

**Washington State
Board for Architects
Board Meeting**

April 21, 2022

9:00 AM

**Microsoft-Teams
Video Conference Call**

Board Meeting

Tab 1

Call to Order



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
Board for Architects
Regular Board Meeting**

The Mission of the Washington State Board for Architects is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

DATE: April 21, 2022
TIME: 9:00 A.M.
LOCATION: Virtual- Microsoft Teams
JOIN: [Click here to join the meeting](#)
PHONE: 1.564.999.2000
PHONE CONFERENCE ID: 832 712 666#

OPEN SESSION: 9:00 A.M.

1. Call to Order

- 1.1. Introductions
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: January 20, 2022
- 1.4. Review of Communications

2. Old Business

- 2.1. NCARB Regional Summit Report Out
- 2.2. Outreach - WABO
- 2.3. Model Law
- 2.4. Review Master Action Items List

3. New Business

- 3.1. Election of Officers
- 3.2. NCARB Annual Business Meeting June 2-4

4. Complaint Cases for Review *

- 4.1. 2020-12-1781-00ARC (Harm)
- 4.2. 2021-10-2488-00ARC (Harm)
- 4.3. 2021-07-1708-00ARC (Harm)
- 4.4. 2021-10-2622-00ARC (Harm)

5. Legal Issues for Deliberation*

6. Disciplinary and Investigation Reports

- 6.1. Closed Session Deliberation Report
- 6.2. Disciplinary Cases Report

7. Assistant Attorney General's Report**8. Committee/Task Force Reports**

8.1. Board Charter

9. Board Executive's Report

9.1. Program Operations

9.2. Department of Licensing

9.3. Other Items

10. Other Business

10.1. Any Other Business

10.1.1.1. Upcoming Board Vacancy: Below is the link to apply

<https://www.governor.wa.gov/boards-commissions/boards-commissions/apply-serve-board-or-commission>

10.2. Action Items from This Meeting

10.3. Agenda Items for Next Meeting

11. Public Comment/Presentation**12. Adjourn Business Meeting**

*The Board may enter closed session to discuss disciplinary proceedings.

Next Board Meeting:

July 21, 2022

Virtual – Microsoft Teams



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
ARCHITECT
MEETING MINUTES**

DATE: January 20, 2022
TIME: 9:00 A.M.
LOCATION: Virtual- Microsoft Teams
JOIN: [Click here to join the meeting](#)
PHONE: 1.564.999.2000
PHONE CONFERENCE ID: 741 044 252#

BOARD MEMBERS PRESENT: **Rick Benner**, Chair
Roch Manley, Vice Chair
Scott Harm, Secretary
Susan Cooley, Member
Paul Wu, Member
Colin Jones, Member
Sian Roberts, Member

STAFF PRESENT

Rick Storvick, Administrator
Julia Manley, Assistant Administrator
Debra Allen-Ba, Assistant Administrator
Shari Honeywell, Administrative Assistant
Kim Hall, Administrative Assistant
Julie Konnersman, Management Analyst
Darla Gehrke, Management Analyst
Aneesa Bonham, Program Specialist
Keith Peterson, Investigator
Elizabeth Lagerberg, AAG
Tanya Hessler, Program Manager
Mahua Majumdar, Licensing Service Manager

GUESTS PRESENT: **Michele Hill**

1. Call to Order 9:08 AM

1.1. Introductions

Ms. Honeywell conducted roll call of Board members and staff present.
Ms. Manley introduced staff from the licensing team.

1.2. Order of agenda

Mr. Benner requested a 15-minute break between 10:00 a.m.-10:30 a.m.

MOTION: Mr. Harm made a **MOTION** to approve the agenda as amended. Ms. Roberts seconded the **MOTION**, and it passed.

1.3. Approval of minutes: October 28, 2021

MOTION: Mr. Manley made a **MOTION** to approve the minutes as amended correcting Mr. Roberts to Ms. Roberts. Mr. Wu seconded the **MOTION**, and it passed.

1.4. Review Communications

Mr. Storvick shared a communication email that came from an architect licensed in Idaho regarding a building official in Washington with questions about residential exemptions. They reached out to Department of Licensing to see what the law says and were guided to the “Guidelines for Building Officials” on our website for clarification.

2. Public Comment Opportunity

None

3. New Business

3.1. NCARB Regional Summit

Mr. Storvick discussed the National Council of Architectural Registration Boards (NCARB) Regional Summit in Charlotte, NC, March 3-5, 2022.

Board members who anticipate attending this meeting virtually are Mr. Manley, Mr. Harm, Mr. Wu, Mr. Benner, Ms. Roberts, Ms. Cooley and Mr. Jones. No members indicated an interest to attend in person at this time.

Mr. Jones made a **MOTION** to nominate Mr. Benner as the voting delegate. Mr. Wu seconded the **MOTION**, and it passed.

Action Item: Send NCARB voting delegate Rick B.

4. Old Business

4.1. Board Delegations

Mr. Storvick requested the Board review the current board delegations. Several board members have submitted suggestions for edits that need review. Volunteers were identified to work with the advising AAG and staff to review submissions and draft revised delegations for board consideration at the next board meeting.

Action Item: Set up committee meeting to review board delegation. Roch, Rick B, Paul, Elizabeth & Rick S.

4.2. Model Law

Mr. Storvick shared the 2021 National Council of Architectural Boards (NCARB) Annual Business Meeting (ABM) approved new model law. One specific area of change reduces years of experience required for being appointed to a board to 5 years. Currently Washington law requires 8 years' experience in practice of architecture. The board discussed comparing Washington's law to the new model law to consider possible updates. In addition they discussed the current NCARB work groups studying responsible charge and incidental practice, and the possibility the outcome of those groups may impact current law. Volunteers were identified to work with staff to review current law to model law and consider possible future updates.

Action Item: Set up committee meeting to review Model Law. Sian, Colin & Scott to work with staff to start the review process.

4.3. Outreach

Mr. Storvick shared a list of past locations the board has attended for outreach. Ms. Roberts updated the board she is working with a couple contacts interested in meeting with AIA Seattle, Young Architects Forum and NOMA. The events are currently on hold due to pandemic with the hope things will improve over the next couple months. Board members expressed interest to connect with the Washington Association of Building Officials (WABO) to explore an outreach to their association possibly at a WABO conference or meeting.

Action Item: Reach out to WABO

4.4. 2021 Year in Review

Mr. Storvick provided the Board with a 2021 Year in Review. This highlighted many events and activities Board members participated and engaged in.

Highlights include:

- The Board thanked Neitha Wilkey for her 12 years of dedication and service to the board. She termed off the board in June 2021 and in addition to her work in Washington State she was a leader with ARE exam development at the national level.
- The Regulatory Boards Section started to help support 4 additional boards/commissions in Business and Profession Division.
- The Board submitted a letter to the State Attorney General in response to his request for input on the question "Is it acceptable for engineers to stamp and sign architectural drawings for permits prepared by non-professionals for projects not accepted under RCW 18.08.410?". In March 2021 the State Attorney General issued an opinion that it is not appropriate for engineers to stamp and seal architectural drawings.

4.5. Review Master Action Items List

Ms. Honeywell reviewed the master action item list with the board.

5. Complaint Cases for Review*

5.1. 2020-10-1478-00ARC

The complaint alleged, and investigation supported, that the Respondent maintained a website and Facebook page each describing Respondent's business as providing Architectural Services.

Respondent edited their website and Facebook pages to remove references to Architectural Services.

The case manager recommended this case be closed with no further action.

MOTION: Mr. Wu made a **MOTION** to accept the case manager's recommendation for closure with no further action. Mr. Harm seconded the **MOTION**, and it passed.

5.2. 2021-08-2113-00ARC

The complaint alleged the Respondent was operating an architectural business without a firm endorsement.

After being contacted and informed of RCW 18.08.420 and the potential violation the Respondent immediately filed all the required paperwork to properly license their business entity, and are now in full compliance.

The case manager recommended this case be closed with no further action.

MOTION: Mr. Jones made a **MOTION** to accept the case manager's recommendation for closure with no further action. Mr. Wu seconded the **MOTION**, and it passed.

5.3. 2021-08-2208-00ARC

The complaint alleged the Respondent was operating an architectural business without a firm endorsement.

After being contacted and informed of RCW 18.08.420 and the potential violation the Respondent immediately filed all the required paperwork to properly license their business entity and are now in full compliance.

The case manager recommended this case be closed with no further action.

MOTION: Mr. Manley made a **MOTION** to accept the case manager's recommendation for closure with no further action. Mr. Wu seconded the **MOTION**, and it passed.

6. Legal Issues for Deliberation*

None

7. Disciplinary & Investigation Items

7.1. Closed session deliberation report
None

7.2. Current cases disciplinary report
Mr. Storvick shared current complaint case report.

7.3. Administrative Closure Report
None

8. Assistant Attorney General's Reports

8.1. AGO Opinion Update

Ms. Lagerberg shared the draft AGO Opinion document developed after meetings with members of both the Architect Board and the Engineer Board was reviewed and approved by those members and submitted to the AGO. At this time there has not been any indication of when the Attorney General will issue an opinion.

Ms. Lagerberg reported on a court case involving the Engineer's board. The board argued successfully in Thurston County Superior Court that use of the title "engineer" is a generic term and has no restriction on use of the term in job titles, but there is restriction on use of the titles "Professional Engineer", "Civil Engineer", and "Structural Engineer". A superior court judge ruled that a person who works for an organization in which engineering is performed must be licensed in order to use the title engineer and anyone who works in organizations including state agencies that uses the term engineer in a job title is committing unlicensed practice. The court went on to say to cease using the term "engineer" unless the job title required licensure for engineering. The Engineer's Board has filed for a stay of the enforcement of the injunction and is considering options for appeal, and or a legislative solution.

9. Committee/Task Force Reports

9.1. Board Charter

Mr. Manley reported the committee is making progress on the draft charter, and working on gathering historical information to incorporate in the document.

Action Item: Set up meeting

10. Board Executive's Report

10.1. Program Operations

10.1a. Budget

Mr. Storvick went over the budget reports

10.1b. Licensee Status

Mr. Storvick went over the licensee status report

10.1c. New License

Mr. Storvick shared the new Licensees report

10.2. Department of Licensing

Mr. Storvick shared Business and Profession Division is continuing with functional alignment. Currently Debra, Shari, Kim, and Rick are the four staff who work for the boards and commission support services. Staff is continuing to work remotely, but the agency may approve more in office work starting March 15, 2022. We anticipate all our board meetings will still be remote in 2022 due to pandemic.

Mr. Storvick shared HB1399 went into effect January 1, 2022.

Mr. Storvick shared his last working day with the State will be August 12, 2022, and his official retirement day will be October 1, 2022.

10.3. Other Items

None

11. Other Business

11.1. Any other business.

Ms. Roberts shared she thought the board had changed the length of time you needed to be a licensed architect to serve on the board from 10 years to eight years. Mr. Storvick stated it's been eight years for a long time.

Ms. Roberts shared she is aware there is not an IPAL program in Washington State. She asked if an IPAL path to licensure could be discussed with the higher education institutions in Washington State?

Action Item: Reach out to UW and WSU about IPAL in Washington State.

11.2. Action items from this meeting

- Set up meeting to review delegation
- Set up meeting with WABO
- Set up meeting for board charter
- Send voting delegate (Rick B) to NCARB.
- Review website for visibility (building officials)

11.3. Agenda items for next meeting

- Election of Officers
- NCARB Regional Summit report out
- NCARB Annual Business Meeting

12. Adjournment

11:42 A.M

*The Board may enter closed session to discuss disciplinary proceedings.

Next Board Meeting:
April 21, 2022
Virtual- Microsoft Teams

Submitted by: _____
Rick Storvick, Administrator

Date

Approved by: _____
Rick Benner, Chair

Date

DRAFT

Board Meeting

Tab 2

Old Business

**Topics from past meetings, presented for update,
action or further discussion by the board.**

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

NCARB Regional Summit Report Out

Background: The National Council of Architectural Registration Boards (NCARB) in conjunction with the Western Council of Architectural Registration Boards (WCARB) and the 5 other regional councils held the Annual Regional Summit in Charlotte, NC, March 3-5, 2022. The event was conducted as a hybrid meeting utilizing the Zoom platform to allow for broad participation. Board members Sian Roberts and Scott Harm, and board staff Rick Storvick were able to attend and participate in virtual sessions.

Recommendation: For discussion. No action needed.

Submitted by Board Staff
March 29, 2022

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

Outreach

Background: At the October 28, 2021, meeting the Board discussed outreach including different audiences to communicate with and different methods to utilize. It was decided at that time to discuss the topic further at the January 2022 meeting. During discussion at the January meeting, staff was asked to reach out to the Washington Association of Building Officials (WABO) to inquire about scheduling an outreach event to their organization. Previously in 2016 two members of the Architect Board partnered with the Landscape Architect and Engineer boards to present a panel discussion to WABO members.

WABO has a meeting in Spokane October 27 and 28 and suggested to schedule a presentation and Q&A from 9-11 or 9-12 on Friday morning the 28th. They requested representation from both the Architect and Engineer boards if possible. Staff reached out to the Engineer Board, and they have agreed to participate. WABO indicated one of their members who coordinated the original event in 2016 is available and willing to help coordinate this event.

In 2016 the planning and preparation for the panel discussion included three planning sessions in the months prior to the presentation.

Recommendation: Identify two board members to work with staff and members of the Engineer's Board to plan, prepare, and present a panel discussion to WABO at their October meeting.

Submitted by Board Staff
January 11, 2022

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

Model Law

Background: At the January 20, 2022, meeting the Board identified three members to form a committee to review the model law recently approved by NCARB membership in comparison to Washington law. In preparation for the work the Board requested staff create a document with both laws in a side-by-side comparison. In addition, it was suggested the 2022 NCARB Annual Business Meeting (ABM) may have important updates to model law that should be included in the review.

The review document has been sent out to committee members, and staff anticipate scheduling an initial meeting of the committee some time between June 15 and July 21.

Recommendation: Informational update – no action required.

Submitted by Board Staff
March 30, 2022

Date Assigned	Action Item	Assigned to	Comments	Due Date
1/28/2021	Create exam score summary	Darla	Complete	
7/21/2022	State Law exam score review- Committee – Roch, Colin & Susan	Staff	Complete	April 21, 2022
7/21/2022	Set up meeting to Review Architect Law with-Sian, Colin & Scott	Staff	Meet after April board meeting	Fall 2022
1/20/2022	Set up meeting to review delegation. Rick B, Roch, Paul, Elizabeth, and Rick Storvick	Staff	In Progress	April 2022
1/20/2022	Set up meeting with WABO. Rick S and Debra	Staff/Darla	Complete	April 2022
1/20/2022	Set up Board Charter meeting, Colin, Scott, Rick S.	Staff/ Darla	In Progress	April 7th
1/20/2022	Send NCARB voting delegate Rick B for the March Regional Summit	Staff	Complete	March 2022
1/20/2022	Send Chair/Vice Chair slate of officers for April's election.	Staff	Complete	April 2022
1/20/2022	Review website for visibility on the “green book”	Staff	On Hold	
10/25/2021	Create model law working document	Darla	Complete	
7/15/2021	Hybrid Meetings	Staff	On Hold	

Board Meeting

Tab 3

New Business

**Topics for action or discussion by the board
as identified at or since the last board meeting.**

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

Election of Officers

Background: Per RCW 18.08.330, the board shall elect a chair, a vice chair, and a secretary. The secretary may delegate his or her authority to the executive director. Current Officers are Chair-Rick Benner, Vice Chair- Roch Manley and Secretary- Scott Harm. The term of office for each officer is one year, following the meeting when elections are held.

Recommendation: The board elect officers for 2022-2023.

Submitted by Board Staff
March 9, 2022

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

National Council of Architectural Registration Boards (NCARB) Annual Meeting

Background: The National Council of Architectural Registration Boards (NCARB) will hold an annual meeting in Austin, Texas June 2-4, 2022. An agenda is attached along with resolutions and candidate profiles for contested elected offices. Staff is working to secure travel authorization form the Department of Licensing for Board members who have requested to attend in person.

Each board will be allowed one voting delegate to cast votes on the resolutions and NCARB board positions up for election. Historically amendments to resolutions have been proposed from the floor during the annual meeting so authorizing the voting delegate to consider amendments and cast a vote without further board discussion is appropriate.

Recommendations:

- 1) Review and discuss resolutions and candidates to establish a board position on all items subject to a vote.
- 2) Approve motion: The Board authorizes (*insert name* or in his/her absence *insert name*) as its voting delegate at the NCARB meeting in Austin, Texas June 2-4, 2022, to take positions on behalf of the Board as needed. Such positions shall be ratified by the Board at the next meeting.

Submitted by Board Staff
March 31, 2022

NCARB

National
Council of
Architectural
Registration
Boards

Alfred Vidaurri Jr., NCARB, NOMA, FAIA
President/Chair of the Board
Fort Worth, Texas

Bayliss Ward, NCARB, AIA
First Vice President/President-Elect
Bozeman, Montana

Jon Alan Baker, FAIA, NCARB, LEED AP
Second Vice President
San Diego, California

Kenneth R. Van Tine, AIA, NCARB, LEED AP
Treasurer
Brighton, Michigan

Edward T. Marley, NCARB, AIA, LEED AP
Secretary
Tucson, Arizona

Robert M. Calvani, FAIA, NCARB
Past President
Albuquerque, New Mexico

Janet L. Hansen, AIA, NCARB, LEED AP
Director, Region 1
Yarmouth, Maine

Philip M. Leinbach, NCARB, AIA, CSI
Director, Region 2
Reading, Pennsylvania

Richard H. McNeel, AIA, NCARB, LEED AP
Director, Region 3
Jackson, Mississippi

John Patrick Rademacher, AIA, NCARB
Director, Region 4
Loveland, Ohio

David W. Hornbeek, AIA, NCARB
Director, Region 5
Edmond, Oklahoma

Sylvia Kwan, FAIA, LEED AP
Director, Region 6
San Francisco, California

Cathe M. Evans
Member Board Executive Director
Raleigh, North Carolina

Gary R. Ey, CDT
Public Director
Abingdon, Maryland

Michael J. Armstrong
Chief Executive Officer

1401 H Street NW, Suite 500
Washington, DC 20005
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www.ncarb.org

An Equal Opportunity Employer

March 3, 2022

Invitation to the 2022 Annual Business Meeting

Dear Member Board Chairs and Executives:

I am pleased to invite you to NCARB's 2022 Annual Business Meeting. Join us June 2-4, 2022, as we gather to conduct essential business and explore the future of NCARB, our members, and the entire architecture community.

The 2022 Annual Business Meeting will offer hybrid engagement opportunities with options for attending virtually or joining us in-person in Austin, Texas. NCARB is closely monitoring the ongoing COVID-19 pandemic, and all in-person activities are being designed with all health and safety guidelines and restrictions in mind.

However you choose to engage, take advantage of this opportunity to shape the national conversation. During the meeting, members of licensing boards across the country will vote on several important resolutions, elect FY23 leadership, and discuss current trends and concerns. You'll also have the chance to attend workshops designed to better equip you to carry out your board's essential mission to protect the public and receive updates on key initiatives for the year ahead.

Your participation is crucial as we reflect on current accomplishments and set the agenda for the year ahead—make sure your jurisdiction's voice is heard.

I look forward to seeing you in June!



Alfred Vidaurri Jr., NCARB, NOMA, FAIA
President/Chair of the Board

2022 Annual Business Meeting

Official Meeting Notice

- Draft Annual Business Meeting Agenda
- Your Guide to ABM
- Letter of Credentials

This notice is sent 90 days in advance of the Annual Business Meeting in accordance with NCARB Bylaws, Article V, Section 1.

A handwritten signature in black ink, appearing to read "Edward T. Marley".

Edward T. Marley, NCARB, AIA, LEED AP
NCARB Secretary

National Council of Architectural Registration Boards
1401 H Street NW, Suite 500, Washington, DC 20005
Tel: 202/879-0520 | Fax: 202/783-0290

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Coronavirus (COVID-19) Update

NCARB is closely monitoring the ongoing pandemic, and the Annual Business Meeting is being planned with current recommendations from the Centers for Disease Control and Prevention (CDC) in mind. This year's meeting will allow attendees to participate both in-person and virtually, so you can choose the attendance option that best suits your health and safety needs.

Draft 2022 Annual Business Meeting Agenda

Please note: If you plan to attend virtually, all times are **Central Daylight Time (CDT)**. This agenda is subject to change.

Thursday, June 2

9 a.m. – 1 p.m. NCARB FY22 Board of Directors Meeting

4 – 6 p.m. First Business Session
This session includes opening remarks, recognition of special guests, and a preview of the meeting's events.

6:15 – 7:30 p.m. Welcome Reception

Friday, June 3

9:30 a.m. – Noon	Second Business Session <i>This session includes leadership reports and an introduction of candidates for the FY23 Board of Directors.</i>
1:20 – 2:20 p.m.	Workshop Session 1
2:40 – 3:40 p.m.	Workshop Session 2
4 – 5 p.m.	Workshop Session 3
7 p.m.	Regional Dinners

Saturday, June 4

- | | |
|-------------------------|--|
| 7:30 a.m. | Voting Delegates Meeting |
| 8 – 10 a.m. | Regional Meetings |
| 10:30 a.m. – Until done | <p>Third Business Session</p> <p><i>This session includes voting on resolutions, elections for the FY23 Board of Directors, and a town hall with NCARB leadership.</i></p> |
| 3 – 4 p.m. | FY23 Committee Chairs Leadership Strategy Session |
| 6 – 7 p.m. | President's Reception & Recognition of President's Medalists |
| 7 – 10 p.m. | <p>President's Dinner</p> <ul style="list-style-type: none"> • FY22 President – Farewell Remarks • Induction of FY23 NCARB President |

Sunday, June 5

- | | |
|------------------|---|
| 10 a.m. – 1 p.m. | NCARB FY23 Board of Directors Meeting |
| 10 a.m. – Noon | Optional Committee Chairs Leadership Training |

Your Guide to the 2022 NCARB Annual Business Meeting

If you're new to NCARB or have never attended an Annual Business Meeting, here's everything you need to know about this gathering and its important role in the regulation of the architectural profession.

What is the Annual Business Meeting?

NCARB is made up of the architectural licensing boards of the 50 U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Once a year, delegates from each board come together to review and comment on NCARB's programs and services, consider changes to national licensure standards, and elect new leadership. A key focus of the meeting is ensuring that Member Boards are best equipped to fully understand, utilize, and demonstrate the value of NCARB's regulatory toolkit; in doing so, attendees develop national consensus regarding best practices and strategic thinking. The meeting enables NCARB to evolve in its work of facilitating architectural licensure across the United States, providing essential services to its members, licensure candidates, and licensed professionals, while supporting our Member Boards as they protect the public health, safety, and welfare.

Why attend the Annual Business Meeting?

Participation from each jurisdictional board is an essential part of the Annual Business Meeting. Changes to programs, adjustments to model laws and regulations, and the election of national officers to guide the implementation of NCARB services all require national consensus from the diverse voices of NCARB's 55 jurisdictional Member Boards. Your attendance ensures that your board's unique perspective, priorities, and concerns are a part of the national conversation.

As an attendee of the Annual Business Meeting, you will help shape NCARB's agenda for the coming years as you vote on resolutions and elect new members of the NCARB Board of

Directors. In addition, you will receive important resources and training to better position yourself as an effective member of your licensing board. This year's meeting will be available virtually as well as in person, so this is an excellent opportunity for Member Board Members who wouldn't normally be able to attend to follow along and engage with their counterparts in other jurisdictions.

Your Role

All delegates attend each day's plenary session, where organizational business is carried out, as well as several workshops. Your role is to represent your board as we work to create the best possible national licensing standards and further our shared mission of protecting the public by facilitating licensure.

If you have been identified as your board's voting delegate, you are responsible for casting an official ballot in any votes for resolutions or elections of NCARB officers. You will receive follow-up information, including a voting guide, if you are designated as the voting delegate.

Funding

NCARB will continue to help facilitate the national conversation and the work of our boards by making funds available to travel. You can find more information about funding on the Member Board Community.

2022 Annual Business Meeting Workshops

This year, attendees will engage in workshops that review tools and best practices for Member Boards, what's on the horizon for NCARB, efforts to promote reasonable regulation, exploration of future licensing models, pathways to NCARB leadership, and ongoing diversity, equity, and inclusion efforts.

Submission of Resolutions

The items placed on the agenda for discussion and vote by NCARB membership at the Annual Business Meeting are known as resolutions.

As per the NCARB Bylaws, all resolutions submitted by Member Boards or regions for consideration at the 2022 ABM must be presented to the Regional Leadership Committee for review by **March 21, 2022**. Resolutions may include a brief statement of support.

The Council will distribute all resolutions that are not laudatory in nature to its Member Boards by early May. All Member Boards, regions, and the NCARB Board of Directors may offer amendments to the resolutions at the Annual Business Meeting.

Delegate Credentials

The NCARB Bylaws requires each Member Board to submit the list of board members who will attend the 2022 NCARB Annual Business Meeting as the board's official delegates. This list, referred to as the "letter of credentials," must indicate your voting delegate (only one) and alternate, and be signed on behalf of your board by any duly authorized person (a board officer or board executive).

The Letter of Credentials is enclosed in this packet. Please return the completed letter of credentials to Caitlin Stromberg at credentials-committee@ncarb.org no later than May 6, 2022. Your jurisdiction will not be able to vote until the credentials letter is received. If you are unable to submit the Letter of Credentials by

that date, please have one of your delegates bring such a letter to the Annual Business Meeting and turn it in to the NCARB personnel at the registration desk or send to credentials-committee@ncarb.org prior to the beginning of voting.

Your Letter of Credentials may be amended at any time prior to the Saturday of the Annual Business Meeting, provided that the amendment is signed by a person duly authorized by your board. The credentials will be validated by the Credentials Committee on Saturday morning prior to elections.

The 2022 Pre-Annual Business Meeting Briefing, which is released in May, will include guidelines for voting delegates, the list of declared candidates for office, and any resolutions to be voted upon.

2022 NCARB Annual Business Meeting Memorandum



To: Catherine C. Morrison, NCARB, AIA, LEED AP BD+C
FY22 NCARB Credentials Committee Chair

From: _____
BOARD CHAIR/EXECUTIVE

BOARD NAME

Date: _____

RE: Letter of Credentials

Dear Chairperson Morrison,

The _____ [BOARD NAME] is pleased to submit the following names for official delegate and alternate official delegate for the 2022 NCARB Annual Business Meeting. Both individuals are duly appointed members of the board.

Official Delegate: _____ [BOARD MEMBER FULL NAME]
Position on Board: _____
Term Expiration Date: _____
Email: _____ Phone Number: _____

Alternate: _____ [BOARD MEMBER FULL NAME]
Position on Board: _____
Term Expiration Date: _____
Email: _____ Phone Number: _____

The board acknowledges that the official delegate is authorized to cast a vote on its behalf during the Annual Business Meeting. Furthermore, the board understands that in order to replace its official delegate and alternate, a new letter of credentials must be issued and returned to the Credentials Committee Chair prior to May 6, 2022.

The undersigned has been duly authorized by the vote of the board to execute and deliver this document to NCARB on its behalf.

Signature

Type or Print Name & Title

MEMORANDUM

TO: Member Board Members, Member Board Executives, and Regional Officers

FROM: Edward T. Marley, NCARB, AIA, LEED AP, NCARB Secretary

DATE: January 31, 2022

SUBJECT: 2022 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2022 Meeting, the Board voted to move seven draft resolutions to the membership for discussion and feedback. These resolutions will remain a draft until the Board of Director’s final review in April when it will decide which resolutions move forward to the membership for consideration at the June 2022 Annual Business Meeting.

All seven draft resolutions are enclosed in this packet.

- **Resolution 2022-A** has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.’s Architect Registration Board (ARB). The agreement is expected to be signed in Spring 2022, and if the agreement is ratified, it will be implemented by January 1, 2023.
- **Resolution 2022-B** updates the definition of responsible charge to reflect modern practice standards, including changing the term in *Model Law* to “responsible control.” The proposed responsible control language expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.
- **Resolution 2022-C** sunsets examination-related resolutions passed between 1966-1999 by the membership that no longer align with how NCARB operates today.
- **Resolution 2022-D** sunsets resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other

misc. policies that were passed between 1980-2020.

- **Resolution 2022-E** turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.
- **Resolution 2022-F** updates the *NCARB Bylaws* to add the Northern Mariana Islands to Article VI, Section 2; make minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replace pronouns with gender-neutral alternatives.
- **Resolution 2022-G** is a holistic update to the Requirements for NCARB Certification in the *NCARB Certification Guidelines* for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee's Rules of Procedure, and removing appendices A and B.

Update on Resolution 2021-H

Last year at its April 2021 meeting, the Board of Directors tabled a resolution proposed by the Diversity Collaborative that would realign the positions on the Board. At that time, the Board indicated that the proposal should undergo further review and discussion. In July, the Council hired DEI and governance consultants to shape discussions by the Board and other key volunteers regarding the various facets of diversity, equity, and inclusion; to provide guidance regarding non-profit governance best practices; and to facilitate membership listening sessions to ascertain DEI impediments in the volunteer culture. Work on exploring these issues remains ongoing as a precursor to any new or reconsidered resolution and will continue into FY23. A separate DEI Status Report message from President Alfred Vidaurri will be issued prior to the March 2022 Regional Meeting.

Next Steps

We hope that you will take the time to review and discuss these resolutions with your fellow board members. We look forward to receiving your feedback and answering questions during the upcoming Regional Summit. Again, these drafts

will undergo further discussion by the Board in April. At that time the Board will review Member Board feedback in determining which resolutions should be forwarded for a membership vote at the June Annual Business Meeting.

In the interim, please feel free to contact Vice President of Council Relations Josh Batkin at jbatkin@ncarb.org if you have any questions or would like to discuss further.



Draft Resolutions
to be Acted Upon at the
2022 Annual Business Meeting

JANUARY 2022

National Council of Architectural Registration Boards
1401 H Street NW, Suite 500
Washington, DC 20005
202/783-6500
www.ncarb.org

Draft Resolutions to be Acted Upon at the 2022 NCARB Annual Business Meeting

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FY22 Draft Resolutions Overview

At the January Board of Directors Meeting, the Board reviews proposed resolutions and determines which resolutions they would like to move forward to the membership for consideration. These resolutions are still considered drafts and are shared with Member Boards and Regions so they can provide feedback at the Regional Summit each spring. The Board will make final decisions on which resolutions to put forward at the Annual Business Meeting at the April Board Meeting.

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

Resolution 2022-A: Mutual Recognition Agreement With the United Kingdom

This resolution has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.'s Architect Registration Board (ARB). The agreement is expected to be signed in Spring 2022, and if the agreement is ratified, it will be implemented no later than January 1, 2023. The current draft of the MRA is Appendix A.

Strategic Plan Objective:



Program and Service Excellence

Resolution 2022-B: NCARB Model Law and Regulations Amendment – Definition of Responsible Charge

The Responsible Charge Task Force is recommending that the definition of responsible charge be updated to reflect modern practice standards, including changing the term in *Model Law* to “responsible control.” The proposed responsible control language expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.

Strategic Plan Objectives:



Stakeholder Systems, Tools, and Resources



Data Analysis and Thought Leadership

Resolution 2022-C: Omnibus Sunset of Resolutions in Conflict With Current Council Examination Policies

This resolution is part of a multi-year effort to review, and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on examination policies that were passed between 1966-1999. Appendix B includes the list of resolutions.

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-D: Omnibus Sunset of Resolutions in Conflict With Current Council Policies

This resolution is part of a multi-year effort to review and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other misc. policies that were passed between 1980-2020. Appendix C includes the list of resolutions.

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-E: NCARB Bylaws Amendment – Diversity, Equity, and Inclusion (DEI) Committee

This resolution turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council’s ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.

Strategic Plan Objective:



Future-Focused Research and Development

Resolution 2022-F: NCARB Bylaws Amendment: Omnibus Updates

A holistic review of the *NCARB Bylaws* was completed in FY22, and there are general recommended updates to make, including adding the Northern Mariana Islands to Article VI, Section 2; making minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replacing pronouns with gender-neutral alternatives. The proposed updates are in Appendix D.

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-G: Amendment and Restatement of the Requirements for Certification in the NCARB Certification Guidelines

The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last document to receive a holistic review as part of a multi-year effort to review the Council’s membership documents for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee’s Rules of Procedure, and removing appendices A and B. Proposed updates can be found in Appendices E and F.

Strategic Plan Objective:



Program and Service Excellence

Strategic Plan Objective:



Program and Service Excellence

RESOLUTION 2022-A

TITLE: Mutual Recognition Agreement with the United Kingdom

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a license in the United Kingdom is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed education, experience, and examination requirements; and

WHEREAS, the International Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the licensure requirements in the United Kingdom and determined significant correlation exists between the licensure requirements in the United Kingdom and the United States; and

WHEREAS, staff representatives from NCARB and the Architects Registration Board (ARB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB), representing the 55 architectural registration boards of the United States, and Architects Registration Board (ARB), representing the United Kingdom, be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this change by a majority of the Council Member Boards, such change will become effective no later than January 1, 2023.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed Mutual Recognition Agreement between NCARB and the United Kingdom's (U.K.) Architects Registration Board (ARB) presented here expands the reach of U.S. architects, enabling them to establish professional contacts, seek work, and perform services as a registered architect in England, Northern Ireland, Scotland, and Wales. This proposed MRA is in its final form and will be signed by NCARB and ARB following ratification by the Member Boards. Once the MRA is approved and signed by both parties, it will become effective January 2023. Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from the U.K. who were certified through the requirements of this MRA. To streamline implementation and ease the burden of participation on Member Boards, this MRA does not require participating Member Boards to sign a Letter of Undertaking and become party to the MRA, as has been required with other MRAs. Instead, following discussion with each Member Board, NCARB will inform ARB as to which Member Boards will offer licensure reciprocity. NCARB will update the list of participating Member Boards from time to time as needed.

NCARB Certificate holders currently have the ability to expand their practices through all of North America due to our long-standing Mutual Recognition Agreements (MRA) with Canada and Mexico. In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with Australia and New Zealand.

The terms of this Agreement are derived from our current arrangements with Canada, Australia, and New Zealand and are strongly founded on accredited education, structured experience, and examination; the mainstays of licensure in our U.S. jurisdictions. In late 2018, then-President Greg Erny appointed education, experience, and examination subject-matter experts to assemble documents and review the requirements for registration in the U.K. Through a substantial comparative analysis, the International Evaluation Committee (IEC) found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed in both countries.

The detailed comparative analysis conducted by the IEC identified that:

- All 26 NAAB student performance criteria were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 96 AXP tasks were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 91 ARE assessment objectives were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.

Based on their analysis, the review team found that a rigorous and standardized registration process is in place in the U.K. that parallels NCARB's education, experience, and assessment of competency. The U.K. path is structured somewhat differently from NCARB's path; however, the IEC is confident that an equivalent level of competence is required of the architect at the point of registration.

The IEC's comprehensive review supported a recommendation to the Board to enter into formal negotiations based on the following main principles:

- Proof of current and valid licensure/registration in good standing from the home authority, and
- Lawful authorization to work in the locality (U.S. or U.K.) in which they are licensed/registered.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB and the ARB to move forward together. In the end, the Agreement respects each country's well-established, rigorous path to licensure rather than dissecting the individual components.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
- International Evaluation Committee
 - Daniel D. Bennett, FAIA, NCARB, Alabama Member Board Member
 - Denis A. Henmi, FAIA, LEED AP, NCARB
 - Jeanne M. Jackson, FAIA, NCARB, LEED AP
 - James R. Lev, AIA
 - John P. Rademacher, AIA, NCARB, Ohio Member Board Member
 - Cheryl C. Walker, FAIA, NCARB
 - Terance B. White, AIA, NCARB

RESOURCES:

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

Strategic Plan Objectives:



Stakeholder Systems, Tools, and Resources



Data Analysis and Thought Leadership

RESOLUTION 2022-B

TITLE: *NCARB Model Law and Regulations Amendment – Definition of Responsible Charge*

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors charged the Responsible Charge Task Force with reviewing and updating the “Responsible Charge” definition within *NCARB Model Law and Regulations*; and

WHEREAS, the Responsible Charge Task Force, upon research and review, recommended that the definition for “Responsible Charge” within *NCARB Model Law and Regulations* be updated to reflect current practice standards that maintain public safety, and all instances of “Responsible Charge” within *NCARB Model Law and Regulations* be updated to “Responsible Control”; and

WHEREAS, the *NCARB Model Law and Regulations* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the definition for “Responsible Charge” in Section 103 Definitions of the *NCARB Model Law and Regulations* be revised as indicated below:

“16) Responsible Charge—The control over and detailed professional knowledge of the development and execution of the project, including Technical Submissions, as is ordinarily exercised by an Architect applying the required professional standard of care.

Responsible Control – Responsibility for exercising the ultimate authority over, and possessing the knowledge and ability to oversee, delegate, and integrate the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the standard of care.”

FURTHER RESOLVED, that all instances of “Responsible Charge” within the *NCARB Model Law and Regulations* be revised to “Responsible Control”; and

FURTHER RESOLVED, that following the approval of the resolutions by an absolute majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

FINANCIAL IMPACT:

- No impact

SPONSORS' STATEMENT OF SUPPORT:

The Responsible Charge Task Force, formed in FY21, was charged with evaluating the existing definition of “Responsible Charge” within the *NCARB Model Law and Regulations* and proposing updates reflecting the continuously evolving practice of architecture. Over the last two fiscal years, the Task Force has conducted extensive research into current jurisdictional regulations, met with liability insurance and construction arbitration and litigation experts, and analyzed results from an independent survey of NCARB Certificate holders on how responsible charge is being maintained within architectural practice today. Based on this research, analysis, and discussions with other NCARB committees, the Task Force believes that the current definition of “Responsible Charge” within *NCARB Model Law and Regulations* is no longer appropriate and inadequately addresses the critical responsibilities of a sealing and signing architect.

Based on research conducted by the Task Force, the current definition does not align with modern practice standards for many architects and firms that are effectively protecting the public. Collaboration and integration are key components of practice today as architects rely on project teams, specialists, consultants, and other building and construction experts to provide detailed knowledge in the development of the instruments of service. As the built environment becomes increasingly more complex, the ability for one sealing and signing architect to possess full detailed knowledge of all aspects of a project is unreasonable for some projects, and in many instances, not possible, specifically on large or programmatically complex projects. Also, the current definition’s generic and simplistic approach does not provide clear guidance and expectations to practitioners, regulatory boards, or consumers when it comes to the responsibilities of the sealing and signing architect.

The proposed definition expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible charge. To bring the definition into alignment with the *NCARB Model Rules of Conduct*, the proposed definition replaces “Responsible Charge” with “Responsible Control.”

The Task Force identified several critical components an architect must maintain to be in responsible control of a project—responsibility, ultimate authority, knowledge, ability to oversee, delegate and integrate, as well as the professional standard of care.

Proposed Definition

Responsible Control – **Responsibility** for exercising the **ultimate authority over**, and possessing the **knowledge and ability to oversee, delegate, and integrate** the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the **standard of care**.

The addition of responsibility, ultimate authority, oversight, delegation, and integration to the definition acknowledges that architectural practice has evolved into a collaborative, team-oriented process, while still holding the sealing and signing architect fully responsible for the preparation and implementation of

the project's instruments of service. The sealing architect must also ensure they are exercising ultimate authority and proper oversight throughout the project.

The professional standard of care remains in the proposed definition. To bring the definition into alignment with architectural practice, it states that the architect must possess the knowledge and ability required to execute and implement the project. This allows the definition to remain flexible and applicable to various project types, scales, and firm practices while still measuring the actions of the architect against the professional standard of care.

The Task Force believes the modernization of the responsible charge definition within *NCARB Model Law and Regulations* continues to protect the health, safety, and welfare of the public with a more comprehensive and flexible definition that responds to current architectural practice, provides more coverage and clarity on the responsibilities of the signing and sealing architect, while providing reasonable model language to jurisdictions as they continue to protect their citizens.

ADVOCATES:

- Responsible Charge Task Force
 - Chair: David Hoffman, FAIA, NCARB, Hon. FCARM, Former Kansas Architects Board Member
 - Philip Cerrone, AIA, NCARB, LEED AP, Connecticut Member Board Member
 - Beth Chenette, Vermont Member Board Member
 - Robert Cozzarelli, FAIA, NCARB, PP, CID, New Jersey Member Board Member
 - Debra Dockery, FAIA, NCARB, Texas Member Board Member
 - Gregory Erny, NCARB, FAIA, Hon. FCARM, Nevada Member Board Member
 - Monica Harrison, Nevada Member Board Executive
 - Susan Schaefer Kliman, NCARB, AIA, LEED AP
 - Robert Larrimer, NCARB, AIA, Ohio Member Board Member
 - Thomas Lonardo, NCARB, Rhode Island Member Board Member
 - Anne Muller, Kentucky Member Board Member
 - Marin Pastar, AIA, NCARB, ASHE
 - John Pesa, AIA, NCARB, Massachusetts Member Board Member
 - Sian Roberts, FAIA, NCARB, DBIA, LEED AP, Washington Member Board Member
 - Rick Thompson, NCARB, AIA, Tennessee Member Board Member

FY22 Draft Resolution Appendices

- **Appendix A:** Mutual Recognition Agreement between the National Council of Architectural Boards and the Architects Registration Board
- **Appendix B:** NCARB Examination Policy Sunset: 1966-2002
- **Appendix C:** NCARB Policy Sunset: 1980-2018, Pt. 2
- **Appendix D:** *NCARB Bylaws* Omnibus Updates
- **Appendix E:** Updated version of the Requirements for Certification in the *NCARB Certification Guidelines*
- **Appendix F:** Mapping of the Current Requirements for Certification to the Proposed Updates

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

XX xx, 2022

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

AND

The Architects Registration Board (ARB)
the statutory regulator of architects in the United Kingdom.

This Mutual Recognition Agreement has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the U.S. or United States), and the United Kingdom (U.K.) and to support their mobility by creating the opportunity to practice beyond their borders.

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a U.S. jurisdiction that participates in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the Architects Registration Board is the body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the

Appendix A

qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

WHEREAS, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, the ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration;

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

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities and the ARB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

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

WHEREAS, NCARB and ARB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

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

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROCIDITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a “Participant”). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall

Appendix A

provide ARB with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects who are able to benefit from the provisions of this Agreement must obtain and continue to have at all times lawful authorization to work in the Locality in which the architect is licensed/registered (i.e., the United States or the United Kingdom—each, a “Locality”).
2. Architects shall not be required to establish citizenship or permanent residency status in the Locality in which they seek licensure/registration under this Agreement.
3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a Participant.
4. Architects who have been licensed/registered by means of a program recognizing architect credentials from a foreign country of either the United States or the United Kingdom, or other foreign reciprocal licensing/registration agreement, are not eligible to benefit from the provisions of this Agreement.
5. Each Party to this Agreement and each Participant reserves the right to apply compensation measures or licensing/registration criteria as may be necessary before licensing/registration is granted within their respective jurisdictions.

3. CONDITIONS

A U.S. Architect to ARB

Upon application, the ARB agrees to register as an architect in the United Kingdom any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement;
2. holds a current NCARB *Certificate* issued in accordance with the *Requirements for Certification of an Architect registered in a U.S. Jurisdiction* defined in the *NCARB Certification Guidelines which confirms successful completion of:*
Education Requirement: a professional degree following in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB).
Experience Requirement: completed NCARB’s Architectural Experience Program® (AXP®)
Examination Requirement: Passed the NCARB Architect Registration Examination® (ARE®) or the equivalent.
3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Agreement, as confirmed by the NCARB Member Board following checks on an architect’s disciplinary record; and
4. Successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by ARB.

B United Kingdom Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any United Kingdom architect registered by the ARB meeting the eligibility requirements listed above in Section 2 of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any United Kingdom Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement; and
2. has secured ARB-prescribed qualifications issued by schools of architecture in the United Kingdom at Part 1, Part 2 and Part 3 level;
3. holds a current *NCARB Certificate* issued pursuant to this Agreement;
4. is currently licensed/registered in good standing by the ARB, as confirmed by the ARB following checks on an architect's disciplinary record; and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by the Participant.

4. MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of each Party to this Agreement to ensure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of two staff members and no more than three additional individuals appointed by NCARB, and two staff members and no more than three additional individuals appointed by ARB. The Committee shall convene at least one meeting (by phone, video conference, or in person) in each calendar year, and more frequently if circumstances so require.

The Committee shall adhere to the terms of the *Mechanism for Monitoring Committee* guidelines, which is attached hereto as Appendix II and incorporated herein by reference.

5. DATA PRIVACY

Each Party to this Agreement acknowledges that they each act as data controllers of any personal data they process in connection with this Agreement and shall in performing their obligations under this Agreement comply in all respects with applicable data protection and/or privacy laws, regulations, instruments or codes of practice relating thereto, including the United Kingdom General Data Protection Regulation. Each Party to this Agreement agrees that it has all rights and has fulfilled all legal obligations necessary to provide any personal data to any other Party to this Agreement for the other Party's processing in compliance with this Agreement.

6. LIMITATIONS

Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions or restrictions on their license/registration as a result of a complaint or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by

Appendix A

the Participant or ARB, as applicable, necessary or desirable to protect the public interest or otherwise in accordance with the jurisdiction's applicable laws and regulations.

Nothing in this Agreement limits the ability of any Party to this Agreement or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

The extent of this Agreement relates only to the registration of architects and the Parties to this Agreement note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties to this Agreement and the Participants may be unable or unwilling to intervene in or advise on such matters.

7. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and ARB.

8. ENTIRE AGREEMENT

Each Party to this Agreement acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

9. NO ASSIGNMENT

No Party to this Agreement can assign its rights under this Agreement without the prior written consent of NCARB and ARB.

10. WITHDRAWAL; DISPUTE RESOLUTION

Should any dispute between ARB and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

11. TERMINATION

NCARB or ARB may invoke termination of this Agreement with 90-days written notice to the other Party to this Agreement and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

12. ENTRY INTO FORCE

This Agreement shall come into force X [days/weeks/months] after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present, so long as such condition is met on or before XXXXX, 2022, or as mutually extended by the NCARB Board of Directors and ARB.

SIGNATURES

NCARB

ARB

President

Chair

CEO

CEO

Witness

Witness

Witness

Witness

Witness

Witness

APPENDIX I

**MECHANISMS FOR THE IMPLEMENTATION
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)**

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

The Monitoring Committee will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of this Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s registration/licensure status shall be in uniform format and in English.

3. Application Process

3.1 Eligibility

To be eligible to benefit from this Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure a *Letter of Good Standing* from the licensing or registration authority that issued the applicant's active license or registration, or a successor authority thereto (the "Competent Body"), stating that the applicant either has no record or notice of a disciplinary action, or if such record or notice exists describing such action and its current status. This statement must be sent directly to the point of contact listed in Section 2.1 herein by the Competent Body.
- 3.2.3 Secure the appropriate forms from the relevant authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this Agreement.

U.S. Architects to ARB:

NCARB will transmit to ARB a copy of the architect's application for mutual recognition, *Evaluation of Record and Council Certification issued by NCARB. These documents will confirm that the architect certified by NCARB is licensed by a Participant and meets the requirements for NCARB Certification. NCARB will also transmit to ARB a copy of the Letter of Good Standing issued by the Participant.*

U.K Architects to NCARB

ARB will transmit to NCARB a copy of the architect's application for mutual recognition in a U.S. jurisdiction signatory to the Agreement, *and a Compliance Certificate, issued by ARB. The Compliance Certificate will confirm that the UK architect is registered with ARB, holds ARB-prescribed qualifications issued in the UK, and is in good standing.*

3.3. Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

4. Disciplinary Sanctions

4.1 NCARB and ARB, respectively, will use reasonable efforts to timely inform the other Party if any architect granted licensure or registration pursuant to this Agreement is subject to any disciplinary action that results in revocation or suspension of the architect's license or registration.

4.2 ARB and each Participant will have the authority to determine whether and to what extent the action will have further effect within their respective jurisdiction.

APPENDIX II

MECHANISMS FOR MONITORING COMMITTEE
Established under the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), and hereby establish and maintain a Monitoring Committee as set forth in the Agreement (the “Committee”), the following terms of reference describe the role and administration of the Committee contemplated by the Agreement and shall govern the actions of the Committee. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Monitoring Committee

- 1.1 The Committee is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of this Agreement, to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved promptly and in a manner consistent with this Agreement. The Parties to this Agreement acknowledge that NCARB will be responsible for providing the relevant information required to carry out the monitoring arrangements in respect of Participants.
- 1.2 The Committee will also monitor the Agreement’s processes in an effective and nondiscriminatory manner and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information, in compliance with all applicable data protection and/or privacy laws as set forth in Section 5 of the Agreement.
- 1.3 The Committee shall maintain regular contact and meet at least annually or as often as required in order to effectively perform its duties, assist in the resolution of disputes, and review the implementation and effectiveness of this Agreement.

2. Meetings

- 2.1 At Committee meetings a representative of the host party (“Host”) shall serve as Chair. Hosting shall be on a meeting-by-meeting alternating basis between NCARB and ARB.
- 2.2 Meeting locations and dates shall be proposed by the Host, subject to agreement by the other Party. Meetings may be hosted virtually, in a hybrid format, or in person as mutually acceptable to ARB and NCARB.
- 2.3 Subject to Section 3 below, the Host is responsible for reserving or securing hotel and meeting room arrangements, catering, dinner reservations, agenda, and post-Committee meeting minutes for its corresponding Committee meeting.

Appendix A

- 2.4 Any in-person Committee meetings and draft agenda require typically three-month’s notice. Committee meetings that will be held via virtual means by which all participants can see and hear each other remotely typically require two months’ notice.
- 2.5 Minutes must be prepared and distributed to all Committee members by the Host within two months following each Committee meeting.

3. Expenses

- 3.1 NCARB and ARB are responsible for paying for the travel, hotel, and miscellaneous expenses for its own attendees. The Host shall make rooming arrangements for each attendee to be individually charged to such individuals.
- 3.2 Lunches during the meeting day(s) are the responsibility of and will be paid for by the Host.
- 3.3 Dinners during the meeting day(s) will be paid for by the participants, proportionately.

4. Finances

- 4.1 There are no dues associated with membership or participation in the Committee.

SIGNATURES

NCARB

ARB

President

Chair

CEO

CEO

Witness

Witness

Witness

Witness

Witness

Witness

JBHM Architects, P.A.
 308 East Pearl Street Suite 300
 Jackson, Mississippi 39201

601 352 2699
 JBHM.com

January 31, 2022

Dear Friends,

With a new year fully underway, it is hard to believe that we will all be together, virtually or in person, in a few weeks from now in Charlotte, NC, for our Regional Summit. This will be a reconnecting time for many of us and will be a first opportunity for others as it will be their first time to engage with all 6 of our Regions and NCARB staff, etc. Indeed, this is always an exciting time as it is only one of two times a year that all the jurisdictions gather collectively.

I think back to my first meeting, now eighteen years ago, being like drinking from a fire hose. So much was going on at both the regional levels and national levels. It was a start of an exciting journey in which I have had the opportunity to expand my knowledge of NCARB, and work with many of you on various committees.

During those many years I have spent extensive time working with you in the trenches on our ARE, NAAB Teams, committees, workgroups, and taskforces for Interior Architecture, Futures, Audit, Policy Advisory, Regional Leadership, Program Continuum, AXP Audit, and the COE. Yet, I must admit that the highlight of my career was being awarded the NCARB Presidents Medal at our 100th Anniversary celebration by President Dave Hoffman. I have learned so much from so many of you along this path.

Now after much consideration and discussion with family, colleagues, and NCARB friends, it is with much excitement that I have decided to announce my candidacy for the position of Secretary on the NCARB Board of Directors.

You can see on the attached Vitae that I have the experience and knowledge necessary to be your next Secretary. I have a critical understanding of our mission, our history, what we do for our member boards, our certificate holders, implementation of our strategic plan and for us all to make a difference in the protection of the public.

Know that inclusion, feedback, and responsiveness means a lot to me. I will endeavor to seek you out, listen and make a difference as part of our NCARB leadership team.

I ask for your support and vote for the position of Secretary for NCARB, and I look forward to sharing more about my vision and goals with you during the Regional Summit and the Annual Business Meeting. In the meantime, I invite you to contact me at 601-927-1129 or rmcneel@jbhm.com.

Thank you so much for giving me consideration,



Richard McNeel, NCARB, AIA, LEED AP
 Director, Region 3

ARCHITECTURE
 PLANNING
 LANDSCAPE ARCHITECTURE
 INTERIOR DESIGN
 GRAPHIC DESIGN
 PROGRAM MANAGEMENT

OFFICES
 Columbus
 Jackson
 Tupelo

PRINCIPALS
 RYAN C. FLORREICH, AIA, NCARB
 JOSEPH S. HENDERSON, AIA, NCARB
 RICHARD H. MCNEEL, AIA, NCARB

ASSOCIATES
 BRANDON P. BISHOP, AIA, NCARB
 KIMBERLY J. BUFORD, AIA, NCARB
 NEIL E. WAGGONER, AIA, NCARB
 WILLIAM D. WHITTLE, AIA, NCARB



RICHARD H. MCNEEL, AIA, NCARB, LEED AP

Education Bachelor of Architecture 1979
Mississippi State University
NAAB Accredited

Practice JBHM Architects, PA – Jackson, MS
President (1990 - Present)

JBHM Education Group LLC – Jackson, MS
Co-Founder, Member 2001 - 2013



REGISTRATION

Architecture: Alabama, Arkansas, Arizona, Florida, Louisiana, Mississippi, North Carolina, Oklahoma, Pennsylvania, Tennessee, Texas, Washington, DC,
Architect Emeritus – New Mexico

NCARB Certificate (1984), IDP Certificate (1982)

MEMBER BOARD SERVICE

Mississippi State Board of Architecture Member 2004-Present

(Appointed by Gov. Barbour, Gov. Bryant) Chair 2007,08,11,12,17, 21
Vice-Chair 2006,10,16,20

The State Senate of Mississippi recently honored McNeel with Senate Resolution No.14 in 2020

NCARB SERVICE

McNeel received the NCARB Presidential Medal for Service at the 100th NCARB meeting in 2019

NCARB National Board Member Region 3	Board	2021
NCARB Audit Committee	Member	2021
NCARB Futures Collaborative (BOD Liaison)	Member	2021
NCARB Policy Advisory Committee	Member	2019,20
NCARB Regional Leadership Committee	Member	2019,20
NCARB Interior Architecture Workgroup	Chair	2017,18
NCARB Interior Architecture Taskforce	Member	2019,20
NCARB CIDQ-NCARB Competency Evaluation Workgroup	Member	2020,21
NCARB Program Continuum Advisory Collaborative	Member	2020
NCARB AXP Portfolio Audit Team	Member	2020
NCARB Committee on Examination	Member	2016,17
NCARB ARE 4.0 Forms Assembly	Chair	2016,17
NCARB ARE Subcommittee - PPP	Member	2006,07,08,09, 10,11,12,13,14
	Chair	2014,15
NCARB ARE Test Spec Taskforce	Member	2013
NCARB ARE Canadian Review Team	Member	2011
NCARB Interior Architecture Task Force	Member	2007-2008
NCARB Interior Task Force	Member	2008,09
NCARB National Meetings	Delegate	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21

REGIONAL SERVICE

SCNCARB Region 3 Meetings	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21
SCNCARB Member Chairs Meetings	2007, 08
SCNCARB Educators Conference	2005,07,11,18, 22
SCNCARB Ed Conference – Digital NAAB	2018
SCNCARB Region 3 Board	Director 2021 Chair 2019, 2020 Vice-Chair 2017, 2018 Secretary 2013, 2014 Treasurer 2015, 2016

NAAB SERVICE

NAAB Accreditation Team (NDSU M/ARCH) Member	2016
NAAB Accreditation Team (BGSU M/ARCH) Member	2017
NAAB Accreditation Team (UMASS M/ARCH) Member	2016
NAAB Accreditation Team (ARC/POLLIB/ARCH) Member	2015
NCARB Representative - School Accreditation Team	2011,12,13,14, 15,16,17,18
Mississippi State University - Visiting Team Observer	1995

PROFESSIONAL SERVICE

AIA Mississippi Chapter	President 1990
AIA Mississippi Chapter Board of Directors	1984,85,86,87, 88,89,90,91
AIA	Member 1984-Present
Architectural Foundation of Mississippi	President 1991
Architects PAC Mississippi	Chair 1997-2010
Adjunct Faculty Mississippi State University	1992-1996
Alumnus of the year (CADD) Miss State University	2020
Alumni Fellow (Architecture) MSU	1990
Advisory Council - Architecture CADD/MSU	Member 1985-1990. 2011-Present Chair 2013-Present

FAMILY



My wife Charlotte to the right and our two daughters standing – both who have NAAB B-Arch degrees and have completed the AXP. Their/our kids to the far right. Oh, and my mother-in-law and sister-in-law.

Honeywell, Shari (DOL)

From: John Rademacher <jrademacher@elevar.com>
Sent: Friday, March 11, 2022 8:00 AM
Subject: John Rademacher - Candidacy for the office of Secretary on the NCARB Board of Directors

External Email

Dear NCARB Colleagues and Friends,

Thank you for sharing a portion of your Regional Meetings with me. I appreciated the opportunity to discuss our collective visions of how NCARB and its Board of Directors can support our role as regulators, and further refine NCARB's role in support of its volunteers and those the Council serves.

I look forward to continuing the discussion in person at the Annual Business Meeting or at anytime by telephone or email.

John Patrick Rademacher, AIA, NCARB
Elevar Design Group Cincinnati

555 Carr St.
Cincinnati, OH 45203
O: (513) 721-0600
P: (513) 744-2942
F: (513) 721-0611
C: (513) 503-6845

www.elevar.com

February 10, 2022

To All the Members of the NCARB Board of Directors:

There are times in all of our lives, when we face crossroads in our path, and a decision has to be made. As I have struggled lately, with what I should do in regards to my tenure on the NCARB Board of Directors, I have decided to follow the words and advice of Robert Frost (and to paraphrase him) take the path that is least chosen and certainly not the easiest. This simply prefaces the announcement of my candidacy for the office of Treasurer of the NCARB Board of Directors and I humbly ask for your support.

After 41 years of practicing as a partner and principal in several architecture firms, last June I sold my stock in my architectural firm and stand ready to commit my time, my energy and my talents in being a collaborative leader on the NCARB Board of Directors. Our board faces some challenges in the future that are just beginning to be defined and addressed. NCARB, as a whole, has the opportunity to realize and fulfill tangible transformation in our profession in terms of wide-ranging access to licensing and to reflect the diverse group of architects that continues to adapt as our constituents.

I encourage you to contact me if you have any questions and need further information, or if I can be of service in addressing any particular concerns you may have. Attached is a brief summary of my experience. I would like to continue my service to NCARB and ask for your vote when we gather at the annual meeting in Austin, TX in June.

Thank you for indulging me with your consideration of my request.

Respectfully,



David W. Hornbeek, AIA, NCARB



David W. Hornbeek, AIA, NCARB

Education

University of Oklahoma - 1976 - Bachelor of Science in Environmental Design with distinction

University of Oklahoma - 1977 - Bachelor of Architecture with distinction

University of Oklahoma - 1978 - Master of Architecture AIA School Gold Medal

Professional Registrations

Oklahoma Registered Architect 1980

NCARB Certified 1981

Former Registrations: Alabama, Hawaii, Kansas, Maryland, Missouri, Nebraska and Texas.

Regulatory Appointments & Affiliations

Member and Two-time Past Chairman - State of Oklahoma Board of Governors of Licensed Architects, Landscape Architects and Registered Interior Designers.

National Council of Architectural Registration Boards

NCARB ARE Committee Member 2013

NCARB Region 5 – Treasurer 2013-2014

NCARB Region 5 – Vice-Chairman 2014-2018

NCARB Education Committee - 2016

NCARB Continuing Education Sub-Committee - Chairman 2016

NCARB Procedures and Documents Committee Member 2017- 2018

NCARB Representative on NAAB Accreditation Team for
Philadelphia University – March 2018

NCARB Policy Advisory Committee Member 2018

NCARB Regional Leadership Committee Member 2018 -2019

NCARB Region 5 – Chairman 2018-2020

NCARB Model Law Task Force 2019 - 2020

NCARB Bd. Liaison - Incidental Practice & Licensure Advisory Committee 2020 - 2021

NCARB Bd. Liaison - Responsible Charge & Program Continuum Advisory
Collaborative 2020 - 2021

NCARB Bd. Liaison - Diversity Collaborative & Licensure Advisory Forum 2020 - 2021

NCARB Bd. Liaison – Education Committee 2021 - present

NCARB National Board of Directors - Region 5 Representative 2020 - present

Board of Visitors – Board Member - School of Architecture, University of Oklahoma 2018 - present
 Professional Advisory Board - Member - School of Architecture, University of Oklahoma 2010 - 2017
 Adjunct Design Professor - University of Oklahoma 1992 - 1996

Professional Affiliations

American Institute of Architects

Board of Directors - State Chapter of Oklahoma AIA
 Board of Directors - Central Oklahoma Chapter of AIA
 Past Treasurer - Central Oklahoma Chapter of AIA
 Vice - President - Central Oklahoma Chapter of AIA
 Design Awards Chairman for A.I.A. Central Oklahoma Convention (Twice)
 Design Awards Chairman for A.I.A. Regional Convention

Honors and Awards

2021 AIA Merit Award / Central Oklahoma Chapter AIA
 2021 AIA People's Choice Award / Central Oklahoma Chapter AIA
 2018 AIA People's Choice Award / Central Oklahoma Chapter AIA
 2017 AIA Merit Award for Adaptive Re-Use / State of Oklahoma AIA
 2017 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
 2016 AIA People's Choice Award / Central Oklahoma Chapter AIA
 2015 Philanthropic Firm of the Year / Edmond Area Chamber of Commerce
 2013 Build Oklahoma Award / Association of General Contractors Oklahoma
 2012 AIA Community Service Award / State of Oklahoma AIA
 2011 AIA Solomon Andrew Layton Award – Firm of the Year - Central Oklahoma
 2011 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
 2010 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
 2010 AIA Merit Award for Historical Preservation / Central Oklahoma Chapter AIA
 2009 Build Oklahoma Award / Association of General Contractors Oklahoma
 2008 Build Oklahoma Award / Association of General Contractors Oklahoma
 2007 Build Oklahoma Award / Association of General Contractors Oklahoma
 2006 National AIA Honor Award "Next LA" Awards given at National AIA Convention - LA, CA
 2005 Build Oklahoma Award / Association of General Contractors Oklahoma
 2004 Build Oklahoma Award / Association of General Contractors Oklahoma
 2002 Small Business of the Year / Edmond Area Chamber of Commerce

Community Service

Founding Member of Tres Amigos Productions
 Board of Directors - Citizen's Bank of Edmond
 Board of Directors - Tres Amigos Productions (non-profit)
 Board of Directors - Petroleum Club
 Past Director – Edmond Educational Endowment Fund
 Past Director – Pepper's Ranch (long-term residential care facility for abused children)
 Past President & Director - UCO Broadway Tonight
 President Elect – Edmond Rotary Club
 Lifetime Member of the University of Oklahoma Alumni Association

swaim

ASSOCIATES LTD
ARCHITECTS AIA

February 3, 2022

To: All NCARB Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings fellow NCARB members:

I am pleased to announce my candidacy for the position of Treasurer of the NCARB Board of Directors, and I respectfully ask for your support. It has been an honor to serve alongside my fellow Board members, and more importantly, to serve our Member Board members.

My first regional conference 9 years ago showed me that NCARB was an organization I wanted to be a vital part of. From that point, I jumped into involvement with both feet, and I value every minute of the time I have served. As Secretary/Treasurer, Vice Chair, and Chair of the WCARB Executive committee, I have gained an understanding and appreciation of challenges and needs of the member boards and regions. During my tenure on the Region 6 Executive Committee, I played an active role in increasing the value of WCARB membership through the development of education programs.

I am a partner in one of the largest architectural practices in Southern Arizona, with 7 other partners and a diverse staff of 19, comprised of 57 percent women and/or minorities. I am committed to mentoring the next generation of architects. My firm consistently has brought in students from the local university and, each is offered a permanent position in our firm upon graduation. We further extend our outreach to future architects through participation in career day activities at area high schools and middle schools. I also serve as President of Cornerstone Building Foundation Charities, a collaborative effort of Architects, Engineers and Contractors that raises scholarship funds for the building industry including the local College of Architecture.

I am continuously impressed with the resiliency of our organization. In an environment where our role as regulators continues to be under scrutiny we must be prepared to present a well-reasoned response emphasizing the importance of what we do and our positive impact on the public. We must continuously evaluate our approach to the business of regulation and the protection of the public we serve, striving to be forward-thinking and innovative in our approach to education, experience, and examination, ensuring that all three are aligned with the realities of architectural practice. We must also continue to be good financial stewards ensuring that the programs and services we offer are accessible and have value to our constituents.

As I look to the future governance of NCARB, I will work to develop initiatives that foster a diverse pool of upcoming licensees who are provided with the best education, experience, and examination processes, clearly aligned with the evolving needs of our profession.

I am excited about the future of NCARB, and the future of our profession. I want to continue to be a part of guiding NCARB's mission to protect the public's health, safety, and welfare into the next decade. With gratitude, I ask for your support, and I look forward to continuing to serve each of you. I welcome your communication with any questions or thoughts you may have.

Sincerely,



Edward T. Marley, NCARB, AIA, LEEDap

PRINCIPALS

MARK E BOLLARD AIA
EDWARD T MARLEY AIA
PHILLIP E SWAIM AIA
KEVIN A BARBER AIA
MICHAEL CULBERT, AIA
LAURA VERTES, AIA
MICHAEL BECHERER, AIA
TIMOTHY SMITH, AIA

Experience:

Ed Marley has over 40 years' experience working with architectural and electrical engineering firms. He has been with Swaim Associates, Ltd. since 1983 and became a principal in 1992. Ed's diverse range of project types includes military and government projects, wellness and healthcare facilities, commercial offices, research and development, higher education, and hospitality.

National Council of Architectural Registration Boards (NCARB):

- 2021-2022 NCARB Board of Directors Secretary
- 2021-2022 NCARB Policy Advisory Committee
- 2019-2021 Regional Director Region 6
- 2020-2021 NCARB Professional Conduct Committee
- 2019-2020/2021-2022 NCARB Audit Committee
- 2018-2019 WCARB Chair
- 2018-2019 NCARB Regional Leadership Committee
- 2018-2019 NCARB Policy Advisory Committee
- 2016-2018 WCARB Vice Chair
- 2015-2016 WCARB Secretary/Treasurer
- 2015: NCARB Annual Meeting Credentials Committee Chair
- 2014-2017: NCARB Broadly Experienced Architect (BEA) Committee
- 2017-2019: NCARB Certification Alternative Review Team
- 2018-Present: NCARB Tri-National Dossier Review Team. One of three NCARB representatives to the Tri-National program with the US, Mexico, and Canada. Chaired interview team for two interviews.

Arizona Board of Technical Registration (2012-2018):

- 2013-2015: Board Chairman, Arizona Board of Technical Registration.
- 2016: Vice Chair, Arizona Board of Technical Registration.
- 2013-Present: Chair Arizona Board of Technical Registration Legislative and Rules Committee.
- 1997-2013/2019-Present: Enforcement Advisory Committee

Professional and Community Service:

- 2003: AIA Southern Arizona Chapter President
- 2003: Chair: Mount Lemmon Restoration Committee Chair
- 2000-2001: AIA Arizona President
- 1995-1998: AIA Arizona Government Affairs Chair
- 1985-1999: Arizona IDP State Coordinator
- 1985-1987: AIA Southern Arizona Secretary
- 1983-1985: AIA Southern Arizona Associate Director
- 2008-Present: President Cornerstone Building Foundation Charities
- 1992-Present: Corazon Ministries Board Member, Treasurer 1997-2007.
- 2006-2014: Board Member Metropolitan Pima Alliance
- 2012-2013: President, Metropolitan Pima Alliance
- 2014-Present: Member DM50, Civic Group supporting the mission of our local Air Force Base.

Education:

- 1982: Bachelor of Architecture, University of Arizona.
- 1981: Ecoles d'Arte Americaines, Fontainbleau, France, Summer program



Recognition:

- 2004: Arizona Architects Medal: The highest honor bestowed on Arizona Architects that have served the profession and society at an exemplary level.

Professional:

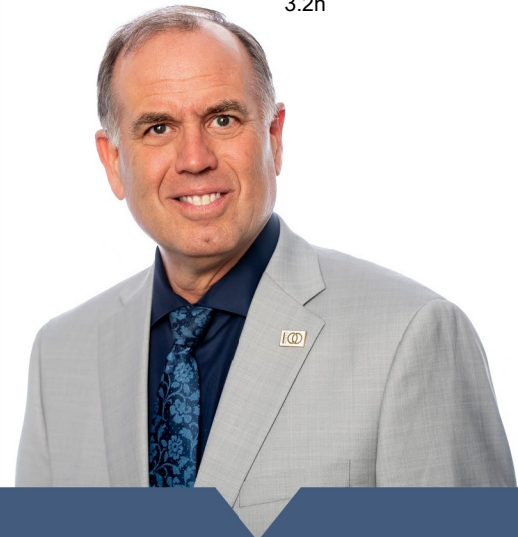
- 1983-Present: Swaim Associates, Ltd.
- 1992-Present: Principal: Swaim Associates, Ltd, Tucson, AZ, 19-person firm. If our firm used fancy titles, I would be the CFO.
- Registered Architect: Arizona, 1986
Also registered in OR, NM, KS, MN, VA, HI, and SC.
- NCARB Certificate Holder

Personal:

- Married to Janice for 36 years.
- Two grown children, a son who produces fantastic WCARB videos and a daughter who plays the ukulele.

ED MARLEY NCARB, AIA

Candidate for Treasurer NCARB Board of Directors



Increase
the Value
and Diversity
of NCARB
Services

9 Years NCARB EXPERIENCE

3 YEARS BOARD OF DIRECTORS
CURRENT BOARD SECRETARY

COMMITMENT
to Fiscal
Stewardship of
NCARB Funds

RESPONSIBLE
Investment
Strategies

Agile and
Proactive
Approach to
Anticipate
Market Change

EXPERIENCE
in Managing
Funds for
Non-Profit
Organizations

15 Years

TREASURER
CORAZON MINISTRIES

14 Years

PRESIDENT
CORNERSTONE
BUILDING FOUNDATION
CHARITIES

Board Meeting

Tab 4

Complaint Cases for Review

**Complaint closure recommendations
presented by the assigned case manager.**

Board action is required on each case.

**CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION**

- ***Please review the case file to complete this worksheet.***
 - *Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.*
 - *Do not use specific names of respondents or complainants on this form.*
 - *Do not add recommended sanctions on the worksheet. That discussion will happen separately.*
- ***If you need additional information or have questions about this summary, please contact staff.***

CASE NUMBER: 2020-12-1781-00ARC

COMPLAINT SUMMARY:

The complainant has claimed that they hired the respondent to provide both design and construction (design/build) services to undertake a residential remodel project. During the professional services selection phase of “the process” and during at least part of the execution of the work the complainant professed that the respondent represented themselves as an architect. While most of the documentation provided by both parties is comprised of “They said/Them said” there are a few instances where invoices submitted for payment of services did identify the respondent as an “architect”.

FACTS:

The “invoice” item has been “explained away” by an administrative assistant stating (on record) that it was their error while utilizing a copy/paste command in a word processing software platform.

It should also be noted that the subject services firm is licensed as an architectural firm with a designated Licensed “Architect in Charge of Design” who is also listed as “Director” within the firm’s state filing. The construction entity is a separate state filing and licensed business enterprise.

In the course of the investigation several past clients of the respondent are on record that the respondent is very professional, provides good services, and never, known to them, referred to themselves as an architect.

RECOMMENDATIONS: *(Please select one)*

Close with no further action: X

Remediation\Counseling: _____

Formal Action: _____

**CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION**

SUGGESTED RCW & WAC's VIOLATIONS:

- 1)
- 2)
- 3)



Signature of Case Manager

29 March 2022

Date

Scott E. Harm

Print name of Case Manager

**RETURN TO INVESTIGATION EMAIL (dfccompliance@dol.wa.gov)
Revised February**

**CASE MANAGER RECOMMENDATION WORKSHEET
 DELIBERATIVE DOCUMENT
 PREDECISIONAL RECOMMENDATION**

- ***Please review the case file to complete this worksheet.***
 - *Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.*
 - *Do not use specific names of respondents or complainants on this form.*
 - *Do not add recommended sanctions on the worksheet. That discussion will happen separately.*
- ***If you need additional information or have questions about this summary, please contact staff.***

CASE NUMBER: 2021-10-2488-00ARC

COMPLAINT SUMMARY:

The complainant was dissatisfied with the services provided by the respondent as related to a very small residential remodel enclosing an existing exterior area adjacent to the main house by adding new walls and a roof extension. The area of the remodel/addition encompassed 170 Gross Square Feet. The Authority Having Jurisdiction (AHJ) upon receipt of the original remodel plans determined that additional sensitive areas ordinance needed investigation and review. The respondent's initial proposal for services provided language to explain this possibility and the complainant decided to not invest the funds needed to procure the services of the Wetland Biologist as suggested by the respondent.

FACTS:

The respondent submitted an adequate and professional proposal for design services and provided numerous examples of project related communication between the two parties. The decisions of the AHJ are not under the control of the Architect and such conditions were outlined in the aforementioned proposal for design services. The complainant seems dissatisfied with the final projected budget for construction and desires to hold the Architect responsible.

**CASE MANAGER RECOMMENDATION WORKSHEET
 DELIBERATIVE DOCUMENT
 PREDECISIONAL RECOMMENDATION**

RECOMMENDATIONS: *(Please select one)*

Close with no further action: X

Remediation\Counseling:

Formal Action:

SUGGESTED RCW & WAC's VIOLATIONS:

- 1)
- 2)
- 3)



Signature of Case Manager

 14 MARCH 2022
Date

 SCOTT E. HARM
Print name of Case Manager

RETURN TO INVESTIGATION EMAIL (dfccompliance@dol.wa.gov)
Revised February

**CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION**

- ***Please review the case file to complete this worksheet.***
 - *Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.*
 - *Do not use specific names of respondents or complainants on this form.*
 - *Do not add recommended sanctions on the worksheet. That discussion will happen separately.*
- ***If you need additional information or have questions about this summary, please contact staff.***

CASE NUMBER: 2021-07-1708-00ARC

COMPLAINT SUMMARY: Complainant had reported that the respondent had advertised as an architect licensed within the State of Washington when in fact they were no longer licensed in the state.

FACTS: The respondent, a resident of Colorado, had/has a web site indicating that the respondent was licensed to practice as an architect in the state of Washington. While the respondent was, at one point licensed to practice as an Architect that respondent had allowed their license to expire. The website in question, according to the respondent was “outdated” and maintained by a third party. Upon the first notification/contact by the state’s investigator the responded immediately had the website in question updated and removed refences to being licensed in the state of Washington and thanked the investigator for pointing out their oversight.

RECOMMENDATIONS: *(Please select one)*

Close with no further action: X

Remediation\Counseling: _____

Formal Action: _____

SUGGESTED RCW & WAC’s VIOLATIONS:

1) N/A



Signature of Case Manager

1 April 2022

Date

Scott E Harm

Print name of Case Manager

**CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION**

**RETURN TO INVESTIGATION EMAIL (dfccompliance@dol.wa.gov)
Revised February**

**CASE MANAGER RECOMMENDATION WORKSHEET
DELIBERATIVE DOCUMENT
PREDECISIONAL RECOMMENDATION**

- ***Please review the case file to complete this worksheet.***
 - *Use this worksheet to make a recommendation to the board and/or board staff on the course of action for this case. This recommendation will be used for future discussion and decision making by the Board or Board Staff and Assistant Attorney General so include any information you feel they should consider.*
 - *Do not use specific names of respondents or complainants on this form.*
 - *Do not add recommended sanctions on the worksheet. That discussion will happen separately.*
- ***If you need additional information or have questions about this summary, please contact staff.***

CASE NUMBER: 2021-10-2622-00ARC

COMPLAINT SUMMARY: Complainant had reported that the respondent had advertised as an architectural firm licensed within the State of Washington primarily through a website and a drawing sheet title block when in fact, they were not properly licensed to provide architectural services within the state; lacking a designated architect responsible for design.

FACTS: The respondent(s) via a partnership had in fact indicated on a web site and drawing title block that they provided architectural design services. Upon being contacted by state investigatory staff and informed of the laws pertaining to businesses offering architectural services the respondents immediately removed all such references in all known locations and admitted to their mistake without excuses.

RECOMMENDATIONS: *(Please select one)*

Close with no further action: X

Remediation\Counseling: _____

Formal Action: _____

SUGGESTED RCW & WAC's VIOLATIONS:

1) N/A



Signature of Case Manager

6 April 2022

Date

Scott E Harm

Print name of Case Manager

Board Meeting

Tab 5

Legal Issues for Deliberation

**Negotiated settlement orders or default orders
presented by the board's prosecution team.**

Board action is required on each order.

Board Meeting

Tab 6

Disciplinary & Investigation Items

**Standard disciplinary reports and a report of any
administratively closed complaints.**

**Provided for information only –
typically no board action is needed.**

Architect Complaint Status as of March 28, 2022

Complaint Status		Status			
Program Type	Case Manager	Closed	Investigation	Management Review	Grand Total
Architect Firms	n/a	1			1
Architects	Roch Manley	1		1	2
	Scott Harm	4		2	6
	n/a	10	5	1	16
Grand Total		16	5	4	25

Closed Status January 2021 through Current

n/a = No jurisdiction, Unsubstantiated, Technical Assistance

Tab 7

Assistant Attorney General Report

**Presentation of general legal issues
of interest to the board.**

**Provided for information only –
typically no board action is needed.**

Board Meeting

Tab 8

Committee & Task Force Reports

**Reports and updates from the board's
standing committees or task forces.**

Board action may be needed.

Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

Board Charter Update

Background: Staff developed a DRAFT Board Charter template for all nine board's we currently support. The charter defines roles, responsibilities, and authority of the board and outlines an understanding of the board's role with the agency. In developing a board charter as a key governance resource, it is important the board engage in the drafting and finalization process.

At the April 2021, meeting of the board Colin Jones, Scott Harm, and Roch Manley volunteered to participate on the committee to review and update the template to reflect the organizational structure and functions of the Architect Board. The committee met on June 10 to start the process and met again on September 15 and March 8 to continue the work.

Committee members will provide a verbal update on current progress.

Recommendation: Information only. No action.

Submitted by Board Staff
March 31, 2022

Tab 9

Board Administrator's Report

**Operational reports and information about
legislative matters of interest to the board.**

**Provided for information only –
typically no board action is needed.**

Total Architect Licensee Count

Parcel: State/ Prov. (All)

Licensee Count w/Age		Age Classification					Grand Total
License Type	Status	65 and Above	Between 55 and 64	Between 45 and 54	Between 35 and 44	Between 25 and 34	
Architect	Active	1640	1793	1645	1220	367	6665
	Expired	15	46	28	17	8	114
	Inactive	1	2	1	1		5
	Retired	7					7
Grand Total		1663	1841	1674	1238	375	6791

WA State Only

Parcel: State/ Prov. WA

Licensee Count w/Age		Age Classification					Grand Total
License Type	Status	65 and Above	Between 55 and 64	Between 45 and 54	Between 35 and 44	Between 25 and 34	
Architect	Active	939	923	880	807	299	3848
	Expired	5	27	11	10	5	58
	Inactive	1	1	1			3
	Retired	2					2
Grand Total		947	951	892	817	304	3911

Other Jurisdictions

Parcel: State/ Prov. (Multiple Items)

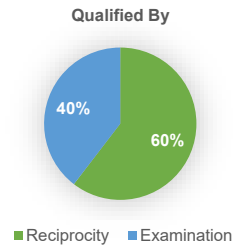
Licensee Count w/Age		Age Classification					Grand Total
License Type	Status	65 and Above	Between 55 and 64	Between 45 and 54	Between 35 and 44	Between 25 and 34	
Architect	Active	701	870	765	413	68	2817
	Expired	10	19	17	7	3	56
	Inactive		1		1		2
	Retired	5					5
Grand Total		716	890	782	421	71	2880

Licensee count as of March 25, 2022

Expired, Inactive, Retired includes past 5 years

New Licensees since December 16, 2021

Name	Reciprocity		State	Name	Examination	City/State
	State	Name				
Beard, Robert Damon	ID	Register, Gregory	CO	Arar, MHD		Seattle, WA
Billig, Joseph	OR	Reith, Shannon Matthew	AR	Arndt, Joshua		Lake Forest Park, WA
Boduch, Scott	CO	Roberts, Jason	OR	Atherley, Rowan		Seattle, WA
Cameron, David Edward	WI	Savage, Scott A	CA	Atkins, Julia		Seattle, WA
Campagna, Mitch	CA	Shah, Suchita	NY	Ausdell, Charles Van		Puyallup, WA
Carlton, Casey	WI	Sheerin, David	CT	Blanch, Jess		Edmonds, WA
Chambers, Mark	WI	Supp, Daria	NY	Catrow, Matthew		Edmonds, WA
Chasse, Brennen	CO	Timm, Ross	AK	Cebulla, Lauren		Kalispell, MT
Colwart, John Arthur	CA	Torielli, Joel	NJ	Chodosh, Elizabeth		Winter Park, FL
Cook, Gregory	MO	Tseng, Ko Liang Michael	CA	Crouch, Ian		South Pasadena, CA
Dacey, Abby	TX	Vanderbosch, Carol	DC	Dietrich, Kira		Seattle, WA
Daniels, Gavin Hughes	DC	Williams, Timothy	FL	Farrell, Stephanie		Seattle, WA
Edgell, Daniel	NY	Woo, Wendy	CA	Foy, Thomas		Seattle, WA
Ganeva, Margarita Petkova	CA	Zimmerman, Daniel	ID	Gisselberg, Shannon		Tacoma, WA
Gardner, Patricia	OR			Goryl, Madeline		Seattle, WA
Gentry, Thomas	IL			Hanlon, Timothy Michael		Mercer Island, WA
George, Mobolanle	NV			Holmes, Scott		Los Angeles, CA
Giacalone, Ashlee	NY			Knoff, Deanna L		Shoreline, WA
Greene, Frank James	MA			Kutz, Kyle		Seattle, WA
Hannan, Torin	IL			Lee, Eunice		Seattle, WA
Hansen, Roger	UT			Lyon, Christofer		Seattle, WA
Harte, Andrew	OH			Martinez, Kaylyn		Seattle, WA
Janke, Collin	OR			Moore, Graham		Seattle, WA
Kay, R Douglas Van	TX			Ochoa, Alan Montufar		Lynnwood, WA
Keller, Anthony Karl	TX			Parnianpour, Seyed Mohammad Amirhossein		Everett, WA
Kelley, Gregory Westmoreland	FL			Peters, Sierra		Seattle, WA
Klos, Kenneth	CA			Radach, Matthew Edward		Stanwood, WA
Knight, Joseph	CO			Ren, Yujia		Kirkland, WA
Knight, Mary Esther	NY			Rothlisberger, Matthew		Seattle, WA
Kreher, Adam	MO			Siu, Fiona		San Gabriel, CA
LaMontagne, Michael	NY			Smith, Jeremy		Mukilteo, WA
Landry, Greg	TX			Webb, David		Beaverton, OR
Lanius, Jennifer M	OR			Wilhelm, Patricia		Salem, MA
Lanterman, Valerie	NY			Yang, Junqing		Seattle, WA
Lee, Kayla	OK			Yomtov, Nitsan		Lopez Island, WA
Lee, Sung	CA			Yorke, Christopher		Alameda, CA
Lindstrom, Michael A	MA			Zirkelbach, Brenda Marie		Bellingham, WA
Marshall, Mariah	OR			Zissel, Kelsey		Kirkland, WA
Miller, Laura Annalie	CA					
Murphy, Timothy Taiger Brian	CA					
Nelson, Richard	GA					
Pagano, Alfred	OK					
Perera, Dinesh	CA					
Porter, Alexander William	OR					



Washington State Board for Architects
April 21, 2022
Microsoft - TEAMS

Department of Licensing- Centralized Investigations and Audits Unit

Background: The Business and Professions Division (BPD) has 39 business and professional licensing programs and overall manages 42 programs, providing oversight to programs from Combative Sports events, to maintaining the Uniform Commercial Code filings to administering the Prorate and Fuel Tax program. In this diverse division the Centralized Investigations and Audit Unit (CIAU) provides complaint intake and licensee compliance support for all the professions within BPD. The CIAU staff are responsible for helping licensees understand the requirements to maintain legal business practices through inspections and audits, receiving and evaluating complaints from the public about our licensees, and investigating those complaints.

Recommendations: For discussion. No action needed.

Submitted by Board Staff
April 4, 2022

Board Meeting

Tab 10

Other Business

Review of action items from this meeting, agenda items for the next meeting, and discussion of topics added under the Order of the Agenda.

Board Meeting

Tab 11

Public Comment Opportunity

The board has the option to allow comment from the public on agenda items or other topics, unless the comment is related to an open investigation.

The board may limit the comment period, and will provide instructions if they choose to do so.

Board Meeting

Tab 12

Adjournment

- Resolution 1971-6 (Phasing Out of Seven-Part Examination and Implementation of New Professional Examination)
- Resolution 1971-16 (Additional Registration and/or Certification Requirements)
- Resolution 1972-2 (NCARB Examinations)
- Resolution 1972-4 (Publication and Distribution of Examination Success Rates)
- Resolution 1972-5 (Implementation of New Examinations)
- Resolution 1975-6 (Publication of Examination Costs)
- Resolution 1975-16 (Prohibition of Examination Interpreters)
- Resolution 1975-20 (Administration of Parts I and II of the Equivalency Examination)
- Resolution 1976-5 (Evaluation of NCARB Examination)
- Resolution 1977-1 (Requirements for Graphics Examination)
- Resolution 1979-5 (Task Analysis and Validation Study)
- Resolution 1979-22 (Sequence of Sections A and B of Professional Examination)
- Resolution 1980-3 (Revision of Passing Procedure for Section B, Professional Examination)
- Resolution 1983-11 (Examination May Be Taken in Parts)
- Resolution 1983-12 (Allow Purchase of the ARE by Parts)
- Resolution 1984-14 (Security of NCARB Examinations)
- Resolution 1984-16 (Alternative Exam Methodologies to Multiple-Choice Exam Items)
- Resolution 1984-19 (Structural Examinations Format)
- Resolution 1985-8 (Recission of 1984 Resolution No. 20 Permitting the Use of Reference Material in the ARE)
- Resolution 1988-7 (Withholding Access to ARE from Member Board Not Administering Examination)
- Resolution 1989-12 (Study the Appropriateness of Terminating the Paper-and-Pencil ARE)
- Resolution 1989-15 (Elimination of Special Seismic Test)
- Resolution 1992-2 (NCARB Written Examination Required for Certification)
- Resolution 1992-5 (ARE in English Requirement for Certification)
- Resolution 1993-1 (Rescind Resolution No. 1 of the 1990 Annual Meeting)
- Resolution 1993-2 (Reporting Scores for the Computerized ARE)
- Resolution 1994-10 (Giving Credit for Pilot Administrations of ARE '97)
- Resolution 1997-12 (Examination Fees)
- Resolution 1999-17 (Comprehensive Testing)

FURTHERED RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately.

Financial Impact

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

Today, the *NCARB Bylaws* specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Resolution 1996-12 rescinded previous policies and replaced them with new policies for the computerized exam. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution. To provide clear direction going forward, the Policy Advisory Committee recommends this resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- Appendix B: NCARB Examination Policy Sunset: 1966-2002

- Resolution 1971-6 (Phasing Out of Seven-Part Examination and Implementation of New Professional Examination)
- Resolution 1971-16 (Additional Registration and/or Certification Requirements)
- Resolution 1972-2 (NCARB Examinations)
- Resolution 1972-4 (Publication and Distribution of Examination Success Rates)
- Resolution 1972-5 (Implementation of New Examinations)
- Resolution 1975-6 (Publication of Examination Costs)
- Resolution 1975-16 (Prohibition of Examination Interpreters)
- Resolution 1975-20 (Administration of Parts I and II of the Equivalency Examination)
- Resolution 1976-5 (Evaluation of NCARB Examination)
- Resolution 1977-1 (Requirements for Graphics Examination)
- Resolution 1979-5 (Task Analysis and Validation Study)
- Resolution 1979-22 (Sequence of Sections A and B of Professional Examination)
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- Resolution 1984-14 (Security of NCARB Examinations)
- Resolution 1984-16 (Alternative Exam Methodologies to Multiple-Choice Exam Items)
- Resolution 1984-19 (Structural Examinations Format)
- Resolution 1985-8 (Rescission of 1984 Resolution No. 20 Permitting the Use of Reference Material in the ARE)
- Resolution 1988-7 (Withholding Access to ARE from Member Board Not Administering Examination)
- Resolution 1989-12 (Study the Appropriateness of Terminating the Paper-and-Pencil ARE)
- Resolution 1989-15 (Elimination of Special Seismic Test)
- Resolution 1992-2 (NCARB Written Examination Required for Certification)
- Resolution 1992-5 (ARE in English Requirement for Certification)
- Resolution 1993-1 (Rescind Resolution No. 1 of the 1990 Annual Meeting)
- Resolution 1993-2 (Reporting Scores for the Computerized ARE)
- Resolution 1994-10 (Giving Credit for Pilot Administrations of ARE '97)
- Resolution 1997-12 (Examination Fees)
- Resolution 1999-17 (Comprehensive Testing)

FURTHERED RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately.

Financial Impact

- No financial impact.

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

RESOLUTION 2022-C

Title: Omnibus Sunset of Resolutions in Conflict with Current Council Examination Policies

Submitted by: The NCARB Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any that no longer align to current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has reviewed a batch of resolutions from 1960 to 2020 related to the examination and recommended several to rescind that conflict with current polities; and

WHEREAS, Resolution 1996-12 rescinded all previously enacted policies regarding the Council's examinations;

WHEREAS, Resolution 14 adopted in 2002 purported to rescind Resolution 1978-16 and a compilation of "active" examination-related resolutions was produced, causing uncertainty as to the effect of Resolution 1996-12; and

WHEREAS, the Council desires to clarify that all policies and resolutions regarding the Council's examinations enacted prior to the adoption of Resolution 1996-12 are understood to have been rescinded and are no longer active and the only active policies governing the exam are those located in the *ARE Guidelines*, *Certification Guidelines*, and/or other Board of Director policies adopted after the enactment of Resolutions 1996-12; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that all policies and resolutions related to Council examinations that were enacted prior to the adoption of Resolution 1996-12 were, and hereby are, rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds the following resolutions:

- Resolution 1969-8 (Continuation of Studies Toward the Development of a New Examination)
- Resolution 1970-6 (Acceptance of Examination Grades Between Member Boards)
- Resolution 1971-4 (Eligibility Cut-Off Date for Council Oral Examination)

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

Today, the *NCARB Bylaws* specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Resolution 1996-12 rescinded previous policies and replaced them with new policies for the computerized exam. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution. To provide clear direction going forward, the Policy Advisory Committee recommends this resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- Appendix B: NCARB Examination Policy Sunset: 1966-2002

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

RESOLUTION 2022-D

TITLE: Omnibus Sunset of Resolutions in Conflict With Current Council Policies

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any resolutions that no longer align with current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has reviewed a batch of resolutions from 1980 to 2020 related to experience, continuing education, membership, related organizations, studies, and other policies and recommended several to sunset; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards sunsets the following resolutions, the full texts of which are attached hereto as Appendix C:

- Resolution 2000-12: Support the Work of the Collateral Internship Task Force Regarding IDP, Mentorship, and Education
- Resolution 1998-17: International Building Code 2000
- Resolution 1987-1: Continuation of an Education Evaluation Process
- Resolution 1986-11: Lateral Forces Home Study Program
- Resolution 1980-1: List of Licensees
- Resolution 1980-15: Support for IDP

FURTHERED RESOLVED, that following the approval of the foregoing resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

Financial Impact

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

This year, the committee has reviewed resolutions dating back to 1980 related to experience, continuing education, membership, related organizations, studies, and other miscellaneous policies. Additional resolutions to clean up NCARB policies are expected over the next several years as the Council works to develop a more user-friendly resolution archive.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- Appendix C: NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

Strategic Plan Objective:



Future-Focused Research and Development

RESOLUTION 2022-E

TITLE: NCARB Bylaws Amendment – Diversity, Equity, and Inclusion (DEI) Committee

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors has charged the Diversity Collaborative with updating the *NCARB Bylaws* to include a standing committee focused on diversity, equity, and inclusion; and

WHEREAS, the Diversity Collaborative has recommended creating and adding a Diversity, Equity, and Inclusion Committee to Article XII, Section 8 of the *NCARB Bylaws*; and

WHEREAS, pursuant to Article XIV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or at the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards (37 votes).

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Article XII, Section 8 in the *NCARB Bylaws* be revised to insert the following language as new subsection I of Article XII, Section 8:

“I. Diversity, Equity, and Inclusion Committee: The Diversity, Equity, and Inclusion (DEI) Committee explores the research and recommends strategies to increase the diversity, equity, and inclusive culture of NCARB to ensure that the organization represents the population it serves.”

FURTHER RESOLVED, that subsections following the insertion in Article XII, Section 8 be re-lettered; and

FURTHER RESOLVED, that following the approval of the resolutions by a two-thirds majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

FINANCIAL IMPACT:

- The Council would incur costs related to hosting in-person, hybrid, and/or remote meetings a few times a year.

SPONSORS’ STATEMENT OF SUPPORT:

To effectively protect the public’s health, safety, and welfare, those who regulate the profession of architecture must reflect, understand, and respect the communities they serve. NCARB is committed to advancing diversity, equity, and inclusion in the architecture profession through our work as a regulatory organization through a number of efforts including research, data, and advocacy. To help achieve this, it is

recommended that NCARB add the Diversity, Equity, and Inclusion Committee into the *NCARB Bylaws* to ensure the continuity of this important work.

As part of a continuation and commitment to the work the Council already has underway, the proposed resolution would codify the Diversity, Equity, and Inclusion Committee as an advisory committee as defined in the *NCARB Bylaws*. Advisory committees are comprised of NCARB volunteers, including Member Board Members, and make recommendations to the Board of Directors. There are currently eight advisory committees outlined in the *Bylaws* that directly impact NCARB program and policies, including:

- Education Committee
- Experience Committee
- Examination Committee
- Policy Advisory Committee
- Professional Conduct Committee
- Member Board Executives Committee
- Regional Leadership Committee
- Credentials Committee

This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion. Passage of the resolution by membership will also send a clear signal that this work is a priority to the organization and will allow the committee the opportunity to continue to evolve. Lastly, this firmer foundation will also allow future presidents to charge the committee with multi-year initiatives to continue to make progress in the DEI arena.

One of the important efforts NCARB has pursued toward this goal was the establishment of a Diversity Collaborative made up of regional leaders and other engaged volunteers. In 2018, the Collaborative was empowered to research and recommend strategies to increase the diversity of NCARB's governing bodies and leaders. The path to NCARB leadership—and eventually the Board of Directors—starts when a governor or other appointing authority selects someone to serve on a licensing board.

Last year, the Collaborative successfully put forth a resolution reducing the term limits for regional directors who serve on the NCARB Board of Directors from three years to two years, modestly expediting the pathway to leadership for individuals who wish to serve on the Board.

Additionally, the Collaborative was also charged with reviewing the Board of Directors' "Policy on Diversity and Inclusion," which was last amended in 2014. The collaborative recommended updating the policy to better reflect NCARB's holistic approach to ensuring diversity, equity, and inclusion (DEI) at all levels—including committee volunteers, licensing board members, record holders, and the national Board. The Board of Directors formally adopted these recommendations at the 2021 Annual Business Meeting.

It is recognized by the Collaborative that these milestones are cornerstones of a foundation that will build lasting, sustainable change for NCARB. Diversity, equity, and inclusion is not a time-bound effort; it is continuously evolving. By adding the DEI Committee to the *Bylaws*, NCARB will be positioned to meet these changes for the foreseeable future.

ADVOCATES:

- Diversity Collaborative Task Force
 - Chair: Celestia R. Carson, AIA, LEED AP, Utah Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Nolanda J. Hatcher, Alabama Member Board Member
 - Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
 - Latoya N. Kamdang, AIA, New York Member Board Member
 - Brenee King, Kansas Member Board Member
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Kate R. Nosbisch, Hon. AIA VA, Virginia Member Board Executive
 - Margaret S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Nilza Serrano, California Member Board Member
 - Aelan B. Tierney, AIA, LEED AP BD+C, Massachusetts Member Board Member

RESOURCES:

- [NCARB's Policy on Diversity and Inclusion](#)

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

RESOLUTION 2022-F

TITLE: *NCARB Bylaws* Amendment: Omnibus Updates

SUBMITTED BY: Council Board of Directors

WHEREAS, the NCARB Board of Directors has determined upon careful consideration that it is advisable and in the best interests of the Council to amend the *NCARB Bylaws*; and

WHEREAS, the Policy Advisory and Credentials Committees have recommended updates to the *NCARB Bylaws* to address inconsistencies in the document and other general updates; and

WHEREAS, pursuant to Article XV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards (37 votes).

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the amended Articles and Sections of the *NCARB Bylaws* are adopted in the form attached hereto as Appendix D.

FURTHER RESOLVED, that upon the approval of the changes by an affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact

SPONSORS' STATEMENT OF SUPPORT:

A few years ago, the Council Board of Directors established a regular review process for NCARB's important governing documents and policies in order to be more thoughtful on how the organization updates and maintains items that are subject to the resolution process. With the last holistic review of the *NCARB Bylaws* completed in FY18, a follow-up review occurred this year that identified a few minor updates that should be made to align and reflect recent recommendations from NCARB committees.

Northern Mariana Islands

The Northern Mariana Islands rejoined the Council and Region 6 in 2019. They need to be readded to Article VI, Section 2.

Gender Neutral Pronouns

As part of NCARB's Diversity Policies, all documents should be written to be gender neutral. The *NCARB Bylaws* currently has several references to "he/her," which should be updated to the appropriate gender-neutral statement.

Election Policies

Last year the Credentials Committee did a review of the Council's election policies for the NCARB Board of Directors. Minor updates are being recommended for clarity and consistency for the different elected positions. A slight modification is also recommended to the deadline to receive a nomination for the president-elect, second vice president, treasurer, secretary, and public member positions so that the Credentials Committee has time to verify a nominee's qualifications prior to the elections taking place. New candidates can still be nominated onsite at the Annual Business Meeting, but nominations will be due earlier than when the election starts during the third business session.

ADVOCATES:

- Policy Advisory Committee:
 - Chair: Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett P. Foley, Nebraska Member Board Member
 - Melarie Gonzales, MBA, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Margaret S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
- Credentials Committee
 - Chair: Catherine C. Morrison, AIA, NCARB, LEED AP BD+C, North Carolina Member Board Member
 - Sandra M. Matsushima, Hawaii Member Board Executive
 - Allison McClintick, Idaho Member Board Member
 - Charles L. Ward III, California Member Board Member
 - Albert F. Zaccone, AIA, New Jersey Member Board Member

RESOURCES:

- Appendix D: *NCARB Bylaws* Omnibus Updates

Strategic Plan Objective:



Program and Service Excellence

RESOLUTION 2022-G

TITLE: Amendment and Restatement of the Requirements for Certification in the *NCARB Certification Guidelines*

SUBMITTED BY: Council Board of Directors

WHEREAS, the Council Board of Directors has charged the Policy Advisory Committee with reviewing and updating the Requirements for Certification in the *NCARB Certification Guidelines*; and

WHEREAS, the Policy Advisory Committee has recommended that it is advisable to amend and restate the Requirements for Certification in the *NCARB Certification Guidelines*, as described below and reflected in the attached appendices to make them easier to understand and ensure consistency in the Requirements; and

WHEREAS, the Certification Requirements in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Requirements for Certification in the *NCARB Certification Guidelines* are hereby amended and restated in the form attached hereto in Appendix E; and

FURTHER RESOLVED, that upon the approval of the resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact

SPONSORS’ STATEMENT OF SUPPORT:

Over the last several years, the Council has been doing a holistic review of all its documents and policies that are subject to membership review through the resolution process. The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last major set of requirements to receive this review for clarity, ease of use by applicants, and alignment with current processes.

In FY20 and FY21, the requirements were reviewed to identify areas that cause applicants for NCARB certification the most confusion, any inconsistencies in the requirements, and other areas that could be clarified. As such, the Policy Advisory Committee is recommending the following updates to the document:

General Updates/Clarifications Throughout:

- “Registration/registered/registration” to “Licensure/licensed/license”
 - Align this document with other NCARB documents to reflect that “license” is the more understandable/standard term for today’s applicants. A note about registration and licensure will appear at the beginning of the *Certification Guidelines* (which is not subject to resolution) to reflect that the two words tend to be used interchangeably, but do occasionally have different meanings in some jurisdictions.
- “Mutual Recognition Arrangement” to “Mutual Recognition Arrangement/Agreement”
 - We have both agreements and arrangements with international organizations/countries. This provides clarity to something that has caused confusion.
- “You” vs. “Architect/Applicant/Individual”
 - This document mostly uses the second person (“you”) narrative, but over time has occasionally been switched into third person. Updated throughout for clarity and consistency.
- “Shall” vs. “must”
 - According to the Supreme Court, “shall” can mean “may” in certain contexts. In general, and because of this potential ambiguity, the document has been updated to reflect which items are really “musts.”
- Most additional changes in the document are for clarity or grammar, and do not result in policy shifts (except noted below).

Recommended Changes/Clarifications:

- Removal of the five-year grace period for applicants in process of earning NCARB certification when a change is implemented.
 - Leaves room for grandfathering language in a resolution to address candidates in process if the change is significant.
 - In general, five years is too long of window for candidates to still be able to meet old requirements.
 - In addition, the introductory paragraph has been updated to clarify what “in process” means to address applicant confusion.
- Removal of General (Sections 1.6 and 2.6)
 - NCARB staff recommended deleting this section, as it seems like it is no longer relevant to boards and NCARB. It was based on a paper process that doesn’t exist anymore.
- Clarifying Sections 1.3 and 1.4 (to be updated to 1.4 and 1.5)
 - Added language to clarify that if you met the experience and examination requirements at the time of initial licensure, those are considered equivalent for NCARB certification.
- Clarifying Section 2
 - Added note to section 2 clarifying that you may only do the education or experience alternative—not both.
- Clarifying Section 4.2 (to be updated to 4.3)
 - Language around the education requirements for applicants pursuing the Foreign Architect Path was clarified to reduce confusion regarding EESA evaluations.

- Aligning Section 5: Revocation and Reinstatement of the NCARB Certificate
 - Updated language to align with the *NCARB Bylaws* and the Professional Conduct Committee's Rules of Procedure, which was updated in FY21.
- Removing Appendix A: Architect Registration Examination
 - The content in this appendix applies to all candidates, not just Certificate applicants. As such, it should live in the *ARE Guidelines* with all other ARE policies.
 - Removing Appendix A will mean future updates to the Rolling Clock and extension policies will be done through NCARB Board of Directors action rather than membership vote in accordance with Article X, Section 1 of the *NCARB Bylaws*.
- Removing Appendix B: ARE 5.0 Equivalents
 - Given that changes to the exam happen through Board action rather than resolution, there is currently a (small) risk that the exam and equivalent appendix could become misaligned since the equivalent appendix currently requires a resolution.
 - This document will still exist as an independent document for Member Board reference and will be updated as needed based on how the exam evolves in the future.

Two appendices for this resolution have been developed so that Member Boards can understand all recommended changes to the Requirements for Certification in the *NCARB Certification Guidelines*:

- Appendix E: Clean version of the Requirements for Certification incorporating the recommended updates.
- Appendix F: The current version of the Requirements for Certification with the recommended updates noted.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret Sturgis-Graff Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- Appendix E: Clean version of the requirements for certification with the updates.
- Appendix F: The current version of the requirements for certification with the recommended updates noted.

Appendix B:

NCARB Examination Policy Sunset: 1966-2002

Appendix B: NCARB Examination Policy Sunset: 1966-2002

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution. NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

Examination Policies: 1966-2002

Today, the NCARB Bylaws specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Prior to the computerized exam, examination policies were regularly implemented via resolution because the exam was administered by each jurisdiction. In preparation for the change from paper-and-pencil to a computerized exam, the Member Boards passed Resolution 1996-12 that was intended to rescind previous policies and replaced them with new policies. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution.

To provide clear direction going forward, the Policy Advisory Committee recommends a new resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

Appendix B includes all the resolutions included in the 2002 index of active of resolution:

RESOLUTIONS 1966-2002

III. EXAMINATION FOR REGISTRATION AND CERTIFICATION

RESOLUTION NO. 69-8

Continuation of Studies Toward the Development of a New Examination

RESOLVED, That this convention give its approval to the direction of the studies this past year that reviewed the process of education, internship, examinations, and practice for the architect and commends the NCARB Directors to continue these studies and report to next year's convention the progress; and

RESOLVED, That this report shall include a definitive study by a top level committee of NCARB, the members of Member Boards, and other professionals both in education and practice, toward development of a new NCARB examination and procedure for its use.

RESOLUTION NO. 70-6

**Acceptance of Examination Grades
Between Member Boards**

WHEREAS, The principal purpose of the NCARB is to facilitate reciprocity between the states; and

WHEREAS, Many candidates for examination move or are transferred from the state of their original examination before its completion; now, therefore, be it

RESOLVED, That the Member Boards agree to accept grades earned by their candidates in other states and allow these candidates to complete the examination in the state of their new location according to the laws and rules and regulations of that state.

RESOLUTION NO. 71-4

**Eligibility Cut-Off Date for Council
Oral Examination**

WHEREAS, At the 1970 Annual Meeting certain changes were incorporated into the Council documents and procedures relative to the "senior" method of Council certification, one very important subject was inadvertently omitted; and

WHEREAS, The requirements for passage of the written examination for initial registration is uniform within the several states, the avenue of awarding registration and certification via the exemption, grandfather or senior method is no longer germane to the best interests of the state registration boards and the National Council. Therefore, it is desirable that a date be established after which no credits would be allowed for experience for admission to the Council Oral Examination for certification via the "senior" procedure; now, therefore, be it

RESOLVED, That the date for the matter discussed above be established as, and become effective on, December 31, 1971. All applicants for certification who have not passed a written examination will be required to do so unless they have completed all currently established criteria for "senior" certification to December 31, 1971. Individual architects who have met the "senior" requirements prior to the above-noted date will be eligible for certification via the Council Oral Examination.

RESOLUTION NO. 71-6

**Phasing Out of Seven-Part Examination and
Implementation of New Professional Examination**

WHEREAS, The purpose of registration is health, safety, and public welfare; and

WHEREAS, Public welfare demands a workable and satisfactorily built environment; and

WHEREAS, Competent architects are needed to meet this goal; and

WHEREAS, Registration is a professional competence identifying process; and

WHEREAS, This process measured educational, training, and examination evidence; and

WHEREAS, This evidence must be related to the wisdom and knowledge of the time, now, therefore, be it

RESOLVED, That the recommendations of the Examination Development Committee for revising the registration process, as detailed below, be accepted:

1. Purpose: To phase out the present 36-hour, seven-part examination for architectural license candidates. To implement, as soon as practicable, the new Professional Examination for candidates holding NAAB-accredited professional architectural degrees and a Qualifying Examination for candidates without NAAB-accredited degrees and/or with combinations of education and experience in accordance with NCARB equivalencies.
2. Prerequisites for New Professional Examinations: A professional architectural degree from an NAAB-accredited school to be required for entrance to the new Professional Examination beginning in June 1973 or a passing grade in the Qualifying Examination to be first offered in December 1972.
For the holders of a master's degree in architecture, one year's acceptable experience in the field to be required.
For the holders of a bachelor of architecture degree, the first professional degree, two (2) years acceptable experience in the field to be required.
3. Presentation: A complete examination process will be presented to the 1972 national convention.

RESOLUTION NO. 71-16

**Additional Registration and/or Certification
Requirements**

WHEREAS, Certification by NCARB is the desirable vehicle for professional mobility throughout the United States, now, therefore, be it

RESOLVED, That if any jurisdiction desires additional requirements for registration and/or certification, and for continued registration and/or certification beyond those currently required by the NCARB, those additional requirements be submitted to the NCARB Board for consideration and appropriate action and where legally possible the action of the NCARB be adopted by the various jurisdictions.

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RESOLUTION NO. 72-2

NCARB Examinations

WHEREAS, The goal of the examining procedure is to provide a reliable measure of a candidate's qualifications essential to the practice of architecture; and

WHEREAS, The current seven-part, written examination covers subject matter that can be related logically under three basic areas of architectural knowledge; and

WHEREAS, A candidate's performance in each of these three basic areas provides a measure of his proficiency in the general area; and

WHEREAS, Failure in a single part only of the seven-part examination does not necessarily demonstrate lack of proficiency in the general area; now, therefore, be it

RESOLVED, That the seven parts of the present NCARB written examination be grouped into three categories as follows:

Category 1: Examinations—(C), History and Theory of Architecture; (D), Site Planning; and (E), Architectural Design.

Category 2: Examinations—(F), Building Construction; (G), Structural Design; and (I), Building Equipment

Category 3: Examination—(H), Professional Administration.

RESOLVED, That if a candidate for the written examination attains a grade of 70 or more, but less than 75 in one part only of the entire examination and such failure occurs in either Category 1 or Category 2, then the failing grade shall be averaged with the remaining two parts in the same category and a passing grade be granted provided the averaged total of the category is 75 or greater.

RESOLUTION NO. 72-4

Publication and Distribution of Examination Success Rates

RESOLVED, That NCARB direct ETS to publish examination success rates of candidates of all Member Boards and to distribute these results to all boards.

RESOLUTION NO. 72-5

Implementation of New Examinations

RESOLVED, That the report of the Examinations Committee be approved for implementation as described below:

- (a) That the Equivalency Examination be first administered in June, 1973, and
- (b) That the Professional Examination be first administered in December, 1973, and

RESOLVED, That there be a five-year time limit for the use of the present examination for those Member Boards which cannot, by law, implement the new examination procedure. The five-year time period to begin January 1, 1973.

RESOLUTION NO. 75-6

Publication of Examination Costs

WHEREAS, Legislative bodies in a number of jurisdictions in the areas served by NCARB are requesting budget information from the examining boards; now, therefore, be it

RESOLVED, That the NCARB Board of Directors shall annually publish all examination costs.

RESOLUTION NO. 75-16

Prohibition of Examination Interpreters

WHEREAS, The objective of the Member Boards must be to facilitate and permit qualified and competent architects to practice architecture and, thereby fulfilling the legal obligation to protect the public welfare and the public's interests; and

WHEREAS, The complete understanding of the English language is essential to the practice of architecture in that comprehension of codes, rules, regulations, ordinances and the laws of the land is necessary to fulfill professional service verbally, as well as in the instruments of service including contract documents; and

WHEREAS, The architectural candidate, during the course of the examination must demonstrate his comprehension of the English language without the assistance of others; now, therefore, be it

RESOLVED, That the use of an interpreter assisting the candidate during the examination be forbidden.

RESOLUTION NO. 75-20

Administration of Parts I and II of the Equivalency Examination

WHEREAS, All Member Boards recognize and acknowledge progressive improvements in the content of the Professional Examination; and

WHEREAS, A number of boards now require both the Equivalency Examination and Professional Examination of all candidates; now, therefore, be it

RESOLVED, That NCARB Member Boards requiring all candidates to take both the Equivalency and the Professional Examination delete the parts of History and Theory of Architecture and Environmental Planning and Construction Theory and Practice of the Equivalency Examination as a requirement for candidates having an NAAB-accredited, or otherwise approved, professional degree in architecture.

RESOLUTION NO. 76-5

Evaluation of NCARB Examination

WHEREAS, All Member Boards use examinations prepared by NCARB to assist in determining a candidate's qualification for registration as an architect within each Member Board's jurisdiction, and

WHEREAS, The true intent of the NCARB examination procedure is to register candidates who prove their qualifications to practice the profession of architecture, and

WHEREAS, It is the responsibility of each Member Board to ensure proper registration practices by use of proper testing procedures, and

WHEREAS, It is essential periodically to evaluate those testing procedures to insure that the examinations appropriately and adequately test the education, knowledge and evidence of that experience which represents minimum competence for admission to professional practice; now, therefore, be it

RESOLVED, That the NCARB Board of Directors appoint a distinguished panel comprising both persons with broad architectural practice, knowledge and experience, who will reflect current accepted architectural practice standards and persons expert in testing procedures (none of the foregoing shall have served in the preparation of NCARB examinations), charged with defining standards of minimum competence for professional practice and evaluating the Professional Examination in order to ascertain that it appropriately and adequately tests the education, knowledge, skills and experience necessary to qualify for such minimum competence. The panel shall report its findings and recommendations to the 1977 Annual Meeting.

RESOLUTION NO. 77-1

Requirements for Graphics Examination

RESOLVED, That all candidates for registration be evaluated for design competency as follows:

- (a) That the design section of the Qualifying Test as developed and used in 1977 be administered to all candidates commencing in 1978;
- (b) That grading of the design test be performed on a regional basis, commencing in 1978, or as soon thereafter as a Member Board can adopt the grading procedures;
- (c) That the NCARB Board of Directors continue the Design Committee in 1977-78 to further define the scope, content and procedures of the design test for presentation to the 1978 Annual Meeting for approval and use commencing in 1979.

RESOLUTION NO. 79-5

Task Analysis and Validation Study

(The Board submits the following resolution with the understanding that the committee which it establishes will continue the work of the Task Force on Registration established at the 1978 NCARB Annual Meeting.)

RESOLVED, That NCARB is directed to analyze and to define the knowledge, skills, abilities and functions necessary for minimum competence for the practice of architecture in the United States (hereinafter referred to as "task analysis") and apply these findings to an evaluation of the current NCARB examinations, internship standards, education standards and practice standards, and recommend criteria as necessary and appropriate to conform to those findings (hereinafter referred to as a "validation study").

That a Steering Committee composed of one person and one alternate chosen by each NCARB Regional Conference, and a chairperson and vice chairperson chosen by the president of NCARB, shall be assigned the task of carrying out the foregoing directive and shall further be authorized and directed:

1. To engage, with approval of the Council Board, such independent experts, including testing experts, as the committee deems appropriate;
2. To call upon any standing or special committees of the Council to assist in its work;
3. To report periodically to the Council Board of Directors and all Member Boards on the progress of the Committee's work;
4. To report to the 1980 Annual Meeting its findings and recommendations with regard to the "task analysis" and "validation study."

RESOLUTION NO. 79-22

Sequence of Sections A and B of Professional Examination

RESOLVED, That for purposes of Council certification, an applicant for registration may have passed Section A of the Professional Examination before or after such applicant has passed Section B of the Professional Examination.

RESOLUTION NO. 80-3

Revision of Passing Procedure for Section B, Professional Examination

RESOLVED, That if a candidate fails one part only of Section B of the Professional Examination, and attains passing scores on all other parts, the passing scores will be recorded as the candidate's final grades in those parts of the examination passed. Upon the candidate retaking Section B, only the score in the part first failed will be considered in the retake record; and if that score is a

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pass, the candidate will be deemed to have passed all parts of Section B. If that part is failed a third time, the candidate must take the entire Section B, as hereinbefore stated.

RESOLUTION NO. 83-11

Examination May Be Taken in Parts

RESOLVED, That there shall be no requirement that an applicant for certification must have taken all divisions of the Architect Registration Examination at his or her initial sitting for the examination, nor that he or she must have taken all previously failed divisions at any subsequent sitting for the examination.

RESOLUTION NO. 83-12

Allow Purchase of the ARE by Parts

RESOLVED, That the new ARE, which can be taken in parts, be allowed to be purchased by Member Boards from NCARB in parts for any or all candidates.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has shown a continuing arbitrary and unilateral disregard for the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination, which has resulted in a breach of fundamental principles of examination grading and administration by causing candidates similarly situated to be treated dissimilarly, and by giving unfair advantage to California candidates, and by seriously affecting NCARB's ability to assess and measure the exam results nationally,

FURTHER RESOLVED, In the interest of the protection of the public's health, safety, and welfare, and also the protection of the rights of exam candidates, all Member Boards shall administer the Architect Registration Examination in strict compliance with the rules and guidelines as established by the NCARB Board of Directors and all Member Boards shall participate in the Regional Grading Sessions using the grading criteria as established by the NCARB Exam Committee, and the determination by the Board of Directors of the failure of any jurisdiction to honor the said rules, guidelines and criteria for the administration and grading of the Architect Registration Examination shall cause the immediate termination of that Member Board's right and privilege to purchase and administer the NCARB Architect Registration Examination.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has disregarded the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination,

NOW THEREFORE, The Board of Directors is hereby instructed to withhold the right and privilege of the California Board or any other board found to have been in infraction to purchase and administer the NCARB Architect Registration Examination until the Board of Directors shall have received satisfactory assurance from the California Board or any other board found to have been in infraction that the rules and guidelines will be strictly observed.

RESOLUTION NO. 84-14

Security of NCARB Examinations

RESOLVED, That for purposes of test security, all Member Boards seek to provide in their rules for removal of NCARB examinations from any "Freedom of Information Act" or similar public domain laws or regulations.

RESOLUTION NO. 84-19

Structural Examinations Format

RESOLVED, That the structural examinations of the ARE shall continue to test candidates by the use of the questions employing calculations of basic structural design problems, conforming generally to the specifications for the 1984 ARE.

RESOLUTION NO. 85-8

Rescission of 1984 Resolution No. 20 Permitting Use of Reference Material in the ARE

RESOLVED, That Resolution No. 20 as adopted at the 1984 Annual Meeting be revoked and that no reference materials be permitted in the examination, and be it further

RESOLVED, That the examination be published to include all reference material necessary for its administration.

RESOLUTION NO. 88-7

Withholding Access to ARE from Member Board Not Administering Examination

RESOLVED, That the Council withhold all portions of the Architect Registration Examination from any Member Board which has not committed itself to the satisfaction of the Council Board of Directors, to administering the examination to all of its applicants (other than applicants of whom it does not require a written examination) for registration.

RESOLUTION NO. 89-12

Study the Appropriateness of Terminating the Paper-and-Pencil ARE

RESOLVED, That the Council Board of Directors study the appropriateness of changing from the paper-and-pencil ARE following its administration in June 1992 to a computer ARE for all non-graphic portions of the ARE and that a schedule of the details of the transition and the financial implications of the transition be presented to the 1990 Annual Meeting for its approval.

RESOLUTION NO. 89-15

Elimination of Special Seismic Test

RESOLVED, That the special seismic test be discontinued and that architects who need to be tested on this subject take Division E of the ARE or C/ARE.

RESOLUTION NO. 92-2

NCARB Written Examination Required for Certification

RESOLVED, That all applicants for Council certification be required to pass the NCARB written examination current at the time the applicant sat for the examination and that except as provided in Appendix C of *Circular of Information No. 1* and for CALE-registered persons in Appendix A of *Circular of Information No. 1*, there be no substitute for the written examination.

RESOLUTION NO. 92-5

ARE in English Requirement for Certification

RESOLVED, That the Architect Registration Examination (ARE) may be rewritten in French for Canadian provinces and in Spanish for Puerto Rico for registration purposes so long as all costs and security issues associated therewith are borne by the governmental agency requesting such permission, all in accord with NCARB guidelines.

AND, BE IT FURTHER RESOLVED, That applicants applying for NCARB certification must have passed the NCARB examination in the English language except for applicants under the interrecognition agreement with Canada who passed the examination in French or applicants from Puerto Rico who passed the examination in Spanish.

RESOLUTION NO. 93-1

Rescind Resolution No. 1 of the 1990 Annual Meeting

RESOLVED, That Resolution Number 1 of the 1990 Annual Meeting calling for a computerized ARE in 1995 be and hereby is rescinded, and that the computerized ARE be administered beginning in 1997, and that the implementation plan for the computerized ARE delivery system be in place no later than the 1994 NCARB Annual Meeting and Conference.

RESOLUTION NO. 93-2

Reporting Scores for the Computerized ARE

RESOLVED, That beginning with the first computer-delivered ARE and thereafter, only pass or fail status will be reported for all divisions of the ARE and diagnostic information will be available to boards with respect to every candidate.

RESOLUTION NO. 94-10

Giving Credit For Pilot Administrations of ARE '97

RESOLVED, That a candidate for NCARB certification shall be given full credit for passing a division of the ARE in a pilot administration of the computerized ARE in 1995 and 1996, and that all Member Boards are urged to accept candidates for registration whose certification by NCARB is based in whole or in part upon passing divisions of the ARE administered as part of the pilot administrations in 1995 and 1996.

RESOLUTION NO. 96-12

Examination Policies

RESOLVED, That all previously enacted policies regarding the Council's examinations be rescinded, and in their place, the Council Board of Directors is authorized to adopt the Examination Policies set out in Appendix B of the *Pre-Annual Meeting Report*.

RESOLUTION NO. 97-12

Examination Fees

RESOLVED, That NCARB address the computerized ARE cost concerns by:

- (1) thoroughly reviewing cost components such as the delivery cost, the credit card charges, the tutorials and any other possible cost savings to determine if the financial impact to the candidates of the change to the computerized ARE can be mitigated by reasonable means without diminishing the generally acclaimed improvements in the examination;
- (2) actively monitor the Chauncey Group (including Sylvan) contract for compliance in the delivery of the examination; and
- (3) reporting the results of the review and monitoring efforts at the 1998 NCARB Annual Meeting.

RESOLUTION NO. 99-17

Comprehensive Testing

RESOLVED, That NCARB is directed, in the shortest time possible, to investigate a testing and grading procedure by which a candidate can demonstrate his or her ability to solve individual problems within the context of a broader comprehensive solution.

Appendix C:

NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

Appendix C

NCARB Policy Resolutions to Sunset: 1980-2018, Part 2

Project Background

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution.

NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

The resolutions are being reviewed by category, and the first set of policies were sunset in FY21. This year, the PAC reviewed additional resolutions from 1980-2018 (there were no resolutions in 2019 or 2020) in the following areas:

- Membership
- Related Organization
- Examination (See Resolution 2022-C)
- Misc.

Additional resolutions from more categories and decades will be reviewed over the next several years as NCARB cleans up its resolution database.

Resolutions Recommended for Sunset as part of Resolution 2022-D:

Resolution 2000-12: Support the Work of the Collateral Internship Task Force Regarding IDP, Mentorship, and Education

“RESOLVED, that the member boards of NCARB support the ongoing work of the Collateral Internship Task Force by encouraging acceptance of the following principles:

1. that those enrolled in the IDP program may expect a professional and respectful practice experience, both in terms of the hiring and compensation practices of the employer firm as well as the breadth of experience available during the program. [Implied in this will be an expectation that the intern and the firm will be held to a high standard of accountability for compliance and record-keeping.]

2. that NCARB should maintain its ongoing efforts in developing and publishing Mentor Guidelines as well as encouraging qualified mentors from the profession to participate in the mentor process.
3. that all of the collateral organizations should participate in the successful development of architects by.
 - a. Encouraging more practice-based experience in the formal education process.
 - b. Encouraging continued learning through entire professional career.
 - c. Encouraging the profession to invest both time and financial resources towards the development of emerging architects.
 - d. Encouraging improved communications and awareness among the five collateral organizations so that the entire pathway to career development is clearly and uniformly understood by all.
4. that the culture of learning and practice for architects be of such strength and maturity that it allows consideration of alternative pathways to complete IDP.”

Rationale: Because the “principles” specifically listed are broad ideas on the experience program, it is unclear if they are only something NCARB should be “encouraging” while the task force was actively in existence. While the task force ended in 2005, these were likely intended to have a lasting impact beyond the that. While some of the outlined principles are still relevant, a few are outdated. The Policy Advisory Committee recommends that this resolution is sunset so that more recently developed goals of the Architectural Experience Program (AXP) can take precedence, and then a future committee further discusses what (if any) guiding principles should replace them.

Resolution 1998-17: International Building Code 2000

“RESOLVED, that NCARB strongly supports the development and adoption of a single building code for use by all NCARB jurisdictions, and

FURTHER RESOLVED, that NCARB strongly supports the continued development of the International Building Code to incorporate technological changes that will occur in the future in order to provide for the protection of the health, safety and welfare of the general public, and

FURTHER RESOLVED, that copies of this resolution be forwarded to the International Code Council, Inc.”

Rationale: The resolution is titled International Building Code 2000, but the language is generic and doesn’t mention the code they were working on at the time. Sunsetting this resolution positions NCARB to be neutral in the development of ICC’s building codes, and engage in future code development as appropriate.

Resolution 1987-1: Continuation of an Education Evaluation Process

“RESOLVED, That NCARB continue a process by which the educational credentials of a candidate not holding the NAAB degree can be evaluated by an independent evaluator. Such findings would be

presented as evidence of whether or not the candidate satisfied the educational requirements for architectural licensure. Such evaluation could be considered the equivalent of completion of an NAAB accredited educational program.”

Rationale: The Council developed the *Education Standard* in the early-1980s, which is used to evaluate degrees from non-accredited programs. Today, NCARB uses NAAB’s Education Evaluation Services for Architects (EESA) to evaluate architects’ degrees from non-accredited programs against the *Education Standard*. If a candidate is evaluated through the EESA process and has zero deficiencies, they are considered to have met the education alternative without any additional requirements. The general intent of this resolution has been folded into the NCARB Certification Requirements, which are part the *NCARB Certification Guidelines*. The requirements can only be changed by membership vote; therefore, this resolution is no longer needed and sunsetting it will prevent future conflict of policies.

Resolution 1986-11: Lateral Forces Home Study Program

“RESOLVED, that NCARB develop a Home Study Course on lateral forces similar to an ADVP Monograph. The course shall be prepared to satisfy reciprocity requirements for registered architects who never passed a written examination on lateral forces. An examination of the Home Study Course shall be prepared which can be administered by each member board. The Home Study Course shall be available by July 1, 1987.”

Rationale: This home study course is no longer available and was meant for architects who took the national exam prior to 1965, when lateral forces questions were regularly incorporated into the exam. If there are any remaining architects who are deficient in this area, they can satisfy the requirement through divisions of the ARE in accordance with the ARE 5.0 Exam Equivalence guide, currently included in the *NCARB Certification Guidelines*.

Resolution 1980-1: List of Licensees

“RESOLVED, That each Member Board provide NCARB, annually, a list of all licensees whose primary mailing address is within their jurisdiction.”

Rationale: Due to evolving jurisdictional privacy laws, many Member Boards can no longer provide this information to NCARB, and mailing addresses are no longer the primary way we need to communicate with licensed professionals. A similar request for an annual roster was incorporated in the *NCARB Bylaws* in 1994, and sunsetting this resolution has no impact on that provision. The Policy Advisory Committee recommends this resolution be sunset and that a future committee further examine this issue and update NCARB’s policy.

Resolution 1980-15: Support for IDP

“RESOLVED, That the Council and its Member Boards continue their support of the Intern-Architect Development Program.”

Rationale: This resolution was put forward in the very early days of the Intern Development Program’s (IDP) existence when the Council was still working toward adoption of the program by its Member Boards. It is unnecessary for this resolution to remain active as other follow up actions by the Board of Directors and membership have affirmed the organizations support for IDP’s successor, the Architectural Experience Program (AXP)—including adding the program as a specific requirement for NCARB certification and adding the program to the *NCARB Bylaws*. If, in the future, the Council would want to change direction related to the experience component of licensure, it would require a vote of the membership to update both of those documents. Sunsetting this resolution now ensures the Council will not have a policy conflict in the future.

Appendix D:

Resolution 2022-F *NCARB Bylaws* Omnibus Updates

The following markups to the *NCARB Bylaws* relate to making the document gender neutral and clarifying inconsistencies related to NCARB Board of Directors elections. This appendix relates to Resolution 2022-F. Articles with no changes have been omitted.

(Adopted June 23, 1979, Cambridge, MA. Amended June 27, 1981, Maui, HI; June 26, 1982, Minneapolis, MN; June 25, 1983, Philadelphia, PA; June 30, 1984, Portland, OR; June 29, 1985, San Antonio, TX; June 28, 1986, Atlanta, GA; June 27, 1987, Seattle, WA; June 29, 1988, Chicago, IL; June 28, 1989, Boston, MA; June 30, 1990, Washington, DC; June 29, 1991, Denver, CO; June 27, 1992, San Francisco, CA; June 26, 1993, Kansas City, MO; June 25, 1994, Dearborn, MI; June 24, 1995, New Orleans, LA; June 29, 1996, Baltimore, MD; June 28, 1997, Minneapolis, MN; June 27, 1998, San Diego, CA; June 26, 1999, Charleston, SC; June 17, 2000, Chicago, IL; June 23, 2001, Seattle, WA; June 29, 2002, Boston, MA; June 28, 2003, San Antonio, TX; June 26, 2004, Portland, OR; June 25, 2005, Miami, FL; June 24, 2006, Cincinnati, OH; June 23, 2007, Denver, CO; June 28, 2008, Pittsburgh, PA; June 26, 2010, San Francisco, CA; June 25, 2011, Washington, DC; June 23, 2012, Minneapolis, MN; June 22, 2013, San Diego, CA; June 21, 2014, Philadelphia, PA; June 20, 2015, New Orleans, LA; June 18, 2016, Seattle, WA.; June 30, 2018, Detroit, MI; May 14, 2021, Special Vote; June 26, 2021, Los Angeles, CA; [June 4, 2022, Austin, TX.](#))

[Articles I-V omitted. No proposed changes.]

ARTICLE VI—REGIONS

SECTION 1. Purpose. In order to foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, six geographical Regions comprising, in the aggregate, all the Member Boards are hereby established. Each Member Board shall be required to be a member of its Region.

SECTION 2. Membership. The membership of the Regions is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, [Northern Mariana Islands](#), Oregon, Utah, Washington.

ARTICLE VII—THE BOARD OF DIRECTORS

SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director.

SECTION 2. Qualifications and Limitations. The qualifications for serving as a Director shall be as set forth in this Article VII, Section 2, and no entity responsible for nominating any Director shall impose any qualification not set forth herein.

A. A candidate for election to any Director position shall, at the time such person is nominated:

(i.) be a citizen of the United States;

- (ii.) have served at least two (2) years as a member of a Member Board; or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director;
 - (iii.) (iii) be a current member of a Member Board; be a past member of a Member Board whose service as a member ended no more than one year before nomination; be an officer of a Region; be an incumbent Director; or, in the case of a candidate for the Member Board Executive Director, be a current Executive Director; and,
 - (iv.) (iv) in the case of candidates who are architects, hold an active NCARB Certificate.
- B. With respect to candidates for a Regional Director position, all qualifications relating to current or past membership in a Member Board or Region must be within the Region from which the candidate is nominated.
 - C. If a Member Board regulates professions in addition to the profession of architecture, the candidate will qualify as a member or former member of a Member Board only if the candidate ~~he or she~~ is or was an architect-member or a public member of the architect section of the Member Board.
 - D. A candidate for election as the Public Director shall be at the time of nomination a public or consumer member on a Member Board, or have served in such position no more than one (1) year prior to the time of nomination to the Board of Directors.
 - E. An individual shall qualify to serve as the President/Chair of the Board during the one-year period immediately following their ~~his or her~~ term as First Vice President/President-Elect.
 - F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following their ~~his or her~~ term as President/ Chair of the Board.

SECTION 3. Terms of Office and Election. The term of office of a Director shall be one year from the adjournment of the Annual Business Meeting at which they are elected to serve or, in the case of President/Chair of the Board and Immediate Past President, succeeds to office, until the adjournment of the next Annual Business Meeting or until their successor is duly elected and succeeds to office. No person shall serve more than two terms in succession as a Regional Director or three terms in succession as a Member Board Executive Director or Public Director; provided, however, that service as an Elected Officer and Immediate Past President shall not count against such limits. No incumbent shall serve for more than one term in any Elected Officer position or as Immediate Past President; provided, however, that an Elected Officer shall be eligible for reelection for the full term of office if, during the period immediately prior thereto, such Elected Officer had succeeded to or been elected to the office to fill a vacancy.¹

SECTION 4. Removal.

- A. A Director may be removed with cause by a majority vote of the Member Boards at a meeting where a quorum is present, with the meeting notice stating that the purpose, or one of the purposes, of the meeting is the removal of the director.
- B. Director may be removed with cause by the affirmative vote of two-thirds (2/3) of the Board of Directors.

SECTION 5. Nomination and Election of Directors.

- A. Directors shall be nominated as set forth below in this Section 5 of this Article VII. Notwithstanding the various methods of nomination set forth below, all Directors must be elected by a majority vote of the Member Boards at a meeting at which a quorum is present.
- B. Each Region shall select its nominee for Regional Director at a Region meeting. The nominations will be announced by the several Regions prior to and/or at the Annual Business Meeting of the Council.

¹ The pronouns in Article VII, Section 3 were updated as part of Resolution 2021-07, and will be updated as of July 1, 2022.

- C. Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring ~~their~~ his or her candidacy at the time election for such position begins at the Annual Business Meeting by the time determined by the Credentials Committee.
- D. The candidate for Member Board Executive Director shall be nominated by majority vote of the Member Board Executive community comprised of the Executive Director of each Member Board. The nomination will be announced by the community prior to and/or at the Annual Business Meeting of the Council.
- E. Any person qualified to serve as the Public Director may be nominated by declaring ~~their~~ his or her candidacy at the time election for such position begins at the Annual Business Meeting by the time determined by the Credentials Committee.

SECTION 6. Vacancies.

- A. Vacancies in the office of any Regional Director or Member Board Executive Director shall be filled by an appointee nominated by the Region or the Member Board Executive community respectively and appointed by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Vacancies in the office of the Public Director and Elected Officers other than First Vice President/ President-Elect and President/Chair of the Board shall be filled by an appointee designated by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Any such appointee shall meet all qualifications applicable to the vacant Director position, as determined by the Credentials Committee.
- B. A vacancy in the office of President/Chair of the Board shall be filled by the First Vice President/President- Elect, who shall serve the remainder of the term as President/Chair of the Board and the following term during which ~~they~~ he or she would have succeeded to the office if not for the vacancy.
- C. A vacancy in the office of First Vice President/President-Elect shall be filled by the Second Vice President, who shall hold such office of First Vice President/President- Elect until the adjournment of the next Annual Business Meeting, at which Annual Business Meeting the Member Boards shall elect both a First Vice President/President-Elect and a President/ Chair of the Board, each of whom shall be subject to the qualifications applicable to candidates for First Vice President/President-Elect.
- D. A vacancy in the office of Immediate Past President shall remain vacant.
- E. Any Regional Director who moves ~~their~~ his or her principal residence to a place outside the Region from which ~~they~~ he or she ~~was~~ were nominated shall be deemed to have vacated the office of Regional Director, and any Director who ceases to be eligible as provided in this Article VII, Section 2 shall be deemed to have vacated ~~their~~ his or her directorship.

SECTION 7. Duties. The affairs of the Council shall be managed under the authority and direction of the Board of Directors, who shall act by majority vote of the Directors present at a meeting at which there is a quorum, except as otherwise expressly required by these Bylaws or applicable law. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws. All Directors shall serve without compensation; provided, however, that nothing herein shall prohibit the Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/ President-Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

SECTION 8. Meetings of the Board. The Board of Directors may meet in any manner allowed by applicable law in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Business Meeting and a regular meeting immediately following the adjournment of the Annual Business Meeting of the Council. Special meetings may be held upon call of the President/Chair of the Board or the Executive Committee and shall be held upon written request of the majority of the Board of Directors. All Directors shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any Director. A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE VIII—OFFICERS

SECTION 1. Elected Officers. The Elected Officers of the Council shall be the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, and the Secretary.

SECTION 2. President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

- A. preside at all meetings of the Board of Directors, the Executive Committee of the Board of Directors, and the Annual Business Meeting;
- B. present to the Council at the Annual Business Meeting a report of activities during the President/Chair of the Board's term of office;
- C. develop charges for all committees that will serve during ~~their~~ his or her term as President/Chair of the Board and, following approval of the charges by the Board of Directors, oversee the work of all Committees;
- D. select all members of Committees to serve during ~~their~~ his or her term of office as President/Chair of the Board subject to the terms of Article XII, Section 5;
- E. have the power to make appointments to any unfilled or vacant Committee membership during ~~their~~ his or her term as President/Chair of the Board, subject to the approval of the Board of Directors;
- F. represent the Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- G. perform such other duties and powers as the Board of Directors may from time to time decide.

SECTION 3. First Vice President/President-Elect and Second Vice President. The First Vice President/President-Elect and the Second Vice President, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board. In addition, the First Vice President/ President-Elect shall:

- A. develop the Committee charges to be completed during ~~their~~ his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors;
- B. select the Chair of all Committees to serve during ~~their~~ his or her term as President/Chair of the Board, subject to the approval of the Board of Directors; and
- C. select all members of Committees to serve during ~~their~~ his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors.

SECTION 4. Treasurer. The Treasurer shall:

- A. oversee the financial affairs of the Council and be the primary liaison of the Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council;
- B. report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and
- C. perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

SECTION 5. Secretary. The Secretary shall:

- A. record or cause to be recorded all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors; and
- B. perform such duties as the Board of Directors may designate.

Records of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

SECTION 6. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by and shall serve at the pleasure of the Board of Directors, and shall have such compensation and benefits as shall be established from time to time by the Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the Board of Directors and such other duties and powers as the Board of Directors may from time to time determine, subject always to the ultimate authority of the Board of Directors under applicable law and these Bylaws.

ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

SECTION 1. Council Record. The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education, training, examination, practice, and character for purposes of establishing a Council Record. Upon request of the applicant, this Council Record will be forwarded to any Member Board or to any foreign Registration authority with whom the Council has an agreement for mutual reciprocity.

SECTION 2. Council Certification. Council Certification shall be given to an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, Registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that Registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

SECTION 3. Annual Renewal. Council Certification shall be in effect for a period of one year. Renewal of the Council Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Council Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Board of Directors may establish. A lapsed Council Certification may be reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Board of Directors may establish from time to time.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's Council Certification if:

- A. a Member Board has revoked (without limitation as to time) the Architect's Registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or
- B. facts are subsequently revealed which show that the Architect was actually ineligible for Council Certification at the time of Council Certification.

In addition, the Council may revoke an Architect's Council Certification if:

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of ~~their~~ his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or

- D. the Architect has surrendered or allowed ~~their Registration to~~ lapse his or her Registration with the Member Board in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully misstated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by applicable law) report to the Council the occurrence of any event that qualifies an Architect for revocation of ~~their~~ his or her Council Certification, as described herein.

[Article X Omitted. No proposed changes.]

ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL

SECTION 1. Dues and Fees.

- A. Annual membership dues may be changed for any period, by resolution adopted at an Annual Business Meeting with implementation of any increase to take place not less than three years after such resolution is adopted.
- B. The fees to be charged for services to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the Board of Directors present and voting.

SECTION 2. Operating Fund.

- A. All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council's chief financial officer.
- B. As soon as feasible following the Annual Business Meeting, the Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. No Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the Board of Directors has made an appropriation to pay the same.
- D. The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

SECTION 3. Securities and Investments. In accordance with the Board of Directors' policies and directions by the Board of Directors to the Chief Executive Officer, the Council's chief financial officer shall have charge of the investment of all funds of the Council not held in its operating fund. In accordance with such policies and such directions, such chief financial officer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights.

SECTION 4. Liabilities of Officers, Directors, and Employees. No Director, officer, or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from ~~their~~ his or her acts performed in good faith and within the scope of ~~their~~ his or her authority.

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding:

- A. information barred from disclosure by an applicable statute;
- B. trade secrets;
- C. information disclosed to the Council in reliance upon its continued non-disclosure;
- D. information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council;
- E. personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- F. attorney-client communications and attorney work-product materials;
- G. transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder;
- H. contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and
- I. information arising from investigatory cases.

Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board.

To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board other than to members of such Member Board. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

[Article XII² omitted. No proposed changes as part of Resolution 2022-G.]

ARTICLE XIII—INDEMNIFICATION

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act (“RINCA”) and after the Council’s Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former Director or employee determined by Board of Directors to be an executive employee, or member of a Committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council’s request in any other entity or with respect to the Council’s employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney’s fees incurred in connection with the defense of such proceeding whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the Board of Directors. Expenses incurred of the character described above may, with the approval of the Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of ~~their~~ ~~his or her~~ status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

[Article XIV omitted. No proposed changes.]

² Resolution 2022-E proposes additional edits to Article XII, Section 8.

Appendix E:

Updated version of the Requirements for Certification in the
NCARB Certification Guidelines

The following document shows the proposed updated version of the Requirements for Certification in the *NCARB Certification Guidelines*.

Requirements for Certification

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Changes are put forth for a membership vote via a written resolution and become effective on the date identified in the resolution.

Changes to the NCARB certification requirements apply both to applications for certification in process and new applications. Individuals whose applications are in process at the time of a change will be subject to new requirements for certification unless otherwise stated in the resolution.

Note: In addition to the requirements outlined in this section, NCARB makes changes to its key licensure programs—the *NCARB Education Standard*, the Architectural Experience Program (AXP), and the Architect Registration Examination (ARE)—through other processes. NCARB will provide notice to Member Boards, licensure candidates, and architects at least 60 days prior to the implementation date.

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Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined in this section.	

SECTION 1

Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction

1.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are licensed.

1.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by a U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

1.3 Education Requirement

You must hold a degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian equivalent.

NCARB will consider your program accredited if one of the following conditions is met:

- The program held NAAB accreditation during the entire course of your studies.
- If the program lost NAAB accreditation during your studies, it must have lost accredited status no less than 24 months **before** your graduation date.
- If the program obtained NAAB accreditation after your studies, it must have become accredited no more than 24 months **after** your graduation date.
- You hold a degree in architecture from a Canadian university certified by the Canadian Architectural Certification Board (CACB).

1.4 Experience Requirement

You must have completed the Architectural Experience Program® (AXP®) or the equivalent at the time of initial licensure by meeting the requirements outlined in the *AXP Guidelines* and documenting that experience in your NCARB Record. This includes the previous completion of the AXP for initial licensure through either the hourly reporting method or the AXP Portfolio method. If you are documenting your experience retroactively to complete the AXP, be aware that the reporting requirement identified in the *AXP Guidelines* does not apply to architects already licensed in the United States or Canada.

- Verification of experience: If you were at the time of the activity already a licensed architect and not under the direct supervision of another, the verification must be by an architect who observed the activity and who was your professional partner, a person employed by the same employer, or familiar with your experience who is not your employee. Under no circumstances may you verify your own experience.

For additional information, please refer to the *AXP Guidelines*.

1.5 Examination Requirement

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent at the time of initial licensure, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

For additional information, please refer to the [ARE Guidelines](#).

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SECTION 2

Alternative Requirements for Certification of an Architect Registered Licensed in a U.S. Jurisdiction

Note: You **may not** do both the Two Times AXP path of the education alternative and the experience alternative outlined in this section. You may do one or the other when seeking NCARB certification.

2.1 Good Character

You must be of good character as verified by employers and the U.S. jurisdiction where you are licensed.

2.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by an U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

2.3 Alternatives to the Education Requirement

If you do not hold a degree in architecture as identified in Section 1.3, NCARB will accept either of the following as satisfaction of the education requirement for certification:

2.3A – Education Alternative to NCARB Certification

- You must have held continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction
- You must document additional experience via the Two Times AXP **or** submit a Certificate Portfolio, depending on your education background **as determined by NCARB.**

Two Times AXP

If you hold a four-year bachelor's degree that includes significant coursework in architecture (as determined by NCARB) awarded by a regionally accredited U.S. or equivalent Canadian institution, you must document two times (2x) the experience requirement of NCARB's Architectural Experience Program (AXP).

- Experience earned as part of your experience requirement for initial licensure may count toward the two times AXP requirement.
- You must document twice the required hours in each of the AXP's six experience areas, for a total of 7,480 hours.
- The experience must be verified either by a supervisor who meets the supervisory requirements of NCARB's AXP or by an architect familiar with your work. The architect must have been licensed at the time your work was completed.

- A bachelor's degree that includes significant coursework in architecture refers to any baccalaureate degree from an institution with U.S. or Canadian regional accreditation but without NAAB accreditation resulting from significant architecture coursework. NCARB will review coursework in architecture to determine if it is acceptable for this option. The amount of architecture coursework that is required may vary from institution to institution.

NCARB Certificate Portfolio

If your highest level of education is a high school diploma (or the equivalent), associate's degree, bachelor's or master's degree unrelated to architecture, or a degree earned outside the United States or Canada, you must submit a Certificate Portfolio.

- You must document work experience performed as a licensed architect by building an online portfolio with examples of your work.
- Portfolios must be reviewed and evaluated by a body of peers as established by NCARB.
- Your portfolio must satisfy all subject areas of the *NCARB Education Standard* unless you meet one of the following conditions:
 - If you have 64 or more semester credit hours of postsecondary education, you have the option to obtain an Education Evaluation Services for Architects (EESA) evaluation report to identify specific subject-area deficiencies. Your Certificate Portfolio only needs to address the subject-area deficiencies identified by the EESA.
 - If you hold a U.S. or Canadian bachelor's degree or higher, you do not need to address the *Education Standard's* Liberal Arts subject area in your Certificate Portfolio.

2.3B - Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report

- You may obtain an EESA evaluation report stating that you have met the requirements of the *NCARB Education Standard*, which approximates the requirements of a NAAB-accredited degree program. The EESA evaluation compares your existing post-secondary education to the *NCARB Education Standard* and identifies any deficiencies in your education. You must then complete additional coursework to satisfy those deficiencies and receive a report indicating you have met the *Standard's* requirements.
- The *NCARB Education Standard* is defined in the [Education Guidelines](#).

2.4 Alternatives to the Experience Requirement

If you received your initial license from a U.S. licensing board prior to January 1, 2011, you may provide documentation demonstrating that you have been licensed in an U.S. jurisdiction for at least five consecutive years in lieu of completing the standard experience requirement outlined in section 1.5.

To pursue this alternative, you must:

- Certify that your experience as licensed architect met the intent of the AXP in each of the experience areas.
- Provide verification from at least one additional architect that you obtained such experience.

2.5 Alternatives to the Examination Requirement

If you fail to meet the examination requirement for certification identified in Section 1.5, you may still be certified in the following circumstances:

- A. If your registration was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the Exam Equivalent Guide for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.

SECTION 3

Requirements for Certification of an Architect Licensed in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement/Agreement With NCARB

NCARB enters into mutual recognition arrangements/agreements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. If you are licensed in a foreign jurisdiction that participates in an NCARB MRA, you may apply for NCARB certification in accordance with the terms and conditions of the MRA.

- Australia
- Canada
- Mexico
- New Zealand
- United Kingdom¹

Eligibility requirements and conditions for certification are established by each arrangement/agreement and may vary from MRA to MRA. The basic provisions include:

- Architecture licensure (or the equivalent) in good standing in a signatory jurisdiction in the home country that was not obtained through any other foreign reciprocal arrangements/agreements;
- Licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Nothing in this section of the *Certification Guidelines* or the individual MRAs precludes you from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction

After receiving an NCARB Certificate through an MRA, you can apply for licensure in a U.S. jurisdiction that participates in the MRA. The United States does not offer a national license to practice architecture; each U.S. state or territory is responsible for regulating the practice of architecture within its borders and may choose whether or not to recognize NCARB Certificates granted through an MRA. Please check directly with the U.S. or foreign jurisdiction for specific licensure requirements as each jurisdiction is responsible for regulating the practice of architecture within its borders, and the licensure process will differ depending on your chosen jurisdiction.

¹ Inclusion of the United Kingdom is dependent on the passage of Resolution 2022-A, and would not be included in the *NCARB Certification Guidelines* until the MRA's implementation date.

SECTION 4

Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority

A “Foreign Architect” is an individual who holds a current registration in good standing in a country other than the United States or Canada at the point of application, which allows the individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current registration” may include a license that is eligible for reinstatement upon re-establishment of residency, and/or payment of fees.

Detailed instructions for earning an NCARB Certificate through the Foreign Architect Path can be found on the NCARB website.

4.1 General

You may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by NCARB’s Member Boards (Section 3), or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any U.S. licensing board without further examination of credentials.

All documents submitted as part of the procedures set forth in this section must be provided in English. If a document is not in English, you must arrange to have an official translation submitted on letterhead directly from the issuing authority, a lawyer, translation service, notary, or embassy. You may not provide the translation on their behalf.

4.2 Credential Requirement

You must be credentialed in a foreign country in which the credentialing authority has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You may be required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential. You are required to arrange for independent verification by the credentialing authority to be sent directly to NCARB showing that your credential has been granted and is currently in good standing.

You may also be required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current

status. This statement must be sent directly to NCARB from the credentialing authority or certified translator if applicable.

4.3 Education Requirement

You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. An official transcript of your educational record must be sent directly to NCARB from the school.

4.4 Experience Requirement

You must complete the NCARB Architectural Experience Program (AXP) by documenting your experience through hours.

The reporting requirement identified in the *AXP Guidelines* does not apply to foreign architects seeking NCARB certification through this option once their application has been reviewed and approved for this option.

4.5 Examination Requirement

You must pass the Architect Registration Examination® (ARE®).

SECTION 5

Revocation and Reinstatement of an NCARB Certificate

Revoking a Certificate

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate or impose a disciplinary sanction if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You are convicted of a felony or crime involving fraud or wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- NCARB receives evidence of incompetence, dishonesty, or unlawful conduct that is not adequately refuted related to the practice of architecture or involving fraud or wanton disregard of the rights of others; or
- NCARB finds that you have engaged in any behavior—including written, verbal, or physical—that may be considered inappropriate, abusive, disruptive, threatening, discriminatory, prejudicial, or harassing in nature while engaging with NCARB, any Member Board, and/or any vendor working on behalf of NCARB; or
- You have willfully misstated a material fact in a formal submission to NCARB; or
- NCARB's Professional Conduct Committee otherwise finds that you violated the *NCARB Professional Conduct Committee's Rules of Procedure*.

Other sanctions may include:

- Suspending your NCARB Certificate
- Issuing a public reprimand
- Requiring the completion of ethics education courses
- Issuing a warning letter

Reinstating a Certificate

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. A Certificate that has been suspended will be automatically reinstated after the period of suspension is over, unless otherwise stated at the time of suspension.

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Appendix F:

Mapping of the Current Requirements
for Certification to the Proposed Updates

Certification Requirements

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change, and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants who fail to complete the NCARB certification process within five years will not be considered “in process” and will be required to satisfy current certification requirements.

Changes to the NCARB Education Standard and the AXP

A change in the [NCARB Education Standard](#) or the AXP becomes effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and the AXP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the AXP prior to the effective date of the change shall be treated as having satisfied either or both.

This section is now “Requirements for Certification.” Language was updated to clarify the process for implementing changes to the certification requirements, as well as for programs including the *Education Standard*, AXP, and ARE.

The edited version recommends removing the five-year window for applicants “in process” to become certified under previous requirements:

- Leaves room in individual resolutions to provide a “grandfathering” timeframe
- Five years is often too long of a window

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Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority	

Sections 1-5 maintain their current structure & align to Sections 1-5 of the edited version.

Note: “registration/registered” updated to “licensure/licensed” throughout to align with current standard usage.

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Architect Registration Examination	
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ARE 5.0 Exam Equivalents	

The Policy Advisory recommends removing Appendix A. This content does not apply solely to applicants for certification and lives in the *ARE Guidelines*.

The Policy Advisory Committee recommends removing Appendix B from the *Certification Guidelines* and creating a separate “Exam Equivalents Guide” which could be updated independently when needed.

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SECTION 1

Requirements for Certification of an Architect Registered in a U.S. Jurisdiction

1.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

1.2 Education Requirement

VIEW ALTERNATIVES

You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) not later than 24 months after your graduation, or a program that retained its accreditation without revocation to a time 24 months or less before your graduation, or hold a professional degree in architecture certified by the CACB from a Canadian university.

This is now section 1.3. Language around program accreditation status revised for clarity.

1.3 Experience Requirement

VIEW ALTERNATIVES

You must have completed the Architectural Experience Program® (AXP™). To begin participation in the AXP, an applicant shall have established an NCARB Record and met all requirements for eligibility listed in the [AXP Guidelines](#), which may be revised from time to time by NCARB.

This is now section 1.4. Language added to clarify that meeting experience program requirements that were current at the time of initial licensure is considered equivalent.

The *AXP Guidelines* describes the specific experience requirements including eligibility to begin participation in the AXP, experience settings, categories, areas, hour minimums and maximums, timely reporting and verification of experience¹, and the like.

For additional information, please refer to the *AXP Guidelines*.

The [Reporting Requirements](#) identified in the *AXP Guidelines* do not apply to architects registered in the United States or Canada or to architects credentialed by a foreign registration authority pursuing NCARB certification.

1.4 Examination Requirement

VIEW ALTERNATIVES

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent, as identified in Appendix B, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

For additional information, please refer to the [ARE Guidelines](#).

This is now section 1.5. Language added to clarify that meeting examination requirements that were current at the time of initial licensure is considered equivalent.

1.5 Registration Requirement

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now section 1.2

1.6 General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This section will be removed, as it was based on previous paper application processes that no longer apply.

¹ Verification of experience: If you were at the time of the activity already a registered architect and not under the direct supervision of another, the verification must be by a person who observed the activity and who was your partner or a person employed by the same employer. Under no circumstances may you verify your own experience.

SECTION 2

Requirements for Certification of an Architect Registered in a U.S. Jurisdiction

2.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

2.2 Alternatives to the Education Requirement

If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

- A. Continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction; and Documentation of experience gained pre-licensure and/or post-licensure. The experience must be verified either by a supervisor as allowed by the NCARB Architectural Experience Program or by an architect familiar with the work of the applicant:
 1. Architects who hold a four-year bachelor's degree that includes significant coursework in architecture (as determined by NCARB) awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Architectural Experience Program.

* Bachelor's Degree that includes significant coursework in architecture term refers to any baccalaureate degree from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent resulting from significant architecture coursework, in an amount determined to be acceptable by NCARB. The amount of architecture coursework that is required may vary from institution to institution.

This is now section 2.3. Language has been clarified/added to:

- Emphasize that NCARB determines which path is appropriate based on a candidate's background
- Clarify requirements for the Two Times AXP path
- Clarify that applicants who choose to get an EESA must meet any deficiencies identified within the EESA report

In addition, clarification added to Section 2 introduction that applicants can only complete either the education or experience alternative, not both.

2. All other architects whose highest level of education may be high school, associate degree, unrelated bachelor or master degree, or non-U.S. or Canadian degree must:
 - Submit a Certificate Portfolio. Document experience as a licensed architect to satisfy all subject areas of the *NCARB Education Standard* through a portfolio for peer review.
 - i. Architects with 64 or more semester credit hours of postsecondary education have the option to obtain an Education Evaluation Services for Architects (EESA) to identify specific subject-area deficiencies to address through the Certificate Portfolio.
 - ii. The General Education subject area of the Certificate Portfolio is waived for those with a U.S. or Canadian bachelor degree or higher.
- B. Architects may obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

The NCARB Architectural Experience Program is described in the [AXP Guidelines](#). The *NCARB Education Standard* is described in the [Education Guidelines](#). These documents may be revised from time to time by NCARB.

2.3 Alternatives to the Experience Requirement

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the AXP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.

This is now Section 2.4.

2.4 Alternatives to the Examination Requirement

If you fail to meet the examination requirement identified in Section 1.4, you may still be certified in the following circumstances:

- A. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.
- B. If your registration was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See Appendix B for a table of these qualifying equivalents.

This is now Section 2.5.

2.5 Registration Requirement

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now Section 2.2.

2.6 General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This will be removed. See note above on Section 1.6.

SECTION 3

Requirements for Certification of an Architect Registered in a Foreign Jurisdiction Through Established Mutual Recognition Arrangement With NCARB

This is found in Section 3 of the edited version. Some clarifying language was added, and basic requirements were updated to reflect the proposed MRA with the United Kingdom.

NCARB enters into Mutual Recognition Arrangements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. U.S. jurisdictions that choose to become signatories to an MRA will recognize an NCARB Certificate issued in accordance with the terms and conditions of the MRA.

Eligibility requirements and conditions for certification are established by each Agreement/ Arrangement. The basic provisions include:

- citizenship or lawful permanent residence in a country that is party to the arrangement;
- licensure in good standing in a signatory jurisdiction in the home country;
- a specific period of post-licensure experience in the home country;
- licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Please refer to the [NCARB website](#) for the detailed requirements of each MRA.

Nothing in this section of the *Certification Guidelines* or the individual Mutual Recognition Arrangements precludes an applicant from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction.

SECTION 4

Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority

This is found in Section 4 of the edited version.

A "Foreign Architect" is an individual who holds a current registration in good standing in a country other than the United States or Canada at the time of application, which allows such individual to use the title "architect" and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A "current registration" may include a license that is eligible for reinstatement upon re-establishment of residency, and/or payment of fees.

4.1 General

A foreign architect may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.

This is found in Section 4.1 of the edited version. Clarifying language added around translated documents.

4.2 Education Requirement

You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. You are required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. You are required to have an official transcript of your educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required.

This is found in Section 4.3 of the edited version. Language regarding EESA evaluations was removed to address confusion among applicants.

4.3 Registration Requirement

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice

This is found in Section 4.2 of the edited version.

of architecture. You are required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that your credential has been granted and is currently in good standing. You are also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority.

4.4 Experience Requirement

You must document completion of the NCARB Architectural Experience Program® (AXP™).

This is found in Section 4.4 of the edited version.

4.5 Examination Requirement

You must pass the Architect Registration Examination® (ARE®).

This is found in Section 4.5 of the edited version.

SECTION 5

Revocation and Reinstatement of an NCARB Certificate

Revoking a Certificate

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- You have willfully misstated a material fact in a formal submission to NCARB.

Reinstating a Certificate

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied.

Section 5 has been updated to align with the *NCARB Bylaws and Professional Conduct Committee's Rules of Procedure*.

APPENDIX A

Architect Registration Examination

Description

The content of the Architect Registration Examination (ARE) is based on the knowledge and skills required of a newly registered 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.

To begin taking the ARE, an applicant shall have fulfilled all requirements for eligibility established by his or her jurisdiction and shall have established an NCARB Record. To complete the ARE, an applicant must achieve a passing grade on each division.

Five-Year Rolling Clock

For all initial candidates for licensure, a passing grade for any division of the ARE shall be valid for an initial period of five years, plus any extension granted under the rolling clock extension policy, after which time the division will expire unless the candidate has completed the ARE.

Applicants for NCARB certification that completed the ARE or were licensed:

- A. Prior to January 1, 2006, will not have any divisions governed by the five-year rolling clock.
- B. Prior to July 1, 2014, will have only divisions passed after January 1, 2006, governed by the five-year rolling clock.
- C. On July 1, 2014 or later, will have all divisions governed by the five-year rolling clock.

Any applicant for NCARB certification that is determined to be deficient in a division of the ARE will have to test and pass that division, or the then current exam equivalents, to earn NCARB

Appendix A will be incorporated into the *ARE 5.0 Guidelines*, as these policies are relative to all exam candidates, not just Certificate applicants.

certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

Rolling Clock Extension

NCARB may allow a reasonable extension to a division expiration period in circumstances where completion of the ARE is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-month extension to the end of such division expiration period if the birth or adoption of their child occurs within such rolling clock period.

APPENDIX B ARE 5.0 Exam Equivalents

ARE 5.0 Exam Equivalents

Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined below. Applicants that do not achieve all examination equivalents shall be required to pass the unachieved division(s) identified to meet the examination requirement for the NCARB Certificate.

Practice Management (ARE 5.0) AND Project Management (ARE 5.0) are satisfied by successfully completing one examination in each of the following FOUR groups:

GROUP 1:

- | | |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Construction Documents & Services – ARE 3.1 and prior computer-based versions | (1997-2009) |
| 3. Division I of the ARE | (1983-1996) |
| 4. Professional Examination–Section B, Part IV | (1978-1982) |

Appendix B will be removed from the document and made an independent guide to be updated as necessary.

- 5. Professional Examination Part IV (1973-1977)
- 6. Examination Syllabus H (1954-1975)
- 7. Section 6 of the CALE (1987-1989)

GROUP 2:

- 1. Construction Documents & Services (ARE 4.0) (2008-2018)
- 2. Building Technology (1997-2009)
- 3. Division C of the ARE (1983-1996)
- 4. Professional Examination–Section A (1979-1982)
- 5. Qualifying Test E and F (1977-1978)
- 6. Equivalency Examination III (1973-1976)
- 7. Examination Syllabus E (1954-1975)
- 8. Section 9 of the CALE (1987-1989)

GROUP 3:

- 1. Programming, Planning & Practice (ARE 4.0) (2008-2018)
- 2. Pre-Design (1997-2009)
- 3. Division A of the ARE (1983-1996)
- 4. Professional Examination–Section B, Parts I and II (1979-1982)
- 5. Professional Examination Parts I and II (1973-1978)
- 6. Examination Syllabus C (1954-1975)
- 7. Section 7 of the CALE (1987-1989)

GROUP 4:

- | | |
|--|--------|
| 1. Programming, Planning & Practice (ARE 4.0) 2018) | (2008- |
| 2. Site Planning 2009) | (1997- |
| 3. Division B (Written and Graphic) of the ARE 1996) | (1988- |
| 4. Division B of the ARE 1987) | (1983- |
| 5. Professional Examination—Section A 1982) | (1979- |
| 6. Qualifying Test E and F 1978) | (1977- |
| 7. Equivalency Examination III 1976) | (1973- |
| 8. Examination Syllabus D 1975) | (1954- |
| 9. Section 8 of the CALE 1989) | (1987- |

Project Planning & Design (ARE 5.0) is satisfied by successfully completing one examination in each of the following SEVEN groups:

GROUP 1:

- | | |
|---|--------|
| 1. Site Planning & Design (ARE 4.0)
2018) | (2008- |
| 2. Site Planning
2009) ¹ | (1997- |
| 3. Division B (Written and Graphic) of the ARE
1996) | (1988- |
| 4. Division B of the ARE
1987) | (1983- |
| 5. Professional Examination–Section A
1982) | (1979- |
| 6. Qualifying Test E and F
1978) | (1977- |
| 7. Equivalency Examination III
1976) | (1973- |
| 8. Examination Syllabus D
1975) | (1954- |
| 9. Section 8 of the CALE
1989) | (1987- |

GROUP 2:

- | | |
|--|--------|
| 1. Building Design & Construction Systems (ARE 4.0)
2018) | (2008- |
| 2. Building Design/Materials & Methods
2009) | (1997- |
| 3. Division H of the ARE
1996) | (1983- |

4. Professional Examination—Section B, Part III (1978-1982)
5. Qualifying Test C (1978-1982)
6. Professional Examination Part III (1973-1977)
7. Equivalency Examination II (1974-1976)
8. Examination Syllabus F (1954-1975)
9. Section 5 of the CALE (1987-1989)

GROUP 3:

1. Building Design & Construction Systems (ARE 4.0) (2008-2018)
2. Building Technology (1997-2009)²
3. Division C of the ARE (1983-1996)
4. Professional Examination—Section A (1979-1982)
5. Qualifying Test E and F (1977-1978)
7. Equivalency Examination III (1973-1976)
8. Examination Syllabus E (1954-1975)
9. Section 9 of the CALE (1987-1989)

GROUP 4:

1. Structural Systems (ARE 4.0) (2008-2018)
2. General Structures (1997-2009)
3. Division D/F of the ARE (1988-1996)
4. Divisions D and F of the ARE (1983-1987)
5. Professional Examination—Section B, Part III (1979-1982)

- 6. Qualifying Test B (1977-1982)
- 7. Professional Examination Part III (1973-1978)
- 8. Equivalency Examination II (1973-1976)
- 9. Examination Syllabus G (1954-1975)

GROUP 5:

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. Lateral Forces (1997-2009)
- 3. Division E of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test B (1977-1982)
- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus G (1965-1975)
- 9. Section 2 of the CALE (1987-1989)

GROUP 6:

- 1. Building Systems (ARE 4.0) (2008-2018)
- 2. Mechanical & Electrical Systems (1997-2009)
- 3. Division G of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test D (1977-1982)
- 6. Professional Examination Part III (1973-1978)

- | | |
|--|--------|
| 7. Equivalency Examination II
1976) | (1973- |
| 8. Examination Syllabus I
1975) | (1954- |
| 9. Section 4 of the CALE
1989) | (1987- |

GROUP 7:

- | | |
|--|--------|
| 1. Schematic Design (ARE 4.0)
2018) | (2008- |
| 2. Building Planning
2009) ² | (1997- |
| 3. Division C of the ARE
1996) | (1983- |
| 4. Professional Examination–Section A
1982) | (1979- |
| 5. Qualifying Test E and F
1978) | (1977- |
| 6. Equivalency Examination III
1976) | (1973- |
| 7. Examination Syllabus E
1975) | (1954- |
| 8. Section 9 of the CALE
1989) | (1987- |

Project Development & Documentation (ARE 5.0) is satisfied by successfully completing one examination in each of the following SIX groups:

GROUP 1:

- | | |
|--|--------|
| 1. Construction Documents & Services (ARE 4.0)
2018) | (2008- |
| 2. Construction Documents & Services – ARE 3.1 and prior | |

computer-based versions 2009)	(1997-
3. Division I of the ARE 1996)	(1983-
4. Professional Examination—Section B, Part IV 1982)	(1978-
5. Professional Examination Part IV 1977)	(1973-
6. Examination Syllabus H 1975)	(1954-
7. Section 6 of the CALE 1989)	(1987-

GROUP 2:

1. Construction Documents & Services (ARE 4.0) 2018)	(2008-
2. Building Technology 2009)	(1997-
3. Division C of the ARE 1996)	(1983-
4. Professional Examination—Section A 1982)	(1979-
5. Qualifying Test E and F 1978)	(1977-
6. Equivalency Examination III 1976)	(1973-
7. Examination Syllabus E 1975)	(1954-
8. Section 9 of the CALE 1989)	(1987-

GROUP 3:

1. Building Design & Construction Systems (ARE 4.0) 2018)	(2008-
2. Building Design/Materials & Methods 2009)	(1997-
3. Division H of the ARE 1996)	(1983-
4. Professional Examination—Section B, Part III 1982)	(1978-
5. Qualifying Test C 1982)	(1978-

- 6. Professional Examination Part III (1973-1977)
- 7. Equivalency Examination II (1974-1976)
- 8. Examination Syllabus F (1954-1975)
- 9. Section 5 of the CALE (1987-1989)

GROUP 4:

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. General Structures (1997-2009)
- 3. Division D/F of the ARE (1988-1996)
- 4. Divisions D and F of the ARE (1983-1987)
- 5. Professional Examination—Section B, Part III (1979-1982)
- 6. Qualifying Test B (1977-1982)
- 7. Professional Examination Part III (1973-1978)
- 8. Equivalency Examination II (1973-1976)
- 9. Examination Syllabus G (1954-1975)
- 10. Section 1 of the CALE (1989)
- 11. Sections 1 and 3 of the CALE (1987-1988)

GROUP 5:

- 1. Structural Systems (ARE 4.0) (2008-2018)
- 2. Lateral Forces (1997-2009)
- 3. Division E of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test B (1977-1982)

- 6. Professional Examination Part III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus G (1965-1975)
- 9. Section 2 of the CALE (1987-1989)

GROUP 6:

- 1. Building Systems (ARE 4.0) (2008-2018)
- 2. Mechanical & Electrical Systems (1997-2009)
- 3. Division G of the ARE (1983-1996)
- 4. Professional Examination—Section B, Part III (1978-1982)
- 5. Qualifying Test D (1977-1982)
- 6. Professional Examination Part II (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus I (1954-1975)
- 9. Section 4 of the CALE (1987-1989)

Construction & Evaluation (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:

GROUP 1:

1. Construction Documents & Services (ARE 4.0) (2008-2018)
2. Construction Documents & Services – ARE 3.1 and prior computer-based versions (1997-2009)
3. Division I of the ARE (1983-1996)
4. Professional Examination–Section B, Part IV (1978-1982)
5. Professional Examination Part IV (1973-1977)
6. Examination Syllabus H (1954-1975)
7. Section 6 of the CALE (1987-1989)

GROUP 2:

1. Construction Documents & Services (ARE 4.0) (2008-2018)
2. Building Technology (1997-2009)
3. Division C of the ARE (1983-1996)
4. Professional Examination–Section A (1979-1982)
5. Qualifying Test E and F (1977-1978)
6. Equivalency Examination III (1973-1976)
7. Examination Syllabus E (1954-1975)

8. Section 9 of the CALE
1989)

(1987-

Programming & Analysis (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:

GROUP 1:

- | | |
|---|-------------|
| 1. Programming, Planning & Practice (ARE 4.0) | (2008-2018) |
| 2. Pre-Design | (1997-2009) |
| 3. Division A of the ARE | (1983-1996) |
| 4. Professional Examination—Section B, Parts I and II | (1979-1982) |
| 5. Professional Examination Parts I and II | (1973-1978) |
| 6. Examination Syllabus C | (1954-1975) |

7. Section 7 of the CALE (1987-1989)

GROUP 2:

1. Site Planning & Design (ARE 4.0) (2008-2018)

2. Site Planning (1997-2009)¹

3. Division B (Written and Graphic) of the ARE (1988-1996)

4. Division B of the ARE (1983-1987)

5. Professional Examination—Section A (1979-1982)

6. Qualifying Test E and F (1977-1978)

7. Equivalency Examination III (1973-1976)

8. Examination Syllabus D (1954-1975)

9. Section 8 of the CALE (1987-1989)

¹ If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Site Planning.

² If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Building Planning and Building Technology.