

# **Architect Board Meeting**

## **Tab 1 Call to Order**

August 25, 2016

10:00 AM

University of Washington  
Tacoma, WA



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
**BOARD FOR ARCHITECTS**  
**MEETING AGENDA**  
**REGULAR BOARD MEETING**

**DATE:** August 25, 2016  
**TIME:** 10:00 AM  
**LOCATION:** University of Washington Tacoma  
Cherry Parkes 103

**1. Call to Order**

- 1.1. Introductions
- 1.2. Order of Agenda
- 1.3. Approval of Minutes: April 21, 2016
- 1.4. Review Communications

**2. Public Comment Opportunity**

**3. New Business**

- 3.1. National Council of Architectural Registration Boards (NCARB) Resolutions Approved at 2016 Annual Meeting
- 3.2. Mutual Recognition Arrangement with Australia and New Zealand

**4. Old Business**

- 4.1. NCARB Annual Meeting Report
- 4.2. Revised Professional Development Hours (PDH) Audit Process
- 4.3. Outreach
- 4.4. Review Master Action Items List

**5. Complaint Cases for Review\***

- 5.1. Case Manager Recommendations
  - 5.1.1. 2015-06-0404-00ARC (Wilkey)
  - 5.1.2. 2015-06-0405-00ARC (Wilkey)
  - 5.1.3. 2015-06-0408-00ARC (Manley)
  - 5.1.4. 2015-06-0400-00ARC (Benner)
  - 5.1.5. 2016-05-0401-00ARC (Roberts)
  - 5.1.6. 2014-09-0404-00ARC (Wilkey)

**6. Legal Issues for Deliberation\***

- 6.1. Orders to be Presented
  - 6.1.1. 2015-01-0402-00ARC (Manley)

**7. Disciplinary & Investigation Items**

- 7.1. Closed Session Deliberation Report (only necessary if closed session is held)
- 7.2. Current Cases Disciplinary Report

**8. Assistant Attorney General's Report****9. Committee/Task Force Reports**

- 9.1. Guidelines for Building Officials
  - 9.1.1. WABO Presentation Update

**10. Board Executive's Report**

- 10.1. Program Operations
- 10.2. Department of Licensing
- 10.3. Other Items

**11. Other Business**

- 11.1. Action Items From This Meeting
- 11.2. Agenda Items For Next Meeting
  - 11.2.1. Architectural Experience Program (AXP)
- 11.3. Any Other Business

**12. Adjournment**

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

\* Strategic planning workshop to be scheduled for November Meeting



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**BOARD FOR ARCHITECTS  
 MEETING MINUTES  
 REGULAR BOARD MEETING**

**DATE:** April 21, 2016

**TIME:** 10:00 AM

**LOCATION:** Red Lion Hotel  
 Olympic Room  
 2300 Evergreen Park Dr. SW  
 Olympia, WA 98502

**BOARD MEMBERS  
 PRESENT:**

Roch Manley, Chair  
 Scott Harm, Vice Chair  
 Linda Szymarek, Public Member/Secretary  
 Colin Jones, Member  
 Rick Benner, Member  
 Neitha Wilkey, Member  
 Sian Roberts, Member

**STAFF PRESENT:**

Rick Storvick, Executive Director  
 Jenni Lingle, Administrative Assistant  
 Autumn Dryden, Administrative Assistant

**OTHERS  
 PRESENT:**

Board staff: Lorin Doyle, Michael Villnave, Shanan Gillespie,  
 Vonna Rakestraw, Julia Gambrel

**BOARD MEMBERS  
 ABSENT:**

None

**1. Call to Order 10:00 AM**

1.1. Introductions

Board members and staff introduced themselves.

## 1.2. Order of agenda

The order of the agenda was amended to add item 3.4.1 Resolution 2016-K.

Ms. Wilkey made a MOTION to accept the minutes as presented. Mr. Jones seconded the MOTION and it passed.

## 1.3. Approval of minutes: February 11, 2016

Mr. Harm made a MOTION to accept the minutes as presented. Ms. Wilkey seconded the MOTION and it passed.

## 1.4. Review Communications

There were no communications for review.

## 2. Public Comment Opportunity

There was no public comment.

## 3. New Business

### 3.1. Officer Elections

Mr. Manley presented a slate of proposed officers:

- Chair - Scott Harm
- Vice Chair - Colin Jones
- Secretary - Sian Roberts

Ms. Wilkey made a MOTION to accept the slate of officers as proposed. Mr. Benner seconded the MOTION and it passed.

### 3.2. Campus visit reports

Ms. Roberts, Ms. Wilkey, Mr. Harm, and Mr. Storvick reported on their visits to Washington State University (WSU) and University of Washington (UW) campuses.

### 3.3. National Council of Architectural Registration Boards (NCARB) Regional Summit report

Ms. Roberts, Mr. Harm, Ms. Szymarek, Ms. Wilkey, Mr. Manley, and Mr. Storvick reported on the NCARB Regional Summit held in Savannah, GA. Mr. Harm was elected to Western Council of Architectural Registration Boards (WCARB) Executive Committee. The board discussed changes to the intern development program and its transition to the Architectural Experience Program (AXP) as well as possible associated Supervisor Training.

**Action Item: Mr. Storvick will contact NCARB to find out if board members can participate in creation of AXP Supervisor Bootcamp.**

**3.4. NCARB Annual Meeting**

Ms. Wilkey shared ideas to identify board members and ideas for a welcome table at the upcoming NCARB annual meeting on June 15-18, 2016.

**3.4.1. Resolutions**

Board reviewed and discussed resolutions.

**3.4.2. Elections**

Board reviewed and discussed upcoming NCARB elections.

**3.4.3. Voting Delegate**

The board proposed incoming chair Mr. Harm be voting delegate.

Ms. Szymarek made a MOTION to accept the proposal. Mr. Jones seconded the MOTION and it passed.

The board proposed incoming vice-chair Mr. Jones be the alternate voting delegate.

Mr. Harm made a MOTION to accept the proposal and Ms. Roberts seconded the MOTION and it passed.

**Action Item: Ms. Wilkey will research ability to get apples for free to distribute and will make ribbons for name tags.**

**4. Old Business****4.1. Revised Professional Development Hours (PDH) audit process**

Ms. Gambrel updated board on the audit process.

**4.2. Review master action items list**

Ms. Lingle reviewed master action item list with board.

**5. Complaint Cases for Review\*****5.1. Case Manager Recommendations**

No cases to review.

**6. Legal Issues for Deliberation\*****6.1. Orders to be presented**

No legal issues for deliberation.

**7. Disciplinary & Investigation Items****7.1. Closed session deliberation report (only necessary if closed session is held)**

No closed session deliberation report.

**7.2. Current cases disciplinary report**

The board requested specific information be added to the report.

## 8. Assistant Attorney General's Report

No attorney general report.

## 9. Committee/Task Force Reports

### 9.1. 2016 NCARB Annual Meeting

Ms. Szymarek shared details and ideas of activities to do while attending the 2016 NCARB annual meeting.

### 9.2. Guidelines for Building Officials

Mr. Manley and Mr. Storvick reported on meeting with the Washington Association of Building Officials (WABO). Mr. Harm and Mr. Jones are working with the multi-board WABO committee for a presentation in Spokane on October 14th.

**Action Item: Mr. Storvick will resend email regarding suggestions of activities around Washington for the NCARB annual meeting.**

## 10. Board Executive's Report

### 10.1. Program Operations

Mr. Storvick discussed the licensee demographics and trends report. Mr. Storvick also shared the new licensee via examination and via reciprocity report.

### 10.2. Department of Licensing

Mr. Storvick reported the staff move at the Department of Licensing.

### 10.3. Other Items

Mr. Storvick gave a staffing update and provided information about a future on-line licensing system.

**Action Item: Staff will develop a report for past demographic trends.**

## 11. Other Business

### 11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

### 11.2. Agenda items for next meeting

- Architectural Experience Program (AXP) supervisor boot camp.
- Washington law/National Council of Architectural Registration Boards (NCARB) model law review.
- Update on Revised Professional Development Hours (PDH) audit process.
- Report on WABO subcommittee.

11.3. Any other business

A reminder was made regarding the next board meeting on August 25<sup>th</sup>. The board thanked Mr. Manley for serving as Chair.

**12. Adjournment: 2:00 PM**

Submitted by:

\_\_\_\_\_  
Rick Storvick  
Executive Director

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Roch Manley  
Chair

\_\_\_\_\_  
Date

# **Board Meeting**

## **Tab 2**

### **Public Comment**

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

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

# **Board Meeting**

## **Tab 3**

### **New Business**

Topics for action or discussion by the board that were identified at or since the last board meeting.

Board for Architects  
August 25, 2016  
Tacoma, WA

### **National Council of Architectural Registration Boards (NCARB) Resolutions Approved at 2016 Annual Meeting**

**Background:** At the 2016 National Council of Architectural Registration Boards (NCARB) Annual Business Meeting multiple resolutions were introduced and approved that have potential impacts to Washington State. Voting delegates approved 6 resolutions that have no substantive impact on our law and rules, and 4 resolutions that have the potential to influence our law, rules and processes.

The Washington Board reviewed and discussed the resolutions in preparation for the annual meeting at the April 2016 board meeting. It was discussed at that time to review the results of the resolution votes at the August board meeting and determine impacts to Washington.

Attached is a PowerPoint presentation highlighting the 10 resolutions voted on at the annual meeting. The information is included in the packet for your consideration regarding any action the board may want to take in response to the resolutions.

**Recommendation:** Review materials and Architect laws and rules to determine if the Board needs to take any action in response to approved resolutions.

Submitted by Board Staff  
August 8, 2016

# EFFECTS OF NCARB UPDATES 2016

# RESOLUTIONS THAT HAVE NO EFFECT ON WASHINGTON

Resolution 2016-B – Certification Guidelines Amendment – Revision of the Alternatives to the Education and Experience Requirements for Certification

Resolution 2016-C – Certificate Guidelines Amendment – Exam Equivalency for ARE 5.0

Resolution 2016-D – Certification Guidelines Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates

Resolution 2016-E – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Access to the ARE for students Enrolled in an Integrated Path to Architectural Licensure Option

Resolution 2016-F – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Addition of Architect Emeritus Status

Resolution 2016-G – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Reference to Military-Trained Applicants

Resolution 2016-I – NCARB Bylaws Amendment – Updating name of Internship Committee

# RESOLUTIONS THAT MAY HAVE AN EFFECT ON WASHINGTON OR WARRANT DISCUSSION

Resolution 2016-A – Mutual Recognition Arrangement (MRA) with Australia and New Zealand

Resolution 2016-H – NCARB Legislative Guidelines and Model Law/Model Regulations and Certification Guidelines Amendments– Updating the name of the Intern Development Program

Resolution 2016-J – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Use of the Title Intern

# RESOLUTION 2016-A – MUTUAL RECOGNITION ARRANGEMENT (MRA) WITH AUSTRALIA AND NEW ZEALAND:

## ▪ **Impact in Washington**

- Our laws and rules allow reciprocal licensure to persons from foreign countries as long as the individual's qualifications and experience are equivalent to standard licensure requirements.
- We do not see this having any significant impact on licensure in Washington.
- Will need to keep licensing staff updated on which foreign countries are a part of the NCARB MRA.

## ▪ **Necessary Steps for implementation in Washington**

- Board approves and signs MRA.
- Submit signed agreement to NCARB.
- Change implemented when 50% or more jurisdictions sign the agreement.

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. Proposed MRA's are presented by a resolution voted on at the NCARB Annual Business Meeting. 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.

# RESOLUTION 2016-H – NCARB LEGISLATIVE GUIDELINES AND MODEL LAW/MODEL REGULATIONS AND CERTIFICATION GUIDELINES AMENDMENTS– UPDATING THE NAME OF THE INTERN DEVELOPMENT PROGRAM

The National Council of Architectural Registration Boards amended the 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 as “Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP)”.

## ▪ **Impact in Washington**

- The terms “Intern Development Program,” “Intern Training Program,” and “IDP” are used more than 25 times in our laws and rules.
- Language in the laws and rules will need updating to reflect the change.

## ▪ **Necessary Steps for implementation in Washington**

- Although a law and rule cleanup would be a good idea to reflect the change to AXP, it is not critical.

# IDP RENAMING OPTIONS

- AXP (Architectural Experience Program)
- AXP (Architectural Experience Program) formerly known as IDP (Intern Development Program)
- Architect Training Program as provided by NCARB
- Intern Training Program as provided by NCARB
- Or another term as approved by the board.

# RESOLUTION 2016-J – NCARB LEGISLATIVE GUIDELINES AND MODEL LAW/MODEL REGULATIONS AMENDMENT – USE OF THE TITLE INTERN

The National Council of Architectural Registration Boards, at the recommendation of the Future Title Task Force, removed references to the titles “Intern-Architect” and “Architectural-Intern” from the NCARB *Legislative Guidelines and Model Law/Model Regulations*.

Essentially, making the titles “architect” and “emeritus/retired architect” the only regulated titles used by those who satisfy the three requirements of licensure.

- **Impact in Washington**
  - Our law currently regulates the use of the term “intern architect”.
  - An update of the law could be made to reflect this change.
  - There is no foreseen impact of leaving the law as-is.
- **Necessary Steps for implementation in Washington**
  - If Washington wishes, we can adopt new language.
    - California recently adopted the term “Architect in Training”.

# RESOLUTION 2016-B - *CERTIFICATION GUIDELINES* AMENDMENT – REVISION OF THE ALTERNATIVES TO THE EDUCATION AND EXPERIENCE REQUIREMENTS FOR CERTIFICATION

## Alternatives to the Education Requirement

- 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.
  - 2 times IDP with a 4-year architecture related bachelor degree
  - Or, depending on education, some combination of portfolio review by peer and or EESA evaluation

## Alternative 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 above.

## ▪ Impact in Washington

- State law requires at least nine years of practical architectural work experience
- With the number of years licensure required, coupled with the experience requirement for NCARB certification, applicants will typically meet this requirement
- National statistics provided by NCARB

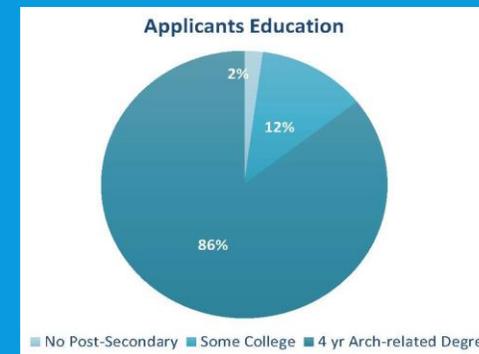
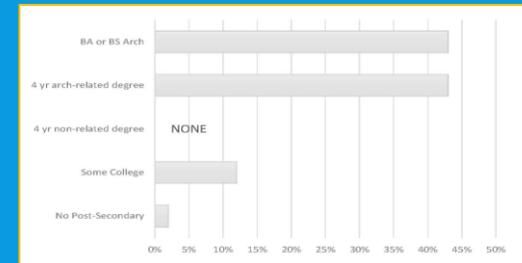
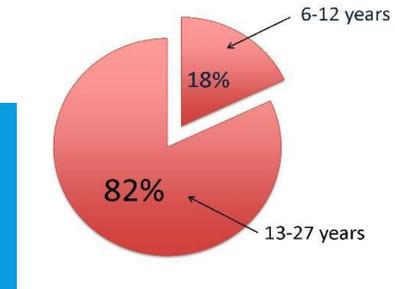
# HOW IT WILL WORK

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

# NATIONAL STATISTICS RELATED TO ALTERNATIVE PATH

- Historically, 82% of BEA applicants have between 13 and 27 years of licensed practice, well beyond this proposed minimum
- Historically, 86% of applicants for the BEA program hold a bachelor degree: BA or BS in Architecture (43%) or an architecture-related degree (43%)
- Historically, the number of architects in this category applying for NCARB certification are minimal.



# Effects of NCARB Updates 2016

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## **Resolution 2016-A – Mutual Recognition Arrangement (MRA) with Australia and New Zealand:**

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. Resolutions Voted on at the 2016 NCARB Annual Business Meeting

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.

***RCW 18.08.400 “Registration of out-of-state registrants” and WAC 308-12-050 “What qualifications do I need to meet if I am already licensed” allow for the board to accept applications from registrants of “another country, and/or any jurisdiction recognized by NCARB, if that individual's qualifications and experience are determined by the board to be equivalent to the qualifications and experience required of a person registered under RCW [18.08.350](#), or they hold an NCARB certification.***

### **Necessary Steps for implementation in Washington**

Our laws and rules allow reciprocal licensure as long as the individual’s qualifications and experience are equivalent to standard licensure requirements. We do not see this having any significant impact on licensure in Washington. Need to keep licensing staff updated on which foreign countries are a part of the NCARB MRA.

## **Resolution 2016-B - *Certification Guidelines* Amendment – Revision of the Alternatives to the Education and Experience Requirements for Certification**

### **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. 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.
  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. Architects may obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

### **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.”

**RCW 18.08.350****Certificate of registration—Application—Qualifications.**

(1) A certificate of registration shall be granted by the director to all qualified applicants who are certified by the board as having passed the required examination and as having given satisfactory proof of completion of the required experience.

(2) Applications for examination shall be filed as the board prescribes by rule. The application and examination fees shall be determined by the director under RCW [43.24.086](#).

(3) An applicant for registration as an architect shall be of a good moral character, at least eighteen years of age, and shall possess one of the following qualifications:

(a) Have an accredited architectural degree and at least three years' practical architectural work experience in a structured intern training program approved by the board; or

(b) Have a high school diploma or equivalent and **at least nine years of practical architectural work experience**, including the completion of a structured intern training program under the direct supervision of an architect as determined by the board. Prior to applying to enroll in a structured intern training program, the applicant must have at least six years of work experience, of which three years must be under the direct supervision of an architect. This work experience may include designing buildings as a principal activity and postsecondary education as determined by the board. The board may approve up to four years of practical architectural work experience for postsecondary education courses in architecture, architectural technology, or a related field, as determined by the board, including courses completed in a community or technical college if the courses are equivalent to courses in an accredited architectural degree program.

**WAC 308-12-055****What is the application process if I am already licensed?**

**(1) If you are currently licensed and have an NCARB certificate:**

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.

(b) Have NCARB transmit evidence of your certification directly to the Washington board office.

(c) Complete a review of Washington's laws and rules relating to the practice of architecture.

**(2) If you are licensed in an NCARB-recognized jurisdiction and don't have an NCARB certificate:**

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.

(b) Request certification be sent directly from the issuing jurisdiction to the Washington board office, verifying you have successfully passed the ARE, and:

(i) Have held an active license for nine or more years; or

(ii) Have held an active license for less than nine years and have one or more of the following:

(A) An NAAB-degree and have completed IDP, as shown by your IDP record sent directly to the Washington board office from NCARB;

(B) A combination of education and experience, as shown by:

(I) An official sealed transcript showing any applicable courses you have taken from a community college, technical college, or university. The transcript must be sent directly from the college or university to the board office; and

(II) Verification of practical architectural work experience, on the board's application forms, completely by licensed architects who have reviewed your practical work experience and sent directly to the board office.

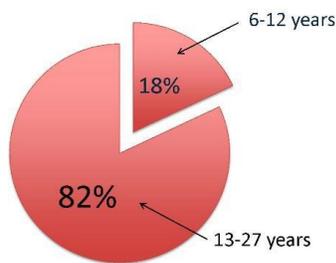
(3) Complete a review of Washington's laws and rules relating to the practice of architecture.

### **Necessary Steps for implementation in Washington**

State law requires at least nine years of practical architectural work experience and with the number of years licensure required, coupled with the experience requirement for NCARB certification, will typically meet this requirement. See the statistics below as evidence.

#### **General Eligibility**

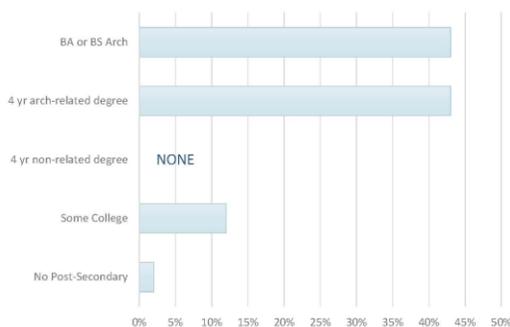
☑ An applicant must complete three (3) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction



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

#### **Education: a 4-year Bachelor Degree in an Architecture-related Program**

Architects with a 4-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.

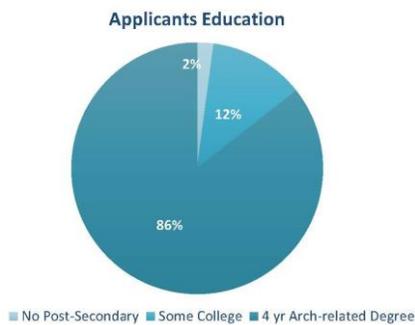


Historically, 86% of applicants for the BEA program hold a bachelor degree: BA or BS in Architecture (43%) or an architecture-related degree (43%).

**Education: *Other than a 4-year Bachelor Degree in an Architecture-related Program***

Architects who do not hold a 4-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 postsecondary education.
- Document experience in a portfolio for peer review through a virtual and semi-automated process.



Historically, the number of architects in this category applying for NCARB certification are minimal.

## **Resolution 2016-C – Certificate Guidelines Amendment – Exam Equivalency for ARE 5.0**

### **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 indicated by NCARB upon the launch of ARE 5.0 and replace the ARE 4.0 exam equivalencies in Appendix C of the *Certification Guidelines* (page 18).

### **RCW 18.08.360**

#### **Examinations.**

- (1) The examination for an architect's certificate of registration shall be held at least annually at such time and place as the board determines.
- (2) The board shall determine the content, scope, and grading process of the examination. The board may adopt an appropriate national examination and grading procedure.
- (3) Applicants who fail to pass any section of the examination shall be permitted to retake the parts failed as prescribed by the board. Applicants have five years from the date of the first passed examination section to pass all remaining sections. If the entire examination is not successfully completed within five years, any sections that were passed more than five years prior must be retaken. If a candidate fails to pass all remaining sections within the initial five-year period, the candidate is given a new five-year period from the date of the second oldest passed section. All sections of the examination must be passed within a single five-year period for the applicant to be deemed to have passed the complete examination.
- (4) Applicants for registration who have an accredited architectural degree may begin taking the examination upon enrollment in a structured intern training program as approved by the board. Applicants who do not possess an accredited architectural degree may take the examination only after completing the experience and intern training requirements of this chapter.

#### **WAC 308-12-031**

#### **Who manages the required intern training program and examination?**

The National Council of Architectural Registration Boards (NCARB) maintains and validates the continuing, comprehensive record of internship training and the board has adopted NCARB's Intern Development Program (IDP) as the board-approved structured intern training program.

The board has adopted the NCARB Architect Registration Examination (ARE) and grading procedure prepared by NCARB as the state examination for licensure. NCARB administers the entire examination for Washington candidates, and collects examination and reexamination fees accordingly. Candidates with an accredited architectural degree may

take portions of the examination concurrently while enrolled in IDP. No review or appeal of failed examinations is accepted by the department or the board.

**Necessary Steps for implementation in Washington**

Aligns with current laws and rules of Washington.

## **Resolution 2016-D – Certification Guidelines Amendment – Five-Year Rolling Clock and Rolling Clock Extension Policy Updates**

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*.

**BE IT ALSO RESOLVED:** That the Five-Year Rolling Clock and Rolling Clock Extension policy for exam validity be modified to provide better clarity to all stakeholders to read as follows:

### **Five-Year Rolling Clock**

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

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

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

Any applicant for NCARB Certification that is determined to be deficient in a division of the ARE will have to test and pass that division, or the then current exam equivalents, to earn NCARB Certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

### **Rolling Clock Extension**

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

**Necessary steps for implementation in Washington**  
Aligns with current laws and rules of Washington.

## **Resolution 2016-E – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Access to the ARE for students Enrolled in an Integrated Path to Architectural Licensure Option**

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* as follows:

Create New Model Regulation Section 100.601 – Examination Eligibility on Page 27 as follows:

- 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).

Amend Current Model Regulation Section 100.601 on Page 27 as follows:

100.602 Conditions of Examination

- 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.

### **RCW 18.08.360 Examinations.**

- (1) The examination for an architect's certificate of registration shall be held at least annually at such time and place as the board determines.
- (2) The board shall determine the content, scope, and grading process of the examination. The board may adopt an appropriate national examination and grading procedure.
- (3) Applicants who fail to pass any section of the examination shall be permitted to retake the parts failed as prescribed by the board. Applicants have five years from the date of the first passed examination section to pass all remaining sections. If the entire examination is

not successfully completed within five years, any sections that were passed more than five years prior must be retaken. If a candidate fails to pass all remaining sections within the initial five-year period, the candidate is given a new five-year period from the date of the second oldest passed section. All sections of the examination must be passed within a single five-year period for the applicant to be deemed to have passed the complete examination.

(4) Applicants for registration who have an accredited architectural degree may begin taking the examination upon enrollment in a structured intern training program as approved by the board. Applicants who do not possess an accredited architectural degree may take the examination only after completing the experience and intern training requirements of this chapter.

### WAC 308-12-025 What qualifications do I need to meet if I am not already licensed?

If you are not licensed in another jurisdiction, your combination of education and experience will determine what you need to do to get your license (see the chart below).

Education type	Accredited professional degree (typically five-year bachelor of architecture or six-year master of architecture)	An equivalent degree, awarded by EESA (education evaluation services for architects) for candidates from a nonaccredited U.S. architectural school or a foreign architectural school	A preprofessional degree in architecture (typically four-years) from a program offering an accredited degree	Postsecondary study in architecture or related fields, with passing grades, in increments of one year, will receive up to three years credit	A degree in architectural technology (typically a two-year community college or trade school degree)	High school diploma or equivalent
Practical architectural work experience	Gained during IDP		Two years under the direct supervision of an architect	Three or more years depending on your education credit  Three of these years must be under the direct supervision of an architect	Four years	Six years
IDP	Contact NCARB to find out when you can enroll in IDP		You can't enroll in IDP until you complete the practical architectural work experience			
When to apply to take the ARE	You can start taking the ARE through NCARB while enrolled in IDP	Apply to the board after you have completed the practical architectural work experience and IDP				
When can you get your license	Apply to the board after you have completed your IDP and ARE	Apply to the board after you have completed the ARE				
Additional materials	All candidates must complete the Washington law review					

If you have an accredited architectural degree, you need to complete IDP and the ARE. If you choose, you can take the exams while you are completing IDP. NCARB will register and

guide you through both IDP and the ARE. The board also requires a review of Washington's laws and rules relating to the practice of architecture.

If you do not have an accredited architectural degree, you must have a high school diploma or equivalent and at least nine years' practical architectural work experience.

(1) You must have at least six years of practical architectural work experience before enrolling in IDP.

(a) At least three of these years must be under the direct supervision of a licensed architect.

(b) The remaining three years can be any combination of the following as approved by the board:

(i) Postsecondary education courses in architecture, architectural technology or a related field.

(A) Related fields may include the following:

(I) Environmental design;

(II) Urban planning;

(III) Landscape architecture;

(IV) Construction management;

(V) Civil engineering;

(VI) Naval architecture;

(VII) Interior architecture;

(VIII) Other fields as determined by the board.

(B) With a passing grade, thirty semester credit hours or forty-five quarter hours are considered to be one year. Any fraction, one-half year or greater, will be counted one-half year, and less than one-half year will not be counted.

(ii) Practical architectural work experience may be accrued simultaneously while educational credit is being accrued and will receive credit if it is as follows:

(A) At least thirty-five hours per week for at least ten consecutive weeks - One hundred percent.

(B) At least twenty hours per week for at least six continuous months - Fifty percent.

(2) After you complete IDP, apply to the board to take the ARE. When your application is approved, board staff will register you to take the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(3) The board also requires a review of Washington's laws and rules relating to the practice of architecture.

### **Necessary Steps for implementation in Washington**

**Aligns with current laws and rules of Washington.**

## **Resolution 2016-F – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Addition of Architect Emeritus Status**

That the National Council of Architectural Registration Boards add an “architect emeritus” status to the NCARB *Legislative Guidelines and Model Law/Model Regulations*.

### **RCW 18.08.430**

#### **Renewal of certificates of registration—Withdrawal—Continuing professional development.**

(1) The renewal date for certificates of registration shall be set by the director in accordance with RCW [43.24.086](#). Registrants who fail to pay the renewal fee within thirty days of the due date shall pay all delinquent fees plus a penalty fee equal to one-third of the renewal fee. A registrant who fails to pay a renewal fee for a period of five years may be reinstated under such circumstances as the board determines. The renewal and penalty fees and the frequency of renewal assessment shall be authorized under this chapter. Renewal date for certificates of authorization shall be the anniversary of the date of authorization.

(2) Any registrant in good standing may withdraw from the practice of architecture by giving written notice to the director, and may within five years thereafter resume active practice upon payment of the then-current renewal fee. A registrant may be reinstated after a withdrawal of more than five years under such circumstances as the board determines.

(3) A registered architect must demonstrate professional development since the architect's last renewal or initial registration, as the case may be. The board shall by rule describe professional development activities acceptable to the board and the form of documentation of the activities required by the board. The board may decline to renew a registration if the architect's professional development activities do not meet the standards set by the board by rule. When adopting rules under the authority of this subsection, the board shall strive to ensure that the rules are consistent with the continuing professional education requirements and systems in use by national professional organizations representing architects and in use by other states.

(a) A registered architect shall, as part of his or her license renewal, certify that he or she has completed the required continuing professional development required by this section.

(b) The board may adopt reasonable exemptions from the requirements of this section.

### **WAC 308-12-225**

#### **How do I obtain retired status?**

If you are a licensed architect, you may be eligible to obtain retired status if you are at least age sixty-five and have discontinued active practice. If granted, your ongoing licensing renewal fees and professional development requirements are waived.

(1) To obtain retired status, submit a request in writing to the board office. If the board determines you are eligible, the retired status would become effective on the first scheduled license renewal date that occurs on or after you reach age sixty-five. You do not need to renew an expired license to be eligible for this status. The board will not provide

refund of renewal fees if the application for retired status is made and granted before the expiration date of the license.

(2) Privileges. In addition to the waiver of the renewal fee, as a retired licensee, you are permitted to:

(a) Retain the board-issued wall certificate of licensure;

(b) Use the title "architect," provided you also use the term "retired," the abbreviation "ret," "emeritus architect," or similar language in written or verbal communications to indicate you are no longer in active practice;

(c) Provide experience verifications and references for persons seeking licensure under chapter [18.08](#) RCW. If using your professional seal, you must place the word "retired" or "emeritus" after your signature;

(d) Provide services as a technical expert before a court, or in preparation for pending litigation, on matters directly related to architectural work you performed before you were granted retired status;

(e) Serve in an architectural capacity as a "good Samaritan," as set forth in RCW [38.52.195](#) and [38.52.1951](#), provided said work is otherwise performed in accordance with chapter [18.08](#) RCW.

(3) Restrictions. As a retired licensee, you are not permitted to:

(a) Perform any architectural activity, as provided for in chapter [18.08](#) RCW, unless said activity is under the direct supervision of a Washington state licensed architect who has an active license in the records of the board;

(b) Apply your professional stamp, as provided for in RCW [18.08.370](#), to any drawing, specification, or report, except as provided for in subsection (2)(c) of this section.

(4) Certificate of licensure reinstatement. As a retired licensee, you may resume active architectural practice upon written request to the board and payment of the current renewal fee. At that time, you shall be removed from retired status and placed on active status in the records of the board. All rights and responsibilities of an active license status will be in effect. At the date of expiration of the reinstated certificate of licensure, you may choose to either continue active licensure or may again apply for retired status in accordance with the provisions of this chapter.

(5) Exemptions. Under no circumstances shall you be eligible for a retired licensure if your certificate of licensure has been revoked, surrendered, or in any way permanently terminated by the board under chapter [18.08](#) RCW. If you have been suspended from practice and/or are subject to terms of a board order at the time you reach age sixty-five, you shall not be eligible for retired status until such time that the board has removed the restricting conditions.

### **Necessary Steps for implementation in Washington**

**Aligns with current laws and rules of Washington.**

## **Resolution 2016-G – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Reference to Military-Trained Applicants**

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*.

### **RCW 18.08.500**

#### **Military training or experience.**

An applicant with military training or experience satisfies the training or experience requirements of this chapter unless the board determines that the military training or experience is not substantially equivalent to the standards of this state.

#### **Necessary Steps for implementation in Washington**

Aligns with current laws and rules of Washington.

## **Resolution 2016-H – NCARB Legislative Guidelines and Model Law/Model Regulations and Certification Guidelines Amendments—Updating the name of the Intern Development Program**

That the National Council of Architectural Registration Boards amend the 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 as Architectural Experience Program (AXP), formerly known as the Intern Development Program (IDP).

### **RCW 18.08.350**

#### **Certificate of registration—Application—Qualifications.**

(1) A certificate of registration shall be granted by the director to all qualified applicants who are certified by the board as having passed the required examination and as having given satisfactory proof of completion of the required experience.

(2) Applications for examination shall be filed as the board prescribes by rule. The application and examination fees shall be determined by the director under RCW [43.24.086](#).

(3) An applicant for registration as an architect shall be of a good moral character, at least eighteen years of age, and shall possess one of the following qualifications:

(a) Have an accredited architectural degree and at least three years' practical architectural work experience in a structured **intern training program** approved by the board; or

(b) Have a high school diploma or equivalent and at least nine years of practical architectural work experience, including the completion of a structured **intern training program** under the direct supervision of an architect as determined by the board. Prior to applying to enroll in a structured **intern training program**, the applicant must have at least six years of work experience, of which three years must be under the direct supervision of an architect. This work experience may include designing buildings as a principal activity and postsecondary education as determined by the board. The board may approve up to four years of practical architectural work experience for postsecondary education courses in architecture, architectural technology, or a related field, as determined by the board, including courses completed in a community or technical college if the courses are equivalent to courses in an accredited architectural degree program.

### **WAC 308-12-005**

#### **Definitions.**

(1) "Architect of record" is the architect whose name appears on the building permit.

(2) "ARE" or "examination" means the architect registration examination written and administered by NCARB.

(3) "Building" means "structure" as defined in RCW [18.08.320](#).

(4) "Direct supervision," as in the phrase "under the direct supervision of an architect," as used in connection with architectural work experience for qualification and eligibility for the examination shall refer to any of the following conditions or situations:

(a) The supervising architect is an employer who is knowledgeable of the performance and competence of the applicant.

(b) The supervising architect works for the same employer as the applicant, and is either the direct superior of the applicant, or a co-worker knowledgeable and responsible for the efforts of the applicant.

(c) The supervising architect is licensed in an NCARB-recognized jurisdiction.

(5) "Entire examination" as referred to in RCW [18.08.360](#)(3) means all divisions of the ARE.

(6) "Institution of higher education" as used in RCW [18.08.320](#) means a college or school recognized by the National Architectural Accreditation Board (NAAB) as having accredited programs in architecture.

(7) "Intern development program" or "IDP" is a structured internship training program designed to provide a profession-wide, comprehensive program that contributes to the development of competent architects.

(8) "NCARB" means the National Council of Architectural Registration Boards, of which the Washington board is a member.

(9) "Practical architectural work experience" means performing activities involved in the practice of architecture, as defined in RCW [18.08.320](#) and meeting the criteria in RCW [18.08.350](#).

(10) Professional development equivalents:

(a) One professional development hour (PDH) is equal to no less than fifty minutes of instruction.

(b) For professional development through an institution of higher education:

(i) One semester hour equals forty-five PDH.

(ii) One quarter hour equals thirty PDH.

(11) "Technical submission" means designs, drawings, specifications, studies, and other technical documents prepared in the course of practicing architecture.

**WAC 308-12-025**

**What qualifications do I need to meet if I am not already licensed?**

If you are not licensed in another jurisdiction, your combination of education and experience will determine what you need to do to get your license (see the chart below).

<b>Education type</b>	<b>Accredited professional degree</b> (typically five-year bachelor of architecture or six-year master of architecture)	<b>An equivalent degree, awarded by EESA</b> (education evaluation services for architects) for candidates from a nonaccredited U.S.	<b>A preprofessional degree in architecture</b> (typically four-years) from a program offering an accredited degree	<b>Postsecondary study in architecture or related fields</b> , with passing grades, in increments of one year, will receive up to three years credit	<b>A degree in architectural technology</b> (typically a two-year community college or trade school degree)	<b>High school diploma</b> or equivalent
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		architectural school or a foreign architectural school				
<b>Practical architectural work experience</b>	Gained during <b>IDP</b>	Two years under the direct supervision of an architect	Three or more years depending on your education credit	Four years	Six years	
			Three of these years must be under the direct supervision of an architect			
<b>IDP</b>	Contact NCARB to find out when you can enroll in <b>IDP</b>	You can't enroll in <b>IDP</b> until you complete the practical architectural work experience				
<b>When to apply to take the ARE</b>	You can start taking the ARE through NCARB while enrolled in <b>IDP</b>	Apply to the board after you have completed the practical architectural work experience and <b>IDP</b>				
<b>When can you get your license</b>	Apply to the board after you have completed your <b>IDP</b> and ARE	Apply to the board after you have completed the ARE				
<b>Additional materials</b>	All candidates must complete the Washington law review					

If you have an accredited architectural degree, you need to complete **IDP** and the ARE. If you choose, you can take the exams while you are completing **IDP**. NCARB will register and guide you through both **IDP** and the ARE. The board also requires a review of Washington's laws and rules relating to the practice of architecture.

If you do not have an accredited architectural degree, you must have a high school diploma or equivalent and at least nine years' practical architectural work experience.

(1) You must have at least six years of practical architectural work experience before enrolling in **IDP**.

(a) At least three of these years must be under the direct supervision of a licensed architect.

(b) The remaining three years can be any combination of the following as approved by the board:

(i) Postsecondary education courses in architecture, architectural technology or a related field.

(A) Related fields may include the following:

(I) Environmental design;

(II) Urban planning;

(III) Landscape architecture;

(IV) Construction management;

(V) Civil engineering;

(VI) Naval architecture;

(VII) Interior architecture;

(VIII) Other fields as determined by the board.

(B) With a passing grade, thirty semester credit hours or forty-five quarter hours are considered to be one year. Any fraction, one-half year or greater, will be counted one-half year, and less than one-half year will not be counted.

(ii) Practical architectural work experience may be accrued simultaneously while educational credit is being accrued and will receive credit if it is as follows:

(A) At least thirty-five hours per week for at least ten consecutive weeks - One hundred percent.

(B) At least twenty hours per week for at least six continuous months - Fifty percent.

(2) After you complete IDP, apply to the board to take the ARE. When your application is approved, board staff will register you to take the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(3) The board also requires a review of Washington's laws and rules relating to the practice of architecture.

### **WAC 308-12-028**

#### **What is the application process if I am not already licensed?**

(1) If you have an accredited architectural degree:

(a) Contact NCARB to register for **IDP** and the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(b) When you have finished **IDP** and the ARE:

(i) Have NCARB transmit evidence of your qualifications, experience and successful completion of the ARE, as shown by your council record, directly to the Washington board office.

(ii) Complete the board's official application form with the application fee and initial license fee and submit it to the board office. The application fee is not refundable.

(iii) Complete a review of Washington's laws and rules relating to the practice of architecture.

(2) If you do not have an accredited architectural degree:

- (a) Complete the board's official application form with the application fee and submit it to the board office. The application fee is not refundable.
- (b) Using the board's application forms, have the licensed architects who have reviewed your practical work experience provide verification of your experience directly to the board office.
- (c) Once your application is approved, contact NCARB to register for **IDP**.
- (d) Complete **IDP** and have NCARB transmit your council record directly to the Washington board office. Board staff will register you for the ARE. You will pay the fees for examination and reexamination directly to NCARB.
- (e) Successfully complete the ARE.
- (f) Submit the initial license fee to the board office.
- (g) Complete a review of Washington's laws and rules relating to the practice of architecture.

### **WAC 308-12-031**

#### **Who manages the required intern training program and examination?**

The National Council of Architectural Registration Boards (NCARB) maintains and validates the continuing, comprehensive record of internship training and the board has adopted **NCARB's Intern Development Program (IDP) as the board-approved structured intern training program.**

The board has adopted the NCARB Architect Registration Examination (ARE) and grading procedure prepared by NCARB as the state examination for licensure. NCARB administers the entire examination for Washington candidates, and collects examination and reexamination fees accordingly. Candidates with an accredited architectural degree may take portions of the examination concurrently while enrolled in **IDP**. No review or appeal of failed examinations is accepted by the department or the board.

### **WAC 308-12-050**

#### **What qualifications do I need to meet if I am already licensed?**

If you hold an active architect license in good standing in any jurisdiction recognized by NCARB, you can apply for a Washington license if your qualifications and experience meet one of the following:

- (1) You have an NCARB certificate. The board recognizes NCARB certification to include certification through the broadly experienced architect and/or broadly experienced foreign architect programs;
- (2) You do not have an NCARB certificate, but you have satisfactorily completed the ARE or an examination as approved by the board, including a test component or licensing requirement addressing seismic structure as determined by the board; and
  - (a) Have been licensed as an architect nine or more years; or
  - (b) Have an NAAB-degree and have completed **IDP**.

### **WAC 308-12-055**

#### **What is the application process if I am already licensed?**

- (1) If you are currently licensed and have an NCARB certificate:
  - (a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.

- (b) Have NCARB transmit evidence of your certification directly to the Washington board office.
- (c) Complete a review of Washington's laws and rules relating to the practice of architecture.
- (2) If you are licensed in an NCARB-recognized jurisdiction and don't have an NCARB certificate:
  - (a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.
  - (b) Request certification be sent directly from the issuing jurisdiction to the Washington board office, verifying you have successfully passed the ARE, and:
    - (i) Have held an active license for nine or more years; or
    - (ii) Have held an active license for less than nine years and have one or more of the following:
      - (A) An NAAB-degree and have completed **IDP**, as shown by your **IDP** record sent directly to the Washington board office from NCARB;
      - (B) A combination of education and experience, as shown by:
        - (I) An official sealed transcript showing any applicable courses you have taken from a community college, technical college, or university. The transcript must be sent directly from the college or university to the board office; and
        - (II) Verification of practical architectural work experience, on the board's application forms, completely by licensed architects who have reviewed your practical work experience and sent directly to the board office.
- (3) Complete a review of Washington's laws and rules relating to the practice of architecture.

### **Necessary Steps for implementation in Washington**

The terms "Intern Development Program," "Intern Training Program," and "IDP" are used more than 25 times in our laws and rules. Language in the laws and rules will need updating to reflect the change. Options include changing to "AXP (Architectural Experience Program)", "AXP (Architectural Experience Program) formerly known as IDP (Intern Development Program)", a more generic term such as "architect training program as provided by NCARB", "intern training program as provided by NCARB", or another term as approved by the board.

## **Resolution 2016-I – NCARB Bylaws Amendment – Updating name of Internship Committee**

That the National Council of Architectural Registration Boards amend the 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.

### **Necessary Steps for implementation in Washington**

None – this has no impact on the board.

## **Resolution 2016-J – NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Use of the Title Intern**

That the National Council of Architectural Registration Boards, at the recommendation of the Future Title Task Force, remove references to the titles “Intern-Architect” and “Architectural- Intern” from the NCARB *Legislative Guidelines and Model Law/Model Regulations*.

### **18.08.310**

#### **Authorization to practice required—Out-of-state firms—Interns.**

(1) It is unlawful for any person to practice or offer to practice architecture in this state, or to use in connection with his or her name or otherwise assume, use, or advertise any title or description including the word "architect," "architecture," "architectural," or language tending to imply that he or she is an architect, unless the person is registered or authorized to practice in the state of Washington under this chapter.

(2) An architect or architectural firm registered in any other jurisdiction recognized by the board may offer to practice architecture in this state if:

(a) It is clearly and prominently stated in such an offer that the architect or firm is not registered to practice architecture in the state of Washington; and

(b) Prior to practicing architecture or signing a contract to provide architectural services, the architect or firm must be registered to practice architecture in this state.

(3) A person who has an accredited architectural degree may use the title "intern architect" when enrolled in a structured intern program recognized by the board and working under the direct supervision of an architect.

(4) The provisions of this section shall not affect the use of the words "architect," "architecture," or "architectural" where a person does not practice or offer to practice architecture.

#### **Necessary Steps for implementation in Washington**

Our law currently regulates the use of the term “intern architect” and would need updating to reflect this change. There is no foreseen impact of leaving the law as-is.

Board for Architects  
August 25, 2016  
Tacoma, WA

### **Mutual Recognition Arrangement (MRA) with Australia and New Zealand**

**Background:** At the 2016 National Council of Architectural Registration Boards (NCARB) Annual Business Meeting a resolution was introduced and approved to establish a Mutual Recognition Arrangement (MRA) with Australia and New Zealand. Voting delegates approved the MRA by a significant margin. Implementation of the Arrangement is contingent on more than half of all NCARB Member Boards becoming formal signatories to the Arrangement by December 31, 2016. This MRA is based on similar conditions of the MRA with Canada and previously approved by NCARB and the Washington Board.

Attached is a cover memo, Letter of Understanding (to be signed by the Board Chair IF the Board approves the MRA), MRA, and samples of templates to be used for applicants applying for licensure under the MRA.

**Recommendation:** Review materials and vote to finalize Board position regarding MRA.

Submitted by Board Staff  
August 8, 2016

NCARB

National  
Council of  
Architectural  
Registration  
Boards

## MEMORANDUM

**DATE:** 28 June 2016

**TO:** Member Board Chairs  
Member Board Executives

**FROM:** Kristine A. Harding, NCARB, AIA  
President, NCARB 

**RE:** Request for Signatories to the new Mutual Recognition Arrangement with Australia and New Zealand

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. In February, 2016 a new Mutual Recognition Arrangement was signed by the leaders of the Council, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB).

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, FAIA to 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 in both countries. Furthermore, the detailed comparative analysis revealed that both countries maintain a rigorous and standardized licensure process that parallels NCARB's.

The terms of this Arrangement follow 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 alternative paths to licensure for those without accredited education. Those alternatives, like ours, are appropriately rigorous and include extended periods of experience prior to initial licensure. While this arrangement includes those applicants, the focus of the Arrangement is based on the primary and most often utilized pathway.

Kristine A. Harding, NCARB, AIA  
*President/Chair of the Board*  
Huntsville, Alabama

Gregory L. Ery, NCARB, AIA  
*First Vice President/President-elect*  
Reno, Nevada

David L. Hoffman, FAIA, NCARB  
*Second Vice President*  
Wichita, Kansas

Terry L. Allers, NCARB, AIA  
*Treasurer*  
Fort Dodge, Iowa

Robert M. Calvani, NCARB, AIA  
*Secretary*  
Albuquerque, New Mexico

Dennis S. Ward, FAIA, NCARB  
*Past President*  
Florence, South Carolina

David R. Prengaman, AIA, NCARB  
*Director, Region 1*  
Providence, Rhode Island

Susan B. McClymonds, AIA, CSI, CCS, SCIP  
*Director, Region 2*  
Amsterdam, New York

Alfred Vidaurri Jr., FAIA, NCARB, AICP  
*Director, Region 3*  
Fort Worth, Texas

Stephen L. Sharp, AIA, NCARB  
*Director, Region 4*  
Springfield, Ohio

Bayliss Ward, NCARB, AIA  
*Director, Region 5*  
Bozeman, Montana

Jim Oschwald, NCARB, AIA, LEED, AP<sup>BD+C</sup>  
*Director, Region 6*  
Albuquerque, New Mexico

Kingsley Johnson Glasgow  
*Member Board Executive Director*  
Little Rock, Arkansas

John E. Cardone Jr.  
*Public Director*  
Lake Charles, Louisiana

Michael J. Armstrong  
*Chief Executive Officer*

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202/783-6500  
FAX 202/783-0290  
[www.ncarb.org](http://www.ncarb.org)

An Equal Opportunity Employer

... protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

**Memorandum to Member Board Chairs and Member Board Executives  
Mutual Recognition Arrangement with Australia and New Zealand  
June 28, 2016  
Page 2**

The fundamental principles of recognition under this Arrangement are:

- Citizenship or lawful permanent residence in the home country,
- Validation of licensure in good standing from the home authority, and
- 6,000 hours (approximately three years) of post-licensure experience in the home country.

An architect who obtained their license through other foreign reciprocal registration procedures would not qualify for reciprocal registration under this Arrangement.

**Implementation of the Arrangement is contingent on more than half of all NCARB Member Boards becoming formal signatories to the Arrangement by December 31, 2016.** Likewise, AACA has the same timeframe to collect signed Letters from all eight of their member jurisdictions. NZRAB represents all registered architects in New Zealand and has secured ratification of the Arrangement. **Once we have collected the required number of signatories, the new arrangement will become effective January 1, 2017.**

Attached to this letter is the MRA and a Letter of Undertaking that we are respectfully asking you to sign on behalf of your Board. Please review this Letter of Undertaking with your fellow Board members and return an executed copy to Maurice Brown ([mbrown@ncarb.org](mailto:mbrown@ncarb.org)) by **December 31, 2016**. We will keep you informed as to the progress of Member Boards who are signing on to the Arrangement. Should you have any questions regarding the Arrangement or its impact, feel free to contact either Kathy Hillegas ([khillegas@ncarb.org](mailto:khillegas@ncarb.org)) or Stephen Nutt ([snutt@ncarb.org](mailto:snutt@ncarb.org)).

**Attachments:**

- Letter of Undertaking
- MRA between NCARB and AACA and NZRAB
- Letter of Good Standing (template)
- Declaration of Professional Experience (template)
- AACA/NZARB/NCARB Statement of Credentials (template)
- Confirmation of Council Certification

***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 (ACA)**  
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, ACA, 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 ACA, 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, ACA, 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, AACCA, 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*

**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**

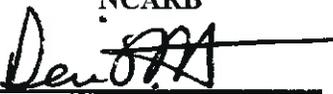
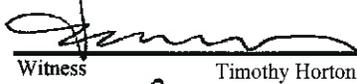
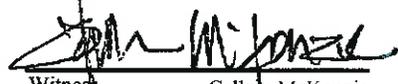
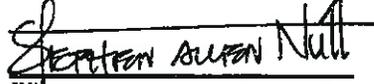
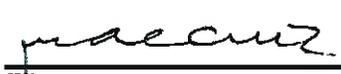
NCARB, AACA, or NZRAB may invoke termination of this Arrangement with 90-days written notice to the other parties. This Arrangement shall also terminate if more than one-half of the respective NCARB Member Boards or any Australian State and Territory Board or the NZRAB cease to be Parties to this Arrangement.

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		AACA		NZRAB	
 President Dennis Ward	 President Richard Thorp	 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			

**TEMPLATE TO BE COMPLETED BY LICENSING AUTHORITY*****Letter of Good Standing***

DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

Dear Sir or Madam:

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

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

Sincerely,

NAME  
Registrar

**TEMPLATE TO BE COMPLETED BY APPLICANT**

***Declaration 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



[architects  
accreditation  
council  
of australia](#)

ABN 83 465 163 655  
ACN 109 433 114  
PO Box 236  
Civic Square ACT  
Australia 2608  
T: 612 6230 0506  
F: 612 6230 7879

[mail@aaca.org.au](mailto:mail@aaca.org.au)

[www.aaca.org.au](http://www.aaca.org.au)

### AACA STATEMENT

Applicant:	XXXX		
Education:	MArch	University of NSW	May 1983
Other:	N/A		
Architectural Practice Examination*:	Passed		October 1990
First Registered:	NSW		December 1990
Currently Registered:	Victoria		

See attached statement of current registration status (*provided by the relevant architect registration board. AACA would seek this from the relevant Board*)

\* The AACA Architectural Practice Examination (APE) is a nationally consistent competency based assessment benchmarked against the National Standard of Competency for Architects. See <http://competencystandardforarchitects.aaca.org.au/matrix/index/print/assessment/4?assessment%5B%5D=4>.

The APE comprises three parts - completion of a logbook (3,300 hours) and Statement of Practical Experience, a written paper and an interview with architect practitioners. Candidates who have satisfactorily met the requirements of all three parts of the APE may apply for registration to the Architects Registration Board in any state or territory in Australia. See <http://competencystandardforarchitects.aaca.org.au/matrix/index/print/assessment/4?assessment%5B%5D=4>

## Evaluation of Record

For application for registration/licensure in the United States of America  
under the Australia United States New Zealand MRA

Applicant's name: -

New Zealand registration number: -

Academic qualification relevant to  
registration: -

Qualification provider: -

Year academic qualification obtained: -

Current New Zealand registration status: -

Date first registered: -

For further information, contact the New Zealand Registered Architects Board at  
[info@nzrab.org.nz](mailto:info@nzrab.org.nz) or 0064 4 471 1336:



# Council Certification

NCARB FILE NO. «NCARB\_NO» NCARB CERTIFICATE NO. «NCARB\_CERT\_NUM»

**The National Council of Architectural Registration Boards**  
Certifies that

«NCARB\_NAME\_FIRST» «NCARB\_NAME\_MIDDLE» «NCARB\_NAME\_LAST»

has met all requirements for Council Certification  
and is therefore recommended to all Registration Authorities for  
REGISTRATION or LICENSE AS AN ARCHITECT.

Given under our hand and the Seal of the Council  
This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.



\_\_\_\_\_  
Terry Allers, AIA, NCARB  
Secretary

*Article IX, Section 3 of the Bylaws provides that, "Council Certification shall be in effect for a period of one year. Renewal of the Certification shall be predicated upon the submission of an annual fee and the submission of an annual report containing such information as the Council deems appropriate."*

I HEREBY CERTIFY that annual renewal fees and reports having been submitted as required by the Bylaws, the above Certification is in effect on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

# **Board Meeting**

## **Tab 4**

### **Old Business**

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

Board for Architects  
August 25, 2016  
Tacoma, WA

### **Revised Professional Development Hours (PDH) audit process**

**Background:** At the February 11, 2016 meeting the board discussed the process for handling PDH audits and discipline associated with a failure to comply with audit requirements. Staff presented a proposed new audit process that could be initiated prior to license renewal dates. The proposed process allows licensees to complete the audit before their renewal is due. Anybody who fails to pass the audit is not able to renew their license.

**Recommendation:** Information is provided as an update for your review, consideration and discussion. No action is required.

Submitted by Board Staff  
August 8, 2016

Board for Architects  
August 25, 2016  
Tacoma, WA

## Outreach

**Background:** At the October 22, 2015 meeting the Board discussed outreach including different audiences to communicate with and different methods to utilize. It was decided at that time to discuss the topic further at a future meeting. In anticipation of the November 2016 Board meeting when the 2017 calendar will be set, it is timely to reconsider the topic at this time.

Research by Board staff identified some social media pages dedicated to architectural board activities (Facebook and Twitter sites). The handful of sites reviewed are hosted by either a central licensing authority (e.g. DOL), or an industry organization such as an AIA chapter. Regardless of who hosts the social media site they tend to post the same information and the majority of the time they post the exact same articles and links.

**Recommendation:** Consider possible audiences and messages for outreach in 2017. No formal action is required.

Submitted by Board Staff  
August 8, 2016

## Washington State Board for Architects

### Board or Staff Assignments

#### Date Assigned

<i>Agenda Item</i>	<i>Action Item</i>	<i>Assigned to</i>	<i>Status</i>	<i>Due Date</i>	<i>Completed</i>	<i>Out dated</i>
4/21/2016 ..	Compare WA laws and rules with NCARB model law and rules	Staff			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/21/2016 ..	NCARB: Check with NCARB regarding if a potential candidate needs to be active on a state board to serve on the NCARB board.	Storvick			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/21/2016 ..	Staff will work on getting a report for past demographic trends.	Wilmoth			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/21/2016 ..	NCARB annual meeting: Research where to get apples and apple order forms to distribute at NCARB meeting in Seattle and preparing the name tags with Seahawk colors.	Wilkey			<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/21/2016 ..	AXP Supervisor Bootcamp: contact NCARB to find out possibilities on serving on a Committee for the Supervisor Training.	Storvick			<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/22/2015 ..	Outreach - The board will consider outreach during a strategic planning session at an upcoming board meeting.	Board, Storvick	Ongoing		<input type="checkbox"/>	<input type="checkbox"/>

# **Board Meeting**

## **Tab 5**

# **Complaint Cases for Review**

Complaint closure recommendations  
presented by the assigned case manager.

Board action is required on each case.

**CASE MANAGER SUMMARY WORKSHEET**

Office use only	
Program:	_____
Case manager:	_____
Case name:	_____
Date sent to CM:	_____

Please review the case file and complete this worksheet. You will use this information to make your recommendation to the board, or, if necessary direct an investigation or charges. If you have questions about this summary, please contact the program manager.

Case number: 2015-06-0404-00ARC

**Based on the original complaint, what is the alleged violation(s)?** (Example: unlicensed practice, unprofessional conduct)

PDH Compliance

**What evidence supports the allegation?** (Example: webpage language, print advertising, etc.)

Licensee was notified that he had not provided documentation for completion of PDH. Licensee has paid a \$500 fine

**Is there a violation of law or rule? If yes, state the RCW or WAC.**

Yes, RCW 18.08.430, WAC 308-12-280 and RCW 18.235.130(8).

**Do you need additional information to make a recommendation?**

- From the respondent     
 From the complainant     
 From staff or the investigator

**What is the information you need? Please be specific.**

N/A

**What is your recommendation?**

**I recommend the board close this case. Please explain:**

Licensee will participate in the current renewal PDH Audit

**I recommend administrative charges and a sanction of** \_\_\_\_\_

(Example: a fine (list amount), reprimand, corrective remedy, etc. See RCW 18.235.110 for other examples)

**Please explain:**

Suspension of license until documentation of PDH has been received. After 60 days revocation of license.

  
Signature of Case Manager

July 19, 2016  
Date



## CASE MANAGER SUMMARY WORKSHEET

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- If you need additional information or have questions about this summary, please contact staff.

Case number: 2015-06-0405-00ARC

**Give a brief summary of the complaint and the alleged violation(s):** *(Example of alleged violation: unlicensed practice, unprofessional conduct for . . .)*

PDH Audit. Licensee requested his licence to put on inactive status.

**What violations did you find? State the RCW or WAC if applicable:**

- No Violations  
 List Violations  
 1.  
 2.  
 Etc.

**What evidence supports the alleged violation?** *(Example: webpage language, print advertising, contract etc.)*

- No Violation  
 For each violation, briefly identify the supporting evidence *(you can reference the case file index)*  
 1.  
 2.  
 Etc.

**Action Required**

- Recommend charges  
 Remediation/Counseling  
 Recommend for closure

  
 \_\_\_\_\_  
 Case Manager Name

07/19/16  
 \_\_\_\_\_  
 Date

RETURN TO: [DFCCOMPLIANCE@DOL.WA.GOV](mailto:DFCCOMPLIANCE@DOL.WA.GOV)

## CASE MANAGER WORKSHEET

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- **If you need additional information or have questions about this summary, please contact staff.**

**CASE NUMBER: 2015-06-0408-00ARC**

**COMPLAINT ALLEGATIONS:**

Failure to provide proof of completion of Professional Development Hours and Unprofessional Conduct.

**FINDINGS OF FACT:**

Respondent was notified they had not provided documentation for completion of PDH. Due to a family move and other circumstances some communication was lost by the Respondent. Also due to life circumstances at this time the respondent has decided to request their license be placed in inactive status.

**CONCLUSIONS:** Respondent was notified they had not provided documentation for completion of PDH. Due to a family move and other circumstances some communication was lost by the respondent. Respondent proved lack of communication was not intentional.

I recommend the case be closed with no further action based on the respondent's request to move their license to inactive status and the willingness they expressed to board staff to comply with all requirements to reactivate their license when they are ready in the future.

**RECOMMENDATIONS:**

*(Please select one)*

**Closed with no further action:   X**

**Remediation\Counseling: \_\_\_\_\_**

**Formal Action: \_\_\_\_\_**

**Supporting RCW & WAC's Violations:**

- 1)
- 2)
- 3)

Roch Manley  
Signature of Case Manager

August 15, 2016  
Date

RETURN TO INVESTIGATION MANAGER ([jshort@dol.wa.gov](mailto:jshort@dol.wa.gov))

Revised April 15, 2016

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- If you need additional information or have questions about this summary, please contact staff.

**Case number:** 2015-06-0400-00ARC

**Give a brief summary of the complaint and the alleged violation(s):** (*Example of alleged violation: unlicensed practice, unprofessional conduct for . . .*)

Unlicensed practice by advertising “Architect”; filling out their companies name in the Architect of Record category for permit applications; and having the Washington State Department of Revenue State Business Records Database Detail listing their Business Name as “Architecture Residential Design”.

**What violations did you find? State the RCW or WAC if applicable:**

No Violations

List Violations

1. RCW 18.08.310(1)

**What evidence supports the alleged violation?** (*Example: webpage language, print advertising, contract etc.*)

No Violation

For each violation, briefly identify the supporting evidence (*you can reference the case file index*)

1. Evidence supporting the complaint included copies of signage and business cards, several permit applications, and Washington State Department of Revenue records.

### **Action Required**

Recommend charges

Remediation/Counseling

Recommend for closure

In documentation from the DOL Investigator, the signage and business cards have been corrected with violating language removed.

The city permit applications only provided space from an applicant to list Architect of Record and Engineer of Record. The respondent has been told that when filling out permit applications they must strike-out any reference to architect and insert designer. They have verbally agreed.

While the initial Washington State Department of Revenue records lists the firm as “Architecture Residential Design”, it appears that, “Architecture” was removed as far back as 2010.

**Rick Benner**

\_\_\_\_\_  
Case Manager Name

**7/28/2016**

\_\_\_\_\_  
Date

**RETURN TO:** [DFCCOMPLIANCE@DOL.WA.GOV](mailto:DFCCOMPLIANCE@DOL.WA.GOV)

## CASE MANAGER WORKSHEET

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- **If you need additional information or have questions about this summary, please contact staff.**

**CASE NUMBER: 2016-05-0401-00ARC**

**COMPLAINT ALLEGATIONS:**

Unlicensed practice

**FINDINGS OF FACT:**

A drawing title block indicated plans created by a company name including the word "Architects". When the company was contacted, they stated that the title block was an older version from a time when the company did have a licensed architect and provided architectural design services. The older version was used in error. They provided their current title block that does not include the word "Architect". The current company name and website do not include the word "Architect" and their website does not state that they offer architectural design services.

**CONCLUSIONS:**

This was an error of using an incorrect older file for a drawing title block and the company has provided the current title block that does not include the word "Architect".

**RECOMMENDATIONS:**

*(Please select one)*

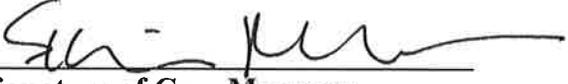
Closed with no further action:   x  

Remediation\Counseling: \_\_\_\_\_

Formal Action: \_\_\_\_\_

**Supporting RCW & WAC's Violations:**

- 1)
- 2)
- 3)

  
 \_\_\_\_\_  
 Signature of Case Manager

8/15/2016  
 \_\_\_\_\_  
 Date

RETURN TO INVESTIGATION MANAGER ([jshort@dol.wa.gov](mailto:jshort@dol.wa.gov))

- Please review the case file to complete this worksheet.
  - Use this worksheet to make a recommendation to the board.
  - Do not use specific names of respondents or complainants on this form.
  - Do not add recommended sanctions on the worksheet. That discussion will happen separately.
- If you need additional information or have questions about this summary, please contact staff.

Case number: 2014-09-0404-00ARC

**Give a brief summary of the complaint and the alleged violation(s):** (*Example of alleged violation: unlicensed practice, unprofessional conduct for . . .*)

Unlicensed practice, sign posted calls herself and architect. RCW 18.08.310 says one may identify themselves an architect in Washington if any offer (or sign) clearly indicates not licensed in WA. The sign does not say that.

**What violations did you find? State the RCW or WAC if applicable:**

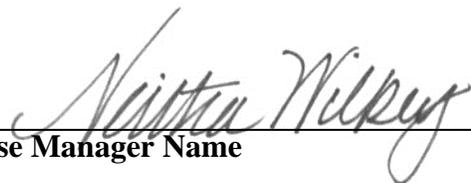
- No Violations  
 List Violations
1. RCW 18.08.310
  - 2.
  - Etc.

**What evidence supports the alleged violation?** (*Example: webpage language, print advertising, contract etc.*)

- No Violation  
 For each violation, briefly identify the supporting evidence (*you can reference the case file index*)
1. Signage
  - 2.
  - Etc.

**Action Required**

- Recommend charges  
 Remediation/Counseling  
 Recommend for closure

  
 Case Manager Name

11/23/2015  
 Date

RETURN TO: [DFCCOMPLIANCE@DOL.WA.GOV](mailto:DFCCOMPLIANCE@DOL.WA.GOV)

# **Board Meeting**

## **Tab 6**

### **Legal Issues for Deliberation**

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

Board action is required on each order.

**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
BUSINESS AND PROFESSIONS DIVISION  
WASHINGTON STATE BOARD FOR ARCHITECTS**

In the Matter of the License to Practice as  
an Architect:

**Martin C. Koenigs**  
License Number 5417,

Respondent.

No. 2015-01-0402-00ARC

**AGREED FINDINGS OF FACT,  
CONCLUSIONS OF LAW AND  
ORDER**

The Architect Program (Program) of the Business and Professions Division of the Department of Licensing (Department), by and through Meg McCann, Assistant Attorney General, and Martin C. Koenigs (Respondent) agree to entry of this AGREED FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER (Agreed Order):

**1. PROCEDURAL AGREEMENTS**

1.1 Respondent was served with the Statement of Charges in this proceeding, along with an Answer to Statement of Charges (ANSWER). The Statement of Charges alleges the Respondent failed to comply with an order issued by the disciplinary authority.

1.2 Respondent timely filed an Answer.

1.3 The Program, its attorney, and Respondent have engaged in settlement discussions, during which this Agreed Order was agreed upon.

1.4 Respondent understands the Program is prepared to proceed to a hearing based on the Statement of Charges.

1.5 Respondent understands he has the right to defend against the allegations in the Statement of Charges by presenting evidence at a hearing.

1.6 Respondent understands, should the Program prove at a hearing the allegations in the Statement of Charges, the Board has the power and authority to impose sanctions under RCW 18.235.110.

1.7 Respondent and the Program agree to speed the final resolution of this matter by means of this Agreed Order.

1.8 Respondent waives the opportunity for a formal hearing on the Statement of Charges contingent upon signature and acceptance of this Agreed Order by the Board.

1.9 This Agreed Order is not binding unless and until it is signed and accepted by the Board.

1.10 Respondent waives any objection to the participation of any of the members of the Board (other than Roch Manley, who is the reviewing board member and case manager in this proceeding) in a formal hearing in this matter if the Board rejects this Agreed Order.

## **2. AGREED FINDINGS OF FACT**

2.1 Martin C. Koenigs, Respondent, is registered with the Board as an Architect, under certificate No. 5417 issued July 11, 1990.

2.2 On July 22, 2014, the Department advised the Respondent via letter that he was randomly selected to participate in a professional development audit. The July 22, 2014, letter advised the Respondent to provide materials to the Department that verified his fulfillment of the required professional development hours for the 2012-2014 reporting period. The letter directed the Respondent to provide the materials on or before September 5, 2014. The Respondent failed to respond to the letter by September 5, 2014.

2.3 On September 11, 2014, the Department sent a "Second Notice" to the Respondent, via letter, that advised the Respondent again that he was randomly selected to participate in a professional development audit. The letter advised the Respondent that his failure to comply with the audit may result in disciplinary action. The September 11, 2014, letter directed the respondent to provide materials to the Department that verified his fulfillment of the required professional development hours for the 2012-2014 reporting period. The letter directed the Respondent to provide the materials on or before September 26, 2014. The Respondent failed to respond before September 26, 2014.

2.4 On January 14, 2015, the Department served Respondent with a Notice of Intent to Discipline (herein "Notice") based on his failure to complete the required Professional Development Hours for the 2012-2014 license period. The Notice stated the Department's intent to impose a \$500 fine and to reprimand the Respondent for one year if the Respondent did not submit the proof of completion for the required Professional Development Hours by February 3, 2015.

2.5 On February 2, 2015, the Respondent submitted a request for a Brief Adjudicative Proceeding, and requested an extension of time to gather documents. Board staff contacted Respondent on February 3, 2015, regarding the extension, and was informed by Respondent that he needed an extension of the deadline to submit documents, but was not requesting a Brief Adjudicative Proceeding.

2.6 On March 11, 2015, and March 24, 2015, Respondent provided Board staff with proof of professional development hours. After Board staff reviewed all of Respondent's submissions, Board staff determined that the Respondent is nine (9) credits short, including three (3) hours that need to address public health, safety and welfare for the 2012-2014 reporting period.

2.7 As of the date of this mailing, Respondent has failed to turn in all outstanding professional development hours for the 2012-2014 reporting period. This conduct constitutes a violation of RCW 18.08.430(3)(a); WAC 308-12-250(1); and, WAC 308-12-260(1)(b)(i).

### **3. AGREED CONCLUSIONS OF LAW**

3.1 The Board has jurisdiction over Respondent and over the subject matter of this proceeding.

3.2 The facts described in 2.2 through 2.7 constitute violation of RCW 18.08.430(3)(a); WAC 308-12-250(1); and, WAC 308-12-260(1)(b)(i).

3.3 Such unprofessional conduct is grounds for sanctions pursuant to RCW 18.235.110.

**4. AGREED ORDER**

Based on the preceding Procedural Agreements, Agreed Findings of Fact and Conclusions of Law, Respondent and the Program agree to entry of the following order:

4.1 Respondent will submit the required Professional Development Hours for the 2012-2014 renewal period by close of business May 13, 2016. The Board may consider imposing additional sanctions for failure to comply with the terms of this Agreed Order, pursuant to RCW 18.235.130(7). Respondent is assessed a fine of \$300 to be submitted to the Department within 30 days of the date this Agreed Order is served by the Board.

All fines shall be submitted to:  
Department of Licensing  
Lily Reinecke, Board Clerk  
PO Box 3907  
Seattle, WA 98124-3907

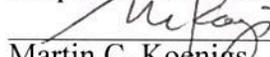
4.2 Respondent shall be responsible for costs of complying with this Agreed Order.

4.3 This Agreed Order takes effect immediately upon being served by the Board. RCW 18.235.080. Service of this order is complete upon mailing. RCW 34.05.010(19).

4.4 Respondent and the Program have read this Agreed Order in its entirety and fully understand and agree to all of it.

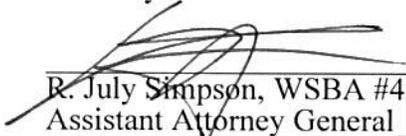
4.5 This Agreed Order may be submitted to the Board for approval and entry without further notice.

4.6 If the Board accepts this Agreed Order, the Program will mail a signed copy to Respondent and the Program's attorney.

  
\_\_\_\_\_  
Martin C. Koenigs

Date May 12, 2016

Robert W. Ferguson  
Attorney General

  
\_\_\_\_\_  
R. July Simpson, WSBA #45869  
Assistant Attorney General

Date May 12, 2016

  
\_\_\_\_\_  
Lorin Doyle,  
Program Administrator

Date May 13, 2016

**V. ORDER**

The Washington State Architecture Board accepts and enters this Agreed Findings of Fact, Conclusions of Law and Agreed Order. Nothing in this Agreed Order may be construed as a limitation on the enforcement authority of the Department or Washington State Architecture Board with respect to Respondent's duties and obligations under the laws governing practice of architecture.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

STATE OF WASHINGTON  
WASHINGTON STATE ARCHITECTURE BOARD

\_\_\_\_\_  
Presiding Officer

Presented by:

\_\_\_\_\_  
R. July Simpson, WSBA #45869  
Assistant Attorney General

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

# **Board Meeting**

## **Tab 7**

# **Disciplinary & Investigation Reports**

Standard disciplinary reports and a list of any administratively-closed complaints.

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

## Washington State Board for Architects Complaint Report - Page 1 Open Cases

Olympia, WA

August 25, 2016

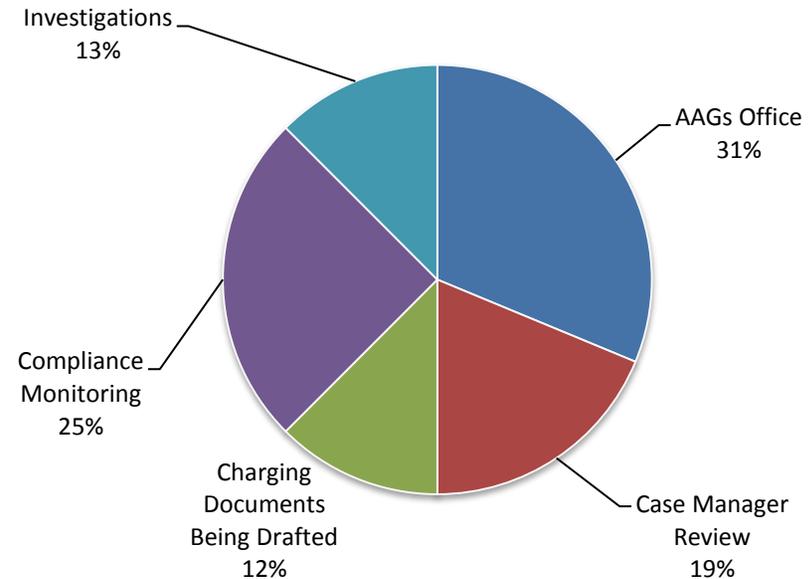
Assigned to:	Unlicensed	Unprofessional Conduct
Rick Benner	1	1
Scott Harm	1	0
Colin Jones	1	0
Roch Manley	0	1
Sian Roberts	0	0
Neitha Wilkey	1	2
No Case Manager	4	4
<b>TOTAL</b>	<b>8</b>	<b>8</b>

Recent Case History	2016	2015
Beginning	26	40
+ Opened	22	62
- Closed	30	76
<b>Remaining open</b>	<b>18</b>	<b>26</b>

Collections Activity	
Monitored for compliance	4
Sent to collections	17
Outstanding fines*	\$ 1,500.00

\*not sent to collections

## Open Case Status

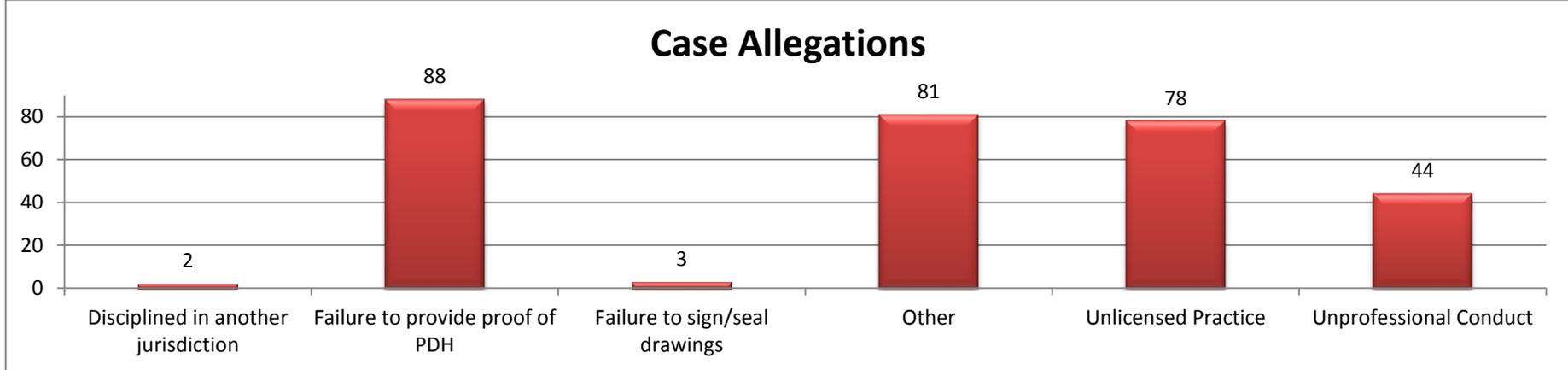
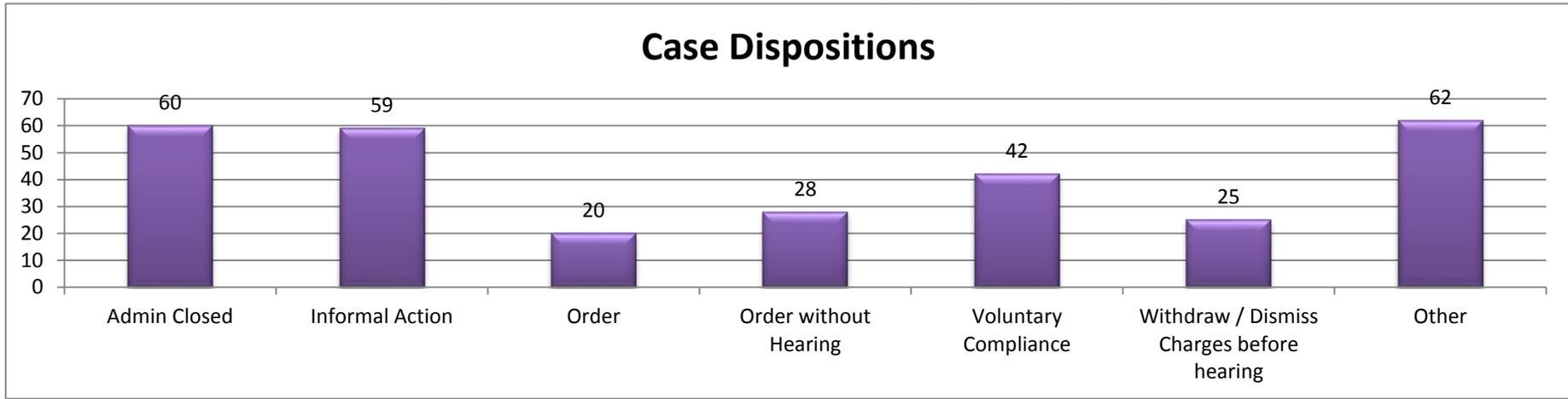


### Typical Complaint Process (Open Case Status)

- o Staff receive complaint (*Daily intake*)
- o Staff evaluate complaint (*Daily intake*)
- o Staff use BAP if appropriate (*BAP*)
- o Staff assign to Case Manager (CM) (*Case Manager Review*)
- o CM review; determine whether to investigate (*Case Manager Review*)
- o Staff investigate complaint (*Investigations*)
  
- o If no evidence supports allegation, CM recommend closure (*Case Manager Review*)
  
- o If evidence supports allegation, CM determine sanctions (*Case Manager Review*)
- o Staff drafts charging documents (*Charging Documents Being Drafted*)
- o Board Attorney reviews charges, moves forward with prosecution (*AAG review*)
- o Following Prosecution / Disposition decision (*Compliance Monitoring*)

## Washington State Board for Architects Complaint Report - Page 2 Closed Cases

### Common Resolution Methods for Cases Closed Since 2010



Sanction	Allegation
Cease & Desist; Fine \$1,000	Disciplined in another jurisdiction
Cease & Desist; Fine \$1,000	Unlicensed Practice - Registration or authorization to practice required
Reprimand and fine of \$3,000.	Unprofessional Conduct - Engaging in unlicensed practice.
Cease & Desist; Fine \$1,000	Unprofessional Conduct - Engaging in unlicensed practice.
\$500 fine due within 30 days	Unprofessional Conduct - Engaging in unlicensed practice.
Reprimand & fine of \$3,000.	Unprofessional Conduct - Misrepresentation in any aspect of the conduct of the business or profession.
Cease & Desist; Fine \$1,000	Unprofessional Conduct - Misrepresentation in any aspect of the conduct of the business or profession.

**Maximum fine allow per violation:**  
 Unprofessional conduct - \$5,000 / per occurrence  
 Unlicensed practice - \$1,000 / per day

**Range of other sanctions available (not inclusive)**

Severe	Revoke license
↑	Suspension (not stayed)
↑	Suspension (stayed)
↑	Reprimand
Mild	Law summary
	Cease & Desist

# **Board Meeting**

## **Tab 8**

# **Assistant Attorney General's Report**

Presentation of general legal issues  
of interest to the board.

Provided for information only –  
typically no board action is needed

# **Board Meeting**

## **Tab 9**

# **Committee/Task Force Reports**

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

Board action may be needed.

# **Board Meeting**

## **Tab 10**

# **Board Administrator's Report**

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

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

**Architects - New Licensees via Examination**

<b>Name</b>	<b>City, State</b>
Adam Bettcher	Edmonds, WA
Amanda Russell	Seattle, WA
Andrew Lawrence	Seattle, WA
Antoinette Lettiere	Vancouver, WA
Blake Bethards	Renton, WA
Charla Lemoine	Tacoma, WA
Christine Cangelosi	Seattle, WA
David Burnett	Seattle, WA
David Dahl	Seattle, WA
Derik Eckhardt	Seattle, WA
Dianna Hurley	Seattle, WA
Elizabeth Knudsen moggio	Seattle, WA
Eric Whitney	Spokane, WA
Erin Osberg	Seattle, WA
Erin Ward	Seattle, WA
Ester Katsaros	Seattle, WA
Garrett Cress	Kent, WA
Gavin Wells	Anchorage, AK
Grace Wong	Bellevue, WA
Hodaossadat Jafarzadeh	Seattle, WA
James Grafton	Seattle, WA
Jeffrey Armstead	Roanoke, VA
Jennifer Caldwell	Seattle, WA
Jonathan French	London,
Joshua Axthelm	Mount vernon, WA
Katherine Williams	Seattle, WA
Kevin Hunt	Seattle, WA
Ki Kim	Seattle, WA
Kirk Harwell	Seattle, WA

**Architects - New Licensees via Reciprocity**

<b>Name</b>	<b>City, State</b>
Aaron Young	Brooklyn, NY
Albert Raymond	Tacoma, WA
Alison Wilkinson	Kirkland, WA
Angela Mayer	Humble, TX
Anthony Cataldo	Pleasanton, CA
Benjamin Williams	Jamaica plain, MA
Beth Nelson	Los angeles, CA
Brenda Barnes	Seattle, WA
Carmen Cham	Los angeles, CA
Carolyn Spiess	Seattle, WA
Chad Slichter	Boise, ID
Charnell Middlecoff	Portland, OR
Chase Sparling-beckley	Hood river, OR
David Cole	Seattle, WA
David Everson	Coeur d alene, ID
Don Tebeau	Boise, ID
Donald Harrier	San francisco, CA
Evelina Fitzgerald	South yarmouth, MA
Frederick Ostrosky	Rogers, AR
Gabriel Dominek	Portland, OR
Gary Roberts	Sacramento, CA
Gonzalo Villares	St paul, MN
James Davis	Vancouver, WA
James Gartner	Santa ana, CA
Jan Willemse	Portland, OR
Jeffery Nelson	Bedford park, IL
Jeffrey Hollow	Phoenix, AZ
Jeffrey Katz	San diego, CA
Jeffrey Parker	Grand rapids, MI

Kirk Nelson	Seattle, WA	Jeffrey Stuhr	Portland, OR
Lauren Kinker	Pensacola, FL	Joan Hallberg	Port townsend, WA
Louis Caldwell	Seattle, WA	John Wright	Lake oswego, OR
Mark Stoner	Seattle, WA	Jonathan Miller	Bethesda, MD
Mark Ward	Seattle, WA	Kenneth Niemerski	Ladera ranch, CA
Marlo Dowell	Seattle, WA	Kevin Sauser	Portland, OR
Matthew Lamb	Camas, WA	Kirk Miller	Placerville, CA
Melissa Boyd	Moscow, ID	Klaas Nijhuis	Nashua, NH
Michael Christensen	Seattle, WA	Lee Manske	Wichita, KS
Michael Garrett	Bothell, WA	Luke Golesh	Vero beach, FL
Michelle Couture	Seattle, WA	Mahn kon peter Han	New york, NY
Michelle Holst	Seattle, WA	Mario Martinez	Austin, TX
Natalia Nesmeianova	Seattle, WA	Mark Peterson	Altadena, CA
Nathaniel Funk	Vancouver, BC	Mark Walsh	Chicago, IL
Paul Harrington	Greenacres, WA	Marshall Rossiter	Pocatello, ID
Philip Couture	Federal way, WA	Michael Engledow	Indianapolis, IN
Sarang Gokhale	Shoreline, WA	Michael Holleman	Atlanta, GA
Scott Adams	Shoreline, WA	Michael Laverdure	Duluth, MN
Sean Oneill	Seattle, WA	Michael Wireman-nothwang	Portland, OR
Stefan Kaiser	Seattle, WA	Nenad Radisic	Chicago, IL
Stephen Lambie	Shoreline, WA	Orest Lang	Ridgefield, WA
Stephen Silva	Seattle, WA	Paul Mckean	Portland, OR
Timothy Williams	Washington, DC	Peter Dube	Reno, NV
Tyler Bush	Sammamish, WA	Peter Skirbst	Jacksonville, FL
William Edwards	Cunningham, TN	Richard Brown	Oklahoma city, OK
William Hanahan	Seattle, WA	Richard Earl	Greenville, SC
Winnie hugh ying Lam	Seattle, WA	Richard Reece	Flagstaff, AZ
Yoshiaki Mugishima	Bellevue, WA	Robert Freeman	Portland, OR
		Robert Lee	Nesbit, MS
		Robert Radley	Creve coeur, MO
		Robert Thornton	Laguna niguel, CA
		Scott Ryan	Truckee, CA
		Sean Slater	Berkeley, CA

Seth Burwash  
Stephen Hambrecht  
Stephen Hambrecht  
Teri Flynn  
Timothy Johnston  
Zhen Wu

Burlington, WA  
New york, NY  
Ridgewood, NJ  
Danville, CA  
Charlotte, NC  
San clemente, CA

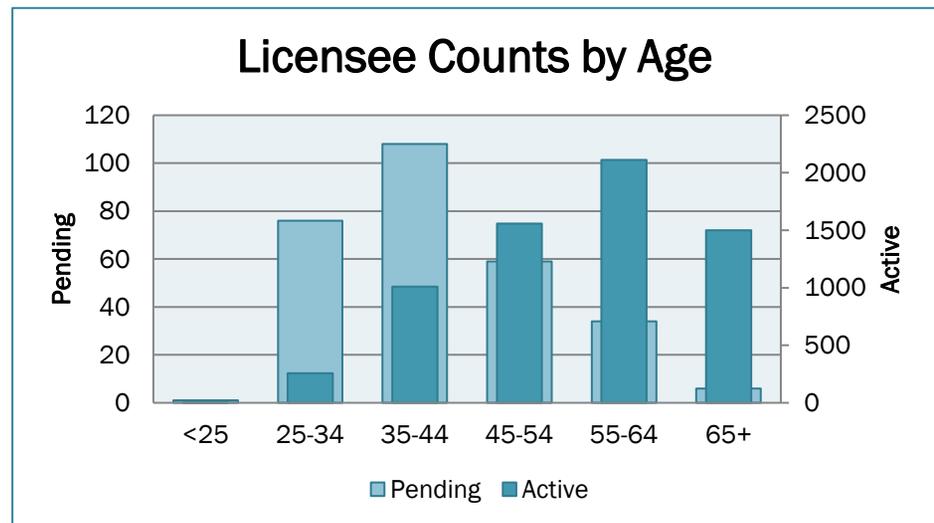
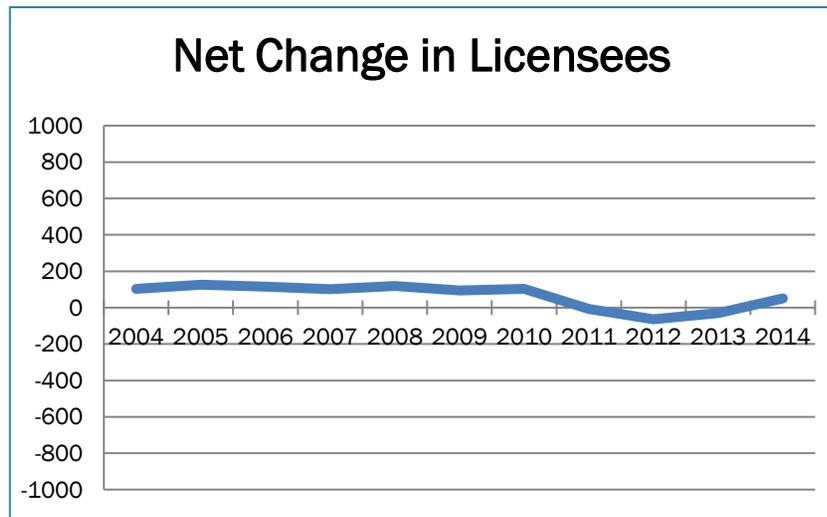
## Architects- Licensee Demographics and Trends

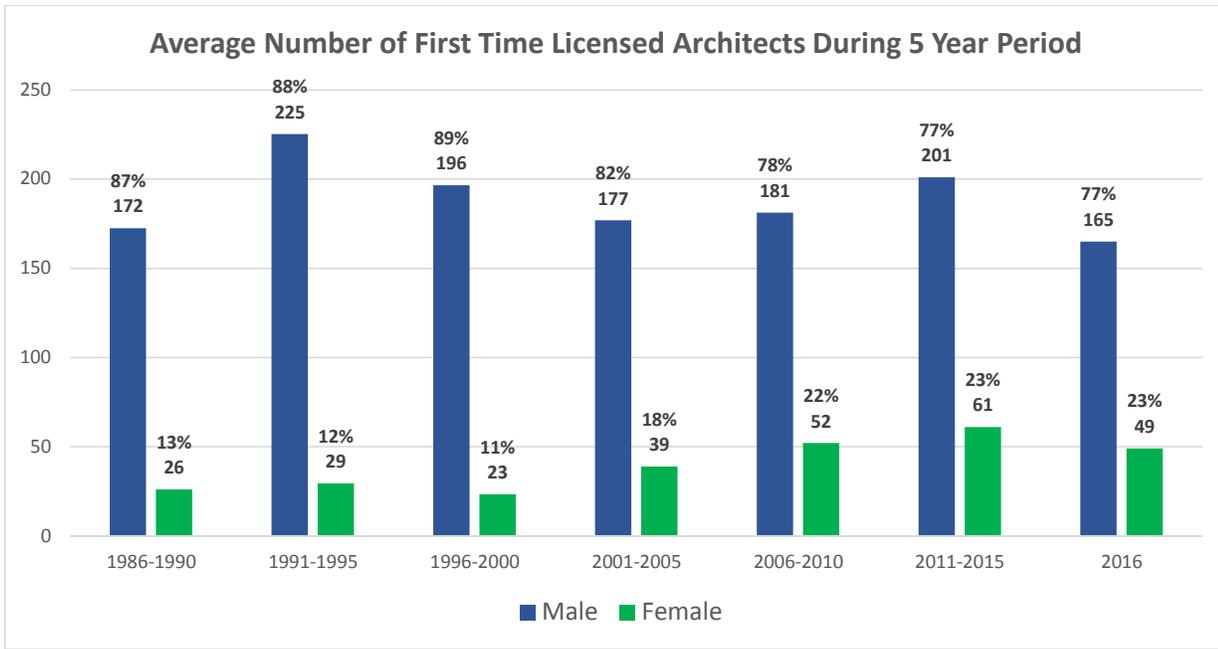
Licensee Gender	Male	Female
% of Active Licensees	83%	17%
% of Pending Applicants	67%	33%

Licensee Counts	WA	Out of State
Active	3946	2491
Pending	177	107
Inactive	219	511
Retired	429	343
Delinquent*	686	1145

Licensee Ages Count						
Age	<25	25-34	35-44	45-54	55-64	65+
Active	1	257	1009	1557	2113	1499
Pending	1	76	108	59	34	6
Inactive	0	4	12	56	121	422
Delinquent*	0	4	50	153	378	1220
<b>Total</b>	<b>2</b>	<b>341</b>	<b>1179</b>	<b>1825</b>	<b>2646</b>	<b>3147</b>

\*this is a general category for anyone who once had a license and did not take action to move it to inactive or retired status





# **Board Meeting**

## **Tab 11**

### **Other Business**

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

**Board Meeting**

**Tab 12**

**Adjournment**