

CALIFORNIA ARCHITECTS BOARD

SEPTEMBER 10, 2014

SAN DIEGO, CALIFORNIA



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF BOARD MEETING

September 10, 2014
10:00 a.m. – 5:00 p.m.
NewSchool of Architecture and Design
Auditorium
1249 F Street
San Diego, CA 92101
(800) 490-7081

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. 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

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. President's Remarks
- C. Public Comment Session
- D. Approve the June 12, 2014 Board Meeting Minutes
- E. Executive Officer's Report
 1. Update to August 2014 Monthly Report
 2. Update and Possible Action on Legislation Regarding:
 - a. Senate Bill 850 (Block) [Community College Baccalaureate Programs]
 - b. Assembly Bill (AB) 186 (Maienschein) [Military Spouses]
 - c. AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]
 3. Review and Approve Draft 2014 Sunset Review Report

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(Continued)

- F. Discuss and Possible Action on 2014 Strategic Plan Objective to Monitor, Analyze, and Encourage Initiatives for Schools of Architecture that Promote Curriculum in Health, Safety, and Welfare, and Additional Path to Licensure via Board Liaisons, and Collaborate with Schools, as well as the Board, in a Series of Summits on Practice-Based Education
- G. National Council of Architectural Registration Boards (NCARB)
 - 1. Review and Ratify Comments on NCARB Proposals to Streamline and Overhaul Intern Development Program (IDP)
 - 2. Review and Ratify Comments on NCARB Proposals to Overhaul Broadly Experienced Architect and Broadly Experienced Foreign Architect Programs
- H. Review and Approve Proposed Regulations to Amend California Code of Regulations (CCR), Title 16, Section 120 (Re-Examination) as it Relates to Waiting Period to Retake Architect Registration Examination
- I. Review and Approve Proposed Regulations to Amend CCR, Title 16, Section 109 (Filing of Applications) as it Relates to Reference of the Current Edition of IDP Guidelines
- J. Landscape Architects Technical Committee (LATC) Report
 - 1. Update on August 27, 2014 LATC Meeting
 - 2. Review and Approve LATC's Recommendation Regarding Draft 2014 Sunset Review Report
- K. Closed Session – Disciplinary Decisions and Exam Development Issues [Closed Session Pursuant to Government Code Sections 11126(c)(1) and (3)]
- L. Review of Schedule
- M. 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.

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5510.15)

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

Denise Campos

Chris Christophersen

Pasqual V. Gutierrez

Tian Feng

Sylvia Kwan

Matthew McGuinness

Nilza Serrano

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 JUNE 12, 2014 BOARD MEETING MINUTES

The Board is asked to approve the minutes of the June 12, 2014 Board meeting.

Attachment:

June 12, 2014 Board Meeting Minutes

MINUTES
REGULAR MEETING
CALIFORNIA ARCHITECTS BOARD

June 12, 2014

San Francisco, CA

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

Board President Sheran Voigt called the meeting to order at 9:50 a.m. and Board Secretary, Chris Christophersen, called roll.

Board Members Present

Sheran Voigt, President
Pasqual Gutierrez, Vice President
Chris Christophersen, Secretary
Jon Alan Baker
Tian Feng
Sylvia Kwan
Matthew McGuinness
Nilza Serrano
Hraztan Zeitlian

Guests Present

Logan Cartwright, Member, the American Institute of Building Design (AIBD)
Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)
Cornelia Haber, Member, AIBD
Jeffrey Heller, President, Heller Manus Architects
Katherine Spitz, Member, Landscape Architects Technical Committee (LATC)

Staff Present

Doug McCauley, Executive Officer
Vickie Mayer, Assistant Executive Officer
Marcus Reinhardt, Examination/Licensing Program Manager
Leosha Eves, Enforcement Officer
Mel Knox, Administration Analyst
Justin Sotelo, Examination/Licensing Analyst
Robert Carter, Architect Consultant
Rebecca Bon, Staff Counsel, Department of Consumer Affairs (DCA)

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

B. PRESIDENT'S REMARKS

Ms. Voigt thanked Jeffrey Heller, of Heller Manus Architects, for the meeting facilities and acknowledged this as the first occasion the Board has seen Mr. Heller since he was replaced on the Board. Doug McCauley presented Mr. Heller with a Resolution from the State Senate honoring his service to the people of California; Mr. Heller expressed gratitude.

Ms. Voigt also:

- Announced that Fermin Villegas is no longer a Board member, and that Denise Campos has been appointed in his place by the Senate Rules Committee, effective June 30th; and
- Noted that LATC member, Katherine Spitz is in attendance.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

D. APPROVE THE FEBRUARY 26, 2014 BOARD MEETING MINUTES

Ms. Voigt asked for comments concerning the February 26, 2014, Board Meeting Minutes. Kurt Cooknick shared his view that a portion of the discussion surrounding Assembly Bill (AB) 2192 was not included in the minutes, particularly comments made by Sylvia Kwan and Hraztan Zeitlian regarding a state agency that already uses a peer review program. He also shared with the Board his view that it is inaccurate to say Bob Carter “outlined the concept” of AB 2192 at the February meeting. Pasqual Gutierrez suggested that the second bullet item on page 16 regarding the presentation on the Sacramento College of Architecture (SCA) be amended to reflect that Steve Altman gave a presentation outlining a proposal to establish the SCA “as” a National Architectural Accrediting Board accredited school.

- **Matthew McGuinness moved to approve the December 5-6, 2013, Board Meeting Minutes as amended on page 16.**

Jon Baker seconded the motion.

The motion passed 9-0.

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley advised the Board that the next meeting will be held in San Diego, possibly at NewSchool of Architecture and Design (NewSchool), and the December meeting and Strategic Planning session will be in Sacramento. He also informed the Board that he and Mr. Gutierrez recently attended a meeting with the Academy for Emerging Professionals (AEP) and AIACC where issues critical to those entering the profession were explored. He said a significant amount of time was dedicated to additional paths to licensure and degree with license.

Mr. McCauley reported that the State budget deadline is June 15, 2014 and explained that only a majority vote is required this year. He also reported that the Board's negative Budget Change Proposal (BCP) to address examination savings and reduce expenditure authority is due by the end of June.

Mr. McCauley said he was impressed by the way the National Council of Architectural Registration Boards (NCARB) is launching the new Architect Registration Examination (ARE) 5.0, citing effective overlay and transition tools. He announced that the Board completed its focus group meetings for the California Supplemental Examination (CSE) Occupational Analysis (OA) and established a goal to distribute the OA survey in July 2014.

Mr. McCauley informed the Board that its Enforcement Program is performing well, but acknowledged that the number of pending cases had increased compared to last year due to the continuing education (CE) audits and the need for staff resources to complete the Sunset Review Report.

Mr. McCauley reported that the next LATC meeting will be held on June 25, 2014, and noted that the two Extension Certificate Programs at the University of California (UC), Berkeley and UC Los Angeles are being compressed into three-year programs from the current four years. Ms. Kwan asked for clarification that landscape architect programs at these universities are not full-degree programs; Mr. McCauley answered affirmatively. Mr. McCauley reported that LATC is in the same stage of its OA process as is the Board, stating that the Committee is on the verge of conducting its linkage study and developing its test plan. He also mentioned LATC's ongoing efforts to promote reciprocity and portability by staying abreast of licensing standards in other states. Finally, Mr. McCauley informed that, like the Board, LATC is preparing its Sunset Review Report.

Mr. Gutierrez expressed concern over ARE test results reported in the May 2014 monthly report, particularly noting three categories with the lowest pass rates: Building Design & Construction Systems (51%), Building Systems (55%), and Construction Documents & Services (55%). He asked about the implications of these statistics to the profession, stating that consumers rely on architects who are competent practitioners in these core areas. Mr. McCauley asked if there is a correlation between the strength of Intern Development Program (IDP) components and those parallel areas, to which Mr. Baker replied that he is not familiar with the intent of the NCARB IDP Committee on the issue. Mr. Gutierrez explained his view that NCARB is revamping IDP in two phases, and suggested that this issue is something the Board should monitor.

Mr. McCauley gave a report on the state of the Board's budget. He focused the Board's attention to the 2013/14 Expenditure Projection document. Mr. McCauley advised the Board that personnel expenditures are aggregate and the unencumbered balance of approximately \$761,000 is attributed to exam savings and ongoing expenditure compression; he said this has enabled the Board to pursue a negative BCP in the name of fiscal responsibility. Mr. McGuinness asked if there is a need for additional staff, to which Mr. McCauley responded affirmatively, explaining though that securing additional staff positions at the Board is practically impossible without sufficient justification. He said the Board is in the process of filling vacant staff positions, but, beyond that, Mr. McCauley opined the odds for success in adding more staff positions is nil. Mr. Baker asked about items that are known to require ongoing expenses but show zero allotments, particularly noting architect consultant contracts. Mr. McCauley explained that architect consultant contracts are an expense item that moved from the Operating Expenses & Equipment category to Enforcement, enabling the Board to better track the line item. Mr. Baker asked why expenditures for exam subject matter experts (SMEs) are higher than the budget allotment. Mr. McCauley explained that the current OA and exam development activities are major contributing factors, and stated that the Board is able to redirect funds to cover higher costs. Mr. Baker asked if the Board should expect to budget twice as much

in the next fiscal year, to which Mr. McCauley said to expect the number to drop back to budget allotment levels. Vickie Mayer explained that the expenditures may exceed the budget allotment for the particular line items so long as the Board is operating within its total budget. She said it would be helpful for Board staff to meet with the department's Budget Office for the purpose of redirecting budget line items to be more representative of the Board's actual expenditures (to avoid the appearance of over/under spending). Mr. Zeitlian asked if the 20% surplus, as reflected in the document, is the reason behind why the Board is pursuing a negative-BCP, and if the BCP is related to the Sunset Review process. Mr. McCauley said the surplus is indeed the reason for pursuing a BCP and stated it to be wise for a board to demonstrate responsible fiscal behavior during Sunset Review. Ms. Mayer said that at the end of the BCP process, the control agency may adjust the amount requested by the Board. Mr. Zeitlian enquired about the source of the 20% surplus, to which Mr. McCauley replied that changes to exam administration produced significant savings. Mr. McCauley directed the Board's attention to the Analysis of Fund Condition document and briefly discussed the Board's fund balance. He informed the Board of the standard that control agencies look for, which is a balance of three to six months, and reported that the Board's fund is in good condition. Mr. McGuinness asked about cost increases, to which Mr. McCauley explained there is a formula used by control agencies which assumes that boards are fully expending their budgets. Mr. McCauley said there is a limit to how much reserve the Board may hold, noting a 24 month limit before a fee reduction/waiver is required. The Board also discussed the relationships between the budget amount, reserve levels, and reserve percentages; Ms. Kwan asked if these relationships were considered before deciding to request a negative BCP. Mr. McCauley answered affirmatively.

Mr. McCauley updated the Board on Senate Bill (SB) 850 (Block), the measure regarding Community College baccalaureate programs. He said the bill has been "watered down" since the Board's vote of support at the February meeting. He also said an amendment made on May 1, 2014, now confines the provisions to new baccalaureate programs not offered at California public universities. Mr. McCauley explained that the Master Plan for Higher Education (Plan) defines the organizational structure of California institutes of higher education, and that public universities feel threatened by the notion of community college baccalaureate programs. He recommended the Board maintain its support for SB 850, opining that supporting the concept of giving community colleges the ability to award bachelor degrees is a step in the right direction. Ms. Kwan asked whether the Board or its allies have the ability to lobby on behalf of the message that a high percentage of applicants to study architecture at the four-year university level are rejected. She said the message of the need to fill a gap (not to create new academic programs) appears to have been overlooked. Mr. McCauley stated his view that the Plan's mission, purpose, and structure of the three education segments are insurmountable, and the influence of the UC and the California State University families is stronger than that of California community colleges.

Mr. McCauley updated the Board on AB 186 (Maienschein), the measure that addresses reciprocity for military families. He stated that its provisions would have forced the Board to waive the CSE, which is a critical component to protecting the public health, safety, and welfare. Consequently, he explained, the Board adopted an "Oppose Unless Amended" position. Mr. McCauley reported that the author accepted the Board's request for an exemption from AB 186 on May 20, 2014; however, LATC's exemption was inadvertently omitted. Mr. McCauley said he provided the author's staff with language to be adopted into the bill that excludes the LATC from its provisions. He expressed confidence with the author's commitment to amend the bill appropriately, and asked the Board to support the bill as amended.

- **Jon Baker moved to support AB 186 (Maienschein) contingent on LATC amendment incorporated in bill.**

Pasqual Gutierrez seconded the motion.

The motion passed 9-0.

Mr. McCauley next discussed AB 2192 (Melendez), the AIACC-sponsored legislation that addresses a peer review process for exempt projects in lieu of government plan review. He directed the Board's attention to the May 23, 2014 amendments that would: 1) modify the type of projects eligible for the program to more closely reflect the "exempt area of practice" in the Architects Practice Act, 2) limit the authority to establish such programs to three jurisdictions as pilot projects, and 3) add a sunset date of January 1, 2020. Mr. McCauley explained that the bill is intended to address single-family home projects. He reported that the Regulatory and Enforcement Committee (REC), at its April 24, 2014 meeting, determined that the subject of AB 2192 is outside the Board's purview and recommended that the Board take no position on the bill. Ms. Voigt recalled the opinion of the REC that it is not within the Board's jurisdiction to tell architects how to interact with planning commissions and cities.

Mr. Baker said although the bill only covers exempt areas of practice, the Board would become involved if someone filed a complaint against an architect in the event of a problem. He asked if the bill addresses reviewing architect credentials. Mr. Cooknick informed the Board that, in his view, REC members did not particularly like AB 2192 and were in agreement that the subject was not under the Board's purview. Addressing Mr. Baker's question, Mr. Cooknick introduced the concept of "common sense" business relationships between the architect of record and the peer reviewing architect. He said architects are licensed professionals who make business decisions in the best interests of their clients and of themselves. To further illustrate the point, Mr. Cooknick explained that he would look to hire an architect who he respected, understands how to put together a building, and knows what a good set of construction documents looks like.

Mr. Baker asked about liability issues associated with the bill, to which Mr. Cooknick stated AIACC's position that the peer reviewing architect would have "no less liability" than the jurisdiction. Mr. Baker recalled that jurisdictions carry zero liability and asked Mr. Cooknick if the peer reviewing architect would also have no more liability; Mr. Cooknick replied it would then become a business decision between the two architects. Mr. Baker said he foresees AB 2192 creating serious problems as to accountability and liability. Mr. Cooknick stated that there is currently no requirement in statute for architects to carry liability insurance, and stated that creating such a requirement is not of interest to AIACC. Mr. Baker clarified his comments and explained that the issue is not about mandating architects to carry insurance, but, instead, to identify who carries liability for reviewing plans and approving them for construction.

Mr. Cooknick spoke about the Division of State Architect (DSA) under the Department of General Services and its peer review process involving engineering firms. He said the peer reviewing engineering firm has "no less liability" because they are not the firm of record; they simply review the project and maintain a standard of care. Messrs. Baker and McGuinness expressed disagreement with Mr. Cooknick's interpretation, explaining that when a public agency hires an outside reviewing firm, that contract between the agency and the reviewer is probably under the same guidelines of liability associated with the public agency. Mr. Baker

told Mr. Cooknick that he has never heard of a peer reviewer being sued. He said the public agency must approve the work of the reviewer. Mr. Carter agreed with Mr. Baker's perspective that the agency issues approval. He said the peer reviewing architect is contracted to the agency, and may have potential liability because he is a licensed professional.

Nilza Serrano stated that, from a consumer's opinion, AB 2192 appears to give California consumers the "short end of the stick." She said the Board must protect families that live in residences against the potential for unethical behavior among architects. Mr. Cooknick shared his view that architects are *professionals*, and said he chooses not to believe that an architect will jeopardize his or her license by overlooking something that is wrong in the name of friendship. Ms. Serrano replied that bankers, attorneys, and doctors are all supposed to be nice people too, but they all are not. She said there is an element of people in society with power who have the capacity to be dishonest, and the Board cannot assume that 100 percent of the population of architects will respect the law in every instance. Mr. Cooknick raised the case of Doris Elementary School, an episode that involved an architect of record, the DSA (contractor), and the inspector, as an example to illustrate that unscrupulous activity can happen anywhere. Ms. Serrano, as a consumer advocate, reiterated her point that AB 2192 is concerning.

Mr. McGuinness said he agreed with Ms. Serrano. He also said he understands the bill's attempt at making business processes more efficient, but echoed the Board's mission that identifies public protection as its highest priority. Mr. Cooknick asked if the Board would feel more comfortable if language that addressed a spoken/written liability requirement for the peer reviewing architect existed in the bill. As a potential remedy, Ms. Kwan reintroduced the concept of a list of approved firms which, she explained, may be used to ensure that one is not hiring a "friend" to review plans. She listed the potential benefits of such an approach, which included liability protection for the reviewing architect in a similar manner that an architect employed by a public agency enjoys. Mr. Cooknick reminded the Board that the subject of AB 2192 is a pilot project.

Mr. Baker stated that Ms. Kwan's idea is a good approach, and suggested to AIACC that it reconsider the aspect of liability and recourse so the bill may address key issues of concern to the Board. He encouraged Mr. Cooknick to insert language into the bill that fits within the practice of architecture and liability exposure. Mr. Gutierrez said he believes a list of the kind presented by Ms. Kwan would be a good service to the consumer, but would not want to bring into question the state of the profession as all architects *should* be qualified. He suggested that the Board look into DSA's criteria to have engineers qualified to check plans. Mr. Gutierrez also said that making the peer reviewer accountable could be a "game changer" due to the second layer of consumer protection. Mr. Cooknick said he sees no harm in requiring the peer reviewing architect to assume responsibility. He suggested that the Board's Communications Committee consider producing a *Consumer's Guide to Hiring a Peer Reviewing Architect*.

Logan Cartwright, a member of the public, expressed concern about the bill's current strikeout language (amendments). Mr. Cartwright said it is a poorly thought out bill, is viewed negatively by the building department, and says nothing about which jurisdictions will be identified to host such a pilot program. Mr. Zeitlian asked Mr. Cooknick if AB 2192 presents a mandate or an option to the architect, to which Mr. Cooknick replied it presents an option. Tian Feng said, in his view, it is not clear why the bill is needed, asked about future implications if the Board endorses the bill, and suggested that the spirit of the bill is not within the Board's scope.

Mr. Baker added that building departments by law may already delegate plan review process. He said AB 2192 is not a bill about delegation; it is a bill of avocation.

- **Jon Baker moved to oppose AB 2192 (Melendez).**

Nilza Serrano seconded the motion.

Mr. Cooknick asked the Board which amendments would be sufficient for the Board to endorse AB 2192, to which Mr. Baker replied that it is not the Board's responsibility to write the bill. Mr. Baker explained that the Board has given Mr. Cooknick its areas of concern and suggested he investigate and evaluate those concerns in order to make the bill complete. Mr. Cooknick stated that he only wants to ensure that the issues of most concern to the Board are identified and ultimately addressed. Mr. Baker again stated why he opposes AB 2192, explaining that he would not want to signal to the public that the Board sees no danger for the consumer in the absence of action. He said he identified things in the bill that are problematic and could potentially create a large problem. Ms. Serrano added that the Board's paramount concern is the protection of the consumer. Mr. Zeitlian said he opposes Mr. Baker's motion because he is personally in favor of the proposed legislation. He said, in his view, the bill adds another option that could benefit the consumer. Mr. Cartwright shared his view that the bill restricts the pipeline for consumers and is potentially damaging to the economy. Mr. Cooknick surmised that the bill is an option, it is a pilot program, it has benefit to the consumer, and asked the Board what its oppose message would be. Ms. Serrano disagreed that the bill is beneficial to the consumer. Ms. Voigt shared her desire to oppose AB 2192 *unless amended*.

Mr. Baker amended his motion to oppose AB 2192 (Melendez) unless amended.

Nilza Serrano approved the amended motion.

Mr. Baker's told Mr. Cooknick that, in his view, the Board's message of opposition would be that AB 2192 is incomplete. He continued that it may have potential benefits, but it is not well thought out and complete. Mr. Baker encouraged Mr. Cooknick to complete the bill and cover the issues of concern expressed by the Board. He said that AIACC may be trying to solve a problem, but in the absence of a solution to these issues the bill will create more problems than it would solve.

The motion passed 7-2 (Tian Feng and Hraztan Zeitlian opposed).

Mr. Feng clarified his opposition, explaining that with amendments the Board may commit itself to vote on the bill in the future. He said the Board should be a part of the bill. Mr. Baker opined that the Board has given AIACC plenty of feedback and commentary, and said it is unnecessary for the Board to spend any more of its time developing a bullet list of items of concern. He invited AIACC to meet with Board staff for clarification.

Board members presented their first liaison reports of 2014, which covered assigned organizations' activities and objectives. Ms. Voigt reported on College of the Desert, East Los Angeles College, and Orange Coast College. Chris Christophersen reported on College of the Sequoias, Fresno City College, and West Valley College. Mr. Baker reported on Southwestern College, San Diego Mesa College, the Southern California Institute of Architecture, NewSchool, and the Associated General Contractors of California. Ms. Kwan reported on Diablo Valley

College, College of Marin, Chabot College, University of California, Berkeley, California College of the Arts, Academy of Art University, and the Urban Land Institute. Mr. Zeitlian reported on Los Angeles Valley College, Glendale Community College, Citrus College, University of Southern California (USC), University of California, Los Angeles, and the Association of Collegiate Schools of Architecture, and requested that the Board write a letter of commendation to the USC for its “Not Licensed Yet (Not-LY)” program for students of architecture. Mr. Gutierrez reported on San Bernardino Valley College, Rio Hondo College, Mt. San Antonio College, Cuesta College, Bakersfield College, Woodbury University, California Polytechnic State University, San Luis Obispo, California Polytechnic State University, Pomona, and the American Institute of Architects, California Council. Mr. McCauley reported on the American Council of Engineering Companies, California; Board for Professional Engineers & Land Surveyors; California Building Officials; and Contractors State License Board.

F. EXECUTIVE COMMITTEE REPORT

Ms. Voigt provided the Board with an update on the activities which occurred at the Executive Committee meeting held via teleconference on May 20, 2014. She reported that the Committee:

1. Approved the Executive Committee Summary Report for the November 5, 2013 meeting.
2. Received updates relative to Strategic Plan objectives:
 - Seek an exemption from AB 186 (Maienschein) related to waiver of CSE.
 - Implement the Board’s Liaison Program and determine future focus for organizations and schools.
 - Pursue negative BCP to meet requirements in Business and Professions Code section (BCP) 128.5.
3. Made recommendations for the Board’s consideration relative to Strategic Plan objectives:
 - Promote the awareness of the value of the Board’s participation at the national level.
 - Collaborate with national licensing bodies to stay relevant.
 - Prepare and submit Sunset Review Report.
4. Approved the Professional Qualifications Committee’s recommendation regarding proposed changes to IDP reporting requirement.

Mr. McCauley informed the Board that the Committee identified the following recommendations to further the objective of promoting the awareness of the value of the Board’s participation at the national level:

1. Publicize the Board’s successful efforts with NCARB via the Board’s newsletter, *California Architects*
2. Continue to partner with AIACC to underscore the importance of NCARB
3. Maintain a list of accomplishments via the Board’s participation in NCARB
4. Stress with NCARB the importance of “mission critical” agendas
5. Incorporate elements of NCARB CEO Reports and other NCARB communiqués, as well as American Institute of Architects (AIA) reports into *California Architects*

Mr. McCauley asked the Board to approve the Executive Committee’s recommendations.

- **Jon Baker moved to approve the Executive Committee’s recommendation to 1) publicize the Board’s successful efforts with NCARB via the Board’s newsletter, *California Architects*; 2) continue to partner with AIACC to underscore the importance of NCARB; 3) maintain a list of accomplishments via the Board’s participation in NCARB, 4) stress with NCARB the importance of “mission critical” agendas; and 5) incorporate elements of NCARB CEO Reports and other NCARB communiqués, as well as AIA reports into *California Architects*.**

Matthew McGuinness seconded the motion.

The motion passed 9-0.

Mr. McCauley reported that the Committee reviewed the activities, and mission and vision statements of the Council of Landscape Architectural Registration Boards (CLARB) and National Council of Examiners on Engineering and Surveying (NCEES). He said the Committee suggested adding these two organizations to the Board’s Liaison Program because research and collaboration with these organizations would provide an opportunity to discover innovations and best practices that might further the Board’s work with NCARB. Ms. Kwan asked about structural engineers, to which Mr. McCauley opined that they are addressed through NCEES.

- **Chris Christophersen moved to continue and enhance collaboration with national and international licensing and service organizations by adding CLARB and NCEES to the Board’s Liaison Program.**

Hraztan Zeitlian seconded the motion.

Mr. Gutierrez asked about expanding the Board’s collaboration with international organizations like the Australian Institute of Architects, which operates a national program that monitors and administers CE for Australian architects. He suggested interacting with this organization (and others like it) as it would be an excellent resource of ideas for CE in California and at the national level. Ms. Mayer directed the Board’s attention to the third sentence of the fourth paragraph of the Agenda Item F.3 coversheet, which specifically mentions international service licensing and service organizations. Mr. Gutierrez said the language of the motion, therefore, is sufficient to enable the Board to liaise with foreign organizations in Australia, the United Kingdom, Tokyo, China, and elsewhere.

The motion passed 9-0.

Mr. McCauley reported that the 2014 Sunset Review Report will be submitted to the Legislature on November 1, 2014. He said that sometime in the spring of 2015 the first committee hearing will take place. He continued that approximately two weeks prior to the hearing, the Sunset Committee will provide a list of issues to the Board for clarification of items in the Report, which will be presented at the hearing. Mr. McCauley said there will be a second hearing and explained that these are the procedural steps that the Board will need to take through the Sunset process. He informed the Board that, in an effort to avoid reinventing the wheel, much of the material from the well-received 2010 Sunset Review Report was recycled into the draft of the 2014 Report. Mr. McCauley highlighted questions in the draft Report that are new as he reviewed the Report with the Board, section-by-section. The Board suggested a few minor edits.

- **Nilza Serrano moved to approve the draft 2014 Sunset Review Report, subject to final approval by the Board at its September meeting.**

Sylvia Kwan seconded the motion.

The motion passed 9-0.

G. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Mr. McCauley informed the Board that the NCARB Annual Business Meeting will commence on June 18, 2014 in Philadelphia, Pennsylvania. He noted many critical activities that occur each year at the business meetings, which include 1) shaping the basic elements of licensure components, and 2) voting on resolutions that amend the Bylaws and shape policy on the national stage. Mr. McCauley said he looks forward to participating in discussion about the next generation of the ARE and additional paths to licensure at the meeting.

Mr. McCauley stated that NCARB resolutions are important policy vehicles that amend Bylaws. He first presented **Resolution 2014-01**, which involves an amendment to certification guidelines. Mr. McCauley explained that the resolution would provide greater flexibility to the degree requirement, and would help protect candidates in situations where their school has an accreditation problem. He stated that, in his view, there is no reason for the Board to modify its position taken on this resolution at the February meeting; Mr. McCauley recommended the Board maintain its position of support.

Mr. McCauley presented **Resolution 2014-02**, which also involves an amendment to certification guidelines. He explained that the resolution would make the standard more flexible and more reflective of contemporary practice. He said it softens the requirement that work be done by a licensed individual, and removes the requirement that they be in “responsible control” of the project, noting that all architectural experience has value toward credentialing. Mr. McCauley recommended the Board maintain its position of support.

Mr. McCauley presented **Resolution 2014-03**, which is an update on structure (mission) of the various NCARB committees. Mr. McCauley recommended the Board maintain its position of support.

Mr. McCauley presented **Resolution 2014-04**, which concerns the freeze on member dues. He stated that the resolution would provide members three years to modify their regulations if there is a dues increase. Mr. McCauley recommended the Board maintain its position of support.

Mr. McCauley presented **Resolution 2014-05**, which concerns candidates for Regional Directors. He explained that the resolution creates more flexibility; it 1) allows someone who has been off their state board for two years to still pursue a position on the NCARB Board, and 2) requires that a candidate hold an NCARB Certificate. Mr. McCauley recalled that at the February Board meeting, he opined that the Certificate is not mandatory; therefore, he asked the Board if it really wants to support that additional qualification requirement. However, he said, seeing that it provides more flexibility on the timeframes perhaps that balances things. When asked whether public members may serve on the NCARB Board, Mr. Baker replied that public members may indeed serve, as the Certificate requirement would only be applicable to architects. Mr. Baker explained the criteria to obtain the Certificate and stated that NCARB wants to

promote its value, which is a more difficult task if Board members do not possess it. He informed the Board that there is strong sentiment among NCARB Certificate holders that if you wish to promote something you should actually “buy the product.” Mr. Baker said he would like to support the resolution.

- **Chris Christophersen moved to support NCARB Resolutions 2014-01, 2014-02, 2014-03, 2014-04, and 2014-05.**

Jon Baker seconded the motion.

The motion passed 9-0.

Mr. McCauley announced that the office for Secretary is contested, with candidates Gregory L. Erny (Nevada) and John R. Sorrenti (New York) competing for the seat. Mr. Baker said both candidates are fine professionals with individual strengths and weaknesses, noting that Sorrenti is the candidate without an NCARB Certificate. Mr. Baker also said he would like to see stronger representation from the Western region of the United States serving in leadership capacities, but that he would be comfortable with either candidate serving as NCARB Secretary. The Board determined that it would watch the candidates.

H. PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

Mr. Baker provided the Board with an update on the activities which occurred at the PQ meeting held in Sacramento on April 9, 2014. Mr. Baker reported that the Committee:

1. Approved the PQ Summary Report for the October 23, 2013 meeting;
2. Discussed, received updates, and made recommendations for the Board’s consideration relative to 2014 Strategic Plan objectives:
 - Monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and additional path to licensure via Board liaisons, and collaboration with schools in a series of summits on practice-based education.
 - Promote alternate paths to licensure.
 - Pursue a regulatory amendment to implement NCARB’s Rolling Clock deadline pertaining to ARE divisions passed prior to January 1, 2006.
 - Conduct an OA, review of the ARE, and linkage study to determine appropriate content for ongoing CSE development.
 - Seek an exemption from AB 186 (Maienschein) related to the waiver of the CSE.
3. Made a recommendation regarding the 2014 National Architectural Accrediting Board (NAAB) Accreditation Standards, First Reading (Second Draft); and
4. Reviewed NCARB’s proposed IDP changes related to the reporting requirement and made a recommendation.

Mr. McCauley told the Board that the term “additional path to licensure” is more appropriate than the term “alternate path to licensure” and illustrated the distinction. He also told the Board that if the profession is trending toward licensing individuals more quickly, they then must have access to the exam earlier in the process. Mr. McCauley asked the Board if there is a desire to have staff take a look at the possibility of early access to the exam for candidates and bring back something in September so schools know that if NCARB supports their program it is feasible in California. Mr. Baker asked if that is a jurisdictional decision, to which Mr. McCauley replied

he believed NCARB had in its ARE standards something that specified it. He said the Board's regulations address the duration of time before one is eligible to take the exam. Mr. Gutierrez said the common consensus of the minimum opportunity to make the exam available is three years. Mr. Baker raised logistical concerns pertaining to the average eight-year window of education and experience relative to the Board's discussion on practice-based education. He said the Board will need to rethink its statutory requirements if the duration is shortened. Mr. Gutierrez asked about how to view the eligibility of individuals without a NAAB-accredited degree, illustrating that the Board needs to continue monitoring this strategic initiative. Mr. McCauley shared NCARB's communiqué that identified one of the key elements of these programs to be "support on the part of the state board," and told the Board to expect NewSchool of Architecture and Design or some other organization to ask for support of their program.

- **Jon Baker moved to encourage continued research into the strategic initiative for additional pathways to licensure.**

Tian Feng seconded the motion.

The motion passed 9-0.

Mr. McCauley reported that the PQ Committee identified an opportunity to share a positive message about the architectural profession and the different paths to licensure in California. He said the Committee identified a list of targets for such a message, and asked the Board to approve the Committee's recommendation to craft a message and disseminate to community colleges, career centers at public and private colleges and universities, high school career centers, and Veterans Administration (VA) counseling centers.

- **Matthew McGuinness moved to ask staff to send outreach letters explaining the licensure process and profession to community colleges, career centers at public and private colleges and universities, high school career centers, and VA counseling centers.**

Chris Christophersen seconded the motion.

Mr. Gutierrez stated he will reserve comments on how best to approach VA counseling centers for the Communications Committee report.

The motion passed 9-0.

Marcus Reinhardt informed the Board that the PQ Committee reviewed the *First Reading* (second draft) of the *2014 Conditions for Accreditation*, and asked the Board to approve suggested edits made by the Committee as reflected in Attachment 1 under Agenda Item H.4. Mr. McCauley added that staff will also prepare a cover letter with the intent to provide a framework to the comments.

- **Chris Christophersen moved to approve PQ Committee's recommended comments to *2014 Conditions for Accreditation – First Reading* and to be provided to NAAB with a cover letter by the requested deadline.**

Jon Baker seconded the motion.

The motion passed 9-0.

Justin Sotelo provided the Board with an update on its OA, ARE review, and linkage study.

Mr. Reinhardt updated the Board on NCARB's proposed change to the IDP reporting requirement ("Six-Month Rule"). He explained that the proposed change will allow interns to earn IDP credit (valued at 50 percent) for valid work experience that occurred up to five years previous to the current reporting requirement. He also noted that experience older than five years would be ineligible for credit. Mr. Reinhardt informed the Board that, at the May 20, 2014, Executive Committee meeting, the PQ Committee's recommendation to support the proposed change was approved, and staff was asked to forward the comments to NCARB. He asked the Board to ratify the action taken by the Executive Committee.

- **Hraztan Zeitlian moved to ratify the Executive Committee's vote of approval to support the proposed changes to the IDP reporting requirement.**

Nilza Serrano seconded the motion.

The motion passed 9-0.

I. REVIEW AND APPROVE 2014/2015 INTRA-AGENCY CONTRACT AGREEMENT WITH THE OFFICE OF PROFESSIONAL EXAMINATION SERVICES FOR CSE DEVELOPMENT

The Board reviewed and discussed the Intra-Agency Contract (IAC) Agreement with the Office of Professional Examination Services (OPES) for examination development contained within the meeting packet. Mr. Reinhardt asked the Board to approve the IAC that begins at the new fiscal year (July 1, 2014).

- **Jon Baker moved to approve the IAC Agreement with OPES for examination development for the upcoming fiscal year 2014/15.**

Chris Christophersen seconded the motion.

The motion passed 9-0.

J. REGULATORY AND ENFORCEMENT COMMITTEE (REC) REPORT

Ms. Voigt provided the Board with an update on the activities which occurred at the REC meeting held in Sacramento on April 24, 2014. She explained that Mr. Villegas resigned as Committee Chair at the meeting and, consequently, as Vice Chair, she has assumed leadership responsibility. Ms. Voigt reported that at the meeting the Committee:

1. Approved the Summary Report of the April 25, 2013 meeting; and
2. Discussed 2014 Strategic Plan objectives and proposed legislation regarding:
 - Disciplinary Guidelines;
 - Adding a provision concerning "scope of work" to the written contract requirements;
 - \$5,000 reporting threshold requirements;
 - Other opportunities to prosecute unlicensed individuals; and
 - AB 2192 (Melendez) concerning peer review on exempt projects.

Leosha Eves informed the Board that during the Committee's discussions related to adding a provision regarding "Scope of Work" to the written contract requirement under BPC 5536.22, a recommendation to include the following language in written contracts materialized:

1. Description of the project and address; and
 2. Procedure to accommodate contract changes.
- **Sylvia Kwan moved to approve proposed language to BPC 5536.22 including working group and legal counsel's suggestions, which would add:**
 - a) **description of the project for which the client is seeking services,**
 - b) **project address, and**
 - c) **description of the procedure that the architect and the client will use to accommodate contract changes including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation and method of payment.**

Nilza Serrano seconded the motion.

Mr. Baker asked about projects that are not site-specific, to which Mr. Carter replied that addresses shall be reported "if applicable." Mr. Carter also illustrated the importance of having a project description. Furthermore, Mr. Baker asked about the issue of verifying ownership before establishing a contract to provide service, and if there is a requirement in the Architects Practice Act (Act) to notify property owners if services are being provided on their property. Mr. Carter said there is no mechanism in the Act that requires practitioners to notify property owners. Members also noted the distinction between "scope of work (a project description)," and "scope of service (description of services to be provided)."

The motion passed 9-0.

Ms. Eves informed the Board that during the Committee's discussions regarding the \$5,000 reporting threshold requirements under BPC 5588, a recommendation to maintain the threshold at \$5,000 materialized. She reported that the Committee opined that \$5,000 is an appropriate threshold for the Board based on the following:

- Raising the amount to \$50,000 (as Board for Professional Engineers, Land Surveyors, and Geologists' statute requires) would be a deterrent from consumer protection;
- In a large scale project, a \$50,000 claim may be considered small. However, in a small project, the \$5,000 claim may be very substantial;
- Larger firms settle in excess of \$50,000 as a normal course of business. Maintaining the limit at \$5,000 would not have a major impact on a larger firm, but would impact a consumer with a smaller project who would be screened out at a limit of \$50,000; and
- Anything over \$5,000 could not be filed in small claims court.

Ms. Eves asked the Board to consider favorably the REC's recommendation concerning the 2014 Strategic Plan objective to review the reporting threshold in the reporting requirement.

Ms. Kwan called the Board's attention to the fact that the \$5,000 reporting threshold has not been adjusted since inception in 1979. She asked about the possibility that this could be

perceived negatively by the public, to which Ms. Eves replied that the majority of individuals who provide complaints to the Board are first-time and only-time consumers doing residential projects; Ms. Eves stated that raising the limit would be unfair to those individuals. Mr. Carter reminded the Board that the threshold was reviewed in 2005 and was sustained at \$5,000. Ms. Serrano recommended lowering the threshold to \$50.

- **Nilza Serrano moved to maintain the reporting threshold requirements under BPC 5588 at \$5,000.**

Jon Baker seconded the motion.

The motion passed 9-0.

K. COMMUNICATIONS COMMITTEE REPORT

Mr. McGuinness provided the Board with an update on the activities which occurred at the Communications Committee meeting held in Sacramento on May 6, 2014. He reported that the Committee:

1. Approved the Communications Committee Summary Report for the October 1, 2013 meeting.
2. Received updates and discussed 2014 Strategic Plan objectives to:
 - Implement digital alternatives for outreach to schools and VA counseling centers.
 - Publish the Board's newsletter, *California Architects*, in accessible HTML format.
 - Use social media to inform the public about recent Board activities.
 - Increase public awareness about the Board and its functions through the development of expanded digital presence.
 - Research engagement with collateral organizations such as NAAB, NCARB, Association of Collegiate Schools of Architecture (ACSA), and AIA to promote public awareness.

Mel Knox informed the Board that during the Committee's discussions concerning implementing digital alternatives for outreach to schools and VA counseling centers, the Committee voted to recommend that the Board direct staff to produce: 1) contact lists for VA counseling centers, 2) content, and 3) screencasts for schools and VA counseling centers. Mr. Knox reported that the Committee also agreed with staff's recommendation for students (at accredited and non-accredited programs and community colleges) and California Veterans (individuals who work in design/construction, but may not be licensed) to be the target audience of "Licensure 101" screencasts. Moreover, he explained that as the Board already implements a school and student outreach plan, schools of architecture are already aware of the Board and licensing, they represent an informed audience and are ready to receive the communiqué that the Board will soon implement. Mr. Knox noted, however, that a more introductory approach will be required for the 31 VA counseling centers in California with a simple letter of introduction. He asked the Board to approve the Communication Committee's recommendations concerning the 2014 Strategic Plan objective to implement digital alternatives for outreach to schools and VA counseling centers.

Mr. Gutierrez recommended focusing letter of introduction content on career opportunities in architecture, rather than licensure. Ms. Serrano asked if veterans with experience in the field qualify to receive internship credit, to which Mr. Gutierrez replied that not all veterans possess skill

sets that are related to architecture. He said the most important thing for veterans is to discover where the entry point is into a profession and to then acquire required skills. Ms. Serrano said the Board needs to approach veterans soon in order to direct them toward accredited programs in architecture. Mr. Christophersen shared with the Board a six-week pre-separation program he is involved with for returning veterans, illustrating that there are avenues to reach veterans during the pre-separation phase of their transition into the civilian sector.

- **Nilza Serrano moved to direct staff to produce: 1) VA counseling center contact lists for the purpose of disseminating letters of introduction, 2) content, and 3) screencasts for schools and VA counseling centers.**

Hraztan Zeitlian seconded the motion.

The motion passed 9-0.

Mr. Knox reported that the first HTML issue of *California Architects* was published in March 2014. He also stated that the second issue was published the following month and that the third issue is expected to be published in July. Mr. Knox asked the Board to consider this objective complete; the Board considered it so. Ms. Kwan asked how many people receive the newsletter, to which Mr. Reinhardt replied that approximately 7,000 unique users are subscribed, while countless thousands more (in the general public) are informed of new Board content via *Twitter*.

Mr. Knox informed the Board that during the Committee's discussion to use social media to inform the public about recent Board activities, a recommendation developed to adopt a partnership approach with associated *Twitter* users to increase the Board's ability to provide information to the public through social media. He explained that the target group of *Twitter* users includes California schools of architecture and related professional associations. Mr. Knox also explained that a partnership approach toward using social media will enable the Board to use as leverage collateral organizations' digital presences, which is a more efficient tactic than allocating resources to independently and organically develop an expanded digital presence within the realm of social media. He told the Board that a second recommendation to produce Board *Twitter* cards also materialized from the Committee's discussions. Mr. Knox asked the Board to approve the Committee's recommendations for using social media to inform the public about recent Board activities.

- **Jon Baker moved to: 1) adopt a partnership approach with associated *Twitter* users to increase the Board's ability to provide information to the public through social media, and 2) produce Board *Twitter* cards for distribution.**

Tian Feng seconded the motion.

Mr. Feng asked about official action of Board protocol and quality controls for publishing content on *Twitter*, to which Ms. Voigt replied that anything published in social media must first be approved by the Executive Officer. Rebecca Bon informed Mr. Feng that staff would not tweet content that is not first approved.

The motion passed 9-0.

Mr. Knox told the Board that the 2014 Strategic Plan objective to increase public awareness about the Board and its functions through the development of expanded digital presence is an ongoing function that Board staff maintains. He informed that the Committee focused on “depth and quality” relating to its existing digital presences (i.e., the Board’s career website, *architect.ca.gov*) rather than seeking additional platforms with which to broaden the Board’s digital footprint. He reported that during its discussion on “depth and quality” of web content, the Committee voted to recommend that web content on its career site, *architects.ca.gov*, be updated and to first focus on candidate materials. Mr. Knox asked the Board to approve the Committee’s recommendation.

Mr. Baker inquired about navigation challenges on the Board’s website and asked if the recommendation from the Committee is designed to “update content and improve navigation.” Mr. Knox answered in the affirmative. Mr. Zeitlian stated that the website’s visual elements could be improved, and suggested that photographs of Board meetings could be used to display action.

- **Jon Baker moved to update web content on the Board’s career website, *architect.ca.gov*, and to first focus on candidate materials.**

Nilza Serrano seconded the motion.

Mr. McCauley stated that attendees at the AEP meeting were impressed with the fact that the Board has a career website. He said that the Board is the only architects’ board in the nation that has such a career website, but that its content and the ability to navigate could be refreshed. Ms. Kwan suggested that the Board look into securing ownership of similar URLs to *architect.ca.gov*.

The motion passed 9-0.

Mr. Knox advised the Board that staff reviewed the ongoing Communications Committee’s responsibilities concerning engagement with collateral organizations and determined that the Board already has an established presence with NAAB, NCARB, ACSA, and AIA. He reported that the Committee agreed with staff’s recommendation for the Board to maintain its current engagement with collateral organizations, while directing some of its focus to regional organizations associated with the high school level in an effort to share information about architecture earlier in the education process. Mr. Knox explained that, since high school is clearly an impressionable period of one’s development, often when career decisions are made, the Committee determined that engaging with regional non-profit organizations, whose missions are to enhance the academic performance and career readiness of students, will help supply consumers and firms with needed access to an abundance of architects. He said that this approach will help cultivate the next generation of architects who are equipped to meet the challenges of the future, and asked the Board to approve the Committee’s recommendation to research and engage high school students through partnership academies, non-profit, and charter schools to enhance academic performance and career readiness to promote licensure. Ms. Kwan reminded Mr. Knox that the Committee also included middle schools in its recommendation to the Board.

- **Jon Baker moved to research and engage middle and high school students through partnership academies, non-profit, and charter schools to enhance academic performance and career readiness to promote licensure.**

Chris Christophersen seconded the motion.

Mr. Gutierrez suggested using AIA's National Architecture Week as a platform to approach these young learners.

The motion passed 9-0.

L. UPDATE ON LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MARCH 20, 2014 MEETING

An update on the LATC's March 20, 2014 meeting was covered under the Executive Officer's Report, Agenda Item E.

M. CLOSED SESSION – DISCIPLINARY DECISIONS [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C) (3)]

The Board went into closed session to consider possible action on the Closed Session Minutes of the February 26, 2014 Board meeting and proposed enforcement decisions and stipulations if needed.

N. REVIEW OF SCHEDULE

Mr. McCauley informed the Board that efforts are being made to secure a venue at NewSchool in San Diego for the September Board meeting.

O. ADJOURNMENT

The meeting adjourned at 2:35 p.m.

Agenda Item E

EXECUTIVE OFFICER'S REPORT

1. Update to August 2014 Monthly Report
2. Update and Possible Action on Legislation Regarding:
 - a. Senate Bill 850 (Block) [Community College Baccalaureate Programs]
 - b. Assembly Bill (AB) 186 (Maienschein) [Military Spouses]
 - c. AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]
3. Review and Approve Draft 2014 Sunset Review Report



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: September 2, 2014
TO: Board Members
FROM: Doug McCauley, Executive Officer
SUBJECT: Monthly Report – August 2014

The following information is provided as an overview of Board activities and projects as of August 29, 2014.

ADMINISTRATIVE/MANAGEMENT

Board Meetings for the remainder of 2014 are scheduled for September 10 at the NewSchool of Architecture and Design in San Diego and December 10-11 in Sacramento at the Capitol. The December meeting will include a Strategic Planning session.

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. Staff prepared a Concept Paper, which is the first step in the process and an internal document which formulates the Board's intent to pursue the negative BCP in the fall. The Concept Paper was submitted to DCA's Budget Office on April 21, 2014. Staff prepared a draft of the negative BCP and provided it to the Board's Budget Office (BO) analyst on June 23, 2014. A meeting between Board staff and BO personnel was held on July 1, 2014 where details of the negative BCP were reviewed and guidance was provided on the next steps needed to complete the proposal. Per the request of DCA, the Board's BCP was combined with the Landscape Architects Technical Committee's proposal and was provided to the BO on August 6, 2014, then to the Business, Consumer Services, and Housing Agency on August 11, 2014. The negative BCP is due to the Department of Finance (DOF) for approval on September 2, 2014, before being incorporated into the Governor's Proposed Budget.

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Legislation Assembly Bill (AB) 186 (Maienschein) would authorize 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. The Board voted to oppose this measure at its February 26, 2014 meeting, as did the LATC at its meeting on March 20, 2014. On May 20, 2014, the author’s staff contacted the EO to report that the Assemblyman will support the Board’s/LATC’s request for an exemption from AB 186. The bill was amended as requested by the Board on June 25, 2014, was passed by the Senate on August 26, 2014, and is on the Governor’s desk.

AB 2192 (Melendez), an American Institute of Architects, California Council (AIACC)-sponsored bill, would allow architects to utilize peer review of plans (for projects exempt from the Architects Practice Act) in lieu of government plan review. At its February meeting, the Board expressed concern about the details of AB 2192, but determined that more time to develop a thorough understanding of the proposed legislation was required. Consequently, the Board took no position on AB 2192 at that meeting. The Regulatory and Enforcement Committee (REC) was asked to review the bill at its April 24, 2014 meeting and make a recommendation for the Board’s consideration. The REC determined that the subject of the bill is outside of the Board’s purview and recommended that the Board take no position on the bill. On May 23, 2014, the bill was amended to: 1) add a sunset date (January 1, 2020); modify the type of projects eligible for the program to more closely reflect the “exempt area of practice” in the Architects Practice Act; and limit the authority to establish such programs to three jurisdictions as pilot projects. The Board considered the amendments and the REC’s recommendation at its June 12, 2014 meeting and ultimately voted to take an “Oppose Unless Amended” position. One major area of concern for the Board was the bill lacks consumer protection elements that could jeopardize the public health, safety, and welfare. Specifically, the bill did not address the reality that not all architects are experienced in providing plan check services or clarify the accountability of the plan review architect. On June 16, 2014 a letter was sent to Assemblywoman Melendez conveying the Board’s position. On June 24, 2014, AIACC notified the Board that a decision was made to drop the bill. On July 15, 2014, Board President Sheran Voigt wrote in response to AIACC’s Executive Vice President Paul Welch’s letter of June 25, 2014, wherein he expressed “great disappointment” in the Board’s position on AB 2192. Ms. Voigt’s letter expressed appreciation for Mr. Welch sharing his views.

Senate Bill (SB) 850 (Block) was introduced on January 6, 2014, and would authorize community colleges to establish baccalaureate degree pilot programs at campuses to be determined by the Chancellor of California Community Colleges. The Board voted to support SB 850 at its February 26, 2014 meeting and conveyed its support via a letter to Senator Block. At its June 12, 2014 meeting, the Board voted to maintain its support for the proposed legislation despite an amendment made on May 1, 2014, that confines the provisions to new baccalaureate programs not offered at California public universities. The Board opined that giving Community

Colleges the ability to award bachelor degrees is a step in the right direction. The measure was last amended on August 18, 2014, which 1) removed the requirement for the DOF to conduct an interim and final statewide evaluation of the baccalaureate degree pilot program in conjunction with the Legislative Analyst's Office, 2) removed the requirement for the interim evaluation to include recommendations on whether and how the statewide baccalaureate degree pilot program can or should be extended and expanded, and 3) clarified that interim evaluations shall include current trends in workforce demands that require four-year degrees in the specific degree programs being offered through the statewide baccalaureate degree pilot program. SB 850 is on the Governor's desk.

Liaison Program In the second quarter of 2014, Board assigned liaisons were: 1) sent quarterly reminders of their responsibilities; 2) required to collaborate with Board staff when outreach efforts involve providing licensing information to candidates; and 3) provided with a talking points memorandum prior to making contact with assigned organizations. As a result of contacts with assigned organizations, liaisons gave their individual reports at the June 12, 2014 Board meeting. New members will be given liaison assignments to distribute the contacts more evenly. Per the Board's request, liaisons will also begin to receive their assignments individually, and will be provided with past correspondence to schools/organizations. In addition, the Board agreed to write a letter of commendation to the University of Southern California for its "Not Licensed Yet (Not-LY)" program for students of architecture. Liaisons are asked to provide biannual updates on their assigned organizations' activities and objectives; the next liaison report will be at the December 10-11, 2014 Board meeting.

Newsletter The next issue of the Board's newsletter, *California Architects*, will be published in the fourth quarter of 2014.

Personnel Efforts are underway to fill the vacant Associate Governmental Program Analyst position in the Examination/Licensing Unit and the part-time Office Technician position in the Administration Unit.

Sunset Review The Board's Sunset Review Report is due to the Legislature on November 1, 2014. The Executive Committee reviewed the first draft of the Report at its meeting on May 20, 2014. The Board also reviewed and approved the draft Report at its meeting on June 12, 2014. Staff is finalizing the Report for the Board's final approval at its September 10, 2014 meeting.

Training The following employees have been scheduled to participate in upcoming training:

9/16/14	Research, Analysis, and Problem Solving (Cody)
9/24/14	Savings Plus - Put Savings Plus to Work for You (Maribeth)
9/25/14	Effective Business Writing (Kristin and Tim)
9/30/14	Completed Staff Work (Cody)
10/22-23/14	Presentation Skills for Analysts (Cody)
10/27-29/14	National Certified Investigator/Inspector Training (Justin and Kristin)
11/4/14	Hiring & Onboarding New Employees (Justin)
11/5-6/14	Performance Management (Justin)
12/8-12/14	DCA Enforcement Academy (Kristin)

12/16/14 Welcome to DCA (Katy and Cody)
1/7/15 Interpersonal Skills for Analysts (Cody)

Twitter The Board currently has 317 followers, an increase of 25% since the June meeting. To date, there have been 56 tweets made by the Board to its followers.

Website In August, staff published new information regarding the Board's California Supplemental Examination and updated information regarding disaster preparedness and energy resources. Staff also published a press release related to the South Napa Earthquake.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The results for ARE divisions taken by California candidates during August 2014 will be available in the September 2014 Monthly Report.

The National Council of Architectural Registration Boards (NCARB) announced on June 20, 2014, that the mandatory wait time for retaking ARE divisions will decrease from 6 months to 60 days, effective on October 1, 2014. This policy change will allow candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, and up to 3 times in a running year for any 1 division. A running year commences with the first attempt at a specific ARE division. NCARB has stated that the policy change is possible because of the implementation of *My Examination* that provided it with a sophisticated technology platform to better implement candidate management services. The policy change is an improvement which allows NCARB to decrease the wait time between retakes of a division, while still ensuring the protection of exam content from over-exposure. Staff is researching the relevant sections of the Board's regulations to ascertain which ones may need to be amended in order to implement the change in the NCARB retake policy.

ARE 5.0 In early 2013, the NCARB Board of Directors (BOD) 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 new graphic testing methods throughout the exam via new "performance item types" that have candidates perform exercises similar to what an architect does as part of regular practice. Additionally, the incorporation of case studies is anticipated to be implemented in all proposed divisions and will allow more in-depth analysis of architectural scenarios by candidates. 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.

The ARE 5.0 Test Specification determines the division structure, defines the major content areas (sections), measurement objectives, and percentage of content coverage (weightings). The final Test Specification outlining the division structure for ARE 5.0 was approved on December 7, 2013 by the BOD. The future exam will include six divisions, and each will be standalone, single test administrations. This structure results from an effort to align the ARE with the more commonly defined professional architect activities of practice management, project management, and project design. The new divisions will be titled: Practice Management, Project Management,

Programming & Analysis, Project Planning & Design, Project Development & Documentation, and Construction & Evaluation.

In May, NCARB released information about the transition from ARE 4.0 to 5.0. For this transition, NCARB has released information as far in advance as possible to allow candidates who may be transitioned more time to prepare and create a plan. Additionally, NCARB is making some adjustments that will benefit candidates, such as the: 1) dual delivery of ARE 4.0 and ARE 5.0 for at least 18 months, 2) option for candidates to “self-transition” to ARE 5.0, and 3) availability of interactive tools and resources to help a candidate determine the best strategy for their transition. Additionally, NCARB’s Examination Committee and test development consultant reviewed the content covered in each ARE 4.0 and 5.0 division to find a reasonable level of alignment. As a result, candidates will have a greater opportunity to receive credit for ARE 5.0 divisions based on 4.0 divisions passed. ARE 5.0 is anticipated to launch in late 2016, with development and integration testing taking place over the next few years.

California Supplemental Examination (CSE) Administration In August, the computer-delivered CSE was administered to 63 candidates, of which 31 (49%) passed and 32 (51%) failed. The CSE has been administered to 95 candidates in FY 2014/2015 (as of August 31, 2014), of which 45 (47%) passed and 50 (53%) failed. During FY 2013/2014, the computer-delivered CSE was administered to 867 candidates, of which 478 (56%) passed, and 375 (44%) failed.

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

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 minimum competency. The last OA was conducted in 2007. The Board authorized the EO to execute a new IAC with OPES to conduct the next OA, and also conduct the required review of the national examination [per Business and Professions Code (BPC) section 139] and a linkage study between the content of the ARE and the results of the Board’s OA. The IAC was ratified by the Board at its February 26, 2014 meeting.

In March, OPES conducted four focus group meetings as one of the initial steps in the OA process. Three of the meetings were half-day meetings and involved the following stakeholders: 1) general building contractors; 2) engineers, land surveyors, and landscape architects; and 3) building officials. The fourth meeting was a two-day session, which involved architects. OPES analyzed the focus group meeting results in late March, which provided additional information with regard to the job tasks and knowledge required of architects. The next stage of the OA included interviews with architect subject matter experts (SMEs) and was conducted in April; the purpose of these interviews was to enable OPES to develop a preliminary list of job tasks and knowledge statements. The next step in the process was to conduct workshops in furtherance of developing the pilot OA questionnaire, which was distributed in June. The final OA questionnaire was distributed to a representative sample of California licensees in early July; selected licensees had until July 18 to complete the questionnaire. Results were reviewed by OPES and will be analyzed by SMEs in September; findings will be presented to the Board in

December. The remaining contracted services performed under the IAC are projected to be completed by June 2015.

Intern Development Program (IDP) At its June 17, 2014 BOD meeting, NCARB approved a change to the IDP reporting requirement, known as the six-month rule, allowing interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the current reporting requirement. Effective July 1, 2014, the change allows credit for intern experience that occurred up to five years previous to the current reporting requirement. Such experience would be valued at 50 percent, after which any experience would be ineligible for credit.

On June 23, 2014, NCARB released a notice to Member Boards requesting input on two more proposed IDP changes that will be completed in two phases, and provided a 90-day comment period which ends on September 5, 2014. The first proposed change would require interns only document the core hour requirement to complete IDP. This proposed change would reduce the number of hours required to complete IDP from 5,600 to 3,740. Should the NCARB BOD approve this change, it would take effect in early 2015.

The second proposed change is the development of a new IDP framework. The framework would remove the separate experience areas within the four IDP experience categories and create six new experience categories which directly align with the six phase-based areas of practice. Should the BOD approve this change, it would take effect in mid to late 2016.

The Board President prepared a response on behalf of the Board that was forwarded to NCARB on August 12, 2014, which will be ratified at the September 10, 2014 Board meeting.

NCARB Licensure Task Force (LTF) In September 2013, NCARB reported that it convened a new Licensure Task Force to explore potential new pathways to architectural licensure. Led by Past NCARB President Mr. Blicht, the Task Force is charged with analyzing each component of the licensure process as a basis for exploring potential additional pathways that lead to licensure, including determining whether or where there may be overlap and opportunities for efficiencies to be realized. The Task Force, one of several NCARB strategic initiatives, has met several times, most recently on August 15-16, 2014.

At its February 26, 2014 meeting, the Board discussed an alternate path to licensure model that would integrate experience (IDP) and examination components into a degree program, culminating with eligibility for licensure at graduation. The Board invited representatives from each of the National Architectural Accrediting Board (NAAB) accredited programs in California to discuss the model. More specifically, the Board was provided with: an overview of such a model; reports from school representatives on their respective efforts to promote licensure; and presentations from NewSchool professor Mitra Kanaani (who introduced a new vision for architectural education) and Steve Altman (who outlined a proposal to establish the Sacramento College of Architecture, with a core mission to provide licensure upon graduation). Additional discussion also took place with regard to other current NCARB efforts and the development of a potential framework for an alternate path to licensure model. The Professional Qualifications Committee (PQC) discussed this issue further at its April 9, 2014 meeting, as did the Board at its June 12, 2014 meeting. Staff is monitoring the California accredited schools and NCARB for

the ongoing status of current initiatives and any new ones introduced. NCARB has stated that it expects to issue schools Requests for Information later this year, followed by a Request for Proposal process in 2015.

NCARB Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) Programs On June 23, 2014, NCARB released a notice to Member Boards requesting input on proposed changes to the BEA and BEFA programs, and provided a 90-day comment period which ends on September 5, 2014. The Board President prepared a response on behalf of the Board that was forwarded to NCARB on August 12, 2014, which will be ratified at the September 10, 2014 Board meeting.

The proposed change to the BEA program reduces the amount of experience required by a licensee to complete the program. Under the proposed change, licensees completing this program must: 1) meet a Member Board's education and experience requirement for initial licensure, 2) successfully complete the ARE, and 3) maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action for one year.

The proposed change to the BEFA program eliminates the experience dossier, dossier review, and interview, and reduces the amount of documentation a foreign licensee must provide. Under the proposed change, BEFA program candidates must: 1) hold a license as an architect in a country that has a formal record keeping method for disciplinary actions for architects, 2) hold a recognized education credential that leads to the lawful practice of architecture in a country other than the U.S. or Canada, 3) document two years of active licensed practice in the country of licensure or document two years working in the U.S. under the direct supervision of an architect, and 3) complete the ARE.

Professional Qualifications Committee (PQC) The next PQC meeting is scheduled for October 30, 2014 in Sacramento.

Regulation Changes *California Code of Regulations (CCR) section 116 (Eligibility for Examination)* – As part of the change to the NCARB ARE content and candidate management by Alpine Testing Solutions, Inc., NCARB is requiring that candidates 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	Proposed regulatory language approved by the Board
May 9, 2014	Notice of Proposed Changes in the Regulations to be published by Office of Administrative Law (OAL)
May 9, 2014	Regulation package submitted to DCA Division of Legislative and Policy Review

June 23, 2014	Public hearing, no comments received
July 16, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
September 2014	Final Rulemaking File to be reviewed by Business, Consumer Services, and Housing Agency (Agency)

CCR section 109 (Filing of Applications) – NCARB released a new edition of the IDP Guidelines in December 2013 which made two changes. The first change eliminated the minimum employment duration requirement (15 hours per week for 8 consecutive weeks), and allowed interns to earn IDP experience credit for valid work through the project work performed relative to an experience area. The second change modified the entry point for participation in IDP to coincide with when an intern receives a U.S. high school diploma or the equivalent. Staff developed proposed regulatory language to reflect the new edition of the Guidelines. The Board approved the proposed regulatory language to amend CCR section 109 at its February 26, 2014 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.

Following is a chronology, to date, of the processing of the Board’s regulatory proposal for CCR section 109:

February 26, 2014	Proposed regulatory language approved by the Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL
March 28, 2014	Regulation Package submitted to DCA Division of Legislative and Policy Review
May 12, 2014	Public hearing, no comments received
June 18, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
September 2014	Final rulemaking file to be reviewed by Agency

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants were available on-call to Building Officials in August when they received nine telephone, email, and/or personal contact. These types of contacts generally include discussions regarding the Board’s policies and interpretations of the Architects 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. In August, there were 33 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 11 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.

<u>Enforcement Statistics</u>	<u>Current Month</u> August 2014	<u>Prior Month</u> July 2014	<u>Prior Year</u> August 2013
Total Cases Received/Opened**:	38	22	20
Complaints with Outside Expert:	0	0	0
Complaints to DOI:	2	0	5
Complaints Pending DOI:	2	5	6
Complaints Pending AG:	3	3	2
Complaints Pending DA:	3	3	3
Total Cases Closed**:	19	20	39
Total Cases Pending*:	183	161	75
Settlement Cases (§5588) Opened:	2	0	1
Settlement Cases (§5588) Pending:	2	4	2
Settlement Cases (§5588) Closed:	4	2	10
Citations Final:	0	1	3

* Includes citations, disciplinary actions and 72 cases referred to Enforcement Unit as a result of the continuing education coursework audits conducted after license renewal.

** Includes 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 2011/12 through 2013/14, the average number of complaints received per month was 23. The average pending caseload was 103 complaints and the average number of complaints closed per month was 22.

Regulatory and Enforcement Committee (REC) The REC's next meeting has not been scheduled.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Budget At the May 22, 2013 LATC meeting, the Committee voted to authorized staff to proceed with a regulatory proposal to temporarily reduce the license renewal fee from \$400 to \$220 for one renewal cycle (FYs 2015/16 and 2016/17) and to prepare a negative BCP to reduce its spending authority by \$200,000 beginning in FY 2015/16. Both actions were recommended by DCA's BO to address LATC's fund condition per BPC 128.5 (Reduction of License Fees in Event of Surplus Funds). Staff prepared a Concept Paper, which is the first step in the process and an internal document which formulates the LATC's intent to pursue the negative BCP this fall. On April 21, 2014, staff submitted the Concept Paper to the BO. The negative BCP was prepared and submitted to DCA in July and is awaiting review and approval by BO management. The BCP will be submitted to Agency and the DOF for approval to be incorporated in the Governor's Proposed Budget.

Committee The LATC held a meeting on August 27, 2014 via teleconference at various locations. The next meeting is tentatively scheduled for November 13, 2014.

Training The following employees have been scheduled to participate in upcoming training:

9/11/14	Excel 2010 – Level 2 (Kourtney)
9/17/14	Sexual Harassment Webinar (Jaqueline)
9/25/14	Effective Business Writing (Kourtney)

Website In August, staff published the updated "Licensee Search" lists.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) BPC section 139 requires that an OA be conducted every five to seven years. The most recent OA used to develop the CSE was conducted in 2006. 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 tested for on the national examination with those identified by the California OA. This is done to ensure that the national examination tests for knowledge relevant to license practice in California and to identify the California relevant knowledge not covered by the national examination. This latter knowledge typically forms the basis for the content of the CSE.

On January 24, 2013, the LATC approved the IAC for the OA. Upon execution of the IAC with OPES to conduct an OA, the LATC began recruiting SMEs to participate in OA workshops. The first of five OA workshops was held on May 30-31, 2013. The focus of the workshops is to identify key practice areas of landscape architecture and projected changes in those areas, and to extract core skills entry-level licensees should possess. OPES conducted telephone interviews with licensees for the purpose of reviewing the framework for describing the profession, developing and refining task and knowledge statements, and developing demographic items to be included in the OA questionnaire. OPES presented an update on the status of the OA at the

LATC meeting on August 20, 2013. The presentation also included a Q & A session for Committee members as well as for members of the public. Major project events completed to date include: 1) review of background information, 2) development of job content and structure, 3) review of tasks and knowledge areas, 4) construction and distribution of pilot and final questionnaire, 5) data analysis of the questionnaire, and 6) review results of OA.

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 to licensees on October 22, 2013 with a requested completion date of November 12, 2013.

The final OA workshop was held on February 27-28, 2014. At the June 25, 2014 LATC meeting, OPES presented the results of the OA and the Committee voted to approve the results, including the examination plan for the next development phase.

Staff worked with OPES to develop another IAC authorizing OPES to conduct the review of the national examination and a linkage study. The LATC discussed and approved the IAC at their meeting on March 20, 2014. As part of the linkage study, OPES reviewed the Landscape Architect Registration Examination (LARE) background information and psychometric quality of the LARE in June. A linkage study between LARE specifications and California OA results will be conducted September 8-9, 2014, and data analysis of the linkage study and final report will be conducted September – November 2014.

On August 27, 2014, the LATC discussed and approved the IAC for exam development. Upon completion of the linkage study, exam development based on the new OA will commence in December 2014.

Council of Landscape Architectural Registration Boards (CLARB) The CLARB Annual Meeting will be held September 24-27. LATC member Nicki Johnson and Program Manager Trish Rodriguez are planning to attend.

Landscape Architect Registration Examination (LARE) The next LARE administration will be held December 1-13, 2014. The candidates' application deadline for the December examination is September 22, 2014.

Additional upcoming LARE administration dates are as follows:

April 6-18, 2015

August 3-15, 2015

November 30-December 13, 2015

In an effort to allow more candidates time to file for one of three annual administrations of the LARE, staff has commenced work on a regulatory proposal to amend CCR section 2610 to reduce the filing deadline from 70 days prior to the administration of the LARE to 45 days (*see more information on CCR section 2610 below*).

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 CLARB began administering all five sections of the LARE, and in 2012, eliminated the graphic portion of the examination, which reduced 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 amend the 70-day filing requirement in the regulations 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 to amend CCR section 2610:

August 20, 2013	Proposed regulatory language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
March 28, 2014	Notice of Proposed Changes in the Regulations published by OAL
May 12, 2014	Public hearing, no comments received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review
August 26, 2014	Final rulemaking file to Agency for approval

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 some proposed modifications to the language to accommodate comments received from the public. The Board approved adoption of the modified language for CCR section 2620.5 at its 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 language approved by LATC
December 15, 2010	Proposed regulatory language approved by 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	Written comment (one) received during 40-day period
January 24, 2013	Modified language to accommodate public comment approved by LATC
February 15, 2013	Final rulemaking file submitted to DCA's Legal Office and Division of Legislative and Policy Review
March 7, 2013	Final approval of modified language by Board
May 31, 2013	Rulemaking file submitted 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
February 21, 2014	Staff worked with University of California Extension Certificate Program Review Task Force Chair to draft justifications for proposed changes*

**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 Budget staff 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 proposed temporary fee reduction, reducing license renewal fees for one renewal cycle beginning in FY 2015/2016 from \$400 to \$220. A regulatory change to CCR 2649 would be necessary to execute the temporary fee reduction.

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

August 20, 2013	Proposed regulatory language approved by LATC
September 12, 2013	Proposed regulatory language approved by Board
February 7, 2014	Notice of Proposed Changes in the Regulations published by OAL
March 24, 2014	Public hearing, one written comment received
June 12, 2014	Final rulemaking file submitted to DCA Legal Office and Division of Legislative and Policy Review

Strategic Plan Objectives The LATC's Strategic Plan for FYs 2013/14 through 2014/15 contains numerous objectives. Below is a summary of a few:

Reciprocity Requirements - to review reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies. This objective was discussed at the November 7, 2013 LATC meeting. As a result of this discussion, staff was directed to 1) summarize state reciprocity data by identifying the specific number of years required by each state for education, 2) determine whether a degree is mandatory, and 3) identify the number of years of experience required for initial licensure. The Committee also asked for state specific requirements for reciprocity. This topic was discussed again at the March 20, 2014

LATC meeting and the LATC voted to discuss the topic further at the next Strategic Planning session.

Training Credit for Teaching Under a Licensed Landscape Architect - to review the Table of Equivalents for training and experience credit and consider expanding eligibility requirements to allow credit for teaching under a licensed landscape architect. This objective was discussed at the November 7, 2013 LATC meeting and staff was directed to 1) determine if a future LATC meeting could be held in southern California, in order to invite schools to attend to provide input, 2) add the objective to a future LATC meeting agenda, and 3) review the Education Subcommittee summary reports to see if allowing training credit for teaching experience under a licensed landscape architect was previously considered by the Education Subcommittee, and include the findings when this agenda item is addressed again by the LATC. This topic is tentatively scheduled to be addressed at the November 2014 LATC meeting.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines - As part of the Strategic Plan established by the LATC at the January 2013 meeting, the LATC set an objective of collaborating with the Board in order to review and update LATC’s disciplinary guidelines. The Board’s REC is currently tasked with reviewing and recommending updates to the Board’s *Disciplinary Guidelines*. Once the REC completes this objective, its recommendation will be presented to the Board for approval at a subsequent Board meeting, tentatively planned for December 2014. The LATC will consider the Board’s revisions for inclusion in its own Guidelines. CCR 2680 (Disciplinary Guidelines) will need to be amended to reference the updated Guidelines if the LATC agrees to revise its Guidelines.

	<u>Current Month</u> August 2014	<u>Prior Month</u> July 2014	<u>Prior Year</u> August 2013
<u>Enforcement Statistics</u>			
Complaints Opened**:	5	0	2
Complaints to Expert:	0	2	0
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:	10	1	4
Total Cases Pending*:	15	20	28
Settlement Cases (§5678.5) Opened:	0	0	0
Settlement Cases (§5678.5) Pending:	0	0	5
Settlement Cases (§5678.5) Closed:	0	0	0
Citations Final:	0	1	0

*Includes both complaint and settlement cases

UPDATE AND POSSIBLE ACTION ON LEGISLATION REGARDING:

- a. SENATE BILL 850 (BLOCK) [COMMUNITY COLLEGE BACCALAUREATE PROGRAMS]**
- b. ASSEMBLY BILL (AB) 186 (MAIENSCHIN) [MILITARY SPOUSES]**
- c. AB 2192 (MELENDEZ) [AMERICAN INSTITUTE OF ARCHITECTS, CALIFORNIA COUNCIL-SPONSORED LEGISLATION REGARDING PEER REVIEW ON EXEMPT PROJECTS]**

Senate Bill (SB) 850 (Block) [Community College Baccalaureate Programs]

SB 850 (Block) would authorize the Chancellor of the California Community Colleges to establish a limited number of baccalaureate degree pilot programs. Campuses will be allowed to participate in this pilot provided the following conditions exist: a demonstrated local workforce need exists, the local universities cannot meet the need, and local community colleges have the capacity to meet the need. At its June 12, 2014 meeting, the Board voted to maintain its support for the proposed legislation despite an amendment made on May 1, 2014, that confines the provisions to new baccalaureate programs not offered at California public universities. The Board opined that giving Community Colleges the ability to award bachelor degrees is a step in the right direction. SB 850 passed the Assembly on August 20, 2014, passed the Senate on August 21, 2014, and is on the Governor's desk.

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 on information that indicated the Board would 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.

In June of 2013, the Executive Officer (EO) communicated the Board's position through correspondence to Assemblyman Maienschein's staff and to the Senate Business, Professions, and Economic Development (BP+ED) Committee. The Board's request for an exemption was again communicated on November 4, 2013, when staff reiterated the Board's position to the Assemblyman. A third letter was sent on February 18, 2014, and at its February 26, 2014 meeting, the Board voted to oppose this measure; on March 20, 2014, the Landscape Architects Technical Committee (LATC) voted to ratify its opposition to the bill.

The EO was able to speak to the author's staff in late April. He explained the need for the amendments and the author's staff agreed to consider them and report back. On May 12, 2014, correspondence (attached) from Board President Sheran Voigt to Chairman Lieu was sent to request support for the Board's exemption at the June 2, 2014 hearing. On May 20, 2014, the author's staff contacted the EO to report that the Assemblyman would support the Board's/LATC's request for an exemption from AB 186. Subsequently, on June 3, 2014, a letter was sent to the author which expressed gratitude for preserving the Board's/LATC's ability to fulfill its statutory responsibilities, and provided the following language to include in the bill:

“This section shall not apply to architects or landscape architects as licensed pursuant to the Architects Practice Act and Landscape Architects Practice Act, respectively.”

AB 186 was amended as requested by the Board on June 25, 2014, was passed by the Senate on August 26, 2014, and is on the Governor's desk.

AB 2192 (Melendez) [American Institute of Architects, California Council-Sponsored Legislation Regarding Peer Review on Exempt Projects]

American Institute of Architects, California Council (AIACC) sponsored legislation (attached) 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 indicated that such a provision would benefit both architects and the public. AIACC noted 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.

At its February meeting, the Board expressed concern about the details of AB 2192 and discussed a number of consumer protection issues with this proposal, but determined that more time to develop a thorough understanding of the proposed legislation would be required; consequently, the Board did not take a position on AB 2192. The Board's Regulatory and Enforcement Committee (REC) was asked to review AB 2192 at its April 24, 2014 meeting and make a recommendation for the Board's consideration. The REC determined that the subject of the bill was outside of the Board's purview and recommended that the Board take no position on the bill. On May 23, 2014, the bill was amended to: 1) add a sunset date (January 1, 2020); modify the type of projects eligible for the program to more closely reflect the “exempt area of practice” in the Architects Practice Act; and limit the authority to establish such programs to three jurisdictions as pilot projects. The Board considered the amendments and the REC's recommendation at its June 12, 2014 meeting and ultimately voted to take an “Oppose Unless Amended” position. One major area of concern for the Board was the bill lacked consumer protection elements that could jeopardize the public health, safety, and welfare. Specifically, the bill did not address the reality that not all architects are experienced in providing plan check services or clarify the accountability of the plan review architect.

A letter was sent to Assemblywoman Melendez, on June 16, 2014, advising the Board's position and concerns. On June 24, 2014, AIACC notified the Board that a decision was made to drop the bill.

Attachments:

1. SB 850 (Block)
2. SB 850 Fact Sheet
3. AB 186 (Maienschein)
4. Letter to Assemblyman Maienschein Regarding AB 186 Dated June 3, 2014
5. AB 2192 (Melendez)
6. Letter to Assemblywoman Melendez Regarding AB 2192 Dated June 16, 2014

Senate Bill No. 850

Passed the Senate August 21, 2014

Secretary of the Senate

Passed the Assembly August 20, 2014

Chief Clerk of the Assembly

This bill was received by the Governor this _____ day
of _____, 2014, at _____ o'clock ____M.

Private Secretary of the Governor

CHAPTER _____

An act to add and repeal Article 3 (commencing with Section 78040) of Chapter 1 of Part 48 of Division 7 of Title 3 of the Education Code, relating to public postsecondary education.

LEGISLATIVE COUNSEL'S DIGEST

SB 850, Block. Public postsecondary education: community college districts: baccalaureate degree pilot program.

Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state. Existing law requires the board of governors to appoint a chief executive officer, to be known as the Chancellor of the California Community Colleges. Existing law establishes community college districts, administered by governing boards, throughout the state, and authorizes these districts to provide instruction to students at the community college campuses maintained by the districts.

Existing law requires community colleges to offer instruction through, but not beyond, the 2nd year of college and authorizes community colleges to grant associate degrees in arts and science.

This bill would, commencing January 1, 2015, authorize the board of governors, in consultation with the California State University and the University of California, to establish a statewide baccalaureate degree pilot program at not more than 15 community college districts, with one baccalaureate degree program each, to be determined by the chancellor and approved by the board of governors. The bill would prohibit each participating district from offering more than one baccalaureate degree program within the district, as specified. The bill would require a district baccalaureate degree pilot program to commence by the beginning of the 2017–18 academic year, and would require a student participating in a baccalaureate degree pilot program to complete his or her degree by the end of the 2022–23 academic year. The bill would require participating community college districts to meet specified requirements, including, but not limited to, offering baccalaureate degree programs and program curricula not offered by the

California State University or the University of California, and in subject areas with unmet workforce needs, as specified.

This bill would also require the governing board of a participating community college district to submit certain items for review by the chancellor and approval by the board of governors, including, among other things, the administrative plan for the baccalaureate degree pilot program and documentation of consultation with the California State University and the University of California. The bill would provide that the Legislative Analyst's Office shall conduct both a statewide interim evaluation and a statewide final evaluation of the statewide baccalaureate degree pilot program implemented under this article, as specified, and report to the Legislature and Governor, in writing, the results of the interim evaluation on or before July 1, 2018, and the results of the final evaluation on or before July 1, 2022. The bill would provide that on or before March 31, 2015, the board of governors shall develop, and adopt by regulation, a funding model for the support of the statewide baccalaureate degree pilot program, as specified.

This bill would make these provisions inoperative on July 1, 2023, and would repeal the provisions on January 1, 2024.

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

SECTION 1. The Legislature finds and declares all of the following:

(a) California needs to produce one million more baccalaureate degrees than the state currently produces to remain economically competitive in the coming decades.

(b) The 21st century workplace increasingly demands a higher level of education in applied fields.

(c) There is demand for education beyond the associate degree level in specific academic disciplines that is not currently being met by California's four-year public institutions.

(d) Community colleges can help fill the gaps in our higher education system by granting baccalaureate degrees in a limited number of areas in order to meet a growing demand for a skilled workforce.

(e) These baccalaureate programs will be limited and will not in any way detract from the community colleges' traditional

mission to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement, nor will these programs unnecessarily duplicate similar programs offered by nearby public four-year institutions.

(f) Community colleges can provide a quality baccalaureate education to their students, enabling place-bound local students and military veterans the opportunity to earn the baccalaureate degree needed for new job opportunities and promotion.

(g) Twenty-one other states, from Florida to Hawaii, already allow their community colleges to offer baccalaureate degrees. California is one of the most innovative states in the nation, and the California Community Colleges will use that same innovative spirit to produce more professionals in health, biotechnology, public safety, and other needed fields.

SEC. 2. Article 3 (commencing with Section 78040) is added to Chapter 1 of Part 48 of Division 7 of Title 3 of the Education Code, to read:

Article 3. Baccalaureate Degree Pilot Program

78040. For purposes of this article, “district” means any community college district identified by the Chancellor of the California Community Colleges as participating in the statewide baccalaureate degree pilot program. Each participating district may establish one baccalaureate degree pilot program pursuant to Section 78041.

78041. Notwithstanding Section 66010.4, and commencing January 1, 2015, the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, may authorize the establishment of district baccalaureate degree pilot programs that meet all of the eligibility requirements set forth in Section 78042. A district pilot program established pursuant to this article shall commence no later than the 2017–18 academic year. A student participating in a baccalaureate degree pilot program shall complete his or her degree by the end of the 2022–23 academic year. For purposes of this section, a pilot program commences when the first class of students begins the program. The statewide baccalaureate degree pilot program shall consist of a maximum of 15 districts,

with one baccalaureate degree program each, to be determined by the Chancellor of the California Community Colleges and approved by the Board of Governors of the California Community Colleges.

78042. (a) A district shall seek approval to offer a baccalaureate degree program through the appropriate accreditation body.

(b) When seeking approval from the Board of Governors of the California Community Colleges, a district shall maintain the primary mission of the California Community Colleges specified in paragraph (3) of subdivision (a) of Section 66010.4. The district, as part of the baccalaureate degree pilot program, shall have the additional mission to provide high-quality undergraduate education at an affordable price for students and the state.

(c) As a condition of eligibility for consideration to participate in the statewide baccalaureate degree pilot program, a district shall have a written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver pursuant to Section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

(d) A district shall not offer more than one baccalaureate degree program, as determined by the governing board of the district and approved by the Board of Governors of the California Community Colleges, and subject to the following limitations:

(1) A district shall identify and document unmet workforce needs in the subject area of the baccalaureate degree to be offered and offer a baccalaureate degree at a campus in a subject area with unmet workforce needs in the local community or region of the district.

(2) A baccalaureate degree pilot program shall not offer a baccalaureate degree program or program curricula already offered by the California State University or the University of California.

(3) A district shall have the expertise, resources, and student interest to offer a quality baccalaureate degree in the chosen field of study.

(4) A district shall not offer more than one baccalaureate degree program within the district, which shall be limited to one campus within the district.

(5) A district shall notify a student who applies to the district's baccalaureate degree pilot program that the student is required to

complete his or her baccalaureate degree by the end of the 2022–23 academic year, as specified in Section 78041.

(e) A district shall maintain separate records for students who are enrolled in courses classified in the upper division and lower division of a baccalaureate program. A student shall be reported as a community college student for enrollment in a lower division course and as a baccalaureate degree program student for enrollment in an upper division course.

(f) A governing board of a district seeking authorization to offer a baccalaureate degree pilot program shall submit all of the following for review by the Chancellor of the California Community Colleges and approval by the Board of Governors of the California Community Colleges:

(1) Documentation of the district’s written policy required by subdivision (c).

(2) The administrative plan for the baccalaureate degree pilot program, including, but not limited to, the governing board of the district’s funding plan for its specific district.

(3) A description of the baccalaureate degree pilot program’s curriculum, faculty, and facilities.

(4) The enrollment projections for the baccalaureate degree pilot program.

(5) Documentation regarding unmet workforce needs specifically related to the proposed baccalaureate degree pilot program, and a written statement supporting the necessity of a four-year degree for that program.

(6) Documentation of consultation with the California State University and the University of California regarding collaborative approaches to meeting regional workforce needs.

(g) (1) On or before March 31, 2015, the Board of Governors of the California Community Colleges shall develop, and adopt by regulation, a funding model for the support of the statewide baccalaureate degree pilot program that is based on a calculation of the number of full-time equivalent students enrolled in all district pilot programs.

(2) Funding for each full-time equivalent student shall be at a marginal cost calculation, as determined by the Board of Governors of the California Community Colleges, that shall not exceed the community college credit instruction marginal cost calculation for

a full-time equivalent student, as determined pursuant to paragraph (2) of subdivision (d) of Section 84750.5.

(3) A student in a baccalaureate degree pilot program authorized by this article shall not be charged fees higher than the mandatory systemwide fees charged for baccalaureate degree programs at the California State University.

(4) Fees for coursework in a baccalaureate degree pilot program shall be consistent with Article 1 (commencing with Section 76300) of Chapter 2 of Part 47.

(5) A district shall, in addition to the fees charged pursuant to paragraph (4), charge a fee for upper division coursework in a baccalaureate degree pilot program of eighty-four dollars (\$84) per unit.

(h) (1) The Legislative Analyst's Office shall conduct both an interim and a final statewide evaluation of the statewide baccalaureate degree pilot program implemented pursuant to this article.

(2) The results of the interim evaluation shall be reported as a progress report, in writing, to the Legislature and the Governor on or before July 1, 2018. The interim evaluation shall include, but is not limited to, all of the following:

(A) How many, and which specific, districts applied for a baccalaureate degree pilot program, and the baccalaureate degree pilot programs they applied for.

(B) Which potential four-year baccalaureate degrees were denied and why they were denied.

(C) Baccalaureate degree pilot program costs and the funding sources that were used to finance these programs.

(D) Current trends in workforce demands that require four-year degrees in the specific degree programs being offered through the statewide baccalaureate degree pilot program.

(E) Current completion rates, if available, for each cohort of students participating in a baccalaureate degree pilot program.

(F) Information on the impact of baccalaureate degree pilot program on underserved and underprepared students.

(3) The results of the final evaluation shall be reported, in writing, to the Legislature and the Governor on or before July 1, 2022. The final evaluation shall include, but is not limited to, all of the following:

(A) The number of new district baccalaureate degree pilot programs implemented, including information identifying the number of new programs, applicants, admissions, enrollments, and degree recipients.

(B) The extent to which the baccalaureate degree pilot programs established under this article fulfill identified workforce needs for new baccalaureate degree programs, including statewide supply and demand data that considers capacity at the California State University, the University of California, and in California's independent colleges and universities.

(C) Information on the place of employment of students and the subsequent job placement of graduates.

(D) Baccalaureate degree program costs and the funding sources that were used to finance these programs, including a calculation of cost per degree awarded.

(E) The costs of the baccalaureate degree programs to students, the amount of financial aid offered, and student debt levels of graduates of the programs.

(F) Time-to-degree rates and completion rates for the baccalaureate degree pilot programs.

(G) The extent to which the programs established under this article are in compliance with the requirements of this article.

(H) Information on the impact of baccalaureate degree pilot program on underserved and underprepared students.

(I) Recommendations on whether and how the statewide baccalaureate degree pilot program can or should be extended and expanded.

(4) A district shall submit the information necessary to conduct the evaluations required by paragraph (1), as determined by the Legislative Analyst's Office, to the Chancellor of the California Community Colleges, who shall provide the information to the Legislative Analyst's Office upon request.

(5) A report to be submitted pursuant to paragraph (2) or (3) shall be submitted in compliance with Section 9795 of the Government Code.

78043. This article shall become inoperative on July 1, 2023, and as of January 1, 2024, is repealed, unless a later enacted statute that is enacted before January 1, 2024, deletes or extends that date.

Approved _____, 2014

Governor

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ECONOMIC DEVELOPMENT
EDUCATION
PUBLIC EMPLOYMENT & RETIREMENT
VETERANS AFFAIRS

FACT SHEET: SB 850 (Block) Community College Applied Baccalaureate Degrees

Summary:

SB 850 creates a pilot program authorizing a limited number of California Community Colleges to offer a baccalaureate degree. Campuses will be allowed to participate in this pilot provided three conditions exist: a demonstrated local workforce need exists, the local universities cannot meet the need, and local community colleges have the capacity to meet the need.

Background:

Our state faces an urgent and staggering need to increase the number of Californians with four-year degrees by 2025. This means we must produce an additional 60,000 baccalaureate degrees per year, on top of the 150,000 baccalaureates now produced by California's public and private colleges.

SB 850 is patterned after the applied baccalaureate degree model offered in the community colleges of more than twenty other states. With nearly four million jobs left unfilled nationally due to a lack of skilled workers, SB 850 seeks to find new methods of addressing the skills gap identified in California.

This legislation gives community colleges an opportunity to partner with local workforce investment boards and local businesses to strategically address critical employer demands across our state. A community college campus would only be allowed to participate in the pilot if a local workforce demand is identified, and the proposed pilot program does not duplicate a program already being offered by a local public university.

It will take innovative and targeted programs to address California's skills gap. SB 850 is one such program that will give students an opportunity to get the education they need to fill jobs in their communities

For More Information:

Kevin J. Powers ▪ (916) 651-4039 ▪ Kevin.Powers@sen.ca.gov rev 02/05/2014

AMENDED IN SENATE AUGUST 20, 2014

AMENDED IN SENATE JUNE 25, 2014

AMENDED IN SENATE MAY 29, 2014

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, Gorell, Grove, Harkey, Olsen, Patterson,
and V. Manuel Pérez)**

(Coauthors: Senators Fuller and Huff)

January 28, 2013

An act to add Section 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 specified licensed professions* for an applicant who holds a current, active, and unrestricted 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 a temporary license *issued pursuant to these provisions* to expire 12 months after issuance, upon issuance of an expedited license, or upon denial of the application for expedited licensure by the board, whichever occurs first.

This bill would *also* require an applicant seeking a temporary license as a civil engineer, geotechnical engineer, structural engineer, land surveyor, professional geologist, professional geophysicist, certified engineering geologist, or certified hydrogeologist to successfully pass the appropriate California-specific examination or examinations required for licensure in those respective professions by the Board for Professional Engineers, Land Surveyors, and Geologists. ~~The bill would also authorize a board to require an applicant to successfully pass an examination in jurisprudence or California law and ethics for the issuance of a temporary license if successfully passing the examination is a requirement for all applicants for full licensure.~~

~~This bill would exclude the California Architects Board, the Landscape Architects Technical Committee, the Contractors' State License Board, the State Board of Chiropractic Examiners, and a board that established a temporary licensing process before January 1, 2014, from these provisions.~~

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 the following eligible~~ temporary
5 ~~license licenses~~ to an applicant if he or she meets the requirements
6 set forth in subdivision (e). ~~The temporary license shall expire 12~~
7 ~~months after issuance, upon issuance of an expedited license~~
8 ~~pursuant to Section 115.5, or upon denial of the application for~~
9 ~~expedited licensure by the board, whichever occurs first.~~ (c):

10 (1) *Registered nurse license by the Board of Registered Nursing.*

11 (2) *Vocational nurse license issued by the Board of Vocational*
12 *Nursing and Psychiatric Technicians of the State of California.*

13 (3) *Psychiatric technician license issued by the Board of*
14 *Vocational Nursing and Psychiatric Technicians of the State of*
15 *California.*

16 (4) *Speech-language pathologist license issued by the*
17 *Speech-Language Pathology and Audiology and Hearing Aid*
18 *Dispensers Board.*

19 (5) *Audiologist license issued by the Speech-Language*
20 *Pathology and Audiology and Hearing Aid Dispensers Board.*

21 (6) *Veterinarian license issued by the Veterinary Medical Board.*

22 (7) *All licenses issued by the Board for Professional Engineers,*
23 *Land Surveyors, and Geologists.*

24 (8) *All licenses issued by the Medical Board of California.*

25 (b) The board may conduct an investigation of an applicant for
26 purposes of denying or revoking a temporary license issued
27 pursuant to this section. This investigation may include a criminal
28 background check.

29 (c) An applicant seeking a temporary license pursuant to this
30 section shall meet the following requirements:

31 (1) The applicant shall supply evidence satisfactory to the board
32 that the applicant is married to, or in a domestic partnership or

1 other legal union with, an active duty member of the Armed Forces
2 of the United States who is assigned to a duty station in this state
3 under official active duty military orders.

4 (2) The applicant shall hold a current, active, and unrestricted
5 license that confers upon him or her the authority to practice, in
6 another state, district, or territory of the United States, the
7 profession or vocation for which he or she seeks a temporary
8 license from the board.

9 (3) The applicant shall submit an application to the board that
10 shall include a signed affidavit attesting to the fact that he or she
11 meets all of the requirements for the temporary license and that
12 the information submitted in the application is accurate, to the best
13 of his or her knowledge. The application shall also include written
14 verification from the applicant's original licensing jurisdiction
15 stating that the applicant's license is in good standing in that
16 jurisdiction.

17 (4) The applicant shall not have committed an act in any
18 jurisdiction that would have constituted grounds for denial,
19 suspension, or revocation of the license under this code at the time
20 the act was committed. A violation of this paragraph may be
21 grounds for the denial or revocation of a temporary license issued
22 by the board.

23 (5) The applicant shall not have been disciplined by a licensing
24 entity in another jurisdiction and shall not be the subject of an
25 unresolved complaint, review procedure, or disciplinary proceeding
26 conducted by a licensing entity in another jurisdiction.

27 (6) The applicant shall, upon request by a board, furnish a full
28 set of fingerprints for purposes of conducting a criminal
29 background check.

30 (d) A board may adopt regulations necessary to administer this
31 section.

32 (e) A temporary license issued pursuant to this section ~~for the~~
33 ~~practice of medicine~~ may be immediately terminated upon a finding
34 that the temporary licenseholder failed to meet any of the
35 requirements described in subdivision (c) or provided substantively
36 inaccurate information that would affect his or her eligibility for
37 temporary licensure. Upon termination of the temporary license,
38 the board shall issue a notice of termination that shall require the
39 temporary licenseholder to immediately cease the practice of
40 ~~medicine~~ *the licensed profession* upon receipt.

1 (f) An applicant seeking a temporary license as a civil engineer,
2 geotechnical engineer, structural engineer, land surveyor,
3 professional geologist, professional geophysicist, certified
4 engineering geologist, or certified hydrogeologist pursuant to this
5 section shall successfully pass the appropriate California-specific
6 examination or examinations required for licensure in those
7 respective professions by the Board for Professional Engineers,
8 Land Surveyors, and Geologists.

9 ~~(g) A board within the department may require an applicant to~~
10 ~~successfully pass an examination in jurisprudence or California~~
11 ~~law and ethics for the issuance of a temporary license pursuant to~~
12 ~~this section if successfully passing the examination is a requirement~~
13 ~~for all applicants for full licensure.~~

14 ~~(h) This section shall not apply to the California Architects~~
15 ~~Board, the Landscape Architects Technical Committee, the~~
16 ~~Contractors' State License Board, or the State Board of~~
17 ~~Chiropractic Examiners.~~

18 ~~(i) This section shall not apply to a board that established a~~
19 ~~temporary licensing process before January 1, 2014.~~

20 *(g) A temporary license issued pursuant to this section shall*
21 *expire 12 months after issuance, upon issuance of an expedited*
22 *license pursuant to Section 115.5, or upon denial of the application*
23 *for expedited licensure by the board, whichever occurs first.*



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

June 3, 2014

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

RE: AB 186 - Military Spouses

Dear Assemblyman Maienschein:

The California Architects Board (Board) and its LATC component are pleased that your staff has agreed to our amendment concerning AB 186.

For the amendment is as follows:

“This section shall not apply to architects or landscape architects as licensed pursuant to the Architects Practice Act and Landscape Architects Practice Act, respectively.” With this amendment, the Board now supports the bill.

This amendment will preserve the Board’s/LATC’s ability to fulfill its statutory responsibilities and protect the public’s health, safety, and welfare by offering its California Supplemental Examination to all candidates.

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, appearing to read "Shekari Voigt", enclosed in a rectangular box.

SHEKARI VOIGT
President

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cc: Members, Senate Committee on Business, Professions and Economic Development
Le Ondra Clark, Ph.D., Consultant, Senate Committee on Business, Professions
and Economic Development
Kayla Williams, Policy Consultant, Senate Republican Caucus

AMENDED IN ASSEMBLY MAY 23, 2014

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

ASSEMBLY BILL

No. 2192

Introduced by Assembly Member Melendez

February 20, 2014

An act to ~~amend Section 17960.1 of~~ *add and repeal Section 17960.3* to the Health and Safety Code, relating to housing.

LEGISLATIVE COUNSEL'S DIGEST

AB 2192, as amended, Melendez. Housing: building ~~plans~~ *permits*.

Under existing law, the building department of every city or county is required to enforce the provisions of the State Building Standards Code, the State Housing Law, and the other rules and regulations promulgated pursuant to that law pertaining to, among other things, the erection, construction, reconstruction, or repair of apartment houses, hotels, or dwellings. Existing law permits the governing body of a local agency to authorize its enforcement agency to contract with or employ a private entity or persons on a temporary basis to perform the plan-checking function. Existing law, when there is excessive delay in checking plans and specifications submitted as part of an application for a residential building permit, requires the local agency, upon the applicant's request, to contract with or employ a private entity or persons temporarily to perform the plan-checking function, as specified.

This bill would *establish a 5-year pilot project in 3 unspecified local agencies that would permit the governing body of a local agency to authorize a building department to create and implement a program whereby a building permit may be issued upon submission of plans prepared by an architect and reviewed by another unaffiliated architect, for specified types of projects.*

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

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

1 SECTION 1. Section 17960.3 is added to the Health and Safety
2 Code, to read:

3 17960.3. (a) A pilot project is established in three local
4 agencies in which the governing body of a local agency may
5 authorize a building department to create and implement a
6 program whereby a building permit may be issued upon submission
7 of plans prepared by an architect and reviewed by another
8 unaffiliated architect.

9 (b) This section shall apply only to the following project types:

10 (1) Single-family dwellings not more than two stories and
11 basement in height.

12 (2) Multiple dwellings containing no more than four dwelling
13 units of not more than two stories and basement in height.

14 (3) Garages or other structures appurtenant to buildings
15 described in this paragraph, not more than two stories and
16 basement in height.

17 (4) Agricultural and ranch buildings, unless the building official
18 having jurisdiction deems that an undue risk to the public health,
19 safety, or welfare exists.

20 (c) For the purposes of this section, "local agency" means a
21 city, county, or city and county.

22 (d) This section shall remain in effect only until January 1, 2020,
23 and as of that date is repealed, unless a later enacted statute, that
24 is enacted before January 1, 2020, deletes or extends that date.

25 ~~SECTION 1. Section 17960.1 of the Health and Safety Code~~
26 ~~is amended to read:~~

27 ~~17960.1. (a) The governing body of a local agency may~~
28 ~~authorize its enforcement agency to contract with or employ a~~
29 ~~private entity or persons on a temporary basis to perform the~~
30 ~~plan-checking function.~~

31 ~~(b) A local agency need not enter into a contract or employ~~
32 ~~persons if it determines that no entities or persons are available or~~
33 ~~qualified to perform the plan-checking services.~~

34 ~~(c) Entities or persons employed by a local agency may, pursuant~~
35 ~~to agreement with the local agency, perform all functions necessary~~

1 to check the plans and specifications to comply with other
2 requirements imposed pursuant to this part or by local ordinances
3 adopted pursuant to this part, except those functions reserved by
4 this part or local ordinance to the legislative body. A local agency
5 may charge the applicant fees in an amount necessary to defray
6 costs directly attributable to employing or contracting with entities
7 or persons performing services pursuant to this section which the
8 applicant requested.

9 (d) ~~When there is an excessive delay in checking plans and~~
10 ~~specifications submitted as a part of an application for a residential~~
11 ~~building permit, the local agency shall, upon request of the~~
12 ~~applicant, contract with or employ a private entity or persons on~~
13 ~~a temporary basis to perform the plan-checking function subject~~
14 ~~to subdivisions (b) and (c):~~

15 (e) (1) ~~The governing body of a local agency may create and~~
16 ~~implement a program whereby a building permit may be issued~~
17 ~~upon submission of plans prepared by an architect and reviewed~~
18 ~~by another unaffiliated architect.~~

19 (2) ~~This subdivision shall apply only to the following project~~
20 ~~types:~~

21 (A) ~~Single-family dwellings not more than two stories and~~
22 ~~basement in height.~~

23 (B) ~~Multiple dwellings containing no more than four dwelling~~
24 ~~units of not more than two stories and basement in height.~~

25 (C) ~~Garages or other structures appurtenant to buildings~~
26 ~~described in this paragraph, not more than two stories and basement~~
27 ~~in height.~~

28 (D) ~~Agricultural and ranch buildings, unless the building official~~
29 ~~having jurisdiction deems that an undue risk to the public health,~~
30 ~~safety, or welfare exists.~~

31 (E) ~~Nonstructural or nonseismic storefronts, interior alterations,~~
32 ~~or additions.~~

33 (f) ~~For purposes of this section:~~

34 (1) ~~“Enforcement agency” means the building department or~~
35 ~~building division of a local agency.~~

36 (2) ~~“Excessive delay” means the enforcement agency of a local~~
37 ~~agency has taken either of the following:~~

38 (A) ~~More than 30 days after submittal of a complete application~~
39 ~~to complete the structural building safety plan check of the~~
40 ~~applicant’s set of plans and specifications which are suitable for~~

1 checking. For a discretionary building permit, the time period
2 specified in this paragraph shall commence after certification of
3 the environmental impact report, adoption of a negative declaration,
4 or a determination by the local agency that the project is exempt
5 from Division 13 (commencing with Section 21000) of the Public
6 Resources Code.
7 (B) Including the days actually taken in (A), more than 45 days
8 to complete the checking of the resubmitted corrected plans and
9 specifications suitable for checking after the enforcement agency
10 had returned the plans and specifications to the applicant for
11 correction.
12 (3) "Local agency" means a city, county, or city and county.
13 (4) "Residential building" means a one-to-four family detached
14 structure not exceeding three stories in height.



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

June 16, 2014

The Honorable Melissa A. Melendez
California State Assembly
State Capitol, Room 4009
Sacramento, CA 94249-0067

RE: AB 2192 (Oppose Unless Amended) – Peer Review of Plans

Dear Assemblywoman Melendez:

The California Architects Board voted to take an “oppose unless amended” position on your AB 2192 at its June 12, 2014 meeting. The Board is concerned that the bill, as currently drafted, lacks consumer protection elements that could jeopardize the public health, safety, and welfare (HSW).

First, the Board is concerned that a quality control measure is needed to ensure that the “peer review” architects are sufficiently qualified to review the plans to verify compliance with code requirements. As such, the Board recommends that an amendment be included to require that local building departments publish a list of qualified architects. This will ensure that peer review architects possess the requisite knowledge, skills and ability to provide an objective and thorough review of the plans.

The Board also recommends that the bill be amended to ensure accountability on the part of the peer review architect. This can be accomplished by clarifying that the peer review architect shall be held to the same standard of liability as the architect of record for the plans. The Board believes that such a provision will increase accountability and objectivity, thereby protecting the public HSW.

The Board would be pleased to work with your staff to draft amendments to allay our concerns.

Thank you for considering our views. Should you have questions or comments, please contact the Board’s Executive Officer, Doug McCauley, at (916) 575-7232.

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

Sincerely,

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

SHERAN VOIGT
President

cc: Members, Senate Committee on Transportation and Housing (SCTH)
Mark Stivers, Consultant, SCTH
Doug Yoakham, Consultant, Senate Republican Caucus
Mark Christian, Director of Legislative Affairs, The American Institute of Architects, California Council
Board Members
Yeaphana La Mar, Analyst, Department of Consumer Affairs

Agenda Item E.3

REVIEW AND APPROVE DRAFT 2014 SUNSET REVIEW REPORT

The 2014 Sunset Review Report is due to the Legislature on November 1, 2014.

Staff prepared a draft of the 2014 Sunset Review Report and provided it to the Executive Committee for review and input on May 20, 2014. The Executive Committee completed an initial review of the draft Report and suggested minor revisions, but overall, approved the Report to be presented to the Board at its June 12, 2014 meeting. In June, the Board reviewed the Report section-by-section and suggested a few minor edits. The Board approved the draft Report and directed staff to make final edits to the Report.

The Board is asked to review and approve the draft 2014 Sunset Review Report to the Legislature, which includes the Board's suggested edits from June and final staff edits (both of which are shown with tracked changes). Additionally, the Board is asked to delegate authority to the Board President, Vice President, and Executive Officer to make any additional or necessary changes to the Report prior to submittal to the Legislature.

The draft 2014 Sunset Review Report will be provided under separate cover.

Agenda Item F

DISCUSS AND POSSIBLE ACTION ON 2014 STRATEGIC PLAN OBJECTIVE TO MONITOR, ANALYZE, AND ENCOURAGE INITIATIVES FOR SCHOOLS OF ARCHITECTURE THAT PROMOTE CURRICULUM IN HEALTH, SAFETY, AND WELFARE, AND ADDITIONAL PATH TO LICENSURE VIA BOARD LIAISONS, AND COLLABORATE WITH SCHOOLS, AS WELL AS THE BOARD, IN A SERIES OF SUMMITS ON PRACTICE-BASED EDUCATION

The Board's 2014 Strategic Plan contains an objective assigned to the Professional Qualifications (PQ) Committee to monitor, analyze, and encourage initiatives for schools of architecture that promote curriculum in health, safety, and welfare, and an additional path to licensure via the California Architects Board liaisons; and collaborate with schools in a series of summits on practice-based education.

The National Council of Architectural Registration Boards (NCARB) has been exploring a potential additional pathway to architectural licensing upon graduation and, in September 2013, launched its Licensure Task Force (LTF). The NCARB Board of Directors (BOD) tasked the LTF with analyzing each essential component of licensure (education, experience, and examination) as a basis for exploring a potential new pathway and determining where there may be overlap and opportunities for realization of efficiencies. The LTF has met several times since September 2013 (most recently August 15-16, 2014) with the next meeting scheduled for November 14-15, 2014. The LTF plans to provide its recommendations to the NCARB BOD for consideration and possible implementation throughout its three-year assignment.

In furtherance of this objective, the Board, at its February 26, 2014 meeting, conducted a summit where it invited representatives from each of the California National Architectural Accrediting Board (NAAB) accredited programs to discuss the issue of an additional path to licensure model (i.e., licensure upon graduation). Another component of this Strategic Plan objective is to utilize the Board's liaison program and collaborate further with schools on practice-based education. The liaison program is designed to ensure the Board exchanges information with key constituency groups and NAAB programs via Board members (liaisons) who then report back regularly to the Board.

The PQ Committee at its April 9, 2014 meeting and the Board at the June 12, 2014 meeting discussed the objective (and the potential efforts to address it). The PQ Committee provided its recommendations to the Board where it voted to request staff continue research into strategic initiatives for additional pathways. In the interim, on May 30, 2014, NCARB announced its

endorsement of the concept for an additional, structured path leading to licensure. The additional path, licensure upon graduation from an accredited program, would integrate the internship and examination requirements into the years spent completing a professional degree in architecture.

Board Vice President Pasqual Gutierrez developed a confidential draft of a Board position statement (attached) in support of an additional pathway to licensure that he subsequently presented to the LTF at its August 15-16, 2014 meeting. In addition, the LTF received input on the Request for Interest and Information (RFI&I), which the LTF has structured in such a manner to allow the accredited programs autonomy and latitude in developing their responses by asking how the:

- Integrity of the three E's (education, experience, and examination) is preserved;
- Proposed program is aligned with their respective State Board's regulations; and
- Intern Development Program will be supported by participating strategic partnership firms.

A goal for the LTF is to release the RFI&I in September 2014, and the Request for Proposal January 2015.

The Board is asked to review and ratify the Additional Pathway to Licensure Supporting Position Statement, further discuss the objective, and provide any additional direction or input.

Attachment:

Additional Pathway to Licensure Supporting Position Statement - DRAFT



CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

Additional Pathway to Licensure Supporting Position Statement

California's examination and licensure requirements are more flexible than most other jurisdictions. Obtaining a license in California involves requirements that can be met in multiple ways with several possible entry points. Although each candidate's path to licensure may differ, all candidates will complete the process with the necessary knowledge, skills, and ability to be a licensed architect who practices in a way that protects the health, safety, and welfare of Californians.

The California Architects Board supports and encourages California schools of architecture to participate in formulating integrated curriculums of education, experience and examination that promote an additional pathway to licensure. The Board will monitor and analyze participating school proposals promoting licensure upon graduation to establish entry point eligibility to begin taking the Architect Registration Exam.

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Agenda Item G

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review and Ratify Comments on NCARB Proposals to Streamline and Overhaul Intern Development Program (IDP)
2. Review and Ratify Comments on NCARB Proposals to Overhaul Broadly Experienced Architect and Broadly Experienced Foreign Architect Programs

Agenda Item G.1

REVIEW AND RATIFY COMMENTS ON NCARB PROPOSALS TO STREAMLINE AND OVERHAUL INTERN DEVELOPMENT PROGRAM (IDP)

On June 23, 2014 the National Council of Architectural Registration Boards (NCARB) released a notice (attached) to Member Boards requesting input on proposed changes that would streamline and overhaul IDP in two phases. NCARB provided Member Boards with a 90-day comment period that ended on September 5, 2014. This fall the NCARB Board of Directors (BOD) will review submitted comments prior to voting on whether to approve the changes. Below is a summary of the proposed changes.

Streamlining IDP

IDP currently requires interns to document 5,600 hours of experience, with 3,740 of those hours as core requirements in specific experience areas. The remaining 1,860 hours are elective hours. The first phase of the IDP reinvention focuses on streamlining the existing program by refocusing on core requirements. Under the proposed change, interns would only need to complete the 3,740 core hours over the span of the 17 experience areas to fulfill the program requirements. If approved by the NCARB BOD, this change would take effect in early 2015.

Overhauling IDP

The second phase of the reinvention will overhaul the program by replacing the 17 experience areas with six broad practice-based experience categories. Guidelines will clearly identify the types of tasks that qualify, along with hourly requirements; six hourly minimums will match six practice-based experience categories. These six practice-based experience categories will align with the six new divisions of the upcoming Architect Registration Examination 5.0, which will launch in late 2016. If approved by the NCARB BOD, this change would take effect in mid to late 2016.

On August 12, 2014, the Board President provided comments to NCARB on behalf of the Board in support of the NCARB IDP proposals on the basis that proposed changes remove unnecessary hindrances to licensure for candidates while still ensuring the public health, safety, and welfare are protected.

The Board is asked to ratify the comments submitted to NCARB on behalf of the Board by the Board President.

Attachment:

NCARB Notice Regarding Proposed Changes to IDP Program

23 June 2014

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking "why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public's health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards' responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes and provide your feedback. **The NCARB Board of Directors would like to hear from all Member Boards before they vote on the proposed changes to the IDP and continue discussion on proposed changes to the BEA and BEFA programs.** To that end, please use the following questions as a guide when crafting your response to the proposed changes:

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. Blich, 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

Intern Development Program Changes

Phase 1 - Streamlining the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or “core” hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Phase 2 – Overhaul the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Foreign Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including “no comments”, should be received by 5:00 P.M. on **Friday, September 5, 2014**. To submit your comments please click on the following link and complete the survey:

<http://www.surveygizmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA>

Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

PROPOSED CHANGE TO IDP – PHASE 1: STREAMLINE

WHAT IS THE PROPOSED CHANGE?

This proposed change will allow interns to complete IDP upon documenting completion of the **core hour requirements**. Currently interns must document 3,740 hours in 17 different experience areas to meet the “core” hour requirements of IDP; however, to complete the program they need to document an additional 1,860 hours in any of the 17 experience areas. This proposed change would, for the first time since the inaugural year of IDP, require interns to satisfy only the core hour requirements to complete their internship – a total of 3,740 hours.

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Removal of the elective hour requirement will reduce complexities while ensuring that intern architects still acquire the comprehensive experience that is essential for competent practice, and result in a program that is both justifiable and defensible. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in early 2015.

The NCARB Board of Directors preliminarily approved the following revisions to modify the IDP “Reporting Requirements” for Member Board comment:

Modify the IDP Guidelines, December 2013 and remove all references to the elective hour requirements. This will include:

- *Removal of definition of elective hours, page 12*
- *Removal of elective hours required to complete the program – page 12*
- *Removal of references to supplemental experience for elective hour credit – Pages 13 and 18 - 20*

RATIONALE

Focus on Program Requirements Outlined in Practice Analysis

The data resulting from the Internship Survey of the *2012 NCARB Practice Analysis of Architecture* informed the appropriate distribution of core hour requirements among the IDP experience areas. However, the data will not and never has been used to inform the elective hour requirements. Therefore, it should be noted that the current internship program contains a substantial elective requirement that is not informed or guided by data. Furthermore, considering the inherent “elective” nature of the additional elective hours, there can be no proof that this requirement ensures any level of competency or greater protection of the health, safety, and welfare of the public. It simply

Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

ensures more time in internship, not necessarily more quality or broader experience. The requirements of internship should be governed by content (as outlined in the *Practice Analysis*), not time.

Additionally, the Practice Analysis data strongly suggests that practitioners do not view supplemental experience as an acceptable alternative to on-the-job performance. Removal of the elective hour requirement will call for the elimination of supplemental experience opportunities that qualify for elective hours. The Board determined that supplemental experience that counts for core hours should remain and called for a renewed focus on improving the value of supplemental experience.

No Evidence (Historical or Contemporary) that Elective Hours Ensure Greater Competency and Further Promote Protection of HSW

As defined in the *IDP Guidelines*, core minimum hours are “the minimum number of hours you must earn in a given experience category or area.” Elective hours are “experience hours that exceed the 3,740 core minimum requirement.” There is no stipulation for specific experience areas in which elective hours must be earned, so interns can potentially complete the program by documenting all of their elective hours in a single experience area. Interns can also meet their elective hour requirement by documenting excess community service and completing supplemental experience. Neither one of these options guarantee greater competency or increased protection of the health, safety and welfare of the public.

In addition, since there is not a requirement that calls for the distribution of elective hours, it can be assumed that the core hours are the hours required to actually obtain minimal competency in a given experience area. Thereby, documenting the completion of the core hours should establish an intern’s requisite competency in all of the current 17 experience areas.

Advances in Technology and Practice

IDP is the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, the last 40 years has seen an evolution in technology and practice. In the 1970s and 1980s interns and architects could spend significant time completing tasks that the interns and architects of today can complete in minutes or even seconds. In the 70s and 80s interns and architects would spend hours utilizing a pencil and draft paper to complete what was then a manual process. The introduction of CAD, BIM, and other digital resources has changed the game. Interns and architects are exposed to more substantial concepts sooner, make higher level decisions earlier, and produce a more detailed product in less time than ever before. And while technology has drastically sped up the process in which an architect conducts his/her work, the program requirements for internship have not evolved. The Board of Directors believed this evolution of technology and practice warrants a fresh look at the total hours required to complete IDP

Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

and ultimately determined that the *core hours* are the *experience hours* that ensure competent practice.

PROPOSED CHANGE TO OVERHAUL IDP – PHASE 2

WHAT IS THE PROPOSED CHANGE TO OVERHAUL IDP?

The current program includes four (4) experience categories and 17 experience areas. This proposed change calls for development of a new IDP framework in which an intern would be required to document hours in six (6) experience categories only that directly align with the six phase-based areas of contemporary practice; practice management, project management, programming & analysis, project planning & design, project development & documentation, and construction & evaluation. In addition, interns would no longer be required to document hours in numerous experience areas within a given category. Instead, these six categories would include recommended tasks that would qualify for credit as well as a guideline for the “appropriate” amount of diversified experience.

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Modifying the IDP framework and requiring interns to document their experience within six (6) categories that directly align with the six phase-based areas of architecture will reduce complexity and align with the current realities and challenges of contemporary practice; all while ensuring intern architects still acquire the comprehensive experience that is essential for competent practice. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in mid to late 2016

Note - The NCARB Board of Directors preliminarily approved the concept of aligning the IDP experience categories with the phase-based categories of contemporary practice, but details of the transition will be dependent upon approval from the membership and subsequent work of the Internship Committee.

RATIONALE

Alignment of Programs with Contemporary Practice

Changing the framework of IDP from four (4) Experience Categories and 17 Experience Areas to six (6) Experience Categories aligns the program with the same developmental structure as the ARE. As NCARB works to better integrate the programs for licensure, it is useful and efficient when all programs build from the same foundation. A better aligned series of programs allows each program, whether it be IDP or ARE, to utilize the same

Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

foundation but focus developmentally on each program’s purpose. IDP is meant to ensure that experience is gained completing tasks, while the ARE ensures that an actual level of knowledge is acquired. Therefore, IDP and ARE can now focus on specific experience aspects and specific testing aspects respectively using a standardized, mutually accepted set of topics.

Broader Focus

The current 17 experience areas of IDP, in combination with their respective minimum hour requirements, reflect an extremely specific and detailed format that keeps internship focused on the details rather than the broader picture. The level of detail required by both the intern, the IDP supervisor, and the mentor relegate the current internship process to more of an accounting practice rather than a true learning experience. A move to a broader IDP that focuses on capturing the “big picture,” will allow the intern to more freely explore learning opportunities within the office or on a particular project, rather than maintaining a primary focus on checking-off a box and poring over timesheets.

Increased Flexibility

The current practice of architecture involves a greater variety of activities, building types, practice types, and projects than ever before. This degree of variety in practice requires a greater level flexibility in any standardized approach to licensure. Since no two interns are likely to have the same experience over the course of their internships, the IDP must be able to adapt to this variety. A program that focuses on the over-arching six phase-based experience areas subsequently accommodates and welcomes the current variety in the profession and encourages interns to embrace it. Interns will no longer be pressured into conforming their internship to the IDP. Rather, the IDP will allow their internship to take a more natural and organic direction, indicative of the reality of today’s practice.

Improved Usability and Understanding

The current IDP requires an extensive understanding of the program rules and requirements in order to effectively and efficiently progress through the program. The high volume of experience areas (17), and their complementary hourly requirements, contributes significantly to the program’s complexity. Furthermore, interns, IDP supervisors, and mentors must also understand the knowledge/skills and tasks associated with each of the 17 experience areas. A change to six phase-based experience categories will significantly reduce this complexity, allowing interns, IDP supervisors, and mentors a more usable and understandable program. A focus on only six phase-based experience areas delivers an internship that allows all involved to focus on the execution of internship and not the internship program itself.

**PROPOSED CHANGES TO STREAMLINE AND
OVERHUAL IDP****IMPETUS FOR CHANGE**

Created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA), the Intern Development Program (IDP) identifies the comprehensive experience that is essential for the independent practice of architecture. Except for the year in which the concept of IDP was formed, the requirement has always been the equivalent of three (3) years duration.

Historical research indicates that the NCARB membership, while in search of ways to prove competency through means other than a duration requirement, initially proposed what we now know as IDP as a two year requirement. This proposal was brought for a vote and successfully passed in 1971 and the NCARB Model Law was updated accordingly. However, this was short lived as in 1972 the Model Law was amended to stipulate that the program should be three (3) years in duration. Research indicates this change was brought about in an effort to comply with the requirements outlined in the laws and rules of the NCARB Member Boards. Getting “buy in” from the Member Boards was key to facilitating licensure across state borders.

Flash forward 40 years and IDP has become the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, concerns that the IDP contains extensive requirements that make it difficult for users to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes interns significantly longer to complete than intended led to the formation of a multi-department special research team in April 2013. The team was tasked with thoroughly analyzing the Internship Development Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to streamline the experience requirement while ensuring interns acquire the comprehensive experience essential for competent practice.

The multi-departmental research team was formed to ensure that viewpoints from all areas of Council operations would be taken into consideration. In addition, leaders of the special research team facilitated focus groups with members of the Internship Advisory Committee (IAC), Education Committee, Licensure Task Force, and Intern Think Tank during FY14. The goal of these focus groups was to garner feedback from key stakeholders that could assist the team in identifying the options that our Member Boards and key stakeholders might feel most comfortable adopting. Members involved in the focus groups were comprised from NCARB, AIA, AIAS, ACSA, the Society of Design Administrators, and also included Member Board Chairs, Member Board Executives, Member Board Members, IDP Coordinators, recently licensed architects, and interns.

Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has resulted in proposals that preserve the rigor of IDP, and address elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards.

The Board enters into this process understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board strongly feels that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

REVIEW AND RATIFY COMMENTS ON NCARB PROPOSALS TO OVERHAUL BROADLY EXPERIENCED ARCHITECT AND BROADLY EXPERIENCED FOREIGN ARCHITECT PROGRAMS

On June 23, 2014, the National Council of Architectural Registration Boards (NCARB) released a notice (attached) to Member Boards requesting input on proposed changes to the Broadly Experienced Architect Program (BEA) and Broadly Experienced Foreign Architect Program (BEFA). This 90-day comment period ended on September 5, 2014. The feedback from Member Boards, as well as that from collaterals and other stakeholders will be used to inform discussions by the NCARB Board of Directors (BOD) at the September and December BOD meetings. Depending on the feedback received, the BOD may move the proposals forward for a vote by Member Boards at the next NCARB Annual Business Meeting in June 2015. Below is a summary of the proposed changes.

BEA Proposal

Currently, to earn an NCARB Certificate through the BEA Program architects without a degree from a National Architectural Accrediting Board (NAAB) accredited program must document six to ten years of post-licensure practice, depending on level of education attained. Additionally, an architect must have their education evaluated by NAAB to determine if there are any educational deficiencies. Lastly, the architect must submit a dossier that is then reviewed by NCARB.

The proposed change to the BEA Program eliminates the dossier and requires licensees to: 1) meet a Member Board's education and experience requirement for initial licensure; 2) complete the Architect Registration Examination (ARE); and 3) maintain an architect license in the jurisdiction of initial licensure in good standing without disciplinary action for one year. This proposal acknowledges that architects without an accredited degree are required by their original licensing jurisdiction to complete more rigorous experience requirements prior to initial licensure. The streamlining of the submittal process also ensures an objective rather than subjective review.

BEFA Proposal

Currently, foreign licensed architects who wish to obtain an NCARB Certificate through the BEFA Program to facilitate U.S. licensure must document a minimum of seven years of post-licensure experience in a foreign country where licensed, prepare and submit a dossier to document experience in the areas tested in the ARE, and complete an in-person interview.

The proposal for consideration would remove these steps and instead would require an applicant to establish an NCARB Record, successfully complete the ARE, and document two years of experience either in the applicant's home country or in the U. S. after licensure as well as have recognized education and licensing credentials. These proposed changes preserve some of the threshold requirements currently in place, while acknowledging work experience in the U. S. and requiring passage of the ARE. The addition of the ARE requirement provides assurance as to familiarity with U.S. codes and facility with the English language.

On August 12, 2014, the Board President provided comments to NCARB on behalf of the Board in support of the NCARB BEA and BEFA proposals on the basis that proposed changes remove unnecessary hindrances to licensure for U.S. and foreign architects while still ensuring the public health, safety, and welfare are protected.

The Board is asked to ratify the comments submitted to NCARB on behalf of the Board by the Board President.

Attachment:

NCARB Notice Regarding Proposed Changes to BEA and BEFA Programs

23 June 2014

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking "why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public's health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards' responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes and provide your feedback. **The NCARB Board of Directors would like to hear from all Member Boards before they vote on the proposed changes to the IDP and continue discussion on proposed changes to the BEA and BEFA programs.** To that end, please use the following questions as a guide when crafting your response to the proposed changes:

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. Blicht, 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

Intern Development Program Changes

Phase 1 - Streamlining the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or “core” hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Phase 2 – Overhaul the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Broadly Experienced Foreign Architect Changes Proposed for Discussion

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including “no comments”, should be received by 5:00 P.M. on **Friday, September 5, 2014**. To submit your comments please click on the following link and complete the survey:

<http://www.surveygizmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA>

Proposed Changes Broadly Experienced Architect Program (BEA)

WHAT ARE THE PROPOSED CHANGES TO THE BEA?

An applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the National Architectural Accrediting Board (NAAB)) shall:

1. meet a member board's education and experience requirements for initial licensure (NEW), and
2. successfully complete the Architect Registration Examination® (ARE®), and
3. maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action, for one year (NEW).

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

Existing Program Requirements

The current BEA program requires an architect to demonstrate learning through experience for six to ten years after they obtain initial licensure depending on the architect's level of education. The applicant's education is evaluated by the NAAB in the Education Evaluation Service for Architects to identify 'education deficiencies.' The applicant documents satisfaction of education deficiencies through projects completed post licensure in an education dossier. The dossier is reviewed by the BEA Committee.

The Conversation

What is the relevancy of documenting years of learning through post-licensure experience? Member Boards issuing an initial license have already performed the necessary due diligence to ensure that all newly licensed architects have demonstrated the required level of learning through experience prior to licensure to competently practice architecture independently.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. They have had the required "opportunity" to demonstrate learning through experience for additional years beyond the IDP requirements for an NCARB Member Board to be confident they are competent to practice architecture independently upon obtaining licensure.

This proposal maintains that the additional *pre-licensure experience* warrants the reduction of the requirement for six, eight or ten years of post-licensure experience to one year; and the elimination of the education evaluation, education dossier, and dossier review.

Proposed Changes Broadly Experienced Architect Program (BEA)

RATIONALE

The research team focused on four principal areas of licensure:

- Regulation of Initial Licensure
- Education *and* Experience
- Post Licensure Experience
- Internship *is* Learning through Experience

Regulation of initial Licensure

All NCARB Member Boards have three requirements for initial licensure in common: education, experience, and examination. All Boards:

1. accept the professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) as satisfaction of the education requirement,
2. accept participation in the Intern Development Program (IDP) as a primary means for the satisfaction of the experience requirement,
3. require completion of the Architect Registration Examination® (ARE®) to satisfy the examination requirement,

NCARB's *Model Regulations* include the following:

“100.301 Initial Registration Standards

To be granted registration ... an applicant must meet the requirements set forth in 100.301–305.

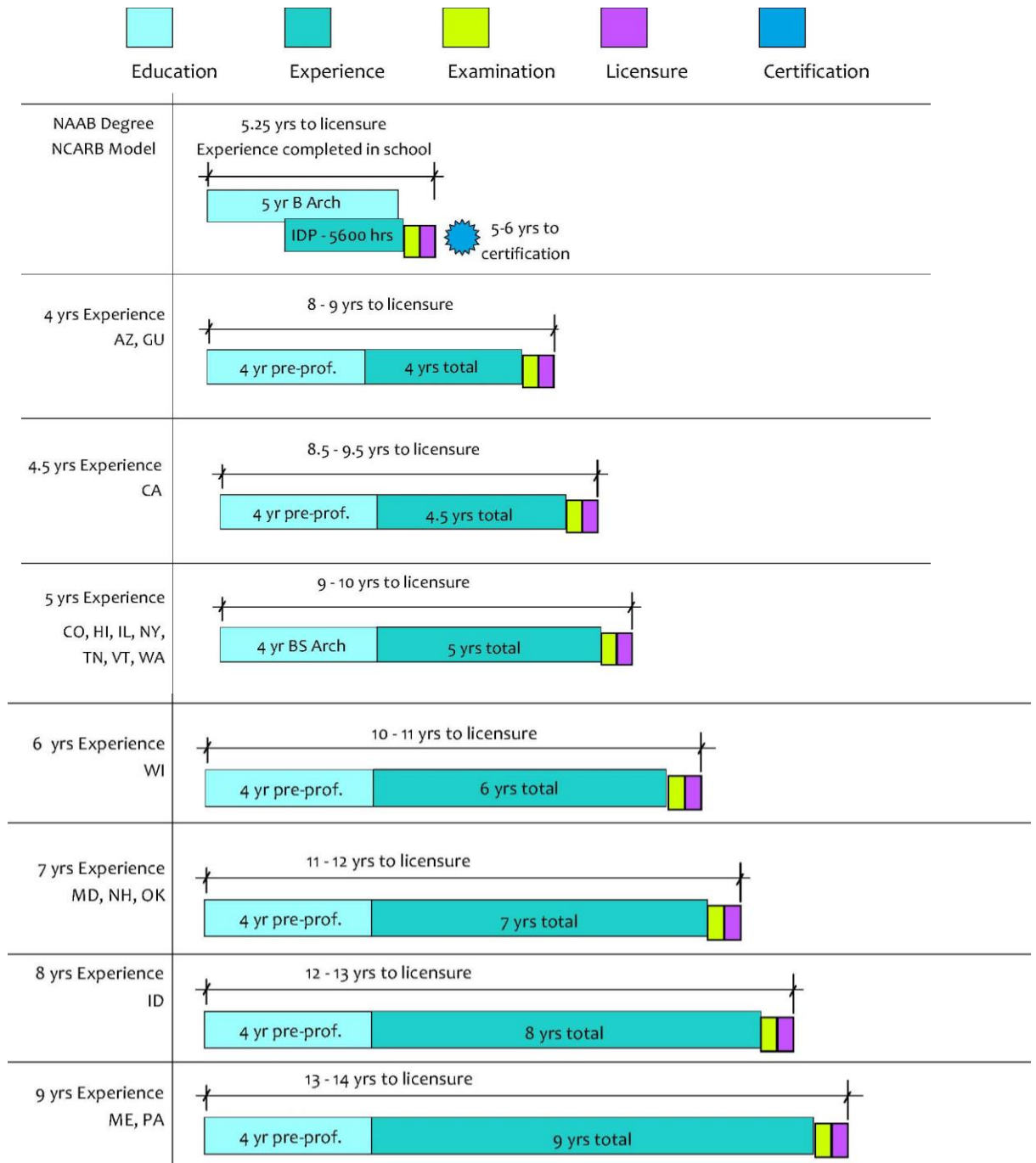
(B) Other experience may be substituted for the registration requirements set forth in 100.303 only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.

Education and Experience

There are 17 Member Boards that do not *require* education from a program accredited by the NAAB; however, every one of those boards *require additional years of experience* under the supervision of an architect *prior to obtaining initial licensure*. The minimum number of years of pre-licensure experience varies from four years to 13 years, depending on the jurisdiction and level of education obtained. In essence, these boards are requiring substantial equivalency among all interns prior to initial licensure.

Proposed Changes Broadly Experienced Architect Program (BEA)

The following chart outlines the path(s) an intern travels to obtain initial licensure in the 17 jurisdictions that allow experience to supplement the education requirement. This chart, for comparison purposes, assumes an intern has obtained a four-year pre-professional degree in architecture (62% of applicants for certification have obtained this degree)

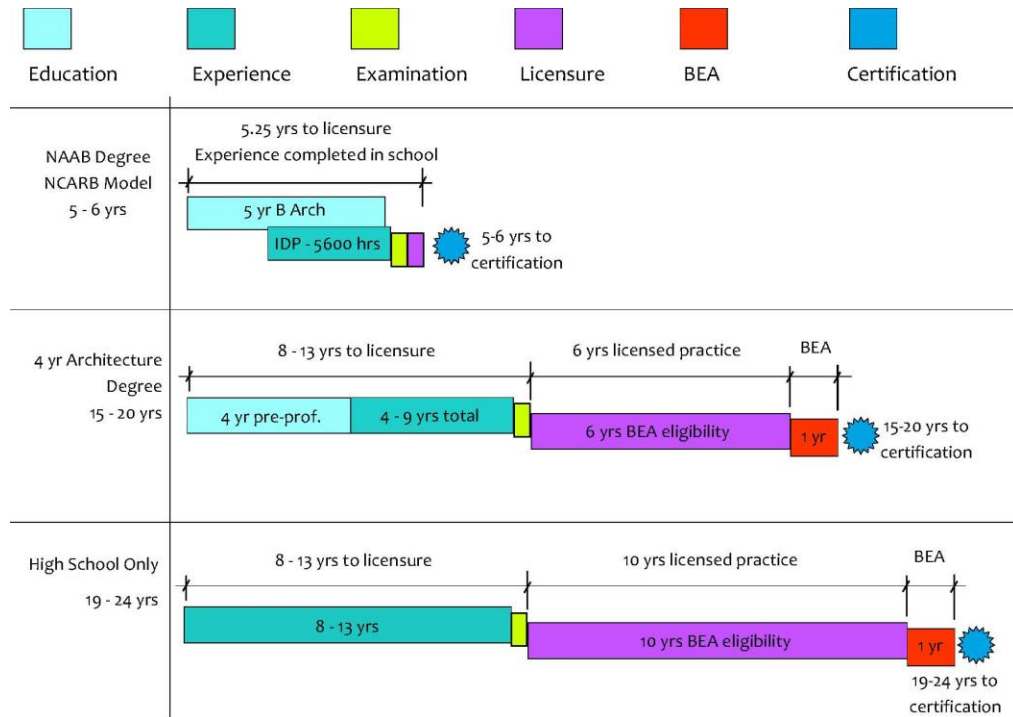


Proposed Changes Broadly Experienced Architect Program (BEA)

The Council’s BEA program requires a *licensed* architect to:

1. prove additional experience, as an architect, for another six, eight, or ten years, depending on the level of education obtained prior to initial licensure; and
2. “demonstrate learning through experience” post licensure to indicate how they overcame what are identified as education deficiencies.
(This is achieved through the development, submission, and review of an education dossier).

The following chart outlines the typical paths leading to application for NCARB certification through the BEA program, dependent on education obtained prior to experience:



Responsible Control

The objective of the education dossier is to allow architects to **demonstrate their learning through experience** as a registered architect to meet the requirements of the *NCARB Education Standard* as an alternative to the professional degree from a NAAB-accredited program. Applicants must describe their practice experience as a registered architect through which they **gained learning through experience**. Architects must select practice experience for which they were personally responsible that meets the definition of *responsible control*.

Proposed Changes

Broadly Experienced Architect Program (BEA)

The *NCARB Legislative Guidelines and Model Law/Model Regulations* define “responsible control” as:

*“That amount of **control over** and **detailed professional knowledge** of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect **applying the required professional standard of care**, including but not limited to an architect’s **integration** of information from manufacturers, suppliers, installers, the architect’s consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect’s technical submissions if the architect has **coordinated** and **reviewed** such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.”*

The definition of *responsible control* does not indicate that an architect is to **demonstrate learning** through the experience of being **in responsible control**. It states that the architect in fact must have “detailed professional knowledge.”

Responsible control does not represent a learning opportunity. Responsible control is not evidence of overcoming an education deficiency.

Internship is Learning through Experience

The *NCARB Practice Analysis of Architecture* findings are significant to the profession and help **determine the knowledge and skills necessary to practice** architecture independently and protect the public’s health, safety, and welfare. The survey content addressed specific tasks and knowledge/skills related to pre-design, design, project management, and practice management, as well as general knowledge and skills. The knowledge/skills and tasks identified in the findings have been used to:

1. **Drive** the Architect Registration Examination® (ARE®)
2. **Inform** the Intern Development Program (IDP)
3. **Guide** NCARB’s contribution to the National Architectural Accrediting Board (NAAB) Accreditation Review Conferences (ARC) and the Council’s future continuing education policies

The *NAAB’s Student Performance Criteria (SPC)* are linked seamlessly into the subject areas defined in the *NCARB Education Standard*. Further, the *NAAB’s SPC* are linked seamlessly to the knowledge/skills necessary to perform the tasks required by the *Intern Development Program (IDP)*.

Proposed Changes Broadly Experienced Architect Program (BEA)

Therefore, it is logical to assume that an architect having participated in the IDP and having completed education combined with additional experience required by a member board has demonstrated learning through experience at the time of initial licensure.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. NCARB facilitates licensure. The NCARB Certificate facilitates reciprocal licensure. The NCARB Certificate must acknowledge the rigor imposed on applicants for initial licensure by Member Boards.

IMPETUS FOR STUDY

Years of pulsing you, our members, asking “why”, and challenging conventional wisdom are leading to sustainable change. Change that embraces “rigor for a reason,” rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

Concerns that the BEA program contains extensive requirements that are difficult for architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, architects who have participated in the program, and architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

Proposed Changes Broadly Experienced Architect Program (BEA)

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

Proposed Changes

Broadly Experienced Foreign Architect Program (BEFA)

Foreign architects are defined, for the purpose of the BEFA program, as individuals credentialed to practice architecture in a foreign country, through that country's requirements for education, experience, and examination, if any.

WHAT ARE THE PROPOSED CHANGES TO THE BEFA?

An applicant for NCARB certification who is licensed/credentialed in a country other than the U.S. or Canada shall:

1. Hold a current license/credential as an architect in a country that has a formal record keeping method for disciplinary actions for architects, and
2. **Education**: Hold a recognized education credential that leads to the lawful practice of architecture in a country other than the U.S. or Canada, and
3. **Experience (NEW)**: Document two years of active licensed/credentialed practice in the country of licensure/credential; or Document two years working in the U.S. under the direct supervision of an architect in responsible control, and
4. **Examination (NEW)**: Complete the Architect Registration Examination® (ARE®)

WHY SHOULD THIS CHANGE BE IMPLEMENTED?

NCARB must have a certification model that acknowledges a foreign architect's competence to practice in their country of licensure. However, NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through experience under the supervision of U.S. architects. Every Member Board expects competence at the point of initial licensure. Demonstrating competence to independently practice architecture in a U.S. environment is a basic element of our licensure requirements.

Further, NCARB Member Boards do not allow experience to be substituted for satisfaction of the examination requirement for any U.S. applicant for initial or reciprocal licensure. NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through completion of the ARE. Demonstrating acquisition of knowledge and skills through examination to practice in a U.S. jurisdiction is a basic element of our licensure requirements.

Proposed Changes

Broadly Experienced Foreign Architect Program (BEFA)

This proposal maintains that a foreign architect credential and U.S. experience warrants the reduction of the requirement for seven years of post-licensure foreign experience to two years in a foreign country or the United States. Completion of the ARE warrants the elimination of the experience dossier, dossier review, and interview.

RATIONALE

Current Program Requirements

Foreign architects applying for NCARB certification are given the opportunity to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare, to meet the examination requirement of NCARB certification. Applicants for certification through the BEFA **do not document education, experience, or examination**. They demonstrate competence solely through projects represented in their Experience Dossier, relating their experience to the content areas of the ARE.

Foreign architects are eligible to apply for an NCARB Certificate through the Broadly Experienced Foreign Architect (BEFA) Program if they:

1. Have **graduated with a recognized education credential** from an **officially recognized architecture program**, and
2. Are currently credentialed as an architect in a country other than the United States and Canada (NCARB provides certification for architects registered in Canada) that:
 - o Has a formal record keeping method for disciplinary actions for architects, and
3. Have completed a minimum of **seven years of comprehensive, unlimited practice as a credentialed architect** over which the applicant **exercised responsible control** in the foreign country where the applicant is credentialed

Applicants must prepare an ‘experience dossier,’ which is distinct from a professional portfolio of work in that it allows a foreign architect to demonstrate competence to practice architecture independently rather than documentation of registration and professional qualifications.

Proposed Changes

Broadly Experienced Foreign Architect Program (BEFA)

The specific areas of the BEFA dossier require project documentation based on the content areas of the Architect Registration Examination® (ARE®)

1. Programming, Planning, & Practice
2. Site Planning & Design
3. Building Design & Construction Systems
4. Schematic Design
5. Structural Systems
6. Building Systems
7. Construction Documents & Services

The dossier must include a detailed, written description of specific examples of experience as a credentialed architect and provide supporting documentation that is relevant to the experience areas. The projects included in the dossier must be completed projects located in the foreign country where the foreign architect is credentialed.

[Comprehensive practice](#) and [responsible control](#) must be clearly explained both in the written descriptions and in the supporting documentation. The applicant must also [describe the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws](#).

***Comprehensive Practice** means an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, and construction administration.*

***Responsible Control** means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care.*

Applicants must describe the general nature of modifications necessary to [comply with U.S. building codes and laws](#) including accessibility laws. Most applicants are currently working in the U.S.

Foreign Architects: Education, Experience, and Examination

Architecture education varies from country to country. Experience requirements vary, if required at all. Examination requirements vary also, if required at all. The following chart outlines typical requirements in many countries:

Proposed Changes Broadly Experienced Foreign Architect Program (BEFA)



Applicants for the BEFA are required to have [practiced in their country](#) where credentialed for a [minimum of seven years](#). Many foreign architects who have expressed interest in the BEFA program left their country of credentialed practice soon after they completed their country’s requirements, to settle in the U.S. Most of these individuals, working legally in the U.S. as “interns,” have years of experience working in a U.S. firm under the supervision of a U.S. architect. As noted above, applicants must annotate submitted documents to indicate the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws. Because [most applicants are currently working in the U.S](#), it seems [more logical](#) to allow, or require, [documentation of experience developing buildings here in the U.S. under the supervision of a U.S. architect](#).

The Council has developed a number of programs over the years to address the different requirements in various countries. For example, the BEFA, the MRA with the European Union, and APEC Architect Project were all developed in parallel around the same time. The basis for eligibility in all three programs was similar and based on the numbers 14 and seven:

14 total years including formal education + training, leading to registration + practice; seven of which must be in certified, unlimited, post-registration practice.

Most recognized foreign education programs are five years long – similar in length to the NAAB-accredited Bachelor of Architecture. When the path to licensure was linear – Education + Experience + Examination – IDP was

Proposed Changes

Broadly Experienced Foreign Architect Program (BEFA)

considered to take three years and the ARE was expected to take two years – a “ten year” unofficial path. The “12 year” unofficial path appears to be reflected by those member boards that utilize a system of education credits to qualify for initial and/or reciprocal licensure.

The project team acknowledges that there is no single consistent path in foreign countries, however the team’s research found there has been **no consistency in “how long” the path to licensure should be**. The project team **could not find** any official documentation to **support a requirement for seven years of practice** in a foreign country.

All Member Boards require successful completion of the Architect Registration Examination® (ARE®) by candidates applying for initial licensure. While some jurisdictions do allow additional experience to supplement education requirements, none allow experience as a substitute for the examination requirement. The **ARE is** viewed by the Member Boards as **‘the great equalizer,’ assessing a candidate’s acquisition of the necessary knowledge and skills** to practice architecture independently. Further, the addition of the ARE requirement provides assurance as to familiarity with U.S. codes and facility with the English language.

NCARB must have a certification model that acknowledges a foreign architect’s competence to practice in their country of licensure. However, NCARB and its Member Boards should recognize the value of an applicant’s demonstration of competence earned through experience under the supervision of U.S. architects and completion of the ARE. Demonstrating experience in a U.S. environment and acquisition of knowledge and skills through examination are basic elements of our licensure requirements.

IMPETUS FOR STUDY

Years of pulsing you, our members, asking “why”, and challenging conventional wisdom are leading to sustainable change. Change that embraces “rigor for a reason,” rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEFA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

Proposed Changes

Broadly Experienced Foreign Architect Program (BEFA)

Concerns that the BEFA program contains extensive requirements that are difficult for foreign architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Foreign Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, foreign architects who have participated in the program, and foreign architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEFA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

Agenda Item H

REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, SECTION 120 (RE-EXAMINATION) AS IT RELATES TO WAITING PERIOD TO RETAKE ARCHITECT REGISTRATION EXAMINATION

On June 20, 2014, the National Council of Architectural Registration Boards (NCARB) announced its plans to reduce the duration a candidate must wait before retaking a failed division of the Architect Registration Examination (ARE) from six months to 60 days, and up to three times in a running year from the date of the first attempt. The announcement stated that the change will take effect on October 1, 2014. The Board's regulations, specifically CCR section 120(d), currently require a candidate who has failed a division of the ARE to wait six months before retaking that same division. Consequently, if the Board wants to implement the reduction in wait time for California candidates approval is required to initiate the regulatory process to amend CCR section 120(d) to reflect NCARB's policy change.

During analysis of the aforementioned NCARB policy change and existing regulations, staff noted that subsection (b) of CCR 120 had become out of alignment with NCARB re-examination policies and may need to be included in the regulatory proposal as well. Since 2006, the Board's regulations have codified the NCARB ARE Rolling Clock provision and prescriptively stated that ARE divisions passed after January 1, 2006 will receive a conditional credit that shall remain valid for five years from the date the division was passed with no allowance for any extensions by NCARB, which may be granted. NCARB may grant a Rolling Clock extension based on: 1) birth or adoption of a child; 2) serious medical condition; or 3) active military duty. Additionally, in August 2013 NCARB granted a 12-week extension when it implemented the new *My Examination* candidate portal. Board approval is required to amend CCR section 120(b) should the Board consent to the application of NCARB Rolling Clock extensions.

Additionally, subsection (c) of CCR 120 requires that candidates reapply to NCARB or its authorized representative upon failing a division or failing to appear for a scheduled division. Staff recommends amending this subsection and referring candidates to NCARB's *ARE Guidelines* (attached) for information regarding procedures after failing to appear for a division. This action will assist in keeping better aligned with future NCARB policy changes the Board approves.

In anticipation of the Board's desire to pursue the above regulatory amendments, staff prepared the attached Notice of Proposed Changes in the Regulations, Initial Statement of Reasons, and Proposed Regulatory Language for CCR section 120 (Re-Examination). The Board is asked to review and approve the proposed regulations and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical changes to the language, if needed.

Attachments

1. ARE Guidelines, July 2014 Edition
2. Notice of Proposed Changes in the Regulations
3. Initial Statement of Reasons
4. Proposed Regulatory Language CCR Section 120

ARE

ARCHITECT REGISTRATION EXAMINATION GUIDELINES

JULY 2014

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INTRODUCTION: ABOUT NCARB

The National Council of Architectural Registration Boards, a nonprofit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

NCARB Mission

The National Council of Architectural Registration Boards (NCARB) protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

Core Values

The National Council of Architectural Registration Boards believes in:

- Leadership – Proactive, creative thinking, and decisive actions.
- Accountability – Consistent, equitable, and responsible performance.
- Transparency – Clear and accessible rules, policies, procedures, governance, and communication.
- Integrity – Honest, impartial, and well-reasoned action.
- Collaboration – Working together toward common goals.
- Excellence – Professional, expert, courteous, respectful, and responsive service.

INTRODUCTION: NCARB SERVICES

NCARB serves a variety of roles in the licensure process, including the development and administration of the Intern Development Program (IDP), the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal registration. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB Services include:

For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in its mission to promote excellence in architectural education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools and AIAS chapters across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the IDP Coordinator Program.

For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the IDP Coordinator Program.

For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the importance of licensure and the benefits of NCARB certification.

For Registration Boards


- Stores secure, confidential, and comprehensive records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal registration and help registration boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the importance of licensure and the benefits of NCARB certification.


INTRODUCTION: REGISTRATION (LICENSURE)

Architects are responsible for protecting the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

Education


Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, visit NAAB [here](#) .

Some jurisdictions may accept education alternatives. For a guide to alternatives to the education requirement, refer to the *NCARB Education Standard* included in the [Education Guidelines](#)  at www.ncarb.org.

Experience


All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

For more information concerning the IDP, refer to the [IDP Guidelines](#) , available at www.ncarb.org.

Examination


Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.


The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

Steps for completing the ARE, including eligibility and requirements, are outlined in these guidelines. For more information, please see the [ARE section](#)  of the website.

Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in its jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's [Legislative Guidelines and Model Law/Model Regulations](#) .

For an overview of each jurisdiction's registration requirements click [here](#) . Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the requirements for certification outlined in the [Certification Guidelines](#). Requirements include; good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. Refer to the [Registration Board Licensing Requirements](#) page on www.ncarb.org.

Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that he/she has met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.

INTRODUCTION: **WHAT IS THE ARE®?**

The Architect Registration Examination® (ARE®) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE is used by U.S. state and territorial registration boards as the registration examination for candidates for architectural registration. It is also accepted by select Canadian provincial and territorial architectural associations for registration.

The ARE assesses a candidate's knowledge, skills, and abilities to provide various services required in the practice of architecture. No single examination can test for competency in all aspects of architectural practice; the ARE is not intended for that purpose. The ARE concentrates on the professional services that affect the public health, safety, and welfare. The intent of the examination is to evaluate a candidate's competence to protect the public by providing the architectural services of pre-design, site design, building design, building systems, and construction documents and services as they relate to social, cultural, natural and physical forces, and to other related external constraints.


In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The ARE attempts to determine a candidate's qualifications not only in performing measurable tasks, but also in exercising the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The ARE is administered exclusively on computers at a network of test centers across the United States and its territories; Canada; London, England; Hong Kong, People's Republic of China; and Abu Dhabi, United Arab Emirates. Scores for each division will be made available to the board of architecture that qualified the candidate for the examination. That board of architecture has the ultimate authority to determine a candidate's qualifications to practice architecture within its jurisdiction.

Prior to taking the ARE, you must be made eligible by one of NCARB's member registration boards or one of the Canadian provincial architectural associations (or via NCARB for boards participating in NCARB's Direct Registration Program). It is not possible to "sign-up" for the exam with NCARB's testing consultant. Only individuals who have been made eligible for the ARE will be permitted to take the exam. For more on eligibility, please see [page 8](#).

ARE 4.0 consists of the following seven divisions:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

To help candidates prepare for the examination, the content areas and references for each division are available to be downloaded from NCARB's website [here](#) .

Languages

ARE 4.0 is only available in English.

Units of Measurement

Effective July 2013, the ARE includes measurements in inch-pound units only.


ARE 5.0

ARE 5.0 will launch in late 2016.

[Learn more.](#)

INTRODUCTION: **KEY ORGANIZATIONS**

NCARB

NCARB administers the ARE with the assistance of two examination consultants. For more general examination information, visit the ARE section of the NCARB website. Specific information about your progress through the examination process can be found in the My Examination section of your NCARB Record. Log in at <https://my.ncarb.org> .

NCARB will be your main point of contact for questions related to the ARE. Questions should be directed to NCARB Customer Relations at 202/879-0520.

Prometric®

Prometric® provides technology-based assessment services for academic assessment, professional licensing and certification, and information technology. Prometric operates and maintains test centers that administer various computer based examination programs.

Prometric serves as NCARB's test center administration consultant and maintains test centers in which eligible candidates can sit for divisions of the ARE. There are approximately 300 Prometric test centers with 4,000 ARE workstations.

Alpine Testing Solutions, Inc.


Alpine serves as NCARB's test content and candidate management consultant for the ARE.

Alpine offers test development and psychometric services, which enable test sponsors to build, maintain, and continuously improve testing programs. Alpine provides test content and candidate management consultation to NCARB for the ARE. Candidate management is powered by CertMetrics™, a psychometric tool that delivers reports based upon appropriate psychometric analyses, provides proactive security monitoring, and enables responsible score reporting.

CALA

The Canadian Architectural Licensing Authorities (CALA) acts as the forum of the provincial architectural associations to facilitate communication, cooperation, and coordination among its members, and other organizations, regarding issues relating to national standards for admission to the profession and for the performance of architectural services in Canada. Members of the CALA are autonomous associations. The CALA comprises a representative from each of the provincial and territorial associations of architecture.

NCARB

1801 K Street NW
Suite 700K
Washington, DC 20006
202/879-0520
202/783-0920 FAX
www.ncarb.org 

CALA

c/o Ontario Association of
Architects
111 Moatfield Drive
Toronto, ON M3B 3L6

STEPS TO COMPLETING THE ARE

Step 1: Establishing Your Eligibility to Test

In order to take the ARE, you must establish an NCARB Record and meet the ARE eligibility requirements of the board of architecture in the jurisdiction where you want to be licensed to practice architecture. To establish your NCARB Record, fill out the online application at www.ncarb.org. Then, make your request to begin taking the ARE via the ARE tab in your NCARB Record. Your board of architecture will deem you eligible (or via NCARB for boards participating in NCARB's Direct Registration Program), and your board will set your eligibility information via My Examination.

You will receive an automated e-mail notification when you are made eligible to take the ARE.

- The My Examination section of your NCARB Record includes your name, address, NCARB Record number, and all divisions you are eligible to take. Each ARE division is listed with beginning and ending eligibility dates.
- Verify that the name indicated in your NCARB Record is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately notify NCARB Customer Relations at 202/879-0520. **Do not schedule an appointment to test until you have verified that the name in your NCARB Record matches the name on your primary form of identification. If the name in your NCARB Record does not match your primary form of identification, you will not be admitted to the examination, and there will be no refund of your test fee.**
- If you need to change the name shown in your NCARB Record, you must send a written request and official documentation to NCARB Customer Relations at customerservice@ncarb.org. Name discrepancies must be resolved at least one week prior to a scheduled exam appointment.
- Updates to your address can be made in your NCARB Record.

MAINTAINING ELIGIBILITY

NCARB's Rolling Clock

Under the terms of the Rolling Clock, which was officially implemented 1 January 2006, candidates for the ARE must pass all divisions within five years.

Rules

Effective 1 January 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed.

The transitional rules are as follows:

- For applicants who passed all divisions of the ARE by 1 January 2006, regardless of the time taken, such applicants will have passed the ARE.
- For applicants who have passed one or more but not all divisions of the ARE by 1 January 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after 1 January 2006, on the date when the first remaining division is passed. **Any division passed prior to 1 January 2006 shall no longer remain valid if all remaining divisions have not been passed by 1 July 2014.**
- For applicants who have passed no divisions of the ARE by 1 January 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.
- Effective 1 January 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five-year period prior to 1 January 2011. Any applicant whose authorization is so terminated must establish a new eligibility under the then current procedures of a Member Board.

Direct Registration

The Direct Registration program is a service provided to Member Boards. For those boards participating in the program, NCARB serves as an intermediary and manages candidate eligibility for candidates that meet NCARB's current education and experience requirements.

If you are made eligible to test through the Direct Registration program, your NCARB Record and candidate information will not be transmitted to your board until you complete both the ARE and IDP. If you require approval for testing accommodations or have questions about your eligibility, score reporting, or any other exam-related issue, please contact NCARB directly.

Please note: If your jurisdiction participates in Direct Registration, but you do not meet NCARB's education and experience requirements, you must contact your jurisdiction directly to determine if you may still be made eligible through any alternative methods it may permit. If so, your board will be responsible for managing your eligibility status.

For the most up-to-date list of jurisdictions participating in Direct Registration, click [here](#).

STEPS TO COMPLETING THE ARE

Step 1: Establishing Your Eligibility to Test *(continued)*

Rolling Clock Extension Process

In order to be considered for a Rolling Clock extension, as prescribed by NCARB in the [Rolling Clock Extension Request Form](#), applicants must submit requests for a Rolling Clock extension directly to NCARB. Any request, including appropriate back-up documentation and a completed Rolling Clock Extension Request Form, must be received by NCARB by the end of your NCARB Rolling Clock end date.

Adherence to these rules is required for NCARB certification.

Maintaining Exam Eligibility with Your Jurisdiction

You are responsible for maintaining your exam eligibility with your registration board. Because the rules vary from board to board and are subject to frequent change, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information.

NOTE: In addition to NCARB's Rolling Clock Policy, your jurisdiction may have its own retake limit/exam validity timeframe. Please contact your jurisdiction directly to determine your exam status under its rules and policies.

If your state-based eligibility period expires before you successfully complete all divisions of the ARE or if an ARE division credit/passing score expires due to NCARB's Rolling Clock, you **MUST** contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the Direct Registration program).

Important Reminder

Rules that may impact you:

A candidate's Authorization to Test will be terminated if the applicant does not test during a five-year period, including the five-year period prior to 1 January 2011.

- Authorization will not be terminated if the applicant tests and fails; it will only be terminated if the applicant does not take at least one division every five years.
- If authorization is terminated for inactivity, candidate may reestablish new eligibilities through a Member Board under their then current procedures.

The full policy is on [page 8](#).

STEPS TO COMPLETING THE ARE

Step 2: Scheduling an Exam Appointment

SCHEDULING

When you have been made eligible to test, you can schedule to sit for individual divisions of the ARE. You may take any division of the ARE at any time, and in any sequence you choose. You are not required to take the ARE in the same jurisdiction where you are seeking initial registration.

Testing reservations are accepted on a first come, first-served basis and are restricted by seat availability at each test center. You must schedule your appointment a minimum of three business days in advance of the test date. Saturday and Sunday are NOT considered business days. Walk-in appointments are not allowed.

The divisions you are eligible to take are indicated in the My Examination section of your NCARB Record. **You must schedule a separate appointment for each division of the ARE.**

- Any divisions eligible to be scheduled will be displayed with a scheduling link in My Examination.
- **All appointments must be scheduled through My Examination in your NCARB Record.**

Credit cards will be charged when the appointment is scheduled. **Once you schedule an appointment, your test fee CANNOT be refunded.**

You will receive a confirmation e-mail for each appointment scheduled.

Cancellation of a scheduled appointment is NOT permitted. If you cancel an exam, regardless of reason, your testing fee is non-transferable and non-refundable.


RESCHEDULING

You can reschedule an existing appointment if the originally scheduled appointment date is four or more business days away. Saturday and Sunday are NOT considered business days. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

Rescheduling an appointment can ONLY be done via My Examination.

Any changes to scheduled appointments will be subject to the rescheduling fees noted on [page 13](#) of this document.

If you fail to arrive for your scheduled appointment or attempt to reschedule an appointment without giving the required notice, you will forfeit the entire test fee.

Scheduling an appointment to take the ARE is governed by contractual agreements between NCARB and Prometric. If you encounter difficulty scheduling a testing appointment, use the [ARE Scheduling Verification Form](#)  to learn more about your options.

STEPS TO COMPLETING THE ARE

Step 2: Scheduling an Exam Appointment *(continued)*

TESTING ACCOMMODATIONS

All test centers in the Prometric network are designed to accommodate people with disabilities. Testing accommodations will only be made with the authorization of your board of architecture.

To receive testing accommodations you must make a request directly to your board of architecture (or to NCARB for boards participating in NCARB's [Direct Registration Program](#)). Your request must comply with requirements established by your board and NCARB for people requesting testing accommodations. Typically, these requirements include documentation of past accommodations, if any, and a specific diagnosis by an appropriately licensed professional that includes a description of the accommodations that are appropriate for your condition. The diagnosis should indicate how the condition substantially limits major life activity and its anticipated duration. The Americans with Disabilities Act (ADA) will be used by NCARB as a guide when evaluating testing accommodation requests. This ensures fairness and consistency for all ARE candidates.

Once you have been approved for testing accommodations by both your board and NCARB, you will receive notification from NCARB and instructions on how to make an appointment.

DO NOT attempt to schedule any exam appointments until you receive written notification that accommodations have been approved by NCARB. Accommodations will NOT be added retroactively to previously scheduled exam appointments and exam fees will NOT be transferred or refunded.

You must follow the instructions outlined in My Examination to schedule an appointment if you require and have been approved for testing accommodations.

If you arrive at the test site and do not have an approved testing accommodation on file, you will not be admitted as an accommodations candidate, but will be instructed to call your board of architecture to initiate the testing accommodations process.

As noted, if your jurisdiction participates in NCARB's Direct Registration Program, your request for testing accommodations must be submitted directly to NCARB. For the most up-to-date list of jurisdictions participating in Direct Registration, [click here](#). Contact Customer Relations at customerservice@ncarb.org to receive the testing accommodations request form.

STEPS TO COMPLETING THE ARE

Step 2: Scheduling an Exam Appointment *(continued)*

APPOINTMENT TIMES

PROGRAMMING, PLANNING & PRACTICE

Intro Time	:15	
MC Testing Time	2:00	85 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Site Zoning
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

SITE PLANNING & DESIGN

Intro Time	:15	
MC Testing Time	1:30	65 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	2:00	Site Grading, Site Design
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:30	

BUILDING DESIGN & CONSTRUCTION SYSTEMS

Intro Time	:15	
MC Testing Time	1:45	85 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	2:45	Accessibility/Ramp, Stair Design, Roof Plan
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	5:30	

SCHEMATIC DESIGN

Intro Time	:15	
Graphic Testing Time	1:00	Interior Layout
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	4:00	Building Layout
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	6:00	

STRUCTURAL SYSTEMS

Intro Time	:15	
MC Testing Time	3:30	125 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Structural Layout
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	5:30	

BUILDING SYSTEMS

Intro Time	:15	
MC Testing Time	2:00	95 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Mechanical & Electrical Plan
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

CONSTRUCTION DOCUMENTS & SERVICES

Intro Time	:15	
MC Testing Time	2:00	100 items
Scheduled Break	:15	
Intro Time	:15	
Graphic Testing Time	1:00	Building Section
Exit Questionnaire	:15	
SCHEDULED APPOINTMENT TIME	4:00	

STEPS TO COMPLETING THE ARE


Step 2: Scheduling an Exam Appointment *(continued)*

FEES AND PAYMENT OPTIONS

Payment by Credit Card

Payment must be made using VISA, MasterCard, or American Express when you schedule your test appointment(s) via My Examination in your NCARB Record. Credit cards will be charged when the appointment is scheduled.

Veterans Affairs Benefit

The ARE has been approved by the Department of Veterans Affairs and qualifies as an education benefit. U.S. military veterans may be eligible for payment assistance to take divisions of the ARE. Please contact your regional Veterans Affairs Office for further details regarding the program or the Veteran's Affairs website at [here](#) .

Exam Fees

\$210 U.S. per division (test centers in the United States, its territories, or Canada)
\$310 U.S. per division (international test centers outside North America and U.S. territories)

Fees are in U.S. dollars.

Rescheduling Fees:

- 0-3 business days before appointment: Rescheduling not permitted
- 4-15 business days (noon ET) before appointment: \$80
- 16 or more business days (noon ET) before the appointment: \$60

Rescheduling fees must be paid via credit card at the time of rescheduling.

** All fees are subject to change.*

Refund Policy

Once you schedule an appointment for a particular division, your test fee CANNOT be refunded or used as payment for another division. If you reschedule an appointment within the procedure explained on [page 10](#), the test fee will remain valid for a period of one year from the date the payment is processed. If you reschedule an exam appointment, you must reschedule within one year of the original test date. The exam fee is valid for one year only.

PAYMENT DISCREPANCIES/BAD DEBT

NCARB reserves the right to withhold test scores and suspend test-taking privileges until any outstanding debt or payment discrepancies are resolved.

STEPS TO COMPLETING THE ARE

Step 3: Taking the ARE

PERSONAL IDENTIFICATION

When you arrive at the test center, you are required to present a proper form of identification as outlined below. You will not be admitted to the examination without proper identification, and there will be no refund of your test fee. The primary form of identification must bear your signature and a recent photograph. The name on the identification must be the same as the name that appears in your NCARB Record. You must keep your identification with you at all times. If you need to change the name shown in your NCARB Record, you must send a request and official documentation to NCARB Customer Relations. **Name discrepancies must be resolved at least one week prior to your scheduled exam appointment.**

Primary Identification Requirements

Primary identification must be from the following list of forms of identification and must include your signature and a recent recognizable photograph. This ID must be current (not expired).

- valid driver's license with photo
- military identification card with photo
- national identification card with photo
- valid passport with photo

Alternate Identification Requirements

If you cannot present one of the primary IDs listed containing both a photo and signature, you must present alternate forms of identification (not expired), ONE of which must contain a recent recognizable photo and ONE of which must contain your signature.

- valid driver's license
- military identification card
- national identification card
- valid passport
- student identification card
- state/province identification card
- U.S. passport card

Unacceptable Forms of Identification

- ID with no photo (unless accompanied by another form of ID with photo)
- expired driver's license or passport
- draft classification card
- letter of identity from a notary
- Social Security card
- credit card or bank card of any kind
- employee identification

If the test center administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not sufficiently proven your identity. You will not be admitted to the examination without proper identification and there will be no refund of your test fee. Admittance to the test center and completion of your examination does not imply that your identification is valid or that your score will be reported.

Tips

- Verify that the name in your NCARB Record is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact NCARB Customer Relations.
- When you arrive at the test center, you are required to present an approved form of identification.
- The name on the ID must match the name in your NCARB Record.
- You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.

STEPS TO COMPLETING THE ARE

Step 3: Taking the ARE *(continued)*

AT THE TEST CENTER

The staff at each test center is required to guide you through designated procedures to ensure that the operation of the test center meets NCARB criteria.

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive later than 15 minutes after your scheduled appointment time, you may be required to forfeit your appointment and your test fee will not be refunded.
2. Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.
3. You are required to present proper identification. You must keep your identification with you at all times.
4. Prometric requires all candidates to be scanned by a handheld metal detector prior to each entry into the testing room, including returns from breaks. All candidates will be required to submit to the scans, with few exceptions. Candidates refusing to be scanned may not be permitted to test.

In addition, Prometric uses mandatory biometric-enabled check-in procedures that include:

- a scan of a candidate's photo ID
 - the providing of six digital fingertip swipes (three from each hand for first appointment, one swipe for subsequent appointments). **Candidates will NOT be permitted to test if they refuse to provide fingertip swipes.**
 - a test-day photo
5. You will be escorted to a workstation by the test center administrator. You must remain in your seat during the examination, except when authorized to leave by test center staff.

6. Each division includes one mandatory 15-minute break. You must leave the testing room during the break.
PLEASE NOTE: Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones or any study materials are NOT allowed to be accessed or used during mandatory or unscheduled breaks. When you return to your test, you must comply with all re-admittance procedures as noted in #10 below.
7. Scratch paper and pencils are provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. You may not remove any scratch paper from the testing room at any time under any circumstances.
8. Raise your hand to notify the test center administrator if:
 - you experience a problem with your computer
 - an error message appears on the computer screen (**do not clear the message**)
 - you need additional scratch paper or pencils
 - you need to take an unscheduled break (testing time will not be suspended)
 - you need the test center personnel for any other reason
9. In the event that a software or hardware problem occurs before or during your test, please see [page 16](#) for additional information.
10. If you leave the testing room for any reason, you will be required to show the test center administrator your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
11. When you finish the examination, quietly leave the testing room, return all scratch paper, and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

Guessing

You should answer every question presented. If you are not sure of the correct answer, make your best guess and/or mark the question for later review during completion of the multiple-choice section. All unanswered questions will be counted as incorrect responses.

Reviewing Answers

You will be able to review and change your answers or solutions within a section of the exam (multiple-choice or graphic). However, once you have exited the section OR the time limit has expired for the section, you will NOT be able to return to any items in that section.

Personal Calculators

ARE candidates are not permitted to bring a personal calculator into the test center. All divisions of the ARE include an on-screen scientific calculator for your use.

What to Expect

To learn more about what to expect at a Prometric test center, click [here](#).

STEPS TO COMPLETING THE ARE

Step 3: Taking the ARE *(continued)*

REPORTING TEST CONCERNS

DO NOT wait to receive your test results before expressing your concerns. NCARB policy does not allow for response to complaints received more than 15 days following your test date. You must send your complaint to: customerservice@ncarb.org

PLEASE NOTE: The filing of a report by the test center administrator does NOT satisfy the requirements of notifying customerservice@ncarb.org directly.

COMMENTS AND QUESTIONS ABOUT YOUR EXAM ADMINISTRATION

If you have any comments or questions concerning your exam administration, direct your comments in writing to customerservice@ncarb.org within 15 days following your test administration. A copy of this letter should be forwarded to your board of architecture. You will receive a reply from NCARB or your board of architecture as appropriate.

INQUIRIES ABOUT SPECIFIC ARE QUESTIONS OR VIGNETTES

NCARB employs extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions or vignettes may be encountered on rare occasion. If you suspect an error in a specific question or vignette, write to customerservice@ncarb.org **immediately after taking the test.**

In your correspondence, include:

- the name of the division
- the test date
- the specific concern(s) about the question or vignette

You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. NCARB will review the question, and you will be notified of the findings. The correct answer will not be revealed.

TECHNICAL DIFFICULTIES

In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again.

If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

If rescheduling your examination is necessary, you may be eligible for limited compensation for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

Details can be found [here](#).

RESCHEDULING WHEN TEST CENTER IS CLOSED

In the event your test center is closed, you will be contacted by Prometric to assist you with rescheduling your exam as follows:

1. You will receive a phone call from Prometric within 24 hours of your test center closing to reschedule your exam.

2. If you miss this phone call, you will automatically be rescheduled at no charge for the next available slot at a test center near you. You will receive an e-mail and automated phone call from Prometric notifying you of the new appointment time.

3. If you are unable to make the automatically rescheduled appointment time, you must call Prometric's Customer Care line at 1-800-853-6769 to reschedule your exam at no cost. When speaking with the Prometric representative, **you must mention that you need to reschedule your automatically rescheduled appointment because of a test center closure.** You may not reschedule your appointment through My Examination in this circumstance.

Test Center Closings

If you are unsure whether a test center is closed due to inclement weather or any other reason, you should contact the test center directly. **If the center is open, it is your responsibility to keep the appointment.** If the center is closed, you will be given the opportunity to [reschedule](#).

If you are unable to contact the local test center, please visit [prometric](#) for a list of test centers that are currently or will be non-operational and cannot deliver exams.

STEPS TO COMPLETING THE ARE

Step 3: Taking the ARE *(continued)*

TEST CENTER REGULATIONS

To ensure that all ARE divisions are administered under comparable conditions to that of other candidates and that the results represent a fair and accurate measurement, it is necessary to maintain a standardized testing environment. You must adhere to the following regulations:

- **Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones, are not allowed in the testing room and are not allowed to be accessed or used during mandatory or unscheduled breaks.**
- Eating, drinking, or use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room.
- You may not leave the testing room without the test center administrator's permission.
- You must present your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
- No reference material may be brought into the testing room or accessed from your locker during the administration of your exam. On-screen reference material is accessible during the Structural Systems division and the Building Systems division.
- Leaving the testing center anytime during your exam administration **(including mandatory and unscheduled breaks)** is strictly prohibited.

You are required to leave all personal belongings outside the testing room. Candidates will not be allowed to take anything into the testing room other than those items given to them by the test center administrator (such as pencils, scratch paper, earplugs), and their identification documents (e.g., driver's license, passport).

Small lockers are provided for candidate use to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will NOT accommodate briefcases, laptop computers, or large purses and bags. Do not bring large items (bags, textbooks, notebooks, etc.) to the testing center. Test center staff will not take responsibility for these items; you will be asked to remove large items from the testing center.

GROUNDS FOR DISMISSAL

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled, and/or have examination eligibilities suspended.

Examples of misconduct include:

- Failing to follow the instructions of the test center administrator.
- Violating the test center regulations.
- Creating a disturbance of any kind.
- Removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the examination for someone else.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- Leaving the testing room without permission.
- Using any unauthorized references or devices.
- **Using electronic communications equipment such as personal digital assistants, cellular telephones, pagers, etc. during any mandatory or unscheduled breaks.**
- **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center.**
- **Reviewing any materials during mandatory or unscheduled breaks.**

STEPS TO COMPLETING THE ARE

Step 3: Taking the ARE *(continued)*

EXAMINATION SECURITY

To ensure the integrity of the ARE program, specific security measures are enforced during the administration of your examination.

You will be observed at all times while taking the examination. This may include direct observation by test center staff, as well as audio and video recording of your examination session.

Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

CONFIDENTIALITY AGREEMENT

All NCARB tests are held in strict security and confidence. **Before beginning your test, you will be required to accept a Confidentiality Agreement, which prohibits any disclosure of exam content.**

By taking divisions of the ARE, you are personally responsible for maintaining the confidentiality of all information relating to the exam. You may not discuss exam content in any manner with anyone, including but not limited to family, friends, other examinees, and test preparation providers. This agreement also covers Internet chat rooms, mailing list servers, websites, etc. Following completion of your exam, you will also be reminded of your acceptance of the confidentiality statement that you accepted prior to commencing the exam.

Any disclosure of ARE content is strictly prohibited and may result in severe disciplinary action, including the suspension of testing privileges, and/or the cancellation of scores.

Structural Systems

CONFIDENTIALITY AGREEMENT

- **UNDERSTAND** that all content of the Architect Registration Examination® (ARE®) is confidential and subject to U.S. copyright laws, and that this Agreement is intended to be a binding agreement between me and the National Council of Architectural Registration Boards (NCARB). By clicking "I Accept" and entering into this Confidentiality Agreement with NCARB, I **AGREE** that any action to enforce this Confidentiality Agreement and/or for infringement of NCARB's copyright of the ARE may be commenced in or transferred to the United States District Court (or other court of competent jurisdiction) where NCARB's principal office is located, which currently is the District of Columbia, and I hereby consent to the personal jurisdiction of such court.
- I **AGREE** that I will not disclose to anyone by the internet or through any other means—electronic, written or verbal—the substance or details of any test questions, vignettes or other graphics and/or alleged answers. Disclosure includes, but is not limited to, any attempt to use devices such as cameras, audio or scanners to record or transmit test content at or from the testing room. Disclosure also includes any attempt, including internet website and chat room postings, to reproduce, paraphrase, summarize or describe any test content from memory after leaving the testing room. Improper disclosure includes both the initial disclosure by me and the further dissemination by me of ARE test content disclosed by others, and I **AGREE** that I will not disclose ARE content that others may have disclosed, nor will I obtain or seek to obtain ARE test content from others.
- **UNDERSTAND** that a violation of this Confidentiality Agreement may result both in civil liability to NCARB for its costs and monetary damages, which may be substantial, and in disciplinary actions taken against me by NCARB and by my local Board of Architecture. **UNDERSTAND** that such disciplinary action may include, without limitation, suspension of my ARE test taking privileges, cancellation of my ARE scores and my inability to obtain future NCARB Certification or to become registered as an architect.

I have read and understand the above Confidentiality Agreement in its entirety.

I ACCEPT **I DECLINE**

NCARB Board of Directors Policy Regarding Cheating

For further details and to review the Policy and Procedure for testing irregularities visit the [NCARB website](#).

STEPS TO COMPLETING THE ARE

Step 4: Receiving Your Score

All divisions of the ARE are administered and graded by computer. **Results for all divisions are typically processed within four weeks of your test date. When your score is processed and available to you, an automated notification will be sent to you via e-mail. At that time, you will be able to access your score report online via My Examination.** Test results are not released at the test center.

Although every effort is made to process examination scores in a timely manner, NCARB's first priority is to ensure that all examinations are scored fairly and accurately and that no errors are made in the score-reporting process.

All test scores are reported as pass or fail. You will receive limited descriptive feedback for each failed division. This feedback information indicates areas of relative strength and weakness based on the division's content areas and vignettes. If you fail a division, you can develop your general study plan according to these diagnostics prior to retaking the ARE.

NCARB recognizes your rights to control personal information maintained by NCARB, Alpine, and Prometric. NCARB policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, reports are released only to the board of architecture for which you are being tested. A board of architecture may reserve the right to cancel one or more of your test scores, if, in its sole opinion, there is any reason to question its validity.

NCARB does not release test scores except for use in research studies that preserve your anonymity or under compulsion of legal process. However, NCARB reserves the right to anonymously publish selected sample solutions of vignettes for the benefit of future candidates.

THE PASSING STANDARD

Passing or failing the ARE depends solely on your level of performance in relation to the established point representing entry-level competence.

Careful judgment has been exercised in setting the passing standards for all NCARB examinations. The passing scores are the same for every board of architecture and are not affected by the number of people who pass or fail each division of the examination. **There is no fixed percentage of candidates who pass or fail the ARE.**

MULTIPLE-CHOICE SECTIONS

Approximately every five years, NCARB assembles a group of architects to establish the passing standard for the multiple-choice sections of the ARE. This group of architects is selected from the United States and Canada and represents a general cross section of practicing architects.

GRAPHIC VIGNETTE SECTIONS

Members of select NCARB committees establish the grading standards for each vignette. These members are practicing architects from the United States. Throughout the year, randomly selected solutions are reviewed by these committees of architects to ensure that the software accurately reflects the professional judgment of this group of practitioners.

The computer scoring programs for the graphic vignettes objectively assess your solution based on its conformance to the specific programmatic requirements of each vignette. The compensatory scoring model evaluates an extensive list of features before determining the final score and compensates for weaknesses in some areas when strengths in others are demonstrated.

STEPS TO COMPLETING THE ARE

Step 4: Receiving Your Score *(continued)*

REVIEW AND CHALLENGE

A review procedure is available to you **ONLY** if your board of architecture permits reviews of failed examinations. It is at the sole discretion of each board of architecture whether or not to administer the review process. If you wish to pursue the review process, immediately contact your board of architecture to better understand the procedures and fees involved. The application for review and review fee must be received by NCARB within four months of the administration of your test and the review process must be completed within six months following the administration of your test.

Only those questions you answered incorrectly or those vignettes listed at Performance Level 3 on your score report can be reviewed. The correct answer or proper solution will not be revealed.

During the review process, you may only challenge a question answered incorrectly for a multiple-choice section if your board of architecture allows challenges and appeals. Your challenge to a multiple-choice question will be forwarded to NCARB for review and response. Any challenge to a graphic vignette will not be reviewed by NCARB.

Depending on the laws of the jurisdiction where you are seeking registration, you may be able to challenge the score received on any ARE division. If your board of architecture (or a court with jurisdiction) changes your score from fail to pass, outside of the NCARB facilitated review/challenge process, **ONLY** that jurisdiction is required to accept the new score. NCARB will not recognize the new score for purposes of NCARB certification. Alternatively, if there is a successful challenge to any multiple-choice question/s on a candidate's examination that has been determined by NCARB to positively impact an ARE division score from fail to pass, via the NCARB facilitated review/challenge process, the new score will be recognized for the purpose of NCARB certification.

Step 5: Retaking the ARE

Effective October 1, 2014, candidates can retake a failed division of the ARE as soon as 60 days after the previous attempt of that division. A candidate may only take the same division of the ARE three (3) times within a running year.

Upon receiving a failing score report in My Examination, you will be permitted to schedule a test appointment for that same division for a date on or after the start date of your new eligibility period. For scheduling details, please refer to Step 2 of this document.

If you fail a division, it is important to spend the time between test administrations gaining additional knowledge, skills, and abilities in the appropriate areas of practice.

ARE REFERENCE MATERIALS


ARE® 4.0 Exam Guides

The exam guide for each division is available in a downloadable PDF format. Each guide contains sample multiple-choice questions (except Schematic Design), one passing and one failing solution for each sample vignette, and a non-exhaustive list of references.

Direct download links:

- [Programming, Planning & Practice](#) 
- [Site Planning & Design](#) 
- [Building Design & Construction Systems](#) 
- [Schematic Design](#) 
- [Structural Systems](#) 
- [Building Systems](#) 
- [Construction Documents & Services](#) 

Reference Material

Structural Systems and Building Systems divisions include reference material that is accessed through a resources button on the computer screen. These screens include formulae and other reference material that may be helpful when answering questions in these multiple-choice sections of each division. PDF copies of the reference materials that will be available to you in the test center are available to download and review in advance of your examination [here](#) .

Codes and Standards

For each ARE division, candidates should be familiar with the latest edition of the following codes and standards:

International Code Council, Inc.

- International Building Code, 2009
- International Mechanical Code, 2009
- International Plumbing Code, 2009
- International Residential Code, 2009

US Department of Justice

- 2010 ADA Standards for Accessible Design

American National Standards Institute

- A117.1 - 2003: Accessible and Usable Buildings and Facilities

National Fire Protection Association

- NFPA 101: Life Safety Code, 2009
- NFPA 70: National Electrical Code, 2008

American Concrete Institute

- ACI 318-08: Building Code Requirements for Structural Concrete

American Institute of Steel Construction

- AISC 360-05: Specification for Structural Steel Buildings
- AISC 340-05: Seismic Provisions for Structural Steel Buildings

American Society of Civil Engineers

- ASCE 7-05: Minimum Design Loads for Buildings and Other Structures

American Institute of Architects

- AIA Documents, current edition

Preparing for the ARE

The [Preparing for the ARE page](#)  includes links to:

- Exam Guides
- Practice Programs
- Reference sheets for Structural Systems and Building Systems divisions

ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

Sample Unanswered Question

The screenshot displays the ARE exam interface for a multiple-choice question. The interface includes a top navigation bar with 'Time Remaining: 00:59:18', 'Construction Documents and Services', 'Calculator', and 'Reference'. The question text is: 'After considering all bids, the owner favors a bid with irregularities. According to AIA Document A701, Instructions to Bidders'. The options are: 'has the right to waive irregularities and accept the bid', 'has the right to extend the bidding period for corrections', 'must informally request corrections from the bidder', and 'must only consider bids without irregularities'. The bottom navigation bar contains 'Question 60 of 100', 'Previous', 'NEXT', 'Mark', and 'Review' buttons. Callouts provide descriptions for these elements: 'TIME DISPLAY' (Time Remaining), 'REFERENCE' (access to formulae), 'REVIEW' (status of questions), 'QUESTION NUMBER' (current and total questions), 'PREVIOUS' (return to last question), 'NEXT' (move to next question), and 'MARK' (mark for later review).

TIME DISPLAY
Shows the time remaining in your multiple-choice section.

REFERENCE
Click here to access formulae and other reference material.

REVIEW
Click to see the status of each question.

QUESTION NUMBER
Shows the number of the question you are on and the total number in the division.

PREVIOUS
Click here to return to the last question.

NEXT
Click here to move to the next question.

MARK
Click here to mark the question on the screen for later review.

Sample Unanswered Question

The question shown to the left represents a typical unanswered question from one of the multiple-choice sections as it appears on the computer screen.

Unlike sample questions in the exam guides, only one question appears at a time on the screen. The tools along the bottom portion of the screen allow you to navigate through the questions.

Before you begin the timed portion of your examination, a brief instructional tutorial is administered. This will allow you the opportunity to become familiar with the navigation icons and to practice using the mouse to select your answer.

ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

Sample Answered Question

The screenshot shows a software interface for a multiple-choice question. At the top, it says "Time Remaining: 00:59:18" and "Construction Documents and Services". There are buttons for "Calculator" and "Reference". The question text is: "After considering all bids, the owner favors a bid with irregularities. According to AIA Document A701, Instructions to Bidders". The options are:

- has the right to waive irregularities and accept the bid
- has the right to extend the bidding period for corrections
- must informally request corrections from the bidder
- must only consider bids without irregularities

At the bottom, there are navigation buttons: "Previous", "NEXT", "Mark", and "Review". The status "Question 60 of 100" is also visible.

Click on the circle to select your answer.

Sample Answered Question

The question shown to the left represents a typical answered question from one of the multiple-choice section as it appears on the computer screen. To select an answer from the list of available choices, position the mouse pointer over the circle that corresponds to your selection and press to click. The circle will become solid.

After selecting an answer, you can change your selection by clicking on a different selection, or you can unanswer the question by clicking again on the choice previously selected. The circle will appear empty.

ARE DIVISIONS & REFERENCE MATERIALS: **MULTIPLE-CHOICE SECTIONS**

Review Screen

MARKED FOR REVIEW

If you click the “Mark” icon on any question, a red “▶” will appear in this column.

INCOMPLETE

If you do not answer or choose to skip a question, a green “i” will appear in this column.

Time Remaining: 01:57:53

Review Screen

Name	Marked	Completed	Incomplete
Question 1		Yes	
Question 2			Yes
▶ Question 3	Yes		Yes
Question 4			Yes
Question 5			Yes
Question 6			Yes
Question 7			Yes
Question 8			Yes
Question 9			Yes
Question 10			Yes
Question 11			Yes
Question 12			Yes
Question 13			Yes
Question 14			Yes
Question 15			Yes
Question 16			Yes
Question 17			Yes
Question 18			Yes
Question 19			Yes
Question 20			Yes
Question 21			Yes
Question 22			Yes
Question 23			Yes
Question 24			Yes

Symbols Key

▶ = Marked question [i] = Completed question [i] = Incomplete question

Review All **Review Incomplete** **Review Marked** **Exit Section**

REVIEW ALL

Selecting this icon will sequentially deliver all questions.

REVIEW INCOMPLETE

Selecting this icon will sequentially deliver all “Incomplete” questions.

REVIEW MARKED

Selecting this icon will sequentially deliver only the questions you “marked.”

EXIT SECTION

Selecting this icon will terminate your multiple-choice section.

Review Screen

Clicking on the “Review” icon on the question screen will take you to a screen similar to the one shown. This review screen indicates the status of each question and enables you to move to any specific question within the section. You may have to use the scroll bar on the right to see those questions that do not appear in the display. To move to a specific question, double-click the question number.

While answering the test questions, you can mark questions that you’d like to go back to and review by clicking on the “Mark” button. If you’ve clicked “Mark” on any question, a red “▶” appears to the left of the question number on the review screen. Therefore, it is possible to answer all the questions, mark a few for review, and then use the review screen after you have seen all of the questions in the division to return to those you want to see again. It is not necessary to undo the “Mark” icon before you end your section.

If you do not answer a question, or choose to skip to the next question without selecting an answer, a green “i” appears to the left of the incomplete question number. It is possible to skip a question and “Mark” it for later review. In this instance, both the green “i” and the red “▶” appear on the review screen.

If you click on the “End Exam” icon, a warning screen will appear asking you to confirm that you intend to quit your multiple-choice section. **If you click on the “Yes” button on the warning screen, your section will end and you will not be able to return to answer or review any questions.**

ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

Introduction

All divisions of the ARE include problems called vignettes that are used to assess your knowledge, skills, and abilities in the different facets of architectural practice.

You are required to create a solution for each of the 11 vignettes listed below based on the program and code requirements presented with each vignette.

Programming, Planning & Practice

Site Zoning

Site Planning & Design

Site Grading

Site Design

Building Design & Construction Systems

Accessibility/Ramp

Stair Design

Roof Plan

Schematic Design

Interior Layout

Building Layout

Structural Systems

Structural Layout

Building Systems

Mechanical & Electrical Plan

Construction Documents & Services


Building Section

The format of NCARB's exam guides assumes that users are prepared to take the ARE and that they want more information on the format of the examination. The guides will familiarize you with the software used to take the test. The guides are not to be used as the only source for preparing for the exam as they are not intended to "teach" the architectural content of the exam's separate test divisions. The samples included in each exam guide are presented to illustrate the types of graphic vignettes delivered within each division.

Each exam guide includes a sample passing and failing solution for the vignette(s) that comprises that division of the ARE. These sample solutions are formatted similarly to the way the vignettes appear on the actual examination. The graphics have been reduced to fit into the exam guides; they appear in a larger format within the exam.

The comments included on the sample solutions are intended to help users identify some of the positive and negative aspects of the solutions. These comments do not represent the entire evaluation process. Many deficiencies may not be noted at all; however, the overall passing or failing scores are realistic, relevant, and accurate.

HELPFUL URLS

[Exam Guide Download Page](#) 

Direct download links:

- [Programming, Planning & Practice](#) 
- [Site Planning & Design](#) 
- [Building Design & Construction Systems](#) 
- [Schematic Design](#) 
- [Structural Systems](#) 
- [Building Systems](#) 
- [Construction Documents & Services](#) 

ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

Practice Program

PRACTICE SOFTWARE FOR GRAPHIC VIGNETTES

The practice program for the graphic vignettes allows you the opportunity to become familiar with the software interface before you schedule a testing appointment. The exam guides do not contain the practice software for the graphic sections; however, you can download the practice program (for personal use only) from NCARB's website [here](#), free of charge. Candidates are encouraged to frequently check NCARB's website in order to download the latest version of the practice program. Warning: The practice programs downloadable at the above link will not run in a 64-bit operating system. See below for additional information.

The practice program for the graphic vignettes consists of tutorials, directions, and one practice vignette for each of the 11 vignettes. The tutorials have been developed to help you learn how to use the features of the computer software to create solutions for the graphic vignettes. **You should spend as much time as necessary practicing with the software before taking your examination, even if you feel comfortable using other computer and/or graphic drawing programs.**

Prior knowledge of CAD or other graphic drawing programs is not necessary, as there will be differences between the drawing tools you use in the examination and the software you are familiar with.

CLOUD-BASED PRACTICE PROGRAM SERVICE

For candidates using a 64-bit Windows or Mac operating systems, NCARB has launched a cloud-based service through [My NCARB](#) to run the practice programs. The service has a \$10 annual fee. [Learn more](#) [FAQs](#)

Download the Practice Program

The practice programs can be found [here](#)

They include the following graphic vignettes:

- Site Zoning
- Site Design
- Site Grading
- Accessibility/Ramp
- Stair Design
- Roof Plan
- Interior Layout
- Building Layout
- Structural Layout
- Mechanical & Electrical Plan
- Building Section

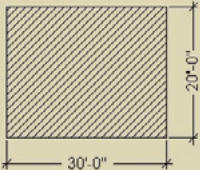
ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Basic Controls

Schematic Design

Imperial Units (Ft./In.):
The A.R.E. is now offered in only a **Feet and Inches** unit of measurement. Click the button below to continue.

Feet and Inches



Click here to continue.

Feet and Inches

Click Feet and Inches to continue.

Units of Measure

Before beginning each graphic section, you will be required to confirm that all vignette work will be completed in feet and inch units.

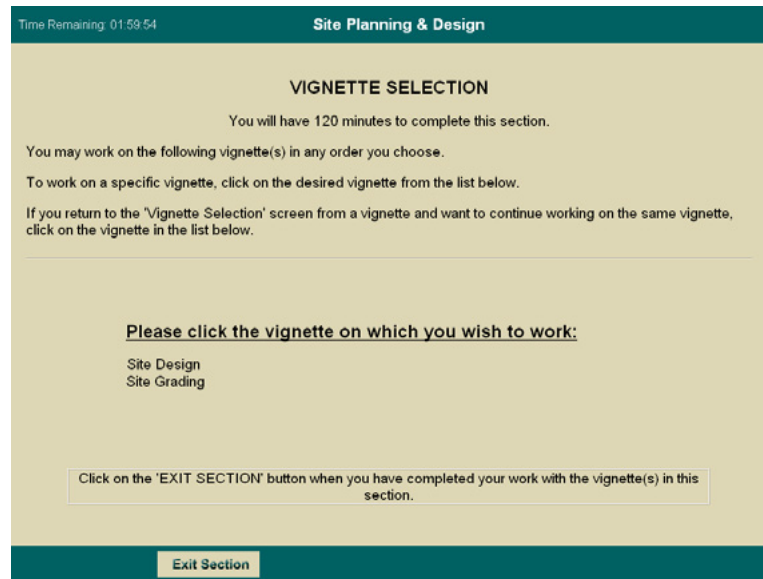
Saving Your Work

The test software automatically saves your solution on an ongoing basis while you are working, whenever you close one vignette to move to another vignette, and whenever you say that you are finished with your examination. There is no “Save” button or keyboard command that you have to implement.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Menus and Windows

A section is the group of vignettes you are able to see and work on at a given time. Within each section, you will respond to a specific series of vignettes. You may work on the vignettes within a section in any order you choose, and you may take as much time as you need on each vignette up to the maximum time allotted for that section. Vignettes within a section may be reviewed; however, when the section time limit is up, or if you have exited the section, you will not be able to return to any vignette in that section. Do not exit a section unless you are finished with the current set of vignettes.



If you click "Exit Section," you will go to this screen.



If you wish to continue working, select "Vignette Selection."

DO NOT click on the "Exit Section" button until you have completed all of the vignettes contained within the section.



Click on the "Vignette Selection" button to navigate back to the Vignette Selection screen.

Moving Between Vignettes

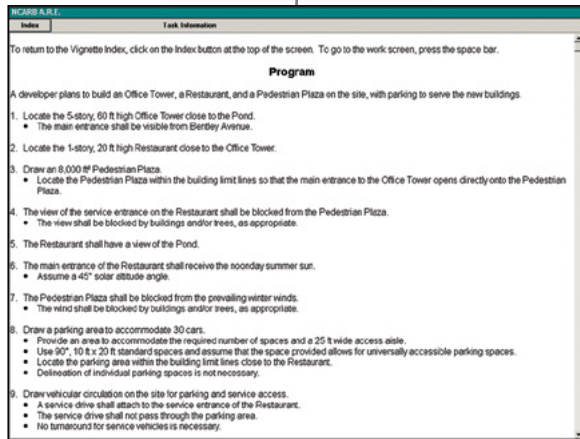
You can move between vignettes that are administered within a single section by clicking on the "Review Vignettes" icon in the lower left corner of the work screen. (A review of all the icons in the graphic divisions begins on page 33.) The vignette selection screen lists all of the vignettes available to you during that section of the test. You can click on any vignette to move to that vignette. You should also click on the "Review Vignettes" icon when you have completed all of the vignettes within a section. The vignette review screen contains an icon that allows you to exit the test section. If you choose to exit the test section, a warning screen will appear to confirm that you intend to exit.

ONLY click on the "Exit Section" button, when you have completed all of your work for all of the vignette(s) contained within the section. If you click on the "Exit Section" button, you will receive the warning screen to the left, to help prevent you from prematurely exiting your examination. If you exit a section prematurely, you WILL NOT be able to return to any vignette in that section.

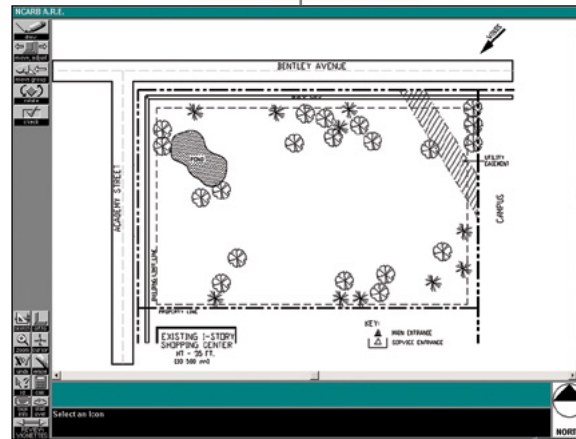
ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Basic Controls

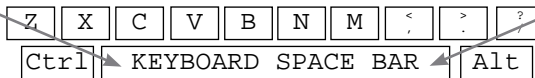
REFERENCE SCREEN



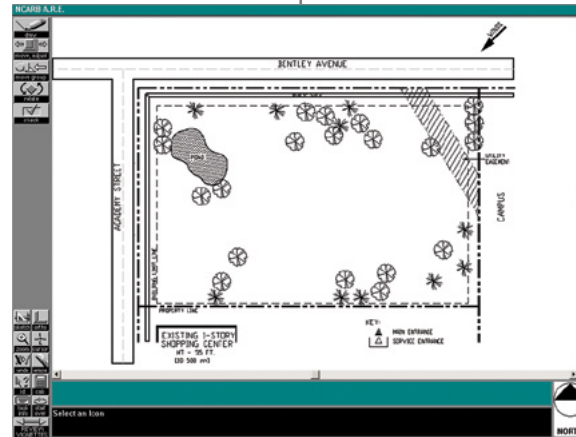
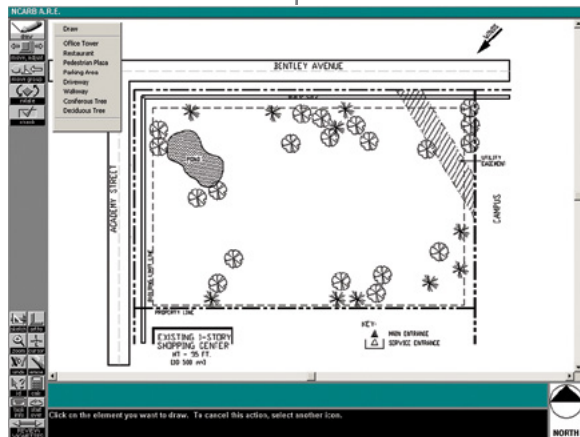
WORK SCREEN



Click on the space bar to toggle between the reference screen and work screen.
If nothing happens when you press the space bar, you may have left a menu open. See below for an example.



SAMPLE SCREEN WITH MENU CLOSED



Toggle Between Screens

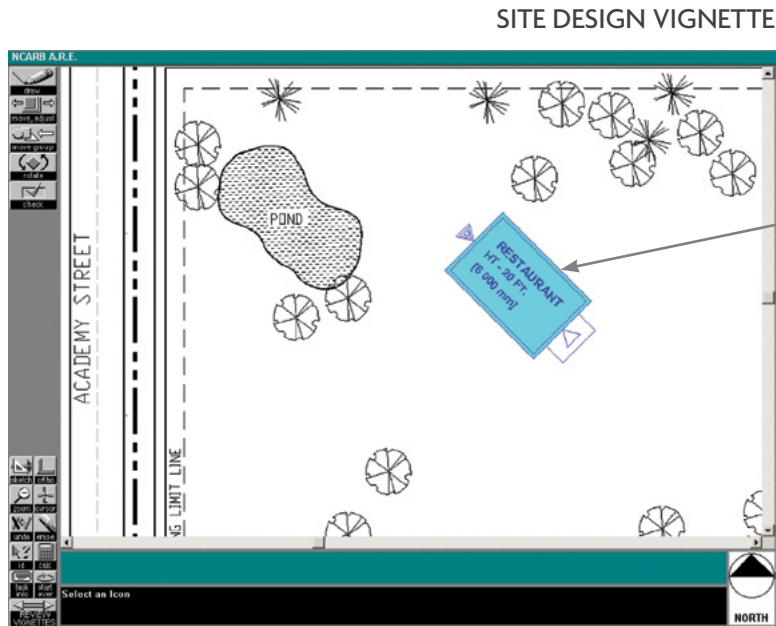
You can switch between the reference information and the work screen by pressing the space bar on the computer keyboard. This allows you to leave any one of the reference screens, view the work screen, and return to the same reference information.

Drop-Down Menu

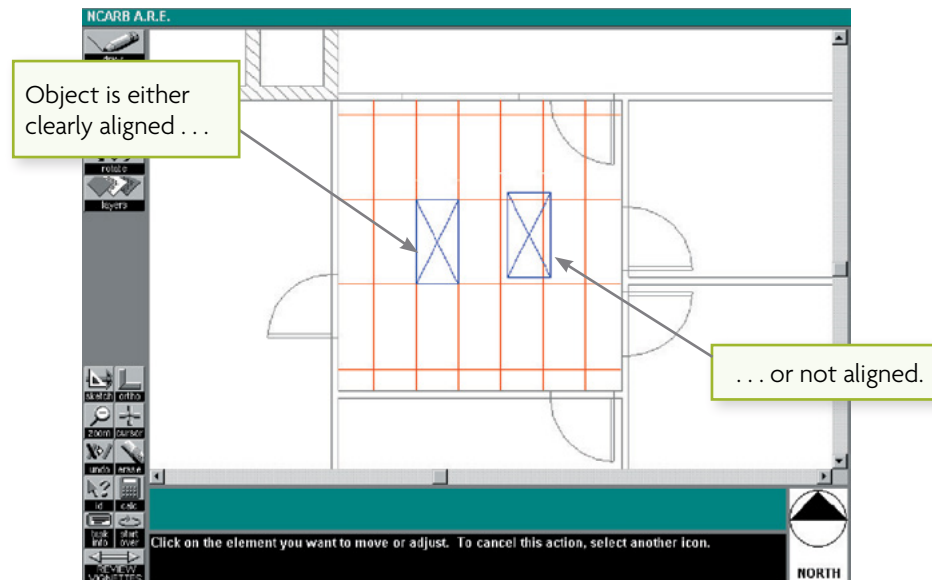
When you attempt to leave the work screen and move to the reference screen by pressing the space bar, you may find that the space bar doesn't do anything. This can be caused by having a menu open. For example, in the Site Design vignette, when you click on the "Draw" icon, a drop-down menu opens. You cannot move to the reference screen while the menu is open. You need to click anywhere on the screen outside the open menu to close the menu and then you will be able to switch back to the reference screen.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Basic Controls



MECHANICAL & ELECTRICAL PLAN VIGNETTE



Snaps and Grids

All vignettes contain a pre-set, hidden grid that allows the objects you draw or place to align automatically. The grid dimensions have been set with each particular vignette in mind. On vignettes such as the **Site Design** vignette, you may not notice that there is a grid because the objects you draw and place can be laid out anywhere on the site. On the other hand, the **Mechanical & Electrical Plan** vignette has a very obvious grid to help guide you when placing objects. In this vignette, the hidden grid makes it obvious that elements are either right on the ceiling grid or clearly not on the grid. This prevents you from placing an object close but not quite in alignment.

You are responsible for being as accurate as possible when drawing your solutions. More accurate information will result in more accurate scoring. Using the “Zoom” tool and the “Full Screen Cursor” may make it easier to produce more accurate solutions. A “Check” tool is provided in several vignettes to help you identify problem areas, such as overlapping elements.

Tolerances are built into each scoring program to allow for slight graphic inaccuracies. These tolerances vary from vignette to vignette based on the importance of the feature being evaluated.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Index Screen

VIGNETTE TITLE → **Site Design Vignette**

INFORMATION AVAILABLE TO YOU
Bold-faced type indicates information is available to you. Click on the text of the information you want to see.

CLICKING ON THIS TEXT . . . → **Vignette Directions**

The screenshot shows the "Index" tab selected in the "Task Information" window. The main content area displays the title "Site Design Vignette" in bold. Below it, a paragraph explains that all information for developing a solution can be accessed through this screen. A list of bolded options is provided: "Vignette Directions", "Program", "Tree Diagrams", and "Tips". A callout box explains that bold-faced text indicates available information. Another callout points to the "Vignette Directions" item, stating that clicking on it leads to the next screen. Below the list, instructions are given: "To access this screen while you are working, simply press the space bar. When this screen appears, click on the topic you wish to view. To return to the Index from one of the topics, click on the Index button that appears at the top of the screen. To go to the work screen, press the space bar." At the bottom, the text "Review the General Test Directions" is displayed.

. . . BRINGS UP THIS SCREEN WITH THE VIGNETTE DIRECTIONS ON IT

INDEX BUTTON
Click here to return to the Index Screen.

The screenshot shows the "Index" tab selected in the "Task Information" window. The main content area displays the title "Vignette Directions" in bold. Below it, a paragraph explains that the user has been assigned a task of developing a schematic site plan based on a program that includes legal requirements and other site influences. Another paragraph states that the plan on the screen presents a site on which to place buildings, related site elements and vegetation in relation to orientation and environmental conditions. A bulleted list of requirements is provided: "Buildings", "An outdoor space", "Vegetation", "Vehicular access and service drives", "Pedestrian walkways", and "A parking area". A note states: "Buildings may not overlap the parking area or the outdoor space." A final paragraph advises: "Before beginning your solution, you should review the program that can be accessed through the Vignette Index screen and familiarize yourself with the site plan on the work screen." A callout box points to the "Index" button in the top left corner of the window, stating: "Click here to return to the Index Screen."

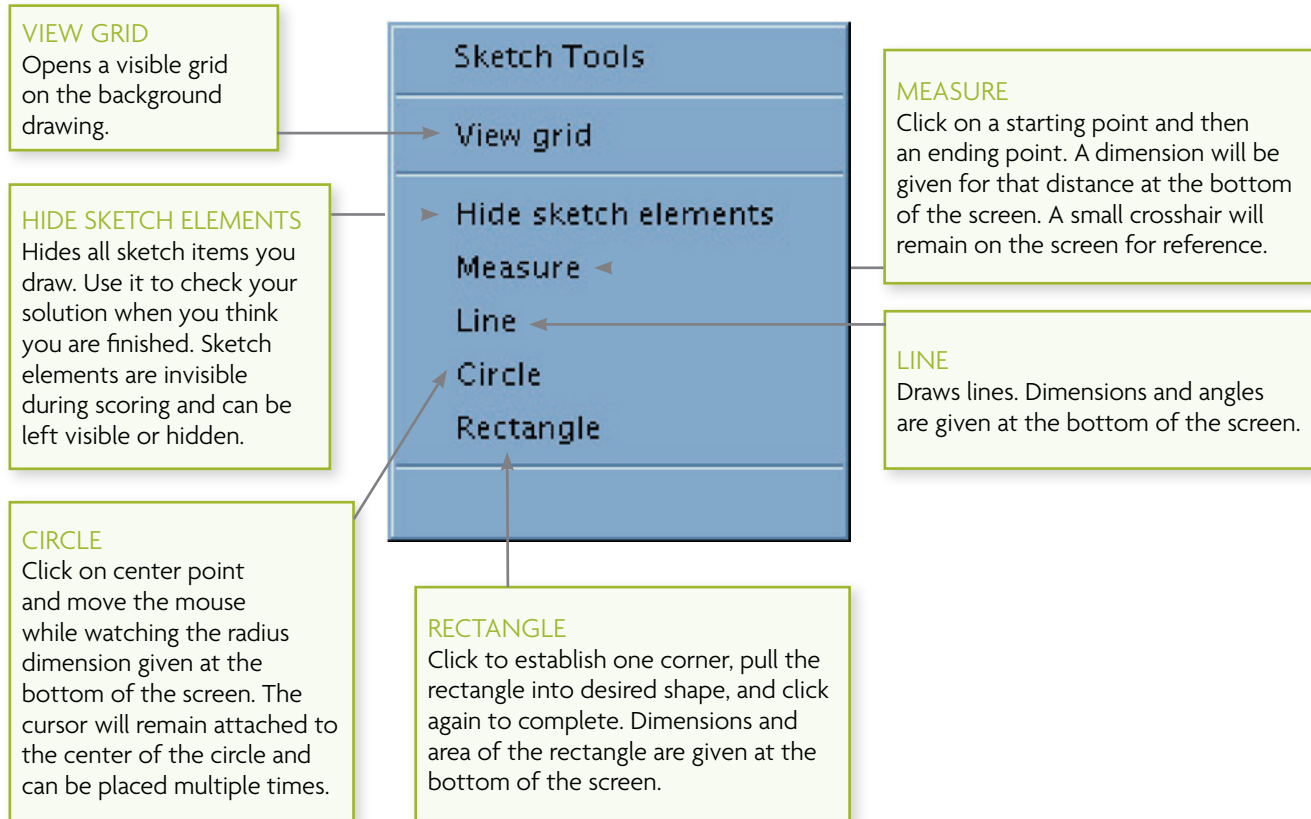
All 11 vignettes that make up the ARE follow the same format outlined on this page. The first screen you will see when you begin a vignette shows the title of the vignette and lists in boldface reference information that is available for you to use in completing your solution.

To go to any of the items in bold-faced type, click on the text for that item, and the screen will change to show you that information.

After reviewing the information on the screen, you can return to the Index Screen by clicking on the "Index" button found in the upper left corner of the screen.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Common Tools



The following pages contain an overview of most of the tools used in the graphic vignettes. Many of them are common to all divisions; others, such as the “Set Roof” tool, are only used in the Roof Plan vignette.

Objects drawn with sketch tools will not be scored.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Common Tools

DRAW
Brings up a menu of items to be drawn or placed.

MOVE, ADJUST
Changes the shape and/or moves previously drawn objects.

SKETCH
Brings up a menu of sketch tools. Objects drawn with sketch tools will not be scored.

ZOOM
Zooms in on a window you have drawn. The image in the window will re-size to fill the screen as much as possible. Click on "Zoom" again to return to the original size.

UNDO
Undoes the last operation completed.

ID
Brings up identifying information for a selected object at the bottom of the screen.

TASK INFO
Returns the screen to the reference screens. This is the same as pressing the space bar (described on page 29).

REVIEW VIGNETTES
Click on this icon when you are finished with vignette or you wish to go to other vignettes. You will be able to access all vignettes in the section you are working in until time runs out or you indicate you are finished with the section. Clicking on this icon may bring up warning windows if you have not completed all the tasks necessary to have your solution scored. If you get a warning message, follow the instructions.

MOVE GROUP
Moves objects as a group. Click on this icon then click on all the other objects you want to move. Click on this icon again and the highlighted objects will move as a group.

ORTHO
Limits movement of most drawing tools to only vertical and horizontal directions. Use when you want to create orthogonal lines.

CURSOR
Changes the cursor from a small cross to one with horizontal and vertical crosshairs that extend the entire width and height of the screen (full-screen cursor). This tool is extremely useful when aligning objects.

ERASE
Removes objects from the work screen. Click on "Erase," then select the item(s) you want to remove, and then click on "Erase" again. Cancel by not clicking on "Erase" a second time or by starting a new operation.

CALCULATOR
Brings up an on-screen calculator as shown here.

START OVER
Erases the entire solution in case you want to begin again. If you click here, a warning message will ask you to confirm the action to prevent accidental erasures.

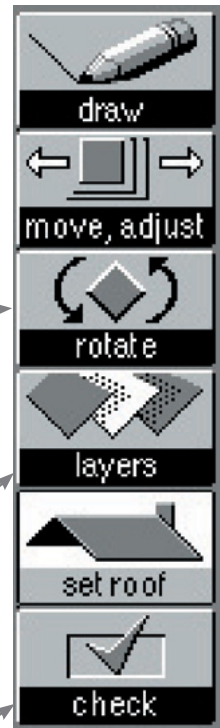
ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Specialized Tools

ROTATE
Dynamically rotates objects. Click on the icon and then on the object(s) to be rotated. When all the objects are highlighted (selected), click on the "Rotate" icon again to rotate them. Angular measurements are given at the bottom of the screen.

LAYERS
Some vignettes require solutions to be drawn on more than one layer. This tool allows you to move between layers.

CHECK
Depending on the vignette, the "Check" tool lets you check for overlapping spaces, objects, or trees that will be removed by the solution.



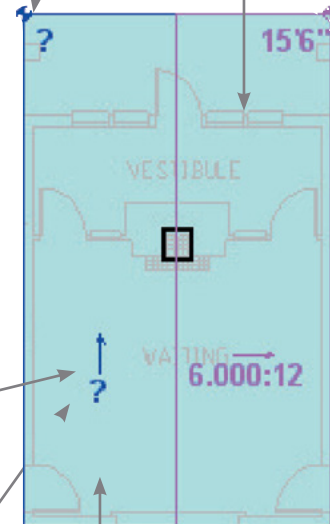
SET ROOF
Clicking on this icon opens up the tool to the right.

ROOF ELEVATION MARKER
Click on the "?" mark to set an elevation. The elevation marker can be moved to any corner by clicking anywhere inside the roof plane.

This roof plane is complete and no "?" marks remain.

ROOF SLOPE DIRECTION MARKER
Click on this arrow repeatedly until it points in the direction of downward slope.

ROOF SLOPE VALUE
Click on the "?" to bring up the Roof Slope Ratio Window. Remember to set both sides of the ratio (e.g., 6:12).



This roof plane is considered incomplete as no values have been set for elevation or slope.

Some vignettes have tools that are shown and used in that vignette only. Here is a sample tool palette from the Roof Plan vignette.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Specialized Tools



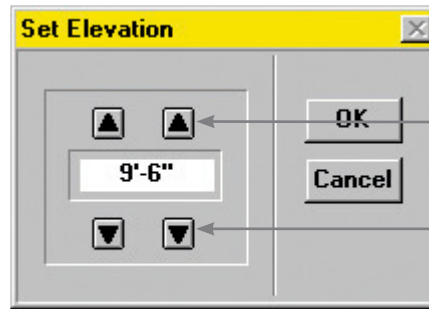
SET ELEVATION

Clicking on this tool opens up the tool to the right.

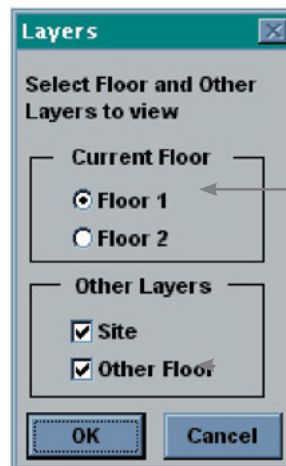
Sets the landing elevation and end-of-stair elevations for the Stair vignette. A similar tool appears in the Accessibility/Ramp vignette.

LAYERS

Clicking on this icon opens up the tool below.



Click on the up and down arrows to set the desired elevation.



CURRENT FLOOR

Click to select the floor level you want to display.

OTHER LAYERS

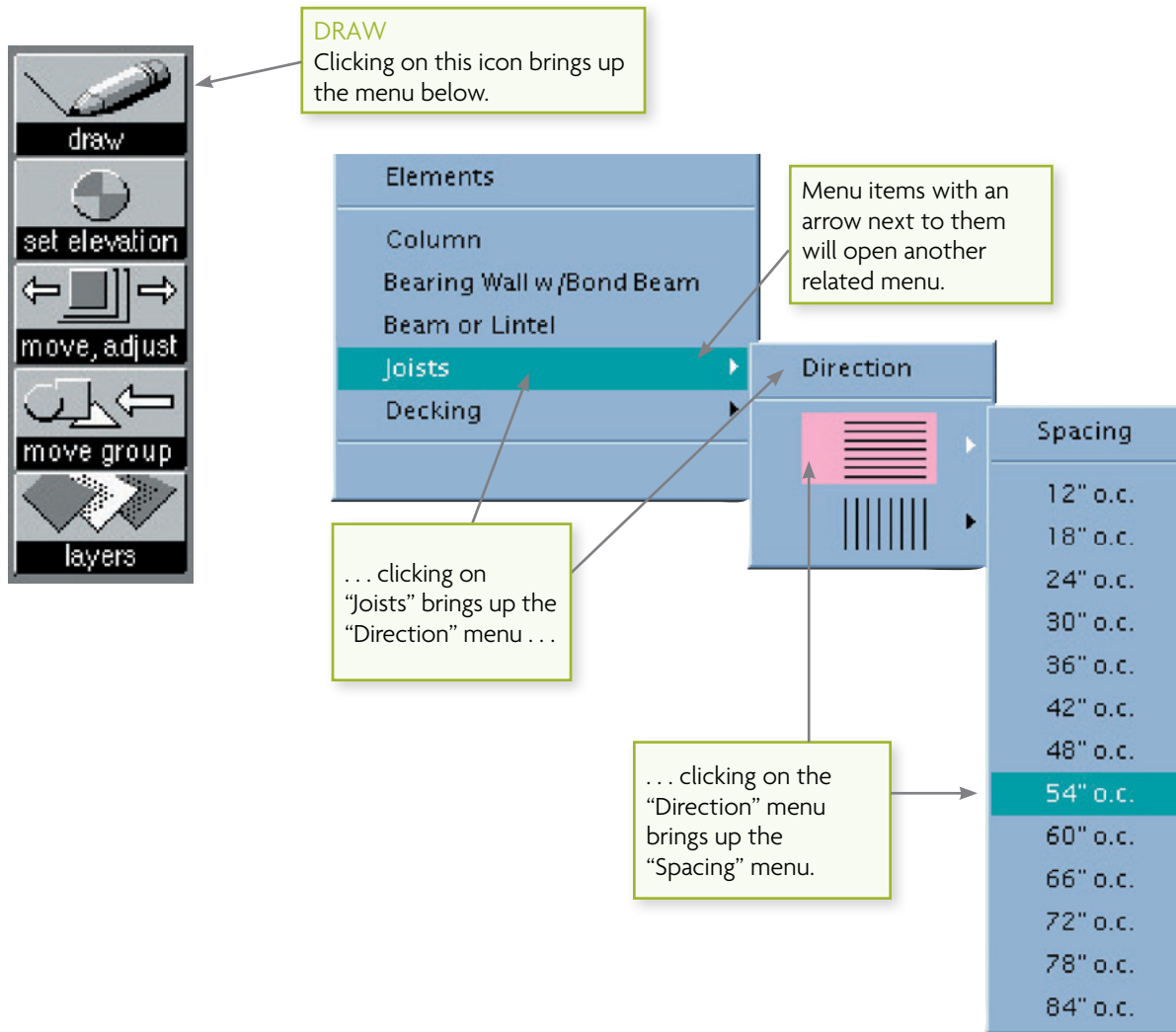
Depending on the vignette, select to view or hide additional background drawing information.

This is a sample tool palette from the Stair Design vignette. The tools used to create your solution differ from those used in the Roof Plan vignette described on the previous page.

Becoming familiar with all the tools and their functions in the various vignettes will help you manage your time more efficiently during your test.

ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Menus and Windows



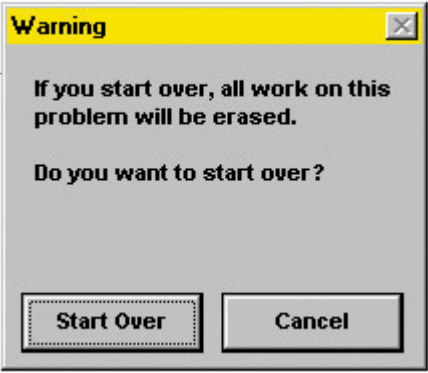
Layered Menu

Some items have additional drop-down menus embedded in them. To the right are examples of a sample menu for the "Draw" icon in the Structural Layout vignette. An arrow to the right of menu items means there is a related menu for that item. The "Draw" icon's options will change as necessary for items in each vignette. Again, it is a good idea to become thoroughly familiar with the tools found in the practice software prior to scheduling your examination.


ARE DIVISIONS & REFERENCE MATERIALS: GRAPHIC VIGNETTE SECTIONS

Menus and Windows

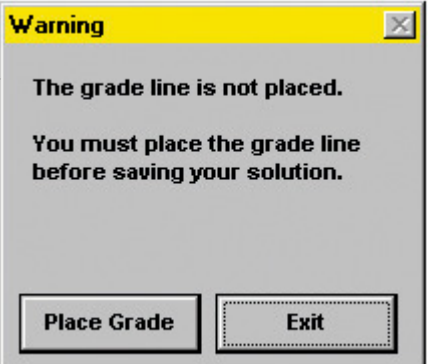
If you decide to start over during any vignette and want to return to the original work screen, simply click on the “Start Over” icon in the lower left corner of the computer screen. To prevent accidental erasures, you must confirm your action.



In the Stair vignette, this warning means that you have not designated all of the landing elevations or end-of-stair elevations.



In the Building Section vignette, you must draw the grade line for your section or your solution cannot be scored.



Warning Windows

When you exit a vignette, some vignettes will warn you that you have not completed a crucial element or that spaces overlap. A few examples of possible warning screens are illustrated on this page. If you get a warning screen, simply follow the instructions.

You will also see a warning screen or confirmation screen at other times, such as when you click on the “Start Over” icon or when you prematurely exit a section of vignettes.

5 Minute Warning Reminder

When you have five minutes remaining during a section of vignette(s), a warning reminder box will appear over the vignette you are currently working on. You must click “OK” to clear the message. This will temporarily take you to the vignette selection screen. To return to the work screen for the vignette you were working on, please select the vignette from the vignette selection screen.

TITLE 16. CALIFORNIA ARCHITECTS BOARD

NOTICE OF PROPOSED CHANGES IN THE REGULATIONS

NOTICE IS HEREBY GIVEN that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at the office of the California Architects Board, 2420 Del Paso Road, Sequoia Room, Sacramento, California, at 2:00 p.m., on **TBD**. Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on **TBD** or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by Section 5526 of the Business and Professions Code, and to implement, interpret or make specific Section 5550 of said Code, the Board is considering changes to Division 2 of Title 16 of the California Code of Regulations (CCR) as follows:

INFORMATIVE DIGEST

A. Informative Digest

Amend Title 16 CCR Section 120 – Re-Examination

Section 5526 of the Business and Professions Code authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act. Section 5550 authorizes the Board to establish qualifications required to become eligible for examination.

Existing regulations specify the re-examination procedures for candidates who must retake divisions of the Architect Registration Examination (ARE). Currently, successfully completed divisions are conditionally credited for five years, and candidates who fail a division may not retake that division until six months after the date of the examination.

The National Council of Architectural Registration Boards (NCARB) allows extensions to the duration of ARE conditional credit if a candidate submits an extension request and supporting documentation. NCARB also has modified the retest policy of the ARE by allowing candidates to retake a failed division of the ARE within 60 days of an attempt, up to three times within a running year (which commences on the date of the first attempt).

The proposed regulatory amendment would modify section 120 by allowing candidates to have their conditional examination credit extended if granted by NCARB, clarifying existing provisions regarding candidates who fail to appear for an examination, as well as amending the retest policy for taking a failed division.

B. Policy Statement Overview/Anticipated Benefits of Proposal

This proposal would align the Board's regulations with the national standard thereby alleviating any confusion as to what ARE divisions a candidate has been credited. It also clarifies existing provisions regarding the procedures to be followed when a candidate fails to appear for an examination or fails a division. Additionally, candidates will be able to retake failed divisions of the ARE more frequently, potentially decreasing their time to become licensed.

C. Consistency and Compatibility with Existing State Regulations

During the process of developing these regulations and amendments, the Board has conducted a search of similar regulations on this topic and has concluded that these regulations are neither inconsistent nor incompatible with existing state regulations.

DOCUMENT INCORPORATED BY REFERENCE

National Council of Architectural Registration Boards' Architect Registration Examination Guidelines, July 2014 Edition

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Sections 17500 - 17630 Require Reimbursement: None

Business Impact:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

The following studies/relevant data were relied upon in making the above determination:
N/A

Cost Impact on Representative Private Person or Business:

The Board is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

EFFECT ON SMALL BUSINESS

The Board has determined that the proposed regulations would not affect small businesses as it only affects architect applicants.

RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:

Impact on Jobs/Businesses:

The Board has determined that this regulatory proposal will not have any impact on the creation of jobs or new businesses or the elimination of jobs or existing businesses or the expansion of businesses in the State of California.

Benefits of Regulation:

The Board has determined that this regulatory proposal will have the following benefits to health and welfare of California residents, worker safety, and state's environment:

This proposal would align the Board's regulations with the national standard thereby alleviating any confusion as to what ARE divisions a candidate has been credited. It also clarifies existing provisions regarding the procedures to be followed when a candidate fails to appear for an examination or fails a division. Additionally, candidates will be able to retake failed divisions of the ARE more frequently, potentially decreasing their time to become licensed.

CONSIDERATION OF ALTERNATIVES

The Board must determine that no reasonable alternative it considered to the regulation or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposal described in this Notice, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

INITIAL STATEMENT OF REASONS AND INFORMATION

The Board has prepared an initial statement of the reasons for the proposed action and has available all the information upon which the proposal is based.

TEXT OF PROPOSAL

Copies of the exact language of the proposed regulations, and any document incorporated by reference, and of the initial statement of reasons, and all of the information upon which the proposal is based, may be obtained at the hearing or prior to the hearing upon request from the California Architects Board at 2420 Del Paso Road, Suite 105, Sacramento, California 95834 or by telephoning the contact person listed below.

AVAILABILITY AND LOCATION OF THE FINAL STATEMENT OF REASONS AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below.

You may obtain a copy of the final statement of reasons once it has been prepared, by making a written request to the contact person named below (or by accessing the website listed below).

CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Name:	Timothy Rodda
Address:	2420 Del Paso Road, Suite 105 Sacramento, CA 95834
Telephone No.:	(916) 575-7217
Fax No.:	(916) 575-7283
E-Mail Address:	timothy.rodde@dca.ca.gov

The backup contact person is:

Name:	Marccus Reinhardt
Address:	2420 Del Paso Road, Suite 105 Sacramento, CA 95834
Telephone No.:	(916) 575-7212
Fax No.:	(916) 575-7283
E-Mail Address:	marccus.reinhardt@dca.ca.gov

Website Access: Materials regarding this proposal can be found at www.cab.ca.gov.

CALIFORNIA ARCHITECTS BOARD

INITIAL STATEMENT OF REASONS

Hearing Date: **TBD**

Subject Matter of Proposed Regulations: Architect Registration Examination (ARE)

Section Affected: Title 16, California Code of Regulations (CCR), Section 120

Specific Purpose of each adoption, amendment, or repeal:

§ 120 – Re-Examination

1. Problem being addressed: The National Council of Architectural Registration Boards (NCARB) Member Boards allows for extensions to the conditional credit of a passed ARE division. NCARB has also modified the retest policy of the ARE by allowing candidates to retake a failed division within 60 days of an attempt, up to three times within a running year (which commences on the date of the first attempt). Regulatory action is needed to bring the Board's regulations into alignment with the national standard for the ARE.
2. Anticipated benefits from this regulatory action: This proposal aligns credit for ARE divisions specified in regulations with the national standard and facilitates reciprocal licensure for licensees. The proposal also clarifies existing provisions regarding candidates who fail to appear for an examination and who fail an examination. Incorporating the ARE Guidelines by reference allows the Board to address future ARE changes through modifying one section of the regulations rather than an incremental approach.

Factual Basis/Rationale

The Board is mandated to protect the public health, safety, and welfare, and like other regulatory programs under the Department of Consumer Affairs (DCA), is authorized to establish eligibility requirements for applicants of a professional license.

Through Business and Professions Code (BPC) Chapter 3, Division 3, section 5550, the Board is authorized to examine a candidate for licensure. CCR, Title 16, Division 2, section 109, clarifies BPC 5550 and specifies the ARE as the examination to be used when examining candidates for licensure and as an eligibility requirement for the California Supplemental Examination, and subsequently a California architect license.

The ARE is the national architectural examination throughout the United States (US), and is required of applicants to receive licensure in all US jurisdictions. NCARB, the

organization that develops and administers the ARE, allows extensions to the duration of ARE conditional credit if a candidate submits an extension request and supporting documentation. NCARB also has modified the retest policy of the ARE by allowing candidates to retake a failed division of the ARE within 60 days of an attempt, up to three times within a running year (which commences on the date of the first attempt). If the Board does not adopt the proposed amendment, the Board could not recognize extensions granted by NCARB for ARE divisions thereby forcing candidates to retake an expired division sooner than necessary, nor could candidates take a failed division more than twice in a year.

NCARB has developed the ARE Guidelines which contains relevant procedures and information regarding the ARE. Incorporating the ARE Guidelines by reference allows the Board to address future ARE changes through modifying one section of the regulations rather than an incremental approach.

Underlying Data

None

Business Impact

This regulation will not have a significant adverse economic impact on businesses.

Economic Impact Assessment

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because it only affects the examination history of architect applicants, and the effect is insufficient to create or eliminate jobs.
- It will not create new business or eliminate existing businesses within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- It will not affect the expansion of businesses currently doing business within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- This regulatory proposal does not affect the health and welfare of California residents because the proposed regulations only affects architect applicants' examination credit and re-examination requirements.
- This regulatory proposal does not affect worker safety because it is not related to worker safety in any manner.

- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

Consideration of Alternatives

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific.

One alternative is to keep the status quo, but if the Board does not adopt the proposed amendment, candidates taking the ARE would be adversely delayed in completing the examination, and subsequently licensure.

CALIFORNIA ARCHITECTS BOARD
PROPOSED REGULATORY LANGUAGE

Article 3. Examinations

Amend Section 120 as follows:

Section 120. Re-Examination.

(a) Credit for divisions of the Architect Registration Examination (ARE) passed prior to January 1, 2006 shall expire on July 1, 2014 unless all divisions of the ARE have been passed and credited.

(b) Effective January 1, 2006, candidates for the ARE shall receive conditional credit for each division passed and shall be required to retake only those divisions of the ARE previously failed or those divisions passed on or after January 1, 2006 for which the conditional credit has expired. Conditional credit shall remain valid for five years after the date the division was passed ~~for which conditional credit was granted,~~ or the date set by an extension granted by the National Council of Architectural Registration Boards (NCARB). Conditional credit shall become full credit only if the ~~conditional credit is-~~ candidate has passed all remaining divisions of the ARE within ~~its the five-year~~ period of validity ~~and the candidate has passed all remaining divisions of the ARE.~~ Candidates who have received full credit for all divisions ~~of the ARE~~ shall be deemed to have passed the ARE.

(c) A candidate who has ~~failed a division of the ARE or who has~~ failed to appear for a scheduled division of the ARE shall ~~not be permitted to take any subsequent divisions of the ARE unless he or she has reapplied properly to NCARB or its authorized representative for the division(s)~~ follow the procedures set forth in NCARB's Architect Registration Examination Guidelines (currently the July 2014 edition) to reschedule that division. The document referred to in the preceding sentence is hereby incorporated by reference.

(d) A candidate who has failed a division of the ARE shall ~~not be permitted to reapply to NCARB or its authorized representative for~~ adhere to the procedures set forth in accordance with the ARE Guidelines, as referenced in section 120(c), to retake that previously failed division ~~within six (6) months after the date that the candidate last failed the division.~~

Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5550, Business and Professions Code.

Agenda Item I

REVIEW AND APPROVE PROPOSED REGULATIONS TO AMEND CCR, TITLE 16, SECTION 109 (FILING OF APPLICATIONS) AS IT RELATES TO REFERENCE OF THE CURRENT EDITION OF IDP GUIDELINES

On March 17, 2014, the National Council of Architectural Registration Boards (NCARB) released a notice to Member Boards requesting input on a proposed change to the Intern Development Program (IDP) “Six-Month Rule” reporting requirement and provided a 90-day comment period, which ended on June 6, 2014. This proposed change allows interns to earn IDP credit for valid work experience that occurred up to five years previous to the current reporting requirements of six months. Credit for experience older than eight months will be valued at 50 percent for up to five years, after which any experience would be ineligible for credit.

The Board supported the proposed change at its June 12, 2014 meeting, based upon input and recommendations by the Professional Qualifications and Executive Committees.

The NCARB Board of Directors approved the proposed changes to IDP at its June 18-21, 2014 meeting, based on the feedback it received during the comment period. NCARB subsequently revised its *IDP Guidelines* (attached) to reflect the approved change, which was then published to its website on July 10, 2014. The Board’s regulations, specifically California Code of Regulations (CCR) section 109(b)(2), currently reference the December 2013 edition of the *IDP Guidelines*. Consequently, Board approval is required to initiate the regulatory process to amend CCR section 109(b)(2) to update the reference to the July 2014 edition.

In anticipation of the Board’s desire to pursue the above regulatory amendment, staff prepared the attached Notice of Proposed Changes in the Regulations, Initial Statement of Reasons, and Proposed Regulatory Language for CCR section 109 (Filing of Applications). The Board is asked to review and approve the proposed regulations and delegate authority to the Executive Officer to adopt the regulation provided no adverse comments are received during the public comment period and make minor technical changes to the language, if needed.

Attachments

1. NCARB *IDP Guidelines* July 2014
2. Notice of Proposed Changes in the Regulations
3. Initial Statement of Reasons
4. Proposed Regulatory Language CCR Section 109

IDP


INTERN DEVELOPMENT PROGRAM GUIDELINES

JULY 2014

<u>Introduction</u>	<u>2</u>	<u>IDP Steps</u>	<u>6</u>	<u>IDP Requirements</u>	<u>9</u>	<u>Tasks</u>	<u>21</u>	<u>IDP Supervisors</u>	<u>33</u>
What is IDP?	2	Establish NCARB Record	6	Eligibility Reqs	9	Tasks Index	21	Resources	33
What is NCARB?	2	Identify IDP Supervisor	6	Reporting Reqs	9	Pre-Design	22	IDP for Supervisors	34
NCARB Services	3	Identify Mentor	6	Employment Reqs	9	Design	24		
NCARB Record	3	Document Experience	7	Experience Settings	10	Project Management	28		
Licensure	4	Document Education	8	Supervision Reqs	11	Practice Management	31		
NCARB Certification	5	Transmit Your Record	8	Categories and Areas	12				
		Take the ARE	8	Supplemental Exp.	13				
		Get Licensed	8	Supp Ex for Core	14				
		Get NCARB Certified	8	Supp Ex for Elective	18				

INTRODUCTION

What is IDP?

The Intern Development Program (IDP)  is an essential step in the path to become an architect. Your journey typically begins in a school of architecture; however, it does not end there. Ultimately, through the IDP you will learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine your career goals. IDP is designed to help you realize those goals.

The IDP was created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA). The IDP is developed and administered by NCARB.

In most jurisdictions, completion of the IDP is a requirement for initial registration. The IDP identifies the comprehensive experience that is essential for competent practice. The program is structured to prepare you to practice architecture independently upon initial registration.

What is NCARB?

The National Council of Architectural Registration Boards, a non-profit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

What is an Intern?

In the architecture profession, an “intern” is any person who by means of their education or experience has qualified to enter the IDP.

In this document, the term intern refers to any individual in the process of satisfying a registration board's experience requirements. This includes anyone not registered to practice architecture in a U.S. or Canadian jurisdiction, graduates from NAAB-accredited programs, architecture students who acquire acceptable experience prior to graduation, and other qualified individuals identified by a registration board.

Only individuals who are licensed by a board of architecture may call themselves architects.

The term “licensure” is used to denote the actual issuance and maintenance of an architectural license. Licensure is part of registration. This document refers to licensure and registration interchangeably.

INTRODUCTION: NCARB SERVICES

NCARB has a variety of roles in the licensure process, including the development and administration of the IDP, the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal licensure. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of interns, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB services include:

For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in their mission to promote excellence in architecture education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools, AIAS chapters, and NAAB schools across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the IDP Coordinator Program.

For Interns

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the IDP.
- Develops and administers the ARE.
- Creates tools to assist interns in completing the internship and examination process.
- Compiles, evaluates, and transmits an intern's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages interns on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the IDP Coordinator Program.

For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.

For Registration Boards

- Stores secure, confidential, and comprehensive Records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal licensure and help Member Boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for interns and architects on the registration process.
- Partners with Member Boards across the country to promote the values of licensure and the benefits of NCARB certification.

NCARB Record

Throughout your career, your Record becomes a detailed, verified record of your education, experience, and examination used to establish qualification for licensure, and certification. Your NCARB Record is confidential and maintained on a secure server. The contents may only be discussed with the Record holder directly or provided to the registration board identified by the Record holder.


Establishing a Record is essential for documenting the IDP and accessing the ARE. Your NCARB Record gives you access to the online reporting system for the timely and accurate reporting of IDP experience. It is also the first step for those seeking eligibility to take the ARE, or for foreign educated applicants who are having their education evaluated through the Education Evaluation Services for Architects (EESA).


INTRODUCTION: LICENSURE

Architects are responsible for the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

Education

Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, go to http://naab.org/architecture_programs/ 

Some jurisdictions may accept education equivalencies. For a guide to equivalency requirements, refer to the *NCARB Education Standard* included in the *Education Guidelines*  at www.ncarb.org.

Experience

Most U.S. jurisdictions have adopted the IDP as their experience requirement for initial registration. All jurisdictions require a structured internship with direct supervision by a registered architect for some period of time. Compare the IDP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the IDP facilitates certification and future registration in other jurisdictions.

The requirements of the IDP are outlined in these guidelines.


Examination

Every U.S. jurisdiction requires interns to pass the ARE to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to the *ARE Guidelines* , available at www.ncarb.org.

Registration Requirements are set by Jurisdictions

The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in their jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations* .

For an overview of each jurisdiction's registration requirements go to the NCARB website at www.ncarb.org/Reg-Board-Requirements. Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

INTRODUCTION: NCARB CERTIFICATION

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the Requirements for certification outlined in [Certification Guidelines](#). Requirements include: good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. See the [licensing requirements page on www.ncarb.org](#).

Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that they have met the established standards for certification. An architect who has an active NCARB Certificate may use the letters “NCARB” after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.

Save Money

Interns can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the IDP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just \$75 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

IDP STEPS

Step 1

ESTABLISH YOUR NCARB RECORD

To start participating in the IDP, you must have an [NCARB Record](#).

To create your NCARB Record, go to the [“My NCARB” section](#) on the NCARB homepage, and click on “establish record.” Once you have established your account, add the NCARB Record service. If you are interrupted in process or need additional information to complete the application, you can save it and return later to complete it.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click “Submit,” you will receive two e-mails. The first will confirm receipt of your payment. The second will assign your NCARB Record number and provide further instructions.

Refer to the [NCARB Fees](#) for establishing and maintaining your NCARB Record. All fees are subject to change, and are non-refundable unless otherwise noted.

If you have applied for an NCARB Record in the past, please do not reapply. You should reactivate your existing Record by [logging into your NCARB Record online](#) and selecting the Annual Renewal option. All renewals and reactivations can be submitted online.

Step 2

IDENTIFY YOUR IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct.

Refer to the [supervision requirements](#) when identifying your IDP supervisor.

Step 3

IDENTIFY YOUR MENTOR

A mentor is a loyal advisor, teacher, or coach. You have the option to select a mentor whom you feel will make a long-term commitment to your professional growth. You should choose a mentor outside of your office so that you can gain insight and perspective independent of your daily work experience.

Refer to the [supervision requirements](#) to identify who can serve as your mentor for IDP.

Refer to [www.aia.org](#) for more information about the AIA mentorship program.

IDP STEPS

Step 4

DOCUMENT YOUR EXPERIENCE

The online reporting system allows you to document your experience directly into your NCARB Record. Log into “[My NCARB](#)” [↗](#) to access your [Record](#) and to document your experience regularly.

Upon submission of your experience report through the online reporting system, your supervisor will receive notification that an experience report is ready for review. You and your supervisor should meet to go over your experience. Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct, and that you performed the work competently.

There are no circumstances in the IDP that allow you to verify your own experience.

All experience is subject to review and evaluation by NCARB for compliance with the program.

[Learn more about NCARB's online reporting system here](#) [↗](#).

Repeat Step 4 Often

You must submit your experience report to NCARB at specified intervals according to the [reporting requirements](#).

- All experience reports must be submitted electronically through the online reporting system.
- You will not be able to submit a report that is in the “saved” status if it contains experience more than five years in the past.
- To comply with the reporting requirements, your experience reports must be in the submitted or approved status within the online reporting system.
- In the submitted status, a supervisor can return a report to you for modifications or edits.
- Submitted experience hours can be lost if they are deemed invalid and rejected by a supervisor, or by NCARB if they are not earned in accordance with the requirements of the IDP.

All Experience Must be Verified

In most settings, your experience must be verified by your IDP supervisor. There are opportunities within supplemental experience that may be verified by a mentor.

Make sure you review and understand the [supervision requirements](#).

Changing Employment

During the course of IDP participation, personal circumstances or external factors can result in new employment opportunities. If you change employers, be sure to:

1. Document all experience prior to leaving your current employer. All experience earned at your current employer must be certified by your current IDP supervisor.
2. Identify your IDP supervisor at your new employer.
3. Document your experience at your new employer (after meeting the [employment requirements](#)). All experience earned at your new employer must be certified by your new IDP supervisor.

ADDITIONAL STEPS

Document Your Education

Upon graduation, you must provide a copy of your final transcript to NCARB.

- Download and mail the [transcript request forms](#) and any associated fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.

Transmit Your NCARB Record

Registration boards are required to examine and maintain a record of the qualifications of each applicant for registration. To satisfy this requirement, a complete copy of your [NCARB Record](#) may be transmitted to a jurisdiction to support your application for initial or reciprocal registration. All NCARB Member Boards accept the NCARB Record for initial registration.

Transmittal of your Record in support of initial registration is only available for active Record holders.

Take the ARE

Does your jurisdiction allow you to take the ARE before completion of the IDP?

Each jurisdiction establishes its own application procedures for examination. As soon as you determine where you will seek initial registration you should request application materials from your jurisdiction. Review your [jurisdictional requirements](#) for licensure.

You must notify NCARB of your intent to apply for examination. You may make the request from [“My NCARB”](#) at my.ncarb.org.

For more on the ARE, visit the [“Getting Started with the ARE” webpage](#).

Get Licensed

All jurisdictions require individuals to be licensed (registered) before they may call themselves architects and contract to provide architectural services. You must contact your registration board to find out their requirements and to complete the licensure process.

The registration board will determine if you have met the requirements for licensure. In addition to the education, experience, and examination requirements, there may be additional jurisdictional requirements. For more information, check the [Registration Board Licensing Requirement page](#) on www.ncarb.org.

Get NCARB Certified

The [NCARB Certificate](#) signifies that you have met the national standards established by the registration boards.

Upon receiving your initial license to practice, notify NCARB in writing at customerservice@ncarb.org. NCARB will update your Record to reflect your new status and follow up with you if you are interested in seeking an NCARB Certificate. You can also notify us of your initial licensure and convert directly into the NCARB certification program through the annual renewal option in [My NCARB](#).

If you maintain an active Record in good standing, the application fee for NCARB certification (\$1,500) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

Monitor your NCARB Record status through [“My NCARB”](#). This will allow you to make sure processes are taking place in a timely manner. For example, once you graduate, your transcript will need to be submitted to NCARB from your school(s). By monitoring your Record, you'll be able to determine if there are hold-ups.

Transmittal Requests

To authorize NCARB to transmit your Record, select “Request a Transmittal” online at [“My NCARB”](#) (<https://my.ncarb.org/Login>) to access instructions on transmitting your NCARB Record to the NCARB Member Board of your choice. If you cannot access this online service or need assistance with your request, please contact customerservice@ncarb.org.

Jurisdictional Requirements

When you request transmittal of your NCARB Record to an NCARB Member Board, NCARB will try to apprise you of any additional requirements that exist for that jurisdiction. However, you should confirm specific requirements directly with the jurisdiction prior to seeking registration. Please review the [Registration Board Licensing Requirement page](#) on www.ncarb.org to determine the specific requirements for reciprocal registration in any jurisdiction.

IDP REQUIREMENTS: **ELIGIBILITY, REPORTING, AND EMPLOYMENT**

Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

Reporting Requirements

All experience must be submitted online through the online reporting system.

To earn full credit for experience, interns must submit all experience including supplemental experience in reporting periods of no longer than six months and within two months of completion of each reporting period.

Experience reported beyond the two-month filing period and up to five years after the date of the experience will be accepted at a reduced value of fifty percent (50 percent) toward the IDP requirements.

Provisions have been made for reasonable extensions to the two-month filing period. For more information on the reporting requirements and extensions, please refer to the [NCARB website](#).

Please note: Architects registered in a U.S. or Canadian jurisdiction documenting experience for the purpose of obtaining the NCARB Certificate are not subject to these reporting requirements when retroactively documenting their experience. However, they must document their experience through the online reporting system.

Employment Requirements

To earn experience in setting A, setting O, “Design and Construction Related Employment” within setting S, and some scenarios in “Construction Work” within setting S, you must be employed.

- Unpaid internships are not eligible to earn experience hours with the exception of the approved Community-Based Design Center/Collaborative as defined in experience setting S.
- No experience may be earned outside of the U.S. or Canada, except at an organization engaged in the practice of architecture, an approved Community-Based Design Center/Collaborative as defined in experience setting S, or through Leadership and Service defined in experience setting S.
- To earn experience in Teaching or Research as defined in experience setting S, you must be employed by the institution.

IDP REQUIREMENTS: EXPERIENCE SETTINGS

You earn experience hours in experience settings. Experience settings are defined by the type of organization, the work performed, and who verifies the experience. NCARB recognizes three experience settings:

A: Practice of Architecture

1,860 HOURS MINIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.

- *The definition of the “lawful” practice of architecture is determined by individual jurisdictions. For more information contact your [registration board](#).*
- *You must earn a minimum of 1,860 hours in experience setting A. There is no maximum number of hours you may earn in this experience setting.*

O: Other Work Settings

1,860 HOURS MAXIMUM

Direct supervision by an IDP supervisor licensed as an architect in a U.S. or Canadian jurisdiction in an organization not engaged in the practice of architecture.

Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.

Direct supervision by a landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).

S: Supplemental Experience

Opportunities to earn experience hours outside of a traditional work setting. Many of the supplemental experience opportunities may be completed whether or not employed. To earn IDP credit, experience earned through supplemental experience may not earn academic credit.

Within supplemental experience, there are opportunities to earn core and elective hours.

Academic Internships

Many schools have programs where interns work in firms as part of their degree curriculum. Any internship that is integrated into an academic program, whether as a requirement or as an elective, is considered an academic internship.

If an academic internship includes employment within Experience Setting A or O, it may earn credit for IDP while earning academic credit at the same time. The employment must meet all the stipulations of Experience Setting A or O in order to qualify, including the eligibility, reporting, and employment requirements.

Reporting Academic Internships

- Experience as part of an academic internship is reported using the online reporting system and is submitted in the same fashion as any other Experience Setting A or O employment. Academic internship programs need not be pre-approved by NCARB, nor identified within the online reporting system.

Tip

If you are interested in specific programs at your school, please contact your IDP educator coordinator. If you are not sure who your IDP educator coordinator is, check the [IDP Coordinator section of \[www.ncarb.org\]\(http://www.ncarb.org\)](#).

IDP REQUIREMENTS: SUPERVISION

Supervision Requirements

IDP SUPERVISOR

Your IDP supervisor is the individual who supervises you on a daily basis and has responsibility for and professional knowledge of your work. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct and that you performed the work competently.

IDP supervisors are usually registered architects; however, in certain experience settings your IDP supervisor may be a professional from another discipline.

In experience settings A and opportunities within O your IDP supervisor must be licensed in a U.S. or Canadian jurisdiction, but not necessarily in the jurisdiction where they are located.

If you are earning experience in New York, you must contact the New York board to verify its supervisor requirements.

DIRECT SUPERVISION

“Direct supervision” of interns shall occur either through personal contact or through a mix of personal contact and remote communication (e.g. e-mail, online markups, webinars, internet) such that the IDP supervisor has control over the work of the intern and has sufficient professional knowledge of the supervised work so that the IDP supervisor can determine that the intern understands and is performing his or her work experience within the professional standard of care.

To earn experience hours in workplace settings described in this document, the intern must work under the direct supervision of an IDP supervisor. The supervisor shall verify the experience of the intern and foster a professional relationship that is grounded in a direct professional association between the intern and the supervisor.

MENTOR

You may have many mentors throughout your career. A mentor is defined as a loyal advisor, teacher, or coach. In IDP, there are opportunities for your mentor to certify certain supplemental experience opportunities and provide guidance in your professional development.

To serve as your mentor for the IDP, the individual must hold a current license to practice architecture in a U.S. or Canadian jurisdiction; however, your mentor does not have to be registered in the jurisdiction where you are located.

IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

5,600 Experience Hours

In order to satisfy the experience requirement, you must earn **5,600** hours of experience. You earn experience hours in [experience settings](#) recognized by NCARB.

Of the 5,600 hours required for completion of IDP, **3,740** hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional **1,860** hours required can be earned in any experience area, category, or through supplemental experience.

Experience Categories

There are four experience categories:

1. Pre-Design
2. Design
3. Project Management
4. Practice Management

Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 core minimum hours requirement, you must satisfy the core minimum hours required in each experience area.

Core Hours

Experience earned in specific categories and areas. Core *minimum* hours are the minimum number of hours you must earn in a given experience category or area.

Elective Hours

Elective hours are experience hours that exceed the 3,740 core minimum requirement.

There are two ways to earn the 1,860 elective hours:

- Any hours earned in an experience area in excess of the 3,740 core minimum hours.
- [Supplemental experience opportunities for elective hours](#). Experience earned through supplemental experience for elective hours are not applied to any specific experience category or area.

For policies and procedures related to the IDP 2.0 Rollover, read the *Interns' IDP 2.0 Rollover Guide* [↗](#).

Category 1: Pre-Design	Core Minimum Hours
Programming (tasks)	80
Site and Building Analysis (tasks)	80
Project Cost and Feasibility (tasks)	40
Planning and Zoning Regulations (tasks)	60
TOTAL	260

Category 2: Design	Core Minimum Hours
Schematic Design (tasks)	320
Engineering Systems (tasks)	360
Construction Cost (tasks)	120
Codes and Regulations (tasks)	120
Design Development (tasks)	320
Construction Documents (tasks)	1,200
Material Selection and Specification (tasks)	160
TOTAL	2,600

Category 3: Project Management	Core Minimum Hours
Bidding and Contract Negotiation (tasks)	120
Construction Administration (tasks)	240
Construction Phase: Observation (tasks)	120
General Project Management (tasks)	240
TOTAL	720

Category 4: Practice Management	Core Minimum Hours
Business Operations (tasks)	80
Leadership and Service (tasks)	80
TOTAL	160

TOTAL CORE MINIMUM HOURS	3,740
ELECTIVE HOURS	1,860

TOTAL HOURS	5,600
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IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

	OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
Supplemental Experience for Core Hours There are several opportunities to earn core hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.	<u>Design or Construction Related Employment</u>	See <u>employment requirements</u>	IDP Supervisor	Any IDP experience area	Up to 930 hours
	<u>Leadership and Service</u>	Yes	See page 14	<u>Leadership and Service</u>	Up to 320 hours, 80 hours minimum
	<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area except Leadership and Service	Up to 40 hours per area
	<u>CSI Certification: CCCA</u>	Yes	NCARB	<u>Construction Administration</u>	40 hours
	<u>CSI Certification: CCS</u>	Yes	NCARB	<u>Material Selection and Specification</u>	40 hours
	<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area except Leadership and Service	Up to 40 hours per area
	<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Any IDP experience area	Up to 40 hours per area
	<u>NCARB's Professional Conduct Monograph</u>	Yes	NCARB	<u>Business Operations</u>	16 hours
	<u>Site Visit With Mentor</u>	Yes	Mentor	<u>Construction Phase: Observation</u>	Up to 40 hours
	Supplemental Experience for Elective Hours You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.	<u>Advanced Degrees</u>	Yes	NCARB	Elective
<u>AIA Continuing Education</u>		Yes	NCARB	Elective	Up to 1,860 hours
<u>Construction Work</u>		Yes	IDP Supervisor	Elective	Up to 930 hours
<u>CSI Certificate Program: CDT</u>		Yes	NCARB	Elective	40 hours
<u>Emerging Professional's Companion (EPC)</u>		Yes	IDP Supervisor or Mentor	Elective	Up to 1,800 hours (including EPC for core)
<u>GBCI LEED AP Credential</u>		Yes	NCARB	Elective	40 hours
<u>Teaching or Research</u>		See <u>employment requirements</u>	IDP Supervisor	Elective	Up to 1,860 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities for core. Maximum of 600 total hours.

Maximum of 1,860 hours in any combination of Supplemental Experience for Elective Hours

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

Supplemental experience activities that qualify as core minimum hours are not considered in the maximum 1,860 experience hours allowed in supplemental experience.

Design or Construction Related Employment

930 HOURS MAXIMUM

Design or construction related activities under the direct supervision of a person experienced in the activity (e.g. analysis of existing buildings; planning; programming; design of interior space; review of technical submissions; management of building construction activities).

REPORTING DESIGN OR CONSTRUCTION RELATED EMPLOYMENT

- Experience must be submitted in compliance with the reporting requirements.

Leadership and Service

80 HOURS MINIMUM

320 HOURS MAXIMUM

Qualifying experience is pro bono, in support of an organized activity or in support of a specific organization. There must be an individual who can certify to NCARB that you have performed services in support of the organization.

APPROVAL OF LEADERSHIP AND SERVICE

Whenever possible, the individual certifying your Leadership and Service experience should be the person in charge of the activity at the organization. However, your IDP Supervisor or mentor can also certify the Leadership and Service experience.

You may satisfy your leadership and service requirement in any combination of the following categories:

- Design Industry related (construction, arch services, planning & development)
ex: Habitat for Humanity, mediator at City Planning charrettes
- Education related
ex: critic at design review, ESOL teacher, participation in high school career day
- Strengthening of community
ex: volunteering for food drives or soup kitchens
- Regulatory or professional organization
ex: volunteering for AIA or USGBC, Boy/Girl Scouts

REPORTING LEADERSHIP AND SERVICE

- Experience must be submitted in compliance with the reporting requirements.

Additional Opportunities for Core Hours

40 HOURS MAXIMUM PER EXPERIENCE AREA

600 HOURS MAXIMUM

You may earn a **maximum of 40 core hours in each of the IDP experience areas** by completing **any combination of the following** NCARB-recognized supplemental experience opportunities:

- CSI Certification: CCS & CCCA
- Community-Based Design Center/Collaborative
- Design Competitions
- Emerging Professional's Companion (EPC)
- NCARB's *Professional Conduct* Monograph
- Site Visit With Mentor

You may not earn more than **600 core hours** through any combination of these qualifying supplemental experience opportunities.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

Community-Based Design Center/Collaborative

Interns may earn up to 40 core hours in each IDP experience area (except for Leadership and Service) for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

Community-Based Design Center/Collaborative organizations must apply to NCARB to be recognized for the purpose of IDP credit.

The organization must be pre-approved by NCARB before the experience occurs.

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please [check our website](#).

Organizations interested in applying to NCARB should contact idp@ncarb.org.

To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can exercise direct supervision over the work of the intern. This individual will be considered the “designated IDP supervisor” for the organization.
- The work performed by the organization must be documented as related to the IDP experience areas and certified by the “designated IDP supervisor” as directly related to the practice of architecture.

REPORTING COMMUNITY-BASED DESIGN CENTER/ COLLABORATIVE EXPERIENCE:

- The IDP supervisor for the organization must approve your experience.
- Experience must be submitted in compliance with the reporting requirements.

CSI Certifications: CCS & CCCA

Interns, whether or not employed in a qualified experience setting, may earn core hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 core hours in Material Selection and Specification for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 core hours in Construction Administration for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at www.csinet.org.

REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.
- To comply with the reporting requirements, CSI Certification must be submitted within eight months of the certification date.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

Design Competitions

Interns may earn up to 40 core hours in each IDP experience area (except Leadership and Service) for completion and submission of a design competition entry outside of a recognized experience setting or academic requirement. Competitions completed for a firm while employed count for IDP credit under the related experience setting.


The design competition must be completed under the supervision of a mentor and meet the following criteria:

- Align to at least one of the IDP experience areas
- Be for a “building” or “planning” project
- Be a formally structured competition with specified submission requirements
- Sponsored by a recognized business entity, governmental agency, or professional association
- The intern must be appropriately credited on the competition entry.

WORK PRODUCT

It is required that interns retain copies of all documentation related to design competitions completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor.

REQUIRED DOCUMENTATION

- You must upload a complete Design Competition Verification Form .
- To qualify for IDP credit, the competition entry must be completed and submitted in compliance with the published design competition requirements.

REPORTING DESIGN COMPETITIONS:

- You must upload your completed Design Competition Verification Form.
- To comply with the reporting requirements, design competitions must be submitted within eight months of the published submission deadline.

EXPECTATIONS

Intern

- Research and identify possible design competitions
- Select appropriate competition with mentor approval
- Determine and document a schedule for the work
- Develop competition entry
- Review work with mentor on a regular basis
- Submit competition entry
- Complete the verification form
- Document experience through the online reporting system and upload the verification form


Mentor

- Review possible competitions with intern
- Approve competition selection
- Review proposed schedule of work
- Review competition work with intern on a regular basis
- Review final competition entry prior to submission

The Emerging Professionals Companion (EPC)

Interns whether or not employed in a qualified experience setting can earn up to 40 core hours in each experience area by completing activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

- EPC, located at www.epcompanion.org , is an IDP enrichment resource. The EPC provides free web-based experience opportunities outside of the studio or work environment.
- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- **Only activities identified as qualifying for core credit can be applied to your core minimum hours required.**
- Interns can earn a maximum of 600 core hours through EPC with no more than 40 core hours earned in any one of the IDP experience areas.

If an intern has already completed the maximum allowable of 40 core hours in a given experience area through any combination of supplemental experience, then EPC activities completed in that experience area will be credited as elective hours.

EPC activities completed for IDP credit may not receive academic credit.

(continued on next page)

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

The Emerging Professionals Companion (EPC) *continued*

WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their mentor or IDP supervisor.

REPORTING EPC

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org/FreeTranscriptsForInterns. Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- To comply with the [reporting requirements](#), EPC activities must be submitted within eight months of completion.

NCARB's Professional Conduct Monograph

Interns, whether or not employed, may earn 16 core hours in [Business Operations](#) by reading the NCARB *Professional Conduct* Monograph and passing the related quiz.

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements, or by interns for IDP credit. Interns completing NCARB monographs for IDP hours will not be eligible to repeat the monograph for continuing education credit.

ACCESS TO NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

Interns may download a PDF of the *NCARB Professional Conduct Monograph* at no charge through your NCARB Record.

REPORTING NCARB'S PROFESSIONAL CONDUCT MONOGRAPH

- Take and pass the quiz. The quiz will be available to you in your NCARB Record.
- Interns who do not pass the quiz may repeat the quiz as necessary.
- You will automatically earn IDP hours upon passing the quiz.

Site Visit With Mentor

Interns may earn up to 40 core hours in [Construction Phase: Observation](#) for visiting construction sites with their mentor.

The site visit must be outside of a recognized experience setting.

EXPECTATIONS

- Opportunities where an intern can see the progress of a job over time are ideal; however, single visits to a site are acceptable.
- It is beneficial to be able to review and discuss the project relative to the drawings
- The experience should be interactive with opportunities to discuss how issues related to the specific project were resolved.
- The discussion should include why particular design decisions were made.
- Interaction with members of the design and construction industry involved in the project is encouraged.

The site visit should include a level of learning consistent with what an intern could expect to learn if their firm was working on the project.

REPORTING SITE VISIT WITH MENTOR:

- Your mentor who lead the site visit must approve your experience.
- To comply with the [reporting requirements](#), site visit with mentor must be reported within eight months of the visit.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

Advanced Degree

Interns may earn 930 elective hours for earning an advanced degree in architecture after earning a professional degree in architecture from a program accredited by the NAAB or CACB. This opportunity is available for one degree only.

Interns may earn IDP credit for advanced degrees in architecture that meet the following criteria:

- The advanced degree must be conferred after the first professional degree (dual degrees do not qualify)
- The conferring institution must have a college/school of architecture/design that has a NAAB/CACB-accredited program.
- The advanced degree must be conferred within the college/school of architecture/design.
- The advanced degree must be documented as related to the IDP experience areas and certified by the institution as directly related to the practice of architecture.

NCARB publishes a list of acceptable degrees on its website. Programs identified by NAAB as “post-professional” degrees are automatically included on the list. Qualifying advanced degrees are submitted directly to NCARB by the school in order to be on the list.

The advanced degree must be on the list at the time the degree is conferred. For a list of degrees currently recognized by NCARB as qualifying advanced degrees, please [check our website](#).

REPORTING ADVANCED DEGREE

- Download and mail the transcript request forms and any fee to your school(s).
- Each transcript must be returned directly to NCARB by the school. NCARB will only accept official transcripts submitted by the school.
- In addition to requesting an official transcript, you are required to report your advanced degree through the online reporting system in your NCARB Record.
- You will be required to upload a copy of your transcript or diploma.
- NCARB will not be able to approve your advanced degree until after the official transcript from your school has been received.
- To comply with the [reporting requirements](#), advanced degrees must be submitted within eight months of the graduation date.

AIA Continuing Education

Interns, whether or not employed in a qualified experience setting, may earn elective hours by completing AIA-approved continuing education resources and programs. Self-reported continuing education is not eligible for IDP credit.

One AIA learning unit earns one IDP elective hour.

Information regarding the American Institute of Architects (AIA) continuing education programs is available at www.aia.org [↗](#).

REPORTING AIA CONTINUING EDUCATION

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org/FreeTranscriptsForInterns [↗](#). Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- You must have a copy of your AIA transcript documenting completion of AIA continuing education. Your AIA transcript is available at www.aia.org/education [↗](#)
- Once reported, AIA continuing education is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), AIA continuing education courses must be submitted within eight months of the course date.

NCARB'S monographs and mini-monographs

NCARB monographs are written by experts in their fields and explore topics relevant to architectural practice. NCARB monographs may be completed by architects to satisfy their continuing education requirements or by interns for IDP credit. Interns completing NCARB mono-

graphs for IDP experience hours will not be eligible to repeat the monograph for continuing education credit. NCARB monographs are available at www.ncarb.org. Interns, whether or not employed, may earn elective hours by completing NCARB monographs and mini-monographs.

Completion of the monographs must be documented on an AIA transcript, and reported through the online reporting system as AIA continuing education. All applicable fees for monographs and quizzes apply.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

Construction Work

Interns may earn up to 930 elective hours for construction work performed in either of two scenarios:

1. Paid position meeting the IDP employment requirement.
2. Volunteer service at a nonprofit organization.

GENERAL EMPLOYMENT SCENARIOS

Qualifying construction activities include “hands-on” experience working for a variety of organizations including but not limited to:

- General contractor
- Subcontractor
- Fabrication shop
- Materials supplier
- Manufacturers (doors, windows, etc.)
- Developer/development corporation
- School district or higher education physical plan or facilities department
- Facilities department for a private corporation
- Military construction battalion (e.g. Navy Seabees)
- Disaster relief efforts
- Nonprofits (e.g. Habitat for Humanity, Community Development Corporation, Youth Corps, religious/multi-denominational development corporations, neighborhood housing services)

TYPES OF CONSTRUCTION WORK

Qualifying construction activities include “hands-on” experience working in a variety of scenarios including but not limited to:

- Building layout
- Framing
- Roofing
- Concrete and masonry
- Painting and finishing
- Drywall and plastering
- Flooring
- Tile setting
- Wiring and equipment installation
- Ductwork mechanical equipment installation
- Plumbing and fixture installation
- Site clearing and preparation
- Backhoe operation, grading, etc.

APPROVAL OF CONSTRUCTION WORK

The individual certifying Construction Work experience must be an IDP Supervisor who maintains direct supervision over the intern and is experienced in the activity being performed (e.g. foreman, project manager, etc.).

REPORTING CONSTRUCTION WORK

- Experience must be submitted in compliance with the reporting requirement.

CSI Certificate Program: CDT

Interns, whether or not employed in a qualified experience setting, may earn elective hours for completing the following CSI certificate program:

CSI Certified Construction Documents Technologist (CDT): 40 elective hours for passing the CDT certificate program.

Information regarding the Construction Specifications Institute is available at www.csinet.org.

REPORTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once reported, the CSI Certification is reviewed and approved by NCARB.

To comply with the reporting requirements, CSI certification must be reported within eight months of the certification date.

IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE FOR ELECTIVE HOURS

The Emerging Professional's Companion (EPC)

Interns, whether or not employed in a qualified experience setting, can earn elective hours through completion of activities in the Emerging Professional's Companion (EPC).

Interns can complete EPC activities for IDP credit under the supervision of either their IDP supervisor or mentor.

The EPC, located at www.epcompanion.org, is an IDP training enrichment resource. The EPC provides free web-based training opportunities outside of the studio environment.

- The EPC chapters are aligned with the IDP experience areas.
- Each chapter includes activities that are identified as qualifying for either core or elective credit.
- Each activity is worth eight hours.
- Elective activities are not applied to any specific experience area.

A maximum of 1,800 hours may be earned through the EPC in any combination of core and elective hours.

WORK PRODUCT

It is required that interns retain copies of all documentation related to EPC activities completed for IDP credit for a period of at least three years beyond the date the experience is approved by their IDP supervisor or mentor.

REPORTING EPC

- If you are not an associate member, you may obtain a temporary AIA customer number by completing the webform at www.aia.org/FreeTranscriptsForInterns. Contact the AIA at emergingprofessionals@aia.org with any additional questions.
- Associate members of the AIA may use their associate number to report continuing education.
- EPC activities must be reviewed and approved by your IDP supervisor or mentor.
- To comply with the [reporting requirements](#), EPC activities must be submitted within eight months of completion.

GBCI LEED AP Credential

Interns, whether or not employed in a qualified experience setting, may earn 40 elective hours by obtaining the GBCI LEED AP credential.

- Obtaining the GBCI LEED AP credential with or without specialization qualifies for IDP credit.
- Obtaining the GBCI LEED Green Associate credential does not qualify for IDP credit.
- An intern may only receive IDP credit for one GBCI LEED AP credential.

Information regarding the Green Building Certification Institute (GBCI) LEED AP Credential is available at www.gbci.org.

REPORTING GBCI LEED AP CREDENTIAL

- You must have the official GBCI LEED AP certificate or a passing score report confirming the credential.
- Once reported, the GBCI LEED AP Credential is reviewed and approved by NCARB.
- To comply with the [reporting requirements](#), you must submit official documentation within eight months of the date the credential was earned.


Teaching or Research

Teaching or research in a NAAB- or CACB-accredited program under the [direct supervision](#) of a person experienced in the activity.

REPORTING TEACHING OR RESEARCH

- Experience must be submitted in compliance with the [reporting requirements](#).

IDP TASKS AND KNOWLEDGE/SKILLS

The requirements for IDP are based on the tasks and knowledge/skills necessary to practice architecture independently. Each experience area has tasks and knowledge/skills that have been derived from the Practice Analysis of Architecture . Upon completion of the IDP, you should be able to complete the tasks associated with each experience area.

Category 1: Pre-Design

- Programming
- Site and Building Analysis
- Project Cost and Feasibility
- Planning and Zoning Regulations

Category 2: Design

- Schematic Design
- Engineering Systems
- Construction Cost
- Codes and Regulations
- Design Development
- Construction Documents
- Material Selection and Specification

Category 3: Project Management

- Bidding and Contract Negotiation
- Construction Administration
- Construction Phase: Observation
- General Project Management

Category 4: Practice Management

- Business Operations
- Leadership and Service

Are you having trouble gaining experience in a specific experience area?

Use these tasks as reference when discussing experience opportunities with your IDP supervisor or mentor.

IDP TASKS AND KNOWLEDGE/SKILLS

PRE-DESIGN

PROGRAMMING

Minimum Programming Experience: 80 Hours

DEFINITION: The process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Assess the client's needs, opportunities, and constraints
- Develop and/or review a program with the client
- Develop a vision and goals for the project
- Develop or review client's design standards and guidelines
- Establish sustainability goals for the project
- Define the scope of the pre-design services

KNOWLEDGE OF/SKILL IN

- Architectural programming including working with clients to define their needs
- Facilities planning (e.g., building use; building conditions; systems conditions; infrastructure; space allocation)
- Space planning
- Sustainable design
- Contract negotiation (e.g., fees, scope, schedules)
- Oral and written communications
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Creativity and vision

PRE-DESIGN

SITE AND BUILDING ANALYSIS

Minimum Site and Building Analysis Experience: 80 Hours

DEFINITION: Involves research and evaluation of a project's context and may include site and building evaluation, land planning or design, and urban planning.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop or review master plan
- Establish requirements of site survey(s)
- Review site survey(s)
- Review geotechnical and hydrological conditions
- Evaluate and compare alternative sites
- Perform site analysis
- Assess environmental, social, and economic conditions related to project
- Document and evaluate existing conditions

KNOWLEDGE OF/SKILL IN

- Interpreting existing site/environmental conditions and data (e.g., topography, drainage, soils, local ecology environmental impact issues)
- Site planning (e.g., site selection, master planning)
- Regional impact on project (e.g., seismic, climate, transportation, economy, labor)
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Community-based awareness (e.g., values, traditions, sociology, future objectives)
- Hazardous conditions and materials
- Facilities planning (e.g., building use, building conditions, systems conditions, infrastructure, space allocation)
- Site design
- Building design

IDP TASKS AND KNOWLEDGE/SKILLS

PRE-DESIGN

PROJECT COST AND FEASIBILITY

Minimum Project Cost and Feasibility Experience: 40 Hours

DEFINITION: Analyze and/or establish project costs relative to project conditions and owner's budget.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform or review a feasibility study to determine the cost and/or technical advisability of a proposed project
- Establish preliminary project scope, budget, and schedule

KNOWLEDGE OF/SKILL IN

- Project financing and funding
- Project delivery methods
- Construction sequencing
- Cost estimating
- Value engineering
- Life cycle analysis
- Project budget management
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)

PRE-DESIGN

PLANNING AND ZONING REGULATIONS

Minimum Planning and Zoning Regulations Experience: 60 Hours

DEFINITION: Evaluate, reconcile, and coordinate applicable regulatory requirements and professional design standards.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Identify requirements of regulatory agencies
- Prepare and present submittals for governmental approval

KNOWLEDGE OF/SKILL IN

- Government and regulatory requirements (e.g., zoning, planning, design review)
- Permit and approval processes
- Building codes, zoning codes, and ordinances
- Accessibility laws, codes, and guidelines
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)
- Universal design (environments usable by everyone regardless of limitations)
- Designing and delivering presentations

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

SCHEMATIC DESIGN

Minimum Schematic Design Experience: 320 Hours

DEFINITION: Involves the development of graphic and written conceptual design solutions for owner/client's approval.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop design concepts, including site design
- Prepare schematic design documents
- Apply sustainable design principles
- Apply historic preservation principles
- Prepare presentation materials (e.g., models, renderings, drawings)
- Develop project phasing plans

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Architectural history and theory
- Basic engineering principles
- Building design
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Freehand drawing and design sketching
- Graphic communication
- Implications of design decisions (e.g., cost, engineering, schedule)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Site design
- Space planning
- Spatial visualization and modeling
- Sustainable design
- Team building, leadership, participation
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

DESIGN

ENGINEERING SYSTEMS

Minimum Engineering Systems Experience: 360 Hours

DEFINITION: Involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultants in accordance with the client's needs.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Analyze and design basic structural elements and systems
- Coordinate building systems (e.g., structural, mechanical, electrical, fire safety, security, telecommunications/data) and reconcile systems' conflicts
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Engineering load calculations
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Life cycle analysis
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

CONSTRUCTION COST

Minimum Construction Cost Experience: 120 Hours

DEFINITION: Involves estimating the probable construction cost of a project.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and/or evaluate estimates of probable construction costs
- Perform value engineering of selected building elements
- Perform life cycle cost analysis of selected building elements

KNOWLEDGE OF/SKILL IN

- Alternative energy systems and technologies
- Building Information Modeling (BIM) technology
- Construction sequencing
- Cost estimating
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Life cycle analysis
- Product evaluation, selection, and availability
- Value engineering

DESIGN

CODES AND REGULATIONS

Minimum Codes and Regulations Experience: 120 Hours

DEFINITION: Involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Perform code analyses (e.g., building, energy, accessibility)
- Review project with code officials
- Submit documents to approval agencies and obtain approvals

KNOWLEDGE OF/SKILL IN

- Accessibility laws, codes, and guidelines
- Building codes, zoning codes, and ordinances
- Conflict resolution
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Designing and delivering presentations
- Government and regulatory requirements (e.g., zoning, planning, design review)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Permit and approval processes
- Problem solving
- Specialty codes and regulations (e.g., seismic, life safety, fair housing, historic preservation, energy)

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

DESIGN DEVELOPMENT

Minimum Design Development Experience: 320 Hours

DEFINITION: During design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner/client has approved the schematic design.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare design development documents
- Investigate and select building systems and materials
- Meet with client to refine design and obtain approvals
- Conduct or respond to a constructability review
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Applied mathematics (e.g., algebra, geometry, trigonometry)
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations

- Engineering load calculations
- Freehand drawing and design sketching
- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Universal design (environments usable by everyone regardless of limitations)
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

CONSTRUCTION DOCUMENTS

Minimum Construction Documents Experience: 1,200 Hours

DEFINITION: Includes the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare construction documents
- Coordinate construction documents (e.g., architectural, structural, mechanical, civil, electrical)
- Conduct quality control review of project documents
- Apply sustainable design principles

KNOWLEDGE OF/SKILL IN

- 3-D modeling
- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Computer Aided Design and Drafting (CADD)
- Conflict resolution
- Constructability
- Construction details
- Construction sequencing
- Creativity and vision
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design impact on human behavior
- Design principles
- Designing and delivering presentations
- Engineering load calculations
- Freehand drawing and design sketching

- Furnishings, fixtures, and equipment
- Graphic communication
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Manual drafting
- Natural and electric lighting (e.g., daylight, solar control, energy consumption)
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Space planning
- Spatial visualization and modeling
- Specifications
- Sustainable design
- Team building, leadership, participation
- Technological advances and innovative building products
- Vertical circulation

IDP TASKS AND KNOWLEDGE/SKILLS

DESIGN

MATERIAL SELECTION AND SPECIFICATION

Minimum Material Selection and Specification Experience: 160 Hours

DEFINITION: The analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare specifications based on performance criteria
- Research, select, and specify materials

KNOWLEDGE OF/SKILL IN

- Adaptive reuse of buildings and/or materials
- Alternative energy systems and technologies
- Basic engineering principles
- Building design
- Building envelope
- Building Information Modeling (BIM) technology
- Building systems and their integration
- Characteristics and properties of construction materials
- Constructability
- Construction details
- Construction sequencing
- Critical thinking (e.g., analysis, synthesis, and evaluation of information)
- Design principles
- Furnishings, fixtures, and equipment
- Hazardous materials mitigation
- Implications of design decisions (e.g., cost, engineering, schedule)
- Indoor air quality
- Interior materials and finishes
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Life safety
- Managing quality through best practices
- Oral and written communications
- Problem solving
- Product evaluation, selection, and availability
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Site design
- Specifications
- Sustainable design
- Technological advances and innovative building products
- Vertical circulation

PROJECT MANAGEMENT

BIDDING AND CONTRACT NEGOTIATION

Minimum Bidding and Contract Negotiation Experience: 120 Hours

DEFINITION: Involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct or participate in bidding/negotiating phase
- Evaluate product and material substitutions
- Prepare bid documents including addenda

KNOWLEDGE OF/SKILL IN

- Conflict resolution
- Construction procurement (e.g., bidding, negotiating)
- Contracts (e.g., professional services and construction)
- Interpreting construction documents
- Oral and written communications
- Product and material substitutions
- Project delivery methods

IDP TASKS AND KNOWLEDGE/SKILLS

PROJECT MANAGEMENT

CONSTRUCTION ADMINISTRATION

Minimum Construction Administration Experience: 240 Hours

DEFINITION: Tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals
- Process Change Orders
- Review and certify contractor's application for payment
- Review material test reports
- Record changes to the contract documents
- Provide substantial and final completion services

KNOWLEDGE OF/SKILL IN

- Change order process
- Conflict resolution
- Construction conflict resolution
- Contractor application for payment
- Contracts (e.g., professional services and construction)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Interpreting construction documents
- Managing quality through best practices
- Problem solving
- Product and material substitutions
- Project budget management
- Project closeout procedures
- Project records management
- Shop drawing review
- Site observation
- Team building, leadership, participation

PROJECT MANAGEMENT

CONSTRUCTION PHASE: OBSERVATION

Minimum Construction Phase Observation Experience: 120 Hours

DEFINITION: Tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Conduct on-site observations
- Document and communicate status to owner and constructor
- Resolve constructability issues

KNOWLEDGE OF/SKILL IN

- Constructability
- Construction procurement
- Contract negotiation
- Contracts (e.g., professional services and construction)
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Project budget management
- Project delivery methods
- Project records management
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation
- Attend, conduct, and record meetings
- Document project status and progress

IDP TASKS AND KNOWLEDGE/SKILLS

PROJECT MANAGEMENT

GENERAL PROJECT MANAGEMENT

Minimum General Project Management Experience: 240 Hours

DEFINITION: Includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Prepare and manage design contracts (owner/architect)
- Prepare and execute professional services contracts (architect/consultant)
- Attend, conduct, and record meetings throughout all phases
- Select, manage, and coordinate consultants
- Partner with the owner's project delivery team
- Prepare and manage design team schedule and budget (consultant and staff costs)
- Obtain client authorization to proceed per contract phases
- Present at public hearings
- Document project status and progress
- Monitor project construction costs
- Prepare owner/contractor agreement
- Conduct post-occupancy evaluation
- Identify the project design team members and their required scope of services, roles, and responsibilities (e.g., architects, engineers, specialty consultants)
- Identify the project delivery team's roles and responsibilities (e.g., owner, architect, contractor, program manager)
- Identify project delivery method

KNOWLEDGE OF/SKILL IN

- Construction procurement (e.g., bidding, negotiating)
- Contract negotiation (e.g., fees, scope, schedules)
- Contracts (e.g., professional services and construction)
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Oral and written communications
- Permit and approval processes
- Post-occupancy evaluations
- Project budget management
- Project delivery methods
- Project records management
- Project scheduling (e.g., construction document setup, storyboarding, staffing projections)
- Risk management (e.g., professional and general liability)
- Team building, leadership, participation

IDP TASKS AND KNOWLEDGE/SKILLS

PRACTICE MANAGEMENT

BUSINESS OPERATIONS

Minimum Business Operations Experience: 80 Hours

DEFINITION: Involves allocation and administration of office resources to support the goals of the firm.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Obtain and maintain professional and business licenses
- Manage project revenues and expenses
- Calculate hourly billing rates
- Negotiate and establish fees for basic and additional services and reimbursable expenses
- Invoice for services rendered and reimbursable expenses
- Develop and manage positive client relationships

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO ACTIVELY PARTICIPATE IN THE FOLLOWING TASKS: (“Actively participate” is the expectation that you will collaborate with your supervisor in learning how to perform the task.)

Business Operations

- Maintain record management systems
- Develop and manage firm’s strategic and business plans
- Develop firm’s financial plan
- Develop, implement, and manage marketing and communications plans
- Obtain and update computer technology, including security systems and licenses
- Investigate and use new digital technologies

Human Resources

- Develop and manage human resource/office policies and operations
- Conduct performance appraisal, career development, and compensation reviews
- Recruit, retain, and manage staff
- Develop training and professional development plans, including IDP and continuing education requirements

Legal & Insurance

- Establish firm’s legal structure
- Consult legal counsel
- Secure liability and other insurance

KNOWLEDGE OF/SKILL IN

Business Operations

- Business planning
- Contract negotiation (e.g., fees, scope, schedules)
- Current software applications
- Designing and delivering presentations
- Electronic communications (e.g., virtual offices, video-conferencing, web-based networking)
- Entrepreneurship
- Ethics and integrity
- Financial management
- Information management (e.g., hardware and software maintenance, office standards)
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Invoicing for services
- Legal and ethical issues pertaining to contracts
- Legal and ethical issues pertaining to practice (e.g., liens, taxation, licensure)
- Managing quality through best practices
- Marketing and communications
- Oral and written communications
- Project budget management
- Recognized ethical standards of the profession
- Requests for Qualifications (RFQ) and Requests for Proposal (RFP)
- Risk management (e.g., professional and general liability)
- Strategic planning
- Team building, leadership, participation

Human Resources

- Human resources management
- IDP mentoring and supervising
- Oral and written communications
- Managing quality through best practices
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Team building, leadership, participation
- Mentoring and teaching others
- Personal time management
- Ethics and integrity
- Supervising

IDP TASKS AND KNOWLEDGE/SKILLS

PRACTICE MANAGEMENT

LEADERSHIP AND SERVICE

Minimum Leadership and Service Experience: 80 Hours

(Maximum Allowed: 320 hours)

DEFINITION: These tasks will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and leadership skills. Interns will find that voluntary participation in professional and community activities enhances their professional development. Community service does not have to be limited to architecture-related activities for you to receive these benefits.

TASKS

AT THE COMPLETION OF YOUR INTERNSHIP, YOU SHOULD BE ABLE TO:

- Develop leadership skills to enable successful practice
- Identify and articulate leadership traits required to maintain a successful and healthy office environment in an architecture firm
- Contribute your talents in a community-based organization to improve the quality of life

KNOWLEDGE OF/SKILL IN

- Community leadership/civic involvement
- Creativity and vision
- Entrepreneurship
- Ethics and integrity
- Interpersonal skills (e.g., listening, diplomacy, responsiveness)
- Managing quality through best practices
- Mentoring – teaching others
- Personal time management
- Service to the profession (e.g., AIA, NCARB)
- Supervising
- Team building, leadership, participation

IDP SUPERVISORS

Contents for Supervisors

- [Experience Settings](#)
- [Supervision Requirements](#)
- [Employment Requirements](#)
- [Experience Categories and Areas](#)
- [Tasks](#)
- [Eligibility Requirements](#)
- [Reporting Requirements](#)

Being an IDP Supervisor

IDP supervisors play a vital role in the profession. Completion of the IDP is an essential component of the licensure process. As interns earn the experience required to complete the IDP, all the experience must be verified.

As an IDP supervisor you will be required to have direct supervision over the work performed, foster a professional relationship that is grounded in a direct professional association, and verify your intern's experience.

IDP Supervisors:

- Supervise the intern on a daily basis
- Have control over the work performed
- Provide reasonable opportunities for the intern to gain IDP experience
- Regularly assess the quality of the intern's work
- Periodically certify the intern's experience reports

Being a Mentor

As a registered architect in a U.S. or Canadian jurisdiction, you may also serve as a mentor. There are opportunities for mentors to verify experience earned through [supplemental experience](#).

How Can Becoming an IDP Supervisor Benefit Your Firm?

- You will benefit the overall morale of the firm when interns understand their firm supports them becoming licensed.
- You will contribute to the future success of your firm. What interns learn from you now will establish your success as a team later.
- You continue the historic tradition in which the architect/apprentice relationship was an integral factor in the development of the profession.
- You will “pay it forward” for the training you once received as an intern.
- You will assist in staff retention.
- You will develop leaders who will drive the future of your practice and the profession.

What Additional Resources are Available for IDP Supervisors?

- The NCARB website has information specific to IDP Supervisors [here](#).
- [Sign up](#) for NCARB's [supervisor e-news](#).
- Learn about the [IDP Coordinators program](#). Consider becoming an IDP auxiliary coordinator at your firm.

IDP SUPERVISORS

Experience Settings

- Interns earn experience in experience settings.
- As an IDP supervisor, you must understand what experience setting you are in.
- Your experience setting is defined by: the type of organization, the work performed, and your professional credentials.
- NCARB recognizes three experience settings:
 - A: Practice of Architecture
 - O: Other Work Settings
 - S: Supplemental Experience
- For more information, refer to [experience settings](#).

Supervision Requirements

- In most experience settings you must be a registered architect to be an IDP supervisor.
- In certain settings, a professional from another discipline may act as an IDP supervisor.
- As an IDP supervisor, you must understand the requirements of [direct supervision](#).
- For more information refer to [supervision requirements](#).

Employment Requirements

- To earn experience in most settings, interns must be employed by the organization where the work is performed.
- For more information, refer to [employment requirements](#).

Experience Categories and Areas

- Interns earn IDP experience by earning hours in the experience categories and areas.
- Interns must earn 5,600 hours to complete the IDP.
- Of the 5,600 hours required for completion of the IDP, 3,740 hours are considered core minimum hours.
- Core minimum hours are earned in four experience categories that include 17 experience areas.
- The additional 1,860 hours required can be earned in any experience area, category, or through supplemental experience.
- For more information, refer to [experience categories and areas](#).

Tasks

- The requirements for the IDP are based on the tasks and knowledge/skills necessary to practice architecture independently.
- The tasks and knowledge/skills are derived from the [Practice Analysis of Architecture](#), and are aligned with current practice.
- Upon completion of the IDP, an intern should be able to complete the tasks associated with each experience area.
- For more information refer to [tasks](#).

Eligibility Requirements

You can earn IDP experience once you have successfully graduated from high school or an established equivalent.

Reporting Requirements

ONLINE REPORTING

- Interns must report experience through the online reporting system.
- As an IDP supervisor, you will review and approve experience through the online system.
- For more information on how to use the [online reporting system](#) refer to the [NCARB website](#).

TIMELY REPORTING

- Interns must submit their experience in reporting periods of no longer than six months and within two months of completion of each reporting period.
- As an IDP supervisor, you are encouraged to review experience in a timely manner; however, it is the obligation of the intern to meet the reporting requirements.
- For more information refer to the [reporting requirements](#).

TITLE 16. CALIFORNIA ARCHITECTS BOARD

NOTICE OF PROPOSED CHANGES IN THE REGULATIONS

NOTICE IS HEREBY GIVEN that the California Architects Board (Board) is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at the office of the California Architects Board, 2420 Del Paso Road, Sequoia Room, Sacramento, California, at 2:00 p.m., on **TBD**. Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office not later than 5:00 p.m. on **TBD** or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by sections 5526 and 5552.5 of the Business and Professions Code, and to implement, interpret or make specific sections 5550 and 5552.5 of said Code, the Board is considering changes to Division 2 of Title 16 of the California Code of Regulations (CCR) as follows:

INFORMATIVE DIGEST

A. Informative Digest

Amend Title 16 CCR Section 109 – Filing of Applications

Section 5526 of the Business and Professions Code authorizes the Board to adopt, amend, modify, or repeal rules and regulations as are reasonably necessary to carry into effect the provisions of the Architects Practice Act. Section 5550 authorizes the Board to establish qualifications required to become eligible for examination.

The existing regulation references a previous edition of the National Council of Architectural Registration Boards' Intern Development Program (IDP) Guidelines. This proposal would update the version of the IDP Guidelines referenced in the regulation to the July 2014 edition.

B. Policy Statement Overview/Anticipated Benefits of Proposal

This action would reduce any confusion as to which edition of the Guidelines candidates must adhere. The revised Guidelines include expanding the duration which candidates may report work experience for IDP credit.

C. Consistency and Compatibility with Existing State Regulations

During the process of developing these regulations and amendments, the Board has conducted a search of similar regulations on this topic and has concluded that these regulations are neither inconsistent nor incompatible with existing state regulations.

DOCUMENT INCORPORATED BY REFERENCE

National Council of Architectural Registration Boards' Intern Development Program Guidelines, July 2014 Edition

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to Any Local Agency or School District for Which Government Code Sections 17500 - 17630 Require Reimbursement: None

Business Impact:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

The following studies/relevant data were relied upon in making the above determination:
N/A

Cost Impact on Representative Private Person or Business:

The Board is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

EFFECT ON SMALL BUSINESS

The Board has determined that the proposed regulations would not affect small businesses as it only affects architect applicants.

RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:

Impact on Jobs/Businesses:

The Board has determined that this regulatory proposal will not have any impact on the creation of jobs or new businesses or the elimination of jobs or existing businesses or the expansion of businesses in the State of California.

Benefits of Regulation:

The Board has determined that this regulatory proposal will have the following benefits to health and welfare of California residents, worker safety, and state's environment:

This regulatory proposal will update the requirements of architectural applicants to the national standard thereby benefitting the health, safety, and welfare of California residents.

CONSIDERATION OF ALTERNATIVES

The Board must determine that no reasonable alternative it considered to the regulation or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposal described in this Notice, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

INITIAL STATEMENT OF REASONS AND INFORMATION

The Board has prepared an initial statement of the reasons for the proposed action and has available all the information upon which the proposal is based.

TEXT OF PROPOSAL

Copies of the exact language of the proposed regulations, and any document incorporated by reference, and of the initial statement of reasons, and all of the information upon which the proposal is based, may be obtained at the hearing or prior to the hearing upon request from the California Architects Board at 2420 Del Paso Road, Suite 105, Sacramento, California 95834 or by telephoning the contact person listed below.

AVAILABILITY AND LOCATION OF THE FINAL STATEMENT OF REASONS AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below.

You may obtain a copy of the final statement of reasons once it has been prepared, by making a written request to the contact person named below (or by accessing the website listed below).

CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Name: Timothy Rodda
Address: 2420 Del Paso Road, Suite 105
Sacramento, CA 95834
Telephone No.: (916) 575-7217
Fax No.: (916) 575-7283
E-Mail Address: timothy.rodde@dca.ca.gov

The backup contact person is:

Name: Marccus Reinhardt
Address: 2420 Del Paso Road, Suite 105
Sacramento, CA 95834
Telephone No.: (916) 575-7212
Fax No.: (916) 575-7283
E-Mail Address: marccus.reinhardt@dca.ca.gov

Website Access: Materials regarding this proposal can be found at www.cab.ca.gov.

CALIFORNIA ARCHITECTS BOARD

INITIAL STATEMENT OF REASONS

Hearing Date: **TBD**

Subject Matter of Proposed Regulations: Intern Development Program (IDP) Guidelines

Section Affected: Title 16, California Code of Regulations (CCR), Section 109

Specific Purpose:

1. Problem being addressed: The National Council of Architectural Registration Boards (NCARB) has released a revised edition of the IDP Guidelines (Guidelines), and the regulations need to be modified to reflect this update.
2. Anticipated benefits from this regulatory action: This proposal would update the edition of the Guidelines referenced in regulation to July 2014. This action would reduce any confusion as to which edition of the Guidelines candidates must adhere. The revised Guidelines include expanding the duration which candidates may report work experience for IDP credit.

Factual Basis/Rationale

The Board is mandated to protect the public health, safety, and welfare, and like other regulatory programs under the Department of Consumer Affairs (DCA), is authorized to establish eligibility requirements for applicants of a professional license.

Pursuant to Business and Professions Code (BPC) Chapter 3, Division 3, section 5552.5, the Board is authorized to implement an intern development program. CCR, Title 16, Division 2, section 109 clarifies BPC section 5552.5 and specifies IDP as the intern development program required of candidates.

IDP is a program that ensures candidates receive training in all aspects of architectural practice, and is required prior to licensure throughout the United States (US). NCARB, the national architectural organization that develops and administers IDP, has revised the Guidelines easing restrictions that were previously in place for candidates documenting work experience.

Currently interns are required to submit valid work experience in reporting periods of no longer than six months and within two months of completion (effectively an eight-month reporting period). Any experience reported outside the two month submission window expires on a day for day basis and cannot be used for IDP credit.

This proposed change will allow interns to earn IDP credit for valid work experience not previously reported within the timeframe specified by the current reporting requirement.

To earn full credit for experience, interns must submit all experience in reporting periods of no longer than six months and within two months of completion of each reporting period. Experience reported beyond the two-month period and up to five years after the date of the experience will be accepted at a reduced value of fifty percent toward the IDP requirements.

Underlying Data

None

Business Impact

This regulation will not have a significant adverse economic impact directly affecting business, including the ability of California businesses to compete with business in other states, because it affects only architect applicants.

Economic Impact Assessment

This regulatory proposal will have the following effects:

- It will not create or eliminate jobs within the State of California because it only affects the reporting requirement of architect applicants, and the effect is insufficient to create or eliminate jobs.
- It will not create new business or eliminate existing businesses within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- It will not affect the expansion of businesses currently doing business within the State of California because it only affects architect applicants who are not yet licensed to practice architecture, and there is no indication that any businesses will be affected.
- This regulatory proposal does not affect the health and welfare of California residents because the proposed regulations only affects architect applicants' reporting requirement.
- This regulatory proposal does not affect worker safety because it is not related to worker safety in any manner.
- This regulatory proposal does not affect the state's environment because it is not related to the environment in any manner.

Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

Consideration of Alternatives

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulation in a manner that ensures full compliance with the law being implemented or made specific.

One alternative is to keep the status quo, but if the Board does not adopt the proposed amendment, candidates completing IDP would be referring to an obsolete edition of the Guidelines and may not receive credit they would be entitled. This would cause an adverse delay in completion of IDP, and subsequently licensure.

CALIFORNIA ARCHITECTS BOARD
PROPOSED REGULATORY LANGUAGE

Article 2. Applications

Amend subsection (b)(2) of Section 109 as follows:

Section 109. Filing of Applications.

* * *

(b) Application Process:

* * *

- (2) A new or inactive candidate applying to the Board for eligibility evaluation for the ARE shall prior to licensure complete the IDP of the NCARB, as defined in the most recent edition of NCARB's *Intern Development Program Guidelines* (currently the ~~December 2013~~[July 2014](#) edition), or the Internship in Architecture Program (IAP) of Canada (currently the 2001 edition). Both documents referred to in the preceding sentence are hereby incorporated by reference.

* * *

Note: Authority cited: Sections 5526 and 5552.5, Business and Professions Code. Reference: Sections 5550 and 5552.5, Business and Professions Code.

Agenda Item J

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

1. Update on August 27, 2014 LATC Meeting
2. Review and Approve LATC's Recommendation Regarding Draft 2014 Sunset Review Report



NOTICE OF MEETING

August 27, 2014

10:00 a.m. – 12:00 p.m.

**Landscape Architects Technical Committee
2420 Del Paso Road, Sequoia Room
Sacramento, CA 95834**

The Landscape Architects Technical Committee (LATC) will hold a teleconference meeting at the address above and the following locations:

*Andrew Bowden
Land Concern
1750 East Deere Avenue
Santa Ana, CA
(949) 333-6313*

*David Taylor
Development Services Department
City of Chula Vista – Building B
276 Fourth Avenue
Chula Vista, CA 91910
(619) 691-5098*

*Stephanie Landregan
University of California, Los Angeles
Department of the Arts
10995 Le Conte Avenue, #414
Los Angeles, CA 90024
(310) 825-9414*

*Katherine Spitz
KSA Landscape Architecture
4212 ½ Glencoe Avenue
Marina Del Rey, CA 90292
(310) 574-4460*

The 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 a barrier free facility 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 John Kresha 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 June 25, 2014 LATC Summary Report
- C. Program Manager's Report

(continued on reverse)

- D. Review and Approve Intra-Agency Contract Agreement with the Department of Consumer Affairs Office of Professional Examination Services for California Supplemental Examination Development
- E. Review Recommended Position on the Council of Landscape Architectural Registration Boards' Board of Directors Election, and Possible Action
- F. Review and Approve Draft 2014 Sunset Review Report
- G. Review Tentative Schedule and Confirm Future LATC Meeting Dates
- H. Adjourn

Please contact Trish Rodriguez 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.

Protection of the public shall be the highest priority for the Landscape Architects Technical Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5620.1).

Agenda Item J.2

REVIEW AND APPROVE LATC's RECOMMENDATION REGARDING DRAFT 2014 SUNSET REVIEW REPORT

The LATC's current strategic plan contains an objective to prepare and submit the LATC's Sunset Review Report. The Report is due to the Legislature on November 1, 2014.

Staff prepared a draft of the 2014 Sunset Review Report and provided it to the LATC for review and input at the June 25, 2014 LATC meeting. The Committee completed an initial review of the draft Report and established a Sunset Review Task Force to work with staff on minor revisions.

Staff presented the revised draft Report to the LATC for review and approval at its August 27, 2014 meeting. The draft was approved with edits and recommended for Board approval.

The Board is asked to review and approve the LATC draft 2014 Sunset Review Report to the Legislature, which includes the LATC's suggested edits from August and final staff edits. Additionally, the Board is asked to delegate authority to the LATC Chair and Executive Officer to make any additional or necessary changes to the Report prior to submittal to the Legislature.

The LATC draft 2014 Sunset Review Report will be provided under separate cover.

Agenda Item K

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

During Closed Session the Board will be asked to consider proposed enforcement decisions, stipulations, and examination development issues.*

**At the time of packet preparation there were no items for consideration.*

Agenda Item L

REVIEW OF SCHEDULE

September

1
10

Labor Day
Board Meeting

Office Closed
San Diego

November

TBD
11
27-28

LATC Meeting
Veterans Day
Thanksgiving Holiday

TBD
Office Closed
Office Closed

December

10-11
25

Board Meeting & Strategic Planning Session
Christmas

Sacramento
Office Closed

Agenda Item M

ADJOURNMENT

Time: _____