

The Washington State ARCHITECTS

NEWS BULLETIN

A publication of the Washington
State Board for Architects

May 2014

What's new

Discussion topics from the April board meeting

The Board for Architects met at the Department of Licensing in Olympia on April 4, 2014. The meeting included discussions about the ongoing audits of professional development hours, a report from those who attended the National Council of Architectural Registration Board (NCARB) Regional Meeting in March, and other topics.

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

Your board members:

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

2014 Board Meeting Schedule

Meeting agendas and minutes are published on our [website](#) as they become available. All meetings are scheduled to start at 9 AM

July 25	Western Washington University, Bellingham
September 19	Department of Licensing, Olympia
November 7	Washington State University, Pullman
2015 meeting dates will be set at the November meeting	

Guidelines for building officials website is live!

The new [Guidelines for Building Officials website](#) is now live! The website replaces the old printed version, also known as the “green book,” that was last published in 2002. This project has been a collaborative effort among the Board of Licensure for Landscape Architects, the Board for Architects, the Geologist Licensing Board, and the Board of Registration for Professional Engineers and Land Surveyors for the last 6 years. The goal of the website is to be a working document that will allow for updates as-needed.

Using Digital Signatures

Scott Harm, Board Secretary

With increasing regularity, many Authorities Having Jurisdiction are allowing architects to submit documents using electronic or digital media, usually via Portable Document Format (PDF) files. Permit application drawings sets, specifications, and even in some cases actual application forms may be submitted using PDF files. Additionally, architects use PDF files transmitted through File Transfer Protocol (FTP) linkages or commercially available file sharing services such as *Drop Box* for many construction administrative services and for correspondence with owners and general contractors.

This extensive move towards electronic media as a means of communicating and documenting decisions, agreements, and directives potentially impacts our exposures to liabilities: How can you label an electronic document “original?”

One method growing in popularity uses digital signatures that are either encrypted or password protected. Available either as a free function within software packages such as *Adobe Acrobat* and *Bluebeam* or as a

separate, one-time purchase, these true digital signatures let us identify a document as being something issued under our direct control and authorization.

While these digital stamps often do not appear to have an individualized or stylized appearance to them in the historic sense of the term “signature,” they are essentially un-editable. They allow the recipients of documents endorsed by a digital signature to verify their authenticity and protect professional service providers by making our documents harder to manipulate or alter once they leave our offices.

The use of the digital signature requires the author or architect affixing the signature to call up each PDF file, insert the signature which is password protected and then save as the new original. This process may take a few extra moments (or even an hour or two for extremely large drawing sets), but could prove invaluable in protecting or reducing our liability on almost every sized project or contractual issue.

News from NCARB

NCARB proposes Intern Development Program (IDP) credit beyond six-month reporting deadline

NCARB is considering an adjustment to the “six-month reporting rule” for interns. The adjustment would allow credit for intern experience that occurred up to five years beyond the current reporting requirements. Find out more by visiting the NCARB [website](#).

Complaints and disciplinary activity

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

Current Cases:	
Unlicensed practice	3
Unprofessional conduct	9
Total open cases:	12

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

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

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

At the April 4, 2014 meeting, the board closed four cases:

Case	Allegation	Board Action
2013-04-0403-00ARC	Unprofessional conduct	The respondent claimed that architecture and civil engineering are looked at “interchangeably” by the State of Washington and that “...

		he could practice civil engineering, but is not a licensed engineer.” The respondent was not providing professional services to the general public, but was preparing a report for his own property. In follow-up communication between the board and the respondent, he agreed to refrain from implying that he is licensed in the State of Washington to practice civil engineering. Due to the lack of evidence of public harm and this being a first violation, the board closed the case with no further action.
2013-08-0404-00ARC	Unlicensed practice	The complaint alleged the respondent’s resume, promotional material, email, and advertising used protected language. Repeated efforts to reach the respondent were unsuccessful and investigators believe he may no longer be in the state of Washington. Although there was a clear violation of law, the board closed the case with prejudice because the respondent could not be located to serve charges and he is unlikely to be a threat to public health, safety and welfare.
2014-01-0418-00ARC	Unlicensed practice	The complaint alleged a corporate officer of a professional design services company was referred to as an architect in a local news article. The complaint further alleged that corporate documents on file with the state do not include an architect as a responsible party and the firm may be operating illegally. An investigation showed the corporate documents do list an architect as an owner/stockholder position and a responsible party. The respondent named in the complaint was found to be a licensed engineer and not an architect and contends he never represented himself as an architect. The board found that there was no violation of law or rule and the case was closed with no further action.
2014-01-0401-00ARC	Unlicensed practice	The complaint alleged an individual represented him/herself as an architect or provider of architectural services in a title block on plans submitted to a building department on a non-exempt project. Documents submitted with the complaint showed a past violation, but the case manager found no evidence of a current violation or an ongoing issue. The board closed the case with no further action due to a lack of evidence.

Also at the April 4, 2013 meeting, the board accepted two disciplinary orders.

Case Number	Respondent	Board Action
2012-07-0401-00ARC	Donald G. Atwood	In the matter of unprofessional conduct: <ul style="list-style-type: none"> The licensee voluntarily surrendered his license to practice professional architecture in the state of Washington and shall never practice as a professional architect in the state of Washington, including any temporary, emergency, or volunteer practice. The licensee shall never practice architecture and never reapply for licensure in the state of Washington or any other jurisdiction.
2013-08-0401-00ARC	Chris Pardo	In the matter of unlicensed practice: <ul style="list-style-type: none"> The respondent shall permanently cease and desist from

practicing or offering to practice professional services for others in the state of Washington as an architect and using protected language in connection with his name.

- The respondent is assessed a fine of \$3,000.

Licensee news

Congratulations! The Washington State Board for Architects and staff welcomed 104 new licensees to the profession between February 1, 2014 and April 30, 2014.

First License (38)	Reciprocal License (66)	
Carrie Ann Anderson Daniel Alan Ash Casey Sumner Borgen Haris Verne Bouzinekis Jennifer Jo Butler Jennifer Anne Cestnik Jay Michael Coupard Brianna Danielle Culley Kirsten Lee Dahlquist Rachel Nikol Dentel Chi Kim Duong Blake Douglas Fisher Amber Zabel French Joseph Scott Hampton Caroline Norma Hedin Sarah Marie Holstedt Archana Shridhar Iyengar Daniel Rianier Leckman Brian Trevor Love Mirjana Mistic Thomas Anthony Mulica Lauren Nestrud Joseph Christopher O'Toole Joshua Adam Pettler Levi J. Rippy Shawn Patrick Ronning Brett Aaron Santhuff Aaron James Schaefer Jacob Stephen Schell Garin Andrew Schenk Susan Beecher Tillack Benjamin Lee Tomlinson Joann Lee E-Chin Ware Brian James Watzin Michael William Weller June Ann Whipple Daniel Alan Wickline Ilva Marie Wilson	Michael Todd Alford Gary J. Aquilina Lance Donovan Baker Hans Baldauf Bryan Joseph Bellissimo Wayne Edson Benson Jr. Arthur Edwin Border Marc Joseph Breetz Alan Russell Bright Richard A. Carlson James H. Collins Jr. Gerard Thomas Creedon Keith Benton Evans Becky J. Fromm Robin Labrie Gates Timothy Michael Gibson Jeffrey Alan Guggenheim Benjamin Oliver Harber Montgomery J. Hill William Benedict Hoelscher Joseph Edward Hughes Matthew Kirkpatrick Paul Douglas Kisling Steven Scott Lazen Susan L. Licht Ann Liu Philip Robert Madden James Casey McGuirl Nancy D. Merryman Gregory Stuart Mockford Hemant G. Modi Lynn Ann Moore Patricia L. Nixon	Jennifer Ann Nye Michael Isao Ohara George William Opack Charles Robert Oraftk John William O'Toole Michael Ross Payton Joanna K. Perez Rebecca Maureen Pheasant-Reis Tatinia Deschanel Phinisee Michael J. Pilko James M. Pinter Zubin Jehahangir Rao Allen Francis Rapacz Janice WM Sanada Michael H. Scherbel David Scott Seibert Mack D. Selberg Roger D. Shepley John Alan Stark Russell George Stout Kevin B. Sullivan Robert Lewis Thompson John Gerard Treston Rudy Lorn Veland Chris Von Eckartsberg Aaron Douglas Walker Paul David Waltz Todd A. Wambach Daniel L. Weinheimer Randall Scott Wilson Mary Ogywynn Wylie Victor Hazel Yanez Yi Yu

Professional Development Requirements

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

Do your fellow architects get these announcements?

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

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

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

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

Washington Board for Architects		Department of Licensing
Mailing address: PO Box 9045 • Olympia, WA 98507-9045	Street address: 405 Black Lake Blvd. • Olympia, WA 98502	E-Mail: architects@dol.wa.gov
Phone: (360) 664-1388	Fax: (360) 570-7098	Web site: www.dol.wa.gov/business/architects