

The Washington State ARCHITECTS NEWS BULLETIN

A publication of the Washington State Board for Architects

December 2014

What's new

Discussion topics from the September and November board meetings

The September board meeting was held at the Department of Licensing office in Olympia. The board continued to review suggested changes to the *Guidelines for Building Officials and Design Professionals* [website](#) and discussed NCARB proposed changes to the Intern Development Program (IDP), the Broadly Experience Architect Program (BEA), and the Broadly Experience Foreign Architect Program (BEFA) – see more below.

The November meeting was held at Washington State University in Pullman and included meetings with faculty and students of the architecture program. In addition to the board's regular business, they set meeting dates and locations for 2015. The January 23 meeting in Olympia will include a visit from representatives of the National Council of Architectural Registration Boards (NCARB).

Visit the board's [website](#) for more information about meeting dates and locations as well as past meeting minutes and audio recordings.

Your board members:

Rick Benner, Chair – Sumas
 Roch Manley, Vice Chair – Vancouver
 Scott Harm, Secretary – Tacoma
 Neitha Wilkey, Member – Lakewood
 Blaine Weber, Member – Seattle
 Colin Jones, Member – Seattle
 Linda Szymarek, Public Member – Shelton

2015 Board Meeting Schedule

Meeting agendas and minutes are published on our [website](#) as they become available.

All meetings are scheduled to start at 9 AM

January 23	Department of Licensing, Olympia
April 24	University of Washington or Olympia
July 17	TBD, Olympia
October 15	Washington State University, Pullman
2016 meeting dates will be set at the October meeting	

The board is currently recruiting for an architect member to join the board in June 2015. To be eligible, you must be a resident of Washington State and have at least 8 years experience in responsible charge of architectural work or teaching. If you are interested in applying for this position, please visit the Governor's [website](#).

News from NCARB

NCARB Board approves streamlining and overhauling of the Intern Development Program (IDP)

The NCARB Board of Directors has voted to approve significant changes intended to streamline and overhaul the Intern Development Program (IDP). The changes will be implemented in two phase. The first phase will focus on streamlining the program by focusing on the IDP's core requirements. The second phase will condense the 17 current experience areas into six categories. To find out more on the changes, visit NCARB's [website](#).

Fraud Alert from the Secretary of State's Office

The Secretary of State's Corporations and Charities Division is receiving a large number of calls from customers regarding a form received in the mail from the following company:

ANNUAL BUSINESS SERVICES, 1001 COOPER POINT ROAD.
SUITE 140 - #143, OLYMPIA, WA 98502

The form looks like an official form, requesting corporate information and payment of \$125. The form does state “ANNUAL BUSINESS SERVICES IS NOT A GOVERNMENT AGENCY AND DOES NOT REPRESENT A GOVERNMENT AGENCY”, and they do not file your information with any State Agency.

What You Should Do: You should ask them what they are doing with your corporate and payment information. "Annual Minutes" **ARE NOT** required to be filed with the Secretary of State. They are to be kept by the business. **DO NOT** confuse these notices with the real annual report notices sent by the Secretary of State, or sent by the Business Licensing Service.

Washington State’s annual renewal fee for profit corporations is **\$71** when filed through the Business License Service <http://bls.dor.wa.gov/> . Nonprofit corporations may file for \$10 at the Secretary of State’s office <http://www.sos.wa.gov/corps/NonprofitRenewal.aspx> .

If you have completed the Annual Business Services form under the impression it was official, you may file a consumer complaint with the Attorney General at <http://www.atg.wa.gov/FileAComplaint.aspx>.

Complaints and disciplinary activity

The Washington State Board for Architects regulates the industry by investigating complaints of unprofessional conduct and incompetence against licensees, and issues of unlicensed practice. When a complaint is received by the board, an initial investigation is started to gather information about the situation, and usually involves contact with the subject of the complaint (the respondent).

Current Cases:	
Unlicensed practice	9
Unprofessional conduct	11
Total open cases:	20

A board member is assigned as a case manager and serves as the technical expert. The investigation process can be lengthy and the case has several possible outcomes. The case may be closed by the board with no further action if not enough evidence is found to support the complaint or the respondent quickly remedies the situation. For more serious issues, the board may issue a statement of charges against the respondent, with sanctions for each offense. The respondent has an opportunity for a settlement conference to negotiate the sanctions or can ask for a hearing. To see details of past and current disciplinary orders, visit our [website](#).

Use of the words “architect,” “architecture” and “architectural” is a common basis for unlicensed practice complaints. The board regularly reviews unlicensed practice cases where the respondent advertised as an architect. In each of these cases, the board clarifies the protected status of this language according to RCW 18.08.310 and asks for compliance.

- If the respondent complies with the law, if no evidence supports the allegation, or if the respondent was appropriately using licensed architects to provide the architectural services, the board closes the case with no further action.
- If the respondent fails to comply with the law, the case manager recommends charges, with a corresponding sanction.

At the September 19, 2014, and November 7, 2014 meetings, the board closed four total cases:

Case	Allegation	Board Action
2014-06-0403-00ARC	Unprofessional conduct	The complainant, after unsuccessfully pursuing a Request for Proposal (RFP) for a feasibility study, alleged a selection committee member acted with bias against his architectural firm in the selection process. An investigation found no violation of law or rule and the board closed the case with no further action.

2014-07-0403-00ARC	Unprofessional conduct	The complaint alleged the respondent failed to identify the name of a surveyor on a topographic survey drawing contained in a set of documents submitted for plan review. In response to the complaint, the respondent explained that the name was left off as a technical error that occurred on plotting. The error was corrected and the documents were resubmitted. The board closed the case with no further action due to there being no violation of law or rule.
2014-07-0401-00ARC	Unprofessional conduct	The complaint alleged a licensee failed to provide adequate documentation of professional development hours (PDHs) upon license renewal and subsequent audit. By the November 7 board meeting, the licensee had provided documentation of the required number of hours and the board closed the case because the respondent complied.
2014-05-0401-00ARC	Unprofessional conduct	The complaint alleged a licensee failed to provide adequate documentation of professional development hours (PDHs) upon license renewal and subsequent audit. By the November 7 board meeting, the licensee had provided documentation of the required number of hours and the board closed the case because the respondent complied.

Licensee news

Congratulations! The Washington State Board for Architects and staff welcomed 65 new licensees to the profession between August 1, 2014 and October 15, 2014.

First License (30)		Reciprocal License (35)	
Brendan Joseph Bakey	Jan Hromada	Duane Lloyd Brenneise	Michael James Meredith
Joslyn Balzarini	Can-Yuan Li	John G. Burk	Christopher Morris
Christopher L. Baugh	Zhiwei Liao	Kevin M. Burns	Eliezer Michael Naor
Todd W. Bishop	Shannon A. Loew	Mark Francis Chen	Aaron Matthew Rodebaugh
Bryan K. Borchers	Jessica Lana Miller	Geoffrey Allen Chevlin	Alexander P. Salazar
Sarah J.A. Brown	Davila Parker-Garcia	Scott D. Combs	Patrick Norbert Schilling
Jeffrey Alan Busby	Emery Jonathan Patrick	Richard Erwin Dell	Steven L. Silver
Dustin Chapin	Marcus Addison Roman	Brian Victor Engle	Schuyler S. Smith
Cady Elizabeth Chintis	Samuel James Schafer	Kelly M. Farrell	Erie O. Stone
Colin John Dean	Jared Dale Schmidt	John M. Feit	Kirk Randall Sund
Derek S. Fox	Brian Shane Steinburg	Jonathan James Frye	Loren Michael Supp
Christopher Grammens	Andrew Keith Stewart	Robert William Guyt	Kevin John Tabari
Marc W. Griffin	Anna P. Thompson	Larz Hitchcock	Christopher Upton
Eric S. Henyey	Michael Ryan Wing	Jana M. Hungarter	Brian W. Erickson
Sara Ann Heppe	Emily Ann Woods	Joseph M. Lear	Douglas S. Wignall
		Robert Simeon Lewis	Derek Stephen Wilson
		Chun-Ting Lin	Matthew David Zinski
		Marc Litalien	

Professional Development Requirements

How many hours of professional development activities do I need?	You need to accumulate 24 professional development hours (PDH) over your 2-year renewal period. At least 16 PDH must address public health, safety, and welfare.
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Where can I find a list of activities or classes?	Contact your professional associations (e.g. American Institute of Architects Washington Council , American Institute for Architects) and related professions (e.g. National Society of Professional Engineers). Look at the list of qualifying activities on our webpage . It's possible that many of your existing activities qualify and you just need to record them.
How do I record my hours?	Keep track of the classes you attend or the activities you participate in – you can use your own method, the worksheet provided by the board or the American Institute of Architect Continuing Education System . Keep receipts or certificates of completion. If you don't have these records, keep the agendas, handouts, copies of book covers, etc. to show you were involved in the activity. You should keep these records for 5 years.
What if I get audited?	You'll be asked to submit your records and supporting materials. If the board determines you are missing hours or some of your activities don't qualify, we may require you to make up the shortage.
When do I start recording my hours?	Start recording your PDH now. The audits started July 2013.
What if I have more questions?	1) Visit the board's website : we have examples of qualifying activities, sample record keeping forms, and more. 2) Review the rules , especially sections 308-12-250 through 308-12-290.

Keep your license active – remember these tips:

1. Renewal fees are due every other birthday and are your responsibility.
2. Renewal notices are a courtesy—you are accountable for renewing even if you don't receive a notice.
3. You should notify our office when you change your address: architects@dol.wa.gov or 360-664-1388.
4. Keep your professional development records current. Information and forms to assist you are available on our [website](#).

Do your fellow architects get these announcements?

They should. Please tell them to sign up to the Architects' ListServ electronic mailing list. They can join the Listserv by visiting our [website](#) and following these steps:

- Click "What's New", and select "Join Mailing list"
- Select the ListServ® link
- Select the "Join or leave the list (or change settings)" link
- Enter your email address and name, then select the join list button
- You will be sent a confirmation email, and then you will be added to the list

Skip a trip – go online: www.dol.wa.gov

*We are committed to providing equal access to our services.
If you need accommodation, please call 360-664-6597 or TTY 360-664-0116.*

Washington Board for Architects		Department of Licensing
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