable member states: California, Florida, Illinois, Michigan, New Jersey, New York, Pennsylvania, and Texas. We have been advised that after the individual components deliver feedback to the TXA, NCARB will receive a final draft in December.

We are aware that the TXA Board has endorsed the draft version and posted that document to its website. It is our understanding that the attendees at the Roundtable discussions are listed in the draft as an indication of attendance and participation, not as an indication of endorsement. We fully expect and encourage constructive feedback, criticism and new ideas to emerge as the NCARB reinvention processes move forward. The hundreds of architect and intern volunteers and collateral representatives serving on our committees, task forces, and boards will continue to be included in our deliberations. We acknowledge their impressive contributions to date. We will also continue to brief our collateral colleagues and our components, as well as seek feedback through our ongoing outreach efforts at events and campuses across the United States. Nearly all of our architect volunteers also are AIA members, underscoring that we are truly all in this together.

**Memorandum to Member Board Chairs, Member Board Members and Member
Board Executives
November 15, 2013
Page 2**

NCARB, as a confederation of 54 jurisdictional licensing boards and through its Board of Directors, will issue a formal statement addressing the final version of the white paper after its receipt in December. In the meantime, we are pleased that a number of concepts in the draft mirror the concepts that have been introduced in our reinvention process. We also look forward to demonstrating how NCARB has evolved beyond past practice and attitudes, and to supplying additional or corrected information to aid the discussions to come.

... NOT YOUR FATHER'S NCARB

A MESSAGE FROM MICHAEL ARMSTRONG, THE CHIEF EXECUTIVE OFFICER OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS.

On my travels to visit licensing boards, state and local AIA chapters, and schools of architecture, as well as on other speaking engagements throughout the United States, I have had the opportunity to hear lots of stories from practicing architects about how it was when they pursued their license. Chances are, if an architect has not engaged with the National Council of Architectural Registration Boards (NCARB) in the past five years, there's a story there too, and it's likely to be a negative one. While we can't change the past, the current NCARB team is hoping to earn another chance to create a more positive impression.

Let's start with basic services. Through an internal business process re-engineering effort, a new focus on customer service, a change in department leadership, and the emergence of a strong in-house technology team, our record-keeping services are now delivered in days rather than months, with many services processed online instantaneously. Interns are now able to post hours through a simple online timesheet. We are even resolving customer service issues through Twitter.

We have updated our strategic goals to focus on facilitating licensure. This means that we are actively engaged in growing our programs to keep pace with the profession, while still protecting the public. Many are still unaware that internships can begin immediately after high school graduation and that examination in 47 jurisdictions can start before completion of the Intern Development Program (IDP). Academic internships, construction work, volunteer activity, and community projects all now qualify for IDP credit. More than half of IDP enrollees are finishing in less than five years and more than half of candidates for the Architectural Registration Examination (ARE) are completing their exams within 2.5 years.

But our progress must accelerate. With each well-intentioned change to an NCARB program, an unintended consequence has occurred—an added layer of unnecessary complexity. One analogy that's frequently drawn is to the U.S. tax code. So we must now urgently, but carefully, simplify the process without removing the elements demonstrating competency to practice.

To this end, we have set several initiatives in motion, cumulatively addressing the licensure path's key elements, known as the "Three Es"—education, experience, and examination.

➔ **New ARE Direction.** Going in reverse order and starting with examination, we are well on our way to a new format for the ARE. In 2016, we will launch ARE 5.0, moving from graphic representation elements to performance-type questions. These revisions will empower the examinee to focus on questions and case studies that more realistically reflect the practice of architecture rather than learning outdated software tools. The new approach to ARE 5.0 will increase the agility and efficiency of future ARE development and allow for quicker release of exam scores as well as position NCARB to hold the line on fees.

➔ **IDP Reinvention.** Regarding experience, a reinvention of IDP is now in development with the encouragement of Blake Dunn, AIA, NCARB's first president to have gone through IDP. Fast-track as well as overhaul options are being readied for review by the NCARB Board and the IDP Advisory Committee (IDPAC). The IDPAC is composed of outside organization representatives,

interns, and practicing architects, including some who were recently licensed. Final concepts with implementation plans will be ready in time for our Annual Meeting in June 2014.

➔ **BEA/BEFA Simplification and "Licensure at Graduation" Pilot Development.** We are addressing the education element of the path to licensure through programmatic revision and blue-sky discussion.

- Special project initiatives dedicated to major redesign of the Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) programs are underway. As a first step, we have simplified and capped the BEA fee schedule. We expect Phase I of this effort to conclude sometime next summer.

- Perhaps the most dramatic sea change for NCARB is contained in the launch of the Licensure Task Force (LTF) to explore alternative paths, including licensure at graduation. This effort was prefaced by the NCARB report to the Accreditation Review Conference, submitted in January to the National Architectural Accrediting Board (NAAB) and posted on the NAAB and NCARB websites. The LTF is composed of distinguished leaders from diverse segments of the architectural community including two current deans of architecture schools, two former AIA national presidents, representatives from other architectural organizations, intern and emerging professional representatives, and several jurisdictional board and NCARB Board members. Chaired by immediate past NCARB president Ron Blitch, FAIA, the charge for the first year is to develop a concept that repurposes the existing Three Es into a program which occurs while in school and would be accepted by a jurisdictional board.

The current licensure path has been designed by architects through decades of volunteer work on jurisdictional boards and NCARB committees. It has been ratified by state legislatures and looked upon as a model by other professions and countries. Whole industries have emerged around testing for licensure, and historically the concept of internship as a licensure requirement emerged as the role of the academy and the expectations of practitioners changed. And now, through the work of our practitioner volunteers bolstered by data and industry expertise, we have been building the foundation for reimagining and reconfiguring each step.

We know this work will be challenging and will necessitate close coordination with the licensing boards and the profession. Most importantly, the public still needs to be assured that a license protects their health, safety, and welfare.

Meanwhile, the marketplace and technology are not waiting for us. Demands and opportunities continue to evolve—and so we must as well. Today's NCARB is prepared and eager to convene, coordinate, and facilitate this critical discussion.

Michael Armstrong became NCARB's chief executive officer in June 2011.

➔ *Read more about licensure on page 52.*

Agenda Item K

PRESENTATION BY SACRAMENTO ARCHITECTURAL COLLEGE ON AN INTEGRATED DEGREE PROGRAM AND POSSIBLE ACTION

Umber Kazmi, Director of ARE Education for Funkaar Institute, will provide a presentation outlining a proposal to establish a new National Architectural Accrediting Board accredited school in Sacramento. It would feature a six-year Master of Architecture program that combines education, internship, and examination and ultimately culminates with a California architect license upon graduation. Attached for the Board's review is the Sacramento Architectural College Strategic Plan, which provides details about the goals and objectives of the school and program.

Also attached is a separate concept paper for a school of architecture that enumerates potential innovations that would comprise a "comprehensive degree program."

The Board is asked to discuss the proposal and take possible action.

Attachments:

1. Sacramento Architectural College Strategic Plan
2. Sacramento Architectural College Concept Paper

Mission Summary

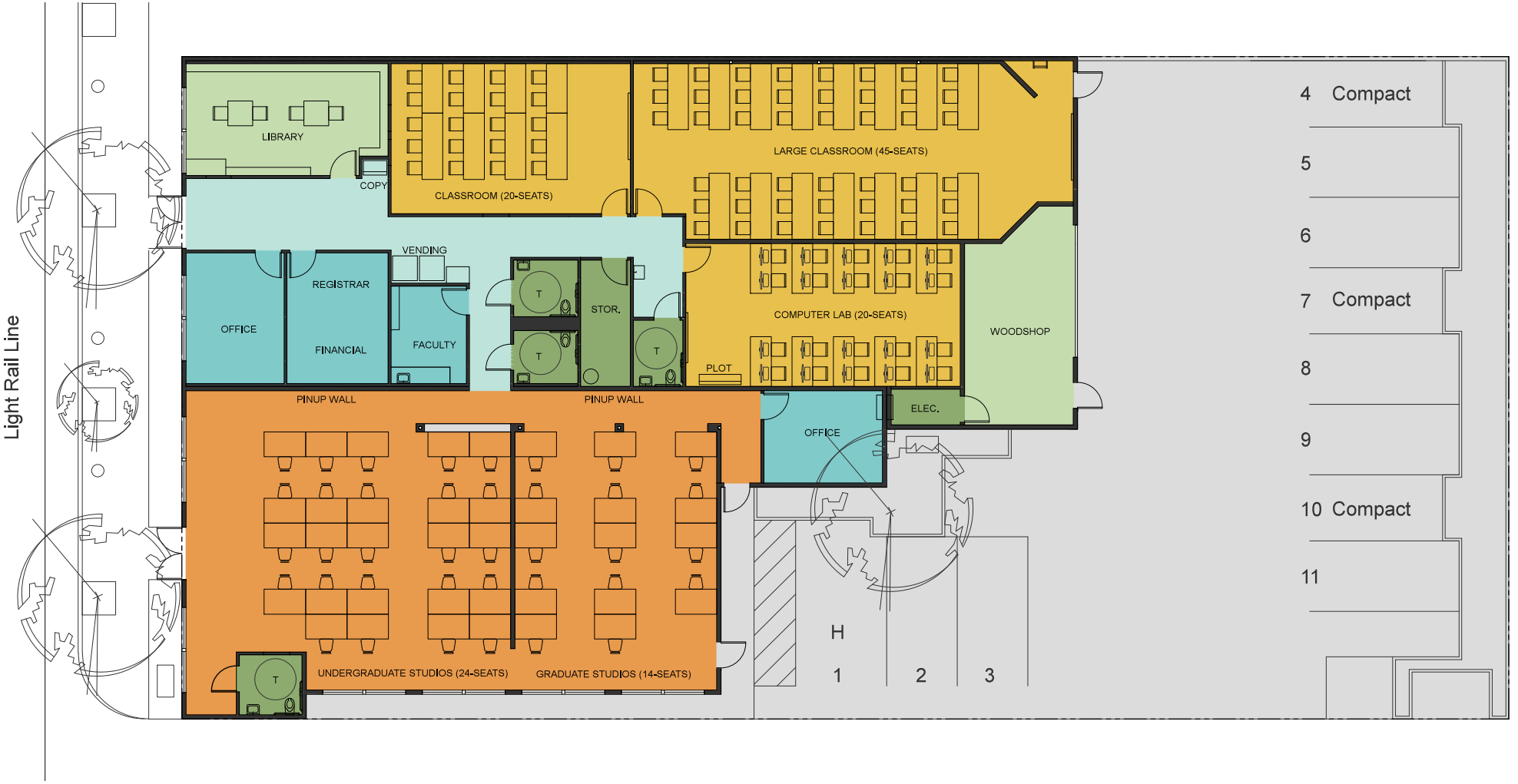
It is the intent of this college to serve as a national model of an NCARB-NAAB aligned architectural curriculum. The goal of the school is to improve architectural education by producing career bound graduates with sufficient knowledge of health, safety, welfare and other key practice related items. The college will implement FI alignment goals in consideration with Doug McCauley's white paper.

Strategic Plan

	Immediate Scope Items	
<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ol style="list-style-type: none"> 1. Test Subjects <ol style="list-style-type: none"> 1.1. Identify ARE Themes 1.2. Gather information on level of ARE student HSW knowledge 1.3. Curriculum analysis of two existing programs <ul style="list-style-type: none"> ❖ Test subject 1: Turabo University (new program) ❖ Test subject 2: Newschool of Architecture & Design 1.4. Study result analysis 	<p>Oct 2012 Jan - July 2013 July-Aug 2013</p> <p>Aug 2013</p>
<ul style="list-style-type: none"> ✓ ✓ <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>✓</p>	<ol style="list-style-type: none"> 2. Creating FI aligned Model <ol style="list-style-type: none"> 2.1. Align ARE themes with NAAB criteria 2.2. Align with Doug McCauley's white paper 2.3. Creation of a 5-yr undergraduate curriculum <ul style="list-style-type: none"> ❖ Create course list per semester ❖ Create syllabus per course 2.4. Creation of a 3-yr graduate curriculum <ul style="list-style-type: none"> ❖ Create course list per semester ❖ Create syllabus per course 2.5. Disbursement of ARE 47-themes in curriculum <ul style="list-style-type: none"> ❖ Undergraduate: disburse in first three years ❖ Graduate: disburse in first two years ❖ Stipulate theme topics in weekly lecture and studio course syllabi 2.6. Disbursement of ARE divisions annually <ul style="list-style-type: none"> ❖ Undergraduate: 2 in first year, 3 in second year, 2 in third year ❖ Graduate: 4 in first year, 3 in second year 	<p>Aug 2013 Sep-Oct 2013 Aug-Mar 2014</p> <p>Aug-Mar 2014</p> <p>Mar-July 2014</p> <p>Aug 2013</p>
<ul style="list-style-type: none"> ✓ <p>ongoing</p> <p>pending</p> <ul style="list-style-type: none"> ✓ <p>ongoing</p> <p>pending</p> <p>pending</p> <p>pending</p> <p>pending</p>	<ol style="list-style-type: none"> 3. Implementation of Model <ol style="list-style-type: none"> 3.1. School Site Acquisition <ul style="list-style-type: none"> ❖ Downtown Sacramento - 315-317 12th Street 3.2. Adaptive Reuse design-bid-construction 3.3. Formation of Adroit University System (board of directors) 3.4. Community Integration <ul style="list-style-type: none"> ❖ Record community concerns 3.5. BPPE State Approval 3.6. WASC Regional Accreditation 3.7. CAB Regulation Alternate Path per Doug McCauley white paper 3.8. Open House for Fall 2014 enrollment 	<p>Aug-Dec 2013</p> <p>Dec-April 2014 Aug-Oct 2013 Sep-Jan 2014</p> <p>Jan 2014 Feb 2014 Feb 2014 April 2014</p>
<p>ongoing</p> <p>pending</p>	<ol style="list-style-type: none"> 4. Educate the Educator Program <ol style="list-style-type: none"> 4.1. Instructor allocation <ul style="list-style-type: none"> ❖ Architecture instructors must hold MArch & license ❖ General Education instructors must hold Masters 4.2. In-house instructor training of theme topics <ul style="list-style-type: none"> ❖ Any architecture school can apply for alignment 	<p>Aug-Feb 2014</p> <p>Aug 2014</p>

SACRAMENTO ARCHITECTURAL COLLEGE

Conceptual Plan for 315-317 12th Street, Sacramento, Ca



Sacramento Architectural College

Concept Paper

Vision:

Sacramento Architectural College (“SAC”) will be the nation's first school of architecture to simultaneously award accredited degrees with a license to practice architecture via an innovative practice-based curriculum with a special emphasis on sustainability, leadership, and public service.

Mission

SAC will serve community college transfer students with a curriculum that synthesizes the requirements for licensure into the educational program in a practice-based manner. (SAC students will receive their California architects license at graduation.) The architectural profession will shape the curriculum and programmatic elements of the degree program, and play a crucial role in the internship component. Public service will be a special emphasis of SAC given its location in the state capital, and similarly SAC’s curriculum will have a significant emphasis on sustainability. SAC will be a national model for promoting practice-based education and generating invaluable research.

Demand

California’s public schools of architecture have not added capacity in over 25 years (see attachment). Its public schools of architecture are: California Polytechnic State University, San Luis Obispo; California State Polytechnic University, Pomona; University of California at Berkeley; and University of California at Los Angeles. There are a total of 10 accredited schools of architecture in California.

“Cal Poly Pomona” receives approximately 2,000 applications for admission each year, yet is only able to admit about 100 students; “Cal Poly SLO” receives about the same number of applications, and is able to admit approximately 200 students. There is a clear need to add capacity to the schools of architecture, particularly when there are talented graduates from quality architectural programs in California’s community colleges (such as Consumes River College in Sacramento, Pasadena City College, Mt. San Antonio College, etc.) who can and want to transfer into accredited schools of architecture. SAC can fill a critical need by creating a unique model to educate students and award accredited baccalaureate or graduate degrees in architecture.

California’s only public school of architecture north of San Luis Obispo is the University of California at Berkeley. North of Berkeley, the closest West Coast public university with a school of architecture is 520 miles to the north in Eugene, Oregon. There is clearly a need and a

demand for an affordable degree in architecture from a California university. With the “capital campus” of the California State University system in Sacramento, and the closest National Architectural Accrediting Board (NAAB) accredited program at the flagship campus for the University of California in Berkeley, the opportunity for a unique educational partnership exists. (The National Architectural Accrediting Board [NAAB] is the recognized authority for reviewing and accrediting schools of architecture in the United States.) Moreover, the new Winn Center for Architecture and Construction Technology at Cosumnes River College (see attachment) provides a natural starting point.

The demand for architectural graduates has continuously increased over the last 30 years and will likely surge again as the economy continues to improve. The profession’s leadership in sustainability and the reuse of existing facilities can continue to enhance architects’ role in the marketplace as stewards of the built environment.

License with Degree

Attaining a license to practice architecture is designed to be an eight-year process. The reality is that the process typically takes longer, often as much as 12 years. Such a lengthy and complex process can lead to a system where the best and brightest students gravitate to other career options, such as construction management, urban planning, drafting, code enforcement, development, and product or interior design. This reality speaks to the value of an architectural education, but also its inverse impact upon valuable talent that could advance the profession. Simply stated, the process must be streamlined to maximize the power of architecture as a profession and as the champion of environments promoting public wellbeing.

The current licensure system consists of three separate elements that may or may not lead to licensure. SAC will integrate the educational process and licensure requirements into a six-year program that culminates in an accredited baccalaureate degree in architecture and a California license. The first two years of education will take place at a community college or other institution. The subsequent three years of education will take place at SAC to fulfill the required five years for an accredited “B-arch” degree. The final year of the six-year program will consist of completing the internship requirements, as well as taking and passing the required divisions of the national examination and the California Supplemental Examination.

Blue-sky efforts are currently underway at the national level to restructure the licensure process and integrate it into architectural education. The National Council of Architectural Registration Boards recently appointed a special task force to generate forward-thinking models for the future of licensing architects. This will be a multi-year effort. As such, there is a tremendous opportunity for SAC to initiate innovative approaches, and develop a culture of agility so it can

become the national laboratory for integrating the licensing process into a degree program and advancing practice-based education.

Driven by the Profession

In secondary education, the “school-to-career” movement was a result of the disconnect between education and careers. High schools were graduating students who lacked the basic skills to succeed in the workplace. Today, there are a wide range of “partnership academies” in California high schools, including some very good programs in architecture. Partnership academies are a collaborative effort between industries and specific high schools to develop career-based educational programs that meet the needs of local businesses in a particular sector of the economy. SAC will borrow from that model and apply similar principles to the postsecondary education level.

A common theme in research on architectural education is the need to bridge between education and practice (for example: *Building Community: A New Future for Architecture Education and Practice*, and numerous studies and findings from the California Architects Board). A common observation in the profession is that many schools do not produce graduates who are effectively prepared to go into practice. The reasons for this are many, and a debate on the causes only delays a solution. Clearly education can be part of that solution. One of the best ways to shape the connection between education and the workplace is for the profession to actively participate in the establishment of a school of architecture to better meet its needs. SAC is a means to accomplish that goal. Its curriculum will be tied to the practice needs of architectural firms in Sacramento and throughout California. Active practitioners will be a key part of the adjunct faculty. A committee of practitioners will be involved in developing and approving a curriculum that it is robust and reflective of the needs of the profession.

There was a previous effort to explore establishing a school of architecture (see attachment). It is hoped that some of that work can be a starting point from which to further this current campaign.

Key Innovations

SAC will embrace a wide range of innovations in order to enhance its reputation as a standard-bearer in architectural education. By incorporating key elements of licensure into the educational process, SAC will produce graduates that are highly employable. The most important innovation will be the fact that the California license to practice architecture will be issued in conjunction with an architectural degree. This tandem credentialing is powerful indicia of the quality and relevance of the education students will receive at SAC. Additional new concepts include:

Mandatory IDP requirement and support system – Enrollment and active participation in IDP will be a required component of the curriculum. IDP, while designed as a three-year

program, takes the average intern five years or more to complete. Integrating the program into the education process will ensure its timely completion.

Teaching firms – A small number of architectural firms will have satellite offices within the school of architecture. This will enable students to seamlessly move from the classroom or studio into a firm and immediately apply their newly-acquired knowledge to local architectural projects. Fashioned after the “teaching hospital” model in the medical profession, SAC will partner with the profession to develop accreditation criteria that firms must meet in order to participate in the program. To further enhance the quality of education and experience, collateral partners of the construction industry will also be invited to participate in the program.

On-site ARE Test Center - Licensure will not just be integrated into the curriculum, it will be directly under SAC’s roof. That is, an actual test center where students can take divisions of the Architect Registration Examination (ARE) will be located within SAC. This will enable students in a particular class to prepare for and take the examinations together and reinvigorate the sense of camaraderie and cohesiveness among licensure candidates that was partially lost with the conversion of the ARE to a computer-based format.

Mandatory test-prep program – A mandatory test-prep program will be part of the curriculum. Students will take all of the divisions of the ARE and California Supplemental Examination as part of the degree program. Graduates will be conferred an accredited degree with their license to practice architecture.

Articulation (transfer) agreements with all California community college architectural programs - SAC will develop formal articulation (transfer) agreements with all California community college architectural programs so their graduates can easily transfer into SAC.

Mandatory Public Service Internship - Leveraging the power of the State Capital, SAC will require public service internships at a wide range of state and local agencies so graduates will have exposure to the practice of public architecture. Architects have invaluable skills that can be leveraged in the public arena. While architects regularly interface with regulatory entities at the local, state, and national level as they bring their projects to fruition, architects employed in the public sector are the exception rather than the rule. This is not to say that a fixed percentage of SAC must go into public practice. But it does mean that academic learning can be enhanced by exposing students to the value of public practice and its many facets. Local planning departments, Division of the State Architect, California Energy Commission, Los Rios Community College District, California Architects Board, Seismic Safety Commission, Building Standards Commission, Disabled Access Commission, State Fire Marshal, local building

departments, Federal Emergency Management Administration, etc., are but a few of the entities that may provide opportunities for public service. SAC will develop partnerships with these and other agencies so its students can intern in a variety of public settings as part of the curriculum.

Business incubator for start-up architectural firms - To support the local economy and profession, SAC will contain a business incubator for new architectural firms being established by SAC graduates.

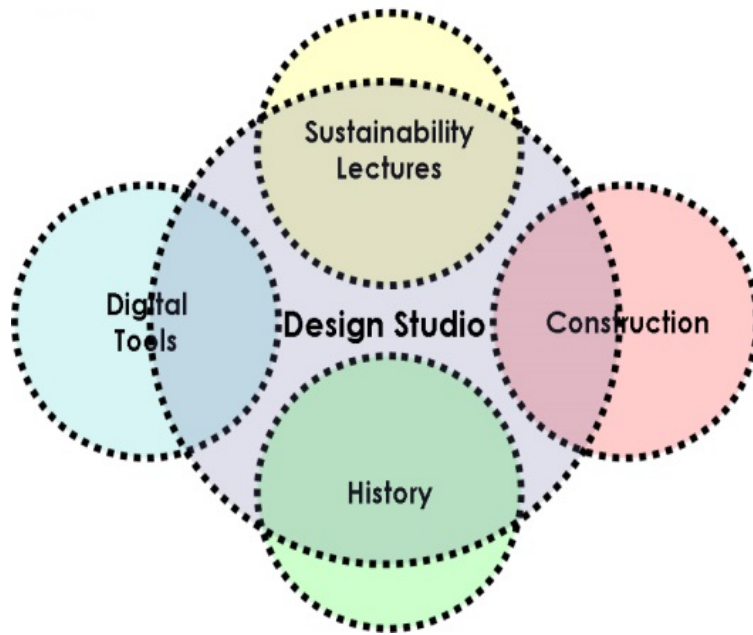
Leader in Sustainability

The building sector accounts for almost half of all greenhouse gas emissions in the U.S. and energy consumption is an important portion of these emissions. To address this important problem, SAC's practice-based curriculum will have a particular focus on sustainability.

The Golden State has a rich history of leadership in energy efficiency and forward-thinking design principles. The Energy Commission's energy efficiency standards have saved Californians more than \$74 billion in reduced electricity bills since 1975. These standards conserve electricity and natural gas and prevent the state from having to build more power plants. The success of standards and other energy efficiency efforts is a significant factor in California's per capita electricity use remaining flat over the last 40 years while the rest of the country's use continues to rise. However this is not enough, buildings still have important impacts on the environment, and architects must learn how to reduce these impacts. SAC's program will address in an intra-disciplinary nature, through its curriculum, the concepts that are necessary to design high performance buildings. These should have a considerably better performance than similar buildings in the same location and climate, with lower energy consumption and environmental impacts. The ultimate goal is that SAC students will graduate knowing how to design net zero energy, carbon neutral buildings and push the boundaries of professional practice beyond fulfillment of code requirements.

Instead of implementing the traditional "delve bigger" approach, sustainability courses will "delve deeper" as students advance through the program. Initially, the student will become aware of the importance of designing green buildings. They must become stewards of the environment and for this to happen, they must become ecologically literate. It is critical that climate-responsive design be taught at the introductory level, preferably in the design studio, which is central to the architectural learning process. When students are introduced to sustainability in the early years, these concepts will become part of their design repertoire, and can later be implemented and refined in other projects. Special emphasis is placed on achieving thermal comfort by controlling the natural forces of the sun and the wind through appropriate building design. As students advance in the program they will explore the concepts and learn to use the tools that will permit them to more precisely evaluate building performance in the areas

of energy, water, waste, construction, and IAQ. Students will evaluate the performance of their projects, or portions of their projects with digital or analog tools. Simulations are an important part of a high performance design process and SAC students will acquire basic modeling skills to integrate modeling in the design process and quantify the effects of their design decisions. These will be compared to design goals, green building accreditation systems such as LEED, or utility incentive programs.



Lecture courses and studios will be integrated, since this is key to student success. The technical concepts that students are learning in lectures should be integrated in their projects.

Research

Due to its location in the State Capital, SAC has an opportunity to be a leader in architectural research. In partnership with state agencies, the profession, and other universities, faculty and institution-sponsored research will all contribute to California's reputation as a standard setter in sustainability, and other social sciences, including critical health, safety, and welfare issues. From products and materials, to best-practices and scholarly research, SAC's strengths will be leveraged to make lasting and important contributions.

Next Steps

Ultimately, SAC will be a powerful catalyst that contributes significantly to the Sacramento economy, effectively educates students, shapes the built environment, and fosters crucial research. In addition to the local AIA component, the Mayor's Office; State Architect;

Chancellor of the California Community College system; Governor's Office, etc., may have an interest in this effort. A local planning committee will need to determine key partnerships and strategies to develop a plan to make this vision a reality.

Reference Material

Sacramento State letter to AIA-CV (January 26, 2007)

Cosumnes River College - Winn Center

AIACC Issue Brief

***NCARB by the Numbers* (select pages)**

11.26.13

Sacramento Schools



California State University, Sacramento
Office of Academic Affairs
6000 J Street • Sacramento, CA 95819-6016
T (916) 278-6331 • F (916) 278-7648 • www.csus.edu/acaf

January 26, 2007

Ms. Cynthia Eaton, AIA
President, 2007, AIA Central Valley
616 Alhambra Blvd., Suite 1
Sacramento, CA 95816-3806

Dear Ms. Easton:

Thanks very much for your letter regarding an Architectural Degree Program at Sacramento State. As it did in discussions with Bruce Starkweather, the topic again calls forth great possibilities. Your analysis is on the mark regarding demand and need. You are also correct in noting that Sacramento State is poised and desires to be a leader in our region. We are now doing so in many ways.

Exciting potential notwithstanding, there are serious challenges to the development of an Architectural Degree Program. As you suggested in your letter, one such challenge involves the process of moving a request to create a new program through the CSU Board of Trustees and the Western Association of Schools and Colleges (our accrediting agency). It is indeed a lengthy process and, for obvious and legitimate reasons, a very conservative one regarding professional degree programs. Realistically, it could take as long as five or six years to gain approval.

The more immediate and important challenge is funding. We face serious difficulties in our current budget environment that would raise honest questions among our faculty about the wisdom of "diverting" funds to a new program. We will overcome those difficulties over time, but not immediately. In this light, the same public/private partnership that would address program delivery would need first to succeed in pre-program endowment development to move us beyond the local budget and larger system program-approval hurdles. We'd need to work with the appropriate deans and departments on campus, sketch our curricular plans sufficiently to predict costs, set the development target together, collect the pledges, and then use them as the springboard to send the program request forward. I think this as doable, but it is only possible if we both see it that way.

I look forward to discussing these possibilities further with Phyllis Newton and, again, thank you for raising the prospect with me.

Sincerely,

Joseph F. Sheley
Provost and Vice President for Academic Affairs

- c. Alexander Gonzalez, President
- Philip Garcia, Executive Director, Governmental & Civic Affairs
- Carole Hayashino, Vice President, University Advancement

2007 JAN 18 PM 3: 51



December 21, 2006

Dr. Joseph Sheley
Provost and Vice President for Academic Affairs
California State University, Sacramento
Sacramento Hall, Room 230
6000 J Street
Sacramento, CA 95819

Re: Architectural Degree Program

Dear Dr. Sheley:

This letter is written on behalf of the American Institute of Architects California Council which represents the interests of the architectural profession throughout the State of California, and the American Institute of Architects Central Valley, which represents the profession in seventeen Central Valley and Northern California counties. Together, we are committed to enhancing the architectural profession and improving our communities.

For the past few years, we have been discussing the possibility of creating an architectural program at California State University, Sacramento (Sacramento State) with University personnel, most recently with Phil Garcia, Executive Director of Governmental and Civic Affairs. We have appreciated the opportunity to share our members' interest in such a program, and want to again express our deep and growing concern for the ever-increasing shortage of educated personnel to meet the profession's workload demands.

We are also mindful of Sacramento State's mission to prepare graduates for successful careers dedicated to "the enhancement of the quality of life within the region and state." Because of the unique nature of architecture and its ability to shape the physical environment and address the basic human need for shelter, there are few professions that more directly impact the quality of people's lives. Accordingly, an architectural program would not only assist the profession, it is in clear alignment with Sacramento State's stated mission.

Unmet Workforce Demand

While statistical data is not, to the best of our knowledge, available on either a statewide or regional basis, our organizations can fairly report the profession's inability to recruit an adequate number of skilled workers despite competitive salaries and related benefits. As a consequence, many of our firms must recruit from out-of-state or are forced to hire workers lacking the desired skills. Moreover, many firms now resort to out-sourcing work to other countries, and, in worst case scenarios, must decline commissions. The economic losses to California and the Sacramento region resulting from these practices are significant.

Furthermore, we expect the situation to worsen in the coming years. California's population grew by 15.4% from 1995 to 2005. In sharp contrast, the number of architects during this same time period increased by only 4,571. Thus, while the state acquired nearly five million additional citizens requiring housing, schools, hospitals, etc., the number of architects has woefully failed to keep pace. With California's population expected to gain between 7 and

eleven million additional residents by the year 2025, the current difficulties with workforce demand will only worsen.¹

Our firms also report that without a local architectural program, there are limited, affordable continuing education courses for new and existing employees. An architectural program at Sacramento State could offer those seeking further professional development with intermittent or part-time educational opportunities.

Architectural Applicants Exceed Current Capacity

With only ten accredited schools of architecture in California², classroom space to accommodate the number of qualified applicants is presently inadequate. For example, in 2004, Cal Poly San Luis Obispo accepted 353 students from the 1,310 applicants received and Cal State Poly Pomona accepted only 102 of 984 applicants. These figures represent acceptance rates of 37 and 10 percent, respectively.

The inability of existing programs to meet the educational demand in California results in highly qualified candidates leaving the state in order to pursue educational and career opportunities elsewhere. Because many of these students do not return following completion of their education, California loses large numbers of highly skilled, productive citizens.

With no public, accredited school of architecture located north of the Bay Area, the ability to obtain an education locally is unavailable for a significant portion of the state. Architectural students able to obtain an education regionally will maintain important ties to home, family and community and are thus, more likely to enter the local workforce following graduation. Moreover, students that develop relationships with local firms through internships or other mentoring opportunities during school are similarly more likely to remain in the area and thus contribute to the region's economy and development.

With the growing awareness of environmental issues among young people and as the only profession educated, trained, and licensed to design the delicate interface between people and the built environment, the demand for an architectural education, like the increased need for trained professionals, will only increase.

Sacramento State Is Uniquely Situated to Offer a Unique Architectural Program

The need for a "connected curriculum" that links architecture and other disciplines on campus has been identified as "the single most important challenge confronting architectural programs."³ Sacramento State is positioned by virtue of its existing programs and offerings, to craft an interdisciplinary architectural curriculum that marries technical proficiencies with social and economic policy. Sacramento State's current and expanded course offerings in the

¹ . Population projection from *California's Future Population* by the Public Policy Institute of California, September 2006.

² . These include: California College of Arts and Crafts; California Polytechnic State University, San Luis Obispo; California State Polytechnic University, Pomona; Newschool of Architecture and Design; Southern California Institute of Architecture; University of California, Berkeley; University of California, Los Angeles; University of Southern California; Woodbury University; and, the new Academy of Art University.

³ . *Building Community: A New Future for Architectural Education and Practice*, commonly known as the Boyer Report, was commissioned by the collateral architecture organizations AIA, AIAS, NCARB, NAAB, and ACSA, as an independent study into the profession of architecture.

Interior Design Program, Business School, Engineering and Construction Management Programs, as well as the Public Policy School could offer needed, connected, curriculum.

An architectural program based in Sacramento could allow students the exceptional opportunity to interface with the both the Legislature and various state governmental agencies on issues relating to, among others, smart growth, sustainability, energy conservation, and safe, affordable housing. The potential to meaningfully impact these important social, economic, political and environmental issues would clearly distinguish Sacramento State from other institutions.

In addition, the existing two-year architectural program offered by Cosumnes River College (CRC), located a short distance from Sacramento State, would surely matriculate many of its students into a local program.⁴ The CRC program, with a current enrollment of approximately 125 students, is expected to double with the anticipated completion of the Institute for Architecture and Construction Technologies in the coming years. The potential for collaboration between the two institutions is exciting.


In our view, a school of architecture represents a turning point for an educational institution and the surrounding community. Sacramento State has, by virtue of its elevated profile within the region, reached such a point. Our region is facing, and will continue to face, a host of issues related to growth from both a physical and social perspective. Sacramento State can take a leadership role in helping to shape, figuratively, socially and economically, the future of the region. In doing so, Sacramento State will gain even further visibility and strengthen its enrollment attraction.

Public/Private Partnership

We are convinced that the shortage of architects, coupled with the increasing demand for competencies and skill-sets of the architectural profession, presents a great opportunity for California State University, Sacramento to develop and sustain a school of architecture and offer our unwavering support of such an endeavor. We are prepared to assist Sacramento State with adjunct instructors, curriculum development, and the possible use of our members' offices as studio space.⁵ In short, our firms can and will collaborate with Sacramento State to create a stronger context for learning, research, and practice-based education.

We have a small taskforce of committed professionals eager to begin, what we appreciate will likely be a lengthy process, to advance this proposal. Toward that end, our Executive Director, Phyllis Newton, will contact you to determine your interest.

Very truly yours,


Cynthia Easton, AIA
President, 2007, AIA Central Valley

cc: Alexander Gonzalez, President, California State University, Sacramento

⁴ In 2006, 26 students from CRC's architectural program transferred into architectural programs at UC Berkeley, Cal Poly San Luis Obispo, the University of Washington, Texas A&M as well as landscape architecture and interior design programs at other four-year institutions.

⁵ The University of Cincinnati School of Architecture may serve as a successful example of a collaborative public/private partnership where students receive significant practice-based learning through an extensive internship program.



Winn Center

FOR CONSTRUCTION & ARCHITECTURE

AT A GLANCE

- Design and Construction to cost \$13.7 million with approximately 24,000 assignable square feet
- Facility to house Construction, Architecture, Pharmacy Technology and Photography programs
- Designed to be one of the few LEED Platinum certified buildings on a California Community College campus
- Features to include an interactive touch screen energy display in lobby
- Features to include a Multi-purpose Community Room that mirrors the creativity and sustainable values at CRC
- Intended to be a living laboratory to demonstrate and celebrate sustainable environmental design
- Designed to feature:
 - Chilled beams
 - Energy recovery system
 - Solar panels
 - Energy efficient windows and glazing
 - Maximum use of natural day lighting using skylights and lighting controls
 - Renewable materials
- Funded by the Winn family, private donations, and a bond measure
- Intended to be completed by fall 2013





**AIA CALIFORNIA COUNCIL
ISSUE BRIEF**

Increase Funding for California’s Public Architectural Schools

Background

Four public universities in California offer degrees in architecture: UC Berkeley, UCLA, Cal Poly Pomona, and Cal Poly San Luis Obispo. All of their programs are impacted: more individuals apply each year to those programs than can be accepted.

The latest application/acceptance figures for these programs are:

Cal Poly Pomona

B. Arch Program
Applications: more than 2,000
Slots: 120

Cal Poly San Luis Obispo

B. Arch Program
Applications: nearly 1,600
Slots: 147

UC Los Angeles

3-year M. Arch Program
Applications: 420
Slots: 45

UC Berkeley

M. Arch Program	B. A. Program
Applications: 700	Applications: 1254
Slots: 100	Slots: 303

Sources: Cal Poly Pomona Department of Architecture, Cal Poly SLO Architecture Department, UCLA School of the Arts and Architecture, UCB Department of Architecture

This data clearly demonstrates that the demand for admission to architectural programs exceeds the supply offered by our public universities.

Additional data shows there is a need to increase the ability of California to produce more graduates of architectural programs. The data below shows the number of new licenses issued by calendar year since 1989.

Year	New Licensees	Year	New Licensees
1989	1,339	1998	284
1990	991	1999	362
1991	954	2000	377
1992	874	2001	408
1993	902	2002	441
1994	699	2003	389
1995	626	2004	398
1996	464	2005	434
1997	387	2006	480

Source: California Architects Board

Architecture and the Environment

How buildings are designed, built, and operated has the largest impact on energy consumption in the United States.

U.S. Energy Consumption by Sector

Buildings	48%
Transportation	27%
Industry	25%

Source: www.architecture2030.org

The figures combine the annual energy required to operate residential, commercial, and industrial buildings along with the embodied energy of industry-produced building materials like carpet, tile, glass, and concrete.

The Opportunity

Increasing the funding for California's public architectural schools should not be viewed only as a benefit to California's economy, but also an opportunity to ask the universities to enhance their instruction in sustainable design with the goal of inspiring the next generation of architects to make sustainable architecture their mission and to continuously improve the science of sustainability and energy efficiency in the built environment. In short, California can become the world leader in teaching sustainable architecture.

For more information please contact AIACC Legislative Affairs at 916/448-9082.

NCARB BY THE NUMBERS

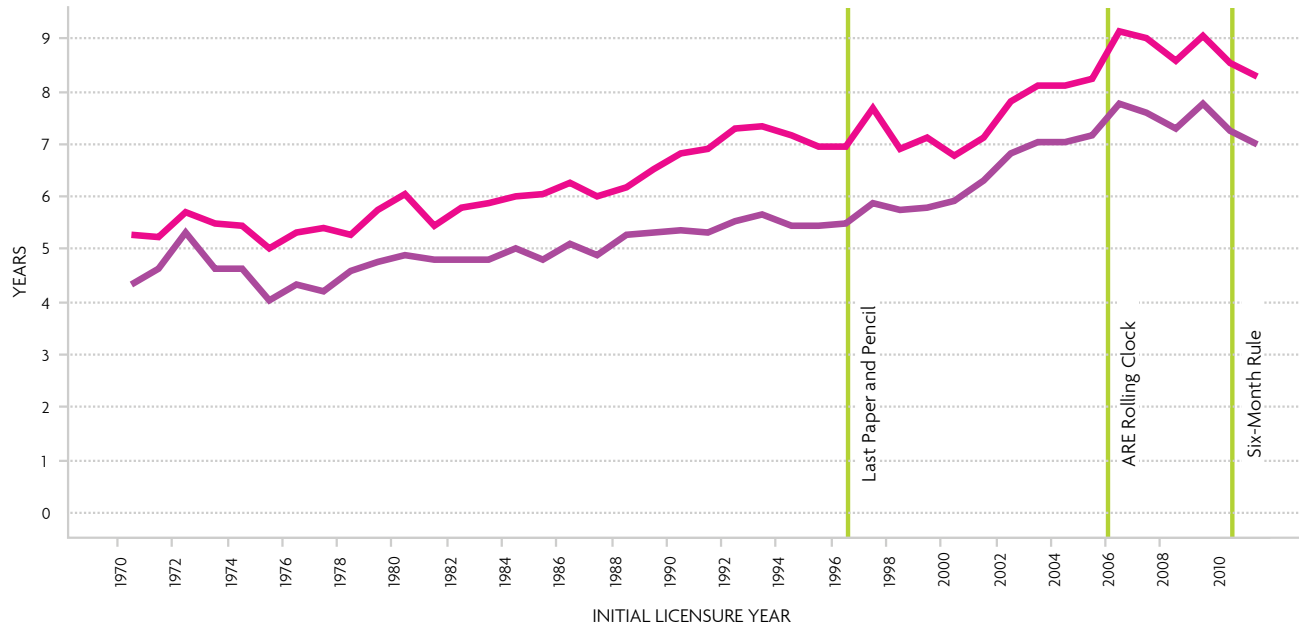


JUNE 2012

Average Years Between Graduation and Initial Licensure

There are many variables that affect the amount of time between graduation and the acquisition of an initial license. One program requirement that appears to have affected the average time to licensure was the establishment of computer-based testing in June 1996. By allowing candidates to test whenever they like—instead

of at predefined times of the year—it enabled interns to spread out or delay testing schedules, giving more flexibility in mapping out their own paths to licensure. Although years to licensure peaked in 2009, it has decreased over the past two years. The next few years of data should be illuminating.



Mean
 This is what most people think of when they think of the “average.” It is the sum of all observations, divided by the number of observations.

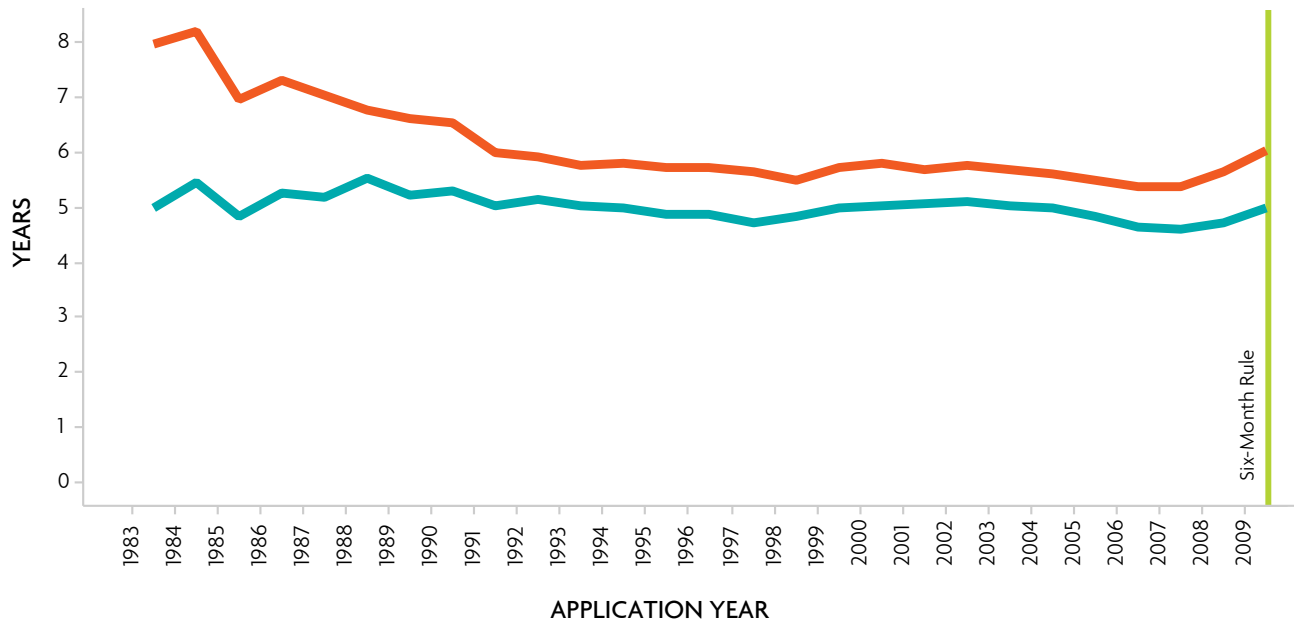
M
 This is another measure of central tendency. When all observations are ordered from smallest to largest, it is the value that divides the sequence exactly in half. Unlike the mean, the median is not dramatically affected by extreme observations.

NCARB

Average Time to Complete the IDP

There are multiple ways to measure how long it takes to complete the IDP. The measure presented below finds the number of years between the first day of an intern's first IDP experience report, and the last day of their last IDP experience report that occurs before their Record is marked as IDP complete. With the standardization of experience reporting requirements—such as

the Six-Month Rule—the usefulness of this indicator should improve. One explanation for the uptick in the average values of this measure in 2008 and 2009 is the establishment of the Six-Month Rule. Interns who applied before 1 July 2009 had until 1 July 2010 to report historical years of experience. Interns took advantage of this period to submit many years of experience.



Mean
This is what most people think of when they think of the “average.” It is the sum of all observations, divided by the number of observations.

M
This is another measure of central tendency. When all observations are ordered from smallest to largest, it is the value that divides the sequence exactly in half. Unlike the mean, the median is not dramatically affected by extreme observations.

Agenda Item L

PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

1. Update on October 23, 2013 PQ Committee Meeting
2. Review and Approve Recommendation Regarding the 2014 National Architectural Accrediting Board Conditions for Accreditation

Agenda Item L.1

UPDATE ON OCTOBER 23, 2013 PQ COMMITTEE MEETING

The PQ Committee met on October 23 2013, in Sacramento and various teleconference locations throughout California. Attached is the Notice of Meeting. PQ Chair, Jon Baker, will provide an update on the meeting.

Attachment:

October 23, 2013 Notice of Meeting



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

PROFESSIONAL QUALIFICATIONS COMMITTEE

October 23, 2013
10:00 a.m. to 1:00 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

The California Architects Board will hold a Professional Qualifications (PQ) Committee meeting as noted above, and via telephone conference at the following locations:

Jon Alan Baker, Chair
Baker Nowicki Design Studio
624 Broadway, Suite 405
San Diego, CA 92101
(619) 795-2450

Betsey Olenick Dougherty
Dougherty & Dougherty Architects
3194D Airport Loop
Costa Mesa, CA 92626
(714) 427-0277

Pasqual Gutierrez, Vice Chair
HMC Architects
3546 Concourses Street
Ontario, CA 91764
(909) 989-9979

Alan Rudy
26 Estrella Avenue
Piedmont, CA 94611
(510) 384-2086

Raymond Cheng
6500 Wilshire Boulevard, Suite 700
Los Angeles, CA 90048
(323) 866-7884

Stephanie Silkwood
AIA Santa Clara Valley
325 South First Street, Suite 100
San Jose, CA 95113
(408) 595-0192

Allan Cooper
The Steynberg Gallery
1531 Monterey Street
San Luis Obispo, CA 93401
(805) 704-5725

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

(Continued on reverse side)

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

AGENDA

- A. Review and Approve the May 1, 2013 PQ Committee Summary Report
- B. Discuss and Possible Action on the 2014 National Architectural Accrediting Board Conditions for Accreditation
- C. Update and Possible Action on the 2013 Strategic Plan Objective to Present a Recommendation to the National Council of Architectural Registration Boards (NCARB) on Criteria for a “Broadly Experienced Design Professional” Pathway to Licensure
- D. Update on the 2013 Strategic Plan Objective to Develop a Strategy to Expedite Reciprocity Licensure for Military Spouses and Domestic Partners
- E. Report on the NCARB Proposed Changes to the Intern Development Program (IDP) Related to Employment Duration and IDP Entry Point
- F. Report on the NCARB 2012 Practice Analysis

A quorum of Board members may be present during all or portions of the meeting, and if so, such members will only observe the PQ Committee meeting. Agenda items may not be addressed in the order noted above and the meeting will be adjourned upon completion of the agenda, which may be at a time earlier than that posted in this Notice.

The meeting is open to the public and accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marccus Reinhardt at (916) 575-7212, emailing marccus.reinhardt@dca.ca.gov, or sending a written request to the California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

The notice and agenda for this meeting and other meetings of the Board can be found on the Board’s Web site: cab.ca.gov. For further information regarding this agenda, please contact Marccus Reinhardt at (916) 575-7212.

REVIEW AND APPROVE RECOMMENDATION REGARDING THE 2014 NATIONAL ARCHITECTURAL ACCREDITING BOARD CONDITIONS FOR ACCREDITATION

The Board's 2013 Strategic Plan assigned an objective to the Professional Qualifications (PQ) Committee directing it to review and provide the Board with a recommendation for comments on the National Architectural Accrediting Board's (NAAB) Conditions for Accreditation.

At its May 1, 2013 meeting, the PQ Committee reviewed and discussed *NCARB's Contribution to NAAB 2013 Accreditation Review Conference* and recommended the Board send a letter (attached) commending the National Council of Architectural Registration Boards (NCARB) for its efforts. The letter was subsequently approved by the Board at its June 13, 2013 meeting and delivered to NCARB President, Ronald Blich, during the NCARB 2013 Annual Meeting held later that month.

In July 2013, NAAB hosted its 2013 Accreditation Review Validation Conference (ARC13). The conference was held over two days and involved discussion, deliberation, and problem solving over how to improve the process and program experience for individuals in NAAB accredited architecture programs. Following ARC13, NAAB began developing a first draft of the *2014 Conditions for Accreditation (Conditions)* and its companion, *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report (Guide)*, both of which are attached.

At its October 23, 2013 meeting, the PQ Committee was asked to review and provide the Board with a recommendation for comments relative to the Conditions. The Committee was advised the deadline for providing comments to NAAB is December 1, 2013. Consequently, due to the time constraints, the Executive Committee, in lieu of the Board, was asked to consider the PQ Committee recommendation. The Board would then, at its December 5, 2013 meeting, ratify the action taken by the Executive Committee. PQ Committee reviewed the Conditions and Guide and voted to recommend the Board support the first draft as presented and send a letter to NAAB (attached). The Executive Committee, at its November 5, 2013 meeting, approved the PQ Committee's recommendation.

The Board is asked to ratify the action taken by the Executive Committee.

Attachments:

1. Letter of Support to NCARB Dated June 19, 2013
2. *2014 Conditions for Accreditation* – First Draft
3. *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report* – First Draft
4. Letter of Support to NAAB Dated November 7, 2013



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

June 19, 2013

Mr. Ronald B. Blitch, FAIA, FACHA, NCARB, President/Chair of the Board
National Council of Architectural Registration Boards
1801 K Street, NW, Suite 700K
Washington, DC 20006

RE: NCARB's Comments to NAAB (*Conditions for Accreditation*)

Dear Mr. Blitch:

I am writing you on behalf of the California Architects Board to convey our support of NCARB's comments to the National Architectural Accrediting Board (NAAB) relative to *The Conditions for Accreditation*.

As you know, architectural education has been a long-standing concern of the Board. The Board has held three educator/practitioner forums on architectural education in recent years. One common theme has been that there is a disconnect between education and practice, as well as a lack on emphasis on critical health, safety, and welfare issues.

At its June meeting, the Board reviewed *NCARB's Contribution to the NAAB 2013 Accreditation Review Conference*. The Board believes that NCARB's use of its *2012 NCARB Practice Analysis of Architecture* as the basis for its comments is invaluable and will lead to accreditation standards that better support our efforts to protect the public health, safety, and welfare.

The Board commends NCARB for its quality work on this vital issue.

Sincerely,

SHERAN VOIGT
Board President

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

cc: Michael J. Armstrong, NCARB Chief Executive Officer
California Architects Board Members

2014
Conditions for
Accreditation
First Draft

The National Architectural
Accrediting Board, Inc.

NAAB

August 29, 2013

First Draft

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1101 Connecticut Avenue, NW, Suite 410
Washington, DC 20036
www.naab.org
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First Draft

ACCREDITATION

Accreditation is a voluntary, quality assurance process by which services and operations are evaluated by a third party against a set of standards established by the third-party with input and collaboration from peers within the field. In the U.S., accreditation of postsecondary institutions originated over a century ago. It is sought by colleges and universities and is conferred by non-governmental bodies. Today, voluntary accreditation is distinguished by five components, which also guide the NAAB's policies and procedures:

- It is provided through private agencies;
- It requires a significant degree of self-evaluation by the institution or program, the results of which are summarized in a report to the agency;
- A team conducts a visit;
- Recommendations or judgments about accreditation are made by expert and trained peers; and
- Institutions have the opportunity to respond to most steps in the process¹.

The U.S. model for accreditation is based on the values of independent decision-making by institutions, the ability of institutions to develop and deliver postsecondary education within the context of their mission and history, the core tenets of academic freedom, and the respect for diversity of thought, pedagogy, and methodology. These principles and practices have remained relatively stable over the past 70 years.

HISTORY

The first attempt to establish national standards in architecture education came with the founding of the Association of Collegiate Schools of Architecture (ACSA) in 1912 and its adoption two years later of "standard minima," which schools were required to meet to gain ACSA membership. While these standard minima were in place, ACSA membership was equivalent to accreditation.

In 1932, the ACSA abandoned the standard minima and in 1940, the ACSA, The American Institute of Architects (AIA), and the National Council of Architectural Registration Boards (NCARB) established the National Architectural Accrediting Board (NAAB)² and gave it authority to accredit schools of architecture nationally. The founding agreement of 1940 also announced the intention to create an integrated system of architectural education that would allow schools with varying resources and circumstances to develop according to their particular needs. This notion that the NAAB would "not to create conditions, nor to have conditions created, that will tend toward standardization of educational philosophies or practices," is considered the "prime directive" in the NAAB system today.

The foundation for the model for accreditation in architecture education that many know today was first outlined in a 1975 intercollateral report, *The Restructuring of the NAAB*. Today, the NAAB's accreditation system for professional degree programs requires a self-assessment by the accredited degree program, an evaluation of that assessment by the NAAB, and a site visit by an NAAB team of trained volunteers that concludes with a

¹ *The Handbook of Accreditation, Third Edition*. North Central Association of Colleges and Schools, Higher Learning Commission (2003).

² These four organizations, along with the American Institute of Architecture Students (AIAS) are referred to as the "collateral organizations" or "collaterals" within the architecture community.

recommendation to the NAAB as to the term of accreditation. The decision regarding the term of accreditation is made by the NAAB directors.

On October 22, 2011, the NAAB directors approved a new statement of the NAAB's vision, mission, and values. Developed after several months of review and consideration, the document is a contemporary expression of the NAAB's founding principles. It guides the work of the NAAB in all its activities. The text of that statement follows.

From the 1940 Founding Agreement:

"The ... societies creating this accrediting board, here record their intent not to create conditions, nor to have conditions created, that will tend toward standardization of educational philosophies or practices, but rather to create and maintain conditions that will encourage the development of practices suited to the conditions which are special to the individual school. The accrediting board must be guided by this intent."

Since 1975, the *NAAB Conditions for Accreditation* have emphasized self-assessment and student performance as central elements of the NAAB model. The directors have maintained their commitment to both of these as core tenets of the NAAB's criteria and procedures.

Mission: The NAAB develops and maintains a system of accreditation in professional architecture education that is responsive to the needs of society and allows institutions with varying resources and circumstances to evolve according to their individual needs.

Vision: The NAAB aspires to be the leader in establishing educational quality assurance standards to enhance the value, relevance, and effectiveness of the architectural profession.

Values: The following principles serve as a guide and inspiration to the NAAB.

1. **Shared Responsibility.** The education of an architect is a responsibility shared by the academy and the profession in trust for the broader society and the public good.
2. **Best Practices.** The NAAB's accreditation processes are based on best practices in professional and specialized accreditation.
3. **Program Accountability.** Architecture degree programs are accountable for the learning of their students. Thus, accreditation by the NAAB is based both on educational outcomes and institutional commitment to continuous improvement.
4. **Preparing Graduates for Practice.** A NAAB-accredited degree prepares students to live and work in a diverse world: to think critically; to make informed decisions; to communicate effectively; to engage in life-long learning; and to exercise the unique knowledge and skills required to work and develop as professionals. Graduates are prepared for architectural internship, set on the pathway to examination and licensure, and prepared to engage in related fields.
5. **Constant Conditions for Diverse Contexts.** *The NAAB Conditions for Accreditation* are broadly defined and achievement-oriented so that programs may meet these standards within the framework of their mission and vision, allowing for initiative and innovation. This imposes conditions on both the NAAB and on architectural programs. The NAAB assumes the responsibility

for undertaking a fair, thorough, and holistic evaluation process, relying essentially on the program's ability to demonstrate how within their institutional context they meet all evaluative criteria. The process relies on evaluation and judgment that, being rendered on the basis of qualitative factors, may defy precise substantiation.

6. ***Continuous Improvement through Regular Review.*** *The NAAB Conditions for Accreditation* are developed through an iterative process that acknowledges and values the contributions of educators, professionals in traditional and non-traditional practice, and students. The NAAB regularly convenes conversations on critical issues (e.g. studio culture) and challenges the other four collateral partners to acknowledge and respect the perspectives of the others.

While the NAAB stipulates the conditions and student performance criteria that must be met, it specifies neither the educational format nor the form of student work that may serve as evidence of having met these criteria. Programs are encouraged to develop unique learning and teaching strategies, and methods and materials to satisfy these criteria.

The NAAB encourages innovative methods for satisfying the criteria, provided the program has a formal evaluation process for assessing student achievement and documenting the results.

Specific areas and levels of excellence will vary among accredited degree programs as will approaches to meeting the conditions and reporting requirements. The positive aspects of a degree program in one area cannot override deficiencies in another.

NAAB ACCREDITATION DOCUMENTS

There are five documents referenced with accreditation.

1. 2014 NAAB Conditions for accreditation
2. NAAB Procedures for Accreditation
3. NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports
4. Architecture Program Reports
5. Visiting Team Reports

The *2014 NAAB Conditions for Accreditation* define the standards that professional degree programs in architecture are expected to meet in order to ensure that students are prepared to move to the next steps in their careers including internship and licensure. This document was last revised in 2009; it will be revised again in 2019.

The *NAAB Procedures for Accreditation* outline the procedures that programs and visiting teams must follow in order to ensure a uniform accrediting process. This document was last revised in 2012; it will be revised again in 2015 and subsequently at two-year intervals.

The *2014 Conditions for Accreditation* apply to all programs seeking continued accreditation, candidacy, continuation of candidacy, or initial accreditation beginning April 1, 2015.

NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports is a new document under development by the NAAB. The first iteration includes an introduction to and commentary on the preparation of the first draft of the *2014*

Conditions. It will later be revised to include instructions for preparing Architecture Program Reports (APRs). In subsequent years, beginning in 2016, it will be revised annually based on surveys and evaluations of the visit process. This document is advisory and nonbinding on the NAAB.

An APR is a self-analytical, narrative report prepared by the program in advance of a visit. Instructions and required templates for these reports will be provided by the NAAB in the *Guide* described above.

A Visiting Team Report is prepared by a NAAB visiting team at the conclusion of each visit. In these reports the visiting team affirms that materials have been presented or reviewed in accordance with the *2014 Conditions* and the *Procedures*. Instructions and templates for preparing these reports are found in the *Procedures*.

First Draft

CONDITIONS FOR ACCREDITATION

PART ONE (I): INSTITUTIONAL SUPPORT AND COMMITMENT TO CONTINUOUS IMPROVEMENT

This part addresses the commitment of the institution, its faculty, staff, and students to the development and evolution of the program over time.

- **IDENTITY & SELF-ASSESSMENT:** The program must be defined and sustained through a robust network of policies, documents, and activities related to history, mission, culture, self-assessment, and future planning.
- **RESOURCES:** The program must have the human, physical, financial, and information resources necessary to support student learning in a professional degree program in architecture.

Programs demonstrate their compliance with Part One in two ways:

- A narrative report that briefly responds to each request to “demonstrate, describe, or document.”
- A review of evidence and artifacts by the visiting team, as well as through interviews and observations conducted during the visit.

For instructions on how this material is to be presented in the APR and during the visit, see *NAAB Procedures for Accreditation* and the *NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports*.

CONDITIONS FOR ACCREDITATION

PART ONE (I): SECTION 1 – IDENTITY & SELF-ASSESSMENT

I.1.1 History and Mission: The program must describe its history, mission and culture and how that history, mission, and culture shape the program's pedagogy and development.

- Programs that exist within a larger educational institution must also describe the history and mission of the institution and how that shapes or influences the program.
- The program must also describe the relationship between the program, the administrative unit that supports it (e.g., school or college) and the institution. This includes an explanation of the program's benefits to the institutional setting, how the institution benefits from the program, any unique synergies, events, or activities occurring as a result.

I.1.2 Learning Culture: The program must demonstrate that it provides a positive and respectful learning environment that encourages optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff in all learning environments both traditional and non-traditional.

- The program must have adopted a written studio culture policy³ that also includes a plan for its implementation, including dissemination to all members of the learning community, regular evaluation, and continuous improvement or revision. In addition to the matters identified above, the plan must address the values of time management, general health and well-being, work-life balance, and professional conduct.
- The program must describe the ways in which students and faculty are encouraged to learn both inside and outside the classroom through individual and collective learning opportunities that include, but are not limited to field trips, participation in professional societies and organizations, honor societies, and other program-specific or campus-wide activities.

I.1.3 Social Equity: The program must have a policy on diversity and inclusion that is communicated to current and prospective faculty, students, and staff and that is reflected in the distribution of the program's human, physical, and financial resources.

- The program must describe its plan for maintaining or increasing the diversity of its faculty, staff, and students as compared with the diversity of the faculty, staff, and students of the institution during the next two accreditation cycles.
- The program must document that institutional, college or program-level policies are in place to further Equal Employment Opportunity/Affirmative Action (EEO/AA), as well as any other diversity initiatives at the program, college or institutional-level.

³ For additional information on the development and assessment of studio culture, see *Toward an Evolution of Studio Culture*, published by the American Institute of Architecture Students, 2008.

I.1.4 the Five Perspectives: The program must describe how it is responsive to the following perspectives. Each program is expected to address these perspectives consistently and to further identify, as part of its long-range planning activities, how these perspectives will continue to be addressed in the future.

- A. **Leadership and Collaboration.** The program must describe its culture for instilling, developing and promoting leadership and collaboration across diverse groups and stakeholders. This includes a description of how students are being prepared to: nurture a climate of civic engagement, including a commitment to professional and public service and leadership; live and work in a global world where diversity, distinctiveness, self-worth and dignity are nurtured and respected; understand diverse and collaborative roles and responsibilities of related disciplines; understand pressing environmental, social, and economic challenges and their impact on architects; and, emerge as leaders in the academic and professional setting.
- B. **University Context.** The program must describe its active role within its academic context and university community. This includes how the program as a unit and/or individual faculty members participate in university-wide initiatives and the university's academic plan. This also includes how the program as a unit and/or individual faculty members develop multi-disciplinary relationships and leverage opportunities that are uniquely defined within the university and its local context in the surrounding community.
- C. **Career Development.** The program must describe its approach for educating students on the breadth of professional opportunity and alternative career paths for architectural graduates in both traditional and non-traditional settings. For a traditional setting this includes how students are prepared for the transition to internship and licensure; with an understanding of the requirements for registration in the jurisdiction in which the program is located; and with the information needed to enroll in the Intern Development Program (IDP). For a non-traditional setting this includes students' understanding of alternative roles for architects in the building industry (e.g., developer, owners' representative, program manager, or civic leader).
- D. **Stewardship of the Environment.** The program must describe its approach for developing young professionals who are prepared to both understand and take responsibility for stewardship of the environmental and natural resources that are often compromised by the act of building and settlement. This includes not only individual courses that develop an understanding of climate, geography and other natural characteristics and phenomena, but also the laws and practices governing architects and the built environment as well as the ethos of sustainable practices.
- E. **Community and Social Responsibility.** The program must describe its approach to developing young professionals who are prepared to be active, engaged citizens able to understand what it means to be a responsible member of society and to act on that understanding. This includes the responsibility to act ethically, to communicate honestly and with integrity, to treat all persons with dignity and respect, and to nurture a commitment to professional and public service.

I.1.5 Long-Range Planning: The program must demonstrate that it has identified multi-year objectives for continuous improvement. In addition, the program must demonstrate that data is collected routinely and from multiple sources to identify patterns and trends so as to inform its future planning and strategic decision-making.

I.1.6 Program Self-Assessment Procedures: The program must demonstrate that it regularly assesses the following:

- How well the program is progressing towards its mission and stated objectives.
- Progress against its defined multi-year objectives.
- Progress in addressing deficiencies and causes of concern identified at the time of the last visit.
- Identifies strengths, challenges and opportunities faced by the program while continuously improving learning opportunities.
- The program must also demonstrate that results of self-assessments are regularly used to advise and encourage changes and adjustments to promote student success.

I.1.7 Self-Assessment and Curricular Development: The program must demonstrate a well-reasoned process for curricular assessment and adjustments and must identify the roles and responsibilities of the personnel and committees involved in setting curricular agendas and initiatives including the curriculum committee, program coordinators, and department chairs or directors.

PART ONE (I): SECTION 2 – RESOURCES

I.2.1 Human Resources & Human Resource Development:

The program must demonstrate that it has appropriate human resources to support student learning and achievement. This includes full and part-time instructional faculty, administrative leadership, and technical, administrative, and other support staff.

- The program must demonstrate that it balances the workloads of all faculty to support a tutorial exchange between the student and teacher that promotes student achievement
- The program must demonstrate that an IDP Educator Coordinator has been appointed, is trained in the issues of IDP, has regular communication with students, is fulfilling the requirements as outlined in the IDP Educator Coordinator position description and, regularly attends IDP Coordinator training and development programs.
- The program must demonstrate that faculty and staff have opportunities to pursue professional development that contributes to program improvement.
- The program must describe the support services available to students in the program, including but not limited to academic and personal advising, career guidance, and internship or job placement.

I.2.2 Physical Resources: If the program's pedagogy requires physical resources, then the program must demonstrate that it provides adequate physical resources that promote student learning and achievement consistent with that pedagogy.

Adequate physical resources include, but are not limited to the following:

- Space to support and encourage studio-based learning.
- Space to support and encourage didactic and interactive learning.
- Space to support and encourage the full range of faculty roles and responsibilities including preparation for teaching, research, mentoring, and student advising.

If online course delivery is employed, then the program must describe what changes, if any, this makes to space and physical resource requirements.

I.2.3 Financial Resources: The program must demonstrate that it has appropriate financial resources to support student learning and achievement.

I.2.4 Information Resources: The program must demonstrate that all students, faculty, and staff have convenient, equitable access to literature, information, visual, and digital resources that support professional education in the field of architecture.

Further, the program must demonstrate that all students, faculty, and staff have access to architecture librarians and visual resources professionals who provide information services that teach and develop the research, evaluative, and critical thinking skills necessary for professional practice and lifelong learning.

I.2.5 Administrative Structure & Governance:

- **Administrative Structure:** The program must describe its administrative structure within the context of the institution.

- **Governance:** The program must describe the role of faculty, staff, and students in both program and institutional governance structures and the relationship of these structures to the governance structures of the academic unit and the institution.

First Draft

CONDITIONS FOR ACCREDITATION

PART TWO (II): EDUCATIONAL OUTCOMES AND CURRICULUM

This part has four sections that address the following:

- **STUDENT PERFORMANCE.** This section includes the Student Performance Criteria (SPC). Programs must demonstrate that graduates are learning at the level of achievement defined for each of the SPC listed in this part. Compliance will be evaluated through the review of student work
- **CURRICULAR FRAMEWORK.** This section addresses the program and institution relative to regional accreditation, degree nomenclature, credit hour requirements, general education and access to optional studies.
- **EVALUATION OF PREPARATORY EDUCATION.** The NAAB recognizes that students entering an accredited program from a preprofessional program and those entering an accredited program from a non-preprofessional degree program have different needs, aptitudes and knowledge bases. In this section, programs will be required to demonstrate the process by which incoming students are evaluated and to document that the SPC expected to have been met in educational experiences in non-accredited programs have indeed been met.
- **PUBLIC INFORMATION.** The NAAB expects accredited degree programs to provide information to the public regarding accreditation activities and the relationship between the program and the NAAB, admissions and advising, and career information, as well as accurate public information concerning the accredited and non-accredited architecture programs.

Programs demonstrate their compliance with Part Two in four ways:

- A narrative report that briefly responds to each request to “describe, document, or demonstrate.”
- A review of evidence and artifacts by the visiting team, as well as through interviews and observations conducted during the visit.
- A review of student work that demonstrates student achievement of the SPC at the required level of learning.
- A review of websites, links, and other materials.

For instructions on how this material is to be presented in the APR and during the visit, see *NAAB Procedures for Accreditation* and the *NAAB Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Reports*.

PART TWO (II): SECTION 1 – STUDENT PERFORMANCE -- EDUCATIONAL REALMS & STUDENT PERFORMANCE CRITERIA

The accredited degree program must demonstrate that each graduate possesses the knowledge and skills defined by the criteria below. The knowledge and skills defined here represent those required to move to the next stage in career development including internship.

The program must provide student work as evidence that its graduates have satisfied each criterion.

The criteria encompass two levels of accomplishment⁴:

- **Understanding**—The capacity to classify, compare, summarize, explain and interpret information.
- **Ability**—Proficiency in using specific information to accomplish a task, correctly selecting the appropriate information, and accurately applying it to the solution of a specific problem, while also distinguishing the effects of its implementation.

II.1.1 Student Performance Criteria (SPC): The NAAB establishes SPC to help accredited degree programs prepare students for the profession while encouraging educational practices suited to the individual degree program. The SPC are organized into realms to more easily understand the relationships between individual criteria.

Realm A: Critical Thinking and Representation: Graduates from NAAB-accredited programs must be able to build abstract relationships and understand the impact of ideas based on the research and analysis of multiple theoretical, social, political, economic, cultural and environmental contexts. This includes using a diverse range of media to think about and convey architectural ideas including writing, investigative skills, speaking, drawing and model making.

Student learning aspirations for this realm include:

- Being broadly educated.
- Valuing lifelong inquisitiveness.
- Communicating graphically in a range of media.
- Assessing evidence.
- Comprehending people, place, and context.
- Recognizing the disparate needs of client, community, and society.

A.1 Professional Communication Skills: *Ability* to write and speak effectively and use appropriate representational media with peers and with the general public.

A.2 Design Thinking Skills: *Ability* to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.

⁴ See also *Taxonomy for Learning, Teaching and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives*. L.W. Anderson & D.R. Krathwohl, Eds. (New York; Longman 2001).

- A.3 Investigative Skills and Applied Research: *Ability to* gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.
- A.4 Architectural Design Skills: *Ability to* effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- A.5 Use of Precedents: *Ability to* examine and comprehend the fundamental principles present in relevant precedents and to make informed choices regarding the incorporation of such principles into architecture and urban design projects.
- A.6 Historical Traditions and Global Culture: *Understanding of* parallel and divergent canons and traditions of architecture, landscape and urban design including examples of indigenous, vernacular, local, regional, national settings from the Eastern, Western, Northern, and Southern hemispheres in terms of their climatic, ecological, technological, socioeconomic, public health, and cultural factors.
- A.7 Cultural Diversity: *Understanding of* the diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns that characterize different cultures and individuals and the implication of this diversity on the societal roles and responsibilities of architects.

Realm B: Integrated Building Practices, Technical Skills and Knowledge: Graduates from NAAB-accredited programs must be able to comprehend the technical aspects of design, systems and materials, and be able to apply that comprehension to architectural solutions. Additionally the impact of such decisions on the environment must be well considered.

Student learning aspirations for this realm include:

- Creating building designs with well-integrated systems.
- Comprehending constructability.
- Integrating the principles of environmental stewardship.
- Conveying technical information accurately

- B.1 Pre-Design: *Ability to* prepare a comprehensive program for an architectural project, which must include an assessment of client and user needs, an inventory of space requirements, an analysis of site conditions (including existing buildings), a review of the relevant laws and standards, including relevant sustainability requirements, and assessment of their implications for the project, and a definition of site selection and design assessment criteria.
- B.2 Accessibility: *Ability to* design sites, facilities, and systems consistent with the Americans with Disabilities Act (ADA) standards or other appropriate jurisdictional requirements such as those of the American National Standards Institute (ANSI).

- B.3 Site Design: *Ability* to respond to site characteristics including zoning, soil, topography, vegetation, and watershed in the development of a project design.
- B.4 Life Safety: *Ability* to apply the basic principles of life-safety systems with an emphasis on egress.
- B.5 Technical Documentation: *Ability* to make technically clear drawings, write outline specifications, and prepare models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.
- B.6 Environmental Systems: *Understanding* the principles of environmental systems' design, which must include active and passive heating and cooling, indoor air quality, solar orientation, daylighting and artificial illumination, and acoustics; and an understanding of performance assessment tools.
- B.7 Structural Systems: *Understanding* of the basic principles of structural behavior in withstanding gravity and lateral forces and the evolution, range, and appropriate application of contemporary structural systems.
- B.8 Building Envelope Systems and Assemblies: *Understanding* of the basic principles involved in the appropriate selection and application of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, moisture transfer, durability, and energy and material resources.
- B.9 Building Service Systems: *Understanding* of the basic principles and appropriate application and performance of building service systems such as plumbing, electrical, vertical transportation, security, and fire protection systems.
- B.10 Financial Considerations: *Understanding* of the fundamentals of building costs, which must include project financing methods and feasibility, construction estimating, operational costs, and life-cycle costs.

Realm C: Professional Practice. Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and acting legally, ethically and critically for the good of the client, society and the public.

Student learning aspirations for this realm include:

- Comprehending the business of building.
 - Collaborating and negotiating with clients and consultants in the design process.
 - Discerning the diverse roles of architects and those in related disciplines.
 - Understanding a professional code of ethics, as well as legal and professional responsibilities.
- C.1 Stakeholder Roles In Architecture: *Understanding* of the relationship between the client, contractor, architect and other key stakeholders such as user groups and the community, in the design of the built environment,

- and the responsibilities of the architect to reconcile the needs of those stakeholders
- C.2 Project Management: *Understanding* of the methods for selecting consultants and assembling teams, identifying work plans, project schedules and time requirements, and recommending project delivery methods.
- C.3 Business of Architecture: *Understanding* of the basic principles of business within the architectural practice such as financial management and business planning, marketing, negotiation, risk management, human resources, practice typologies, firm culture, mediation and arbitration, and entrepreneurialism.
- C.4 Non-traditional Forms of Practice: *Understanding* that the architect's capacity for collaboration, specialized architectural knowledge and business acumen can lead to diverse forms of practice and specialization.
- C.5 Legal Responsibilities: *Understanding* the architect's responsibility to the public and the client as determined by registration law, building codes and regulations, professional service contracts, environmental regulation, and historic preservation and accessibility laws.
- C.6 Professional Ethics: *Understanding* of the ethical issues involved in the formation of professional judgment regarding social, political and cultural issues in architectural design and practice; also includes an understanding of the role of the AIA Code of Ethics in defining professional conduct.

Realm D: Integrated Architectural Solutions: Graduates from NAAB-accredited programs must be able to synthesize a wide range of variables into an integrated design solution. This realm demonstrates the integrative thinking that shapes complex design and technical solutions.

Student learning aspirations in this realm include:

- Synthesizing variables from diverse and complex systems into an integrated architectural solution.
 - Rationalizing environmental stewardship goals across multiple systems for an integrated solution.
 - Evaluating options and reconciling the implications of design decisions across systems and scales.
- D.1 Integrative Design: *Ability* to produce an architectural solution that demonstrates the ability to make design decisions about a single project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, structural systems, and building envelope systems and assemblies.

PART TWO (II): SECTION 2 – CURRICULAR FRAMEWORK

II.2.1 Regional Accreditation:

In order for a professional degree program in architecture to be accredited by the NAAB, the institution must meet one of the following criteria:

1. The institution offering the accredited degree program is or is part of an institution accredited by one of the following U.S. regional institutional accrediting agencies for higher education: the Southern Association of Colleges and Schools (SACS); the Middle States Association of Colleges and Schools (MSACS); the New England Association of Schools and Colleges (NEASC); the North Central Association of Colleges and Schools (NCACS); the Northwest Commission on Colleges and Universities (NWCCU); and the Western Association of Schools and Colleges (WASC);
2. Institutions that are not accredited by a U.S. regional accrediting agency, may request NAAB accreditation of a professional degree program in architecture only with explicit permission from all applicable national education authorities in that program's country or region. Any institution in this category that is interested in seeking NAAB accreditation of a professional degree program must contact the NAAB for additional information.

II.2.2 Professional Degrees and Curriculum: The NAAB accredits the following professional degree programs: the Bachelor of Architecture (B. Arch.), the Master of Architecture (M. Arch.), and the Doctor of Architecture (D. Arch.). The curricular requirements for awarding these degrees must include professional studies, general studies, and optional studies.

Institutions offering the degrees B. Arch., M. Arch., and/or D. Arch. are required to use these degree titles exclusively with NAAB-accredited professional degree programs.

Any institution that also uses the degree title B. Arch., M. Arch, or D. Arch. for a non-accredited post-professional degree program must initiate the appropriate institutional processes for changing the titles of such degree programs by June 30, 2018.

The number of credit hours for each degree is specified below. Every accredited program must conform to the following minimum credit hour requirements.

- **Bachelor of Architecture.** Accredited degree programs awarding the B. Arch. degree must require a minimum of 150 semester credit hours or the quarter-hour equivalent⁵, in academic coursework in general studies, professional studies, and optional studies; all of which are delivered by the same institution.
- **Master of Architecture.** Accredited degree programs awarding the M. Arch. degree may take three forms:
 - Non-baccalaureate (NB): These are awarded by the institution after completing at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 are taken at the graduate level; all of which are delivered by the same institution. No baccalaureate degree is awarded

⁵ Programs that operate on the quarter system must multiply these totals by 1.5 to identify the approximate minimum credit requirements for their programs.

prior to completion of the NAAB-accredited program nor is one required for admission. Coursework must include general studies, professional studies, and optional studies.

- Preprofessional-plus: These are awarded by the institution after completing at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 are taken at the graduate level and require that students have earned a preprofessional degree⁶ in architecture or a related field prior to admission. The graduate-level, academic coursework must include professional studies and optional studies.
- Nonpreprofessional degree-plus: These are awarded by the institution after completing at least 168 semester credit hours, or the quarter hour equivalent, of which at least 30 are taken at the graduate level and require that students have earned an undergraduate degree from a regionally accredited institution prior to admission. The graduate-level, academic coursework must include professional studies and optional studies.
- **Doctor of Architecture.** Accredited degree programs awarding the D. Arch. degree must require an undergraduate baccalaureate degree (minimum of 120 undergraduate semester credit hours or the undergraduate-level quarter-hour equivalent) for admission. Further, the D. Arch. must require a minimum of 90 graduate-level semester credit hours; or the graduate-level quarter-hour equivalent, in academic coursework in professional studies and optional studies.

General studies, professional studies, and optional studies are defined as follows:

- **General Studies.** Courses offered in the following subjects: communications, history, humanities, social sciences, natural sciences, foreign languages, and mathematics, either as an admission requirement or as part of the curriculum. Architectural courses cannot be used to meet the NAAB general studies requirement. These courses must be offered outside the academic unit that offers the NAAB-accredited degree and have no architectural content. In many cases, this requirement can be satisfied by the general education program of an institution's baccalaureate degree.
- **Professional Studies.** Courses with architectural content required of all students in the NAAB-accredited program. These are considered the core of a professional degree program. Student work from these courses is expected to satisfy the NAAB SPC (Condition II.1). The degree program has the flexibility to require additional professional studies courses to address its mission or institutional context. Further, the program may choose to provide co-curricular or extra-curricular learning opportunities to supplement or complement required coursework.
- **Optional Studies (Curricular Flexibility).** All professional degree programs must provide sufficient flexibility in the curriculum in order to allow students to pursue their special interests either by taking additional courses offered in other academic units or

⁶ Preprofessional architecture degree: The term refers to architecturally-focused four-year, undergraduate degrees that are not accredited by the NAAB. These degrees have such titles as B.S. in Architecture, B.S. in Architectural Studies, B.A. in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. The amount of work in architecture in these programs may vary from institution to institution and may determine the length of time required to complete the NAAB-accredited program.

departments, or courses offered within the department offering the accredited program, but outside the professional studies curriculum.

Table 1. Credit distribution for NAAB-accredited degrees

NOTE: This table lists semester-credit requirements. Programs that operate on the quarter system must multiply these totals by 1.5 to identify the minimum credit requirements for their programs.

Minimum requirements	B. Arch.	M. Arch. (NB)	M. Arch. (Preprofessional plus)	M. Arch (Non-preprofessional plus)	D. Arch.
General (non-architecture studies)	45 credits	45 credits	Defined by baccalaureate degree required for admission	Defined by baccalaureate degree required for admission	Defined by baccalaureate degree required for admission
Professional Studies [min.]	90-95 credits	103-113 credits	103-113 credits (incl. undergrad. study)	103-113 credits (incl. undergrad. study)	75-80 credits (graduate study only)
Optional Studies [min]	10-15 credits	10-15 credits	10-15 credits	10-15 credits	10-15 credits
Undergraduate credits [min]	150 credits	120-138 credits	120-138 credits	120-138 credits	120 credits
Graduate credits [min]	0 credits	30 credits	30 credits	30 credits	90 credits
Total credits [min]	150	168	168	168	210

PART TWO (II): SECTION 3 – EVALUATION OF PREPARATORY EDUCATION

The program must demonstrate that it has a thorough and equitable process to evaluate the preparatory or preprofessional education of individuals admitted to the NAAB-accredited degree program.

- Programs must document their processes for evaluating a student's prior academic coursework related to NAAB Conditions when a student is admitted to the professional degree program
- In the event a program relies on the preparatory educational experience to ensure that admitted students have met certain SPC, the program must demonstrate it has established standards for ensuring these SPC are met and for determining whether any gaps exist.
- The program must demonstrate that the evaluation is clearly articulated in the admissions process, and that the process can be understood by a candidate prior to accepting the offer of admission. See also, Condition II.4.6.

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PART TWO (II): SECTION 4 – PUBLIC INFORMATION

The NAAB expects programs to be transparent and accountable in the information provided to students, faculty, and the general public. As a result, the following seven conditions require all NAAB-accredited programs to make certain information publicly available either online or on request.

II.4.1 Statement on NAAB-Accredited Degrees

All institutions offering a NAAB-accredited degree program or any candidacy program must include the *exact language* found in the *NAAB Conditions for Accreditation*, Appendix 1 in catalogs and promotional media.

II.4.2 Access to NAAB Conditions and Procedures

The program must make the following documents electronically available to all students, faculty and the public:

The 2014 NAAB Conditions for Accreditation

The Conditions for Accreditation in effect at the time of the last visit (2009 or 2004 depending on the date of the last visit)

The NAAB Procedures for Accreditation (edition currently in effect)

II.4.3 Access to Career Development Information

In order to assist students and others as they seek to develop an understanding of the larger context for architecture education and the career pathways available to graduates of accredited degree programs, the program must make the following resources available to all students, staff, faculty, and the public:

IDP Guidelines

Certification Guidelines

II.4.4 Public Access to APRs and VTRs

In order to promote transparency in the process of accreditation in architecture education, the program is required to make the following documents electronically available to the public:

All Interim Progress Reports (and narrative, Annual Reports submitted 2009-2012)

All NAAB responses to Interim Progress Reports (and NAAB Responses to narrative Annual Reports submitted 2009-2012)

The most recent decision letter from the NAAB

The most recent *APR*⁷

The final edition of the most recent *Visiting Team Report*, including attachments and addenda

II.4.5 ARE Pass Rates

NCARB publishes pass rates for each section of the Architect Registration Examination by

⁷ This is understood to be the APR from the previous visit, not the APR for the visit currently in process.

institution. This information is considered useful to prospective students as part of their planning for higher/post-secondary education. Therefore, programs are required to make this information available to current and prospective students and the public by linking their website to the results.

II.4.6. Admissions and Advising

The program must publicly document all policies and procedures that govern how applicants to the accredited program are evaluated for admission. These procedures must include first-time, first-year students as well as transfers within and outside the institution.

This documentation must include the following:

- Application forms and instructions
- Admissions requirements, admissions decisions procedures, including policies and processes for evaluation of transcripts and portfolios (where required), and decisions regarding remediation, and advanced standing
- Requirements and forms for applying for financial aid and scholarships
- Student diversity initiatives.

II.4.7 Student Financial Information

- The program must demonstrate that students have access to information and advice for making decisions regarding financial aid.
- The program must demonstrate that students have access to an initial estimate for all fees and materials required during the full course of study for completing the NAAB-accredited degree program.

CONDITIONS FOR ACCREDITATION

PART THREE (III): – ANNUAL AND INTERIM REPORTS

III.1 Annual Statistical Reports: The program is required to submit annual statistical reports in the format required by the *NAAB Procedures*.

The program must certify that all statistical data it submits to NAAB has been verified by the institution and is consistent with institutional reports to national and regional agencies, including the Integrated Postsecondary Education Data System of the National Center for Education Statistics.

III.2 Interim Progress Reports. The program must submit interim progress reports to the NAAB (See Section 11, *NAAB Procedures for Accreditation*, 2012 Edition, Amended).

First Draft

LIST OF APPENDICES

- Appendix 1 Statement on NAAB-Accredited Degrees -- Required Texts for Catalogs
and Promotional Material
- Appendix 2 Glossary

First Draft

Appendix 1: Required Text for Catalogs and Promotional Materials

The following statement must be included, in its entirety, in the catalogs and promotional materials of all accredited programs and candidate programs.

“In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

“Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.”

This text is to be followed by the following information about each NAAB-accredited program:

[Name of university, name of academic unit] offers the following NAAB-accredited degree program(s) (If an institution offers more than one track for an M.Arch or D.Arch. based on the type of undergraduate/preparatory education required, please list all tracks separately):

[Name of degree] (Prerequisite + total number of credits required)

In addition, the program is required to publish the year of the next accreditation visit for each accredited program. A sample follows:

SAMPLE TEXT FOR ACCREDITED PROGRAMS:

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

Any University, College of Art and Design, Department of Architecture offers the following NAAB-accredited degree programs:

B. Arch. (150 undergraduate credits)

M. Arch. (preprofessional degree + 42 graduate credits)

M. Arch. (non-preprofessional degree + 63 credits)

Next accreditation visit for all programs: 2017

In addition to the previous text, all programs that have been granted candidacy status must include the following in its entirety:

“The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation.”

This text is to be followed by the following information about each candidate program:

[Name of university, name of academic unit] was granted candidacy status for the following professional degree program(s) in architecture:

[Name of degree] (Prerequisite + total number of credits required) – Year candidacy was awarded, the year and purpose of the next visit and projected year of initial accreditation.

A sample follows:

SAMPLE TEXT FOR CANDIDATE PROGRAMS

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Anyplace University, School of Architecture and Landscape Architecture was granted candidacy for the following professional degree program in architecture:

M. Arch. (preprofessional degree + 45 graduate credits) – 2014.

Next visit for continuation of candidacy: 2016

Projected year of initial accreditation: 2020

Appendix 2. Glossary.

ACSA	Association of Collegiate Schools of Architecture
Access	The program must show that students, faculty or staff, have the ability to obtain or make use of something
AIA	The American Institute of Architects
AIAS	The American Institute of Architecture Students
APR	Architecture Program Report
APR-IC	Architecture Program Report for Initial Candidacy
APR-IA	Architecture Program Report for Initial Accreditation
ARE	Architect Registration Examination
Demonstrate	Illustrate and explain especially with many examples
Describe	The program must give an account of activity or set of processes in written form
Document	The program must convey evidence or proof through writing and then provide supporting materials or documentation of activity or policies
IDP	Intern Development Program
Must	Sets a minimum requirement; sets what is mandatory
NAAB	National Architectural Accrediting Board
NCARB	National Council of Architectural Registration Boards

NVTM	Non-voting team member
Shall	Sets a minimum requirement; sets what is mandatory
VTR	Visiting Team Report
VTR-IC	Visiting Team Report for Initial Candidacy
VTR-IA	Visiting Team Report for Initial Accreditation

NOTE: This appendix will be continually developed and expanded during the review and approval process for the *2014 Conditions for Accreditation*.

First Draft

A Guide to the 2014
Conditions for
Accreditation and
Preparation of an
Architecture
Program Report

NAAB

First Draft Edition

First Draft Edition

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INTRODUCTION

In July 2013, the National Architectural Accrediting Board (NAAB) convened the 2013 Accreditation Review Conference (ARC13).

ARC13, which included two full days of discussion, deliberation, and creative-problem solving, produced over 50 pages of flip-chart sized notes and 300 images. These artifacts represent the distillation of over two years of study, analysis, and review by the NAAB, and other organizations in architecture.

Following the conference, NAAB began drafting the *2014 NAAB Conditions for Accreditation*. The first draft is now available for public comment at www.naab.org.

In addition, the NAAB directors agreed the 2014 Conditions should be accompanied by a companion document that addressed two matters:

1. Commentary by the writing team on the new areas or new text in the first draft.
2. Instructions to programs for writing the Architecture Program Report (APR)

The first iteration will include introductions and commentary on the preparation of the early drafts of the *2014 Conditions* and will later be revised to include instructions for preparing Architecture Program Reports (APRs).

It will be continually revised over the next eighteen months in order to serve as a set of guidelines for programs preparing for a NAAB visit using the *2014 Conditions*. In subsequent years (2016 and on) it will be revised annually based on surveys and evaluations of the visit process.

This document is not considered a part of *The Conditions for Accreditation*. It is advisory to and non-binding on the Board.

NAAB ACCREDITATION DOCUMENTS

The *2014 NAAB Conditions for Accreditation* define the standards that professional degree programs in architecture are expected to meet in order to ensure that students are prepared to move to the next steps in their careers including internship and licensure. This document was last revised in 2009; it will be revised again in 2019.

The *NAAB Procedures for Accreditation* outline the procedures that programs and visiting teams must follow in order to ensure a uniform accrediting process. This document was last revised in 2012; it will be revised again in 2015 and subsequently in two-year intervals.

The *2014 Conditions for Accreditation* apply to all programs seeking continued accreditation, candidacy, continuation of candidacy, or initial accreditation beginning April 1, 2015.

BACKGROUND TO THE 2013 NAAB ACCREDITATION REVIEW CONFERENCE (ARC13)

What's Past is Prologue – The 2008 ARC

In 2008, the NAAB acknowledged that architecture education and practice had become more complex and therefore it was appropriate “to revise its accrediting process in response to the advice of its various constituencies.”¹

In their 2008 white papers and issue briefs, the NAAB's constituent partners were relatively consistent in much of the advice they offered. For example, nearly all the papers submitted by the collateral organizations, as well as those prepared by the NAAB's own task groups, included the following recommendations:

- Include a specific and comprehensive commitment to environmental sustainability in the Student Performance Criteria (SPC).
- Prepare graduates for global practice through cross-cultural and cross-curricular experiences in other disciplines.
- Prepare graduates who are able to practice ethically and professionally with an understanding of the centrality of the client to their work.
- Include a specific and measurable commitment to increasing the diversity of student and faculty populations in accredited programs relative to gender, race/ethnicity, age, religion, sexual orientation, and physical ability.
- Strengthen the connection between planning and self-assessment by programs and demonstrate a commitment to continuous improvement.

As the NAAB directors reviewed these outcomes, as well as the Board's own practices and procedures, several things became clear.

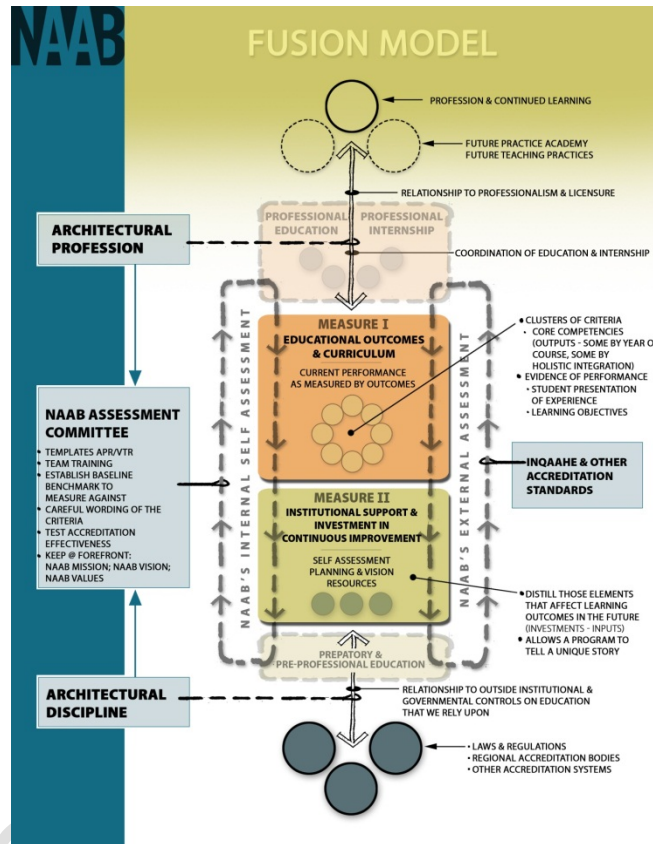
- The Board agreed that the *2004 Conditions for Accreditation* (13 conditions, including SPC), generally speaking, contained all the critical requirements and expectations for a professional degree in architecture. However, within several of conditions 1-12, expectations for student learning or achievement were embedded with expectations for institutional commitment or assessment.
- Next, as a matter of practice, the *Architecture Program Reports* (APRs), and the visits tended to treat all conditions as equal, and deserving of a “Met/Not-Met” designation, when, in reality, certain parts of the *2004 Conditions* could not be assessed in this way. Likewise all SPC were treated as equal when in practice some were “more equal than others.” Thus, the NAAB Board agreed it was not only appropriate to revise the content of SPC to be relevant in light of current practice and professional concerns, but also to group both conditions and SPC in a way that reflected their relationships to one another and their relative importance overall.
- Finally, the Board agreed that it was time to implement processes for internal and external assessment and review of the NAAB itself both in terms of the

¹ *1998 Conditions and Procedures for Professional Degree Programs in Architecture*. National Architectural Accrediting Board. p. 3

effectiveness of its procedures and its compliance with best practices as defined by independent organizations. Today, this effort is led by the NAAB's Assessment and Evaluation Committee.

In developing the model that drove development of the *2009 Conditions*, the Board was able to address all of these matters:

The result of the process in 2008 was described as the Fusion Model:



The *2009 Conditions for Accreditation*, while based initially on the 2008 Fusion Model, were ultimately a combination of input from collateral organizations, individual comments, and the findings of the 2008 Architectural Review Conference (ARC).

In many regards, the basic purposes of the *1998* and *2004 Conditions for Accreditation* were sustained in the *2009 Conditions for Accreditation*. Likewise, the central attributes of voluntary accreditation remained and the core elements of the NAAB's process persisted:

- Programs are required to document their compliance with the conditions through a comprehensive, self-analytical report.
- A team visits the program to confirm the results of the report and to document additional compliance through the review of student work, institutional policies, interviews, and other records.
- The final decision is made by the NAAB directors.

In addition to *The NAAB 2009 Conditions for Accreditation*, the 2008 process also gave the NAAB the opportunity for the following:

- Major procedural review and overhaul (continuous since 2008).
- Significant revisions to team training protocols (continuous since 2009).
- Investment in technology for visit management (initiated in 2010).
- The Assessment and Evaluation Committee (established in 2009).
 - Internal evaluation (visit practices, board self-evaluation).
 - ARC13 preparation
 - NAAB Study of Accredited Architectural Education
 - NAAB-commissioned studies
 - NAAB director reviews
 - External evaluation of NAAB processes (Canberra Accord).

2010-2013: A Process for Preparing

Beginning in 2010, the NAAB's Assessment and Evaluation (A&E) Committee focused on preparation for ARC13. In addition to setting the timeline for preparation, the committee also oversaw the completion of *The NAAB Study of Accredited Architectural Education*. This study represented one of the first NAAB-directed efforts to prepare a baseline of information and analysis for ARC13. The purpose of the study was to set a foundation against which the NAAB could evaluate the proposals and recommendations of other organizations and individuals.

The NAAB retained McKinley Advisors to conduct the study and to complete the final report. McKinley is a DC-based consulting firm specializing in research, consulting and outsourced services for associations and other non-profits.

The study began in August 2010 with interviews of the NAAB directors. The second stage of research consisted of eight focus groups conducted at various meetings of the collateral organizations during late 2010 and early 2011.

The final stage consisted of an electronic survey designed to capture feedback on the changing field of architecture, the future of accredited architecture education, and the impact of past changes to the NAAB *Conditions for Accreditation* on architecture education. The survey was developed based on the findings collected during the prior stages; it combined quantitative questions with open-ended, essay-style queries to provide a comprehensive look at architecture education.

The final report was released on May 1, 2012 and can be downloaded from www.naab.org.

The A&E Committee also identified additional areas of study:

- Analyzing data collected in the NAAB's Annual Report Submission System (ARS) to identify trends in enrollment, graduation rates, finances, and faculty.
- Analyzing the following trends in higher education: funding models, collaboration with community colleges, online education, student learning assessment, and changes in faculty work life.

- Considering the implications for the use of co-curricular activity to meet certain SPC.
- Reviewing the objectives for the SPC for comprehensive design.
- Considering the effect of changes in access to higher education on demographic diversity in architecture programs.
- Studying how other specialized accrediting agencies or organizations in higher education define and assess collaboration.

Concurrent with the NAAB's effort, the American Institute of Architects (AIA), the National Council of Architectural Registration Boards (NCARB), the Association of Collegiate Schools of Architecture (ACSA), and the American Institute of Architecture Students (AIAS) began their own efforts to analyze the issues and to prepare white papers in advance of the conference. All materials: white papers, letters, proposals, and recommendations from all sources were due to the NAAB on January 31, 2013.

On that date, the NAAB had in its library of materials: four organizational position statements, five NAAB-commissioned reviews, four NAAB-director reviews; and six additional contributions from other organizations and individuals. This represented the largest collection of material ever assembled for an ARC.

The ARC13 Task Force

On September 30, 2012, the NAAB named the 2013 ARC Task Force. These nine individuals, seven directors, the immediate past president, and the executive director were responsible for analyzing and synthesizing material sent to the NAAB, as well as leading the conference itself.

The task force completed its work in June 2013. This included developing a framework paper that identified the following:

- Areas of common ground.
- Areas that would be addressed in the first draft of the next edition of *The Conditions*.
- Areas that would be discussed at ARC13.
- Procedural matters that would be addressed during the next revision of *The Procedures*, scheduled for 2015.

The task force also developed the agenda for the conference itself. Both documents were released along with a list of preconference reading on June 15 are available on the [NAAB](#) website.

Analysis and Synthesis

First and foremost, both the quantity and the quality of the submissions from collateral organizations, related professional organizations, and interested individuals far exceeded that of the materials submitted in 2008. The NAAB had a vastly broader and better researched library of proposals, commentary, and recommendations from which to work in preparation for the 2013 ARC and subsequent development of the *2014 Conditions*.

Overall, with limited exceptions, the papers contributed for the 2013 conference affirmed that the 2008 model should stand as is. Nevertheless, the NAAB committed itself to

approaching ARC13 and the development of the *2014 Conditions* with the following in mind:

- The NAAB will make its choices in the best interests of accreditation while keeping its vision, mission, and values in the forefront. The scope of the NAAB's decision-making cannot be constrained by real or imagined concerns over what constitutes "too much or too little change."
- As a global leader in accreditation in architecture education, it is incumbent upon the NAAB to be open to the understanding that others in the field both at home and abroad have alternative ideas about architecture education; the NAAB must embrace and engage new ideas rather than avoid them.
- The NAAB is willing to consider a review of the balance between institutional commitment to continuous improvement (Part I) and educational outcomes and curriculum (Part II) with a view toward shifting the time and attention of visiting teams toward Part II.

New/Emerging Issues That Must be Addressed in The 2014 Conditions

Working from the materials submitted in January, the task force identified a number of significant issues that are, in many instances, related to trends affecting post-secondary education in the U.S. While only tangentially relevant to the particulars of the NAAB's system, understanding them and being responsive is critical to the NAAB's continued relevance within institutions and specialized accreditation.

- Calls to increase the rigor of the accreditation process without increasing expense (time, people, space, and money).
- Understanding the implications of shifting demographics in education. There is a large population of first-generation college students (e.g., non-English speakers), many of whom are differently-prepared for postsecondary education than their legacy classmates. With their gradual movement into post-secondary and higher education come related expectations within professional programs for teaching or developing basic skills.
- Looking at the role of community colleges in preparing students for preprofessional and professional education, particularly those individuals less-well-prepared for traditional college and university settings.
- Acknowledging the increasing use of online and distance learning delivery models, which in turn call for online and distance learning achievement/assessment models.
- There is an increasing call for colleges and universities to demonstrate the civic engagement of students in professional degree programs.
- The SPC must balance conventional and emerging visualization skills, while still using drawing as method of learning and communication.
- Calls to increase the quality of building sciences education (broadly-defined).
- Defining student learning outcomes that go beyond general education and apply directly to professional competencies (e.g., communication skills, collaborative ability and, investigative skills).

- Calls from programs and team members to be explicit about the expectations for student achievement in comprehensive design.
- Colleges and universities are being asked to provide more public information on student debt.

THE 2013 ACCREDITATION REVIEW CONFERENCE (ARC13)

The conference took place July 18-19 at the Snowbird Resort in Utah. It was by-invitation-only and was attended by delegations from the AIA, AIAA, ACSA, NCARB, the Canadian Architectural Certification Board-*Conseil canadien de certification en architecture* (CACB-CCCA), and the National Organization for Minority Architects, as well as the NAAB directors and directors-elect. In total, 44 people participated.

The agenda was designed to provide participants with multiple opportunities to interact with one another, to discuss and evaluate the SPC, to consider new forms of evidence of student achievement, and to consider procedural issues.

ARC13 generated nearly 50 flip-chart-sized pages of notes and graphics and over 300 images. These materials were used by the writing team to support their early conclusions and proposed language.

As the NAAB directors considered the outcomes of ARC13 during their meeting, which immediately followed the conference, they reached the following conclusions:

- The five perspectives (I.1.3.A-E) must be revised in order to
 - Remove the language that binds the perspectives to one of the five organizations in architecture.
 - Address values and core principles held in common throughout the profession and the academy relative to practice and discipline of architecture.
 - Delete both implicit and explicit student learning outcomes; those that should be preserved are moved to II.1, SPC.
- Simplify the conditions and eliminate redundancies.
- Establish a stand-alone realm for learning on comprehensive or integrative design.
- Use clear, common, unambiguous language.
- Reframe the conditions on resources (I.2), especially financial resources (I.2.4) in order to link them to student achievement or student development.
- Make bold recommendations in the first draft.
- Develop a companion document that includes advice and commentary from the NAAB, instructions to programs for preparing Architecture Program Reports, and a glossary.

As a result of the last three years' efforts and in keeping with the outcomes of ARC13, the *Conditions* have been revised. These revisions are significant in some areas, but not in others.

Further, the NAAB has identified a number of procedural changes that may streamline the process of accreditation, while still maintaining a commitment to both the NAAB's "prime

directive” to avoid creating conditions that lead to uniformity of architecture education, and the core tenets of accreditation. These changes will be made in the next edition of the *Procedures for Accreditation*, scheduled for completion in early 2015.

The first draft of the *2014 Conditions for Accreditation* is now available for a 90-day public comment period through late November 2013. A second draft will be available in mid-February 2014, with final approval scheduled for July 2014. The first visits to be conducted using the *2014 Conditions* will take place in 2016.

First Draft Edition

SIGNIFICANT DIFFERENCES BETWEEN THE 2009 CONDITIONS AND THE FIRST DRAFT OF THE 2014 CONDITIONS FOR ACCREDITATION

The *2014 NAAB Conditions for Accreditation – First Draft* represents the NAAB’s first, best effort to synthesize the outcomes of ARC13. In doing so, the Board has agreed to propose its most dramatic changes in this draft. While a number of these revisions are modest, there are several that are significant. They are highlighted here:

- The first noticeable difference is the absence of instructions and the phrase “The APR must include...” followed by a long list of documents, tables following each condition. The NAAB felt strongly that this type of material should be captured in an advisory document that could be revised annually based on best practices, surveys and visit evaluations. The Board also felt strongly that many of these instructions had calcified over time and were losing relevance in the process. By removing them, the NAAB believed programs would be given greater flexibility to respond to each condition within its own context.
- Wherever possible, the NAAB clarified whether programs “must” or “should” provide information, documentation, or other materials in support of its self-evaluation.
- Next, the NAAB carefully considered ways to re-balance institutional commitment to continuous improvement (Part I) and educational outcomes and curriculum (Part II) with a view toward shifting the time and attention of visiting teams toward Part II. To that end, the NAAB is in the process of changing the format for the Architecture Program Report (APR), instructions to teams regarding review of materials that support a program’s responses to the requirements of Part I, and the format both for the visit and the Visiting Team Report (VTR). This is expected to redistribute the visit workload so that more verification and review takes place in advance of the visit, while onsite work can focus on student learning and progress since the previous visit.
- The NAAB is proposing five new perspectives. These are intended to address values and core principles held in common throughout the profession and the academy relative to practice and discipline of architecture rather than to describe the viewpoint of each collateral organization. SPC have been culled out of these five statements and either applied to specific SPC in Condition II.1 or deleted as redundant. The five “new” perspectives are:
 - Leadership and Collaboration
 - University Context
 - Career Development
 - Stewardship of the Environment
 - Community and Social Responsibility
- Condition I.3, Institutional and Program Characteristics, has been eliminated. All the material requested under Conditions I.3.1 and I.3.3 has been moved to the instructions for providing supplemental material in the APR. This material will no longer be assessed as part of a visit. Instead it will be used to inform the team’s review and affirmation of Condition I.2.1 Human Resources and Human Resource Development. Condition I.3.2 has been moved to a new Part III regarding the submission of annual statistical reports and interim progress reports.

- Condition I.4 Policy Review, has been eliminated. All the material requested under this condition has been moved to the instructions for providing supplemental material in the APR. This material will no longer be assessed as part of a visit. Instead it will be used to inform the team's review of Part I.
- The NAAB is proposing to reduce the number of SPC to 24. This has been achieved by eliminating redundancies and combining SPC where appropriate. Where SPC expressed a value or core principle, they were edited into the new perspectives, as appropriate, and then deleted from II.1.
- The NAAB is proposing a fourth realm, Realm D, to address student achievement for comprehensive or integrative design. This recommendation was clearly supported by ARC13 participants.
- The NAAB has made major changes to the Condition on Professional Degrees and Curriculum (II.2.2). These are intended to accomplish several things:
 - First, to clarify what courses and content meet the definition for general studies.
 - Second, to remove the burden of remediating general studies requirements for students admitted to M. Arch. or D. Arch. programs that require an undergraduate degree for admission.
 - Finally, the NAAB has made the titles B. Arch., M. Arch. and D. Arch. exclusive to the NAAB-accredited degree.
- The first draft moves the conditions on curriculum development (II.2.3) to Part I, Section 1. It now follows the condition on program self-assessment (I.1.5).
- The first draft has added two new sections to Public Information (II.4). These are
 - II.4.6 Admissions and Advising
 - II.4.7 Student Financial Information

These changes were made in response to repeated calls for creating public information requirements that supported Condition II.3, Evaluation of Preparatory Education, as well as the position of the AIAS, that students had insufficient access to information regarding the financial implications of financial aid decisions and course and materials fees.

Overall, the NAAB believes this first draft represents a significant change for the better in terms of creating a succinct, unambiguous statement about what the profession, the academy, and students believe is required to (a) support a professional education in architecture and (b) produce graduates that are prepared to move forward with the next steps in their careers.

The NAAB welcomes your comments on the first draft at forum@naab.org through December 1, 2013.

INSTRUCTIONS FOR PREPARING THE ARCHITECTURE PROGRAM REPORT

This section will provide information and instructions for preparing Architecture Program Reports in response to the *NAAB 2014 Conditions for Accreditation*.

This section will include definitions, and specifications for the content in each section of the APR.

UNDER DEVELOPMENT

This section will be completed along with the development of the final, approved edition of the 2014 Conditions for Accreditation, and will also be accompanied by a new edition of the *Team Member Handbook*, which will include corresponding instructions to visiting teams.

History of Accreditation in Architecture Education

The first step leading to architectural accreditation was taken in Illinois where the first legislation regulating the practice of architecture was enacted in 1897. Following that enactment, in 1898 the Illinois Board of Examiners and Regulators of Architects gave its first examination. By 1902 they had established a rule restricting the examination to graduates of the state's approved 4-year architecture curriculum. In 1903, the board expanded this policy to include graduates from Cornell, Columbia, and Harvard Universities, the Massachusetts Institute of Technology, and the University of Pennsylvania. That action demonstrated the need for national standards of architectural education.

In 1972, the membership of the NAAB Board of Directors was expanded to include one student representative nominated by "the Association of Student Chapters/ AIA²" and one graduate student nominated by schools accredited by the NAAB. In 1999, this representation was further refined to be two individuals nominated by the American Institute of Architecture Students.

In that report, the collateral organizations identified two over-arching goals for the NAAB:

- Advancement of all phases of architectural education, with a view toward the promotion of public welfare.
- Provide guidance, encourage improvement and innovation in the architecture system process, program experience, and product with a view toward serving the public interest and meeting societal needs.

And three objectives for the accreditation process:

- To hold a school accountable to its own stated objectives to the student, the profession, the institution, and the public community.
- To improve educational programs in schools of architecture by continuing a systematic review and assessment of education programs and resources through the self-evaluation process.
- To identify to prospective students, the public community, the profession, educational institutions, governmental agencies and state registration boards and to grant public recognition to those architecture education programs which meet and maintain established qualifications.

Finally, the report identified 13 policies; of which many remain central to the process. Among the thirteen, the following four relate to the continuous review and evaluation of the *Conditions for Accreditation*. The NAAB will:

- Accredite professional degree programs in architecture rather than institutions, colleges, departments, or schools.
- Accredite only the first professional degree program in architecture.

² The Association of Students Chapters/AIA was later renamed The American Institute of Architecture Students (AIAS).

- Avoid rigid standards of curriculum content as a basis for accreditation in order to prevent standardization of programs and support well-planned experimentation.
- Establish and maintain procedures for reviewing and evaluating programs and informing schools of their accreditation status and for appeals by schools.

The NAAB

The directors of the NAAB bring varied insight and concerns to the accreditation process and provide a broad and inclusive view of architecture. In addition to two nonarchitects, one with a background in academia and the other a generalist who together represent the public interest, the directors include individuals nominated by the four organizations that serve the profession of architecture:

- The American Institute of Architects. Since 1857, the AIA has represented the professional interests of America's architects. AIA numbers more than 83,000 licensed architects, emerging professionals, and allied partners who, in design, express their commitment to excellence and livability in our nation's buildings and communities.
- The American Institute of Architecture Students. Founded in 1956, the AIAS serves architecture and design students throughout North America by promoting and complementing architectural education and by representing the concerns of students to the profession and the public.
- The Association of Collegiate Schools of Architecture. The mission of ACSA, founded in 1912, is to advance architectural education through support of member schools, their faculties, and their students.
- The National Council of Architectural Registration Boards. Founded in 1919, the NCARB today provides assistance in protecting the public's health, safety, and welfare to 55 boards regulating architecture in the 50 states, 4 territories, and District of Columbia.



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

November 7, 2013

Mr. Theodore C. Landsmark, M.Env.D., J.D., D.F.A. (Hon.), Ph.D., President
National Architectural Accrediting Board, Inc.
1101 Connecticut Avenue, NW
Washington, DC 20036

RE: *2014 NAAB Conditions for Accreditation* – First Draft

Dear Mr. Landsmark:

I am writing on behalf of the California Architects Board to convey our support of the first draft of the *2014 NAAB Conditions for Accreditation*.

The Board has a long-standing interest in architectural education and takes the issue of accreditation standards very seriously.

At its recent meetings, the Board reviewed, discussed, and gave its support of the draft document, as written. We will also submit our letter of support to forum@naab.org, as requested in your invitation for comments.

The Board commends NAAB for its quality work and looks forward to reviewing the second draft in February 2014.

Sincerely,

A handwritten signature in cursive script that reads "Sheran Voigt".

SHERAN VOIGT
President

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

cc: Andrea S. Rutledge, CAE, NAAB Executive Director
Blakely C. Dunn, AIA, NCARB President/Chair of the Board
Michael J. Armstrong, NCARB Chief Executive Officer
California Architects Board Members

Agenda Item M

EXECUTIVE COMMITTEE REPORT

1. Update on November 5, 2013 Executive Committee Meeting
2. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Continue Education with California Planning and Building Departments
3. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Review CAB's Liaison Program and Determine Future Focus for Agencies and Schools
4. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Develop a List of Potential Improvements to Streamline Candidates' Licensure Process

Agenda Item M.1

UPDATE ON NOVEMBER 5, 2013 EXECUTIVE COMMITTEE MEETING

The Executive Committee met on November 5, 2013, in Sacramento and various teleconference locations in California. Attached is the notice of the meeting. Committee Chair, Sheran Voigt, will provide a meeting update.

Attachment:

November 5, 2013 Notice of Meeting



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF TELECONFERENCE MEETING

EXECUTIVE COMMITTEE

November 5, 2013
2:00 p.m. to 3:30 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834*

The California Architects Board (CAB) will hold an Executive Committee meeting as noted above, and via teleconference at the following locations:

Sheran Voigt
2391 Meadow Ridge Drive
Chino Hills, CA 91709
(909) 590-4474

Hraztan Zeitlian
3324 Grand View Boulevard
Los Angeles, CA 90066
(310) 391-1495

Pasqual Gutierrez
HMC Architects
3546 Concoors Street
Ontario, CA 91764
(909) 989-9979

Jeffrey Heller
O'Hare International Airport
Terminal 1
Starbucks Coffee
10000 West O'Hare Avenue
Chicago, IL 60666
(415) 730-5707

AGENDA

- A. Review and Approve April 15, 2011, Executive Committee Summary Report
- B. Update and Possible Action on the 2013 Strategic Plan Objective to Participate in Sunset Review Process and Support California Council for Interior Designers Certification
- C. Update and Possible Action on the 2013 Strategic Plan Objective to Promote the Awareness of the Value of CAB's Participation at the National Level
- D. Discuss and Possible Action on the 2013 Strategic Plan Objective to Continue Education with California Planning and Building Departments
- E. Update and Possible Action on the 2013 Strategic Plan Objective to Review CAB's Liaison Program and Determine Future Focus for Agencies and Schools

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

(Continued on reverse side)

- F. Update and Possible Action on the 2013 Strategic Plan Objective to Work with the Department of Consumer Affairs to Implement the BreEZe System
- G. Discuss and Possible Action on the 2013 Strategic Plan Objective to Develop a List of Potential Improvements to Streamline Candidates' Licensure Process
- H. Discuss and Possible Action on the Professional Qualifications Committee's Recommended Comments Relative to the National Architectural Accrediting Board's 2014 Conditions for Accreditation

The agenda items may not be addressed in the order noted above. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Mel Knox at (916) 575-7221, emailing mel.knox@dca.ca.gov or sending a written request to the address above. Providing your request at least five business days before the meeting to help ensure availability of the requested accommodation.

** This location is being made available for greater public access to the teleconference, but a member of the Committee will not be present at this site.*

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website at www.cab.ca.gov. Any other requests relating to the Committee meeting should be directed to Mr. Knox at (916) 575-7221.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO CONTINUE EDUCATION WITH CALIFORNIA PLANNING AND BUILDING DEPARTMENTS

The Board's 2013 Strategic Plan contains an objective to continue education with California planning and building departments.

Background:

The Board's Building Officials Contact Program has been an ongoing commitment for over 20 years. The program is implemented primarily by the Board's architect consultants with their ability to bridge the gap between the laws governing licensing/design/construction and their practical application in practice. The architect consultants are available to building officials via a toll free telephone number for responses to their questions related to the practice act. The feature activity has been consultants' participation in the California Building Officials (CALBO) Annual Business Meeting (ABM) that is held yearly for the gathering and education of building officials and their staff. In recent years, a second such ABM gathering for the County Building Officials Association (CBOAC) has been attended as well.

Through these activities, the architect consultants were made aware of a problem rising from planning department review and approval processes related to non-exempt project types in several California jurisdictions. Often, unlicensed persons are hired to design projects and then submit project drawings to a local planning department to commence the review and approval processes that ultimately lead to a building permit. After the non-exempt project type has been designed and planning department approvals secured including discretionary design reviews, the client is then informed by the building department that such "approved plans" cannot be accepted for permit review because the project type requires a licensed/registered design professional.

History:

In December 2010, the Board held its strategic planning session and the issue of planning department approvals of non-exempt projects by unlicensed designers was discussed. In addition to the instances cited from building officials, one Board member reported similar experiences while serving on his local planning commission. The Board expressed their desire to further communications with planning departments about the rules and regulations contained in the Architects Practice Act and the point at which a project becomes "architecture" and requires a licensee.

The Board adopted its 2011 Strategic Plan with the following objective assigned to the Regulatory and Enforcement Committee (REC):

Develop a strategy for working with the League of California Cities (LCC) and the California Chapter - American Planning Association (CCAPA) to inform them of Architects Practice Act requirements.

At the REC meeting in May 2011, the strategic plan objective was discussed and the members recommended to the Board that a dialog be opened with CCAPA describing the concerns about

unlicensed persons presenting plans for non-exempt building types and to determine if CCAPA perceives this to be an issue.

After much discussion of the REC recommendation and the definition of the “practice of architecture” at the June 2011 Board meeting, the members decided a letter should be sent to planning departments to educate them on the issues. The first draft of a proposed letter was presented to the Board at the September 2011 meeting. The Board commented that the “...*draft letter’s language was not strong enough...*” Members opined that planning departments need to take some responsibility to validate that a licensed architect is providing services for non-exempt project types. They stated that the definition of architectural services from the Act should be included in the letter. The Board President appointed Board member Jeffrey Heller to work with Board staff to revise the letter and bring it back to the December meeting.

The revised letter with the requested attachments from the Architects Practice Act was presented for review and approval at the December 2011 Board meeting. The letter was approved as was the suggestion to seek co-authorship from CALBO and the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG). Copies of the letter were sent to both groups asking for their commitment and by February 2012 we had responses from them.

During the CALBO ABM 2012, the letter was discussed with the CALBO leadership and the BPELSG enforcement staff that were present. BPELSG was very interested in co-authoring the letter, but the CALBO leadership opted not to sign the letter. Their stated problem with co-authorship was that many building officials work in departments that are headed by the jurisdiction’s planning director and they were concerned their participation in the letter could cause problems for some members.

Staff continued to work with BPELSG staff and on March 9, 2012, architect consultant Bob Carter attended the BPELSG meeting. Their Board was to review and take action on an agenda item, which was our request for them to join us as co-authors of the letter “...*informing Planning Departments of Unlicensed Practice Issues Regarding Non-Exempt Projects.*” Mr. Carter was there to assist the BPELSG enforcement staff in presenting the letter and to explain its background and purpose. After many questions and much discussion, BPELSG voted to join the Board as co-authors.

The final signed version of the letter was sent to planning departments on April 17, 2012. By May and June 2012, the Board’s Enforcement Unit began receiving inquiries requesting clarification of the letter and its intent. There were less than a dozen calls received and none of the comments were negative, especially after the purpose and intent were clarified. The biggest concern was if this would prohibit unlicensed persons from applying for basic planning entitlements. They were assured this was not the case as long as the application did not address or include physical design solutions as are requested for reviews by design review committees.

Many building officials expressed thanks for the letter at the CALBO ABM 2013 held in February 2013. Likewise, the letter was embraced by CBOAC at their August 2013 annual conference. At their request, an electronic version was sent to their president so he could distribute it to the membership.

The Executive Committee met on November 5, 2013 to address the 2013 Strategic Plan objective to “*Continue education with California planning and building departments.*” The Committee

discussed Past President Marilyn Lyon's letter to the planning departments (dated April 17, 2012), and concluded is still valid and applicable as written. Staff reported at their meeting that the Board had not received any recent questions or concerns regarding the issue of unlicensed practice as addressed in the letter. Staff also reported that, to date, there have been no comments received to indicate a further problem on this issue and, as such, it is not clear that there is a need for further action. The Committee determined that the Board has taken the most direct approach and recommended the letter be memorialized as a standard California Architects Board document on *cab.ca.gov*.

The Board is asked to approve the Executive Committee's recommendation.

Attachment:

Letter to Planning Department Directors Dated April 17, 2012



California Architects Board

2420 Del Paso Road, Suite 105 - Sacramento, CA 95834
P (916) 574-7220 F (916) 575-7283 | www.cab.ca.gov

Board for Professional Engineers, Land Surveyors, and Geologists

2535 Capitol Oaks Drive, Suite 300 - Sacramento, California, 95833
P (916) 263-2222 F (916) 263-2246 | www.pels.ca.gov

April 17, 2012

Dear Planning Department Director:

The California Architects Board (CAB) and the Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG) have become aware of a consumer protection issue rising from planning department review and approval processes in several California jurisdictions. On behalf of the CAB and BPELSG, we are writing to alert you to this issue and to seek your assistance in resolving it.

The project review and approval processes of city and county planning and building departments exist to ensure that building projects meet state and local standards to protect the public health, safety, and welfare. A key element of this protection comes from the assurance that the projects being reviewed are designed by properly licensed/registered design professionals.

Business and Professions Code sections (BPC) 5500 and 6700, et. seq., known respectively as the architects' and engineers' "practice acts," define and regulate their respective professional practice. Each of these practice acts clearly define categories of "exempt" project types for which unlicensed persons are allowed to provide design services (BPC 5537, 5538, 6737.1, and 6745). The consumer protection issue we are raising at this time does not originate from the review and approval processes for these "exempt" project types, but with the review and approval of "non-exempt" project types that do require licensed/registered design professionals to be responsible for and in control of design services.

Here is how the problem manifests itself: Often, client/consumers hire unlicensed persons to design their projects who then submit project drawings to the local planning department to commence the review and approval processes that will ultimately lead to issuance of a building permit. After an unlicensed person has provided the design services for a non-exempt project type and has secured planning department approvals including discretionary design reviews, the client/consumer is then informed that such "approved plans" cannot be accepted by the building department for review or permitted for construction because the project type requires a licensed/registered design professional. Now, the client/consumer is faced with potential project delays, as well as additional design costs when the building department cannot accept the project plans that were perceived to be approved.

BPC 5536.2 requires local governments to require a statement of licensure/registration by the preparer of plans and specifications for the issuance of any permit that is a condition precedent to the construction, alteration or repair of any building or structure. It provides in relevant part as follows:

“Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications.”

Accordingly, all plans, specifications, and other instruments of service prepared for non-exempt project types which are to be used

- a) for review and approval submissions that will result in construction authorization or issuance of a building permit; or
- b) for review and approval before any person, body or agency having legal authority for project approval during any phase of planning, design or construction of the building or structures

must be prepared by or under the responsible control of, and they must be stamped and signed by, the properly licensed/registered design professional.

Responsible control of a project design must be exercised throughout all stages of project development from the very beginning to end of project closeout. Since planning department approvals are the earliest of many required conditions to be met prior to the issuance of a building permit and since contemporary planning department approval processes require project design development to go beyond conceptual planning stages, the CAB and BPELSG are asking for your department’s cooperation in requiring responsible control of design at these earliest project stages by ensuring that BPC 5536.1, 5536.2, and 6735(a) are applied and adhered to in your review and approval processes. We would be pleased to serve as a resource to assist in your efforts in this regard.

The CAB and BPELSG appreciate your attention to this important issue. If you have any questions, please contact the CAB’s Enforcement Officer, Hattie Johnson, at Hattie.Johnson@dca.ca.gov or (916) 575-7203 or BPELSG’s Enforcement Analyst, Larry Kereszt, at Larry.Kereszt@dca.ca.gov or (916) 263-2240.

Sincerely,



MARILYN LYON
President
California Architects Board



WILLIAM “JERRY” SILVA
President
Board for Professional Engineers,
Land Surveyors, and Geologists

Attachment

**CALIFORNIA ARCHITECTS BOARD
ARCHITECTS PRACTICE ACT**

§ 5500.1 Practice of Architecture Defined

(a) The practice of architecture within the meaning and intent of this chapter is defined as offering or performing, or being in responsible control of, professional services which require the skills of an architect in the planning of sites, and the design, in whole or in part, of buildings, or groups of buildings and structures.

(b) Architects' professional services may include any or all of the following:

- (1) Investigation, evaluation, consultation, and advice.
- (2) Planning, schematic and preliminary studies, designs, working drawings, and specifications.
- (3) Coordination of the work of technical and special consultants.
- (4) Compliance with generally applicable codes and regulations, and assistance in the governmental review process.
- (5) Technical assistance in the preparation of bid documents and agreements between clients and contractors.
- (6) Contract administration.
- (7) Construction observation.

(c) As a condition for licensure, architects shall demonstrate a basic level of competence in the professional services listed in subdivision (b) in examinations administered under this chapter.

§ 5536.1 Signature and Stamp on Plans and Documents; Unauthorized Practice; Misdemeanor

(a) All persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts therefore, and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person's responsibility for those documents. Failure of any person to comply with this subdivision is a misdemeanor punishable as provided in Section 5536. This section shall not apply to employees of persons licensed under this chapter while acting within the course of their employment.

(b) For the purposes of this chapter, any stamp used by any architect licensed under this chapter shall be of a design authorized by the board which shall at a minimum bear the licensee's name, his or her license number, the legend "licensed architect" and the legend "State of California," and which shall provide a means of indicating the renewal date of the license.

(c) The preparation of plans, specifications, or instruments of service for any building, except the buildings described in Section 5537, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5536.

(d) The board may adopt regulations necessary for the implementation of this section.

§ 5536.2 Statement of Licensure

Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications.

The signature and stamp, as provided for in Section 5536.1, on the plans and specifications by the person who prepared or was in responsible control of the plans and specifications shall constitute compliance with this section.

It is the responsibility of the agency that issues the permit to determine that the person who signed and stamped the plans and specifications or who submitted the signed statement required by this section is licensed under this chapter or is otherwise licensed in this state to prepare the plans and specifications.

This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5536.1.

§ 5537 Exemptions; Dwellings, Garages, Agricultural and Ranch Buildings; Supervision of Licensed Architect or Registered Engineer Required

(a) This chapter does not prohibit any person from preparing plans, drawings, or specifications for any of the following:

- (1) Single-family dwellings of woodframe construction not more than two stories and basement in height.
- (2) Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
- (3) Garages or other structures appurtenant to buildings described under subdivision (a), of woodframe construction not more than two stories and basement in height.
- (4) Agricultural and ranch buildings of woodframe construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved.

(b) If any portion of any structure exempted by this section deviates from substantial compliance with conventional framing requirements for woodframe construction found in the most recent edition of Title 24 of the California Code of Regulations or tables of limitation for woodframe construction, as defined by the applicable building code duly adopted by the local jurisdiction or the state, the building official having jurisdiction shall require the preparation of plans, drawings, specifications, or calculations for that portion by, or under the responsible control of, a licensed architect or registered engineer. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation. Substantial compliance for purposes of this section is not intended to restrict the ability of the building officials to approve plans pursuant to existing law and is only intended to clarify the intent of Chapter 405 of the Statutes of 1985.

§ 5538 Planning or Design Affecting Safety of Building or Its Occupants; Nonstructural Store Front or Interior Alterations or Additions Excepted

This chapter does not prohibit any person from furnishing either alone or with contractors, if required by Chapter 9 (commencing with Section 7000) of Division 3, labor and materials, with or without plans, drawings, specifications, instruments of service, or other data covering such labor and materials to be used for any of the following:

- (a) For nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- (b) For any nonstructural or nonseismic work necessary to provide for their installation.
- (c) For any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of those storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS PROFESSIONAL ENGINEERS ACT

§ 6701. Professional engineer defined

“Professional engineer,” within the meaning and intent of this act, refers to a person engaged in the professional practice of rendering service or creative work requiring education, training and experience in engineering sciences and the application of special knowledge of the mathematical, physical and engineering sciences in such professional or creative work as consultation, investigation, evaluation, planning or design of public or private utilities, structures, machines, processes, circuits, buildings, equipment or projects, and supervision of construction for the purpose of securing compliance with specifications and design for any such work.

§ 6735. Preparation, signing, and sealing of civil engineering documents

(a) All civil (including structural and geotechnical) engineering plans, calculations, specifications, and reports (hereinafter referred to as "documents") shall be prepared by, or under the responsible charge of, a licensed civil engineer and shall include his or her name and license number. Interim documents shall include a notation as to the intended purpose of the document, such as "preliminary," "not for construction," "for plan check only," or "for review only." All civil engineering plans and specifications that are permitted or that are to be released for construction shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. All final civil engineering calculations and reports shall bear the signature and seal or stamp of the licensee, and the date of signing and sealing or stamping. If civil engineering plans are required to be signed and sealed or stamped and have multiple sheets, the signature, seal or stamp, and date of signing and sealing or stamping, shall appear on each sheet of the plans. If civil engineering specifications, calculations, and reports are required to be signed and sealed or stamped and have multiple pages, the signature, seal or stamp, and date of signing and sealing or stamping shall appear at a minimum on the title sheet, cover sheet, or signature sheet.

§ 6737.1. Structure exemption

(a) This chapter does not prohibit any person from preparing plans, drawings, or specifications for any of the following:

(1) Single-family dwellings of woodframe construction not more than two stories and basement in height.

(2) Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.

(3) Garages or other structures appurtenant to buildings described under subdivision (a), of woodframe construction not more than two stories and basement in height.

(4) Agricultural and ranch buildings of woodframe construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

(b) If any portion of any structure exempted by this section deviates from substantial compliance with conventional framing requirements for woodframe construction found in the most recent edition of Title 24 of the California Code of Regulations or tables of limitation for woodframe construction, as defined by the applicable building code duly adopted by the local jurisdiction or the state, the building official having jurisdiction shall require the preparation of plans, drawings, specifications, or calculations for that portion by, or under the responsible charge of, a licensed engineer, or by, or under the responsible control of, an architect licensed pursuant to Chapter 3 (commencing with Section 5500). The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.

§ 6745. Exemption for building alterations

This chapter does not prohibit any person, firm or corporation from furnishing, either alone or with subcontractors, labor and materials, with or without plans, drawings, specifications, instruments of service or other data covering such labor and materials:

(a) For store fronts, interior alterations or additions, fixtures, cabinet work, furniture or other appliances or equipment.

(b) For any work necessary to provide for their installation.

(c) For any alterations or additions to any building necessary to or attendant upon the installation of such store fronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances or equipment; provided, such alterations do not affect the structural safety of the building.

Agenda Item M.3

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO REVIEW CAB'S LIAISON PROGRAM AND DETERMINE FUTURE FOCUS FOR AGENCIES AND SCHOOLS

The Board's 2013 Strategic Plan directs the Executive Committee to review the Board's liaison program and determine future focus for agencies and schools. The review of this program will ensure that the Board is able to effectively identify opportunities to collaborate, understand trends that might impact the Board's mission or objectives, and build partnerships that will enhance the Board's efforts in future initiatives.

To date, these steps have been implemented:

- Obtained organization's Chief Executive Officer's/Executive Director's contact information;
- Organization's email added to Board's email distribution list; and
- Letter identifying Board Liaison sent to organizations.

The Executive Committee, at its November 5, 2013 meeting, was reminded by staff of the liaison program's requirement for liaisons to provide a report on key Board initiatives as identified in our Strategic Plan twice annually – one at mid-year (June) via the Executive Officer, and the other at the Strategic Planning session in December. Staff informed the Committee that the next step will be for new liaisons to make contact (via telephone) with their organizations as a “meet and greet” call.

In recognition of the Committee's desire for the liaison program to operate with greater efficiency and to limit the potential to communicate misinformation to the public during speaking engagements and other presentations, the Committee voted to recommend the Board approve the following recommendations:

- 1) Use quarterly reminders (to Board members from Board staff) regarding required reports;
- 2) Require liaisons to collaborate with Board staff when outreach efforts involve providing licensing information to candidates; and
- 3) Provide liaisons with bulleted points of information (background information, past correspondence, etc.) in conjunction with the quarterly reminder before contacting assigned organizations.

The Board is asked to approve the Executive Committee's recommendations.

Attachments:

1. 2013 CAB Liaison Program & School Appointments
2. California Architects Board Liaison Program Purpose and Responsibilities
3. Sample Letter Announcing Board Liaison

2013 CAB Liaison Program & School Appointments

American Council of Engineering Companies, California (formerly CELSOC)	Doug McCauley
American Institute of Architects, California Council (AIACC)	Pasqual Gutierrez
Associated General Contractors of California, Inc.	Jon Baker
Association of Collegiate Schools of Architecture (ACSA)	Hraztan Zeitlian
Board for Professional Engineers & Land Surveyors (BPELSG)	Doug McCauley
California Building Officials (CALBO)	Doug McCauley/Bob Carter
Contractors State License Board (CSLB)	Doug McCauley/Bob Carter
Urban Land Institute	Jeffrey Heller
Academy of Art University, San Francisco	Jeffrey Heller
California College of the Arts (CCA), San Francisco	Jeffrey Heller
California Polytechnic State University, Pomona	Pasqual Gutierrez
California Polytechnic State University, San Luis Obispo	Pasqual Gutierrez
New School of Architecture and Design, San Diego	Jon Baker
Southern California Institute of Architecture (SCIARC), Los Angeles	Jon Baker
University of California, Berkeley (UCB)	Jeffrey Heller
University of California, Los Angeles (UCLA)	Hraztan Zeitlian
University of Southern California (USC), Los Angeles	Hraztan Zeitlian
Woodbury University, Burbank	Jon Baker

California Architects Board Liaison Program

Purpose and Responsibilities

The Board's Liaison Program is designed to ensure that we exchange information with key constituency groups, like the American Council of Engineering Companies, California. Your responsibility as a Board Liaison is to establish and maintain contact with these groups and report back to the Board on the organization's activities and objectives. You should inform the organization you are the Liaison and will be reporting on key Board initiatives as identified in our Strategic Plan. By engaging in these activities, we can better identify opportunities to collaborate, understand trends that might impact our mission or objectives, and build partnerships that will enhance our efforts in future initiatives.

To date, these steps have been taken:

- Obtained organization's Chief Executive Officer's (CEO) contact information
- Organization's email added to Board's email distribution list
- Letter identifying Board Liaison sent to organizations

The next step will be for Liaisons to make contact (via telephone) with their organizations as a "meet and greet" call.

Liaisons will be expected to provide two reports per year: one at mid-year via the Executive Officer, and the other at Strategic Planning in December.

Rev. 11/26/13



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

August 30, 2011

Mr. Tom J. Buresh, Chair
Department of Architecture
University of California, Berkeley (UCB)
232A Wurster Hall, #1800
Berkeley, CA 94720

Dear Mr. Buresh:

The California Architects Board (Board) is pleased to announce its Board liaison program, which is designed to facilitate stronger communication with key organizations. The Board is committed to increasing its collaboration with schools, such as UCB, that share common goals and strategic issues.

With this in mind, our Board members will serve as a representative to a key organization. The Board liaison for UCB is Jeffrey Heller, an architect member of the Board since 2002. Mr. Heller will be contacting you soon to establish communication and to keep you informed of the Board's activities.

This year, we hope to increase our communication with you and identify ways in which our organizations can be more effective in meeting our mutual goals. We have added you to our email distribution list and ask that you add Mr. Heller and the Board's Executive Officer, Doug McCauley, to UCB's list as well. Their email addresses are listed below.

Thank you in advance for your cooperation in this effort. If you have any questions about the Board's liaison program, please do not hesitate to contact Mr. McCauley at (916) 575-7202. His email address is: doug.mccauley@dca.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Pasqual Gutierrez".

PASQUAL GUTIERREZ
President

cc: Jeffrey Heller

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO DEVELOP A LIST OF POTENTIAL IMPROVEMENTS TO STREAMLINE CANDIDATES' LICENSURE PROCESS

The Board's 2013 Strategic Plan directs the Executive Committee to develop a list of potential improvements that would streamline the licensure process for candidates.

Staff has considered this objective in light of National Council of Architectural Registration Boards' (NCARB) recent implementation of *My Examination* and deployment of Department of Consumer Affairs' (DCA) new BreEZe enterprise-wide licensing system. The implementation of these two new systems necessitates a review of the Board's current business processes. To that end, at the November 5, 2013 Executive Committee meeting, members voted to recommend the Board approve the following list of potential improvements to streamline the licensure process for candidates:

- Work with DCA on customization (to the extent possible) of BreEZe to provide candidates with an application process this is easy to navigate and follow.
- Suggest efficiencies to NCARB when candidates are experiencing difficulty with an NCARB system, process, or program.
- Work with NCARB to provide greater clarity in the information communicated to candidates regarding the implementation of new policies and rules related to its programs.
- Support legislation aimed at streamlining the licensure process.
- Explore pilot programs to integrate licensing into education (i.e., licensure upon graduation).
- Align educational and work experience credit provisions in regulations with changes in the Intern Development Program.
- Employ new technologies to communicate information to candidates relative to their individual Board record.

The Board is asked to consider and approve the Executive Committee's recommendations concerning this objective.

Agenda Item N

APPROVE ARCHITECT CONSULTANT CONTRACT

One of the current architect consultant contracts expires on January 31, 2014 (the other contract expires on June 30, 2016). A Request for Proposal (RFP) for an architect consultant for fiscal years 2013/2014 (partial), 2014/2015, 2015/2016, and 2016/17 (partial) was advertised on August 30, 2013 on the Department of General Services' (DGS) website. One proposal was received by the October 16, 2013 filing deadline.

The RFP Evaluation Committee, consisting of Leosha Eves, Enforcement Officer; Sonja Ruffin, Enforcement Analyst; and Peter Merdinger, Enforcement Analyst, evaluated the proposal and awarded technical points based on selection criteria detailed in the RFP. The review process was managed by the Department of Consumer Affairs (DCA) Contracts Unit. The proposal received an overall technical score of 30 or more points from the first phase evaluation and qualified to proceed to the second phase evaluation, the oral interview.

Following the evaluation, on November 13, 2013 the Evaluation Committee interviewed the successful candidate and awarded technical points based on selection criteria contained in the RFP. Barry N. Williams was selected as the awardee of the contract.

On November 21, 2013, the Notice of Intent to Award announcing the architect consultant selected was posted, as required by law, in the Board office. The DCA Contracts Unit prepared a contract which will be forwarded to DGS for approval.

At this meeting, the Board is asked to approve the attached draft architect consultant contract in anticipation of DGS's approval.

Attachment:

Architect Consultant Contract (draft)

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER REQ0010750
REGISTRATION NUMBER

Draft

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Consumer Affairs, California Architects Board

CONTRACTOR'S NAME

Barry N. Williams, Architect

2. The term of this Agreement is: February 1, 2014 or upon approval, through January 31, 2017
 whichever occurs later

3. The maximum amount of this Agreement is: \$ 255,600.00
 (Two hundred fifty-five thousand six hundred dollars and zero cents)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	2 page(s)	
Attachment I – Contractor's Proposed Methods & Procedures	7 page(s)	
Attachment II – Contractor's Resume	2 page(s)	
Exhibit B – Budget Detail and Payment Provisions	2 page(s)	
Attachment I – Contractor's Cost Proposal	1 page(s)	
Exhibit C* – General Terms and Conditions	GTC 610	6/9/2010
	(Number)	(Dated)
Exhibit D – Special Terms and Conditions	1 page(s)	
Exhibit E – Additional Terms and Conditions	1 page(s)	

Items shown with an Asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dqs.ca.gov/Standard+Language*

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Barry N. Williams, Architect		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Barry N. Williams, Architect		
ADDRESS 3256 Seminole Circle Fairfield, CA 94534		
STATE OF CALIFORNIA		
AGENCY NAME Department of Consumer Affairs, California Architects Board		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 1625 N. Market Blvd., Suite S-103 Sacramento, CA 95834		

Exempt per:

EXHIBIT A – SCOPE OF WORK

SCOPE OF WORK

1. The Contractor shall provide the Department of Consumer Affairs (DCA), California Architects Board (CAB) with architect consultant services as described herein.
2. The services shall be performed at CAB, located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834 and any off-site location, determined by the CAB Executive Officer.
3. The Contractor shall provide services during the normal business hours of Monday through Friday from 8:00 a.m. to 5:00 p.m., except for state holidays. At the request of the CAB Executive Officer, the architect consultant may be required to work outside of normal business hours. Hours worked outside of normal business hours will be paid at the same hourly rate as normal business hours, in accordance with Exhibit B – Attachment I, Cost Sheet.
4. The project coordinators during the term of this agreement will be:

Department of Consumer Affairs
California Architects Board
Name: Leosha Eves
Phone: (916) 575-7203
Fax: (916) 575-7239
Email: leosha.eves@dca.ca.gov

Barry N. Williams, Architect
Name: Barry N. Williams
Phone: (925) 381-3456
Email: barrywilliams_architect@comcast.net

Direct all agreement inquiries to:

Department of Consumers Affairs
Attention: Celia Reyes
Address: 1625 N. Market Blvd., Suite S-103
Sacramento, CA 95834
Phone: (916) 574-7295
Fax: (916) 574-8658
Email: celia.reyes@dca.ca.gov

Barry N. Williams, Architect
Name: Barry N. Williams
Address: 3256 Seminole Circle
Fairfield, CA 94534
Phone: (925) 381-3456
Email: barrywilliams_architect@comcast.net

5. The Contractor shall provide to the CAB complaint evaluation and professional technical expertise to assist its Enforcement Program as described herein:
 - A. Complaint Analysis: Respond to, analyze and resolve the more technical consumer complaints concerning deceptive, incompetent, or negligence acts of licensed or unlicensed persons. Meet with investigators and help plan investigations. Mediate complaints between architects and clients when technical issues are involved.
 - B. Disciplinary Actions: Assist in the development of disciplinary cases, prepare reports of findings to CAB, and testify as an expert witness on behalf of CAB. Meet with Deputy Attorney Generals and help prepare disciplinary cases.
 - C. Technical Inquiries: Respond to technical inquiries from the public, profession, and building officials throughout the State by telephone, in person, or in writing.
 - D. Analysis and Research: Analyze and research issues and trends affecting consumer protection. Make recommendations to the CAB Executive Officer and CAB staff regarding conclusions.

- E. Building and Planning Department Contact: Participate in the Building and Planning Department Contact Program. Directly contact each building and planning department in the State during the term of the contract. Keep building and planning officials updated concerning the regulation of the practice of architecture. Approximately thirty percent (30%) of the time specified in the contract is to be spent in the Building and Planning Department Contact Program. This includes email and telephone contacts. (Typically each year the architect consultant has met with more than 200 building and planning officials throughout the State.)
- F. Education and Public Relations: Assist in CAB's and DCA's consumer education programs; provide update training on architectural licensing matters to other members of the profession; appear at conferences, seminars, etc. to provide information on CAB's rules; and draft newsletter articles, press releases, and bulletins on matters concerning technical and professional issues. Assist in training investigators from the DCA's Division of Investigation.
- G. Board Consultation: Provide input to CAB on matters requiring technical expertise, provide technical review of complaints to enforcement staff and committee members, and assist the development of rules and regulations.
- H. Training: Attend training courses, classes and seminars, as required and approved by the CAB Executive Officer. Time attending such courses, classes, and seminars will be billed at the same hourly rate as contracted.
- I. Travel: Travel as required and approved by the CAB Executive Officer throughout the State will be reimbursed. This travel may include travel to conduct seminars; meeting with building and planning officials; testify at hearings; attending committee and Board meetings; and attending training courses and classes. Travel time shall only include time en route. Travel will be billed at the same hourly rate as contracted and in accordance with Exhibit B, Attachment I, Contractor's Cost Proposal. Travel time/expenses spent traveling to/from the Sacramento CAB Office will not be reimbursed. Reimbursement for approved travel (i.e., transportation, meals, accommodations, related expenses, etc.) shall be paid in accordance with the California Department of Human Resources rules and regulations.
- J. Working Conditions: The architect consultant will perform work in CAB's office in Sacramento in the Enforcement Program as required by the CAB Executive Officer. The architect consultant will not be allowed to use subcontractors or assign work to others in lieu of his/her direct consultant services. All support staff, equipment, and supplies needed to perform these duties will be supplied by CAB.

Exhibit A, Attachment I

Proposed Methods and Procedures to Perform Scope of Work:

Complaint Analysis: I have and will continue to analyze and help resolve consumer complaints concerning alleged deceptive, incompetent or negligent acts of licensed persons and alleged violations of the Architects Practice Act by unlicensed persons. I will work closely with CAB investigators to plan and carry out investigations to protect the health and welfare of Californians. As an architect consultant to the CAB, I will develop and use a checklist of actions for analyzing complaints that is based on California law, Architects Practice Act rules and regulations, CAB standard procedures and historical precedents. Checklist actions will include standardized procedures and questions for conducting interviews with all parties associated with the complaint. Working with CAB representatives, I will analyze complaints to understand the true nature of allegations, determine all facts surrounding the case, document observations, determine findings and make recommendations to address allegations and disciplinary actions if necessary.

I believe it is very important to carefully and thoroughly document in writing all allegations, facts, observations, findings, recommendations and justifications for conclusions associated with each complaint or settlement case. As an incumbent architect consultant, I helped develop a standard form for "Recommends" statements, which I believe has increased the quality and clarity as well as the efficiency of our work product. Using my experience analyzing complaints, I will continue to standardize and simplify the process of documenting allegations, facts, observations, findings and recommendations. Finally, I will institute new protocols to improve my proof reading practices to ensure my statements of facts, observations and findings are clear, consistent, succinct and grammatical correct.

I am prepared to travel throughout California to analyze and resolve complaints and to defend my observations, findings and conclusions. I will use Architects Practice Act rules and regulations, State of California legal counsel and my professional and personal experience to help mediate complaints between all parties to a dispute.

Serving as an Architect Consultant for the CAB, to date, I have analyzed and documented findings and recommendations for approximately 246 complaint cases and approximately 127 litigated/mediated settlement cases for a grand total of 373 cases.

Disciplinary Actions: I have and will continue to assist State of California legal representatives and CAB Enforcement staff to develop findings of disciplinary recommendations, prepare associated reports of facts, observations and findings and serve as an expert witness during informal conferences, disciplinary hearings and other court related proceedings.

Over approximately the past 5 years and 8 months, I have successfully prepared Architect Consultant reports for use by Deputy Attorney General Staff for 11 cases scheduled for administrative hearings. I have successfully participated as an expert witness for the state in two (2) cases, which resulted in disciplinary actions upheld against the defendants. In four (4) additional cases, the defendants opted not to attend administrative hearings and instead accepted disciplinary measures which I recommended and were approved by the Executive Officer. In all cases, I worked very hard to separate evidence from hearsay and opinions, accurately define and document all known facts and observations and clearly and succinctly document my findings and recommendations. At this time, five (5) disciplinary hearings remain to be conducted. I have reviewed and recommended the Board issue citations in 59 cases. All of

which were upheld by CAB staff and citations were issued to subjects of investigations, accordingly.

Technical Inquiries: I have and will continue to perform all actions necessary to appropriately respond to technical inquiries from consumers, design professionals and California building officials, concerning current Architects Practice Act rules and regulations and other technical inquiries. In the future I am prepared to research current technical literature and the Architects Practice Act to correctly answer inquiries. I will not hesitate to confer with Enforcement Program staff to help me respond to technical inquiries and to better interpret the Architects Practice Act.

Over the past five years plus, I have responded verbally and in writing to approximately 200 technical inquiries. As a result of these inquiries, I have learned many new and interesting facts about the profession. I have also been made aware of new aspects and perspectives concerning the Business and Professions Code and California Code of Regulations as found in the Architects Practice Act. I look forward to being able to continue to respond to technical inquiries for the CAB and to acquire new knowledge and experience so I can share this new knowledge and experience with other members of the professional design community.

Analysis and Research: I will continue to analyze and research national and international architectural issues and trends affecting the health and welfare of California consumers. As an architect with Government service experience I recently examined the use of independent delivery order type contracts used by various Government agencies to acquire interior design services. I advised CAB officials concerning the use of such contracts to determine the impacts on California consumers and the Sunset Review Legislation process as it related to Assembly Bill 2482.

As a practicing architect in California, I am very familiar with architectural issues and trends affecting consumer protection. For example, as the Architect of Record for construction of the Vineyard Surface Water Treatment Plant (VSWTP) Administration and Operations Building, I was responsible for ensuring compliance with California accessibility codes, the American Disability Act regulations and Leadership in Energy and Environmental Design (LEED) sustainability standards. Following completion of construction in March 2012, I am happy to report all aspects of construction were approved by Sacramento County officials. Following extensive reviews of the Project by US Green Building Council examiners, the Building was awarded LEED Gold Certification for sustainability.

Building and Planning Department Contact: As an architect consultant to the Board, over the course of the past five plus years, I have participated in the California Building Officials (CALBO) annual business meeting and training sessions as a representative of the CAB. During these sessions, I typically meet with approximately 25 to 50 individual Building Officials to discuss concerns associated with interpretation of the Architects Practice Act and relevant issues impacting the profession. As a practicing architect, I have recently communicated with Building Officials representing various jurisdictions concerning implementation of the 2010 and pending 2013 California Green Building Standards Code.

Pending the availability of travel funds I understand that I may be responsible for: 1) meeting and talking with representatives and officials of State of California building and planning departments to develop a better understanding of current Architects Practice Act rules and regulations in order to improve and facilitate the practice of architecture; and 2) helping to orient and train new building officials as well as update experienced building officials about changes in the Architects Practice Act. I am prepared to travel throughout California as considered necessary by the Executive Officer and Enforcement Program staff to meet with Building and Planning Officials in order to listen to and help resolve issues and concerns.

Education and Public Relations: I will continue to enthusiastically support the CAB's efforts to educate design professionals and public consumers concerning architectural licensing matters and to help train Division of Investigation staff.

In early 2012, I initiated efforts to meet with design professionals of the East Bay Chapter of the American Institute of Architects (AIA) to better understand Architects Practice Act rules and regulations governing the practice of architecture in California. In February 2012, I helped develop the PowerPoint presentation (*Staying Out of Hot Water*). In March 2012, Mr. Bob Carter and I successfully delivered the presentation to members of the East Bay Chapter of the AIA.

My experience reviewing and analyzing complaints and settlement cases shows a strong need for CAB representatives to educate and inform all members of the professional design community, including architects, academic representatives, students of architecture and unlicensed persons about Architect Practice Act rules and regulations governing the practice of architecture in California.

I recommend the CAB develop and proactively extend professional outreach initiatives to include consumers and all members of the professional community to better serve and protect the health and welfare of the people of California by promoting high standards for competent and ethical service. In addition to licensing, regulating and enforcing the provisions of the Architects Practice Act, I recommend the CAB initiate the following activities:

- 1) Regularly provide information to all members of the design community about current industry practices, standards and trends;
- 2) Periodically solicit feedback from members of the design community and consumers concerning departmental services and professional practice issues; and
- 3) Partner with members of the design community to promote consumer education programs;

I believe that CAB Outreach program activities can achieve the following benefits:

- 1) Help all members of the design community to better understand and interpret California Architects Act rules and regulations;
- 2) Establish improved communications with all members of the design community;
- 3) Improve practice processes and procedures;
- 4) Identify practice trends, threats to public health and welfare and other challenges;
- 5) Implement lessons learned from other organizations and jurisdictions;
- 6) Reduce complaint and settlement cases; and
- 7) Improve the public's perception of the practice of architecture.

I am prepared to travel throughout California to participate in conferences and seminars on behalf of the CAB. I am also prepared to research and develop news releases for publication on the CAB's website concerning technical design and professional issues to help educate design professionals and the public. In April of 2013, as a practicing architect I participated in a meeting

with representatives of the American Institute of Architects (AIA) to review how we could work together to improve the profession of architecture, starting at the grass roots level.

Board Consultation: As an architect consultant, I have and will continue to assist CAB staff with the development of rules and regulations to improve the practice of architecture while at the same time support sustainable environmental initiatives. In September 2013, I helped Enforcement staff to analyze standard form letters to correct fundamental mistakes in references to Practice Act rules and regulations.

Training: As an architect consultant, I am prepared to attend training courses, classes and seminars and participate in CAB strategy sessions, as deemed necessary by the Executive Officer. As a life-long learner, I look forward to applying new skills, knowledge and experience to solving existing problems and addressing new issues. In December 2012, I participated in a five hour training session concerning Accessibility for California Architects, sponsored by the AIA. In April 2013, I attended Pacific Gas and Electric sponsored energy conservation design seminars to maintain and improve my understanding of new energy efficiency codes and design criteria.

Travel: I have and will continue to travel throughout the State of California as deemed necessary by the CAB Executive Officer to conduct seminars, meet with building and planning officials, testify at hearings, attend committee meetings, training courses, classes and seminars. I understand that travel time shall only include time en route and will be billed at the same hourly rate as contracted. I also understand I will only charge for my time when I am performing services for the CAB while on travel assignments.

Working Conditions: I understand that I will perform all work in CAB's office in Sacramento at the Enforcement Program or as required by the CAB Executive Officer. I will perform all required duties myself and I will not use subcontractors or assign work to others. I also understand that all support staff, equipment and supplies needed to perform my duties will be supplied by the CAB.

Summary of Qualifications and Experience: Please see attached Experience Summary.

Knowledge, Skills and Experience: (scope and diversity of practice, knowledge of current standards of practice, experience in contract administration and experience in testifying):

Architectural Experience: I strongly believe that my architectural design and construction management training, knowledge and experience will continue to enable me to effectively serve as an architect consultant in the CAB Enforcement Program. Since graduating from the University of California, College of Environmental Design, School of Architecture at Berkeley I have practiced architecture and the arts of project and construction management under the direct responsible control of licensed architects and as a licensed architect I have served in various private sector design firms, as well as the Department of Defense (DOD) US Air Force, the General Services Administration (GSA) and the Department of Energy (DOE). After entering active duty military service with the US Air Force I gained valuable professional experience by preparing preliminary design concepts, design development and final construction documents for a wide variety of DOD projects to revitalize laboratory research facilities under the responsible control of licensed architects at Wright Patterson AFB, OH. After completing my active-duty military commitment and receiving my license to practice architecture in Ohio, I joined the private sector architectural/engineering (A/E) firm of Fiske, Reinhart, Hall, McAllister and Stockwell of Cincinnati, OH. As a project architect I managed the design and construction of a wide variety of projects, including the design and construction of an \$8,000,000 library and Central Receiving and Power Plant located at the Northern Kentucky State College. After leaving Ohio, I accepted a position with the US Air Force at McClellan AFB, CA to manage the Base's architect/engineer (A/E) design and construction program. As an Air Force program manager, I developed project scopes of work and personally reviewed all project design and

construction drawings, technical specifications, A/E design analyses, cost estimates and schedules to alter and repair administrative and aircraft repair facilities, totaling approximately \$20,000,000, annually. In July 1975, I was licensed to practice architecture in California. After leaving McClellan AFB in 1983, I accepted a senior associate position with Stephen J. Short and Associates of Sacramento, CA, where I developed original design concepts and managed the preparation of design development and final construction bid documents for medical renovation projects located in Northern California and Nevada. After leaving the private sector firm, I returned to McClellan AFB to establish and lead a new design group of 12 federal civilian architects and engineers responsible for oversight management of consulting A/E contracts for the design and renovation of aircraft repair facilities. After successfully establishing the new design group at McClellan AFB, I transferred to the Air Force Civil Regional Engineering office in San Francisco, CA where I served as a project manager providing oversight management of U.S. Army Corps of Engineers, Sacramento District Office team members responsible for design and construction of Military Construction Program projects at McClellan AFB. During this time, I also served as the senior Air Force on-site construction manager for the new \$200,000,000 David Grant Medical Center located at Travis AFB, CA. After leaving DOD employment with the Air Force, I joined the GSA Western Region Office in San Francisco, where I served as the GSA on-site manager for construction of the new \$191,000,000 Oakland Federal Building. Following beneficial occupancy of the new Oakland Federal Building office towers, rotunda and auditorium, I accepted a promotion with the DOE to manage design and construction projects at the Lawrence Livermore National Laboratory (LLNL) in Livermore, CA. Working as a project manager for the DOE at the Livermore Site Office, I was responsible for providing oversight management of University of California (UC) LLNL contractors who in turn were responsible for design and construction of complex multi-million dollar research and administrative facilities at LLNL. As a senior DOE project manager, I lead efforts to streamline DOE design and construction procedures and to adapt design-build industry standard procedures for use by the DOE/LLNL Team.

My architectural knowledge and experience in design and construction is varied and current. All of which contributes to my ability to address technical inquires and provide thorough and unbiased analysis of consumer complaints and settlement case issues. As a sole practitioner I have designed new and remodeled residential facilities. My experience working with consumers of residential design services provided me with a firm basis for analyzing complaints from consumers.

As an Air Force Reserve Officer, I served as the Fourth Air Force Headquarters Design and Construction Program manager and was responsible for programming the technical scope, cost and schedule requirements for a wide variety of new and renovated Air Force Reserve facilities throughout the United States and South Korea. I was also responsible for resolving complaints by facility users, which I believe helped me to more effectively resolve professional disputes and consumer complaints. I retired from the Air Force Reserves in 2003, as a Lieutenant Colonel.

From 1983 to November 2010, I served as a CAB Commissioner responsible for helping to develop and conduct California Supplemental Examinations for architectural registration examination candidates.

From 2008 until 2012, as a member of the private sector design and construction management firm of Brown and Caldwell, I served as the Architect of Record for Construction of Vineyard Surface Water Treatment Plant Administration and Operations Building. The \$11,000,000 Administration and Operations Building was completed on schedule, under budget and with no claims. As the leader of the Building Construction Team, I applied my knowledge and experience to create a Team based on trust and a firm foundation of fairness for all concerned.

For approximately the past five (5) years and eight (8) months, I have served as an architect consultant to the CAB. As a member of the Enforcement Program staff, I evaluated over 373

consumer complaints and insurance settlement cases. I have responded in a timely manner to approximately 200 telephone and written technical inquiries, participated in numerous informal conferences and successfully served as an expert witness in administrative hearings. All of which, I might add, helps me to know when to ask for help, which I do on occasion.

Analytical Skills: As a practicing architect, I have learned analytical skills which are critical to developing workable and cost effective design solutions. As an architect consultant I have learned that there is no substitute for thoroughly analyzing all factors associated with a dispute or design and performing the research necessary to identify solutions and taking the actions necessary to resolve conflicts in a timely manner. As a DOE project manager I have participated and lead numerous design and construction reviews, mandated by congressional law and sponsored by DOE senior management. Working with other design and construction professionals I was able to focus review activities on important, project defining issues which ultimately allowed us to complete our projects as planned, on time, within budget and without legal conflicts.

As a GSA project manager I have participated in numerous design and construction "Partnering Sessions" to identify design and construction roadblocks and to develop mutually acceptable "work-arounds". As a DOE project manager I have sponsored Partnering Sessions to facilitate construction activities and reduce conflicts.

Critical analytical skills which I will bring to the position of Architect Consultant for the CAB Enforcement Program include: the ability to formulate simple and direct questions to discern causes and to identify effects; the experience and knowledge to formulate appropriate conflict and complaint resolution strategies; and the patience and tenacity to recommend unbiased, fair and reasonable resolutions to consumer complaints and settlement cases.

Communication Skills: I believe that it is extremely important for architects to be able to clearly and concisely express themselves verbally, graphically and in writing in order to minimize misunderstandings, to precisely convey complex technical thoughts and to document actions and conclusions to reduce or eliminate unnecessary and costly conflicts. While serving as the McClellan Air Force Base Architect in Sacramento CA, I prepared A/E design contract documents, including project scopes of work, pre-negotiation memorandums and memorandums of negotiation for the Department of Defense renovation and new construction projects. As an architect working for private sector firms, I was responsible for preparing correspondence to clients and various public agencies regarding a wide variety of project design and construction issues. During this period, I was also responsible for preparing construction contract documents, including technical specifications for construction of various medical facilities. As a member of the Air Force Regional Civil Engineering Team I prepared Engineering Technical Letters to define architectural design and construction procedures for use by Air Force civil engineering agencies to design and build Air Force aircraft repair shops, administrative facilities and laboratories throughout the world. While working for the General Services Administration I gained extensive experience preparing written summaries of existing conditions of various federal facilities located in Los Angeles, CA, San Diego, CA and Phoenix, AZ. These summaries contained detailed listings of deficiencies and recommended corrective actions, cost estimates, design and construction scheduling parameters and strategies to seismically upgrade structural framing systems, upgrade building utility systems and equipment and realign and improve tenant facilities. As a member of the Department of Energy (DOE) Lawrence Livermore National Laboratory Site Office team I was responsible for developing and presenting programming documents to clearly define technical scopes of work, cost and schedule requirements for design and construction of multi-million dollar complex scientific research laboratories and administrative facilities. As a program and project manager for the DOE I developed project management procedures and prepared and presented monthly project status reports for DOE Headquarters senior staff and congressional budget committees.

Critical communication skills which I will bring to the CAB position of Architect Consultant include the ability to really listen carefully and patiently to all parties associated with a complaint. As a member of the CAB Enforcement Program staff, I have written clear and precise Recommends (complaint analyses) to analyze and recommend resolutions to a variety of complex complaints and insurance settlement cases.

Knowledge of Building Codes: I am confident that my general knowledge of the principles, theories, techniques and methods of construction coupled with my understanding of the International and California Building Code Standards will help me to fairly and quickly address professional and consumer questions within the context of the Architects Practice Act rules and regulations and CAB policies. Throughout my career as an architect, I have worked with and interpreted various codes as an architectural designer, plan reviewer for quality control purposes and as a construction manager. I have worked extensively with the 2010 California Building Standards Code, including Chapter 11B for Disabled Accessibility standards. I am familiarizing myself with the 2013 California Building Codes including the "California Green Building Standards" to better understand and correctly interpret the new codes in order to be prepared to more effectively evaluate future complaints, settlement cases and respond to technical inquires.

Knowledge and Understanding of Enforcement: As a member of the CAB Enforcement Program staff, I have prepared fact finding summaries, observation reports and recommendations for 373 complaint and settlement cases. I have prepared Expert Witness Reports for use by Deputy Attorney General staff during administrative hearings. I have participated in administrative hearings and Informal Conference proceedings as an expert witness and architectural consultant to the Executive Officer to protect the interests of California consumers in a fair and reasonable manner and to protect the health and welfare of the general public.

As a member of the Department of Energy (DOE), Lawrence Livermore National Laboratory (LLNL) Site Office Team I was responsible for leading and participating in numerous DOE formal project design and construction reviews in Washington, D.C. and investigations of various projects and project related accidents experienced throughout the Department. On several occasions, I have testified before members of the National Research Council concerning DOE project management capabilities and procedures and various congressional construction oversight committees concerning design and construction projects at LLNL.

Knowledge and Understanding of CAB Laws, Rules and Regulations: I have studied the Business and Professions Code (BPC) laws and rules as well as the California Code of Regulations (CCR) found in the Architects Practice Act in order to apply the laws, rules and regulations in a fair and reasonable manner during my evaluation of consumer complaints and settlement cases. Over the past five years plus, I have learned by experience that the majority of the BPC and CCR rules and regulations establish the grounds for disciplinary action and are not in themselves laws that can be violated. For example, the commission or omission of an act of negligence maybe considered a violation of accepted industry standard practice or care, but it is not a violation of BPC section 5584 (Negligence or Willful Misconduct). BPC section 5584 establishes the grounds for disciplinary action (citation and administrative fines) if an act or inaction is proved to be negligent by the application of CCR rules of professional conduct or some other established yardstick of measurement.

If given the opportunity, I will continue to study the Architects Practice Act and apply my knowledge and experience on behalf of the CAB to the best of my ability.

Exhibit A, Attachment II – Contractor’s Resume

Experience Summary

Mr. Barry N. Williams is a California Registered Architect with more than 39 years of diversified experience in architectural design, project management and construction management for a wide variety of private sector and federal government projects.

Assignment

Architectural

Education

*Bachelor of Architecture,
University of California, Berkeley,
1968*

Registration

*Registered Architect, CA #C8495,
1975*

*Registered Architect, OH #5405,
1974*

*LEED AP Building Design and
Construction, # 10140053*

Certification

*National Council of Architectural
Registration Boards, No. 16327*

*National Nuclear Security
Administration Level III Federal
Project Director, 2003*

*Project Management Professional,
Certified by the Project
Management Institute, No. 47038*

Experience

38 years

Joined Firm

2008

Relevant Expertise

- *Architectural design*
- *Project manager*
- *Construction manager*
- *LEED Accredited Professional*

California Architects Board (the Board), Department of Consumer Affairs, State of California

Architect Consultant to the Board. Barry currently serves as one of two Architect Consultants to the Board. Barry’s duties include, but are not limited to: evaluating consumer complaints filed against California registered architects and persons practicing architecture without a license to determine if there has been violations of the California Practice Act; serving as an expert witness for the State in court hearings involving Board citations and accusations; responding to consumer questions concerning the practice of architecture; and preparing position papers for the Board concerning architectural related subjects, etc.

Water Pump Station No. 4, San Bruno, California

Architect for Pump Station. The Pump Station project is designed to house three 600 gallons per minute pumps to serve the water needs of the City of San Bruno. Barry served as the Architect for design and construction of Station, estimated to cost approximately \$2.5 million. He also acted as the LEED coordinator to help ensure the project satisfied California Building Code energy conservation and sustainability standards.

Maintenance Building Roof Replacement Project, San Mateo County, California

Quality Control Coordinator for Architectural Design Features. The project replaced the Maintenance Building roof for the South Bayside System Authority water treatment facility. Barry reviewed all preliminary, design development and construction documents and prepared cost estimates to facilitate construction of the \$170,000 project. He also acted as the LEED coordinator to help ensure the project satisfied California Building Code energy conservation and sustainability standards.

Vineyard Surface Water Treatment Plant (VSWTP), Sacramento County Water Agency, California

Resident Engineer (RE) for Buildings. The VSWTP is a \$207 million water treatment plant located on 78 acres in an unincorporated area of Sacramento County, and is designed to treat 50 million gallons per day (mgd). Barry served as the RE for construction of administrative and shop facilities totaling approximately \$17 million. He also acted as the LEED coordinator to help ensure the project was certified Gold by the U.S. Green Building Council.

National Nuclear Security Administration, Department of Energy, Lawrence Livermore National Laboratory, California

Federal Project Director. Barry oversaw and managed programming, design and construction for a variety of laboratory projects totaling approximately \$50 million. He served as the acting Assistant Manager for the LSO National Security Implementation Division responsible for the oversight and implementation of the NNSA Stockpile Stewardship Program at LLNL. He directed the efforts of 20 staff members responsible for

overseeing and implementing the following: NNSA Defense Programs designed to ensure adequate safety, security and control of nuclear weapons; laboratory-directed research and development programs; and the design and construction of new and renovated facilities at LLNL.

General Services Administration, Pacific Rim, Region 9, San Francisco, California
GSA Program Director. Barry directed the design and construction of new and renovated federal building projects. He served as the senior on-site GSA manager for the construction of the Oakland Federal Building. He provided oversight management of the team responsible for construction of the \$200 million twin 17-story office towers, rotunda and auditorium complex that was approximately 1,000,000 square feet in area. The building received the Federal Energy and Water Management Award from the US Department of Energy for energy efficiency design elements and sustainability features implemented during construction.

U.S. Air Force, Western Region Office, San Francisco, California
Regional Civil Engineer. Barry served as the Architect/Project Manager for design and construction of new facilities for the Air Force Military Construction Program. He oversaw and managed design and construction of approximately \$40 million in Base Realignment and Closure projects at Beale Air Force Base in California. He also served as the senior on-site Air Force Manager for construction of the new \$200 million David Grant Regional Medical Center at Travis Air Force Base in California.

U.S. Air Force Reserve, Retired
Lt. Colonel Civil Engineering Officer. Barry served as Civil Engineering Reserve Officer for design and construction of new and renovated Fourth Air Force facilities throughout the United States and Asia, estimated to cost approximately \$500 million. From 1998 to 2003, while serving as the Fourth Air Force Design and Construction Program Manager, Barry developed standards and procedures for achieving Fourth Air Force energy efficiency and sustainability goals.

Memberships/Awards

American Institute of Architects, Member No. 30047054
1994 Federal Energy and Water Management Award Recipient
1994 Tenth Annual GSA Energy and Water Award Recipient

EXHIBIT B – BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.

Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

California Architects Board
Agreement Number REQ0010750
Attn: Leosha Eves
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

4. Cost Breakdown

Contractor will charge at an hourly rate of \$72.00. Contractor's Cost Proposal is hereby attached and marked Exhibit B – Attachment I.

Fiscal Year	\$72.00 Hourly Rate x 1100 Hours Per Fiscal Year	Expense Compensation	Total Per Fiscal Year
2013/2014 (2/1/2014 – 6/30/2014)	\$33,000.00	\$2,500.00	\$ 35,500.00
2014/2015 (7/1/2014 – 6/30/2015)	\$79,200.00	\$6,000.00	\$ 85,200.00
2015/2016 (7/1/2015 – 6/30/2016)	\$79,200.00	\$6,000.00	\$ 85,200.00
2016/2017 (7/1/2016 – 1/31/2017)	\$46,200.00	\$3,500.00	\$ 49,700.00
Total Contract Amount			\$255,600.00

5. Payment Criteria

The architect consultant shall be reimbursed for his/her services monthly, based on the number of hours worked, and for any approved travel, training, registration, membership, and related expenses as determined by CAB. The invoice shall be submitted in triplicate and include the contract number, detail of the tasks performed, hours and time period of service and amount due. [The State shall retain ten percent (10%) out of each payment pending satisfactory completion of the contract or upon satisfactory completion of separate and distinct tasks as provided in section 10379 of the Public Contract Code.] The Contractor must invoice the DCA/CAB to obtain the 10% withheld payment after completing each task/project as outlined herein.

6. Expense Compensation

The architect consultant will be paid in accordance with Business and Professions Code, Section 5528(a) and (b). \$6,000.00 per fiscal year will be allocated to reimburse expenses incurred at the request of the CAB Executive Officer for applicable expenses such as the International Conference of Building Officials (ICBO); California Building Officials (CALBO); CALBO Annual Business Meeting Registration; ICBO Annual Business Session; American Institute of Architects; California Council (AIACC). Reimbursed expenses will also include the following:

- travel expenses
- training fees
- organizational dues
- membership dues
- registration fees
- related expenses

**EXHIBIT B – ATTACHMENT I
Contractor's Cost Proposal**

Barry N. Williams
Proposer's Name

RFP No. CAB-13-1

The compensation to perform the tasks of the architect consultant for the California Architects Board (CAB), including performance of duties at 2420 Del Paso Road in Sacramento, off-site, and in travel mode on behalf of the CAB, is proposed as follows:

Duration: February 1, 2014 or upon approval through January 31, 2017

Hourly Rate: \$ 72.00 per hour (**Proposals for more than \$77 per hour will not be considered**)

Annual Proposal Amount: \$ 79,200 (*Hourly Rate x 1,100 estimated hours*)

Annual Travel, Training, Etc. \$ 6,000.00

Total Proposal Amount: \$ 255,600 (*Annual Proposal Amount + Annual Travel, Training, Etc. x 3 Years*)

I shall be reimbursed for my services monthly, based on the number of hours worked. I understand I will be paid in arrears within 30-45 days of receipt of an approved invoice and the state shall retain ten percent (10%) out of each payment pending satisfactory completion of the contract or upon satisfactory completion of separate and distinct tasks as provided in section 10379 of the Public Contract Code. I shall also be reimbursed for any approved travel, training, registration, membership, and related expenses as determined by CAB. All approved travel will be reimbursed at the exempt travel rates in accordance with the California Code of Regulations Title 2, Chapter 3, Article 2, section 599.619. I shall not be reimbursed for my travel to and from CAB, 2420 Del Paso Road in Sacramento, from my home or business office.

SMALL BUSINESS Yes X No _____

DVBE Yes _____ No X

Certification No. 1495620

Barry N. Williams
Signature

9/29/2013
Date

EXHIBIT D – SPECIAL TERMS AND CONDITIONS

1. LIABILITY FOR NONCONFORMING WORK:

The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of project, the State, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing the State for any additional expenses incurred to cure such defects.

2. SETTLEMENT OF DISPUTES:

In the event of a dispute, Contractor shall file a "Notice of Dispute" with Department of Consumer Affairs, Director or his/her designee within ten (10) days of discovery of the problem. Within ten (10) days, the Director or his/her designee shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of the Director or his/her designee shall be final.

In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the proposal.

3. AGENCY LIABILITY:

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

4. IMPRACTICABILITY OF PERFORMANCE:

This Contract may be suspended or cancelled, without notice at the option of the Contractor, if the Contractor's or State's premises or equipment is destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

5. LICENSES AND PERMITS:

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Contract.

In the event any license(s) and/or permits(s) expire at any time during the term of this Contract, Contractor agrees to provide the State a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permits(s), the State may, in addition to any other remedies it may have, terminate this Contract upon occurrence of such event.

EXHIBIT E – ADDITIONAL TERMS AND CONDITIONS

1. **RIGHT TO TERMINATE:** The State reserves the right to terminate this Contract subject to 30 days written notice. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

However, the agreement can be immediately terminated for cause. The term “for cause” shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State’s notification to the Contractor.

2. **LIABILITY FOR LOSS AND DAMAGES:** Any damages by the Contractor to the State’s facility including equipment, furniture, materials or other State property will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Contract.
3. **CONFIDENTIALITY OF DATA:** No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Contract shall be released, published, or made available to any person (except to the State) without prior written approval from the State.

Contractor by acceptance of this Contract is subject to all of the requirements of California Civil Code sections 1798, et seq., regarding the collections, maintenance, and disclosure of personal and confidential information about individuals.

4. **EXCISE TAX:** The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees’ wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales or use tax imposed by another state.
5. **DISABLED VETERAN BUSINESS ENTERPRISE (DVBE):** The State has determined that the DVBE participation goals for this Contract are exempt.
6. **EVALUATION OF CONTRACTOR:** Performance of the Contractor under this agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet, Std. 4 and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.00.
7. **TRAVEL EXPENSES:** All travel will be reimbursed at the exempt travel rates in accordance with the California Code of Regulations Title 2, Chapter 3, Article 2, section 599.619.

Agenda Item O

COMMUNICATIONS COMMITTEE REPORT

1. Update on October 1, 2013 Communications Committee Meeting
2. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Explore Different Publication Frequency and Format for the *California Architects* Newsletter
3. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Explore Digital Alternatives for Outreach to Schools
4. Review and Approve Recommendation Regarding 2013 Strategic Plan Objective to Promote Multiple Pathways to Licensure

Agenda Item O.1

UPDATE ON OCTOBER 1, 2013 COMMUNICATIONS COMMITTEE MEETING

The Communications Committee met on October 1, 2013, in Sacramento and various teleconference locations in California. Attached is the notice of the meeting. Staff will provide a meeting update.

Attachment:

October 1, 2013 Notice of Meeting



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF MEETING

COMMUNICATIONS COMMITTEE

October 1, 2013
10:00 a.m. to 1:00 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

The California Architects Board will hold a Communications Committee meeting as noted above, and via telephone conference at the following locations:

Marilyn Lyon, Chair
20285 South Western Avenue
Torrance, CA 90501
(310) 371-7222

Haley Gipe
Darden Architects
6790 N. West Avenue
Fresno, CA 93711
(559) 448-8051

Matthew McGuinness, Vice Chair
Michael Zucker & Associates
155 Montgomery Street, Suite 201
San Francisco, CA 94104
(415) 957-0909

Jack Paddon
Williams + Paddon
2237 Douglas Boulevard, Suite 160
Roseville, CA 95661
(916) 786-8178

Cynthia Easton
Cynthia Easton Architects
4532 Freeport Boulevard
Sacramento, CA 95822
(916) 453-1505

Ronald Ronconi
CAS Architects
1023 N. Shoreline Boulevard
Mountain View, CA 94943
(650) 967-6600

AGENDA

- A. Review and Approve June 20, 2012, Communications Committee Summary Report
- B. Review and Approve Potential Articles for the *California Architects* Newsletter

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

(Continued on reverse side)

cab@dca.ca.gov
www.cab.ca.gov

- C. Discuss and Possible Action on the 2013 Strategic Plan Objective to Explore Different Publication Frequency and Format for the *California Architects* Newsletter
- D. Discuss and Possible Action on the 2013 Strategic Plan Objective to Explore Digital Alternatives for Outreach to Schools
- E. Discuss and Possible Action on the 2013 Strategic Plan Objective to Promote Multiple Pathways to Licensure

The agenda items may not be addressed in the order noted above and the meeting will be adjourned upon completion of the agenda which may be at a time earlier than that posted in this notice. The meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marccus Reinhardt at (916) 575-7212, emailing marccus.reinhardt@dca.ca.gov, or sending a written request to the Board at the address above. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website at www.cab.ca.gov. Any other requests relating to the Committee meeting should be directed to Mr. Reinhardt at (916) 575-7212.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO EXPLORE DIFFERENT PUBLICATION FREQUENCY AND FORMAT FOR THE CALIFORNIA ARCHITECTS NEWSLETTER

The Board's 2013 Strategic Plan directs the Communications Committee to explore a different publication frequency and format for the Board's newsletter entitled, *California Architects*.

Currently, the Board's newsletter is published on a quarterly basis as an Adobe PDF document and uploaded to the Board's website and advertised on the home page with an accompanying link. When new issues of *California Architects* are published, staff also sends a notification email to the "eNews" subscriber list, which has approximately 2,000 recipients. The notification email briefly states that a new issue has been published by the Board, and provides a hyperlink to subscribers for online viewing.

At the October 1, 2013 Communications Committee meeting, staff recommended leaving the publication frequency as quarterly, as this rate will maintain frequent communication to the eNews subscribers. Staff also recommended changing to an abridged version of the newsletter in accessible HTML format that would be emailed to the eNews subscribers. The abridged HTML format of the newsletter will contain similar headlines, graphics, and formatting styles as the Adobe PDF version, but will only display a preview of the articles. The reader will have the option to view the full article by selecting a link located at the end of each abridged article. A benefit of a newsletter in this format is that it reduces the steps required for a recipient to view the content of the publication. Additionally, HTML-formatted emails have increased accessibility options for the visually-impaired. Lastly, several boards within the Department of Consumer Affairs already send HTML-formatted newsletters to their email subscribers and experience similar benefits.

After favorable consideration of staff's recommendations, the Committee determined that staff should also commence an effort to expand the Board's current subscriber list.

The Board is asked to review and approve the Communications Committee's recommendations for the publication frequency and format of the Board's *California Architects* newsletter as described above, and to accept the Committee's recommendation to direct staff to begin an effort to expand the Board's current subscriber list.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO EXPLORE DIGITAL ALTERNATIVES FOR OUTREACH TO SCHOOLS

The Board's 2013 Strategic Plan directs the Communications Committee to explore digital alternatives for school outreach.

Staff explored several methods to achieving this objective and found the most cost-effective recommendation to be the use of screencasts. Screencasts are digital recordings of computer screen output and audio narrative that is used for: presentations, demonstrations, and teaching. Screencasting is growing in popularity since it provides information for future reference, and it allows the user to view the videos at their leisure.

The Communications Committee, at its October 1, 2013 meeting, voted to recommend the Board approve the following recommendations:

- 1) Create screencasts designed for helping students, candidates and schools understand and navigate the licensing process; and
- 2) Expand content beyond the Board's website to include providing it on a video-sharing website (i.e., California Government YouTube) along with appropriate linking from the Board's websites and linkage of appropriate social media.

The Board is asked to review and approve the Communications Committee's recommendations.

REVIEW AND APPROVE RECOMMENDATION REGARDING 2013 STRATEGIC PLAN OBJECTIVE TO PROMOTE MULTIPLE PATHWAYS TO LICENSURE

The Board's 2013 Strategic Plan assigns the Communications Committee with an objective to promote multiple pathways to licensure.

The Board currently promotes multiple pathways for candidates to achieve licensure in California by:

- Delivering "Path to Licensure" presentations at the California accredited schools of architecture; and
- Maintaining a career website.

At the October 1, 2013 Communications Committee meeting, the Committee approved staff's recommendation to broaden the Board's approach to include mass mailings and e-mails directed to the following target groups:

- Presidents of community colleges with architecture or related programs;
- Career centers at state colleges and universities within California; and
- High school career centers or programs within California.

The Committee opined that, given the historical challenges to reach these target groups, this tactic is a positive step in the right direction.

The Board is asked to review and approve the Committee's recommendations for expanding the Board's efforts to promote multiple pathways to licensure.

Agenda Item P

UPDATE ON NOVEMBER 7, 2013 LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MEETING

The Landscape Architects Technical Committee held a meeting on November 7, 2013, in Sacramento and various teleconference locations in California. Attached is the meeting notice. Staff will provide an update on the meeting.

NOTICE OF TELECONFERENCE
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MEETING

November 7, 2013
10:00 a.m. – 3:00 p.m.
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 575-7230

The Landscape Architects Technical Committee (LATC) will hold a teleconference meeting at the address above and the following locations:

Andrew Bowden
Stephanie Landregan
Katherine Spitz
University of California, Los Angeles
Department of the Arts
10995 Le Conte Avenue, #414
Los Angeles, CA 90024

David Taylor
City of Chula Vista Civic Center
Development Services Department
276 Fourth Avenue, Building B
Chula Vista, CA 91910

Agenda items may not be addressed in the order noted and the meeting will be adjourned upon completion of the agenda which may be at a time earlier than that posted in this notice. The meeting is open to the public and held in barrier free facilities according to the Americans with Disabilities Act. Any person requiring a disability-related modification or accommodation to participate in the meeting may make a request by contacting Ken Miller at (916) 575-7230, emailing latc@dca.ca.gov, or sending a written request to LATC, 2420 Del Paso Road, Suite 105, Sacramento, California, 95834. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

- A. Call to Order – Roll Call – Establishment of a Quorum
Chair's Remarks
Public Comment Session
- B. Approve August 20, 2013 LATC Summary Report
- C. Program Manager's Report
- D. Report on Council of Landscape Architectural Registration Boards Election Results

(continued on reverse)

- E. Discuss and Possible Action on 2013/15 Strategic Plan Objective to Review Reciprocity Requirements of Other States to Determine Possible Changes to California Requirements to Improve Efficiencies
- F. Discuss and Possible Action on 2013/15 Strategic Plan Objective to Review the Table of Equivalents for Training and Experience and Consider Expanding Eligibility Requirements to Allow Credit for Teaching Under a Licensed Landscape Architect
- G. Discuss and Possible Action for University of California Los Angeles Extension Certificate Program Curriculum Change from Four to Three Years
- H. Election of LATC Officers for Fiscal Year 2013/2014
- I. Review Tentative Schedule and Confirm Future LATC Meeting Dates
- J. Adjourn

Please contact Ken Miller at (916) 575-7230 for additional information related to the meeting. Notices and agendas for LATC meetings can be found at www.latc.ca.gov.

Agenda Item Q

CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her absence, by a Board member designated by the Board President.

Business and Professions Code Section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

BOARD MEMBER ROSTER

Jon Alan Baker

Chris Christophersen

Pasqual V. Gutierrez

Jeffrey D. Heller

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian

Agenda Item R

PRESIDENT'S REMARKS

Board President Sheran Voigt, or in her absence, the Vice President will review the scheduled Board actions and make appropriate announcements.

Agenda Item S

PUBLIC COMMENT SESSION

Members of the public may address the Board at this time. The Board President may allow public participation during other agenda items at their discretion.

Agenda Item T

JOINT MEETING WITH NCARB BOARD OF DIRECTORS

1. Discuss Architect Registration Examination 5.0 and Possible Action
2. Discuss NCARB's Intern Development Program Special Project and Possible Action
3. Discuss NCARB's Broadly Experienced Architect Special Project and Possible Action
4. Discuss NCARB's Licensure Task Force and Possible Action
5. Discuss MRA Between NCARB and Canadian Architectural Licensing Authorities and Possible Action
6. Discuss NCARB's Public Member Task Force and Possible Action

Agenda Item T.1

DISCUSS ARCHITECT REGISTRATION EXAMINATION 5.0 AND POSSIBLE ACTION

The National Council of Architectural Registration Boards (NCARB) Board of Directors approved Architect Registration Examination (ARE) version 5.0 in early 2013. ARE 5.0 is presently in the midst of its three-year development cycle and is anticipated to incorporate dramatic new breakthroughs in graphic testing methods and the use of case studies. According to NCARB, the new performance item type questions, along with other refinements and enhancements to the examination, will allow the determination of a candidate's competency while not requiring the present outdated software system. The new test specification is being developed by the ARE 5.0 Test Specification Task Force, reviewed by the Examination Committee, and approved by the NCARB Board of Directors. The division and exam structure are expected to be finalized and announced in December 2013. It is further anticipated the launch of ARE 5.0 will be in late 2016. Attached is the NCARB ARE 5.0 Frequently Asked Questions (FAQs) for Board member information.

Board members have expressed a desire to preserve a graphic element in the ARE and have raised the issue of whether ARE 5.0 tests in an integrated comprehensive manner given the complexity of the profession.

NCARB staff will provide an update on ARE 5.0 development.

Attachment:
ARE 5.0: FAQs

ARE 5.0: FREQUENTLY ASKED QUESTIONS

What is ARE 5.0?

In early 2013, the NCARB Board of Directors voted unanimously to approve the development of ARE 5.0, the next version of the examination. As part of ARE 5.0 development, NCARB is investigating the incorporation of dramatic new breakthroughs in graphic testing methods and the use of case studies. The new “performance item type” questions, along with other refinements and enhancements to the examination, will allow the determination of a candidate’s competency while not requiring the present outdated CAD software system.

When will ARE 5.0 be released?

ARE 5.0 will be moving from concept to development through mid-2014, for an anticipated launch in late 2016. Division and exam structure are expected to be finalized and announced in December 2014, and information about the transition from ARE 4.0 to ARE 5.0 will be announced in late spring 2014. Development and integration testing will take place over the next few years. The launch schedule assumes successful modeling and testing of the proposed approach in the coming months.

How many divisions will be included in ARE 5.0? Will there be the same number of exams as in ARE 4.0?

The proposed structure, which is not yet finalized, includes six divisions:

1. Practice Management
2. Project Management
3. Programming & Project Analysis
4. Project Planning & Design
5. Project Development & Documentation, and
6. Construction Phase Services & Project Evaluation

The division and exam structure are expected to be finalized and announced in December 2013. It is anticipated that each of the proposed divisions will be standalone, single test administrations. The new test specification is being developed by the ARE 5.0 Test Specification Task Force, reviewed by the Examination Committee, and eventually approved by the NCARB Board of Directors.

Why is the proposed division structure different from the current exam?

These divisions are a change from the current seven division structure in an effort to align the divisions of the ARE with the more commonly defined professional architecture activities of practice management, project management, and project design. The test specification will be strongly informed by the results of the *2012 NCARB Practice Analysis of Architecture*. This comprehensive study included multiple surveys designed to engage architects—the most appropriate representatives of the profession—in the evaluation of tasks and knowledge/skills required of an independent practitioner.

Will there still be graphic vignettes on the exam?

The next version of the exam is expected to take advantage of new tools and technology in the testing industry. The proposed division structure for ARE 5.0 incorporates graphics throughout the exam through new item “performance item types” like hot spots (candidates are presented a question asking them to identify the correct location, or “hot spot,” on a response image) instead of through the current graphic vignettes. These new item types allow for testing at higher levels of cognition through analytical, synthetic, and evaluative exercises—which will be more like what an architect does as part of regular practice.

Are other new item (question) types being incorporated into the exam?

In addition to the new performance item types under consideration, case studies are also anticipated to be implemented. These will consist of a scenario with a related set of resource documents (e.g., drawings, specifications, code resources). Case studies require candidates to assess multiple pieces of information and make evaluative judgments, a better reflection of the practice of architecture, as often no one decision is made in isolation of other factors.

continued ►

How will the exam transition from ARE 4.0 to ARE 5.0?

Just as a transition plan was established for the ARE 3.1 to ARE 4.0 transition, a similar process will be undertaken to determine how ARE 4.0 will transition to ARE 5.0. The mapping of the current exam to ARE 5.0 will take place once the new test specification, which determines the division and exam structure, is approved by the NCARB Board of Directors. The division and exam structure are expected to be finalized in December 2013, at which time this mapping process can begin. Information about the transition from ARE 4.0 to ARE 5.0 will be announced in late Spring 2014.

Why is NCARB developing a new version of the exam?

The ARE is in a constant state of evolution, and NCARB makes significant annual investments in research and development to ensure that the exam remains relevant to current practice, psychometrically justifiable, and legally defensible. NCARB and its volunteer committees are committed to using and implementing effective testing methodologies in order to test a candidate's ability to protect the public's health, safety, and welfare.

Is ARE 5.0 the right path forward for the examination?

All of the proposed item types for ARE 5.0 have been judged by outside testing experts to be psychometrically justifiable for purposes of the program. The *Standards for Educational and Psychological Testing* (AERA, APA, & NCME, 1999) requires test developers to collect evidence that supports the intended interpretations and uses of test scores. Such evidence is typically collected to ensure that the test is measuring the intended knowledge and skills (validity), in a consistent manner (reliability) that is appropriate for all examinees (fairness).

The proposed direction for ARE 5.0 was informed by:

- Multi-year efforts by the Research & Development Subcommittee with additional support from the Graphics Grading Subcommittee
- Expert psychometric advice
- Research conducted by a multi-disciplinary staff project team
- Emerging technology, including interviews of industry leaders
- Results of the [2012 NCARB Practice Analysis of Architecture](#).

To learn more about the research that informed the Board's decision to proceed with development of ARE 5.0, watch this [this video](#).

If the approach to ARE 5.0 has been validated by psychometricians, vetted by committees, and approved by the Council, why will it take so long to make the change?

NCARB is committed to a thorough and sound design process. The important contributions of the psychometric experts who advise us, and of the architects who serve on our volunteer committees, will continue in the coming months—and years—as ARE 5.0 moves from concept to development. ARE 5.0 is anticipated to launch in late 2016, and the next few years will be devoted to development and integration testing. In July 2013, the ARE 5.0 Test Specification Task Force began development of the new test specification, which was strongly guided by results of the 2012 Practice Analysis. Once the NCARB Board of Directors approves the new test specification, information about the final division and exam structure will be announced in December 2013. Details about the transition from ARE 4.0 to ARE 5.0 will be announced in late Spring 2014.

While the anticipated structure and launch timeline for ARE 5.0 assume successful modeling and testing of the proposed approach in the coming months, the Council's commitment to transparency throughout the development process is firm, and our goal is to provide plenty of advance notice to candidates as important decisions are made about the future of the ARE.

Who are the volunteers that help develop the ARE?

ARE 5.0 is being developed by practitioner volunteers from across the U.S., ranging from recently licensed to experienced architects, from large firms to small firms, from education to private practice, all of which allow the future exam to reflect the broad aspects of current practice. These architects voluntarily serve on ARE-related committees that fulfill critical functions such as: setting standards for the exam; development and implementation of the practice analysis; exam research and development; writing, editing, and pretesting items; developing and applying grading criteria; and updating the test specification.

How can candidates stay informed about development and implementation of ARE 5.0?

Leading up to the launch of ARE 5.0 in 2016, NCARB will provide ongoing updates to candidates about the development of ARE 5.0 as well as tips and resources to help prepare for the transition to the future exam.

In the coming months, updates will include announcements about the finalized divisional and exam structure as well as the transition plan from 4.0 to 5.0, invitations to webinars, and more. Subscribe to ARE 5.0 Updates to receive notification when new information is available. [Subscribe now!](#)

Agenda Item T.2

DISCUSS NCARB'S INTERN DEVELOPMENT PROGRAM SPECIAL PROJECT AND POSSIBLE ACTION

The Intern Development Program (IDP) Special Project Team is a multi-departmental team formed to thoroughly analyze the current IDP. The team was tasked with providing an in-depth analysis of options identifying ways to simplify and/or shorten the experience requirement while ensuring interns acquire the comprehensive experience essential for competent practice. The purpose of this project is to assist the NCARB Board of Directors in making a decision regarding development of a streamlined IDP.

NCARB staff will provide an overview of the relevant issues and the Project Team work to date.

Agenda Item T.3

DISCUSS NCARB'S BROADLY EXPERIENCED ARCHITECT SPECIAL PROJECT AND POSSIBLE ACTION

NCARB's Broadly Experienced Architect (BEA) Special Project Team is a multi-departmental team formed to thoroughly analyze the current BEA and Broadly Experienced Foreign Architect programs. The team has been tasked with providing an in-depth analysis of options that identify ways to simplify alternative paths to obtain the NCARB Certificate while ensuring the process is objective, attainable, sustainable, and defensible.

Additionally, the team has been directed to propose options for a Broadly Experienced Design Professional program for interns that have not reported experience in accordance with the Intern Development Program (IDP) reporting requirement. The purpose of this project is to assist the NCARB Board of Directors in making decisions regarding the development of alternative paths meeting NCARB's certification requirements, and the need for an alternative path for those interns who do not to comply with the IDP reporting rule for initial licensure.

NCARB staff will provide an overview of the relevant issues and the Project Team work to date.

Agenda Item T.4

DISCUSS NCARB'S LICENSURE TASK FORCE AND POSSIBLE ACTION

As part of its Strategic Plan, NCARB launched its Licensure Task Force (LTF) on September 6, 2013 for an inaugural meeting. During the two-day meeting NCARB assembled a "blue-ribbon" panel of representatives from the primary architectural collateral organizations, educators, recently licensed architects, interns, and Member Board Members with the goal of exploring all potential avenues to licensure. Presently, the LTF is led by NCARB Past President Ronald Blich.

The charge given to the LTF is to analyze each essential component of licensure as a basis for exploring potential new pathways and determine where there may be overlap and opportunities for efficiencies to be realized. Recommendations from LTF will ultimately be presented to the NCARB Board of Directors to consider for implementation.

NCARB staff will provide an overview of the relevant issues and the LTF work to date.

Agenda Item T.5

DISCUSS MRA BETWEEN NCARB AND CANADIAN ARCHITECTURAL LICENSING AUTHORITIES AND POSSIBLE ACTION

On June 16, 2013, a new Mutual Recognition Agreement (MRA) was signed between the Canadian Architectural Licensing Authorities (CALA) and the National Council of Architectural Registration Boards (NCARB) in response to evolutions in the path to licensure within the Canadian provinces; it is an update to the 1994 Agreement. The effective date of the new MRA is to be January 1, 2014 provided more than half of all NCARB Member Boards and CALA members become formal signatories by December 31, 2013.

NCARB staff will provide an update on the status of the MRA.

Agenda Item T.6

DISCUSS NCARB'S PUBLIC MEMBER TASK FORCE AND POSSIBLE ACTION

The Public Member Task Force was formed by NCARB President Blake Dunn following the Public Member Forum at the 2013 Annual Meeting in response to issues raised during that session. The Task Force has been charged with creating a standing forum for public member idea exchanges and mentoring, developing policies or protocols that will elevate the voice of the public member community as part of the volunteer input pipeline at NCARB, and identifying ways that the Council can support public members in their role in regulating the profession. Doug McCauley is a member of the Task Force.

NCARB staff will provide an overview of the relevant issues and the Task Force work to date.

Agenda Item U

**CLOSED SESSION (IF NECESSARY) – EXAM DEVELOPMENT ISSUES [CLOSED
SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(1)]**

Agenda Item V

ADJOURNMENT

The meeting will adjourn for the day and continue on December 6, 2013 at the University of California, Santa Barbara at 8:30 a.m.

Agenda Item W

CALL TO ORDER -- ROLL CALL -- ESTABLISHMENT OF A QUORUM

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her absence, by a Board member designated by the Board President.

Business and Professions Code Section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

BOARD MEMBER ROSTER

Jon Alan Baker

Chris Christophersen

Pasqual V. Gutierrez

Jeffrey D. Heller

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

Fermin Villegas

Sheran Voigt

Hraztan Zeitlian

Agenda Item X

PUBLIC COMMENT SESSION

Members of the public may address the Board at this time. The Board President may allow public participation during other agenda items at their discretion.

Agenda Item Y

STRATEGIC PLANNING SESSION

The Board is scheduled, at this meeting, to update its strategic plan, which will be facilitated by the Department of Consumer Affairs, Strategic Organization, Leadership, and Individual Development team.

Attachments

1. Strategic Planning Session Agenda
2. Environmental Scan and Trends Analysis
3. 2013 Strategic Plan

California Architects Board
Strategic Planning Session
Agenda

December 6, 2013
8:30 a.m. – 3:00 p.m.

- ▶ Introductions
- ▶ Board Accomplishments
- ▶ Review of Mission, Vision and Values
- ▶ Strategic Goals
- ▶ Review SWOT Analysis
- ▶ Develop New Objectives
- ▶ Next Steps/ Evaluations / Adjournment

U7

Department of Consumer Affairs

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Environmental Scan and Trends Analysis

2014 Planning Session

Prepared by:

SOLID Planning Solutions

Department of Consumer Affairs

December 2013

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Introduction

A first step in developing a strategic plan is to conduct an analysis of the environment in which an organization operates. This environmental scan conducted by SOLID for the California Architects Board (CAB) in November 2013 provides a summary of possible factors that could impact the Board's success.

The purpose of this environmental scan is to provide a better understanding of stakeholder, Board member, and Board staff thoughts about the Board's performance within the following categories:

- ◆ Professional Qualifications
- ◆ Practice Standards
- ◆ Enforcement
- ◆ Public and Professional Awareness
- ◆ Organizational Relationships
- ◆ Organizational Effectiveness and Customer Service

Data Collection Method

Information was gathered by interviewing a selected stakeholder, Board members, and the Executive Officer via conference call.

- ◆ SOLID interviewed all 10 members of the Board and the Executive Officer (EO) during November 2013 to assess challenges and opportunities the Board is currently facing or will face in the future.
- ◆ SOLID interviewed stakeholder Kurt Cooknick from the American Institute of Architects, California Council to ensure stakeholder concerns were included in the scan.

Please review this information carefully in preparation for the upcoming strategic planning session. At the December 6th 2013 planning session we will discuss and evaluate this information as a group to help identify new Board strategic objectives for the 2014 strategic plan.

If you have any questions about this report please contact Tom Roy with SOLID by telephone (916) 574-8206, or by email tom.roy@dca.ca.gov.

PROFESSIONAL QUALIFICATIONS

Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

Strengths:

Strict yet fair licensing requirements

- ◆ California has the strictest requirements for licensure in the nation; reciprocity is easier for licensed architects in California.
- ◆ Board staff does a good job of publicizing professional qualifications and how to achieve professional qualifications with schools and industry partnerships.
- ◆ The Board does a very good job of managing the licensure process, working with NCARB and managing disciplinary actions.
- ◆ The Board establishes strict professional qualifications, which helps provide a better service to the public. There is a high standard of professionalism within the architecture profession which reduces the potential for consumer harm.
- ◆ California Architects Board has the most successful, streamlined licensing process.
- ◆ The Board presented an initiative to NCARB for a Broadly Experienced Design Professional (BEDP) which provides alternative pathways to licensure by allowing work experience to be used in lieu of specific intern requirements.
- ◆ The Board has been successful pushing through national level changes regarding the intern development program.
- ◆ The Board manages the licensing process well.

Exam requirements

- ◆ The computer-based final section of the exam and web enhancements increases applicants' access to the exam and is more cost effective for the Board.
- ◆ The way the Board is handling the preparation of the new testing process. Working with the Office of Professional Examination Standards (OPES) and by being strict to ensure fair and comprehensive tests.

Challenges:

New Exam

- ◆ Issues with testing and how that was rolled out caused some glitches because it was rolled out too quickly. The Board should be taking into account recommendations of staff.
- ◆ The Board has been having problems with the exam this year. Is it DCA's fault (OPES) that the exam isn't being fully and properly managed?
- ◆ Focus on the California Supplemental Exam (CSE) and the challenges with it.
- ◆ The Board had to remove prior vendors and is having challenges with OPES and the delivery of exam. The Board is looking at an Occupational Analysis (OA) and a national practice analysis but is not confident with work quality of OPES.
- ◆ How is the new computer-based portion of test working? (After replacing the oral portion which was previously working.)
- ◆ The problems with testing last year might have affected the candidates' perception about the Board.
- ◆ It is hard to find exam testing locations, there is a need for increased visibility. This could be solved with enhanced communication on locations, landmarks, and specific directions on location.

Improving Licensing Process

- ◆ CAB exists to protect the public and the profession, and is there to help to ensure the entire design process is completed in the utmost professional manner.
- ◆ There are problems with the re-certification of architects. Architects should self-report on their continuing education in order to increase the speed of licensing renewal.
- ◆ From beginning to end it takes 11- 12 years of education to get a license, per an NCARB study. The process is too bureaucratic with the CIDP (California Intern Development Program), IDP (Intern Development Program) it should only take 7-8 years.
- ◆ Explore ways to make licensure more user-friendly (while not compromising standards) to help those who could be licensed and participate in national process.
- ◆ The Board should look at having part of the exam administered while the potential applicant is still in school. Perhaps looking at other comparable Boards to review ideas regarding in-school examinations.

PRACTICE STANDARDS

Establish regulatory standards of practice for California architects.

Strengths:

- ◆ The Board has set a high, but fair bar for licensure in California.
- ◆ The Board is good at regulating the profession and ensuring consumer protection.
- ◆ With the Board's approved support of legislation Senate Bill 630 which helps provide protection to the architects of existing projects. For example, when a client changes their architect midstream.
- ◆ The Board voted to approve legislation to benefit the industry and public by changing and clarifying the instruments of service.
- ◆ The Board participated in the legislative process regarding interior designers. As a result of the sunset review hearing, they are now subject to the Open Meetings Act, like other Boards. They also sought to broaden and modify scope, which didn't succeed.
- ◆ The Board was effective in supporting AIA (American Institute of Architects) legislation regarding the use of professional documents.
- ◆ Board adopted Broadly Experienced Foreign Architect (BEFA), allowing use of a Tax ID number, in lieu of social security number to those residing outside of the US. This process went through regulation and legislation and will take effect Jan 1st 2014.

Challenges:

- ◆ Interior designers want to expand their scope of practice and seek their own licensure/practice act. This also may lead interior designers to attempt to practice architecture without an architect license. This might cause other groups to seek licensure, such as building designers.

ENFORCEMENT

Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

Strengths:

- ◆ Enforcement staff member Hattie Johnson followed through with enforcement actions and kept enforcement cases moving. She avoided letting the cases get stale and resolved consumer issues.
- ◆ The Board has reduced the cycle and processing times of complaints.
- ◆ The Enforcement program does great job resolving complaints in a timely manner.
- ◆ Having an architectural consultant team versus hiring expert witnesses from a pool allows the Board to be much faster and responsive to disciplinary matters.

Challenges:

- ◆ The Board can improve by keeping sight of its mission as the body to ensure public safety. Sometimes the Board loses focus and advocates for the architecture profession.
- ◆ It is a misdemeanor to falsely claim the profession of architecture. However, within the realm of technology, individuals with computer graphics skills regularly market themselves as architects without the education and/or experience.
- ◆ Staff needs more support for the enforcement. More complaints need attention. With limited staff the Board is becoming overtaxed.

PUBLIC AND PROFESSIONAL AWARENESS

Increase public and professional awareness of CAB's mission, activities, and services.

Strengths:

- ◆ The Board has a good web-based presence allowing consumers, applicants, and licensees to access relevant information.
- ◆ The Board is engaged with academic institutions teaching architecture.

Challenges:

- ◆ Improve outreach and public awareness. The Board needs to be more transparent and more promotional by having activities to ensure the public and professionals are more aware of what the Board does. With a better understanding, architects would be more reluctant to harm consumers.
- ◆ The CAB exists in the back of the architect's mind, but not at all in the eye of the public.
- ◆ The Board has been good on getting information on the website. There are still areas to enhance on the Board's website. Possibly through creation of CAB app (iPhone/Android) to provide information and increase consumer/licensee access.

ORGANIZATIONAL RELATIONSHIPS

Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

Strengths:

- ◆ The Board is starting to be recognized in the academic arena, which is positive and provides great transparency for both students and teachers.
- ◆ Better relationship with NCARB, being able to take part in their meetings and going through the ARE contracting process.

Challenges:

- ◆ The California budget situation creates a lack of Board presence on the national level due to travel restrictions. The profession needs a direct cross-pollination of ideas with more access to national events on a regular basis. Travel restrictions prevent some Board members to attend discussions at important professional conferences.
- ◆ The Board should be advocating for the California architect schools to be more proactive in architect education. The Board needs to look at the educational side to ensure professional practice is covered. This area should be the focus of the plan.
- ◆ Many architect graduates are leaving college to go into other areas (instead of architecture). A more enhanced partnership with professional associations would work to protect the profession.
- ◆ Up until now, CAB and AIACC have had a spotty relationship with NCARB. In December 2013 Board members are going to meet jointly with NCARB. This meeting is an improvement toward a better relationship. In the process there may be much smoother collaborative relationship in future.
- ◆ Even if NCARB will pay for travel, Board members can't attend. Some Board members have never participated in national meetings at National level. Only a few members have been to a national conference which poses a weakness for national decisions.

ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE

Enhance organizational effectiveness and improve the quality of customer service in all programs.

Strengths:

- ◆ The Board members and EO communicate throughout the profession and with AIA, to serve people in general through the Board website.
- ◆ The knowledge of Board members covers many of the niches in the profession, as well as variety and size of architectural firms.
- ◆ Board members represent a diverse population and experience which brings a fresh perspective on different cultures, genders, and other groups.
- ◆ Customer Service – Board staff is proactive when working with general inquires and complaints in a timely manner.
- ◆ Board members are motivated in their mission to the consumers of California.
- ◆ The Board is keeping itself abreast of changes in the profession on architecture and adjusting to the changes.
- ◆ The greatest strength is Board staff from McCauley and rest of the team. Many staff have 10 plus years on the Board and are good at screening issues before bringing them to the Board.
- ◆ Although Board composition has changed, the Board always makes good, thoughtful decisions after a thorough review.
- ◆ Board staff does excellent research and preparation prior to the meetings.
- ◆ Accredited architectural schools hold CA Board in high regard.

Challenges:

- ◆ Travel restrictions hinder the awareness and opinion of CAB on national issues.
- ◆ The Board will encounter resource challenges when converting to the new licensing and enforcement system, BreEZe.
- ◆ The Sunset Review process is on the horizon and staff resources will be required in preparation for it.

TRENDS

Liability of architect and consumer:

- ◆ There is concern about the area of Public/private partnerships.
- ◆ Where does liability start and stop for the architect, contractor, and consumer?

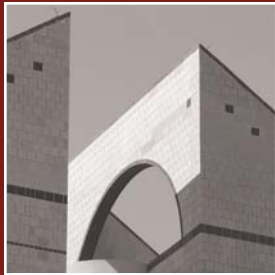
Rise of new technologies/software models:

- ◆ More architects are transitioning to Revit/Building Information Modeling (BIM) which is replacing Auto CAD throughout the profession.
- ◆ Increased demand for the Lean methodology (Six Sigma), DBAI (Design Build Institute of America) - IPD Integrated Project Delivery which is synonymous with Lean methodology.
- ◆ Architects are practicing a sustainable business practice model, in their projects and business.
- ◆ New architects designing behind a screen are not taking into account real-life variables, which may pose a risk to consumers.

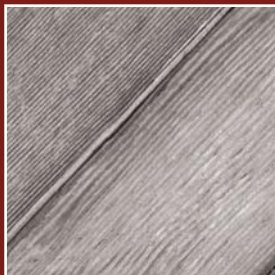
New graduates and students of architecture:

- ◆ Studying whether or not it would make sense to streamline qualifications to become an architect while still maintaining rigorous examination and licensure requirements. Maintain safety but explore broadening areas of applicants, expanding outreach to high schools, etc.
- ◆ Board working with NAAB (National Architecture Accrediting Board) and schools of architecture to identify what graduates need to know, what the practice means. Help new graduates develop billable skillsets; educate graduates on how to be a good architect and how to develop themselves professionally.
- ◆ NCARB formed a task force and CAB will need to do the same, to review the possibility of licensure upon graduation.
- ◆ Currently the ARE (Architect Registration Examination) is taken after graduation, or eight years of documented experience. No portion of the examination allowed prior to graduation, this requires a long commitment for potential licensees.
- ◆ Architecture students going into other industries, such as Pixar, entertainment industry, or computer fields. New architects possess critical thinking, problem solving skills, a creative side, and computer generating software knowledge. Candidate(s) can go into architecture or computer studios, versus only the architecture profession.

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STRATEGIC PLAN



13

California Architects Board

Public Protection Through Examination, Licensure, and Regulation

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MEMBERS OF THE BOARD

Sheran Voigt, President (Public Member)

Hraztan Zeitlian, Vice President (Architect Member)

Pasqual Gutierrez, Secretary (Architect Member)

Jon Alan Baker (Architect Member)

Christopher Christophersen (Public Member)

Jeffrey D. Heller (Architect Member)

Marilyn Lyon (Public Member)

Matthew McGuinness (Public Member)

Michael Merino (Architect Member)

Fermin Villegas (Public Member)

Douglas R. McCauley, Executive Officer

INTRODUCTION

Each day, millions of Californians work and live in environments designed by licensed architects. The decisions of architects about scale, massing, spatial organization, image, materials, and methods of construction impact not only the health, safety, and welfare of the present users, but of future generations as well. To safeguard the public health, safety, and welfare; reduce the possibility of building failure; encourage sustainable and quality design; and provide access for persons with disabilities, those who are authorized to design complex structures must meet minimum standards of competency. It is equally necessary that those who cannot meet minimum standards by way of education, experience, and examination be prevented from misrepresenting themselves to the public.

The California Architects Board (CAB) was created by the California Legislature in 1901 to safeguard the public's health, safety, and welfare. The activities of CAB benefit consumers in two important ways.

First, regulation protects the public at large. The primary responsibility of an architect is to design buildings that meet the owner's requirements for function, safety, and durability; satisfy reasonable environmental standards; and contribute esthetically to the surrounding communities. To accomplish this, the architect's design must satisfy the applicable requirements of law and also must be a correct application of the skills and knowledge of the profession. It should be emphasized that the results of faulty design may be injurious not only to the person who engages the architect but also to third parties who inhabit or use the building.

Second, regulation protects the consumer of services rendered by architects. The necessity of ensuring that those who hire architects are protected from incompetent or dishonest architects is self-evident.

CAB is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), which is part of the State and Consumer Services Agency under the aegis of the Governor. DCA is responsible for consumer protection and representation through the regulation of licensed professions and the provision of consumer services. While DCA provides administrative oversight and support services, CAB has policy autonomy and sets its own policies, procedures, and regulations.

CAB is composed of ten members: five public and five architects. The five architect members are all appointed by the Governor. Three of the public members are also gubernatorial appointees; while one public member is appointed by the Assembly Speaker and the other is appointed by the Senate Rules Committee. Board members may serve up to two four-year terms. Board members fill non-salaried positions but are paid \$100 a day for each meeting day they attend and are reimbursed travel expenses.

Effective July 1, 1997, the Board of Landscape Architects' regulatory programs came under the direct authority of DCA. During the period of July 1, 1997 through December 31, 1997, CAB exercised all delegable powers under the provisions of an interagency agreement between CAB and DCA. Effective January 1, 1998, CAB assumed administrative responsibility for regulating landscape architects. Under the enabling legislation, the Legislature created the Landscape Architects Technical Committee (LATC) which acts in an advisory capacity to CAB. The Committee, which consists of five licensed landscape architects, performs such duties and functions that have been delegated to it by CAB.

COMMONLY USED TERMINOLOGY

Throughout this document there are a number of organizations and terms abbreviated into acronyms. To simplify understanding of this document, we have included those terms here for clarification.

AIA – American Institute of Architects
AIACC – American Institute of Architects, California Council
ARE – Architect Registration Examination
BEFA – Broadly Experienced Foreign Architect
BIM – Building Information Modeling
BPC – Business and Professions Code
CAB – California Architects Board
CALBO – California Building Officials
CCR – California Code of Regulations
CE – Continuing Education
CIDP – Comprehensive Intern Development Program
CSE – California Supplemental Examination
DCA – Department of Consumer Affairs
ICC – International Code Council
IDP – Intern Development Program
IPD – Integrated Project Delivery
LATC – Landscape Architects Technical Committee
NAAB – National Architectural Accrediting Board
NCARB – National Council on Architectural Registration Boards
OPES – Office of Professional Examination Services
REC – Regulatory and Enforcement Committee
SARA – Society of American Registered Architects
WCARB – Western Conference of Architectural Registration Boards

BACKGROUND ON STRATEGIC PLANNING

To meet the changing demands of an increasingly diverse population, growing interstate and international economic transitions, and changing public expectations, CAB takes an active role in planning its future. Like other regulatory agencies, CAB must be responsive to the public interest while at the same time working within resource constraints.

CAB first convened a special meeting of its members and senior staff on October 17 and 18, 1994, to conduct a strategic planning process for the organization. CAB spent the next six months refining the plan and developing an action plan to implement the goals the organization had identified as central to meeting its mission and vision. On April 19, 1995, CAB approved its first strategic plan. CAB reviews and amends the plan annually and the CAB Executive Committee monitors plan implementation on a regular basis.

In each subsequent year, CAB has reviewed and updated the strategic plan in response to changing conditions, needs, and priorities. At each session, the Board reviews progress on objectives over the previous year, updates the environmental scan in response to changing economic and technological climates, reviews its mission and values statements, and strategizes to meet the challenges of the coming year.

CAB's committees and task forces are charged with developing detailed descriptions of the key strategies used to implement each objective.

The LATC develops its own strategic plan for regulating landscape architects. Its plan is reviewed and approved by CAB, and the LATC is responsible for implementing its own strategic plan. The LATC adopted its first strategic plan on April 16, 1998; subsequently, the LATC strategic plan was approved by CAB at its meeting on May 14, 1998. The LATC continues to update its plan annually.

CAB EXTERNAL ENVIRONMENT

In developing its strategic plan, CAB assesses the external factors which significantly impact the field of architecture in general and CAB's mission in particular. These external factors have been grouped in nine categories (see Appendix B for details):

- Consumer and client issues
- Architectural practice
- Architectural education and training
- Construction industry
- Economy
- Government approach
- Interstate and international practice
- Demographics
- Information technology

Although these external factors influence architecture throughout the U.S., the setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's physical size, large and diverse

population, varied landscape and climate, high seismicity, distinctive legal framework, and massive economy create an unusually demanding context for architectural practice.

Additionally, the varying interplay of these conditions for specific projects gives rise to more complicated settings for the conduct of architectural practice in this state. These factors are delineated in detail in Appendix B beginning on page 28.

In 2001, CAB conducted a job analysis survey of the profession to identify and quantify the minimum architectural skills and competencies necessary to ensure the public health, safety, and welfare. The survey results assigned top importance to issues that related to (in order of importance):

- Laws, codes, regulations, and standards
- Communication of design solutions for project implementation
- Relationships with relevant regulatory agencies
- Role of architect in relation to client and users
- Program information related to design solution
- Integration of appropriate building systems and materials
- Relationships with consultants and team members

A review of these items revealed that laws, codes, regulations, and standards ranked highest in this latest survey, followed by design solutions and scope, and architect's role in relation to regulatory agencies and client. Water infiltration followed by codes and regulations ranked highest in a survey conducted more than a decade earlier. This suggests that the profession is becoming more sophisticated and is accepting an expanded level of challenge. Building mechanics and technical considerations are still very important, but they have been joined by concerns dealing with universal design, regulations and regulatory agencies, and the expanding role of the architect as he/she interacts with clients, users, and other consultants.

In 2007, CAB conducted another job analysis survey of the profession which was used to develop a new test plan and examination items for the California Supplemental Examination (CSE).

RECENT ACCOMPLISHMENTS

Through strategic action and ongoing collaboration, CAB has successfully accomplished a long list of its top priorities in recent years. Some examples include implementation and assessment of the Comprehensive Intern Development Program (CIDP) [see below], stronger outreach to students and interns, enhancing the Board's relationship with the National Council of Architectural Registration Boards (NCARB), etc. This section briefly reviews key accomplishments as identified by the Board during its 2013 strategic planning session.

SUNSET REVIEW

The Board successfully completed the Sunset Review process in 2011. In September 2010, CAB submitted its required sunset report to the Senate Business, Professions, and Economic Development Committee. In this report, CAB described actions it has taken since the Board's prior review to address the recommendations of Joint Legislative Sunset Review Committee, and outlined the programmatic and operational changes, enhancements and other important policy decisions or regulatory changes made by CAB. There were no findings or follow-up actions from the Legislature and the Board received the maximum possible extension to its sunset date.

ELIMINATION OF CIDP

The CIDP was designed as an overlay to the national program to enrich the internship experience by fostering a stronger context for mentoring and learning. It encouraged better communication between the intern and supervisor, while enhancing accountability by requiring interns to submit evidence-based documentation of practical intern experience in the form of work samples and written narratives. The Board analyzed the effectiveness of CIDP and the need for this supplemental requirement in light of the vast improvements to NCARB's Intern Development Program (IDP) in the last few years, culminating in IDP 2.0. In June 2011, the Board voted to discontinue the CIDP. The action took effect upon codification of a regulatory amendment in March 2012.

CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) FORMAT

CAB conducted an objective study of the CSE and possible format options. Based on study results, CAB approved transitioning the CSE from an oral format to a computer-based, multiple choice format, which was launched in February 2011. The new exam format is much more accessible to candidates, as it is available six days a week, year round at 13 different sites throughout California, rather than the previous oral format, which was offered six times per year alternating between the Bay Area and Orange County. For out-of-state candidates, there are 10 additional exam sites across the United States. Transitioning to a computerized format has increased defensibility of CSE results, and helped to expand the Board's capacity to serve candidates while preserving resources. In 2012, CAB changed the processing of examination results to allow the candidates to receive their scores immediately after completing the examination.

IMPROVING ENFORCEMENT

Through its enforcement staff, contracted architect consultants, the Division of Investigation, and the Office of the Attorney General, CAB takes action against licensees and unlicensed individuals who have potentially violated the law. The Board has continued to improve the timeliness of its actions.

CONTINUING EDUCATION

CAB has researched and analyzed NCARB (National Council of Architectural Registration Boards) data to develop a better strategy on continuing education. CAB also developed a system to audit completion of coursework on disability access requirements pursuant to Assembly Bill 1746 (Chapter 240, Statutes of 2010).

FINGERPRINTING

CAB has reviewed the process of requiring fingerprinting of licensees for initial application or renewal in an ongoing effort to further consumer protection.

ENHANCING COMMUNICATION

To develop CAB's efforts to reach out to consumers and licensees, the Board has created a Twitter account, used as a tool to quickly inform the public of emerging trends and helpful information, and to receive feedback from the public; it has also expanded the e-news distribution list. Additionally, CAB has finalized new presentation materials for architectural institutions. CAB also updated its *Consumer's Guide to Hiring an Architect* for building and planning departments to provide awareness of architectural jurisdiction to safeguard consumers procuring services.

BOARD LEADERSHIP

CAB passed legislation to ensure staggered expiration dates for its members to help maintain quorum and a professional presence on the Board. CAB has also improved the process for establishing committee membership to continually monitor and improve the impact on CAB's efforts.

ACCESS TO THE PROFESSION

CAB has, through Assembly Bill 1822 (Chapter 317, Statutes of 2012), allowed for foreign architects to use an individual tax identification number in lieu of a social security number for those seeking licensure from another country.

KEY STRATEGIC ISSUES

While discussing the external environment, a number of issues were identified by CAB in the areas of education, experience, examinations, and the current supply of architects. CAB recognizes that these broader issues are interrelated and require attention. CAB has identified six specific key issues facing the organization: enforcement, post-licensure competency, internship, information technology, education, and the National Council of Architectural Registration Boards' (NCARB) relations. CAB determined the details of each issue and methods by which it may address each of them.

ENFORCEMENT

CAB's enforcement staffing and budget have increased, with more resources dedicated to setting professional standards and investigating consumer complaints. The Joint Committee on Boards, Commissions & Consumer Protection has recommended that CAB ensure that a greater percentage of its budget be applied toward enforcement.

While the Regulatory and Enforcement Committee (REC) has made great strides in improving the complaint handling and disciplinary processes, complex policy questions regarding responsible control and construction observation need to be addressed. Other key enforcement issues include:

- Compliance with building codes especially those affecting occupant health and safety and accessibility for people with disabilities;
- Potential increase in unlicensed practice activity;
- Rules governing architectural business names and use of the terms "architect," "architecture," and "architectural," as well as associations of licensed architects with unlicensed individuals; and
- Definition of responsible control in light of building information modeling (BIM), electronic document preparation, geographically remote project staff, etc.

POST-LICENSE COMPETENCY

In fall 1998, CAB conducted five customer focus group meetings to gather broad-based input for the annual update of the Board's strategic plan. During the focus group meetings, some questions were raised about the post-licensure competency of architects. As a result, the Board created the Task Force on Post-Licensure Competency to study this issue, to consider CAB's role in ensuring licensees' continued competency, and to investigate possible solutions, including the possibility of mandatory continuing education (CE) for all California-licensed architects.

In March 2000, CAB contracted with Professional Management and Evaluation Services, Inc., to conduct a scientifically-defensible statewide study of the post-licensure competency and professional development of California architects in order to provide CAB with valid and reliable data upon which to make future policy decisions about these issues.

The survey was sent to California-licensed architects; allied design professionals (engineers and landscape architects); California general building contractors; regulators (building officials, plan checkers, and planners); end-users (clients and developers); and forensic, insurance, and legal professionals. Numerous scientific analyses were conducted to determine that the data were reliable.

Based on the results of the survey and the recommendations of the Task Force on Post-Licensure Competency, CAB concluded that: 1) overall, California architects did not have serious or significant post-licensure competency problems; 2) at the present time, a broad-based, mandatory continuing education program was not warranted; and 3) CAB will continue to review the need for targeted actions to correct or improve identified areas of potential competency problems as they relate to public health, safety, and welfare. The identified areas of potential competency problems include:

- Coordination of consultants' work products to avoid conflicts in documentation and additional costs and time delays;
- Appropriate review and check of documents to avoid design conflicts, schedule delays, and increased costs;
- Appropriate observation procedures during site visits to identify potential construction problems and avoid added cost and time;
- Clear communication of technical instructions, design decisions, and changes to consultants in a timely manner to minimize errors and to meet schedule;
- Code issues that span multiple areas; and
- Business/contract management competency.

INTERNSHIP

Over the years, CAB has sought to set appropriate standards of entry into the practice in order to balance the need to protect the public with the need to ensure that unreasonable barriers to entering the practice are not established. CAB is concerned about the minimum level of competency of its candidates as derived through their internship. Virtually all architectural licensing boards have a three-year experience requirement in addition to the five-year educational requirement (or the equivalent). Presently, 49 U.S. jurisdictions require completion of the IDP as prescribed by NCARB. Completion of IDP not only helps ensure the minimal competence of architectural candidates, but also facilitates interstate and international practice.

CAB has determined the public would benefit from a required structured internship program. The goals of such a program are to: 1) improve the competency of entry-level architects, and 2) facilitate reciprocity. To this end, CAB sought regulatory changes to require completion of IDP effective January 1, 2005. In response to concerns over the "seat-time" (number of hours) nature of IDP, CAB initially implemented a requirement for a component, which provides evidence and documentation regarding the intern's experience. The evidence-based program developed by CAB was called CIDP.

In 2006, CAB held a workshop titled *Preparing Candidates for Successful Internships* to solicit perspectives from educators and practitioners regarding how to best prepare candidates for successful internships and, ultimately, for careers in architecture.

As a result of recent positive changes made by NCARB to IDP, CAB continues to require IDP; however, CIDP was repealed in March 2012.

INFORMATION TECHNOLOGY

Rapid changes in information technology continue to have dramatic impact on the profession of architecture. As the profession adapts to these changes, CAB needs to monitor how changes in practice necessitate changes in regulation. Electronic seals, plan checking, permitting, and data transfer are some of the issues CAB must address. Additionally, the increased use of BIM has raised questions of responsibility, control of documents, and quality of work.

CAB must continue to utilize the most advanced technologies to manage and improve its internal operations. The Governor has made “electronic government” (e-government) a priority, so CAB must be prepared to address electronic application filing, license renewal, and expanded information dissemination.

CAB charged the REC with continuing to monitor the impact of emerging technologies in the field of architecture on CAB’s ability to ensure public health, safety, and welfare.

EDUCATION

CAB’s main area of responsibility regarding education is the establishment of requirements for licensure. CAB currently requires five years of educational equivalents as a condition for licensure, but defines educational equivalents in a number of ways, including work experience under an architect.

CAB’s role with architectural education is identified as:

- Setting educational requirements for licensure in California.
- Influencing national education policy through collateral organizations.
- Providing students and candidates information on licensing.
- Serving as an information resource to the state’s architectural education community.

CAB has determined that the state’s architectural schools comprise one of its key constituent groups. The October 1999 Education Summit identified the need for CAB to establish an ongoing relationship with the state’s architectural programs to coordinate communication and to provide needed information. CAB held the 2001 Education Forum in conjunction with The American Institute of Architects, California Council’s (AIACC) Monterey Design Conference at the Asilomar Conference Center. The Education Forum reinforced the belief that CAB should continue to work in partnership with schools of architecture and the AIACC to facilitate information exchange and problem solving. The 2002 Architectural Educator/Practitioner Workshop, held in October at Woodbury University, also showed the value in collaborating with schools. CAB also held an Architectural Educators/Practitioners Workshop in February 2006 at California State Polytechnic University, Pomona. CAB will continue to fine-tune its relationship with the schools and work to better inform students about licensure, professional practice, and the Board.

NCARB RELATIONS

CAB’s goal is to influence NCARB’s decision-making to benefit its constituency – the public of California. That public includes licensees who are certificate holders, candidates who are taking the national exam, and interns participating in IDP. To that end, CAB members devote hundreds of hours working on NCARB committees creating the exam, improving IDP, negotiating international agreements, etc. At the same time, CAB provides input on how it believes NCARB can build on its

successes and continue to improve. Fortunately, the NCARB Board of Directors and their staff have become more responsive and are moving to improve their services, but CAB feels more needs to be done.

CAB continues to seek leadership positions and build on relationships established by previous Board members and to increase its presence on NCARB committees and on the NCARB regional counterpart, the Western Conference of Architectural Registration Boards (WCARB). CAB will continue to work with other large states (e.g., Florida, Texas, and New York) and with WCARB member boards, recognizing common ground in practice and recognizing reciprocity as an issue of consumer protection.

MISSION

The mission of the CAB is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in the state by:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice architecture be licensed;
- Protecting consumers and users of architectural services;
- Enforcing the laws, codes, and standards governing architectural practice in a fair, expeditious, and uniform manner;
- Empowering consumers by providing information and educational materials to help them make informed decisions;
- Collaborating with the profession and academy to ensure an effective licensure system and enforcement program; and
- Overseeing the activities of the LATC to ensure it regulates the practice of landscape architecture in a manner which safeguards the well being of the public and the environment.

VISION

CAB will play a major role in ensuring that architects provide quality professional services.

- California architects will possess the knowledge, skills, and abilities enabling them to meet the expectations of clients and consumers.
- California architects will be competent in all areas of practice and will adhere to professional standards of technical competency and conduct.
- Candidates will have access to the necessary education and training opportunities.
- Consumers will have access to an adequate supply of architects and will have the information they need to make informed choices for procuring architectural services.

VALUES

CAB will strive for high quality in all its programs, making it an effective and efficient architectural regulatory organization.

To that end, CAB will:

- Be participatory, through continuing involvement with NCARB and other organizations;
- Be professional, by treating all persons who interact with CAB as valued customers;
- Focus on prevention, providing information and education to consumers, candidates, clients, licensees, and others;
- Be progressive, utilizing the most advanced means for providing services; and
- Be proactive, exercising leadership among consumer protection and professional practice groups.

GOALS

CAB has established six goals, which provide the framework for the results it wants to achieve in furtherance of its mission.

PROFESSIONAL QUALIFICATIONS

Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

PRACTICE STANDARDS

Establish regulatory standards of practice for California architects.

ENFORCEMENT

Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

PUBLIC AND PROFESSIONAL AWARENESS

Increase public and professional awareness of CAB's mission, activities, and services.

ORGANIZATIONAL RELATIONSHIPS

Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

ORGANIZATIONAL EFFECTIVENESS AND CUSTOMER SERVICE

Enhance organizational effectiveness and improve the quality of customer service in all programs.

CONSTITUENCIES AND NEEDS

As indicated in the table below, CAB has different constituencies who depend on it for meeting their various needs. In addition, CAB obtains useful information and feedback from these groups that helps to further its mission.

INDIVIDUALS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
Public – users of facilities	Safety, welfare, accessibility to persons with disabilities, and recourse	Comments on the quality of services rendered
Clients – procurers of services	Enforcement, regulation of practice, and recourse, qualified architects	Comments on the quality of services rendered
Students	Information and coordination with schools, and preparation for IDP	Comments about the clarity of the licensing process
Candidates	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process
Interns	Fair exams, access to licensure, and information	Comments about the clarity of the licensing process, regulation of the profession and practice trends
Licensees	Regulation of practice and unlicensed practice and information	Comments about the clarity of the licensing process
Building Officials	Maintaining standards, regulation, and information	Comments regarding the quality of projects submitted by registered architects
ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
Legislature	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Executive Branch	Protection of the public interest and efficient administration of program	Comments on clarity, fairness and appropriateness of regulation
Office of Emergency Services	Screening and recruitment of inspectors and response to declared emergencies	Comment on public health, safety and welfare issues
Federal Emergency Management Agency	Support and information	Comment on public health, safety and welfare issues
Seismic Safety Commission	Information dissemination, collaboration, setting minimum practice standards, and response to earthquakes	Comment on public health, safety and welfare issues
Division of the State Architect	Support and information	Comment on public health, safety and welfare issues

CONSTITUENCIES AND NEEDS (CONT.)

ORGANIZATIONS	CONSTITUENCY NEEDS	CONSTITUENCY CONTRIBUTIONS
California Building Officials (CALBO) and Office of Statewide Health, Planning, and Development	Information and coordination	Comment on public health, safety and welfare issues
NCARB	Information, participation, and support	Information and support
AIA; AIACC; and other professional architectural organizations	Regulation of the profession, information, and interstate/international reciprocity	Information and support
Architectural Schools	Information and coordination	Information and support
Association of Collegiate Schools of Architecture	Information and coordination	Enforcement of Architects Practice Act provisions
DCA	Support and information	Information and support
Office of the Attorney General	Information and coordination	Information and support
Board for Professional Engineers, Land Surveyors, and Geologists	Information and coordination	Information and support
Contractors State License Board	Information and coordination	Information and support

ACTION PLAN

The Action Plan is a dynamic framework for the many activities CAB performs in promoting and meeting its goals. The goals and objectives are assigned to committees, subcommittees, task forces, staff, or individuals, as appropriate, who create more detailed action plans in order to meet the goals and objectives set by CAB. In the pages that follow, objectives identified by the Board as essential are shown in blue highlight and important in yellow highlight.

- Professional Qualifications 17
- Practice Standards 19
- Enforcement 20
- Public and Professional Awareness 21
- Organizational Relationships 22
- Organizational Effectiveness and Customer Service..... 23

PROFESSIONAL QUALIFICATIONS

GOAL: Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

ONGOING RESPONSIBILITIES

Analyze and recommend educational and experience requirements.

Work toward interstate/international reciprocal recognition with other architectural registration jurisdictions.

Review and make recommendations to revise the Architects Practice Act and CAB's regulations to reflect current practice.

Provide advice and input, with AIACC, to the academic community and National Architectural Accrediting Board (NAAB) regarding the quality and comprehensiveness of architectural curricula, as well as preparation of students for architectural licensure, and the supply of architects.

Oversee the content, development, and administration of the CSE.

Review the Architect Registration Examination (ARE) and the CSE to ensure they fairly and effectively test the knowledge, skills, and abilities of importance to architectural practice in California.

Work with NCARB, AIA/AIACC to refine IDP as appropriate.

Explore ways to incorporate and emphasize knowledge of building codes and accessibility requirements in IDP, ARE, and CSE, specifically Business and Professions Code section (BPC) 5550.1.

Monitor sustainable development and green building trends and the importance of these issues to consumers.

Monitor implementation of the Certified Access Specialist Program.

LEAD RESPONSIBILITY

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

Professional Qualifications Committee

OBJECTIVES

LEAD RESPONSIBILITY

TARGET DATE

1. Execute contract renewal with NCARB for the ARE.	Staff	June 2013
2. Develop a strategy to expedite reciprocity licensure for military spouses and domestic partners pursuant to Assembly Bill 1904 (Chapter 399, Statutes of 2012).	Professional Qualifications Committee	December 2013
3. Present recommendation to NCARB on the criteria for a "broadly experienced intern" pathway for licensure.	Professional Qualifications Committee	December 2013

OBJECTIVES (cont.)	LEAD RESPONSIBILITY	TARGET DATE
4. Pursue a regulatory amendment to establish a pathway for candidates holding an NCARB certificate through the Broadly Experienced Foreign Architect (BEFA) Program.	Professional Qualifications Committee	December 2013
5. Review AIACC's 2011 Architectural Education Summit Report once completed and made available to determine potential follow-up items for CAB.	Professional Qualifications Committee	December 2013
6. Review and comment on NAAB accreditation standards.	Professional Qualifications Committee	December 2013
7. Conduct a national audit of NCARB's and CAB's test specifications to determine appropriate content of the CSE.	Professional Qualifications Committee	January 2014
8. Conduct an occupational analysis of the practice of architecture in California to be used for the ongoing development of the CSE.	Professional Qualifications Committee	December 2014

PRACTICE STANDARDS

GOAL: Establish regulatory standards of practice for California architects.

ONGOING RESPONSIBILITIES

Identify areas of practice that require attention by CAB and make recommendations for revising standards of practice contained in the Architects Practice Act and regulations.

Monitor methods of practice and proposed changes in laws that may impact architectural practice and assess their impact on the regulatory process.

Review need to enact additional rules of professional conduct.

Monitor impact of emerging technology and global trends on goals and objectives.

Monitor impact of building code adoption and analyze implications on exemptions defined in BPC section 5537, as it relates to materials and methods of construction.

Monitor the application of alternative project delivery methods and tools for their potential effect on the public's health, safety, and welfare.

Communicate with building officials regarding the statutory requirements for architects' stamps and signatures.

LEAD RESPONSIBILITY

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

Regulatory & Enforcement Committee

OBJECTIVES

1. Examine definition of the practice of architecture and potentially consider creating a definition of "instruments of service" for a regulatory proposal.

LEAD RESPONSIBILITY

Regulatory & Enforcement Committee

TARGET DATE

December 2014

ENFORCEMENT

GOAL: Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

ONGOING RESPONSIBILITIES

- Coordinate efforts with NCARB on regulatory and enforcement issues.
- Oversee effectiveness of building official contact program.
- Actively enforce laws and regulations pertaining to unlicensed activity.
- Monitor impacts of new technology on enforcement procedures.
- Implement identified alternative enforcement tools.
- Review literature regarding the impact of technology on the profession.
- Maintain CAB presence at CALBO and International Code Council (ICC) chapters.
- Monitor the enforcement of penalties and continue to explore creative ways of collecting fines due.
- Monitor DCA's enforcement legislation.

LEAD RESPONSIBILITY

- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee/Staff
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee
- Regulatory & Enforcement Committee

OBJECTIVES

LEAD RESPONSIBILITY

TARGET DATE

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Execute new architect consultant contract.	Staff	July 2013
2. Review and consider adding mediation to reporting requirements (BPC section 5588).	Regulatory & Enforcement Committee	December 2013
3. Review and update CAB's Disciplinary Guidelines.	Regulatory & Enforcement Committee	July 2014
4. Review and consider adding a provision regarding "scope of work" to the written contract requirements (BPC section 5536.22).	Regulatory & Enforcement Committee	December 2014

PUBLIC AND PROFESSIONAL AWARENESS

GOAL: Increase public and professional awareness of CAB's mission, activities, and services.

ONGOING RESPONSIBILITIES

Monitor CAB Communications Plan and recommend expanded communication vehicles as needed.

Disseminate information to licensees, candidates, consumers, government agencies, students, schools, and others about the value of the architectural license.

Fine tune, update, and promote written materials and CAB's website.

Maintain a presence at schools of architecture to inform students about licensing requirements.

Use CAB newsletter to communicate with licensees on such topics as: 1) changes in state regulations, including building code changes, access compliance, and license requirements; and 2) current and upcoming issues such as BIM, IDP, integrated project delivery (IPD), sustainable design, etc.

Implement recommendations for greater use of electronic communication.

Continue CAB's school and student outreach programs.

Expand the consumer content on CAB's website.

Maintain social media presence and monitor trends.

LEAD RESPONSIBILITY

Communications Committee

Staff

Communications Committee

Staff

Communications Committee

Communications Committee

Communications Committee

Communications Committee/Regulatory & Enforcement Committee

Communications Committee/Staff

OBJECTIVES

OBJECTIVES	LEAD RESPONSIBILITY	TARGET DATE
1. Explore digital alternatives for outreach to schools.	Communications Committee	December 2013
2. Explore different publication frequency and format for CAB's newsletter, <i>California Architects</i> .	Communications Committee	December 2013
3. Promote multiple pathways to licensure.	Communications Committee	December 2013

ORGANIZATIONAL RELATIONSHIPS

GOAL: Improve effectiveness of relationships with related organizations in order to further CAB's mission and goals.

ONGOING RESPONSIBILITIES

- Maintain working relationship with NCARB.
- Maximize involvement in NCARB and WCARB and obtain appointments to committees and elected office positions.
- Maintain working relationship with AIA, AIACC, and other professional architectural organizations.
- Work with AIACC to advance CAB's goals and objectives.
- Maintain working relationship with DCA and other state agencies.
- Maintain communications with allied organizations (i.e., contractors, engineers, building officials, and insurance providers).
- Maintain communication with educational community through liaison program.
- Recruit qualified potential representatives for CAB committees.
- Maintain relationships with major organizations representing primary constituencies including CAB Board member liaisons as needed.
- Monitor proposed legislation which directly or indirectly affects architectural practice.
- Ensure programs, activities, and services are accessible to persons with disabilities.
- Integrate best practices, relevant information, and strategies between CAB and LATC.
- Continue to hold CAB meetings at campuses, including community colleges; engage faculty in dialogues regarding the value of licensure.

LEAD RESPONSIBILITY

- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee
- Staff
- Staff
- Executive Committee

OBJECTIVES

1. Participate in Sunset Review process and support California Council for Interior Designers Certification.
2. Promote the awareness of the value of CAB's participation at the national level.
3. Continue education with California planning and building departments.
4. Review CAB's liaison program and determine future focus for agencies and schools.

LEAD RESPONSIBILITY

- Executive Committee
- Executive Committee
- Executive Committee
- Executive Committee

TARGET DATE

- December 2013
- December 2013
- December 2013
- December 2013

PERFORMANCE MEASURES

CAB measures its performance by the (1) competence of the architects it licenses, (2) quality of services CAB provides, and (3) competitiveness of the marketplace.

COMPETENCE OF ARCHITECTS

Architects are expected to possess certain knowledge, skills, and abilities. Consumers and clients desire architectural services to be delivered by well-qualified architects. These are the qualities an architect should possess to meet those expectations. CAB's role is to focus on those areas that directly impact public health, safety, and welfare.

TECHNICAL EXPERTISE

- Ability to prepare a clear and complete set of working drawings
- Ability to take a concept and work with the client to get it built
- Knowledge of regulatory requirements, including safety, access, and code issues
- Project sustainability
- Understanding of building systems, including materials, structures, and technologies
- Knowledge of how a building is built

LEGAL AND ETHICAL PERFORMANCE

- Knowledge of legal requirements
- Utilize written contracts
- Follow rules of conduct
- Meet contractual obligations

COMMUNICATION SKILLS

- Graphic communication skills
- Oral communication skills
- Written communication skills

CREATIVE ABILITIES

- Design ability, creativity, and knowledge of current design trends

LEADERSHIP SKILLS

- Community leadership
- Project management
- Consensus building

MANAGEMENT SKILLS

- Budget and financial management
- On-time delivery
- Contract administration

CAB can utilize the following methods and benchmarks to measure whether it is improving the competence of California architects:

- Number and type of complaints
- Focus group meetings with various constituent and user groups
- Building official surveys

QUALITY OF CAB SERVICES

CAB has many constituencies it must serve. They are delineated in the Constituencies and Needs section beginning on page 14. One of CAB's goals is to enhance organizational effectiveness and improve the quality of customer service in all programs.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Number and type of complaints
- Focus group meetings with various constituent groups
- Building official surveys

COMPETITIVENESS OF THE MARKETPLACE

CAB needs to ensure that consumers operate in a fair, competitive marketplace that provides them with a choice of qualified architects. CAB must protect the public's health, safety, and welfare while being careful not to over-regulate the marketplace. It appears that CAB has not set unreasonable barriers to entering the practice given the large number of architects available.

The following methods and benchmarks can provide a basis to measure CAB's performance:

- Comparison with other jurisdictions (per capita, distribution, etc.)
- Exam pass rates
- Trends
- Number of qualified architects

APPENDICES

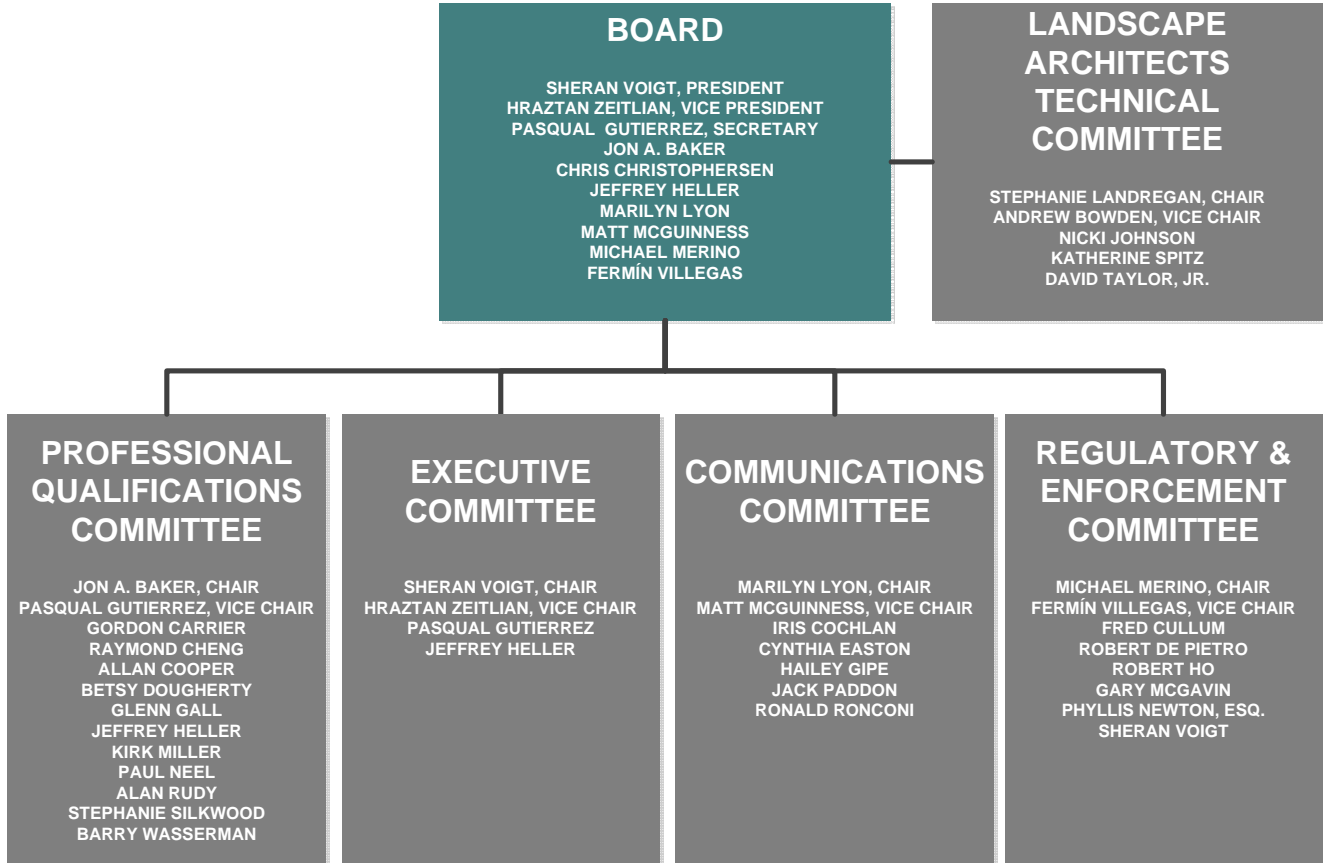
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C. Communications Plan 33

APPENDIX A: ORGANIZATIONAL STRUCTURE

CAB has developed the organizational structure below to implement its Strategic Plan. Included in the organizational chart are the Board and committee members for 2013. CAB establishes subcommittees and task forces as needed.



APPENDIX B: EXTERNAL FACTORS INFLUENCING CAB

Every annual update to CAB's strategic plan is preceded by an environmental scan. From an examination of CAB's external environment CAB members and staff identify the potential issues and challenges, which may affect CAB's ability to carry out its mission over the long term. The following trends and assumptions were identified, but may not be universally accepted by all practitioners, and help form the foundation of CAB's strategic plan.

CONSUMER AND CLIENT ISSUES

- The potential expansion of public works projects will expand opportunities for architects.
- Consumer expectations are on the rise, and clients of architectural services are demanding higher levels of service and quality and expect lower costs.
- Concerns about climate change and energy efficiency, drought conditions, and the environment have made green building standards a mainstream issue. Increasingly, clients are demanding that architects utilize "sustainable" or "green" building materials and strategies.
- Demand for application of sustainable design practices and use of sustainable materials and technologies will require architects and other design professionals to acquire relevant knowledge and skills.
- Clients are increasingly awarding jobs based on competitions, ultimately affecting the quality of products and services.
- New computer software has resulted in more clients attempting drawings or other aspects of architecture on their own, without the use of a licensed architect.

ARCHITECTURAL PRACTICE

Evolution of Firms

- The trend toward specialization in architectural practice will continue.
- Architectural practice is expanding beyond its traditional scope, and more architects are practicing outside the limits of their primary expertise.
- Firms continue to reinvent themselves in response to market changes and new trends in practice, including emerging technologies.
- International practice opportunities are increasing.

Project Delivery

- The increasing use of alternative project delivery, including IPD and the application of BIM, will impact the assignment of responsible control and liability.
- Changes in technology, alternative project delivery methods, regulations, among other factors, continue to redefine the standard of care.
- The Internet allows architects to work on projects at great distances from their home offices.
- The improper use of BIM by unlicensed individuals may negatively affect the public's health, safety, and welfare.
- The number of turn-key and design/build projects continues to increase, thereby increasing potential conflicts of interest between contractors and owners. Responsible control is taken out of the hands of the architect and leaves the owner without a clear advocate.
- The use of program/construction managers is on the rise.

- As the role of construction manager in project delivery grows, so does the potential threat to public health, safety, and welfare, as construction managers are not regulated.
- The use of team approaches to project management and development is increasing.
- The use of public/private partnerships is increasing in light of public sector budget constraints.
- Increasingly, architects are signing blueprints that are created outside of their realm of observation, often outside of the country.

Market Conditions

- Potential gaps in the supply of architects resulting from the recent economic downturn may lead to an increase in unlicensed practice in the future.
- The marketplace is experiencing increased pressures to lower fees, increase services, and operate in a compressed time frame environment.
- Consolidation of architectural firms continues.
- The role of principal has evolved from mentor into business manager.
- Architects' salaries are low relative to business and high-tech fields.
- An increasing number of principals are spending less time on traditional architectural functions and more time on business development, client relations, and operating the business.

Liability

- The ability to practice architecture is increasingly restricted by the ability to obtain professional liability insurance.
- Construction defect liability is an issue in the Legislature.

Miscellaneous

- Use of the legislative process to impact architectural practice is increasing.
- Building security will be a growing concern in the foreseeable future.
- Fewer practitioners have close ties to academia than in years past.

ARCHITECTURAL EDUCATION AND TRAINING

- The increasing cost of education is further reducing the number of architects and creating a gap between education and practice.
- License and examination fee increases, changing requirements, and modifications to exam format and structure are creating challenges for those interested in becoming licensed.
- Increasingly, architecture students are choosing not to take the licensure exam, which may reflect a change in the perception of the license as a gateway to professional practice.
- Architectural education needs to evolve to address strategic issues and changes in the field, including new technologies, building systems, and practice trends.
- There is a growing need for partnership among academia, practitioners, and CAB.
- Internships will need to focus on public health, safety, and welfare items, such as construction methods, life safety, Americans with Disabilities Act compliance, and construction document coordination.
- NAAB appears to have reduced its focus on ensuring that students effectively demonstrate four of the core competencies related to architectural practice.

- Global outsourcing may reduce potential internship opportunities.
- Technology is increasingly used to provide continuing education opportunities.

CONSTRUCTION INDUSTRY

- Changes in model codes affect local standards and review processes.
- Codes remain in flux.
- Materials' specifications are changing.
- The shift to metric standard continues.
- Trend toward new configurations of professional teams to include designing, building, and construction. This can result in an unclear definition of the architect's responsibility (e.g., in relation to construction defects).
- Building technologies have remained the same, but there are changes in building materials (e.g., straw bale and adobe blocks in residential construction).
- Demand for "green" (environmentally sensitive, energy efficient) architecture is increasing.
- While the construction management function is expanding, it is still unregulated, potentially affecting the public's health, safety, and welfare.
- The construction industry lacks qualified craftspeople to meet current demands.

ECONOMY

- Economic cycles are less predictable, resulting in more rapid fluctuations affecting job security and the demand for qualified professionals.
- Fiscal conservatism continues to influence the economic decision-making of consumers and clients, resulting in fewer business opportunities for practicing architects.
- Greater competition for jobs has the potential to impact the quality of services and consumer protection.
- International investors are becoming a bigger factor in the California economy.
- Growing international practices and outsourcing of architectural services puts downward pressure on labor costs and quality of service.
- More clients are demanding faster project delivery.
- Alternative careers (e.g., entertainment, computers) are expanding.
- The economic downturn may result in the loss of quality architects from the profession.
- The quality of plan checking is likely to be affected by downsized local building departments.

GOVERNMENT

- The Sunset Review process has been re-instituted and is underway.
- Uncertainty in the political realm continues.
- State-mandated furloughs are resulting in a decrease in CAB's capacity to oversee the licensure process and enforce licensure requirements.
- Severe State budget constraints are likely to continue.
- Efforts to restructure and streamline government continue.
- In 2004, Sunset Review recommended that CAB allocate more funding towards addressing enforcement issues, diverting funding from possible research and development efforts.

- Not all reportable civil action judgments, settlements, arbitration awards, or administrative actions with values of \$5,000 or greater in cases involving architects are being reported to CAB as required by law.
- Unregulated construction management may have a negative effect on architectural control.
- Electronic service delivery using the Internet is increasingly common.
- Changes in the California Legislature make it important to renew contacts and develop new relationships.

INTERSTATE AND INTERNATIONAL PRACTICE

- The practice of architecture is becoming increasingly interstate and international in nature. Architects are using foreign firms to do construction documents. The opening of the international marketplace, symbolized by the North American Free Trade Agreement and General Agreement on Tariffs and Trade, broadens the scope of trade.
- This trend increases the need for greater uniformity of licensing requirements as more out-of-state consultants are hired and technology increases the ease of communications and information transfer.
- There is increased foreign investment in California businesses and infrastructure.
- NCARB continues to emphasize consistency in licensing requirements to achieve reciprocity.

DEMOGRAPHICS

- California's population continues to become more diverse. All regions of California are projected to continue to grow.
- California's population is aging and individuals of the "baby boom" generation are beginning to retire, resulting in a decrease in the number of experienced, practicing architects.
- California's population is growing in high-risk areas (e.g., flood plains, earthquake-prone regions).
- California's infrastructure, roads, utilities, and housing supply are not keeping pace with its growing population.
- Increased elderly and young populations affect needed services.
- Increased cultural diversity affects consumers, regulators, and the education system.
- Increase in population affects natural resources (e.g., air, water, and space), infrastructure, and the education system.

INFORMATION TECHNOLOGY

- Electronic technology greatly expands both opportunities and challenges for communication and control over the preparation of technical documents.
- Technology also impacts the regulatory environment, as products such as engineering software and prototype plans become increasingly available.
- Changes in technology necessitate changes in regulation of architects to address issues such as computer-aided design, supervision/apprenticing of interns, etc.
- Technology has put less emphasis on paper documents.
- Some architects lack technological competency. Their challenge is to learn how to manage and regulate the technology properly.
- Technological innovations in modeling and engineering have created opportunities for new designs and new structures.

- Technology is impacting record documentation and the assignment of liability and negligence.
- Web-based project management will continue to impact project delivery, thereby making document control, accuracy, and integrity more critical.
- The adoption of BIM techniques has introduced new concerns regarding consumer protection and user safety in buildings.

APPENDIX C: COMMUNICATIONS PLAN

To support its strategic priorities, the California Architects Board (CAB) conducts information and outreach activities. This plan presents key messages, existing communications channels, and preliminary strategies for improving external communications.

AUDIENCES

CAB provides information to six main audiences:

- Consumers (clients of architects)
- Candidates and pre-candidates (interns and students)
- Professionals (licensed architects)
- Building officials
- Allied professionals (other design and construction professional associations and licensing boards)
- Architectural education community

CONSUMERS (CLIENTS OF ARCHITECTS)

Messages and Key Information

Consumers need information on how to choose the right architect and how to address complaints during or after projects. Other important consumer information includes:

- Guidelines on hiring architects, including criteria
- Consumer rights
- Assistance available from CAB

This information requires greater visibility and needs to be targeted more directly to specific audiences based on the importance of data as it relates to the public's health, safety, and welfare.

Existing Communications Channels

- Consumer's Guide to Hiring an Architect (print and website)
- Consumer Tips for Design Projects
- Information sheets (print and website)
- Post-disaster forums and press releases
- Press releases

Preliminary Strategies

- Articles in trade association and consumer magazines
- Articles in local newspapers (home sections)
- Outreach via related associations, such as local boards of realtors
- Liaison with Department of Consumer Affairs (DCA)

CANDIDATES AND PRE-CANDIDATES (INTERNS AND STUDENTS)

Messages and Key Information

Candidates for examinations and those considering the profession need accurate, timely information. Students need information and guidance about the necessary requirements of the practice of architecture, and exam candidates need detailed information about the licensure process to avoid costly mistakes. Other important information includes:

- Education requirements
- Experience requirements
- Written and supplemental examination requirements
- License requirements
- Practice limitations for those without licenses
- Background on CAB
- Standards of practice information
- Other states' requirements (e.g., in regard to reciprocity)

Existing Communications Channels

- Architectural Careers website and bookmark
- Candidate's Handbook (website)
- National Council of Architectural Registration Boards website and documents
- The American Institute of Architects, California Council (AIACC), Construction Specifications Institute (CSI), and Society of American Registered Architects (SARA) meetings, chapter meetings, and publications
- Seminar presentations

Preliminary Strategies

- Expand information and applications available on CAB's website
- Provide more information to students and provide it earlier in their educational endeavors
- Create and distribute a poster to schools to display information referencing CAB's website and available publications

PROFESSIONALS (LICENSED ARCHITECTS)

Messages and Key Information

Licensed professionals require up-to-date information to stay current in the field and provide quality architectural services. This pertains especially to sole practitioners and unaffiliated architects. Important information topics include:

- Architects Practice Act (law and regulations)
- Standards of practice
- Disciplinary actions
- Issues of practice (e.g., codes, professional trends, etc.)

Existing Communications Channels

- CAB's quarterly newsletter (website)
- Architects Practice Act with Rules and Regulations (website)
- AIACC, CSI, and SARA meetings, chapter meetings, and publications

Preliminary Strategies

- Upgrade graphics on reports and publications
- Develop contact plan for AIACC (Executive Committee) and its chapters
- Expand publication dissemination to licensees
- Update the IDP Communication Plan

BUILDING OFFICIALS

Messages and Key Information

Building officials need to know which plans require professionals, and who are licensed architects. Other information needed by these agencies includes:

- Architects Practice Act (laws and regulations)
- Guidance in interpreting the Act
- Licensee information
- Disciplinary actions

Existing Communications Channels

- Building Official Information Guide (print)
- Architects Practice Act with Rules and Regulations (website)
- California Building Officials (CALBO) meetings
- Tables at CALBO meetings
- International Code Council (ICC) chapter meetings
- Visits to building officials
- Annual surveys

Preliminary Strategies

- Work with ICC to create code pamphlets

ALLIED PROFESSIONALS

(OTHER DESIGN AND CONSTRUCTION PROFESSIONAL ASSOCIATIONS AND LICENSING BOARDS)

Messages and Key Information

Professional associations for design and construction industries (e.g., contractors, engineers, geologists, and building industry associations) need to be kept informed of CAB's activities which may impact their organizations and the industries they represent. Likewise, the state licensing boards which regulate those industries need to be kept informed of activities that may impact their boards and the professions they regulate.

Existing Communications Channels

- Newsletters
- Website
- DCA Executive Officers Council
- Website links to affiliated professionals' websites
- Architectural/engineering meetings

Preliminary Strategies

- Interact with Board for Professional Engineers, Land Surveyors, and Geologists and Contractors State License Board (Executive Committee)

ARCHITECTURAL EDUCATION COMMUNITY

Messages and Key Information

California schools with architectural programs (i.e., colleges, universities, and community colleges) and high schools need to know about licensure and candidate information. These include:

- Examination/licensure requirements
- Candidate exam pass rates
- IDP
- CAB programs

Existing Communications Channels

- Candidate's Handbook (website)
- Summary of Architect Registration Examination pass rates by school
- Education forums

Preliminary Strategies

- Expand education forums
- Meet at schools when possible

GRAPHIC STANDARDS

CAB will maintain and update its graphic standards to ensure clarity, consistency, and accuracy of information in all printed materials and publications.

WEBSITE

The Internet is being used effectively as a tool to reach all audiences through links to and from related sites. The current site functions well and has outstanding graphics. CAB will continue to improve website access, ease of use, and value to users.

Agenda Item Z

REVIEW OF SCHEDULE

December 2013

5-6	Board Meeting & Strategic Planning Session	Santa Barbara
25	<i>Christmas</i>	<i>Office Closed</i>

January 2014

1	<i>New Year's Day</i>	<i>Office Closed</i>
16	Landscape Architects Technical Committee (LATC) Meeting	Sacramento
20	<i>Martin Luther King, Jr. Day</i>	<i>Office Closed</i>

February

17	<i>Presidents Day</i>	<i>Office Closed</i>
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March

7-8	Western Conference of Architectural Registration Boards Joint Regions 1-6 Meeting	San Antonio, TX
20-23	American Institute of Architects Grassroots	Washington, DC
31	<i>Cesar Chavez Day</i>	<i>Office Closed</i>

May

20	LATC Meeting	TBD
26	<i>Memorial Day</i>	<i>Office Closed</i>

June

18-21	National Council of Architectural Registration Boards Annual Meeting	Philadelphia, PA
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July

4	<i>Independence Day</i>	<i>Office Closed</i>
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May

TBD	LATC Meeting	TBD
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August

TBD	LATC Meeting	TBD
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September

1	<i>Labor Day</i>	<i>Office Closed</i>
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November

TBD	LATC Meeting	TBD
11	<i>Veterans Day</i>	<i>Office Closed</i>
27-28	<i>Thanksgiving Holiday</i>	<i>Office Closed</i>

December

25	<i>Christmas</i>	<i>Office Closed</i>
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Board Meeting

December 5-6, 2013

Santa Barbara, CA