

Notice of June 1-2, 2016 meeting of the Board of Architectural and Engineering Examiners.
Posted to the Board of Architectural & Engineering Examiners' web site on May 23, 2016.



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243
Telephone: 615-741-3221 Fax: 615-532-9410
Program Website: <http://www.tn.gov/commerce/section/architects-engineers>**

AGENDA

**BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
NOTICE OF BOARD MEETING**

Davy Crockett Tower, Conference Room 1-B
500 James Robertson Parkway
Nashville, Tennessee 37243

Wednesday, June 1, 2016

1:00 P.M. ENGINEER COMMITTEE MEETING

CALL TO ORDER – Robert Campbell, Jr.

NEW BUSINESS

- Applications and Audits for Review, Discussion, and Signature
- Applicant Interviews
- Engineering Exam Results
- 2017 Legislative Proposals
 - Engineer Intern Certification Requirement for Engineer Registration

UNFINISHED BUSINESS

- Exam Application Process Discussion
- Licensing Agreement with Japan PE/FE Examiners Council
- Energy Service Companies and Engineering Registration Laws

ADJOURNMENT

The listed order of items and times on the agenda are subject to change, as the Board reserves the right to move to the next agenda items due to cancellations or deferrals.

Board meetings will be conducted by permitting participation of the Board members by electronic or other means of communication if necessary. Any member participation by electronic means shall be audible to the public at the location specified above. The Department of Commerce and Insurance is committed to principles of equal access. If you need assistance with attending this meeting due to a disability please contact the Department's ADA Coordinator at (615) 741-0481.

Davy Crockett Tower, Conference Room 1-A
500 James Robertson Parkway
Nashville, Tennessee 37243

Thursday, June 2, 2016

8:00 A.M. GRANTS TO HIGHER EDUCATION COMMITTEE MEETING

CALL TO ORDER – Susan Ballard, Chair

UNFINISHED BUSINESS

- Proposal for Use of Additional Grant Funds

ADJOURNMENT

8:30 A.M. ARCHITECT COMMITTEE MEETING

CALL TO ORDER – Rick Thompson, Chair

NEW BUSINESS

- Discuss Proposed NCARB Resolutions
- Exam Application Process Discussion

ADJOURNMENT

9:15 A.M. BOARD MEETING

CALL TO ORDER – Robert Campbell, Jr., Chair

- Roll Call
- Acknowledge Guests
- Announcements
- Review Agenda for Changes and/or Additions

CONSENT AGENDA – John Cothron, Executive Director

- Minutes from April 2016 Board Meeting
- Staff Complaint Report

PUBLIC COMMENT

PROFESSIONAL SOCIETY REPORTS

The listed order of items and times on the agenda are subject to change, as the Board reserves the right to move to the next agenda items due to cancelations or deferrals.

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EXAM APPLICATION PROCESS DISCUSSION – Brian T. McCormack, Assistant Commissioner

LEGAL CASE REPORT – Benjamin Glover, Assistant General Counsel

DIRECTOR’S REPORT – John Cothron

- Legislative Update
- Licensing Data
- Complaint Data
- Financial Data

ENGINEER COMMITTEE REPORT – Robert Campbell, Jr.

GRANTS COMMITTEE REPORT – Susan Ballard

ARCHITECT COMMITTEE REPORT – Rick Thompson

UNFINISHED BUSINESS – John Cothron

- Action Items – John Cothron
- Rules Update – Benjamin Glover

NEW BUSINESS

- Officer Elections – Robert Campbell, Jr.
- 2017 Legislative Proposals – John Cothron
- Authorization of Travel and Speakers
- October Meeting Agenda

ADJOURNMENT

The listed order of items and times on the agenda are subject to change, as the Board reserves the right to move to the next agenda items due to cancelations or deferrals.

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2016 EXAM RESULTS												
Fundamentals of Engineering (Jan-Apr 2016)												
ALL CANDIDATES												
Total	Pass	Pass Rate										
296	209	71%										
Certifications Issued:		114										
Principles and Practice of Engineering (April 2016)												
ALL CANDIDATES				FIRST TIME TAKERS				REPEAT TAKERS				
Discipline	Total	Pass	Pass Rate	Total	Pass	Pass Rate	National	Total	Pass	Pass Rate	National	
CHE	9	5	56%	8	5	63%	74%	1	0	0%	33%	
CIV	112	60	54%	61	41	67%	67%	51	19	37%	37%	
ELE	30	9	30%	12	6	50%	65%	18	3	17%	32%	
ENV	1	0	0%	0	0		64%	1	0	0%	21%	
IND	1	1	100%	1	1	100%	78%	0	0		13%	
MEC	29	18	62%	21	14	67%	73%	8	4	50%	40%	
TOTAL	182	93	51%	103	67	65%		79	26	33%		

MEMORANDUM

TO: Member Board Members
Member Board Executives

FROM: Dennis S. Ward, FAIA, NCARB
President

DATE: May 3, 2016

RE: FY16 Resolutions



Please find attached a final copy of the FY16 Resolutions that will be presented to the membership for consideration at the upcoming 2016 Annual Business Meeting. As a reminder, draft resolutions for Member Board consideration were distributed to all Member Boards in early March and then presented by Secretary Terry Allers at the 2016 Regional Summit in Savannah, GA. During the April Board of Directors meeting, the Board addressed feedback from the Summit by making modifications to two of the draft resolutions and withdrawing one draft resolution. In addition, Region 6 has submitted a new resolution for Member Board consideration which has been titled Resolution 2016-10.

Outlined below is a summary of adjustments, actions and additions: the augmented statement of support for Resolution 2016-2 (education alternative for certification); additional language in Resolution 2016-6 (emeritus status); withdrawal of draft Resolution 2016-J (model law regarding intern-architect title); and, a summary of the new Resolution 2016-10 from Region 6 (authority to amend experience guidelines).

- **Resolution 2016-2 (Formerly 2016-B): Certification Guidelines Amendment - Revision of the Alternatives to the Education Requirements for Certification.**

- In response to inquiries for a clearer definition of Architecture-related Program, the Board of Directors passed a motion to amend the Statement of Support to include the following definition for Architecture-Related Degree:

A Bachelor Degree in an Architecture-related Program is defined as any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent:

- *The program must include 60 semester credit hours (or the quarter hour equivalent) of coursework in the degree program major.*
 - *The amount of architecturally-defined content in these programs may vary from institution to institution.*
- In addition, language in the resolution has been updated to reflect an inadvertent omission of the current sub-section B under Section 2.2 Alternatives to the Education Requirement that will be stricken from the *Certification Guidelines* should the resolution pass. There is also a slight modification to the title of this resolution, as well as an addition referencing another Section of the Guidelines in the proposed language to be added to Section 2.3 Alternatives to the Experience Requirement.

Memorandum to Member Board Members, Member Board Executives
2016 NCARB Resolutions
May 3, 2016
Page 2

- **Resolution 2016-6 (Formerly Resolution 2016-F): NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Addition of Architect Emeritus Status**
 - Based on the discussion during the resolution feedback session, the language in the body of the resolution relating to registration renewal in Model Law has been modified to accurately reflect that an emeritus status architect must be retired from the active practice of architecture.

- ***NEW* Resolution 2016-10: Certification Guidelines Amendment: Approval of Changes to Program Requirements for the Intern Development Program**
 - Following the Regional Summit, Region 6 submitted a resolution proposing an amendment to the *Certification Guidelines* that would require a majority vote of the Member Boards to adopt all "substantive programmatic changes" to AXP, while the Board of Directors may implement changes to address "administrative application" of the AXP requirements. Currently the authority to amend all aspects of the experience guidelines rests with the Board of Directors, per a vote of the membership taken in 2009.
 - The Board of Directors voted to oppose this resolution at their April meeting and has provided a statement of opposition at the end of the Sponsor Statement of Support.

- ***REMOVED* Resolution 2016-J: NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Use of the Title Intern**
 - Based on feedback received during and after the Regional Summit, the Board of Directors voted 7-6-1 to withdraw this resolution from consideration. Currently, 24 jurisdictions use licensure candidate titles referenced in Model Law (intern-architect, architect-intern, or both); six other jurisdictions use different titles for licensure candidates (intern (2), architect-in-training (4)); 24 jurisdictions use no title.
 - This issue may be revisited as part of a new Model Law Task Force being organized by 1st Vice President/President-elect Kristine Harding.



NCARB

Resolutions
to be Acted Upon at the
2016 NCARB Annual Business Meeting

MAY 2016

National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
www.ncarb.org

Resolutions to be Acted Upon at the 2016 NCARB Annual Business Meeting

- Page 2** **Resolution 2016-01:** Mutual Recognition Arrangement with Australia and New Zealand
- Page 9** **Resolution 2016-02:** *Certification Guidelines* Amendment – Revision of the Alternatives to the Education Requirements for Certification
- Page 20** **Resolution 2016-03:** *Certification Guidelines* Amendment – Exam Equivalency for ARE 5.0
- Page 27** **Resolution 2016-04:** *Certification Guidelines* Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates
- Page 32** **Resolution 2016-05:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option
- Page 36** **Resolution 2016-06:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Addition of Architect Emeritus Status
- Page 40** **Resolution 2016-07:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Reference to Military-Trained Applicants
- Page 45** **Resolution 2016-08:** *NCARB Legislative Guidelines and Model Law/Model Regulations* and *Certification Guidelines* Amendment – Updating the Name of the Intern Development Program
- Page 50** **Resolution 2016-09:** *NCARB Bylaws* Amendment – Updating Name of Internship Committee
- Page 53** **Resolution 2016-10:** *Certification Guidelines* Amendment – Approval of Changes to Program Requirements for the Intern Development Program
- Page 58** **Appendix A:** Mutual Recognition Arrangement Between NCARB and the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board
- Letter of Undertaking With Respect to the MRA
 - Declaration of Professional Experience With Respect to the MRA

RESOLUTION 2016-01
Supported by the Council Board of Directors (14-0)

TITLE: Mutual Recognition Arrangement with Australia and New Zealand

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 Australia and New Zealand mirrors the process to obtain licensure in the United States insofar as applicants satisfy accredited education, experience, and examination requirements; and

WHEREAS, a workgroup composed of NCARB committee representatives has thoroughly assessed the licensure requirements in Australia and New Zealand and determined sufficient compatibility exists between the licensure requirements of Australia, New Zealand, and the United States; and

WHEREAS, staff representatives from NCARB, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, the Board of Directors has identified that the *Certification Guidelines* require modification to reflect the addition of an additional Mutual Recognition Arrangement; and

WHEREAS, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, the Council Board of Directors must adopt a resolution recommending the Mutual Recognition Arrangement and corresponding changes to the *Certification Guidelines* and submit the Mutual Recognition Arrangement and changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Arrangement between the National Council of Architectural Registration Boards (NCARB) representing the 54 architectural registration boards of the United States, the Architects Accreditation Council of Australia (AACAA) representing the eight state and territory architectural registration boards of Australia, and the New Zealand Registered Architects Board (NZRAB) representing the registered architects of New Zealand, be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that this Mutual Recognition Arrangement shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the Mutual Recognition Arrangement by a majority of all Council Member Boards, and following collection of a signed Letter of Undertaking from 28 Member Boards, this arrangement will become effective January 1, 2017. Additional jurisdictions may sign the Letter of Undertaking and be considered party to the Arrangement after its effective date.

FURTHER RESOLVED, that, if implemented, Section 3 of the NCARB Certification Requirements set forth in the *NCARB Certification Guidelines* (page 13) be modified to encompass all Mutual Recognition Arrangements in lieu of the NCARB + CALA MRA alone effective January 1, 2017.

“SECTION 3

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A CANADIAN FOREIGN JURISDICTION THROUGH AN ESTABLISHED MUTUAL RECOGNITION ARRANGEMENT WITH NCARB

To be eligible, an architect must be a citizen or lawful permanent resident of the United States or Canada, and their principal place of practice must be in a jurisdiction that is a current signatory of the Agreement to seek licensure in the other country. They must be licensed and have completed at least 2,000 hours of post-licensure experience practicing in their home country. Architects that were originally licensed in the United States or Canada through a foreign reciprocal registration agreement will not be eligible under this agreement.

The conditions for a U.S. architect to pursue reciprocal licensure in a Canadian jurisdiction through this Agreement include that they are currently licensed in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement, that they hold an active NCARB Certificate, and that they meet the eligibility requirements noted above.

The conditions for a Canadian architect to pursue reciprocal licensure in a U.S. jurisdiction through this Agreement include that they are currently licensed in good standing by one or more CALA jurisdiction(s) that is a current signatory to this Agreement, that they hold an active NCARB Certificate, and that they meet the eligibility requirements noted above.

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.”

ADVOCATES:

Mutual Recognition Work Group

- Daniel Bennett, *Alabama Member Board Member*
- Jeanne Jackson, *Former Utah Member Board Member*
- Arne Jorgensen, *Wyoming Member Board Member*
- Julie McLaurin, *North Carolina Member Board Member*
- Steven Miller, *Former Arkansas Member Board Member*
- Susan Schaefer-Kliman, *Former Arizona Member Board Member*
- Cheryl Walker, *Former North Carolina Member Board Member*
- Terance White, *Utah Member Board Member*

SPONSORS' STATEMENT OF SUPPORT:

The ability of an architect licensed in a U.S. jurisdiction to lawfully seek and find work abroad depends on their ability to become licensed in that foreign jurisdiction. NCARB Certificate holders have the ability to expand their practices through all of North America due to our long-standing Mutual Recognition Arrangements (MRA) with Canada and Mexico. The 1994 MRA with Canada and its successor arrangement implemented in 2014 have provided the opportunity for hundreds of U.S. architects to become licensed in Canada. We envision the Tri-National MRA between NCARB, CALA, and FCARM, which was implemented in 2013 affording similar opportunities in Mexico for U.S.-licensed architects.

The proposed Mutual Recognition Arrangement between NCARB, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB) presented here further expands the reach of U.S. architects enabling them to establish professional contacts, seek work, and perform services as a registered architect “down under.”

The terms of this Arrangement follow along the lines of our current arrangement with Canada and are strongly founded on accredited education, structured experience, and comprehensive examination; the mainstays of licensure in our U.S. jurisdictions. All three countries also provide for an alternative path to licensure for those without accredited education. Those alternatives are appropriately rigorous and include extended periods of experience prior to licensure. While this arrangement includes those applicants, the focus of the Arrangement is based on the primary and most often utilized pathway.

In late 2014, current and former chairs of NCARB’s Education Committee, Internship Committee, and Examination Committee, along with additional subject-matter experts, were appointed by then-president Dale McKinney to assemble documents and review the requirements for licensure in Australia and New Zealand. Through a substantial comparative analysis, this special review team found a significant correlation between the expected professional competencies for practice and the way they were established and assessed.

The detailed comparative analysis conducted by the review team identified that:

- All 26 NAAB student performance criteria were covered at least once across the AACA/Aula’s range of competencies.
- With one exception, all 96 IDP tasks were covered at least once across the AACA’s seven broad elements and the NZRAB’s 48 performance indicators. (The IDP Task of “Preparing marketing documents that communicate firms’ experience and capabilities” was not covered by New Zealand.)
- All 91 ARE objectives were covered at least once across the AACA’s 42 specific elements and the NZRAB’s 48 performance indicators.

Based on their analysis, the review team found that a rigorous and standardized licensure process is in place in both Australia and New Zealand that parallels NCARB’s processes. And while somewhat different from our own programs, they are confident that a sufficient level of competence is required of the entry-level practitioner.

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

- A single arrangement covering all three countries,
- 6,000 hours (approximately three years) of post-licensure experience in the home country,
- Validation of licensure in good standing from the home authority,
- Citizenship or lawful permanent residence in the home country, and
- Licensure in home country not gained through other foreign reciprocal registration.

The credible standards and consistent expectations for initial licensure developed over many years, supported by strong regulatory procedures, has enabled NCARB, AACA, and NZRAB to move forward together. The 6,000 hours of post-licensure experience in the home country has been mutually agreed to by each country and serves to overcome any perceived differences in the initial registration requirements. In the end, the Arrangement respects each country's well-established, rigorous path to licensure rather than dissecting the individual components.

The Arrangement and the associated Letter of Undertaking are closely related, yet serve two distinct purposes and bind different parties. The Mutual Recognition Arrangement documents the terms of the Arrangement between NCARB, AACA, and NZRAB. The Letter of Undertaking serves as a companion to the Arrangement and outlines the conditions and implementation mechanisms between NCARB and our Member Boards, and between AACA and their jurisdictions. (The NZRAB operates as a single national regulatory authority without sub-jurisdictions.)

Upon completion of the final negotiations, the leaders of NCARB, AACA, and NZRAB signed the Arrangement in February 2016. The NCARB Board of Directors is unanimously supporting Resolution 2016-01 for consideration by our 54 Member Boards at the June 2016 Annual Business Meeting. Once ratified, the collection of individual jurisdiction's signatures to the Letter of Undertaking begins. The Council has until December 31, 2016 to collect signed Letters of Undertaking from a minimum of 28 jurisdictions to move the Arrangement forward. Likewise, AACA has the same timeframe to collect signed Letters from all eight jurisdictions. If successful, the Arrangement becomes effective January 1, 2017.

The complete Arrangement, Letter of Undertaking, and additional supporting documents are available for review in Appendix A. The following additional details regarding the components to licensure in the three countries further supports the Board's decision to sign the formal *Mutual Recognition Arrangement between the NCARB and the AACA and the NZRAB*.

COMPETENCY STANDARDS: The AACA's *National Competency Standards in Architecture*, the NZRAB's *Guide to the Minimum Standards for Initial Registration*, and NCARB's own *Practice Analysis of Architecture* clearly identify the knowledge, skills, and abilities expected of the recently licensed/registered architect to practice independently. While each country may label them slightly differently—knowledge, skills, tasks, elements, performance criteria, outcomes, objectives, performance indicators, etc.—the requirements and expectations are remarkably similar across all three standards. All three standards also structure these expectations in the commonly understood areas of Practice Management, Project Management, Programming/Pre-Design/Design, Project Development/Documentation, and Construction Administration/Observation.

EDUCATION: Each country's primary path to licensure relies on accredited education. As NCARB relies on the National Architectural Accrediting Board (NAAB), the Australian education standard has been jointly developed by the AACA and the Australian Institute of Architects (AIA). Due to a small number of programs, New Zealand utilizes the same standard. All 19 Australian programs and the three New Zealand programs offer an

accredited Master of Architecture degree based on a three-year undergraduate term of study combined with a two-year M.Arch. This single five-year degree path favorably compares to the NAAB-accredited programs offering BArch, M.Arch., and D.Arch. degrees.

Furthermore, the NAAB and the AACA/AulA are both signatories to the Canberra Accord, which only recognizes those international accrediting agencies that have developed and implemented rigorous and structured standards for evaluating and accrediting professional degrees in architecture. NAAB's 2009 review by EESA evaluators declared that all 160 credit hours of the *NCARB Education Standard* are satisfied and that graduates are considered to have no deficiencies.

EXPERIENCE: Each country requires a structured and monitored period of practical experience. NCARB's IDP requires 3,740 hours of supervised experience documented on-line; AACA requires 3,300 hours of supervised experience recorded in a formal log-book; NZRAB requires 140 weeks of supervised experience compiled on detailed project record forms. These periods approximate two-to-three years of full-time employment. With a significantly smaller number of candidates in the process, the NCARB review team found that requirements for documenting experience and monitoring the work product in Australia and New Zealand are more detailed than that of IDP.

EXAMINATION: Each country utilizes a standardized examination process to assess each candidate's abilities. The greatest departure between the path to licensure in the United States and the path in Australia and New Zealand is evident in the examination. All three examinations are rigorous and reliable; however, the approach is significantly different. NCARB uses the standardized multi-division Architect Registration Examination® (ARE®) to assess competency. The AACA's National Examination Paper (NEP) is a much shorter multiple-choice exam based on any aspect of the *National Competency Standard*. And NZRAB's Case Study process is a highly-detailed dossier and narrative submission of multiple projects to sufficiently cover the required competencies.

ORAL EXAMINATION: In addition to the written components of the assessment process, the path to licensure in Australia and New Zealand includes an oral interview as the final component of the evaluation process. Again, with a smaller candidate pool, both Australia's and New Zealand's processes are more individualized and include greater personal engagement with a team of trained assessors. In Australia, a one-hour interview covering any aspect of the Standard is conducted before two experienced architects and an observer. In New Zealand, the candidates present their Case Studies to two senior architects over the course of three hours. This personal interaction provides the opportunity for the assessors to thoroughly engage with each candidate and is a significant capstone of their respective paths to licensure.

CONTINUING EDUCATION: The majority of architects registered in each country are subject to continuing education requirements for license renewal. Although not universal, 47 U.S. jurisdictions require approximately 12 hours of continuing education for license renewal each year. In Australia, three jurisdictions mandate 20 hours per year while it is

considered optional in the remaining five jurisdictions. New Zealand registered architects are required to accumulate 1,000 points every five years through an individualized assessment of their work.

The complete Arrangement, Letter of Undertaking, and additional supporting documents are available for review in Appendix A.

RESOLUTION 2016-02
Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Revision of the Alternatives to the Education Requirements for Certification

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction” education and experience requirements set forth in the *Certification Guidelines*; and

WHEREAS, a workgroup of NCARB volunteers with long expertise in administering the current alternative program known as the Broadly Experienced Architect (BEA) were convened to revise a previous proposal, which failed in 2015; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective no sooner than January 1, 2017, with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, prior to implementing the changes to the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction,” the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction” as included in Section 2 of the *Certification Guidelines* (page 12) be revised as indicated below:

“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. Satisfaction of NCARB’s Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of experience in practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* gained while holding a registration issued by any U.S. jurisdiction to demonstrate that a combination of education and/or experience in practicing architecture satisfies all of his/her education deficiencies with respect to the NCARB Education Standard set forth in the *Education Guidelines*. The required years are:~~

- ~~Six years for architects who hold a pre-professional degree in architecture awarded by a U.S. regionally accredited institution or the Canadian equivalent,~~
or
- ~~Eight years for architects who hold any other baccalaureate or higher degree,~~
or
- ~~Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.~~

A. Three (3) years of continuous licensure 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 Intern Development Program or by an architect familiar with the work of the applicant:

1. Architects who hold a four-year bachelor degree in an architecture-related program awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Intern Development Program.

* Bachelor Degree in an Architecture-related Program: The term refers to any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits of the quarter-hour equivalent.

For instance these degrees have titles such as Bachelor of Science in Architecture, Bachelor of Science in Architectural Studies, Bachelor of Arts in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. This list is neither all-inclusive nor exhaustive.

The amount of architecturally-defined content in these programs may vary from institution to institution.

2. All other architects (whose highest level of education may be high school, associate degree, unrelated bachelor or master degree, etc.) must:
 - Obtain an Education Evaluation Services for Architects (EESA)* evaluation, for those who have 64 or more semester credit hours of post-secondary education to determine education deficiencies.
 - Document experience as a licensed architect to satisfy subject areas identified as deficient by the EESA report through a portfolio for peer review.

*Architects with less than 64 semester credit hours of post-secondary education do not require an EESA and must satisfy all education deficiencies through an education portfolio.

B. Applicants with a degree in the field of architecture that is not accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) must obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

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 Intern Development Program is described in the *IDP Guidelines*. The NCARB Education Standard and the NCARB Broadly Experienced Architect Program ~~are~~ is described in the *Education Guidelines*; These documents ~~which~~ may be revised from time to time by NCARB.

2.3 Alternatives to the Experience Requirement

This alternative shall be available only to those applicants who meet the alternative to the education requirement in accordance with the requirements of Section 2.2.A.2 and 2.2 B.

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 IDP 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.”

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective no sooner than January 1, 2017, and will apply 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 changes referenced herein, they will be eligible for certification.

ADVOCATES:**BEA Alternatives Work Group**

- Terry Allers, *NCARB Secretary*
- Robert Calvani, *New Mexico Member Board Member; Director, Region 6*
- Arne Jorgenson, *Wyoming Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

SPONSORS' STATEMENT OF SUPPORT:

This proposal represents an effort to streamline the alternative to the education requirement for certification while ensuring that each architect has documented the pertinent experience necessary to overcome education deficiencies. Through this program, architects who have been licensed by a jurisdiction without a degree from a NAAB-accredited program are provided with the opportunity to meet the education requirement for certification.

A two-year effort to design new requirements for certification of architects who do not hold a degree in a program accredited by the NAAB to replace the Broadly Experienced Architect (BEA) Program was presented through a resolution at the June 2015 Annual Business Meeting. The resolution was amended; the amended resolution failed to acquire an absolute majority (28 votes) with a 27-26 vote. The Board of Directors' evaluation of the commentary during the voting process and following the effort led President Dennis Ward to appoint a work group of esteemed volunteers knowledgeable of the existing BEA process. The group was charged to design a new approach to revise the program that could be responsive to voiced and written commentary by our Member Boards. The NCARB Board voted to adopt the consensus recommendation of the work group and directed staff to draft this proposed resolution to include the following elements:

1. A minimum of three years of licensure requirement for all applicants through this process
2. Streamlining the program for those with architecture-related degrees by requiring double the experience (IDP) requirements and eliminating the EESA report and peer review
3. Restriction Maintaining the peer review and EESA elements of the program to for those licensees who do not have an architecture-related or pre-professional degree

Applicants for NCARB certification with architecture-related degrees will document their experience online in the six experience areas required by the IDP hours just as licensure candidates do today. The Council anticipates that the applicants will most likely have already documented experience to satisfy the IDP (1x) as most jurisdictions that allow licensure without the accredited degree program still require completion of the IDP. These applicants will be allowed to use pre or post-licensure experience. The costs associated with certification through this method will be greatly reduced as it is electronic, and meetings to conduct peer reviews will no longer be required.

Applicants for NCARB certification who were licensed by one of the jurisdictions that allow licensure with other levels of education that are not four-year bachelor degrees in architecture-related programs will be required to have their education evaluated by the Education Evaluation Services for Architects (EESA) to determine their education deficiencies. *These individuals will then follow the same process as the current BEA Program.* They will be required to assemble a portfolio of their work documenting pre- or post-licensure project experience that clearly indicates how they have overcome their education deficiencies in all areas identified by the EESA. The costs associated with certification through this method will be reduced nominally through operational changes, however, the applicant will still incur substantial time and financial expense through the EESA evaluation and development of their portfolio of work.

The following guiding principles were used in the development of this modified alternative to the education requirement:

1. All U.S. architects must be allowed to participate, regardless of formal education.
2. Any proposal shall recognize the applicant for certification is licensed to practice architecture.
3. Any proposal shall recognize that 16 U.S. jurisdictions allow experience to substitute for education.
4. Any proposal shall lead to a reduction/elimination of financial burdens on the applicant and the Council.

The proposed alternative to the education requirement for certification of a U.S. architect includes a general eligibility requirement; and documentation of experience based on two categories of post-secondary education attained.

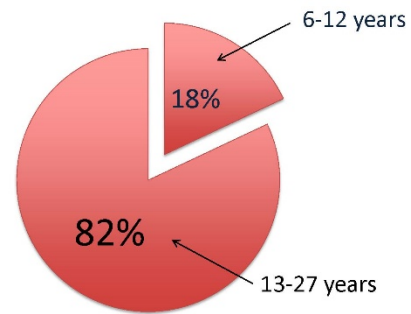
General Eligibility

- ✓ An applicant must complete three (3) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction.

This requirement for all applicants who do not have an architecture degree in a NAAB-accredited program recognizes:

- That all applicants are practicing architects (guiding principle #2),
- The value of licensed practice to demonstrate competence developed through experience gained pre-licensure that augmented architecture education (guiding principle #3), and
- That three years of practice is a reasonable period of time whereby any disciplinary action could be reported.

Historically, 82 percent of BEA applicants have between 13 and 27 years of licensed practice, well beyond this proposed minimum.

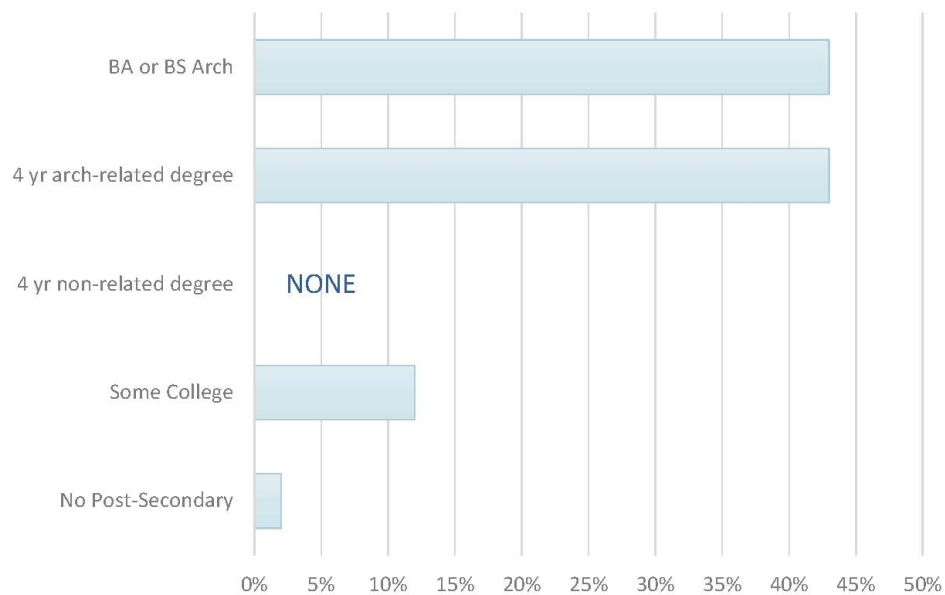


Education: A Four-year Bachelor Degree in an Architecture-related Program

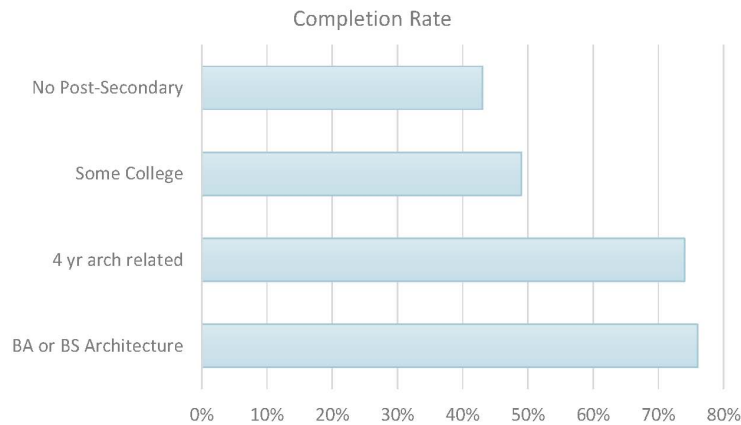
- ✓ Architects with a four-year bachelor degree in an architecture-related program awarded by a U.S. regionally accredited institution or the Canadian equivalent must document two times (2x) the experience requirement of the NCARB Intern Development Program.

This requirement recognizes the following factors relative to architects who have obtained a four-year bachelor degree in an architecture-related program:

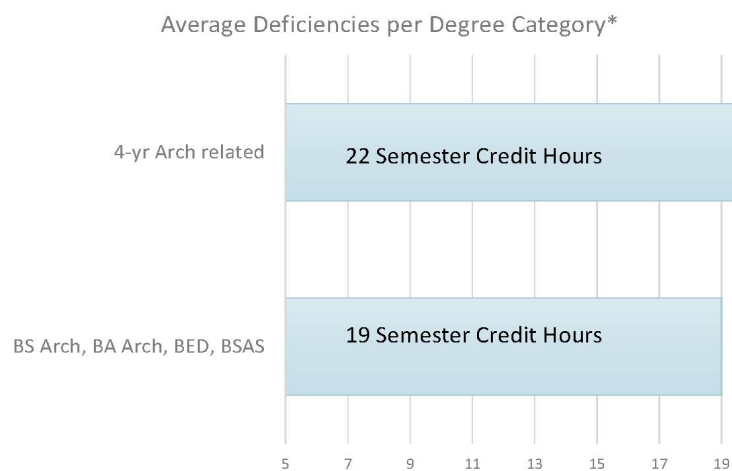
- Architects have completed additional years of experience, required by the licensing board, to augment their level of education prior to initial licensure. (guiding principle #3)
- Historically, 86 percent of applicants for the BEA Program hold a bachelor degree: B.A. or B.S. in Architecture (43 percent) or an architecture-related degree (43 percent).



- The differences between a “pre-professional” degree in architecture and a four-year “architecture-related” degree is increasingly subjective. Jurisdictions typically base their education review on each individual’s completed curriculum of study to determine the number of additional years of experience required for initial licensure.
- Historically, the completion rates of the BEA Program for architects with a B.S. or B.A. in Architecture is 76 percent. The completion rate for architects with a four-year architecture-related degree is nearly identical at 74 percent.



- Today, degree nomenclature has expanded to include many four-year bachelor degrees in architecture-related programs, such as a Bachelor of Environmental Design (BED), Bachelor of Architectural Studies (BAS), etc. All of these architecture-related degrees can lead into a two- or three-year Master of Architecture degree in a NAAB-accredited program, dependent on the individuals’ specific course of study and portfolio.
- Based on a sample of 20 EESA reports per category, the number of semester credit hour deficiencies identified of architects with a B.S. or B.A. degree versus architects with a degree that is architecture-related was found to be insignificant.



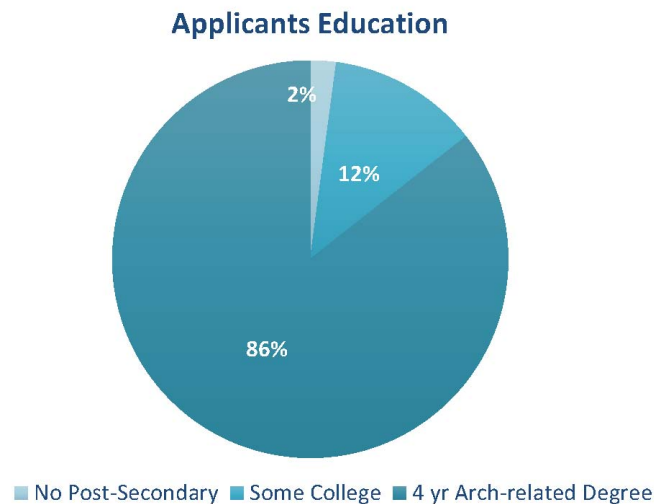
*Base on sample of 20 EESA reports per category

Education: Other than a Four-year Bachelor Degree in an Architecture-related Program

- ✓ Architects who do not hold a four-year bachelor degree in an architecture-related program (high school, associate degree, unrelated bachelor or master degree, etc.) must:
 - Complete an EESA evaluation, if they have more than 64 semester credit hours of post-secondary education.
 - Document experience in a portfolio for peer review through a virtual and semi-automated process.

The following factors are recognized:

- Individual's level of education can vary greatly. Each jurisdiction granting initial licensure to an individual determines the additional experience required prior to granting initial licensure.
- An EESA evaluation, when applicable, will be used to identify specific deficiencies relative to the *NCARB Education Standard*.
- Individuals will demonstrate satisfaction of the education requirement for certification through a portfolio of work reviewed by peers.
- Historically, the number of architects in this category applying for NCARB certification are minimal.



Conclusion

This proposal is inclusive of all architects in pursuit of NCARB certification. It acknowledges those individuals who have obtained their initial license with some level of education other than a bachelor degree in an architecture program accredited by the NAAB through jurisdiction-directed additional practical work experience (guiding principle #1).

This proposal advances the alternative to the education requirement for certification of a U.S. architect (currently the BEA Program) by:

- Recognizing the value of a four-year bachelor degree in architecture education that leads to a degree in a NAAB-accredited program;
- Recognizing the value of practical experience augmenting education;
- Ensuring that each applicant has satisfied education deficiencies through documentation of additional experience through the IDP or submission of an e-portfolio;
- Streamlining the certification requirements for the majority of applicants by utilizing the known and accepted prescriptive requirements of the IDP;
- Encouraging aspiring architects to obtain an architecture degree in a program accredited by NAAB to avoid having to complete additional years of experience pre- and post-licensure, and additional documentation for certification;
- Eliminating the dossier submission and review for the majority of applicants and developing a fair and effective review process for those without an architecture-related degree.
- Maintaining a rigorous, objective, all-inclusive program for architects in pursuit of the NCARB Certificate.

How it Will Work:

This graphic illustrates the proposed alternative to the education requirement to replace the Broadly Experienced Architect (BEA) Program.

Licensed	EESA	IDP	E-Portfolio	Criteria	Reviewed by	
3 Years	No	4-year arch-Related degree	2X IDP	No	IDP Tasks	IDP Supervisor
	Yes*	4 year non-related degree or less	E-Portfolio	Yes	Education Standard	Peer Review

• Yes - for applicants with 64 or more semester credit hours who are required to submit an e-portfolio.

Four-year Architecture-related Degree

Architects with at least three years of licensed practice who have a four-year architecture-related bachelor degree will be required to document their experience meeting the requirements of the IDP through the online reporting system—just as aspiring architects currently report their experience. It is important to note that applicants can fulfill the requirements for certification by utilizing pre- or post-licensure experience.

Architects in this category will be required to document two times the requirements of the IDP meaning two times the hours required in each of the six experience areas. Many architects will have already reported IDP experience that was required by the jurisdiction for initial licensure. Reporting experience hours will not be limited by the IDP reporting requirement, which states that individuals may only document experience gained in the previous six months for full credit, and up to five years back for half credit. The ability to utilize experience, pre- or post-licensure, allows the architect greater flexibility in documenting competent performance of the tasks required by the IDP.

The experience must be verified in accordance with the requirements of the IDP. If an architect cannot have the experience verified by the IDP supervisor who observed the competent performance of the required tasks, NCARB will accept verification by an architect known to the individual applicant for a period of no less than one year.

This proposal utilizes a system and process that is already well established and trusted by the NCARB membership while providing the validated evaluation desired by the NCARB Member Boards. In addition, the proposal modifies the alternative to the education requirement in a way that enables the Council to reduce and in many cases eliminate fees associated with the Broadly Experienced Architect (BEA) Program for the majority of applicants ([guiding principle #4](#)).

A Bachelor Degree in an Architecture-related Program is defined as any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits of the quarter-hour equivalent:

- The program must include 60 semester credit hours (or the quarter hour equivalent) of coursework in the degree program major.
- The amount of architecturally-defined content in these programs may vary from institution to institution.

Four-year Non-Architecture-related Degree or Less

Applicants with three years of licensed practice who have anything less than a 4-year architecture-related bachelor degree, will be required to submit an e-portfolio of their work experience to satisfy the *NCARB Education Standard*. An EESA will be required for anyone with more than 64 semester credit hours of post-secondary education.

An education e-portfolio template, similar to the current BEA education dossier, will be utilized by the applicant to upload all documentation. The online review process will include trained volunteers and specific criteria for each subject area of the *NCARB Education Standard*. Once a portfolio is submitted, the timeline for the review process is dependent upon reviewer availability, but will have the flexibility to occur year-round. Unlike the current dossier review process that is limited to a committee review occurring only two or three times a year.

Once an ePortfolio is reviewed and approved, the applicant will have met the education requirement for certification.

Financial Impact

FY17 – No Financial Impact

FY18 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus.

FY19 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus.

FY20 – Loss of revenue offset by reduction in committee expenses and staff time for a small financial surplus

RESOLUTION 2016-03
Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Exam Equivalency for ARE 5.0

SUBMITTED BY: Examination Committee

WHEREAS, the Examination Committee has determined that it is in the best interests of the Council to update the *Certification Guidelines* to reflect modifications to the structure of the Architect Registration Examination as a result of the upcoming release of ARE 5.0; and

WHEREAS, the *Certification Guidelines* contain Appendix C, which is used by NCARB staff to confirm that an architect seeking NCARB certification who completed an older version of the ARE did complete all divisions that are substantially equivalent to the current version of the ARE; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, or such later date identified in the change, with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, prior to implementing the changes to Appendix C of the *Certification Guidelines*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the first paragraph of Appendix C of the *Certification Guidelines* (page 18) be amended upon the launch of ARE 5.0 to read as follows:

~~“**ARE 4.0 Exam Equivalents**~~

~~Candidates who have passed some divisions but have not passed all divisions of the Architect Registration Examination in accordance with applicable policies before July 1, 2009, shall thereafter be required to pass all remaining divisions of the ARE in accordance with the ARE 4.0 Exam Equivalents identified below.~~

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.”

ALSO RESOLVED, that the exam equivalencies for ARE 5.0 divisions are defined as follows upon the launch of ARE 5.0 and replace the ARE 4.0 exam equivalencies in Appendix C of the *Certification Guidelines* (page 18):

“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) |
| 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) | (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) |

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) | (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)

GROUP 2:

- 1. Building Design & Construction Systems (ARE 4.0) (2008-2018)
- 2. Building Design/Materials & Methods (1997-2009)
- 3. Division H of the ARE (1983-1996)
- 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)
- 6. Equivalency Examination III (1973-1976)
- 7. Examination Syllabus E (1954-1975)
- 8. 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)
- 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 III (1973-1978)
- 7. Equivalency Examination II (1973-1976)
- 8. Examination Syllabus I (1954-1975)
- 9. Section 4 of the CALE (1987-1989)

GROUP 7:

1. Schematic Design (ARE 4.0)	(2008-2018)
2. Building Planning	(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)
6. Equivalency Examination III	(1973-1976)
7. Examination Syllabus E	(1954-1975)
8. Section 9 of the CALE	(1987-1989)

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)	(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	(1987-1989)

GROUP 3:

1. Building Design & Construction Systems (ARE 4.0)	(2008-2018)
2. Building Design/Materials & Methods	(1997-2009)
3. Division H of the ARE	(1983-1996)
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 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 III	(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	(1987-1989)

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.”

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of *Certification Guidelines*, including the Appendices, remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective at the time the Council launches ARE 5.0 in fall 2016 and will apply to all examinations administered from that point forward.

ADVOCATES:

Examination Committee (COE)

- Terance White, *Utah Member Board Member*
- Allen Bacqué, *Louisiana Member Board Member*
- Jon Alan Baker, *California Member Board Member*
- Kristi Beattie, *Missouri recently licensed architect*
- Carole Briggs, *Connecticut Member Board Member*
- Jody Coleman, *Mississippi Member Board Member*
- James Lev, *Former Illinois Member Board Member*
- Julie McLaurin, *North Carolina Member Member*
- Raul Rivera-Ortiz, *Puerto Rico Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

SPONSORS' STATEMENT OF SUPPORT:

The exam equivalents table is a reference document used by NCARB staff to assess the examination history of licensed individuals seeking the NCARB Certificate who have taken a version of the ARE that is older than the current version being administered. The exam equivalents chart is NOT a table to be used to calculate current examination eligibilities for ARE candidates seeking initial licensure.

In most cases, applicants for the NCARB Certificate have completed all divisions of what was the current ARE at their time of licensure. This table allows NCARB to confirm that the applicant's previous examination history is equivalent to the current version of the ARE. In some cases, applicants for the NCARB Certificate are found to have not completed all divisions of what was the current ARE at their time of licensure due to extenuating circumstances granted the individual by the jurisdiction of initial licensure. This equivalents table allows NCARB to identify which current division(s) of the current ARE align to the examination division(s) not previously met at their time of initial licensure.

Updates to the exam equivalents table are necessary whenever the Architect Registration Examination's structure is modified. With the upcoming launch of ARE 5.0, the exam equivalents table must be updated to ensure that future applicants for the NCARB Certificate have an examination history equivalent to that of the then current ARE.

The ARE 5.0 exam equivalents have been developed based on historical exam equivalents and modified to address the transition from ARE 4.0 to ARE 5.0 using the published ARE 5.0 Credit Model. The ARE 5.0 exam equivalents table will serve as the documented record of Architect Registration Examination equivalencies to assess the examination history of licensed individuals seeking the NCARB Certificate. Upon the launch of ARE 5.0, the *Certification Guidelines* will be updated to reflect equivalents equal to ARE 5.0.

RESOLUTION 2016-04
Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates

SUBMITTED BY: Examination Committee

WHEREAS, the Examination Committee of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to maintain the current examination Five-Year Rolling Clock policy and Rolling Clock Extension policies set forth in Appendix B of the *Certification Guidelines* to function unchanged for ARE 5.0; and

WHEREAS, the Examination Committee and the Board of Directors have determined that the current policy language has led to confusion between the expiration of eligibilities to take an exam and the expiration of exams already passed making it advisable and in the best interests of the Council to clarify language in the Rolling Clock Extension Policy; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective at the time specified in this Resolution, with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, prior to implementing the changes to Appendix B of the *Certification Guidelines*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that examination eligibility expiration, Part D of the section entitled Five-Year Rolling Clock in Appendix B of the *Certification Guidelines*, is wholly a function of Member Board examination policy outlined in the *ARE Guidelines* and not a requirement of NCARB certification, and therefore, part D of the Five-Year Rolling Clock be removed from the *Certification Guidelines*.

FURTHER RESOLVED, that the Five-Year Rolling Clock and Rolling Clock Extension policy for exam validity in Appendix B of the *Certification Guidelines* (page 17) be modified to provide better clarity to all stakeholders to read as follows:

“Five-Year Rolling Clock

For all initial candidates for licensure, Effective January 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for an initial period of five years plus any extensions granted under the rolling clock extension policy, after

which time the division ~~must be retaken~~ will expire unless all divisions have been passed 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 certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

The transitional rules are as follows:

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

Rolling Clock Extension

NCARB may allow a reasonable extension of such period ~~to a division expiration period~~ in circumstances where completion of all divisions ~~the ARE~~ ~~within such five-year period~~ 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 ~~five-year~~ ~~division expiration~~ period if the birth or adoption of their child occurs within such ~~five-year~~ ~~rolling clock~~ period.”

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of Appendix B of the *Certification Guidelines* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective at the time the Council launches ARE 5.0 in fall 2016 and will apply to all examinations administered from that point forward.

ADVOCATES:

Examination Committee (COE)

- Terance White, *Utah Member Board Member*
- Allen Bacqué, *Louisiana Member Board Member*
- Jon Alan Baker, *California Member Board Member*
- Kristi Beattie, *Missouri recently licensed architect*
- Carole Briggs, *Connecticut Member Board Member*
- Jody Coleman, *Mississippi Member Board Member*
- James Lev, *Former Illinois Member Board Member*
- Julie McLaurin, *North Carolina Member Member*
- Raul Rivera-Ortiz, *Puerto Rico Member Board Member*
- Alfred Vidaurri, *Director, Region 3*

SPONSORS' STATEMENT OF SUPPORT:

The exam eligibility expiration policy, Part D of the current Rolling Clock Policy set forth in Appendix B of the *Certification Guidelines*, is managed by the My Examination candidate management system and is configurable based on each state's requirements. Application of an exam eligibility policy is NOT a requirement for NCARB certification, therefore, such policy language should not be included as part of the *Certification Guidelines*.

This resolution recognizes that the ability for member jurisdictions to establish an exam eligibility policy will be maintained in the My Examination candidate management system as has been the case since My Examination was launched several years ago. This proposed change to the *Certification Guidelines* will move policy language to the *ARE Guidelines*, the policy manual of the ARE, as follows:

Maintaining Exam Eligibility with Your Jurisdiction

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

Most jurisdictions have implemented a test activity requirement to maintain exam eligibilities. Your eligibilities to test may expire if no attempt to test (pass or fail) has been completed within a five-year period. If your state-based eligibility period expires before you successfully complete all divisions of the ARE, you must contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the Direct Registration program) to establish a new eligibility under the then current procedures of the registration board.

The purpose of an eligibility expiration policy, Part D of the current Rolling Clock Policy included in Appendix B of the *Certification Guidelines*, is to ensure inactive candidates are not allowed to maintain active exam eligibilities into perpetuity. Maintenance of abandoned active eligibilities becomes an undue burden on state and system resources. The policy also allows Member Boards to require candidates with expired eligibilities to reapply under their then current application requirements. The ability for each member jurisdiction to establish an eligibility expiration policy will be maintained while removing confusing and inappropriate language from the *Certification Guidelines*.

The proposed change in language to the Five-Year Rolling Clock and Rolling Clock Extension policies does not change the way this policy has been implemented since 2006. The submitted language acts to clarify the policy for all future ARE candidates as well as ensure that all applicants for the NCARB Certificate are appropriately governed by the rolling clock. The modifications to the Rolling Clock Extension policy clarify that each passed division of the ARE is governed by an initial period of validity established by the Five-Year Rolling Clock policy. This initial period of validity can be extended as approved based on the Rolling Clock Extension policy. Multiple extensions to any single division are supported and can be granted based on candidate need.

No changes are proposed to the timeframe of the rolling clock period because recently completed research regarding change within the profession continues to support this timeframe. Although it is understood that not all areas of practice change at the same rate, research informed a recommendation consistent with the current five-year period for multiple divisions of ARE 5.0.

The Examination Committee sees great benefit in maintaining a consistent rolling clock policy across all divisions as well as versions of the ARE with the upcoming transition to ARE 5.0.

RESOLUTION 2016-05
Supported by the Council Board of Directors (14-0)

TITLE: *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option

SUBMITTED BY: Procedures and Documents Committee and Integrated Path Evaluation Committee

WHEREAS, the Council has developed an initiative designed to result in a structured experience for students enrolled in an Integrated Path to Architectural Licensure option that offers the ability to complete the requirements for architectural licensure by the time of graduation, and there are currently fourteen (14) schools that have been accepted into this initiative; and

WHEREAS, students graduating from these programs may choose to obtain licensure in a jurisdiction other than where they complete their architecture degree; and

WHEREAS, the Board of Directors has determined that it is advisable to amend the *NCARB Legislative Guidelines and Model Law/Model Regulations* to include language that would allow students enrolled in an NCARB accepted Integrated Path to Architectural Licensure option within a NAAB-accredited program access to the Architect Registration Examination while they are enrolled in the program; and

WHEREAS, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

WHEREAS, the Council Board of Directors must adopt a resolution recommending applicable changes to the *NCARB Legislative Guidelines and Model Law/Model Regulations* and submit such resolution and changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards create model language in the *NCARB Legislative Guidelines and Model Law/Model Regulations* for the implementation of the Integrated Path to Architectural Licensure program by updating the *Legislative Guidelines and Model Law/Model Regulations*.

FURTHER RESOLVED, that a new Section 100.601 Examination Eligibility be inserted to the *Model Regulations* (page 27) as follows:

“100.601 Examination Eligibility

A. [For the purpose of qualifying for the examination, an applicant shall present satisfactory evidence to the board that he/she:

- i. Holds a professional degree from a school whose curriculum has been accredited by the National Architectural Accrediting Board (NAAB), or
 - ii. Is a student actively participating in a NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within a NAAB-accredited professional degree program in architecture, or
 - iii. Has met the education and experience requirements outlined in {insert specific reference to applicable laws/rules}]
- B. The Board will determine applicant eligibility and forward eligibility information to NCARB (or the Board may request NCARB to determine such eligibility subject to its approval thereof). ”

FURTHER RESOLVED, that the existing Section 100.601 of *Model Regulations* (page 27) be renumbered and amended as follows:

“100.60~~2~~¹ Conditions of Examination

~~A. The Board will determine applicant eligibility and forward eligibility information to NCARB (or the board may request NCARB to determine such eligibility subject to its approval thereof).~~

A. The Board will allow applicants to take the ARE at any NCARB-approved test center, whether or not it is located within this state.

B. The Board will accept the ARE results as determined by NCARB and will report the results to the applicant, or the Board may request NCARB to report such results to the applicant.

C. If there is any alleged misbehavior on the part of an applicant in connection with taking the examination, the board will investigate the allegation and take appropriate action. Misbehavior may include, without limitation, violation of NCARB’s Guidelines or policies, or an applicant’s confidentiality agreements with respect to the examination.”

FURTHER RESOLVED, that sections 100.602 Appeal and 100.603 Transfer of Scores to and from Other Boards (page 28) of the *Model Regulations* be renumbered as follows:

“~~[100.60~~3~~² Appeal]~~

100.60~~4~~³ Transfer of Scores to and from Other Boards”

FURTHER RESOVLED, that the table of contents of the *Model Regulations* (page 23) be amended as follows:

“Examination

Examination Eligibility 100.601

Conditions of Examination 100.60~~2~~¹

Appeal 100.60~~3~~²

Transfer of Scores to and from Other Boards 100.60~~4~~³”

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these resolutions shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon approval of the resolution by an absolute majority of Member Boards, such changes to the *Legislative Guidelines and Model Law/Model Regulations* shall become effective July 1, 2016.

ADVOCATES:

Integrated Path Evaluation Committee

- Ronald Blich, *Louisiana Member Board Member*
- Nadia Anderson, *Educator, Iowa State University College of Design*
- David Cronrath, *Dean, University of Maryland School of Architecture, Planning & Preservation*
- John Enright, *Educator, Southern California Institute for Architecture*
- Cathe Evans, *North Carolina Member Board Executive*
- Pasqual Gutierrez, *California Member Board Member*
- Norman Millar, *Dean, Woodbury University School of Architecture*
- Amy Perenchio, *NAAB Board of Directors*
- Jeffery Potter, *AIA Past President*
- Anne Smith, *Georgia Member Board Member*
- Bayliss Ward, *Montana Member Board Member; Director, Region 5*

SPONSORS' STATEMENT OF SUPPORT:

In August 2015, the National Council of Architectural Registration Boards (NCARB) accepted proposals from over a dozen architecture schools to implement an NCARB-accepted Integrated Path to Architectural Licensure (IPAL) option within their academic programs accredited by the National Architectural Accrediting Board (NAAB). This initiative was designed to result in a structured experience for students that offers the ability to complete the requirements for architectural licensure at the time of graduation.

The IPAL option in NAAB-accredited programs provides a structured education experience and timeline for a student to complete the requirements of the Intern Development Program (IDP) and afford them the opportunity to take each division of the Architect Registration Examination® (ARE®) before graduation. It is important to note that passing all ARE divisions prior to graduation is not required.

Critical to the successful implementation of these programs is the ability for students (enrolled in these programs offering an IPAL option) to sit for the ARE **prior to completing their NAAB-accredited degree program.**

Currently, only seven (7) jurisdictions have language in their statutes or regulations that would enable access to the ARE to a student enrolled in school. Therefore, the proposed modifications to *Legislative Guidelines/Model Law/Model Regulations* will help guide our Member Boards as they modify their regulations to implement this Integrated Path to Architectural Licensure concept in their jurisdiction.

RESOLUTION 2016-06
Supported by the Council Board of Directors (14-0)

TITLE: *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Addition of Architect Emeritus Status

SUBMITTED BY: Procedures and Documents Committee

WHEREAS, the Procedures and Documents Committee has identified that 41 Member Boards currently provide some sort of emeritus status for registered architects in their jurisdiction; and

WHEREAS, the Procedures and Documents Committee has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the *Legislative Guidelines and Model Law/Model Regulations* to add an “Architect Emeritus” status and address the reinstatement requirements for individuals who would fall in this status; and

WHEREAS, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

WHEREAS, prior to implementing changes to the *Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards add an “architect emeritus” status to the *NCARB Legislative Guidelines and Model Law/Model Regulations* by adding the term and definition to Section 1 – Definitions of Model Law in *Model Law* (page 16) as follows:

“Architect Emeritus.”

Means an honorific title granted to a previously registered architect who has retired from the active practice architecture.”

FURTHER RESOLVED, that Section 4 – Registration Renewal in *Model Law* (page 17) be amended as follows:

SECTION 4 – REGISTRATION RENEWAL

The Board shall mail yearly [**or state other time interval**] to every registered architect an application for renewal of registration. Such application, properly filled out and accompanied by the renewal fee established in accordance with Section 2, shall be returned to the Board on or before the date established by the Board. After review of the facts stated in the general renewal application, the Board shall issue a registration which

shall be valid for one year [or state other time interval]. Any holder of a registration who fails to renew his/her application on or before the prescribed date shall, before again engaging in the practice of architecture within the state, be required to apply for reinstatement, pay the prescribed fee, and, in circumstances deemed appropriate by the Board, be required to be reexamined.

There is hereby created, for registration renewal purposes, a status to be known as "architect emeritus," which shall apply to architects who are retired and not practicing any aspects of Architecture and who are 65 years of age or older or have been registered for a minimum of "10" years [in their state].

[States requiring that each registered architect demonstrate continuing education should include the following] A registered architect must demonstrate completion of annual continuing education activities. The Board shall by regulation describe such activities acceptable to the Board and the documentation of such activities required by the Board. The Board may decline to renew a registration if the architect's continuing education activities do not meet the standards set forth in the Board's regulations."

FURTHER RESOLVED, that new Subsection D be inserted into Section 100.703 Renewal in *Model Regulations* (page 29) and be amended as follows:

(C) Exemptions. An architect shall not be subject to these requirements if:

1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or
2. The architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements.

(D) A registrant who lists his or her occupation as "Retired" or "inactive" on the Board approved renewal form and who further certifies that he or she is no longer practicing shall be exempt from the Continuing Education Hours required. In the event such a person elects to return to active practice, he/she shall document completion of 12 HSW CEH's before returning to active practice. Inactive or retired registrants returning to active practice must report CEH's earned prior to the request to reactivate.

(DE) The Board adopts the forms [at the end of the Model Regulations] as the forms to be used for reporting compliance with these requirements."

FURTHER RESOLVED, that new Section 100.707 Emeritus Status be inserted in the *Model Regulations* (page 28) as follows:

100.707 Emeritus Status

(A) An architect whose registration is in good standing may apply for architect emeritus status if he or she meets the following criteria:

1. The applicant is retired from the active practice of architecture. “Retired” means the architect no longer engages in the active practice of architecture as defined in [point to statute defining the practice of architecture], and
 2. The applicant has been registered for at least “10” years [in their state], or
 3. The applicant is 65 years of age or older.
- (B) An architect who can provide, to the Board’s satisfaction, documentation that they are physically or mentally unable to participate in the active practice of architecture may also apply for architect emeritus status.
- (C) Upon application to the Board, if all requirements are met, the architect shall be granted architect emeritus status.
- (D) An individual granted architect emeritus status may use the title “Architect Emeritus” or “Emeritus Architect” on any letter, title, sign, card or device.
- (E) If an emeritus architect wishes to return to the active practice of architecture, he/she may do so by submitting a current renewal application form, the renewal fee, and documentation of completing the continuing education hours required by regulation.”

FURTHER RESOLVED, that new Section 100.707 Emeritus Status be added to the *Model Regulations* Table of Contents (Page 23) as follows:

“Registration	
Issuance	100.701
Duration	100.702
Renewal	100.703
Not Transferable	100.704
Revocation, Suspension, Cancellation or Non-Renewal of Registration	100.705
Reissuance	100.706
<u>Emeritus Status</u>	<u>100.707”</u>

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these resolutions shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon approval of the resolution by a majority of all Council Member Boards, such changes to the *Legislative Guidelines and Model Law/Model Regulations* shall become effective July 1, 2016.

Advocates:

Procedures and Documents Committee

- John Cardone, *Louisiana Member Board Member; Region 3 Chair*
- Terry Allers, *NCARB Secretary*
- Ricky Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Charles Kirk, *New Jersey Member Board Executive*
- Amy Kobe, *Ohio Member Board Executive*
- Douglas McCauley, *California Member Board Executive*
- James Oschwald, *New Mexico Member Board Member; Region 6 Chair*
- Jenny Owen, *Mississippi Member Board Executive; Region 3 Executive*
- Stephen Schreiber, *Massachusetts Member Board Member; Region 1 Chair*
- Gina Spaulding, *Nevada Member Board Executive; Region 6 Executive*
- Kenneth VanTine, *Michigan Member Board Member; Region 4 Chair*
- Albert Zaccone, *New Jersey Member Board Member; Region 2 Chair*

SPONSORS' STATEMENT OF SUPPORT:

Charged with studying the merits of establishing an “Architect Emeritus” status in *Legislative Guidelines and Model Law/Model Regulations* and upon researching the laws and rules of the 54 NCARB Member Boards, the Procedures and Documents Committee determined that 41 jurisdictions define or address an architect emeritus status. Understanding that a vast majority of the membership address emeritus status in their statutes, the Procedures and Documents Committee concluded that it was appropriate to address architect emeritus in the *NCARB Model Law/Model Regulations*. The committee believes that regulations addressing architect emeritus is a best practice and bestows upon retired architects a well-deserved title.

While the language and requirements varied slightly throughout those jurisdictions, the committee identified numerous commonalities in requirements among the 41 jurisdictions.

Those commonalities include:

- provisions for having to be RETIRED and not engaging in the practice of architecture
- provisions for an AGE and/or registration requirement
- exemptions from continuing education requirement
- provisions for reinstatement should the architect wish to return to practice
- provisions about the required use of title

By incorporating commonalities identified in the regulations of 41 Member Boards into *NCARB Model Law*, the committee is seeking to provide the remaining jurisdictions with a guide for adopting regulations that are consistent with best practices in the U.S. jurisdictions responsible for regulating the practice of architecture.

RESOLUTION 2016-07
Supported by the Council Board of Directors (14-0)

TITLE: *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment –
Reference to Military-Trained Applicants

SUBMITTED BY: Procedures and Documents Committee

WHEREAS, the Procedures and Documents Committee has determined upon careful consideration that it is advisable and in the best interests of the Council to modify the *NCARB Legislative Guidelines and Model Law/Model Regulations* to incorporate registration requirements for military personnel based on a White House initiative granting returning military service men and women credit toward professional licensing requirements for their service; and

WHEREAS, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Council Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

WHEREAS, prior to implementing the changes to the *NCARB Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards create a section in the *NCARB Legislative Guidelines and Model Law/Model Regulations* to address the licensure of military-trained applicants by amending sections of the *Model Law and Model Regulations*.

FURTHER RESOLVED, that new Section 3A – Registration of Military Personnel be inserted into *Model Law* (page 17) as follows:

“SECTION 3A – REGISTRATION OF MILITARY PERSONNEL

The board may, upon presentation of satisfactory evidence by an applicant for licensure, accept education, training, or service completed by an individual as a member of any branch of the military toward the qualifications to receive their license. The board shall promulgate rules to implement this section.”

FURTHER RESOLVED, that new Sections 100.401-100.405 be inserted into *Model Regulations* (page 27) as follows:

“[Registration Standards for Military Personnel]

[100.401 Initial Registration Standards – Military Personnel

To be granted registration other than pursuant to 100.501, an applicant must meet the requirements set forth in 100.401-100.405.

- (A) In evaluating qualifications, the Board may, prior to reaching its decision, require the applicant to substantiate his/her qualifications.
- (B) Other experience may be substituted for the registration requirements set forth in 100.403 only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.

100.402 Good Character – Military Personnel

An applicant must be of good character as verified to the Board by employers or by honorable discharge evidenced by copy of military discharge document (DD 214).

100.403 Education – Military Personnel

An applicant must meet the Education Requirements as accepted by the Board from time to time.

100.404 Training – Military Personnel

An applicant must meet the Training Requirements as accepted by the Board from time to time. The Board may accept “professional training while in active duty” as it deems acceptable and in keeping with the Training Requirements set forth by the National Council of Architectural Registration Boards.

100.405 Examination – Military Personnel

An applicant must have passed the Examination in accordance with the NCARB pass/fail standards current at the time the applicant took the Examination, all as accepted by the Board from time to time.]”

FURTHER RESOLVED, that Sections 100.401 - 402 in *Model Regulation* (page 27) be amended as follows:

“RECIPROCAL REGISTRATION

100.401~~501~~ Registration of NCARB Certificate Holders

An applicant who holds a current and valid certification issued by NCARB and submits satisfactory evidence of such certification to the Board shall be registered without the necessity of complying with the provisions of 100.301-305 or 100.401 - 405 if he/she:

- (A) holds a current and valid registration as an architect issued by a registration authority of the United States or Canada, and submits satisfactory evidence of such registration to the Board, and
- (B) files his/her application with the Board, upon a form prescribed by the Board, containing such information satisfactory to the Board concerning the applicant, as the Board considers pertinent, and pays the applicable fee established by the Board.

100.402~~502~~ **[Insert any other reciprocity provisions desired and permitted by statute.]**”

FURTHER RESOLVED, that new Section 100.203 be inserted in *Model Regulation* (page 26) by moving current *Model Regulation* Section 100.501 (page 27) as follows:

“APPLICATION FOR REGISTRATION

100.201 Submission of Application

Every individual seeking a registration shall submit an application to the Board on a form prescribed by the Board, accompanied by [a photograph and] the filing fee [cross-reference to 100.107].

100.202 Refund of Fee

The Board, in its discretion and if otherwise allowed by law, may return the application fee paid by any applicant whose application has been rejected. No refund of the application fee shall be returned to any applicant who takes any portion of the Examination or who voluntarily withdraws after his/her application has been approved.

100.501~~203~~ Appeals

[Insert any references to applicable law providing for administrative or judicial review of the Board’s decisions respecting applicants.]”

FURTHER RESOLVED, that Section 100.501 Appeals in *Model Regulations* (page 27) be deleted:

“APPEALS

~~100.501~~

~~[Insert any references to applicable law providing for administrative or judicial review of the Board’s decisions respecting applicants.]”~~

FURTHER RESOLVED, that the table of contents in *Model Regulations* (page 23) be amended and renumbered as follows:

“Applicant for Registration	
Submission of Application	100.201
Refund of Fee	100.202
Appeals	<u>100.203</u>

Registration Standards

Initial Registration Standards	100.301
Good Character	100.302
Education	100.303
Training	100.304
Examination	100.305

Registration Standards for Military Personnel

<u>Initial Registration Standards for Military Personnel</u>	<u>100.401</u>
<u>Good Character for Military Personnel</u>	<u>100.402</u>
<u>Education for Military Personnel</u>	<u>100.403</u>
<u>Training for Military Personnel</u>	<u>100.404</u>
<u>Examination for Military Personnel</u>	<u>100.405</u>

Reciprocal Registration

Registration of NCARB Certificate Holders	100.401 501
[Insert any other reciprocity provisions desired and permitted by statute.]	100.402 502

Appeals

[References to applicable law providing for administrative or judicial review]	100.501 "
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FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by a majority of all of the Council Member Boards, such changes will become effective July 1, 2016.

Advocates:

Procedures and Documents Committee

- John Cardone, *Louisiana Member Board Member; Region 3 Chair*
- Terry Allers, *NCARB Secretary*
- Ricky Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Charles Kirk, *New Jersey Member Board Executive*
- Amy Kobe, *Ohio Member Board Executive*
- Douglas McCauley, *California Member Board Executive*
- James Oswald, *New Mexico Member Board Member; Region 6 Chair*
- Jenny Owen, *Mississippi Member Board Executive; Region 3 Executive*

- Stephen Schreiber, *Massachusetts Member Board Member; Region 1 Chair*
- Gina Spaulding, *Nevada Member Board Executive; Region 6 Executive*
- Kenneth VanTine, *Michigan Member Board Member; Region 4 Chair*
- Albert Zaccone, *New Jersey Member Board Member; Region 2 Chair*

SPONSORS' STATEMENT OF SUPPORT:

Based on the implementation of a White House initiative to support returning military service men and women seeking to enter/re-enter the workforce, the Procedures and Documents (P&C) Committee recognizes the need for model laws and model regulations addressing licensure requirements pertaining to military personnel. The P&D Committee also recognizes the need to support the licensure of architects who are properly trained, educated, and have passed the Architect Registration Examination® (ARE®). Therefore, the P&D Committee sought to gain an understanding of the process of training and licensing architects who work for the military. It should be noted that the P&D Committee was able to find one program run by the military that is accredited by the National Architectural Accrediting Board. Individuals who do not attend a specific military school accredited by the NAAB must obtain their degree prior to or during their enlistment.

The P&D Committee sought the advice of recruiters for the path of an applicant who might want to pursue an architecture license through a commitment to military service, and none could advise as to how it would be done. Additionally, a formal training process for architects in the military, matching the current NCARB Architectural Experience Program (AXP), does not exist.

Construction projects designed for the military are done by private architects and engineers employed on multiple award contracts through the federal government. It was also noted that the use of the term “architect” by the military does not receive the scrutiny typically employed by the regulatory body.

Therefore, care must be taken to ensure that individuals who are coming from the military will meet the education, experience, and examination requirements for licensure. Currently 34 of NCARB’s member jurisdictions have adopted legislation addressing the licensure requirements for members of the military. It is the P&D Committee’s belief that the proposed *Model Law and Model Regulation* will ensure that proper processes are followed by the remaining jurisdictions.

It should be noted that the national initiative that was undertaken in 2012 to assist military service men and women returning to the job force also addressed the licensing of military spouses. Such legislation was designed to make it easier for military spouse’s licenses to transfer as members of the military move from state to state. After careful consideration, the P&D Committee felt it was inappropriate to address military spouse licensure requirements in the *NCARB Legislative Guidelines and Model Law/Model Regulations*. Rather, the P&D Committee felt as though the *NCARB Legislative Guidelines and Model Law/Model Regulations* should only pertain to individual requirements for licensure.

RESOLUTION 2016-08
Supported by the Council Board of Directors (13-0-1)

TITLE: *NCARB Legislative Guidelines and Model Law/Model Regulations and Certification Guidelines Amendments* – Updating the name of the Intern Development Program

SUBMITTED BY: Board of Directors

WHEREAS, the Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination in April 2015; and

WHEREAS, the Board of Directors has determined that in support of this recommendation, to rename the Intern Development Program to the Architectural Experience Program and to update all references to the program name in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations*; and

WHEREAS, requirements for Council certification and *NCARB Legislative Guidelines and Model Law/Model Regulations* may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective July 1 following the close of the Council Annual Business Meeting, and with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, prior to implementing the changes to the requirements for Council certification in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards amend the requirements for certification in the *Certification Guidelines* and *NCARB Legislative Guidelines and Model Law/Model Regulations* to reflect the new name of the Intern Development Program as approved by the Board of Directors.

FURTHER RESOLVED, that Section III Qualifications for Registration Under State Procedure in *Legislative Guidelines* (page 8) be amended as follows:

- “C If the state wishes to invest its state board with discretion to reject or take disciplinary action against an applicant who is not of “good moral character,” the statute should specify only the aspects of the applicant’s background germane to the inquiry, such as

- (i) conviction for commission of a felony;
- (ii) misstatement or misrepresentation of fact or other misconduct in connection with seeking registration, including without limitation misconduct involving violation of applicable rules protecting the integrity of the architect licensing process such as the Architect Registration Examination or the ~~Intern Development~~ Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP);”

FURTHER RESOLVED, that definition of Training Requirements in Section 100.006 Terms Defined Herein in the *Model Regulations* (page 25) be amended to reflect the new name of the Intern Development Program as follows:

“Training Requirements

The Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP), training requirements established from time to time by NCARB for certification by NCARB, as accepted by the Board from time to time.”

FURTHER RESOLVED, that the title and text of “Changes to the *NCARB Education Standard* and IDP” in the *Certification Guidelines* (page 10) be amended to reflect the new name of the Intern Development Program as follows:

“Changes to the *NCARB Education Standard* and the ~~IDP~~AXP

A change in the *NCARB Education Standard* or the ~~IDP~~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 ~~IDP~~AXP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the ~~IDP~~AXP prior to the effective date of the change shall be treated as having satisfied either or both.”

FURTHER RESOLVED, that Section 1, “Requirements for Certification of an Architect Registered in a U.S. Jurisdiction,” Subsection 1.3 “Experience Requirement” in the *Certification Guidelines* (page 11) be amended as follows:

“1.3 Experience Requirement

You must have completed the ~~Intern Development Program (IDP)~~ Architectural Experience Program (AXP). To begin participation in the ~~IDP~~AXP, an applicant shall have established an NCARB Record and met all requirements for eligibility listed in the ~~IDP~~AXP *Guidelines*, which may be revised from time to time by NCARB.

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

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

The Reporting Requirements identified in the *IDPAXP 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.”

FURTHER RESOLVED, that Section 2, “Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction,” Subsection 2.3 “Alternatives to Experience Requirement” in the *Certification Guidelines* (page 12) be amended as follows:

“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 *IDPAXP* 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.”

FURTHER RESOLVED, that the NCARB Board of Directors shall be empowered and authorized to make any additional corresponding changes to the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* solely for the purpose of changing any references to the Intern Development Program or abbreviations thereof to the Architectural Experience Program or abbreviations thereof, regardless of whether such changes are expressly set forth in these Resolutions or if such changes are made necessary by amendments to the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* made concurrently with these Resolutions; and

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *Certification Guidelines* and *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by a majority of all of the Council Member Boards, such changes will become effective July 1, 2016.

ADVOCATES:

Future Title Task Force

- Blakely Dunn, *NCARB Past President*
- Rick Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Kingsley Glasgow, *Arkansas Member Board Executive*
- Dale McKinney, *NCARB Past President*
- Anne Smith, *Georgia Member Board Member*
- Scott Veazey, *NCARB Past President*
- Bayliss Ward, *Montana Member Board Member; Region 5 Director*
- Tyler Ashworth, *Former AIAS President*
- Tamarah Begay, *New Mexico recently licensed architect*
- Jennifer Blevins, *Texas architect*
- Westin Conahan, *AIAS Past President*
- Suni Dillard, *Massachusetts licensure candidate*
- Shannon French, *2013 Intern Think Tank Member*
- Haley Gipe, *California licensure candidate*
- Damon Leverett, *American Institute of Architects Staff*
- Jeffrey Pastva, *Pennsylvania architect*

SPONSORS' STATEMENT OF SUPPORT:

In April 2015, the NCARB Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination. To that end, it was agreed that the use of the term “intern” or any derivation of it should be removed from NCARB’s nomenclature.

The Future Title Task Force was empaneled in FY15 by President Dale McKinney to respond to a groundswell of resistance from some individuals educated and experienced in the profession of architecture regarding the appropriateness of the title “intern” or “intern architect” or “architectural intern” to describe those working in the field of architecture, but who have not yet achieved licensure. The resistance has many roots, including a perceived lack of respect by peers, allied professionals, and clients; as well as a perceived lack of respect for level of professional achievement they have achieved, short of licensure.

As part of a year-long effort to remove the use of the term “intern,” the Board of Directors voted in December 2015 to rename NCARB’s **Intern Development Program**, more commonly known as the IDP. Effective June 29, 2016, the new name of the program will be the **NCARB Architectural Experience Program (AXP)**.

The Board of Directors is aware that many Member Boards reference the Intern Development Program (IDP) in their statutes and regulations. In response to this concern, Council staff consulted with legal counsel as to an artful way to reference the new title that would not require an immediate change within your guiding documents. The recommended qualifier, “formerly known as the Intern Development Program (IDP),” has been incorporated into this proposal to address that.

Titling of the Intern Development Program (IDP), which omits the use of the word “intern” is a logical operational step that required a Board vote to amend the *IDP Guidelines*. We solicited suggestions for a new title from our Member Boards at our 2015 Annual Business Meeting, Internship Committee, Intern Think Tank, Architect Licensing Advisors, visitors to our booth at the AIA National Convention, our own staff, and through a final call for suggestions to all Member Board Members and Member Board Executives at the end of October.

The Board of Directors considered the following important factors leading to the new name:

1. The program name should be recognizable to the public.
 - a. Currently, the Intern Development Program name is only recognized by individuals directly connected with the profession. An Intern Development Program could describe any “internship” program.
 - b. The program defines *experience requirements*.
 - c. The program is required for *licensure as an architect*.
 - d. The program does not *develop* architects.
2. The Architect Registration Examination® (ARE®) identifies *what* and *who* the examination is for. It is NCARB’s only program that the public can recognize its purpose by title.

NCARB’s new program name, **Architectural Experience Program (AXP)**, identifies proudly that it is a program about architectural experience. It aligns most closely with typical nomenclature used by Member Boards’ requirements—education, experience, and examination.

RESOLUTION 2016-09
Supported by the Council Board of Directors (13-0-1)

TITLE: *NCARB Bylaws* Amendment – Updating Name of Internship Committee

SUBMITTED BY: Board of Directors

WHEREAS, the Board of Directors accepted the recommendation of the Future Title Task Force that the titles “architect” and “emeritus architect” (or some similar derivation of “architect” describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination in April 2015; and

WHEREAS, the Board of Directors has determined that in support of this recommendation, to update the name of the Internship Committee to the Experience Committee in the *NCARB Bylaws*; and

WHEREAS, the *NCARB Bylaws* may only be changed by an affirmative vote of the two-thirds of Council Member Boards; and

WHEREAS, prior to implementing the changes to the *Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards amend Article XII, Section 5, Subsection B (page 9) in *NCARB Bylaws* to update the name of the Internship Committee to the Experience Committee and to reflect the new name of the Intern Development Program as follows:

“B. ~~Internship~~ **Experience** Committee: The Committee shall assess and recommend updates to the Council Board of Directors with respect to the ~~Intern Development~~ **Architectural Experience** Program for use by Member Boards.

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Bylaws* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

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, 2016.

ADVOCATES:

Future Title Task Force

- Blakely Dunn, *NCARB Past President*
- Rick Engebretson, *North Dakota Member Board Member; Region 5 Chair*
- Kingsley Glasgow, *Arkansas Member Board Executive*
- Dale McKinney, *NCARB Past President*
- Anne Smith, *Georgia Member Board Member*
- Scott Veazey, *NCARB Past President*
- Bayliss Ward, *Montana Member Board Member; Region 5 Director*
- Tyler Ashworth, *Former AIAS President*
- Tamarah Begay, *New Mexico recently licensed architect*
- Jennifer Blevins, *Texas architect*
- Westin Conahan, *AIAS Past President*
- Suni Dillard, *Massachusetts licensure candidate*
- Shannon French, *2013 Intern Think Tank Member*
- Haley Gipe, *California licensure candidate*
- Damon Leverett, *American Institute of Architects Staff*
- Jeffrey Pastva, *Pennsylvania architect*

SPONSORS' STATEMENT OF SUPPORT:

In April 2015, the NCARB Board of Directors accepted the recommendation of the Future Title Force that the titles “architect” and emeritus architect (or some similar derivation of ‘architect’ describing one no longer in active practice) should be the only regulated titles used by those who have satisfied the three “E’s” of licensure: Education, Experience, and Examination. To that end, it was agreed that the use of the term “intern” or any derivation of it should be removed from NCARB’s nomenclature. The staff through the CEO was directed to develop and implement a sunset plan, which included the use of the word “intern” within NCARB’s own programs and communications.

NCARB immediately responded by renaming the Internship + Education Directorate to the Experience + Education Directorate. Additionally, the Board of Directors voted in December 2015 to rename NCARB’s **Intern Development Program**, more commonly known as the **IDP**. Effective June 29, 2016, the new name of the program will be the **NCARB Architectural Experience Program (AXP)**. These efforts, while the change focused on the term intern and internship, truly reflect which of the “3 E’s” is being represented—Experience.

NCARB’s three program policy committees, established in the *Bylaws*, have historically been named the *Education Committee*, the *Examination Committee*, and the *Internship Committee*. Member Boards’ typically require what is referred to as the “3 E’s—Education, Experience, and Examination” for licensure.

This resolution is presented to rename the **Internship Committee** to the **Experience Committee**, therefore aligning the policy committee which oversees the experience requirements name with the other two program policy committees.

RESOLUTION 2016-10

Opposed by the Council Board of Directors (3-10-1)

TITLE: *Certification Guidelines* Amendment – Approval of Changes to Program Requirements for the Intern Development Program*

SUBMITTED BY: Region 6

WHEREAS, the members of Region 6 have identified that the *Certification Guidelines* require modification to reflect changes in the manner in which changes to the Intern Development Program may be approved and implemented; and

WHEREAS, pursuant to the *NCARB Bylaws*, an affirmative vote of a majority of all Member Boards is required to pass any resolution other than an amendment to the *Bylaws* or removal of a Member Board from membership; and

WHEREAS, this resolution recommending the change in the manner of approval and implementation of changes to the Intern Development Program and corresponding changes to the *Certification Guidelines*, must be submitted to the NCARB Member Boards for approval.

NOW, THEREFORE IT IS HEREBY:

RESOLVED, that programmatic changes to the Intern Development Program* Requirements may only be implemented upon a majority vote of the Member Boards, and administrative changes may be implemented by the Board of Directors.

FURTHER RESOLVED, that the paragraphs following the heading “NCARB CERTIFICATION REQUIREMENTS” set forth on page 10 of the *Certification Guidelines* be amended to read as follows:

“NCARB 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 that 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 IDP

A change in the *NCARB Education Standard* ~~or the IDP~~ shall be approved by NCARB’s Board of Directors and will become 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 IDP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the IDP prior to the effective date of the change shall be treated as having satisfied either or both.

Changes to the NCARB Intern Development Program (IDP)

Programmatic changes to the IDP requirements as recommended by the NCARB Board of Directors 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. Changes to address administrative application of the IDP requirements may be implemented upon the majority vote of the NCARB Board of Directors.”

FURTHER RESOLVED, that upon the approval of the changes to the *Certification Guidelines* by a majority of all Council Member Boards, such changes will become effective July 1, 2016.

ADVOCATES:

- Jim Oschwald, *New Mexico Member Board Member, Region 6 Chair*
- Doug Sams, *Oregon Member Board Member*

SPONSORS' STATEMENT OF SUPPORT:

NCARB members are the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

The core mission of each architectural registration board is to protect the health, safety, and welfare of its citizens through the regulation of the practice of architecture. Each jurisdiction is charged with ensuring that current and future architects meet the requirements set forth in statutes and rules, as established by its legislature. In general, each jurisdiction has established educational, experience, and testing requirements to confirm that applicants for licensure are competent to achieve the core mission values. As board members, entrusted by our jurisdiction to safeguard our citizens, we assert that our voices must be heard through the voting process not only when advocating for improvements in licensure, but also when programmatic changes are being proposed to program requirements that affect achieving our core mission. It is generally acknowledged that the NCARB Intern Development Program* is the recognized program to document the experience component of licensure that each of the Member Boards require, and that NCARB is the organization best positioned to administer the program efficiently and effectively for the Member Boards. Member Boards, however, must be active and responsible for the content of this program to be entrusted and accountable to their constituents. Therefore, the Member Board Members of WCARB are proposing Resolution 2016-10 “Approval of Changes to Program Requirements for the Intern Development Program” for consideration by the full body of Member Boards at the 2016 Annual Business meeting. Resolution 2016-10 requires a

majority vote of Member Boards for implementation of any programmatic changes to the current IDP (AXP) program as we collectively move forward.

In 2009, NCARB Resolution 2009-04 *Handbook for Interns and Architects* Amendment – Transfer the Intern Development Program Requirements to the *IDP Guidelines* was presented by the NCARB Board of Directors to the Member Boards and was approved unanimously at the Annual Meeting. The statement of support noted that like the ARE, the IDP content should align with the findings of the practice analysis, and therefore like the ARE the IDP should be promptly updated and revised as practice changes over time implying time is of the essence for both programs. As we have experienced, the scale of time for the analysis, development, and final approval of changes to either the ARE or the IDP is years not days, which allows Member Boards to have an active and informed voice into those discussions and, when relevant, the responsibility of voting to implement the changes desired. Therefore, we believe it is time and appropriate to return the authority for programmatic revisions to the IDP to the Member Boards.

What this Resolution does:

- Returns the responsibility and accountability for authorizing programmatic changes to the IDP (AXP) to the Member Boards by voting through the resolution process.
- Provides a voice for each Member Board to ensure a holistic approach to program changes/improvements.
- Encourages open communication, transparency, and engagement with and between Member Boards, Regions, and the NCARB Board of Directors and staff.

What this Resolution does not do:

- Hinder the NCARB Board of Directors or NCARB staff from providing leadership and advocacy for program improvements.
- Hinder the NCARB Board of Directors or NCARB staff from making administrative changes for the effective and efficient implementation of IDP/AXP.
- Slow the boat. This resolution is not a statement on the speed of change. It is a statement on the accountability of Member Boards to vet the content of change and to build a consensus for implementation.

Region 6 recommends that programmatic changes proposed by the NCARB Board of Directors, NCARB staff, NCARB committees, or Member Boards to the IDP objectives and requirements be adopted and implemented by a majority vote of the Member Boards. We believe the ultimate responsibility and accountability for authorizing programmatic changes to the IDP (AXP) lies with the Member Boards. Generally, time is not of the essence and revisions to IDP can await the needed discussion, debate, and revisions that the Member Boards bring to the Regional and Annual Business Meetings.

Region 6 proposes that either the NCARB Board of Directors or perhaps the Procedures and Documents Committee, by virtue of its charge, and the fact that it is made up of members of the jurisdictions, appointed by the NCARB President/Chair of the Board, has the proper

authority to determine if changes are administrative, and should be handled administratively, or programmatic and should be voted on by the body of the membership.

*The Architectural Experience Program, formerly known as the Intern Development Program or IDP.

STATEMENT OF OPPOSITION:

The NCARB Board of Directors voted against a statement of support, the vote being 3 in favor, 10 opposed, and 1 abstention.

While the Board of Directors has been authorized by a previous vote of the membership to make decisions and take action in the best interest of the Council, it does not do so without first undertaking a rigidly structured vetting process to inform and obtain feedback from the membership. In addition, the board has adhered to a defacto vote process requesting pro/con position statements from the member boards.

Further, the Board believes that this proposed resolution will unnecessarily hold the Council back from acting in a timely and responsive manner regarding opportunities and challenges related to evolving the experience program.

The key points made by opponents to the resolution are:

- The Board of Directors has solicited feedback and carefully reviewed written comments as well as the tally of pro and con positions as part of its deliberations before amending the *IDP Guidelines*.
- No change has occurred without a majority/consensus of Member Boards favoring the change.
- The Board has used a 90-day period for comments based on a matrix showing frequency of Member Board meetings, concluding a critical mass of Member Boards meet in a 90-day period and that most Boards have the authority to convene additional meetings if necessary. The 90-day period extended written policy from 60 days.
- The Board has augmented the comment period with an additional 30 days for virtual meeting feedback via teleconference.
- Most recently, per feedback from the MBE Workshop in March 2016, the comment period will be expanded to a full 120 days for written comments and pro/con position statements.
- The authority to amend the *IDP Guidelines* was moved from the membership to the Board to allow for more efficiency in adopting changes while incorporating a feedback process to assure Member Board input.
- Member Boards have been given summaries of all feedback information to promote transparency.
- Member Boards are always provided the rationale for proposed changes.

- Proposed changes are also vetted by the Internship Committee and Internship Advisory Committee.
- Moving the authority to amend the *Guidelines* back to the membership for “substantive programmatic change” dilutes the representative governance model utilized by the Council, and the board strongly disagrees with the resolution statement of support that the resolution will **NOT** serve to unnecessarily limit the future agility of the Council.
- The Council enjoys enhanced credibility and increased programmatic engagement due to its more agile culture.

The majority of the Board believes its current process provides a strong voice for its members while effectively employing the appropriate level of governance by the Board of Directors.

MUTUAL RECOGNITION ARRANGEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD
as executed

10 February 2016

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

AND

The Architects Accreditation Council of Australia (AACA)
representing the architectural licensing boards of the eight states and territories of Australia.

AND

The New Zealand Registered Architects Board (NZRAB)
representing the registered architects of New Zealand.

*This **Mutual Recognition Arrangement** has been designed to recognize the professional credentials of architects licensed/registered in the U.S., Australia, and New Zealand and to support their mobility by creating the opportunity to practice beyond their borders. More specifically, the purpose of this Arrangement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as an Australian architect or New Zealand architect; and the licensing of an Australian architect or New Zealand architect as an architect in a U.S. jurisdiction that has agreed to participate in the Arrangement.*

WHEREAS, NCARB establishes model regulations for the profession of architecture and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to the 54 Member Boards; as well as establishing the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, AACA advocates, coordinates, and facilitates the development of national standards of competency for the profession of architecture through education, practical experience, and examination requirements for initial licensure and license renewal for all eight Australian State and Territory Registration Boards;

WHEREAS, NZRAB, as established by an act of the New Zealand Parliament, or its statutory successor, holds the statutory authority to determine the minimum education qualifications, work experience requirements, and assessment procedures for initial registration and license renewal as a registered architect in New Zealand, as well as the responsibility to register, monitor, and discipline all architects registered in New Zealand;

WHEREAS, NCARB and the AACA previously ratified Mutual Recognition Agreements in 1973, 1983, and 2006 that were never fully realized; NCARB, the AACA, and the Architects Education and Registration Board of New Zealand (AERB/NZ) ratified separate Practice in a Host Nation Agreements in 2002 that were never fully implemented; and the AERB/NZ no longer exists and has been statutorily replaced by the NZRAB; and NCARB, AACA, and the NZRAB declare all former Agreements no longer exist or are terminated;

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

WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States, Australia, and New Zealand have benefitted from many years of effort by NCARB, AACA, and NZRAB;

WHEREAS, NCARB and the AACA are the lead organizations recognized by their individual state and territory registration authorities and the NZRAB has the necessary statutory authority for the negotiation of mutual recognition arrangements for architects with similar foreign authorities;

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

WHEREAS, NCARB, AACA, and NZRAB are recognized by the profession as mature and sophisticated facilitators of licensure to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in any United States jurisdiction, Australian jurisdiction, or New Zealand must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

NOW THEREFORE, NCARB, AACA, and NZRAB agree as follows:

1. PARTIES TO THE ARRANGEMENT

Any NCARB Member Board and any Australian State or Territory Board may become a party to the provisions of this Arrangement by submitting a signed *Letter of Undertaking* to the responsible negotiating representative. The *Letter of Undertaking* is incorporated herewith and includes the binding requirements for the implementation of this Arrangement by each individual signatory jurisdiction. The *Letters of Undertaking* shall be distributed, collected, and maintained by NCARB, AACA, and NZRAB respectively. NCARB and AACA each shall promptly notify the others in writing of all individual signatories. Each NCARB Member Board and each Australian State or Territory Board that executes a *Letter of Undertaking*, and which has not withdrawn from this Arrangement, as well as NCARB, AACA, and NZRAB once they sign this Arrangement below, shall be known as a “Party to this Arrangement.”

2. ELIGIBILITY REQUIREMENTS

1. Architects who are able to benefit from the provisions of this Arrangement must be citizens respectively of the United States, Australia, or New Zealand or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in one or the other countries serving as the host country under this Arrangement.
2. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Arrangement.
3. Architects must be licensed/registered in a jurisdiction of their home country and must have completed at least 6,000 hours of post-licensure/registration experience practicing as a registered architect in their home country as demonstrated through the provision of proof of current and valid licensure in good standing from the jurisdictional licensing authority and a declaration signed by the applicant attesting to the experience.
4. Notwithstanding items 1, 2, and 3 above, Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement/arrangement are not eligible under this Arrangement.

3. CONDITIONS

A U.S. Architect to AACA Jurisdiction

Upon application, those Australian State and Territory Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, *and*
2. holds a current *NCARB Certificate*, *and*
3. has been issued an *AACA Statement*, *and*
4. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

B U.S. Architect to NZRAB

Upon application, the NZRAB agrees to register as an architect in New Zealand any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, *and*
2. holds a current *NCARB Certificate*, *and*
3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

C Australian Architect to NCARB Jurisdiction

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

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any Australian Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, *and*
2. holds a current *AACA Statement*, *and*
3. has been issued an *NCARB Certificate*, *and*
4. is currently licensed/registered in good standing by one or more Australian State and Territory Board(s) that is a Party to this Arrangement.

D New Zealand Architect to NCARB Jurisdiction

Upon application, NCARB shall issue an *NCARB Certificate* to any New Zealand Registered Architect licensed/registered by the NZRAB meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdictions any New Zealand Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, *and*
2. holds a current *NCARB Certificate*, *and*
3. is currently licensed/registered in good standing by the NZRAB.

4. MONITORING COMMITTEE

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

The Monitoring Committee shall be comprised of no more than five individuals appointed by NCARB, no more than five individuals appointed by AACA, and no more than five individuals appointed by NZRAB. The Monitoring 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.

5. LIMITATIONS

Nothing in this Arrangement limits the ability of an NCARB Member Board, Australian State or Territory Board, or the NZRAB to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest.

Nothing in this Arrangement limits the ability of NCARB, AACA, NZRAB or any individual state or territory registration board to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Arrangement.

6. AMENDMENT

This Arrangement may only be amended with the written consent of NCARB, AACA, and NZRAB. Any such amendment will be submitted to each NCARB jurisdiction and AACA jurisdiction, who may re-affirm their respective assent to this Arrangement as so amended or may withdraw as a Party to this Arrangement.

7. NO ASSIGNMENT

No Party can assign their rights under this Arrangement without the prior written consent of NCARB, AACA, and NZRAB.

The Parties agree that a reference to an individual State or Territory Board includes a reference to any entity, board or regulator that assumes the role and responsibility to regulate an architect registered by that individual State or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Arrangement.

8. WITHDRAWAL

Any NCARB Member Board, Australian State or Territory Board, or the NZRAB may withdraw from this Arrangement with 90-days written notice given respectively to the responsible negotiating representative. NCARB, AACA, and NZRAB shall each promptly notify the other in writing of all withdrawals.

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

9. TERMINATION

NCARB, AACA, or NZRAB may invoke termination of this Arrangement with 90-days written notice to the other parties. This Arrangement shall also terminate if more than one-half of the respective NCARB Member Boards or any Australian State and Territory Board or the NZRAB cease to be Parties to this Arrangement.

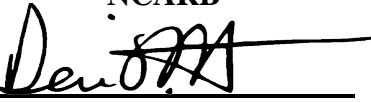
In the event of termination, all licenses/registrations granted pursuant to this Arrangement prior to the effective termination date shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met or unless registration is revoked for cause.

10. ENTRY INTO FORCE


This Arrangement shall come into force at such time as more than one-half of all NCARB Member Boards and all Australian State and Territory Boards have become Party to this Arrangement and the NZRAB has become party to this Arrangement so long as such condition is met on or before December 31, 2016, or as mutually extended by the NCARB, AACA, or NZRAB Board of Directors.

SIGNATURES


NCARB


 President Dennis Ward


AACA



 President Richard Thorp

NZRAB

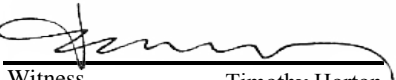

 Chair Warwick Bell



 CEO Mike Armstrong


 CEO Kate Doyle


 CEO Paul Jackman



 Witness Kristine Harding


 Witness Timothy Horton


 Witness Pip Cheshire



 Witness Dale McKinney


 Witness Nadine Roberts


 Witness Callum McKenzie


 Witness Stephen Nutt
 30 January 2016


 Witness Mae Cruz
 8 February 2016


 Witness Christina van Bohemen
 10 February 2016

Letter of Undertaking
with respect to the

MUTUAL RECOGNITION ARRANGEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD

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

AND

The Architects Accreditation Council of Australia (AACA)
representing the architectural licensing boards of the eight states and territories of Australia.

AND

The New Zealand Registered Architects Board (NZRAB)
representing the registered architects of New Zealand.

WHEREAS, NCARB, AACA, and NZRAB have agreed to and signed a Mutual Recognition Arrangement (Arrangement) dated 10 February 2016, ratified by the architectural licensing authorities represented by NCARB, the architectural licensing authorities represented by AACA, and the NZRAB.

NOW THEREFORE, this *Letter of Undertaking* shall be signed, without modification, by each individual licensing/registration authority wishing to participate in the Arrangement.

The undersigned licensing/registration authority, having the authority to register or license persons as Architects within its jurisdiction, wishes to become a signatory to the Arrangement by virtue of this *Letter of Undertaking*. In doing so, the licensing/registration authority agrees to and acknowledges the following:

1. The terms used in this *Letter of Undertaking* shall have the same meaning as defined in the Arrangement between NCARB, AACA, and NZRAB dated 10 February 2016.
2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.

Letter of Undertaking

MRA between NCARB, AACA, and NZRAB

3. As a signatory to the Arrangement, the undersigned licensing/registration authority will adhere to the fundamental principles of the Arrangement and agrees to accept the *Letter of Good Standing* provided by the home licensing/registration authority and the applicant's personal *Declaration of Professional Experience* as satisfying the eligibility requirements for licensing/registration as set forth in the Arrangement.
4. The undersigned licensing/registration authority will not impose any additional education, experience, or examination requirements, or require the applicant to provide education transcripts, experience verifications, examination scores, or government identification numbers (including, but not limited to, Social Security Numbers or social insurance numbers). However, the host licensing/registration authority may impose familiarity with local laws and other local requirements that also apply to all domestic applicants seeking reciprocal licensure.
5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered architect who holds a valid and current NCARB Certificate that has been issued in accordance with the Arrangement and satisfies all conditions outlined within the Arrangement.

IN WITNESS WHEREOF, the licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this *Letter of Undertaking*.

Entered into on _____, 201__.

By: _____
Name of Licensing/Registration Authority

Name of duly authorized individual and title

Signature

Copy of Mutual Recognition Arrangement attached

Declaration of Professional Experience
with respect to the

MUTUAL RECOGNITION ARRANGEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD

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

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

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*];

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

- I have completed a minimum of 6,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture in my home country;
- I meet all of the eligibility requirements of the Mutual Recognition Arrangement for reciprocal licensing between NCARB, AACA, and NZRAB; and
- I understand that upon licensure/registration, I must comply with all practice requirements of the host jurisdiction and will be subject to all governing legislation and regulations of the host jurisdiction.

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

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

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

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

Name of Architect (print)

Signature

Date



MINUTES OF A MEETING OF THE
TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
Davy Crockett Tower
Nashville, Tennessee
Thursday, April 14, 2016

CALL TO ORDER

Robert Campbell, Jr., Chair, called the regular meeting of the Tennessee Board of Architectural and Engineering Examiners to order at 9:04 a.m. on April 14, 2016, at the Davy Crockett Tower, in Nashville, Tennessee. A quorum was declared present.

The following **Board members** were present:

Susan Ballard	Registered Interior Designer
Robert Campbell, Jr.	Professional Engineer
Jerome Headley	Registered Architect
Philip Lim	Professional Engineer
Bill Lockwood	Registered Landscape Architect
Susan Maynor	Public Member
Rick Thompson	Registered Architect
Frank Wagster	Registered Architect

The following **Board members** were absent:

Hal Balthrop	Professional Engineer
Laura Reinbold	Professional Engineer

The following **Associate Engineer members** were present:

Richard Bursi	Professional Engineer
Stephen King	Professional Engineer

The following **Board staff** was present:

John Cothron	Executive Director
Benjamin Glover	Legal Counsel
Zack Nitzschke	Paralegal
Wanda Phillips	Office Manager
Wanda Garner	Administrative Assistant

The following **guests** were present for part or all of the meeting:

Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN)
Don Baltimore, Tennessee Interior Design Coalition (TIDC)
Ashley Cates, American Institute of Architects-Tennessee (AIA-TN)
Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE) Tennessee Section

Mr. Cothron introduced Susan Maynor, the newly appointed public member of the Board. Benjamin Glover was also welcomed as the Board's new legal counsel.

Motion was made by Mr. Lockwood and seconded to add Committee Appointments to the agenda. The motion carried unanimously.

CONSENT AGENDA (attached)

Motion was made by Mr. Lockwood and seconded to approve the minutes of the February 11, 2016 meeting. The motion passed unanimously.

Motion was made by Mr. Lockwood and seconded to approve the Complaints for Board Decision. The motion carried unanimously.

PROFESSIONAL SOCIETY REPORTS

Kasey Anderson, Ashley Cates and Don Baltimore reported on the activities of the TSPE/ACEC-TN, AIA-TN and TIDC respectively. Kasey Anderson noted that TSPE/ACEC-TN is concerned about the impact of public-private partnerships on qualifications-based selection for public projects.

LEGAL CASE REPORT (presented by Ben Glover) (attached)

- *Case No. 2016007411* *Complaint #201600741*
Motion was made by Mr. Lockwood and seconded to close the case. The motion passed unanimously.

- *Case No. 2016003001* *Complaint #201600300*
Motion was made by Mr. Lim and seconded to authorize a formal hearing with authority to settle with a Consent Order for a civil penalty of five hundred dollars (\$500); automatic audit of continuing education hours for the next license renewal period; and to take and pass the Board's laws and rules exam within ninety (90) days of execution of the consent order. The motion passed unanimously.

- *Case No. 2016018741* *Complaint #201601874*
Motion was made by Mr. Headley and seconded to authorize a formal hearing with authority to settle with a Consent Order for a civil penalty of five hundred dollars (\$500); and take and pass the Board's laws and rules exam within ninety (90) days of execution of the consent order. The motion passed unanimously.

DIRECTOR'S REPORT

Mr. Cothron reported his activities and those of his staff and Board members.

Complaint Data was presented for informational purposes only. (attached)

Financial Data was presented for informational purposes only. (attached)

LEGISLATIVE UPDATE (attached)

Mr. Cothron reviewed pending legislation of interest to the Board, including the following:

- House Bill (HB) 0678/Senate Bill (SB) 0556—Passed in the Senate with an amendment directing the Tennessee Advisory Commission on Intergovernmental Relations (TACIR) to study and make recommendations relative to phasing out the professional privilege tax.
- HB1615/SB1503—Sunset legislation passed extending the Board of Architectural and Engineering Examiners to June 30, 2020. The legislation also establishes a minimum attendance requirement for board members, who must attend at least half of the scheduled meetings in a calendar year.
- HB1533/SB2535—As introduced, allows allow the state fire marshal to perform field inspections in lieu of review and approval of plans and specifications for certain projects. This bill has been taken off notice in the House and is not moving.
- HB1726/SB1672—As introduced, allows construction design professionals under contract with certain state agencies to bill and receive payment monthly; specifies services that are included in the basic services fee and the services that will require additional compensation. This bill has been recommended for passage, but is still in the committee process.
- HB2201/SB2469—Enacts the “Right to Earn a Living Act.” The amended bill, which has passed in the Senate, requires licensing authorities to submit entry regulations to the House and Senate Government Operations Committees by December 31, 2016. The committees shall issue a joint report containing findings and recommendations by January 1, 2018. The legislation also establishes a review of regulations as part of the sunset review process to ensure that rules are necessary to protect the public and do not unnecessarily inhibit competition or arbitrarily deny entry into a profession, and the Government Operations Committees may request the amendment or repeal of regulations.
- HB2569/SB2534—Amends T.C.A. § 62-2-304 relative to comity registration requirements for architects; allows acceptance of applicants whose qualifications do not meet the requirements of the laws and rules if they hold a license in another jurisdiction and a NCARB certificate. This bill has passed in both the House and Senate.
- Additionally, Section 7, Item 31 of the appropriations bill (SB2653/HB2629) earmarks \$350,000 for the Board’s grants program.

ENGINEER COMMITTEE REPORT

The Engineer Committee, through Mr. Campbell, reported on topics discussed. The minutes of the Engineer Committee meeting follow these minutes.

GRANTS COMMITTEE REPORT

The Grants Committee, through Ms. Ballard, reported on topics discussed. The minutes of the Grants Committee meeting follow these minutes.

The Committee, through Ms. Ballard, moved to use \$40,000 from the current grants appropriation to fund special projects, with an emphasis on collaborative and interdisciplinary projects, and to request a \$150,000 increase in the grants appropriation. The motion passed unanimously.

UNFINISHED BUSINESS

- *Action Items* (attached)
The action items taken from the February meeting were reviewed and the required action had either been taken or is in process.

- Mr. Glover reported that because there is no statute permitting it, it is not legally permissible for professional corporations to issue shares of stock to unlicensed persons.
- Proposed rules are progressing through established avenues.
- *Reference Manual and Expert Testimony Policy*
The *Reference Manual for Building Officials and Design Professionals*, including the expert testimony policy, are under legal review.
- *Qualifications-Based Selection (QBS)*
Mr. Glover noted that the QBS FAQs are also under legal review.

NEW BUSINESS

- *2017 Legislative Proposals*
Mr. Cothron outlined two potential legislative proposals to submit to the department for next year:
 - Amend the law relative to retention of exam credit for architect and landscape architect applicants to state that applicants will retain credit for any parts of the exam passed in accordance with the policies of the National Council of Architectural Registration Boards (NCARB) and the Council of Landscape Architectural Registration Boards (CLARB). No opposition was expressed relative to this proposal.
 - Amend the law to remove the requirement for the Board to authorize architect, engineer, and landscape architect applicants to sit for professional examinations. This change would allow applicants to apply for registration after passing the professional examination and meeting the other registration requirements. Mr. Campbell requested that this proposal be discussed further at the June meeting.
- *Report on SC/NCARB Educators & Practitioners Conference*
Mr. Headley submitted an oral report on the Southern Conference of NCARB (SC/NCARB) Educators & Practitioners Conference.
- *Report on NCARB Regional Summit*
Mr. Cothron submitted a written report on the NCARB Regional Summit. (attached)
- *Committee Appointments*
The Chair appointed Ms. Maynor to the Grants to Higher Education Committee, the Law and Rules/Policies Committee, and the Continuing Education Committee.
- *Officer Nominations*
The Nominations Committee, through Mr. Lim, recommended the following slate of officers for 2016-2017. The Board will vote for Board officers at the June meeting.

Chair – Susan Ballard
Vice Chair – Frank Wagster
Secretary – Philip Lim

- *Authorization of Travel and Speakers*
Motion was made by Mr. Lockwood and seconded, to authorize one to two Board members to speak at the ASCE meeting on decoupling on June 16, 2016. The motion carried unanimously.

The meeting adjourned at 10:23 a.m.

ATTACHMENTS



MINUTES
JOINT MEETING OF THE ENGINEER COMMITTEE OF THE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
AND THE
BOARD OF EXAMINERS FOR LAND SURVEYORS
Davy Crockett Tower
Nashville, Tennessee
Wednesday, April 6, 2016

CALL TO ORDER

Galyon Northcutt, Chair of the Land Surveyors Board, called the joint meeting of the Board of Examiners for Land Surveyors and the Engineer Committee of the Board of Architectural and Engineering Examiners to order at 1:02 p.m. on April 6, 2016, in Room 1-B of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **members of the Board of Architectural and Engineering Examiners** were present:

Hal Balthrop, P.E.	Middle TN Member
Robert Campbell, P.E.	East TN Member
Philip Lim, PE	West TN Member
Ricky Bursi, P.E.	West TN Associate Member
Stephen King, P.E.	East TN Associate Member
Laura Reinbold, P.E.	Middle TN Associate Member

The following **members of the Board of Examiners for Land Surveyors** were present:

Galyon Northcutt, R.L.S.	Chair, Middle TN Member
Jay Caughman, R.L.S.	Vice Chair, West TN Member
Tim Lingerfelt, R.L.S.	East TN Member
Sue Braly	Public Member

A quorum was present.

The following **Board staff** was present:

Nikole Avers	Executive Director
John Cothron	Executive Director

Mark K. Green	Chief Counsel
Benjamin Glover	Legal Counsel
Laura Martin	Legal Counsel
Zack Nitzschke	Paralegal
Cody Kemmer	Administrative Assistant

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section, and Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN)

NEW BUSINESS

Kasey Anderson provided an update on legislation of interest to the engineers and surveyors.

John Cothron provided an update on plans for the 2016 NCEES Southern Zone meeting.

The following topics were discussed:

- Certification of FEMA Elevation Certificates by Engineers in Tennessee
- Possible New Identification for Surveyors in Tennessee and Nationwide as Professional Surveyor (PS)
- Qualifications-Based Selection (QBS)
- UAV/Drone Technology

Adjourn. Mr. Northcutt thanked the engineers for attending and adjourned the joint meeting at 2:22 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
ENGINEER COMMITTEE MEETING
Davy Crockett Tower
Nashville, Tennessee
Wednesday, April 13, 2016

CALL TO ORDER

In the absence of Committee Chair Hal Balthrop, P.E., Robert Campbell, Jr., P.E., called the Engineer Committee meeting to order at 1:20 p.m. on April 13, 2016, in Room 5-B of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Engineer Board members** were present:

Robert Campbell, Jr., P.E.	East TN Member
Philip Lim, PE	West TN Member
Ricky Bursi, P.E.	West TN Associate Member

A quorum was present.

The following **Board staff** was present for part or all of the meeting:

John Cothron	Executive Director
Anthony Glandorf	Chief Counsel
Benjamin Glover	Legal Counsel
Wanda Phillips	Administrative Manager

Visitors present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section, and Susan Maynor, Public Board Member.

NEW BUSINESS

APPLICATIONS FOR DISCUSSION

- **Asit N. Baxi** (Comity) – A NCEES evaluation determined that the applicant's degree is deficient 16 semester hours in mathematics/basic sciences and 16 semester hours in general education. The general education deficiency was remedied by the applicant's

graduate degree and experience, leaving a deficiency in mathematics/basic sciences. Mr. Bursi recommended that the application be sent to Dr. John W. Smith for review, which was accepted as a motion and seconded by Messrs. Campbell and Lim. The motion carried unanimously.

- **Ashish Ghosh** (Comity) – A NCEES evaluation determined that the applicant’s degree is deficient 15 semester hours in mathematics/basic sciences and 12 semester hours in general education. The general education deficiency was remedied by the applicant’s graduate degree and experience, leaving a deficiency in mathematics/basic sciences. Motion was made by Mr. Campbell and seconded to send the application to Dr. Smith for review. The motion carried unanimously.
- **Yurianto Yurianto** (Comity) – A NCEES evaluation determined that the applicant’s degree is deficient 4 semester hours in mathematics/basic sciences and 2 semester hours in general education. The general education deficiency was remedied by the applicant’s graduate degree, leaving a deficiency in mathematics/basic sciences. Motion was made by Mr. Lim and seconded to require the applicant to complete a 3 semester hour course in mathematics/basic sciences, to be pre-approved by Dr. Smith. The motion carried unanimously.
- **Craig Alan Edward Smith** (Exam) – Mr. Lim requested discussion of this application due to an apparent lack of direct supervision by a professional engineer. Mr. Bursi recommended that the applicant be asked to provide a more detailed description of his design experience, to be verified by professional engineers. If necessary, this may be followed up by an interview with the Engineer Committee. Mr. Bursi’s recommendation was accepted as a motion and seconded by Messrs. Campbell and Lim. The motion carried unanimously.
- **Christopher Jamieson** (Comity) – The applicant previously applied to sit for the PE exam in Tennessee, but was not approved to sit for the exam. He has now passed the exam and become registered in another jurisdiction and is applying for registration in Tennessee by comity. The committee members concluded that they will evaluate his application when it is complete.

Break 2:05 p.m. – 2:15 p.m.

DISCUSSION RE: 2016 NCEES SOUTHERN ZONE MEETING

Mr. Bursi mentioned that Fundamentals of Engineering (FE) exam waivers were discussed at the Engineering Forum during the Southern Zone meeting. Many states do not waive the FE exam, and he questioned if this waiver should be removed from Tennessee's law. The committee requested that Mr. Cothron add this topic to the agenda for the October meeting.

Mr. Bursi noted that the need for greater uniformity in continuing education requirements was another topic of discussion at the meeting. The NCEES Education Committee is recommending that boards follow the NCEES Continuing Professional Competency (CPC) standard, which requires 15 PDHs per calendar year. Mr. Cothron was asked to add this topic to the October meeting agenda, as well.

Mr. Cothron reported that NCEES is allowing two new automatic options for member boards to approve applicants to sit for the Principles and Practice of Engineering (PE)/Structural Engineering (SE) exams, similar to what is offered for the FE exam. With the education and exam restricted option, NCEES will verify the transcript and confirm that the candidate has passed the FE exam before allowing candidates to sit for the PE exam. Boards have the option of requiring an Engineering Accreditation Commission (EAC)/ABET-accredited engineering degree. Candidates who do not meet these criteria will be referred to the state board for review. With the attestation only option, candidates will simply attest that they have met state requirements. The committee was supportive of amending the law to remove the requirement for the Board to authorize applicants to sit for the PE/SE exams, which would allow applicants to register for exams directly with NCEES and then apply for state licensure after passing the exam and meeting the other registration requirements.

Mr. Campbell stated that the Board needs to explore use of social media to communicate since more boards are using it. He also expressed concern about the amount of free time on the Southern Zone meeting agendas.

UNFINISHED BUSINESS

LICENSING AGREEMENT WITH JAPAN PE/FE EXAMINERS COUNCIL (JPEC)

Mr. Cothron stated that he will contact JPEC regarding the agreement and report to the committee in June.

ENERGY SERVICE COMPANIES AND ENGINEERING REGISTRATION LAWS

Mr. Cothron informed the committee that he had been contacted regarding the Association of Energy Engineers (AEE) and the certifications they offer. Since AEE is based in Atlanta, the committee requested that Mr. Cothron contact the Georgia Board to see if they have any concerns about AEE. The committee also requested that an officer of the Middle Tennessee Chapter of AEE be asked to attend a future committee meeting to discuss the certifications they offer.

Adjourn. Mr. Campbell adjourned the meeting at 3:38 p.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
GRANTS TO HIGHER EDUCATION COMMITTEE MEETING
Davy Crockett Tower
Nashville, Tennessee
Thursday, April 14, 2016

CALL TO ORDER

Susan Ballard, Committee Chair, called the Grants to Higher Education Committee meeting to order at 8:24 a.m. on April 14, 2016, in Room 1-A of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.
Bill Lockwood, R.L.A.

A quorum was not present, and thus no motions were made.

The following **Board staff** was present:

John Cothron Executive Director

Visitor present: Chris Gwaltney, P.E., representing the American Society of Civil Engineers (ASCE), Tennessee Section.

NEW BUSINESS

REVIEW OF BUDGET PROJECTIONS

Mr. Cothron reviewed budget projections and estimated that the grants appropriation could be raised \$150,000, for a total appropriation of \$500,000, without dipping into the Board's accumulated reserve (assuming that there are no fee changes).

PROPOSAL FOR USE OF ADDITIONAL GRANT FUNDS

Ms. Ballard proposed that additional grant funds could be used for special projects by the schools, with an emphasis on collaborative and interdisciplinary projects. Ms. Ballard suggested using \$40,000 of the grants appropriation for this purpose next fiscal year to test the concept.

Adjourn. The Chair adjourned the meeting at 8:35 a.m.



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
NOMINATIONS COMMITTEE MEETING
Davy Crockett Tower
Nashville, Tennessee
Thursday, April 14, 2016

CALL TO ORDER

Philip Lim, Committee Chair, called the Nominations Committee meeting to order at 8:54 a.m. on April 14, 2016, in Room 1-A of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Philip Lim, P.E., Committee Chair
Susan Ballard, R.I.D.
Bill Lockwood, R.L.A.
Rick Thompson, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron, Executive Director

DISCUSS NOMINATIONS FOR BOARD OFFICERS

Following discussion, a motion was made by Mr. Lockwood and seconded to nominate the following slate of officers for fiscal year 2017:

Susan Ballard, R.I.D., Chair
Frank Wagster, R.A., Vice Chair
Philip Lim, P.E., Secretary

The motion passed.

Adjourn. The Chair adjourned the meeting at 8:57 a.m.

2016 LEGISLATION

Bill Number(s)/Sponsor(s)	Description	House	Senate	Board Position
SB0556*/HB0678 Bowling/VanHuss	As introduced, phases out the privilege tax on persons engaged in certain occupations by annually decreasing it by 20 percent over the next five years; eliminates the tax in 2019 and thereafter.	Passed with amendment directing TN Advisory Comm. on Intergovernmental Relations (TACIR) to study and make recommendations relative to the privilege tax by 1/1/17. Public Chapter 1024	Passed with amendment directing TN Advisory Comm. on Intergovernmental Relations (TACIR) to study and make recommendations relative to the privilege tax by 1/1/17. Public Chapter 1024	
SB1503*/HB1615 Bell/Faison	Extends the A&E Board four years to June 30, 2020; establishes minimum attendance requirement for board members (must attend at least half of the scheduled meetings in a calendar year).	Passed ; Public Chapter 610	Passed ; Public Chapter 610	
SB2535/HB1533* Norris/McCormick	Allows the state fire marshal to require and perform field inspections in lieu of requiring review and approval of plans and specifications for construction and alteration of certain buildings or structures, and to charge a fee of no more than \$200 for inspections that were untimely requested.	Business and Utilities Subcommittee —taken off notice	General Subcommittee of Commerce and Labor Committee	
HB1726/SB1672* Sargent/Southerland	As introduced, allows construction design professionals under contract with certain state agencies to bill and receive payment monthly; specifies services that are included in the basic services fee and the services that will require additional compensation.	Finance, Ways, and Means Subcommittee —taken off notice	General Subcommittee of Finance, Ways, and Means Committee	

<p>HB2201*/SB2469 Daniel/Stevens</p>	<p>As amended, enacts the "Right to Earn a Living Act." Requires licensing authorities to submit entry regulations to the House and Senate Gov't Operations Committees by 12/31/16. The committees shall issue a joint report containing findings and recommendations by 1/1/18. Also establishes a review of regulations as part of the sunset review process to ensure that rules are necessary to protect the public and do not unnecessarily inhibit competition or deny entry into a profession. The Gov't Operations Committees may request the amendment or repeal of a regulation. Agencies failing to comply with such requests may face suspension of their rulemaking authority.</p>	<p>Passed as amended; Public Chapter 1053</p>	<p>Passed as amended; Public Chapter 1053</p>	
<p>HB2569*/SB2534 McCormick/Norris</p>	<p>Amends T.C.A. § 62-2-304 relative to comity registration requirements for architects; allows acceptance of applicants whose qualifications do not meet the requirements of the laws and rules if they hold a license in another jurisdiction and a NCARB certificate.</p>	<p>Passed; Public Chapter 838</p>	<p>Passed; Public Chapter 838</p>	

Section 7, Item 31 of the appropriations bill (SB2653/HB2629) earmarks \$350,000 for the Board's grants program.

Number of Registrants and Firms

Architects		In-State	Out-of-State	Total
	5/28/2015	1448	2277	3725
	10/13/2015	1536	2260	3796
	2/3/2016	1524	2288	3812
	5/24/2016	1533	2287	3820

Engineers				
	5/28/2015	7507	8270	15,777
	10/13/2015	7980	7753	15,733
	2/3/2016	7383	8349	15,732
	5/24/2016	7288	8389	15,677

Landscape Architects				
	5/28/2015	202	197	399
	10/13/2015	204	189	393
	2/3/2016	199	186	385
	5/24/2016	202	185	387

Interior Designers				
	5/28/2015	394	41	435
	10/13/2015	391	53	444
	2/3/2016	391	43	434
	5/24/2016	382	42	424

Totals (Registrants)				
	5/28/2015	9551	10,785	20,336
	10/13/2015	10,111	10,255	20,366
	2/3/2016	9,497	10,866	20,363
	5/24/2016	9,405	10,903	20,308

Architectural Firms				
	5/28/2015	443	1121	1564
	10/13/2015	439	1132	1571
	2/3/2016	442	1195	1637
	5/24/2016	443	1244	1687

Engineering Firms				
	5/28/2015	937	2575	3512
	10/13/2015	912	2599	3511
	2/3/2016	924	2726	3650
	5/24/2016	938	2836	3774

Landscape Arch Firms				
	5/28/2015	53	94	147
	10/13/2015	52	94	146
	2/3/2016	51	99	150
	5/24/2016	52	103	155

Totals (Firms)				
	5/28/2015	1433	3790	5223
	10/13/2015	1403	3825	5228
	2/3/2016	1417	4020	5437
	5/24/2016	1433	4183	5616

**Board of Architectural and Engineering Examiners
Open Complaints**

	Profession	Complaint #	Received	Allegation	Status	Comments
1	Architect	201202668	12/17/2012	Practice outside area(s) of competency.	Open-Legal	Monitoring compliance with final order
2	Architect	201401761	7/23/2014	Practice outside area(s) of competency.	Open-Legal	Monitoring compliance with final order
3	Architect	201600300	1/21/2016	Disciplined in another jurisdiction.	Open-Legal	Issued consent order
4	Architect	201600717	2/10/2016	Practice outside area(s) of competency.	Open-Legal	Board member review
5	Architect	201602734	5/18/2016	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
6	Architect	201602736	5/18/2016	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
7	Engineer	201500204	1/12/2015	Disciplined in another jurisdiction.	Open-Legal	Referred to litigation
8	Engineer	2015022177	11/20/2015	Practice outside area(s) of competency.	Open-Legal	Issued consent order
9	Engineer	201601501	3/10/2016	Unlicensed practice prior to registration.	Open-Legal	
10	Engineer	201601769	3/28/2016	Practice outside area(s) of competency.	Open-Legal	
11	Engineer	201601874	3/28/2016	Felony conviction.	Open-Legal	Issued consent order
12	Engineer	201602693	5/9/16	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
13	Engineer	201602701	5/17/16	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
14	Engineer	201602716	5/18/16	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
15	Engineer	201602729	5/18/16	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
16	Engineer	201602731	5/18/16	Disciplined in another jurisdiction.	Open-Staff	Issued letter of caution
17	Int Des	2015022299	12/3/2015	Continuing education violation.	Open-Legal	Monitoring compliance with consent order
	Number over 180 days old without "clock stopping" action: 0 (0%)					
	Number of formal hearings authorized to be heard by ALJ: 1					
	Number of formal hearings authorized to be heard by Board: 0					
	Number in Investigations: 0					
	Percent on time (clock stopped within 180 days) last 18 months: 98% (80% is goal)					

**THIRD QUARTER FISCAL YEAR 2016
FINANCIAL REPORT**

Revenue:

- Licensing revenue for the third quarter of fiscal year 2016 increased slightly from the third quarter of fiscal year 2015. Our revenue has now normalized after two quarters of decreased revenue due to the issuance of early renewal notices last year prior to the implementation of our new licensing system.

Expenses:

- Personal services expenditures (staff salaries, per diems, employee benefits) decreased \$6,268 from the third quarter of fiscal year 2015. This decrease and decreases in previous quarters is due to the retirement of an employee last year.
- In-state travel expenses increased \$861.
- Out-of-state travel expenses remained consistent.
- Communication costs decreased \$1,465.
- Third Party Professional Services decreased \$3,185.
- All of the grant expenditures occurred in the third quarter this fiscal year.
- State Professional Services expenses decreased \$3,056.
- Overall, direct expenditures increased \$111,022, primarily due to the grants.
- The year-to-date reserve balance is \$233,585.

**FY 2015-2016 FINANCIAL REPORT
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS**

	1ST QUARTER JULY-SEPT 2015	1ST QUARTER JULY-SEPT 2014	2ND QUARTER OCT-DEC 2015	2ND QUARTER OCT-DEC 2014	3RD QUARTER JAN-MAR 2016	3RD QUARTER JAN-MAR 2015	4TH QUARTER APR-JUNE 2016	4TH QUARTER APR-JUNE 2015	TOTALS
REVENUE									
A&E	\$ 256,637.36	\$ 340,320.00	\$ 282,645.00	\$ 330,470.61	\$ 382,045.00	\$ 379,140.39	\$ -	\$ 492,193.59	921,327.36
CASE AND COMPLAINT REVENUE	-	-	-	-	-	-	-	2,150.00	-
STATE REGULATORY FEE	-	-	-	-	-	-	-	(100,690.00)	-
	\$ 256,637.36	\$ 340,320.00	\$ 282,645.00	\$ 330,470.61	\$ 382,045.00	\$ 379,140.39	\$ -	\$ 393,653.59	921,327.36
EXPENDITURES									
REGULAR SALARIES & WAGES	\$ 60,117.72	66,583.00	\$ 58,932.00	\$ 65,983.34	\$ 60,688.00	63,983.18	\$ -	56,969.55	179,737.72
PART-TIME SALARIES & WAGES (PER DIEM)	3,250.00	3,050.00	3,650.00	3,650.00	2,500.00	2,050.00	-	4,100.00	9,400.00
EMPLOYEE BENEFITS	24,610.38	29,307.16	24,490.27	29,210.96	25,988.88	29,411.03	-	25,058.47	75,089.53
IN-STATE TRAVEL	5,434.53	3,058.90	12,354.56	9,526.26	3,625.81	2,764.15	-	7,414.53	21,414.90
OUT-OF-STATE TRAVEL	9,078.70	4,748.35	2,159.86	7,486.78	1,460.19	1,384.61	-	3,515.66	12,698.75
PRINTING & DUPLICATING	-	-	-	65.88	-	-	-	-	-
COMMUNICATIONS & SHIPPING COSTS	3,288.28	4,552.77	4,495.32	5,526.46	3,832.30	5,297.82	-	7,709.55	11,615.90
MAINTENANCE & REPAIRS	-	-	-	-	-	17.36	-	-	-
THIRD PARTY PROFESSIONAL SERVICES	2,940.58	9,545.56	25,015.82	11,817.43	18,077.47	21,262.84	-	16,538.51	46,033.87
SUPPLIES & OFFICE FURNITURE	301.76	284.91	45.58	3.24	379.99	203.26	-	304.27	727.33
RENTALS & INSURANCE	-	269.04	78.32	550.50	234.96	403.56	-	134.52	313.28
GRANTS & SUBSIDIES	-	-	(17,849.12)	-	308,700.00	186,504.00	-	113,496.00	290,850.88
TRAINING OF STATE EMPLOYEES	4,375.00	2,675.00	325.00	-	2,765.00	745.00	-	1,550.00	7,465.00
COMPUTER RELATED ITEMS	576.63	122.65	411.48	-	-	145.98	-	339.90	988.11
STATE PROFESSIONAL SERVICES	10,720.03	8,207.85	12,153.78	11,871.53	8,532.42	11,589.33	-	15,523.04	31,406.23
TOTAL DIRECT EXPENDITURES	\$ 124,693.61	\$ 132,405.19	\$ 126,262.87	\$ 145,692.38	\$ 436,785.02	325,762.12	\$ -	252,654.00	687,741.50
COST BACKS									
DEPARTMENT							-	278,665.02	-
INVESTIGATIONS							-	7,844.57	-
LEGAL							-	-	-
TOTAL COST BACKS							-	286,509.59	-
TOTAL EXPENDITURES	\$ 124,693.61	\$ 132,405.19	\$ 126,262.87	\$ 145,692.38	\$ 436,785.02	325,762.12	\$ -	539,163.59	687,741.50
YTD RESERVE	\$ 131,943.75	\$ 207,914.81	\$ 288,325.88	\$ 392,693.04	\$ 233,585.86	446,071.31	\$ 233,585.86	300,561.31	233,585.86
BALANCE ADJUSTMENTS (CORE EXPENSE)							-	-	-
ACCUMULATED RESERVE								1,513,561.70	1,747,147.56

NOTES: Rentals and Insurance includes lease of reproduction equipment; Training of State Employees includes registration fees for national council meetings; State Professional Services includes printing by state agencies and lease of office space.

MONTHLY EXPENDITURE DETAIL
FY 2015-2016

JANUARY 2016

REGULAR SALARIES & WAGES	\$ 22,212.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$ 450.00
EMPLOYEE BENEFITS	\$ 9,720.55
IN-STATE TRAVEL	
In-State Mileage	\$ -
In-State Airfare	\$ -
In-State Meals & Incidentals	\$ -
In-State Lodging	\$ -
In-State Travel--Other	\$ -
	<u>\$ -</u>
OUT-OF-STATE TRAVEL	
Out-of-State Airfare	\$ -
Out-of-State Travel--Other	\$ -
Out-of-State Meals	\$ -
Out-of-State Mileage	\$ -
Out-of-State Lodging	\$ -
	<u>\$ -</u>
PRINTING & DUPLICATING	\$ -
COMMUNICATIONS & SHIPPING COSTS	
Telecommunications	\$ -
Postal Charges	\$ 1,534.54
Freight & Express Charges	\$ -
	<u>\$ 1,534.54</u>
MAINTENANCE & REPAIRS	\$ -
THIRD PARTY PROFESSIONAL SERVICES	
Court Reporter Services	\$ -
Document Destruction Services	\$ 20.34
General Business Consulting Svcs	
Credit card fees (online renewal)	\$ 2,477.92
Organization Memberships/Dues	
NCEES	\$ 6,500.00
Other Legal Services	\$ -
Other	\$ -
Consulting Services--Testing Services	\$ -
	<u>\$ 8,998.26</u>
SUPPLIES & OFFICE FURNITURE	
Office Supplies & Furniture	\$ 67.66
Operational Supplies	\$ 58.86
Training Supplies	\$ -
Sensitive Minor Equipment	\$ -
	<u>\$ 126.52</u>
RENTALS & INSURANCE	
Rent or Lease of Buildings	\$ -
Rent or Lease of Reproduction Equipment	\$ 78.32
	<u>\$ 78.32</u>
GRANTS & SUBSIDIES	\$ -

MONTHLY EXPENDITURE DETAIL
FY 2015-2016

TRAINING OF STATE EMPLOYEES

In-Service Training	\$ -
Out-Service Training	\$ -
	<u>\$ -</u>

COMPUTER RELATED ITEMS

Maintenance of Equipment	\$ -
Data Processing Supplies	\$ -
Data Processing Services (Non-State)	\$ -
Sensitive Minor Computers	\$ -
	<u>\$ -</u>

STATE PROFESSIONAL SERVICES

Data Processing Services (F&A, OIR)	\$ -
Statewide Accounting Billing	\$ -
Telephone Billing	\$ 277.79
Payroll Billing	\$ -
Lock Box Billing	\$ -
Attorney General Billings	\$ -
Administrative Judges Billing (SOS)	\$ -
Agency Internal Administrative Costs	\$ -
Agency Internal Info Systems Costs	\$ -
Printing & Reproduction by State Agencies	\$ 173.00
Rent or Lease of State Buildings	\$ 2,492.96
State-Owned Vehicle Charges	\$ -
Other	\$ -
	<u>\$ 2,943.75</u>

TOTAL JANUARY 2016 **\$ 46,063.94**

FEBRUARY 2016

REGULAR SALARIES & WAGES	\$ 19,212.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$ 1,600.00
EMPLOYEE BENEFITS	\$ 8,172.25

IN-STATE TRAVEL

In-State Mileage	\$ 1,053.74
In-State Airfare	\$ -
In-State Meals & Incidentals	\$ 531.00
In-State Lodging	\$ 965.75
In-State Travel--Other	\$ 91.77
	<u>\$ 2,642.26</u>

OUT-OF-STATE TRAVEL

Out-of-State Airfare	\$ 739.91
Out-of-State Travel--Other	\$ -
Out-of-State Meals	\$ -
Out-of-State Mileage	\$ -
Out-of-State Lodging	\$ -
	<u>\$ 739.91</u>

PRINTING & DUPLICATING

\$ -

COMMUNICATIONS & SHIPPING COSTS

Telecommunications	\$ -
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MONTHLY EXPENDITURE DETAIL
FY 2015-2016

Postal Charges	\$ 935.09
Freight & Express Charges	\$ -
	<u>\$ 935.09</u>
MAINTENANCE & REPAIRS	\$ -
THIRD PARTY PROFESSIONAL SERVICES	
Court Reporter Services	\$ -
Document Destruction Services	\$ 6.78
General Business Consulting Svcs	
Credit card fees (online renewal)	\$ 2,963.14
Dr. Smith (transcript evaluation)	\$ 100.00
Organization Memberships/Dues	
CIDQ	\$ 4,000.00
Other Legal Services	\$ -
Other	\$ -
Consulting Services--Testing Services	\$ -
	<u>\$ 7,069.92</u>
SUPPLIES & OFFICE FURNITURE	
Office Supplies & Furniture	\$ 124.43
Operational Supplies	\$ -
Training Supplies	\$ -
Sensitive Minor Equipment	\$ -
	<u>\$ 124.43</u>
RENTALS & INSURANCE	
Rent or Lease of Buildings	\$ -
Rent or Lease of Reproduction Equipment	\$ 78.32
	<u>\$ 78.32</u>
GRANTS & SUBSIDIES	
MTSU	\$ 3,000.00
University of Memphis	\$ 46,612.00
TSU	\$ 19,915.00
TN Tech	\$ 37,322.00
UTC	\$ 29,761.00
Lipscomb	\$ 13,691.00
CBU	\$ 14,738.00
O'More College of Design	\$ 3,000.00
Vanderbilt	\$ 25,115.00
UTM	\$ 14,749.00
UTK	\$ 88,636.00
Union	\$ 12,161.00
	<u>\$ 308,700.00</u>
TRAINING OF STATE EMPLOYEES	
In-Service Training	\$ -
Out-Service Training	\$ -
	<u>\$ -</u>
COMPUTER RELATED ITEMS	
Maintenance of Equipment	\$ -
Data Processing Supplies	\$ -
Data Processing Services (Non-State)	\$ -
Sensitive Minor Computers	\$ -
	<u>\$ -</u>
STATE PROFESSIONAL SERVICES	

MONTHLY EXPENDITURE DETAIL
FY 2015-2016

Data Processing Services (F&A, OIR)	\$ -
Statewide Accounting Billing	\$ -
Telephone Billing	\$ 321.77
Payroll Billing	\$ -
Lock Box Billing	\$ -
Attorney General Billings	\$ -
Administrative Judges Billing (SOS)	\$ -
Agency Internal Administrative Costs	\$ -
Agency Internal Info Systems Costs	\$ -
Printing & Reproduction by State Agencies	\$ -
Rent or Lease of State Buildings	\$ 2,492.96
State-Owned Vehicle Charges	\$ -
Other	\$ -
	<u>\$ 2,814.73</u>

TOTAL FEBRUARY 2016 **\$ 352,088.91**

MARCH 2016

REGULAR SALARIES & WAGES	\$ 19,264.00
PART-TIME SALARIES & WAGES (PER DIEM)	\$ 450.00
EMPLOYEE BENEFITS	\$ 8,096.08

IN-STATE TRAVEL

In-State Mileage	\$ 485.04
In-State Airfare	\$ -
In-State Meals & Incidentals	\$ 132.75
In-State Lodging	\$ 296.55
In-State Travel--Other	\$ 69.21
	<u>\$ 983.55</u>

OUT-OF-STATE TRAVEL

Out-of-State Airfare	\$ -
Out-of-State Travel--Other	\$ 72.00
Out-of-State Meals	\$ 224.00
Out-of-State Mileage	\$ -
Out-of-State Lodging	\$ 424.28
	<u>\$ 720.28</u>

PRINTING & DUPLICATING

\$ -

COMMUNICATIONS & SHIPPING COSTS

Telecommunications	\$ -
Postal Charges	\$ 1,293.31
Freight & Express Charges	\$ 69.36
	<u>\$ 1,362.67</u>

MAINTENANCE & REPAIRS

\$ -

THIRD PARTY PROFESSIONAL SERVICES

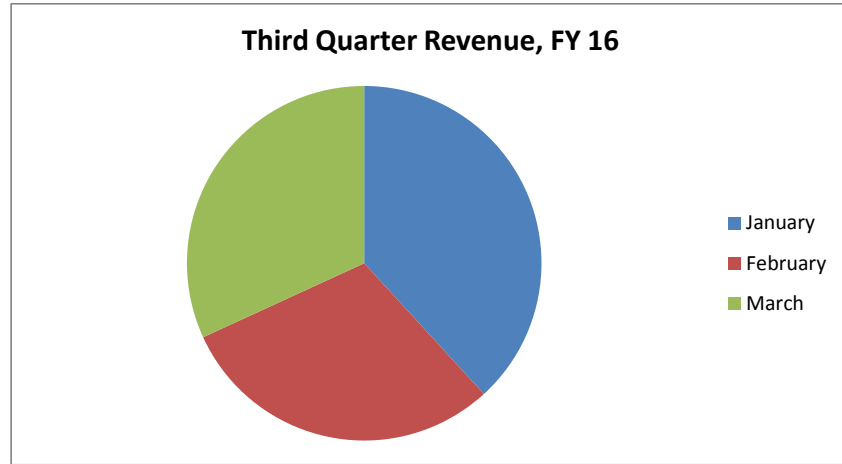
Court Reporter Services	\$ -
Document Destruction Services	\$ 13.56
General Business Consulting Svcs	
Credit Card Fees (online renewal)	\$ 1,995.73
Organization Memberships/Dues	\$ -

MONTHLY EXPENDITURE DETAIL
FY 2015-2016

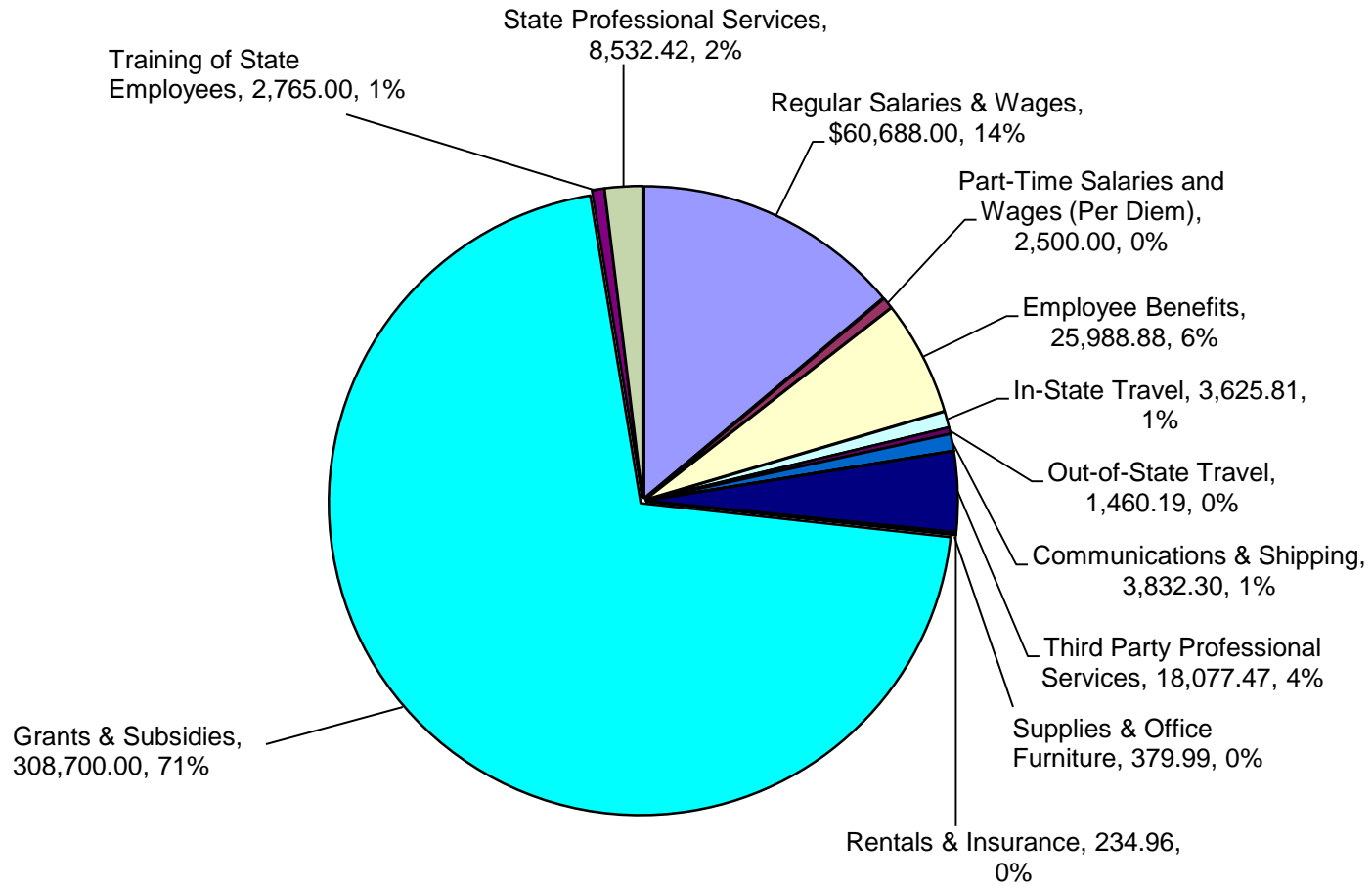
Other Legal Services	\$	-	
Other	\$	-	
Consulting Services--Testing Services	\$	-	
	\$	2,009.29	
SUPPLIES & OFFICE FURNITURE			
Office Supplies & Furniture	\$	129.04	
Operational Supplies	\$	-	
Training Supplies	\$	-	
Sensitive Minor Equipment	\$	-	
	\$	129.04	
RENTALS & INSURANCE			
Rent or Lease of Buildings	\$	-	
Rent or Lease of Reproduction Equipment	\$	78.32	
	\$	78.32	
GRANTS & SUBSIDIES	\$	-	
TRAINING OF STATE EMPLOYEES			
In-Service Training	\$	-	
Out-Service Training	\$	2,765.00	NCEES SZ reg. fees
	\$	2,765.00	
COMPUTER RELATED ITEMS			
Maintenance of Equipment	\$	-	
Data Processing Supplies	\$	-	
Data Processing Services (Non-State)	\$	-	
Sensitive Minor Computers	\$	-	
	\$	-	
STATE PROFESSIONAL SERVICES			
Data Processing Services (F&A, OIR)	\$	-	
Statewide Accounting Billing	\$	-	
Telephone Billing	\$	280.98	
Payroll Billing	\$	-	
Lock Box Billing	\$	-	
Attorney General Billings	\$	-	
Administrative Judges Billing (SOS)	\$	-	
Agency Internal Administrative Costs	\$	-	
Agency Internal Info Systems Costs	\$	-	
Printing & Reproduction by State Agencies	\$	-	
Rent or Lease of State Buildings	\$	2,492.96	
State-Owned Vehicle Charges	\$	-	
Other	\$	-	
	\$	2,773.94	
TOTAL MARCH 2016	\$	38,632.17	

**MONTHLY REVENUE BREAKDOWN
FY 2015-2016**

First Quarter	Total
July	\$ 136,656.08
August	\$ 70,596.32
September	\$ 49,384.96
	\$ 256,637.36
Second Quarter	
October	\$ 57,700.00
November	\$ 86,960.00
December	\$ 137,985.00
	\$ 282,645.00
Third Quarter	
January	\$ 145,925.00
February	\$ 114,430.00
March	\$ 121,690.00
	\$ 382,045.00
Fourth Quarter	
April	
May	
June	
Total	\$ 921,327.36



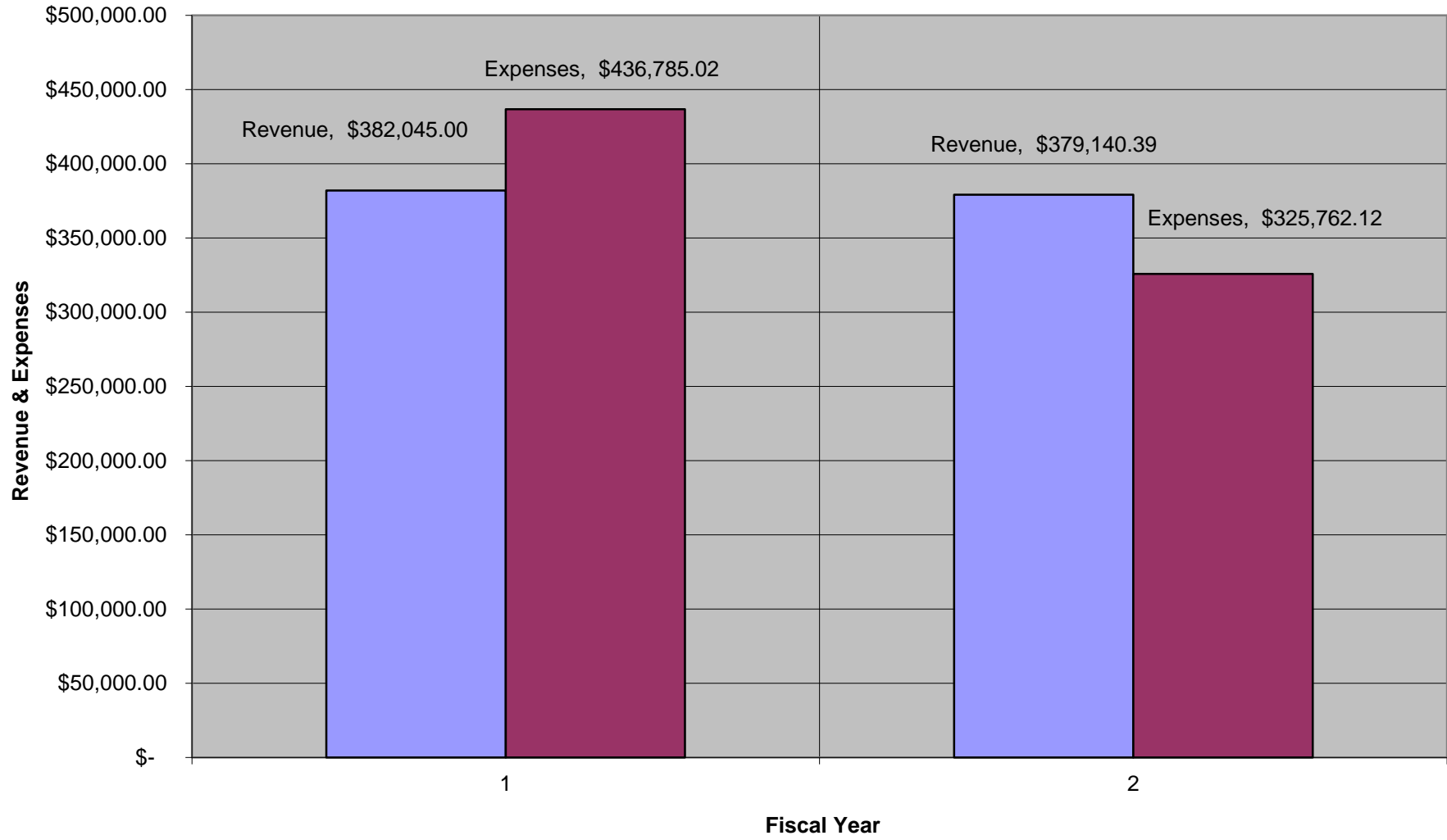
Expenditures--3rd Quarter, FY 2016
Total Expenditures: \$436,785.02



3rd Quarter Comparison

FY 2016

FY 2015



Action Items (April 2016)

John Cothron

- Contact the Japan PE/FE Examiners Council (JPEC) regarding the establishment of a licensing agreement.
- Contact the Georgia Board to see if they have any concerns about the Association of Energy Engineers (AEE). Invite an officer of the Middle Tennessee Chapter of AEE to attend a future Engineer Committee meeting to discuss the certifications they offer.

Legal Counsel

- Provide update on legal review of *Reference Manual*, including revised language regarding expert testimony.
- Provide an opinion on the submission of historical data and hourly rates in response to a Request for Qualifications (RFQ).

Grants Committee

- Develop a proposal and guidelines for the use of additional grant funds.

Topics for October planning session and meeting:

- Discussion of alternative procurement/delivery methods, including public-private partnerships
- Engineer Committee
 - Elimination of FE exam waiver from law
 - Continuing education uniformity (reporting hours on a calendar year cycle)

Notice of October 5-7, 2016 meeting of the Board of Architectural and Engineering Examiners.
Posted to the Board of Architectural & Engineering Examiners' website on _____.



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS**
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243
Telephone: 615-741-3221 Fax: 615-532-9410
Program Website: <http://www.tn.gov/commerce/section/architects-engineers>

DRAFT AGENDA

**BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
NOTICE OF BOARD MEETING**

Paris Landing State Park Inn and Conference Center
400 Lodge Road
Buchanan, TN 38222

Wednesday, October 5, 2016

1:00 P.M. INTERIOR DESIGN COMMITTEE MEETING

CALL TO ORDER – Susan Ballard, Chair

NEW BUSINESS

- Potential Law, Rule, and Policy Changes

ADJOURNMENT

1:30 P.M. LANDSCAPE ARCHITECT COMMITTEE MEETING

CALL TO ORDER – _____, Chair

NEW BUSINESS

- Potential Law, Rule, and Policy Changes
- CLARB Annual Meeting Report

ADJOURNMENT

The listed order of items and times on the agenda are subject to change, as the Board reserves the right to move to the next agenda items due to cancellations or deferrals.

Board meetings will be conducted by permitting participation of the Board members by electronic or other means of communication if necessary. Any member participation by electronic means shall be audible to the public at the location specified above. The Department of Commerce and Insurance is committed to principles of equal access.

If you need assistance with attending this meeting due to a disability please contact the Department's ADA Coordinator at (615) 741-0481.

2:00 P.M. ARCHITECT COMMITTEE MEETING

CALL TO ORDER – Rick Thompson, Chair

NEW BUSINESS

- Applications and Audits for Review, Discussion and Signature
- Potential Law, Rule, and Policy Changes

ADJOURNMENT

2:30 P.M. ENGINEER COMMITTEE MEETING

CALL TO ORDER – _____, Chair

NEW BUSINESS

- Applications and Audits for Review, Discussion and Signature
- Potential Law, Rule, and Policy Changes
- Fundamentals of Engineering (FE) Exam Waiver
- Continuing Education Uniformity
- Report on NCEES Annual Meeting

UNFINISHED BUSINESS

- Energy Service Companies and Engineering Registration Laws

ADJOURNMENT

6:00 P.M. DINNER

Paris Landing State Park Inn and Conference Center
400 Lodge Road
Buchanan, TN 38222

Thursday, October 6, 2016

**8:00 A.M. MEETING WITH ARCHITECTURAL, ENGINEERING,
LANDSCAPE ARCHITECTURAL AND INTERIOR DESIGN
EDUCATORS**

- Update on Board Activities (8:00-8:30)
- Update on Programs (8:30-9:30)
- Grants Program Discussion/Presentations (9:30-10:30)
- Breakout Sessions (10:30-12:00)

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- Architecture/Landscape Architecture/Interior Design
 - Update on NCARB, CLARB and CIDQ Activities
 - Licensure Outreach Discussion
- Engineering
 - NCEES Update
 - New Engineer Intern Application Process
 - Licensure Outreach Discussion

12:00 P.M. LUNCH

1:00 P.M. LAW AND RULES/POLICIES COMMITTEE MEETING

CALL TO ORDER – Rick Thompson, Chair

NEW BUSINESS

- Potential Law, Rule, and Policy Changes
- Proposed Bylaws Change
 - Combining Publications and Licensure Outreach Committees into one Outreach Committee

ADJOURNMENT

2:00 P.M. GRANTS TO HIGHER EDUCATION COMMITTEE MEETING

CALL TO ORDER – Susan Ballard, Chair

NEW BUSINESS

- Distribution of Grant Funds
- Review of Grant Guidelines
- Proposal for Use of Additional Grant Funds

ADJOURNMENT

2:30 P.M. CONTINUING EDUCATION COMMITTEE MEETING

CALL TO ORDER – Frank Wagster, Chair

NEW BUSINESS

- Potential Rule and Policy Changes

ADJOURNMENT

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3:00 P.M. PUBLICATIONS COMMITTEE MEETING

CALL TO ORDER – Stephen King, Chair

NEW BUSINESS

- Publications Revisions
- Newsletter Articles

ADJOURNMENT

3:30 P.M. LICENSURE OUTREACH COMMITTEE MEETING

CALL TO ORDER – _____, Chair

NEW BUSINESS

- Licensure Promotion on Campuses
- Meetings with Deans/Program Directors

ADJOURNMENT

4:00 P.M. FINANCE COMMITTEE MEETING

CALL TO ORDER – _____, Chair

NEW BUSINESS

- Review of Financial Data

ADJOURNMENT

4:30 P.M. DISCUSSION OF ALTERNATIVE PROCUREMENT/DELIVERY METHODS

6:00 P.M. DINNER

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Paris Landing State Park Inn and Conference Center
400 Lodge Road
Buchanan, TN 38222

Friday, October 7, 2016

8:00 A.M.

BOARD MEETING

CALL TO ORDER – Susan Ballard, Chair

- Roll Call
- Acknowledge Guests
- Announcements
- Review Agenda for Changes and/or Additions

OPEN FORUM

CONSENT AGENDA – John Cothron, Executive Director

- Minutes from August 2016 Board Meeting
- Staff Complaint Report

PROFESSIONAL SOCIETY REPORTS

LEGAL CASE REPORT – Benjamin Glover

DIRECTOR’S REPORT – John Cothron

- Complaint Data
- Licensing Data
- Financial Data

UNFINISHED BUSINESS – John Cothron

- Action Items

NEW BUSINESS

- Authorization of Travel and Speakers
- 2017 Proposed Travel
- Application/Examination Deadline Dates

COMMITTEE REPORTS

- Interior Design Committee
- Landscape Architect Committee
- Architect Committee
- Engineer Committee

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- Law and Rules/Policies Committee
- Grants to Higher Education Committee
- Publications Committee
- Licensure Outreach Committee
- Continuing Education Committee
- Finance Committee

GENERAL DISCUSSION OF FUTURE PLANS, ACTION ON ITEMS
DISCUSSED

ADJOURNMENT

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