



# FY19

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## ANNUAL REPORT

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# Welcome to the FY19 NCARB Annual Report

This year, NCARB celebrated 100 years of working with jurisdictional boards in protecting the public and facilitating licensure—a major milestone not only for our organization, but also in the history of professional regulation. As we reflect on NCARB's past century of service to architectural licensing boards across the United States, we are also taking the time to consider what our next 100 years will look like.

Together with our members and volunteers, we have spent the past year commemorating our history and positioning NCARB for the future. We have released a new Strategic Plan that highlights our Member Boards and recognizes NCARB's growing role in advocacy and other realms. Our Futures Task Force (now the Futures Collaborative) has explored how advances in the architecture profession might impact its regulation in the coming years, and several other committees have taken an in-depth look at how NCARB can emphasize the importance of resiliency and sustainability within its core programs. NCARB's Model Law Task Force continued with its efforts to refresh *Model Law* into a more modern, useful tool. We have continued building partnerships with key stakeholders in the worlds of architecture, professional regulation, and beyond. And we have sought new ways to promote the value of reasonable regulation, remove unnecessary barriers to practice, and go further for our members and customers.

The FY19 NCARB Annual Report offers insight into the past, present, and future of our organization and the regulation of architecture. Many of the initiatives begun or continued this year will come to fruition over the next several years, and we encourage you to become familiar with them as NCARB continues to seek out opportunities for ongoing quality improvement, growth, and transformation.

On behalf of the Council, it is our pleasure to welcome you to the FY19 NCARB Annual Report.



**David L. Hoffman** FAIA, NCARB, Hon. FCARM  
2018-2019 NCARB President



**Michael J. Armstrong**  
NCARB CEO



VIDEO: David L. Hoffman, FAIA, NCARB, Hon. FCARM



VIDEO: Michael J. Armstrong



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# NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

## FY19 TIMELINE

Each year, NCARB takes on both new and recurring initiatives to serve its members, architects, licensure candidates, and the public. Explore key updates in this timeline of the organization's work throughout FY19—from sponsorships to office moves to celebrating major milestones, it's been a momentous year for NCARB!

### JULY-2018

#### **NCARB Issues Diversity Statement**

NCARB's Board issued a Statement on Diversity as a reference point on the Council's efforts to improve diversity on the board, committee, and staff levels.

#### **Staff Promote Corporate Social Responsibility ▶**

During the July off-site retreat, staff prepared over 10,000 meal packets for the international relief organization Rise Against Hunger.



### AUGUST-2018

#### **◀ Council Hosts Inaugural NCARB Scholars Event**

Ten professional practice professors gathered at NCARB's office in Washington, DC, for the first-ever NCARB Scholars in Professional Practice training event.

**“We believe a commitment to diversity is also a commitment to access. Accordingly, our key programs have all undergone significant transformation to create a more credible licensure path that includes alternatives for meeting experience requirements and post-licensure certification.”**

—NCARB's Commitment to Diversity Statement





## SEPTEMBER-2018

### ▲ Northern Mariana Islands Rejoins NCARB Membership

The U.S. territory became NCARB's 55th Member Board in September, gaining access to the organization's services for architects and licensure candidates.

### ▲ NCARB Sponsors Interschool Design Competition

Architecture students from six local universities got a firsthand look at how creative design solutions can improve their community during the 2018 Interschool Design Competition.



## NOVEMBER-2018

### ▲ Tri-National Monitoring Committee Meets

Leaders in architectural regulation from Canada, Mexico, and the U.S. met to provide ongoing support to the mutual recognition agreement in place between the countries.

## OCTOBER-2018

### ▲ Member Board Chairs and Executives Attend Biennial Leadership Summit

Licensing board leadership from across the United States gathered in St. Louis, Missouri, on October 12-13 to discuss current issues and provide important feedback.

### ▲ ARE Division Fee Increases

On October 1, 2018, the cost per division of the ARE rose from \$210 to \$235. For convenience, NCARB launched a system update allowing candidates to pre-purchase seat credits prior to the fee increase.

**“This year’s design challenge empowered students to explore how architects can improve the health and wellness of the public. We are always looking for innovative ways to help prepare students for the responsibilities of licensure, which is why we are excited to support [the Interschool Design Competition] for a second year.”**

—NCARB CEO Michael J. Armstrong



## DECEMBER-2018

### ◀ *Volunteers Gather for Annual Committee Summit*

Architects, licensure candidates, board members, and other volunteers met in Atlanta to collaborate, discuss shared charges, and network with leaders in the profession.

## JANUARY-2019

### *NCARB Reduces Transmittal Fee*

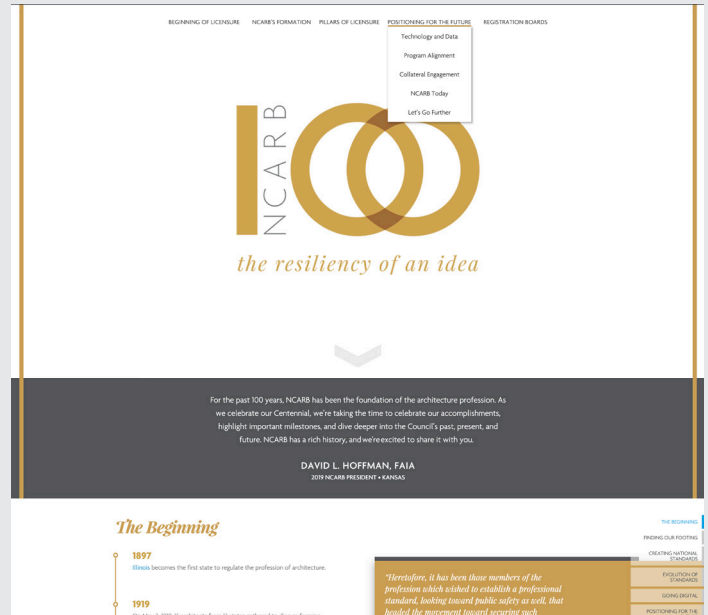
NCARB lowered the cost of transmitting an NCARB Record from \$400 to \$385 to help make out-of-state licensure more accessible.

### *NCARB and ACSA Launch Survey on Professional Practice*

The second phase of a joint survey researched how pro-practice courses align to readiness for architecture practice.

### *100-Day Countdown to NCARB's Centennial Begins ▶*

NCARB kicked off the countdown to the 100th anniversary of its founding with a social media campaign and historical website.



## FEBRUARY-2019

### *NCARB Announces Sanctions for Candidate Misconduct*

NCARB issued public reprimands for eight individuals who violated the ARE Candidate Agreement.

### ◀ *Hip Hop Architecture Camp Comes to DC*

NCARB hosted a free camp for middle school students in the DC area, introducing underrepresented youth to architecture and urban design.

**“Kicking off the 2019 Hip Hop Architecture Camp programming in Washington, DC, during Black History Month gave our participants a chance to not only interact with black architects and designers, but an opportunity to visit iconic, culturally relevant spaces.”**

—Hip Hop Architecture Camp Founder Michael Ford



## MARCH-2019

### ◀ NCARB Moves Into New Office

The Council moved from 1801 K St. NW to 1401 H St. NW in Washington, DC.

### Lineup® Launches

NCARB's Board of Directors created a for-profit subsidiary for its proprietary software system, Lineup.



## APRIL-2019

### ▲ NCARB's Regions Jointly Host Regional Summit

Licensing board members met in Nashville to discuss regional business, celebrate NCARB's founding at the Hermitage Hotel, and explore the future of licensure.

### NCARB Co-founds ARPL

The Council joined the regulators of similar professions to launch the Alliance for Responsible Professional Licensing.



## MAY-2019

### NCARB Turns 100

▲ NCARB celebrated the 100th anniversary with an open house at its new office. The International Code Council (ICC) presented the organization with a certificate of recognition to commemorate the milestone.

**“One hundred years of cooperation and volunteerism is a solid legacy that underscores our role as responsible leaders in the regulation of the profession of architecture. I have been amazed and sincerely appreciate the energy and dedication of NCARB’s volunteers and staff, and am confident in their efforts addressing the significant changes our profession will be experiencing in the coming decades.”**

—NCARB President David L. Hoffman

## JUNE-2019

### **Traveling Centennial Exhibition Is Unveiled ▶**

NCARB unveiled an exhibit detailing the history of architectural regulation in the U.S. at the A'19 Conference on Architecture.

### **NCARB Releases 2019 NCARB by the Numbers ▶**

The eighth edition of NCARB's annual data publication was released, featuring the latest information on the time to licensure, demographics in the profession, and more.

### **Board of Directors Reveals New Strategic Plan**

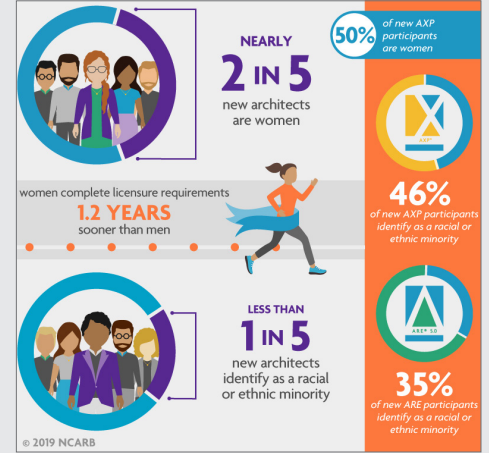
After a multi-year effort including feedback from members, customers, volunteers, and staff, the new plan will guide the organization as it starts its second century.

### **DC Hosts Annual Business Meeting ▶**

NCARB's Centennial Annual Business Meeting was held in Washington, DC, celebrating the organization's past and preparing for the future.

### **NCARB Shares Continuing Education Guidelines**

NCARB aligned new *Continuing Education Guidelines*, to correspond with the six phases of practice outlined in the AXP and ARE.





# YEAR IN REVIEW

Learn more about NCARB's initiatives for its members and volunteers, licensure candidates, and architects throughout FY19—including the celebration of NCARB's Centennial and efforts to position the Council to succeed in its second century.



# MEMBERS AND VOLUNTEERS

Licensing board members and volunteers play an essential role in guiding NCARB as the organization develops the programs and services that facilitate licensure for architects in the United States. Throughout FY19, NCARB worked with leaders in architectural regulation from across the country to help licensing boards carry out their important work to protect the public's health, safety, and welfare.

## Northern Mariana Islands Rejoins NCARB

In September, the Northern Mariana Islands became the 55th member of NCARB, joining the architectural licensing boards of the 50 U.S. states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. The commonwealth's Board of Professional Licensing—which regulates the practice of architecture, engineering, land surveying, and landscape architecture—returned to NCARB after previously being a member from 1984-2006.

NCARB's services for licensure candidates, as well as reciprocal licensure opportunities for NCARB Certificate holders, became available to commonwealth residents later that month.



“We are delighted to welcome the Northern Mariana Islands back into NCARB's community during our Centennial Celebration. One hundred years after our founding, it's encouraging and motivating that our Member Boards recognize how NCARB's programs and services support their efforts and continue to benefit the public.”

—NCARB President David L. Hoffman,  
FAIA, NCARB, Hon. FCARM



The Northern Mariana Islands Board is recognized at the MBC & MBE Leadership Summit.

## Member Board Outreach

Along with NCARB's Annual Business Meeting—where licensing boards have the opportunity to vote on resolutions and elect the organization's Board of Directors for the upcoming fiscal year—members had the opportunity to engage with NCARB throughout the year. Regular communication between jurisdictions and the Council helps circulate information on local issues, deregulatory efforts, and legislation; ensures boards are familiar with program changes and service updates; and helps NCARB seek out new ways to support architectural licensing boards as they carry out their important work to protect the public.

- During FY19, CEO Michael Armstrong conducted visits to 13 licensing boards to meet jurisdictional leadership and discuss board priorities.



- NCARB sought out additional feedback from Member Boards through conference calls, virtual meetings, and the online Member Board Community. This open communication allowed for more dialogue among jurisdictions, including reviewing drafts of the new Strategic Plan and *Continuing Education Guidelines*, sharing legislative updates, and discussing other important topics.

## Member Board Chairs & Executives Leadership Summit

Representatives from 46 of the 55 U.S. architectural licensing boards gathered in St. Louis, Missouri, on October 12-13, 2018, for the biennial Member Board Chairs & Executives Leadership Summit. Over the two-day meeting, attendees reviewed a draft of NCARB's revised Strategic Plan, explored the work of the Model Law Task Force, discussed plans for the National Architectural Accrediting Board's (NAAB) 2019 Accreditation Review Forum (ARForum19), and provided feedback on current and potential NCARB services.

The event was also an opportunity to emphasize NCARB's commitment to professional conduct—Member Board Chairs and Executives participated in a training session aimed at combating workplace harassment and discrimination. Over the course of FY19, all of NCARB's leadership, and staff received this training.

## Advocating for Reasonable Regulation

Over the course of the year, NCARB continued supporting efforts to advocate for reasonable regulation, providing technical and legal support and conducting surveys to gather objective data, as well as communicating with counterpart organizations around the country to monitor legislation that could affect architectural licensing boards.

To help combat any threat to boards' ability to protect the public health, safety, and welfare, NCARB collaborated with other national regulatory organizations to draw a clear distinction between professions that already have pathways to mobility, and occupations that may not have such tools or that are sometimes seen as over-regulated.

In addition, NCARB partnered with Benenson Strategy Group to conduct a survey exploring the public perception of licensure. Responses, which were gathered from nearly 1,000 registered U.S. voters, revealed several key points, including:

- The majority of voters feel that professional licensure for architects is an important factor in protecting the public health, safety, and welfare
- Seventy-six percent of voters agree that professional licensing makes consumers feel safe
- Eighty-eight percent believe architects should be regulated
- Eighty-two percent have a favorable opinion of architects



Attendees participated in training and brainstorming sessions at the MBC & MBE Leadership Summit.



CEO Armstrong visited the Virginia Board.



administrative burden on boards, allowing them to focus on updating rules and requirements, investigating consumer inquiries, and more.

- **Disciplinary Database:** The disciplinary database is a crucial resource that compiles disciplinary information from architectural licensing boards across the United States. This data assists boards as they protect consumers through evaluating candidates for initial and reciprocal licensure. In FY19, NCARB staff continued their efforts to help update the database on behalf of boards that do not have the bandwidth to do so themselves. This added service has increased Member Board participation in contributing to the database, minimizing inconsistencies and improving decision-making efficiency for all boards.
- **State Licensing System:** Using proprietary NCARB software, the Council's State Licensing System provides greater data security and ease of use than many licensing systems currently in use by boards. In FY19, the Louisiana State Board of Architectural Examiners became the first Member Board to test the software. NCARB will continue developing this resource for its Member Boards in FY20.
- **Continuing Education Auditing:** NCARB also began developing a system that licensing boards can use to efficiently audit continuing education credits architects report for license renewal. This tool was previewed at the 2019 Centennial Annual Business Meeting, with plans to continue development in FY20 based on feedback from Member Board Executives.
- **Improving Equity, Diversity and Inclusion:** Statistics indicate that gender parity is a near reality in most architecture schools; enrollment also shows increases in Latino students. The growing diversification of students is expected to be manifested in the ranks of licensed professionals and thus within the pool of potential NCARB volunteers. As part of its commitment to embracing a more diverse, equitable and inclusive community, NCARB worked throughout FY19 to encourage better representation on volunteer committees and licensing boards—and by extension, NCARB's own Board of Directors. NCARB has taken steps to diversify its pool of volunteers by inviting individuals outside of the Member Board community, such as new NCARB Certificate holders, to apply for committee appointments. Today, the diversity in NCARB's volunteer pool is apparent, and the Council is encouraged to see that

NCARB will use this data—along with the results of a follow-up survey scheduled for September 2019—to help demonstrate to legislators how voters perceive professional licensure.

The survey findings will also provide useful information for the Alliance for Responsible Professional Licensing (ARPL), a coalition promoting the importance of licensure for public safety and trust that NCARB helped found in April 2019.

Partner organizations that have joined the alliance include the National Council of Examiners for Engineering and Surveying (NCEES), the National Society of Professional Engineers (NSPE), the American Society of Civil Engineers (ASCE), the American Institute of Certified Public Accountants (AICPA), the National Association of State Boards of Accountancy (NASBA), the American Institute of Architects (AIA), and the Council of Landscape Architectural Registration Boards (CLARB).

Throughout FY20, NCARB will continue providing regular updates to Member Boards, developing additional resources to help boards promote the importance of their role, and working with coalition partners to encourage reasonable regulation and share the value that voters place on public safety.

## Member Board Updates and Services

FY19 saw the launch or continuation of several initiatives designed to assist Member Boards in their work of protecting the public health, safety, and welfare. These tools lessen the



governors are beginning to consider diversity as a priority in their appointments to licensing boards. Going forward, NCARB intends to collaborate with other organizations to assure that governors are informed of best opportunities to diversify the regulatory board population. Simultaneously, a grassroots effort led by NCARB regional officers is encouraging discussion regarding recruitment of diverse candidates for regional and national board positions.

- **Transmittal Feedback Tool:** In FY19, NCARB worked to improve the tool providing Member Board Members and staff the opportunity to immediately provide feedback on NCARB Record transmittals process that launched in September 2017. Using data from the feedback tool, NCARB staff are able to more easily spot problem areas and correct recurring issues identified by Member Board Executives.

## 2019 Centennial Annual Business Meeting

From June 20-22, members of the U.S. architectural licensing boards gathered in Washington, DC, for NCARB's 2019 Centennial Annual Business Meeting (ABM). Throughout the three-day conference, delegates learned about NCARB's evolving programs and services, helped set the agenda for the immediate future, celebrated the organization's history, and elected new officers. Through various sessions and workshops, board members also brainstormed new ideas to advance architectural regulation, explored how advances in technology might impact the licensure process, and commented on key concerns about education accreditation for the NCARB Board to take into its participation in the ARForum19.

## Meeting Attendees

- 53 Member Boards
- 172 Member Board Members (MBMs)
- 41 Member Board Executives (MBEs)

**“Technology is evolving faster than the average human being or regulator can keep up with ... To understand the world today, the communities you’re working in, the business you’re working in, you have to understand it’s the integration of all three of these accelerations [the market, Mother Nature, and technology] at once.”**

—Thomas L. Friedman

## Day 1 Recap—June 20, 2019

- Welcome address by President David L. Hoffman, FAIA, NCARB, Hon. FCARM
- Candidate speeches from First Vice President/President-elect candidate Robert M. Calvani, FAIA, NCARB; Second Vice President candidate Alfred Vidaurri Jr., FAIA, NCARB, AICP; Treasurer candidate Bayliss Ward, NCARB, AIA; Secretary candidate Jon Alan Baker, FAIA, NCARB, LEED AP; and Public Director candidate Darryl R. Hamm
- Keynote speech by Pulitzer Prize-winning journalist Thomas L. Friedman
- Launch of NCARB's new Strategic Plan



Keynote Thomas L. Friedman at the Centennial ABM.



As part of a special celebration, nearly 30 past presidents attended the Centennial ABM.

- Results of the second phase of a joint NCARB and Association of Collegiate Schools of Architecture (ACSA) survey regarding professional practice
- An update on the American Institute of Architecture Students (AIAS) Freedom by Design™ program
- Attendees also participated in a strategic planning training activity that included an opportunity to brainstorm new ideas for focusing on the future.

### Day 2 Recap—June 21, 2019

- Remarks from President Hoffman on the organization's 100-year history
- Remarks from CEO Michael Armstrong outlining how NCARB will enhance tools and services in FY20
- Report from Treasurer Vidaurri
- Attendees participated in workshops about the basics of NCARB programs, potential changes to Model Law, and the ARForum19
- Attendees participated in Regional Meeting.

### Day 3 Recap—June 22, 2019

- Remarks from incoming FY20 President Terry L. Allers, FAIA, NCARB, Hon. FCARM
- Election of the FY20 Board of Directors
- Panel on the future of architectural regulation from FY19 Futures Task Force members
- A celebration of NCARB's Centennial and "behind-the-scenes" look at the development of NCARB's historical publication and traveling exhibition
- Presentation of the 2019 President's Medalists



Public members and NCARB leadership at the 2019 Annual Business Meeting.

## Engagement by Public Members

In 2015, NCARB voted to update its *Bylaws* to have the public director position on the Board of Directors be filled by one of the public members serving on a Member Board. In FY19, there were 66 public members serving on 50 of NCARB's 55 Member Boards. Over 20 were present at the 2019 Annual Business Meeting in Washington, DC, where they met to share best practices and hear updates on NCARB's evolving efforts to support them in their important role.

Darryl Hamm, from Pennsylvania, served as the public director in FY19. He held teleconferences with public members before each Board of Directors meeting to discuss initiatives and listen to their concerns. Around 10 public members volunteered to serve on NCARB committees and task forces during the year. Their voices help NCARB make sure that the public, who we help our Member Boards serve, are represented in all aspects of the work that we do.



"Public members provide a valuable outside perspective for NCARB and its members. We ensure that the organization receives constant input from the consumers it seeks to protect."

—FY19 Public Director  
Darryl R. Hamm



## Collaterals and Related Organizations

NCARB collaborates with several related organizations, including four architectural collaterals, as well as other organizations responsible for aspects of the architectural profession and the regulation of related professions.

### *The American Institute of Architects (AIA)*

NCARB continues to collaborate with AIA as the professional society for architects to support the practice of architecture. Areas of focus included enhancing awareness regarding licensure programs and addressing legislation that may endanger the rigors of the licensure process. Engagements between AIA and NCARB leaders occurred at their biannual Leadership Summits and biannual Five Collaterals meetings. NCARB engaged participants at the annual AIA conference events including the A'19 Conference on Architecture, the State and Local Government Network Conference, and the Grassroots Conference.

In addition, NCARB collaborated with local AIA chapters throughout FY19 in areas facing potential deregulation, helping inform legislators and other key stakeholders about the important role that licensing boards play in protecting the public health, safety, and welfare.

### *A'19 Conference on Architecture*

In June 2019, NCARB joined thousands of architects and licensure candidates who gathered in Las Vegas for the A'19 Conference on Architecture. NCARB's Centennial Exhibition debuted at the conference, providing a detailed look at how each piece of the licensure process was developed, as well as a timeline of significant milestones throughout history. NCARB staff assisted customers throughout the expo, providing insight into programs and services at the NCARB booth.

### *The American Institute of Architecture Students (AIAS)*

In July 2016, NCARB began providing financial support and Member Board mentors/supervisors to the AIAS Freedom by Design™ program. The organization continued that partnership in FY19, again providing mentorship opportunities with members of state licensing boards and \$50,000 in grants and funding to the community service initiative. Freedom by Design gives architecture students the opportunity to gain real-world experience that counts toward their Architectural Experience Program (AXP) hours while improving the accessibility opportunities of citizens residing in their nearby communities.



NCARB staff answered customer questions at A'19.

NCARB also collaborates with the student organization by presenting at the annual AIAS Grassroots Leadership Conference, attending AIAS Forum, and meeting with AIAS leaders on a regular basis. In addition, past NCARB President Kristine Annexstad Harding, FAIA, NCARB, was selected to serve as NCARB's representative on the AIAS Board of Directors, replacing NCARB Past President Dennis S. Ward, FAIA, NCARB.

### *The Association of Collegiate Schools of Architecture (ACSA)*

NCARB partnered with the ACSA to better understand current professional practice courses, including how practitioners and firms feel architectural education prepares students for independent practice. In FY19, the two organizations launched a second phase of research into professional practice education and its connection to work in architecture firms. The research measured practitioners' perceptions of readiness for professional practice, as well as what recent graduates think about the alignment of their education with firm expectations. The effort, which began in early-2019, follows on a 2018 analysis of professional practice education at programs accredited by the NAAB.



“ACSA and NCARB have common interests in improving the alignment of architectural education and practice. We are pleased to continue collaborating with NCARB on issues that affect the profession and the health, safety, and welfare of the public.”

—ACSA Executive Director  
Michael J. Monti

### National Architectural Accrediting Board (NAAB)

In FY19, NCARB and the NAAB partnered on several initiatives, including preparing for the July ARForum19, which evaluates the NAAB's conditions and procedures for accrediting architecture programs.

**“Architectural program accreditation provides the foundation to how what we do—and why what we do—matters, and maintains program credibility to the public.”**

—NCARB President David L. Hoffman,  
FAIA, NCARB, Hon. FCARM

NCARB and the NAAB meet quarterly to exchange updates, respond to questions, and address evolving programs. The two organizations had the opportunity to continue working together on the development of the *2019 NCARB by the Numbers*, which features data on student enrollment and graduation provided by the NAAB. The NAAB also shared space in NCARB's booth at the A'19 Conference on Architecture. In addition, many NCARB volunteers serve on NAAB visiting teams to help review and evaluate programs seeking NAAB accreditation or accreditation renewal.

### Related Organizations

In addition to the four collaterals, NCARB also engaged with its regulatory counterparts in landscape architecture (CLARB), engineering (NCEES), and interior design (CIDQ) as part of the Inter-organizational Council on Regulation (ICOR), at the annual ICOR Leadership Summit and via staff-to-staff engagements. NCARB also engaged with several key organizations in the architecture and regulatory fields, including the the National Organization of Minority Architects (NOMA), the Association of Licensed Architects (ALA), the Federation of Associations of Regulatory Boards (FARB), and the International Code Council (ICC).

NCARB has continued partnering with the ICC to promote shared interests in building safety and encourage collaboration between architects and code officials. Through FARB, where CEO Armstrong serves on its executive board, NCARB works with similar national organizations to share best practices related to association management and encouraging model standards. Not only have these engagements strengthened conversations about reasonable regulation, they also resulted in national coalitions focused on countering deregulation overreach by legislatures—including ARPL. These partnerships enhance regulators' ability to inform and support grassroots efforts to educate elected officials regarding mobility, model law, and consumer values.



# BOARD OF DIRECTORS

NCARB is led by our Board of Directors, which consists of 14 volunteers elected annually by our Member Boards: 12 architects, one public director, and one executive from a licensing board. The FY19 Board of Directors' accomplishments include the following highlights:

- Adopted the the FY19 budget, adjusted target balances for NCARB's financial accounts, and planned for future opportunities and risks.
- Took final disciplinary action against eight individuals violating the exam policy
- Prepared to represent NCARB and its members at the ARForum19
- Established an independent board of directors for *Lineup*™
- Funded development of the business continuity exam
- Oversaw development of and adopted NCARB's refreshed Strategic Plan, setting direction for the organization for the next three-five years
- Expanded international exam delivery sites
- Approved the release of NCARB's new *Continuing Education Guidelines*.
- Led critical discussion and engagement with several collateral organizations and other external partners

## President/Chair of the Board

**David L. Hoffman**, FAIA, NCARB,  
Hon. FCARM  
Wichita, Kansas

## First Vice President/President-elect

**Terry L. Allers**, FAIA, NCARB,  
Hon. FCARM  
Fort Dodge, Iowa

## Second Vice President

**Robert M. Calvani**, FAIA, NCARB  
Albuquerque, New Mexico

## Treasurer

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

## Secretary

**Bayliss Ward**, NCARB, AIA  
Bozeman, Montana

## Past President

**Gregory L. Erny**,  
FAIA, NCARB, Hon. FCARM  
Reno, Nevada

## Director, Region 1

**Stephen D. Schreiber**, FAIA, NCARB  
Amherst, Massachusetts

## Director, Region 2

**Paul D. Edmeades**, RA, AIA, NCARB  
Bel Air, Maryland

## Director, Region 3

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

## Director, Region 4

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

## Director, Region 5

**Ricky L. Engebretson**, AIA, NCARB  
Fargo, North Dakota

## Director, Region 6

**Jon Alan Baker**, FAIA, NCARB, LEED AP  
San Diego, California

## Member Board Executive Director

**Katherine E. Hillegas**  
St. Francisville, Louisiana

## Public Director

**Darryl R. Hamm**  
Harrisburg, Pennsylvania



# LICENSURE CANDIDATES

In an effort to keep up with future trends and the needs of licensure candidates, NCARB has implemented forward-thinking initiatives during FY19—updating resources, offering new tools, and continuing to evaluate all of the Council's programs. Together with members and volunteers, NCARB continued to build communities and inspire the next generation of architects, while protecting the public health, safety, and welfare.

## Education

In addition to NCARB's ongoing commitment to support licensure candidates and programs accredited by the National Architectural Accrediting Board (NAAB), the Council collaborated with volunteers, educators, and collateral partners to develop several education-related initiatives in FY19.

### IPAL

Now four years old, the Integrated Path to Architectural Licensure (IPAL) allows students to complete their education, experience, and examination requirements concurrently. By overlapping these components, dedicated students can shorten their timeline to licensure—without compromising the rigor needed to protect the public's safety.



In May 2018, the first cohort of IPAL students graduated from several NAAB-accredited programs, with several more students graduating in December 2018 and May 2019. By becoming licensed—and NCARB certified—within days or weeks of graduation, these students represent the goal of the IPAL initiative and point toward the potential future of architectural regulation.

Since its launch, NCARB has accepted 26 IPAL programs at 21 schools. As of FY19, 30 boards accept licensure applications from candidates who have completed the ARE prior to graduation through an IPAL program. Nearly 430 students are currently enrolled in an IPAL option at an NAAB-accredited program across the United States. In FY20, NCARB will launch new efforts to promote the initiative's success and encourage additional NAAB-accredited programs to offer an IPAL option.

### Scholars in Professional Practice

In August 2018, 10 professional practice professors gathered at NCARB's office in Washington, DC, to take part in the inaugural NCARB Scholars in Professional Practice training event. During the three-day event, attendees had the opportunity to learn from subject-matter experts, who delivered presentations on ethics, marketing, legal obligations, and more, with the goal of expanding and informing the topics covered in professional practice classes.

Following the success of this year's event, NCARB will continue the Scholars program with a second training event in August 2019, bringing more educators together to enhance the delivery





Architecture students at the 2018 Interschool Design Competition.



NCARB staff and middle school students at the Hip Hop Architecture Camp.

of professional practice courses. Through this training, the Council hopes that professors are able to engage their students on a deeper level as they explore the role and responsibility of the architect in everyday practice.

### *Interschool Design Competition*

In September 2018, NCARB sponsored the annual Interschool Design Competition held at the National Building Museum, which gathers architecture students from six universities in the Washington, DC, area. Organized by the three local American Institute of Architects (AIA) chapters, the competition provides students with a firsthand look at how creative design solutions can improve their community.

With support from NCARB, students were able to earn Architectural Experience Program® (AXP®) experience for their participation in the competition, and were provided with a free NCARB Record for one year.

### *Hip Hop Architecture Camp*

In February 2019, NCARB hosted a Hip Hop Architecture Camp® in Washington, DC. The free camp, founded by Michael Ford, pairs local architects and designers with middle school students and aims to introduce underrepresented youth to architecture and urban design through the lens of hip-hop culture. By sponsoring the camp, NCARB hopes to raise awareness of the architecture profession and encourage children to consider the career opportunities available, as well as promote the value of becoming licensed.



“NCARB’s mission is to protect the public through the regulation of architecture. Improving diversity in any context starts with engaging people who represent a similar demographic. Doing this within the licensed professional community can be enhanced by stimulating future professionals to see architecture as a welcoming and viable career. This exposure helps fulfill this goal by ensuring architects better represent and understand the needs of the communities they serve.”

—NCARB CEO Michael Armstrong

The DC Hip Hop Architecture Camp was sponsored by NCARB and Autodesk, with generous support from the National Building Museum.

### **Experience**

Fifty-one of NCARB’s 55 jurisdictions require that candidates complete the AXP, which replaced the Intern Development Program (IDP) in 2016. Developing skills and competency through the AXP is a crucial part of preparing candidates for independent practice, and architects serving as AXP supervisors and mentors play a huge role in the process.





## ARE 5.0 Updates

Following the retirement, NCARB continued to support candidates navigating the transition from ARE 4.0 to ARE 5.0. In addition, the Council explored opportunities to improve the delivery of ARE 5.0 at Prometric test centers, updated ARE 5.0 resources, and added several new third-party materials to the list of study aids reviewed and approved by NCARB's committee of volunteer architects. Other changes to the ARE during FY19 include:

- **New AIA Contract Documents and Building Codes:**

As of October 1, 2018, ARE 5.0 began referencing the newest version of the AIA Contract Documents and the 2015 International Building Code—which candidates can access for free online.

- **Division Fee Increase:** The cost of each ARE 5.0 division increased \$25 on October 1, 2018, going from \$210 to \$235. For convenience, NCARB launched a system update allowing candidates to pre-purchase seat credits prior to the fee increase. Despite the increase and considerable investment in developing ARE 5.0, the total cost of ARE 5.0 remains lower than the total cost of ARE 4.0.

- **New International Locations:** NCARB added several new international testing locations to benefit candidates living and working abroad. ARE 5.0 is now available in Australia, Argentina, Brazil, Germany, Italy, New Zealand, and Spain, as well as England, Hong Kong, and the United Arab Emirates.

## Candidate Misconduct

In February 2019, NCARB issued sanctions against eight individuals who violated the ARE Candidate Agreement. NCARB was alerted to the alleged misconduct in 2018, and following a substantial investigation by NCARB staff, each case was reviewed by NCARB's Professional Conduct Committee, and final disciplinary decisions were made by NCARB's Board of Directors.

The ARE plays an important role in ensuring the public health, safety, and welfare by affirming that candidates have the required knowledge and skills to competently practice architecture. Because of this, it is crucial that licensing boards can trust the validity of exam results. The public disclosure of significant misconduct was based on recommendations from NCARB's Ethics Task Force, the NCARB Professional Conduct Committee, and best practices in protecting the public's interest to be fully informed regarding professional service offerings. Going forward, NCARB will maintain a public database of any disciplinary actions receiving a public reprimand.

## New AXP Candidate and Supervisor Resources

As candidates become familiar with the structure and tasks of the AXP, NCARB is working to ensure that their supervisors—most of whom completed an earlier version of the experience program—have the same crucial understanding of the program. To help candidates as they work with their supervisors, NCARB released a guide on expectations for supervisors and licensure candidates working together.

## Resiliency

In FY19, NCARB's Experience Advisory Committee examined how the AXP could be updated to better reflect the importance of considering sustainable and resilient design options in order to protect the public's long-term health, safety, and welfare. Additional study will take place in the coming year.

## Examination

With the retirement of the Architect Registration Examination® (ARE®) in July 2018, efforts to improve test delivery and security were of great importance during the 2019 fiscal year.

## ARE 4.0 Retirement

Following a 20-month period of dual-delivery, ARE 4.0 was formally retired on July 1, 2018. Prior to the retirement, NCARB, Member Boards, and local AIA components kept up a steady stream of communication with ARE candidates, including emails, postcards, social media posts, webinars, and in-person engagements.

## NCARB by the Numbers

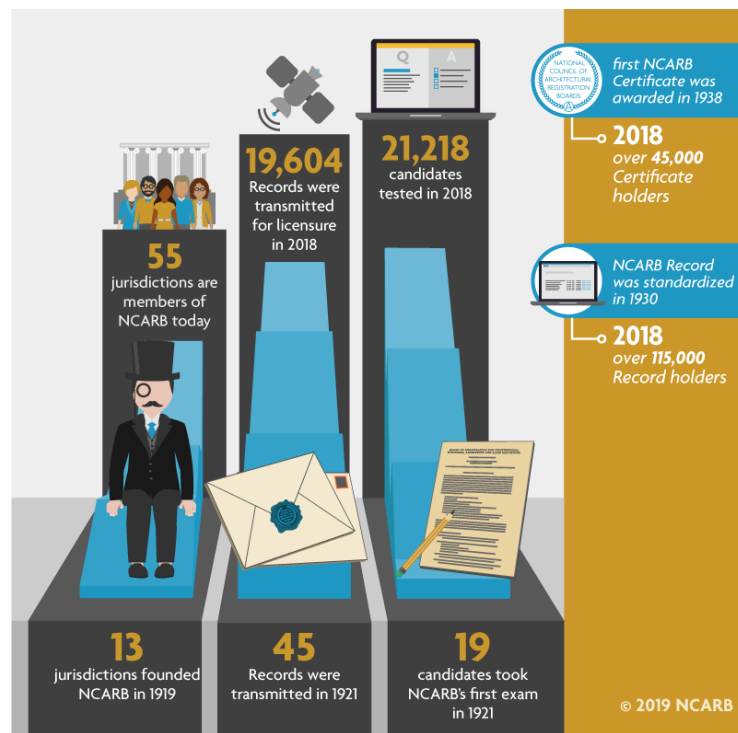
The 2019 edition of NCARB’s annual data report, *NCARB by the Numbers*, provided exclusive new insight into the makeup of candidates and metrics relating to the pursuit of architectural licensure.

The 2019 edition reveals updates regarding the number of U.S. architects, the time it takes to earn a license, diversity in the profession, analysis on attrition along the path to licensure, and a look-back at historical data celebrating the organization’s 100-year history.

For the first time, the 2019 *NCARB by the Numbers* also includes exclusive data gathered in partnership with Benenson Strategy Group exploring the public perception of licensure and regulation.

Key findings include several record-setting or near-record statistics:

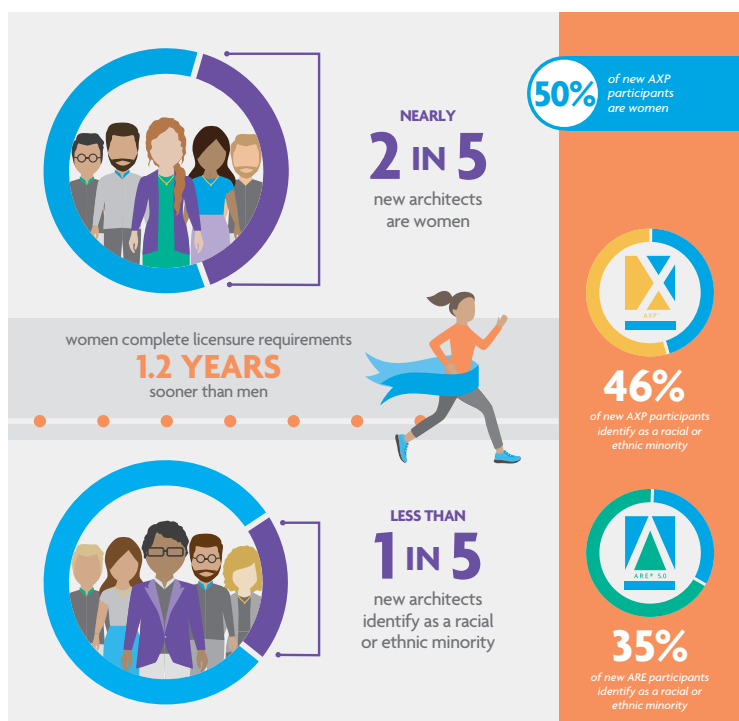
- In 2018, nearly 5,000 candidates completed their core licensure requirements—slightly fewer than in 2017, but still higher than almost any other year on record.
- For the first time, over half of newly licensed architects started their NCARB Record while in school.
- Gender equity improved along most career stages. Women now make up 50 percent of candidates beginning the AXP, the first time equity has been seen at any career stage.



- Diversity continues to improve along early career stages—46 percent of new AXP candidates and 35 percent of new ARE candidates now identify as non-white.
- In 2018, there were 115,316 architects in the United States—a 2 percent increase from 2017.

**“In May 2019, NCARB celebrated its 100th anniversary as an organization, founded by state licensing boards desiring consistent rigor and mobility across state boundaries. As we embark on our second century, we will continue using the information gathered in *NCARB by the Numbers*, as well as insight from our members, customers, volunteers, and the public, to respond to the opportunities and challenges facing the future of licensure.”**

—NCARB CEO Michael Armstrong



## Outreach Presentations

*In FY19, NCARB made 66 presentations to 4,090 people at:*

- 22 Universities
- 18 Professional Conferences
- 2 AIAS Conferences
- 18 AIA Components
- 4 AIA Conferences
- 2 Firms

### Outreach

Every year, NCARB's experts travel to campuses, firms, AIA chapters, and industry events to share insights into the path to licensure. Through outreach efforts, NCARB is able to reach new audiences, grow our community, and inform candidates and architects across the country.



# ARCHITECTS

In FY19, NCARB continued evaluating, updating, and advancing services for architects across the United States and abroad. With help from its members and volunteers, the Council worked to ensure the NCARB Certificate continues to be a broadly accessible credential, provided additional guidelines for continuing education, and explored the future of architectural regulation. NCARB also developed a checklist of enhanced tools for training supervisors to meet expectations regarding coaching, mentoring, and ethics.



## Paths to Certification

With a record-breaking 115,316 architects in the United States and over 45,000 Certificate holders, the NCARB Certificate remains a crucial pathway to interstate mobility within the profession. The Certificate simplifies the process of earning reciprocal licensure in the United States, as well as

in Australia, Canada, Mexico, and New Zealand. To qualify for certification, applicants must meet NCARB's education, experience, and examination standards and be licensed in at least one U.S. jurisdiction.

In FY17, NCARB launched two new alternative paths to certification: the education alternative and the foreign architect path. These programs ensure that architects with non-traditional career paths can become NCARB certified, breaking down barriers to practice. In FY19, NCARB continued providing support for these relatively new programs, encouraging Member Board adoption and raising awareness in the architect community.

## Transmittal Fee Reduction

In January 2019, NCARB lowered the fee for transmitting an NCARB Record from \$400 to \$385. As the practice of architecture becomes increasingly global, the ability to pursue work across state and national borders is more essential than ever before. With more than 125,000 reciprocal licenses issued

in the United States—more than the number of residential licenses—reducing the financial burden of pursuing multiple licenses is a crucial step toward meeting the needs of NCARB Certificate holders.

Over the past several years, NCARB has undertaken a holistic review and update of its fee structure. While its business model remains based on minimizing costs to aspiring architects while realizing programmatic and Member services goals through other sources, the Council will continue to evaluate its fees as NCARB seeks to go further for both its member and customer base.

## Continuing Education Updates

Another key benefit of the NCARB Certificate is access to free continuing education (CE) courses, which provides essential HSW credit. With most jurisdictions now requiring CE for licensing renewal, this service allows architects to meet their requirements on the go, from the comfort of their own homes or wherever is most convenient. In FY19, NCARB provided several updates to its CE program.



“Reducing barriers to out-of-state licensure was one of the key reasons for NCARB’s founding nearly 100 years ago. We’re proud to stay true to that mission and continue facilitating licensure for our customers as we move into our second century.”

—NCARB CEO Michael Armstrong



## Discontinuing Long-Format Monographs

After evaluating usage and demand from NCARB Certificate holders, NCARB leadership decided to discontinue the Council's long-format monographs—both digital and hardcopy. These courses will no longer be available for continuing education credit after September 1, 2019, although they will remain available as reference material. This change will help ensure continuing education courses are up-to-date as NCARB works to deliver quality CE materials for its Certificate holders and customers.

## Supervisor Training

This year, NCARB renewed its focus on ensuring that AXP supervisors and mentors are equipped to help guide candidates through the experience program—and to meet the ethical requirements of being a supervisor. To continue this important work, incoming FY20 President Terry L. Allers, FAIA, NCARB, Hon. FCARM, announced at the 2019 Centennial Annual Business Meeting that he would focus on developing new training materials for licensure candidates, supervisors, and mentors during his year as NCARB president.

Over the next year, NCARB will release continuing education courses on supervisor training that count toward Health, Safety, and Welfare (HSW) requirements; guidelines that outline best practices; training videos; and more.



NCARB's Experience Advisory Committee

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Please check NCARB's website, [www.ncarb.org](http://www.ncarb.org), regularly for updates to this publication and for the most current information regarding continuing education.

JULY 2019

## Continuing Education Guidelines

To help architectural licensing boards, architects, CE providers, and CE accreditors better understand what qualifies as Health, Safety, and Welfare (HSW), NCARB released its *Continuing Education Guidelines* in June 2019. The document outlines the subjects or topics that learning programs must address to be considered HSW CE.

NCARB's new *CE Guidelines* also explains what continuing education is, details why lifelong learning is important, and explores types of learning programs. In addition, the document outlines sample topics under each of the six areas of practice identified by the *2012 Practice Analysis of Architecture*, which also helped inform the Architectural Experience Program® (AXP®) and the Architect Registration Examination® (ARE®) 5.0.



"At the top of my list is a robust effort to train AXP supervisors to be mentors and coaches. I believe this is fundamental to the ethics of practicing architecture and vital to positioning the next generation to be best prepared for the challenges of the future."

—Incoming FY20 President  
Terry L. Allers, FAIA, NCARB, Hon. FCARM

## New Learning Unit Values

In October 2018, the American Institute of Architects (AIA) revised its CE program requirements to provide an increased focus on the quality of education and an emphasis on HSW topics. As a result, NCARB is adjusting the value of its individual courses as each course is renewed for distribution by NCARB. All changes will be in effect by September 1, 2019.





NCARB's Futures Task Force

## Positioning for the Future

As part of a multi-year effort to ensure licensure programs and regulation keep pace with an evolving profession, NCARB has begun applying insights from its Futures Task Force toward ongoing strategies and future program development. Established in 2017 to explore challenges and opportunities facing the profession, the task force is composed of leading architects, experts in emerging technologies, and architectural licensing board members.

Over the past two years, members met with innovators in the AEC field who are embracing cutting-edge technology, data analytics tools, and design solutions. By asking challenging questions, the task force's goal is to understand trends that could transform the way NCARB, and its members, facilitate the licensing and credentialing of architects. Eventually, the results of their work will be used to inform updates to NCARB's education, experience, examination, and certification programs.

The task force identified several trends that are shaping the future of architectural practice and licensure.

- **Technological Advancement:** In the span of 25 years, the profession has transitioned from paper-and-pencil drafting to Building Information Modeling (BIM). While no one technology will completely alter the architect's role, the task force anticipates that three technologies will have the greatest impact on the profession: generative design, computational analysis, and automation.
- **Changes Within Practice:** According to the AIA 2018 Firm Survey Report, firms have become increasingly multidisciplinary, offering a wide range of services such as interior design and engineering. And while small firms still account for most of all practices, firms with 10 or more employees account for more than 80 percent of all staff in the industry. The convergence of these trends has led to increased specialization and collaboration, as well as debates over who maintains responsible control of a project.

The Futures Task Force will continue its work throughout 2019 and beyond. The group will take a closer look at how trends in sustainable and resilient design are impacting the profession. The task force will then submit recommendations to NCARB's Board of Directors, which may shape everything from architectural education, experience, and examination to the organization's policies and standards.



"As software becomes more advanced and user-friendly, the future may have clients creating completely code-compliant solutions that meet their program requirements."

—2016-2017 NCARB President and  
Futures Task Force Chair  
Kristine Annexstad Harding, FAIA, NCARB

# NCARB CENTENNIAL

On May 2, 2019, NCARB celebrated 100 years of working with jurisdictional boards in protecting the public. To commemorate NCARB's evolution—and the thousands of volunteers who helped pave the way—the organization launched a Centennial website and historical publication, as well as a traveling exhibit that was displayed at Regional Summit, the 2019 American Institute of Architects (AIA) Conference on Architecture, and the 2019 Annual Business Meeting.



52nd annual convention of the American Institute of Architects, 1919. Courtesy of the Tennessee Historical Society and the Tennessee State Library and Archives.

## Historical Milestones

Founded by architects from 13 licensing boards in 1919, NCARB's original mission was to set national standards for registration and facilitate licensure between states. While the organization's programs have evolved over time to keep pace with the needs of its members and the profession, NCARB's core goal of protecting the public remains the same.

Some key milestones throughout NCARB's history include:

- **1897:** Illinois becomes the first jurisdiction to regulate the profession of architecture.
- **1919:** Fifteen architects from 13 jurisdictions discuss forming an organization to set standards for registration and facilitate licensure between jurisdictions.
- **1921:** NCARB's first licensing exam is administered to 19 architects.
- **1938:** The first NCARB Certificate is issued to Illinois architect Nelson Spencer.

- **1940:** NCARB helps form the National Architectural Accrediting Board (NAAB) to handle the accreditation of architecture programs.
- **1965:** NCARB provides a national seven-part examination to its Member Boards.
- **1977:** NCARB introduces the Intern-Architect Development Program (IDP), which would later become the Architectural Experience Program® (AXP®).
- **1983:** NCARB launches the Architect Registration Examination® (ARE®).
- **1994:** Member Boards approve a Mutual Recognition Agreement with Canada.
- **2015:** The Integrated Path to Architectural Licensure (IPAL) enables students to complete experience and examination requirements in school.
- **2019:** NCARB celebrates 100 years of facilitating licensure.

## Historical Publication

In collaboration with consultant Kathi Brown, NCARB produced a historical publication titled "The Resiliency of an Idea," which was distributed to licensing board members during the Centennial Annual Business Meeting (ABM) in June 2019.



The publication featured over 200 pages covering the evolution of the organization, from the early days of U.S. architecture to now, as well as a history of licensure requirements for each of the 55 U.S. jurisdictions.



“The ‘idea’ that gave birth to NCARB is resilient; it is resilient because the need for a uniform approach to qualifying architects for reciprocal licensure that was seen as necessary in 1919 is still valid today. A rigorous, focused evaluation of practitioner’s education, experience, and examination history, deemed essential then, remains the route to post-licensure mobility through certification now.”

—NCARB President David L. Hoffman, FAIA, NCARB, Hon. FCARM

### Traveling Exhibit

In June 2019, NCARB unveiled its Centennial exhibition detailing the history of architectural regulation in the United States. The display was created in partnership with National Building Museum Senior Vice President and Curator Martin Moeller and Riggs Ward, a multi-disciplinary firm that specializes in designing interactive museum exhibits. It features an overview of the evolution of NCARB and licensure requirements in the United States, as well as a timeline of significant accomplishments in the organization’s history.



A traveling Centennial exhibition highlights NCARB's 100-year history.



NCARB's historical publication, "The Resiliency of an Idea."

Following A'19, the exhibit was displayed at the 2019 ABM and will be featured at the Licensing Advisors Summit in August 2019. The exhibit is available for display at AIA chapters, conferences, architecture school galleries, and other local architecture organizations throughout FY20 and beyond.

### Website

To share NCARB’s history with its customers, key stakeholders, and the public, the organization also launched a Centennial website in January 2019. The website features a timeline and five sections exploring the Council’s past, present, and future. In addition, it showcases the extensive video collection documenting the first 100 years of NCARB history. Learn more about NCARB Centennial at: <https://centennial.ncarb.org/>

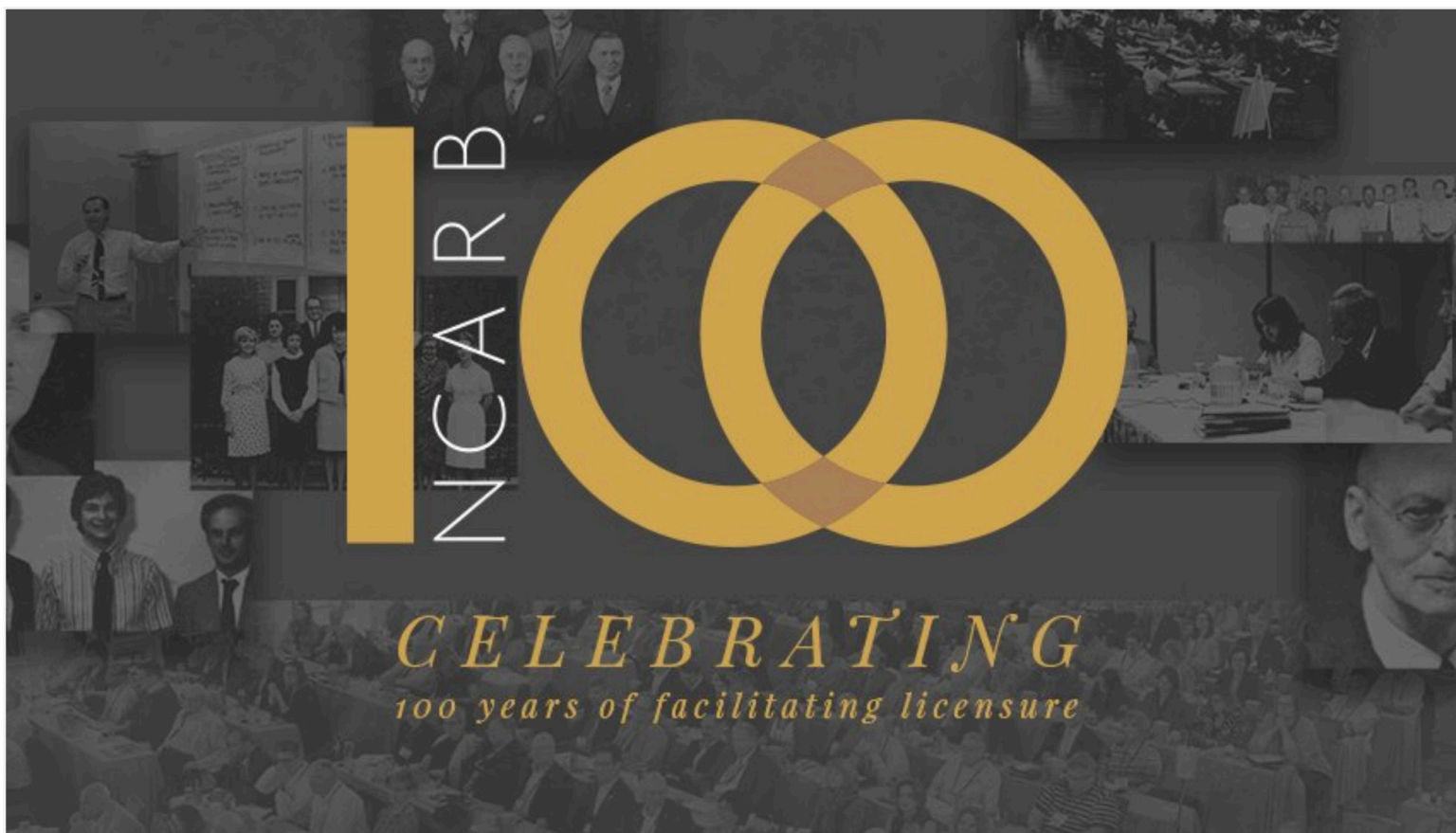
#### Website Sections:

- **The Beginning of Licensure**—As building technology began to advance in the late 1800s, a series of devastating building failures highlighted the need for standards that would protect the public.



- **NCARB's Formation**—The need for the Council's services increased over time, and the scope of NCARB's work expanded to keep pace with the growing profession. To keep up with demand, the organization grew from a small operation run largely by Emery Stanford Hall to the collaborative combination of members, volunteers, and staff that exists in 2019.
- **Registration Boards**—Every architectural licensing board has a rich history filled with fascinating firsts and trailblazing members. Over the past century, 56 boards (including the former member Panama Canal Zone) have, at various times, played an essential role in shaping national standards for registration and reciprocity.
- **Pillars of Licensure**—As architect licensing laws began to take shape across the country, three main requirements emerged: education, experience, and examination. Recommending national standards for these components proved essential to fulfilling one of NCARB's early goals—facilitating reciprocal licensure.
- **Positioning for the Future**—Advances in technology have transformed architectural education, practice, and regulation, and NCARB has worked to adapt to the constant state of change. The growth of global practice and introduction of new design tools have brought challenges and opportunities to the organization's mission to protect the public.

The Centennial website serves as an online archive for those who are interested in learning more about NCARB's history.



NCARB promoted its centennial on social media with a 100-day countdown to its May birthday.



# VOLUNTEER REPORTS

NCARB relies on the work of hundreds of volunteers to make up its membership, guide programs and services, and form its Board of Directors. Read reports from each of NCARB's officers, regions, Member Boards, and committees.



## President's Report

David Hoffman, FAIA, NCARB, Hon. FCARM  
2018-2019 NCARB President

*Note: This report is adapted from President David L. Hoffman's 2019 Centennial Annual Business Meeting speech.*

Commemorating NCARB's Centennial has been a very large team effort. The reality is that every president, with all their commitment, energy, and planning, accomplishes nothing without the help, assistance, and honest friendship of the entire NCARB community. It has been the highest honor to represent you, serve you, and chair our indefatigable Board this past year.

When I became NCARB president, I stated that it was my intent to not create new programs, committees, or task forces—and it's a good thing too. The 2019 Fiscal Year has probably been one of the busiest in NCARB history.

We began the year determined to make our Centennial a meaningful focus on leadership, accomplishment, lessons learned, and strategic thinking for the future. In short, it has been more than a logo or a celebration. Our Centennial commemoration is summarized in the phrase “the resilience of an idea.”

The idea that gave birth to NCARB is resilient. It is resilient because the need for a uniform approach to qualifying architects for reciprocal licensure that was seen as necessary in 1919 is still valid today. The rigorous, focused evaluation of a practitioner's education, experience, and examination history deemed essential then remains the route to post-licensure mobility through NCARB certification now.

In FY19, we celebrated not only an anniversary, but a commitment to continuous improvement evidenced by the quality of the exam, our emphasis on relevant experience, and our focus on education that is grounded in the public health, safety, and welfare. Our education efforts include our support of the National Architectural Accrediting Board's (NAAB) accreditation process development, dynamic ongoing initiatives such as the Integrated Path to Architectural Licensure (IPAL), and our new collaborations regarding professional practice instruction.

### Regulation

Over the past couple of years, when elected officials across the country question and reconsider the value of licensure and regulation, NCARB's well-founded message of the importance of reasonable regulation has earned us increasing respect. Our story is now fueling the building of multi-disciplinary coalitions that are better prepared today to make the case for reasonable regulation because NCARB has demonstrated unique leadership and innovation. Among our success stories this past year are those of educating elected officials and playing the new role of thought leader at national gatherings.

### Exam Violations

This year, we demonstrated our willingness and capacity to protect the integrity of the Architect Registration Examination® (ARE®) and its processes. Through the work of our staff investigators, our legal counsel, our volunteers on the Professional Conduct Committee, and the NCARB Board of Directors, we were able to follow up on an anonymous whistleblower complaint and build a solid case for invalidating exam results and issuing public sanctions for several candidates who shared and exposed exam content.





## Strategic Plan

This year was also the culmination of our multi-year strategic planning update. Thousands of data points; hundreds of surveys, interviews, and focus groups; and multiple Board discussions all yielded an updated plan that affirms our past efforts and places us on a trajectory that will provide guidance for going further for our Member Boards and for our customers.

## Volunteer Efforts

Many of our members stepped up to the challenge of serving on FY19 committees, task forces, and work groups. Your efforts and accomplishments have been monitored and relayed to the full Board, with pride, by your Board liaison. Your willingness to tackle and complete the sometimes difficult charges have enlightened NCARB staff, informed our Member Boards, and given us the foundation to further develop those programs and charges in the years ahead. It was a great privilege to appoint you and to watch as each of you immersed yourselves in the effort to benefit all of us. I sincerely appreciate your willingness to spend incredible amounts of time on issues and matters that are so critical to our profession. You are the glue and the fuel behind NCARB's many efforts.

Finally, thank you to our Member Board Members and Executives. Everything started with you 100 years ago, and because of you, continues now with exponential energy into another century. Thank you for allowing me to serve you this year.

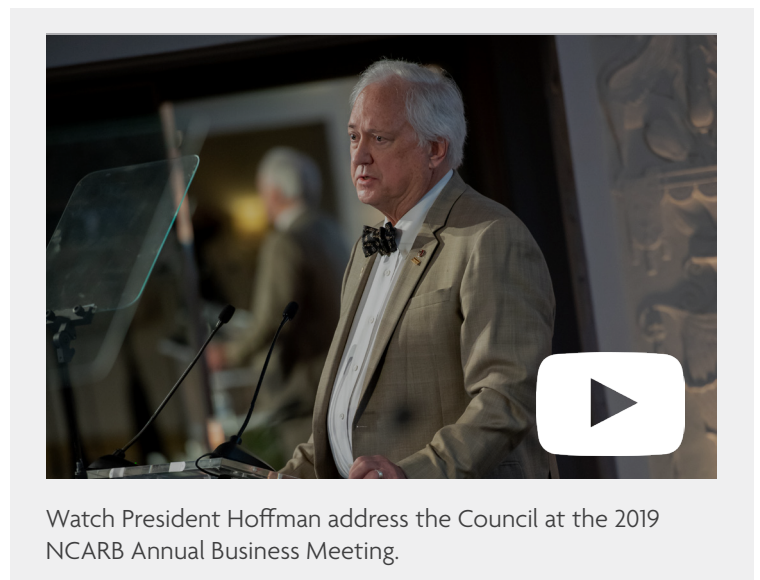
## International Relationships

We also celebrated a milestone with our colleagues to the north and the south as the Tri-National Mutual Recognition Agreement marked 20 years of collaboration and progress in bridging the diverse requirements of the three North American nations: Canada, Mexico, and the United States. I am pleased to note the program is active and productive.

## NAAB Accreditation Update

As a long-time participant in NAAB team visits to accredit architectural programs, I found it serendipitous to have the opportunity to organize NCARB's efforts to provide recommendations to the upcoming 2019 Accreditation Review Forum (ARForum19). Having that team experience helped in the year-long preparation of our Board of Directors, with kudos to Experience + Education Vice President Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM, who was instrumental in facilitating that process.

Each Board meeting, and during conversations and meetings between Board meetings, we found multiple layers and facets to this complex, but essential, process. Throughout the year, our efforts were enormously assisted by my friends, NAAB President Kevin Flynn, FAIA, NCARB, IES; NAAB Interim Executive Director Helene Combs Dreiling, FAIA; and incoming NAAB President Barbara Sestak, FAIA. While the topic of an architectural accreditation update may sound dry and terribly academic, architectural program accreditation provides the foundation to how and why what we do matters and maintains program credibility to the public. We have not treated this activity lightly, and I'm confident that the NCARB team will be well prepared for the ARForum19 in July.



Watch President Hoffman address the Council at the 2019 NCARB Annual Business Meeting.



## First Vice President's Report

Terry L. Allers, FAIA, NCARB, Hon. FCARM  
2018-2019 First Vice President/President-elect

*Note: This report is adapted from First Vice President Terry L. Allers' 2019 Centennial Annual Business Meeting speech.*

I'm humbled and honored to represent NCARB as your next president. Thanks to all of you for your support and for allowing me to serve.

As many of you know, family is very important to me. I have remained involved with NCARB over the years not only because of its important mission, but because of the sense of family we have at gatherings like the Annual Business Meeting, and throughout the year as Member Boards and committees that are dedicated to protecting the public through our regulation of the architecture profession.

### Discovery, Challenges, and Growth

As NCARB celebrates 100 years, I'm celebrating 49 years since I graduated from architecture school and four decades since I established Allers Architects in Fort Dodge, Iowa. Each year has been rich with discovery, challenges, and growth.

Discovery, challenges, and growth are what I experienced in FY19 as first vice president/president-elect, including what I saw and heard during our Annual Business Meeting. I've visited Member Boards that are deeply focused on the continuing relevance of their role, and how they are perceived by elected officials and the public. I've heard from so many of you regarding your interest in volunteering. With a record number of almost 400 committee appointments this year, I've become immersed in your backgrounds, your passions, and the quality of your commitment.

That's why NCARB keeps me coming back. I've been involved first as a Member Board Member from Iowa and as an NCARB volunteer for the past 13 years.

### Sustaining Momentum

I strongly believe in the mission of this fantastic assembly of remarkable volunteers and staff, who have collectively transformed NCARB into a more effective organization. NCARB can continue to demonstrate relevance and add value as we tap into the generous support of our volunteers and staff to keep working unselfishly to pursue our mission.

As we step into our second century, I am confident NCARB can sustain its momentum. We can do this by fully realizing the goals of our new Strategic Plan, which calls for the continued facilitation of licensure and fostering of collaboration, as we seek to maximize value.

Accordingly, I am excited to endorse the continuation of several important volunteer activities:

- The Futures Task Force will evolve into the **Futures Collaborative** in recognition of its ongoing status as an evergreen, information pipeline to our Board as we continue to think strategically about how the future of regulation and the future of practice influence each other.
- The **Model Law Task Force** will be readying a streamlined set of model laws and regulations for your consideration at next year's Annual Business Meeting. Heading into their fourth year, the task force has designed a new document that updates our approach, utilizing language relevant to today's issues and bringing a balance between broad statutory authority and deference to rule-making at the Member Board level.

- After two years of focus on degree titles from interior design programs that use the phrase “interior architecture,” the Interior Architecture Work Group will be reconfigured as the **Interiors Task Force**. It is clear that the concerns of the task force are dovetailing into the issues being discussed by state legislatures, as well as the issues facing clients and the larger public regarding health, safety, and welfare. I am interested to see whether this task force could chart a path that acknowledges current realities in a manner that brings clarity to a difficult—and often emotional—topic.

I am also committed to continuing support of efforts at raising our profile, embracing inclusiveness, thinking strategically, and protecting the Council.

### Advocacy, Collaboration, and Diversity

Specifically, we expect to see continued focus on advocacy support as it relates to challenges to our regulatory framework, including working with other professional organizations and seeking new relationships with interests relevant to our success in the financial and client sectors.

We will continue to pursue our goal of fostering collaboration through ongoing visits to Member Boards, executives and leaders of American Institute of Architects (AIA) components, and gatherings of our colleagues and students from the world of academia.

And, we will go further in our efforts to sustain the diversity of our volunteer population, promote diversity in NCARB leadership, and influence a diverse pool of appointees to jurisdictional licensing boards.

### New Strategic Plan

Throughout FY20 and beyond, we will use our new Strategic Plan as a guide to shape our Board’s progress and emphasize the role of our Member Boards. We plan to seek approaches to protect the assets of the Council through smart business continuity planning—such as the development of a backup version of the Architect Registration Examination® (ARE®) and opportunity investments that do not compromise services to our members and customers.

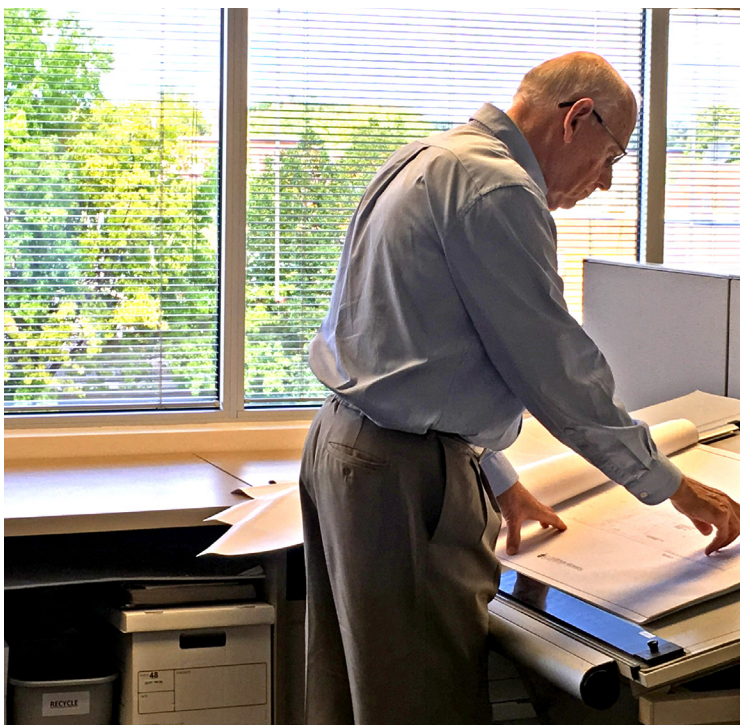
We will also be enhancing our relationships and our influence in several key areas: I will be leading our NCARB delegation, which includes our entire Board, at the first-ever Accreditation Review Forum (ARForum19) in July 2019. I prepared a value statement as a focal point for our team as we engage with the boards of directors of our architectural collaterals and other at-large attendees. Simply put, “NCARB expects that a graduate in architecture understands the essence and importance of protecting the public’s health, safety, and welfare.” We are eager to see how the collective wisdom and perspective of all the ARForum19 attendees might confirm the value of National Architectural Accrediting Board (NAAB) accreditation to our Member Boards and the public, even as the accreditation process is modernized.



Watch President Allers address the Council at the 2019 NCARB Annual Business Meeting.







- New training courses being offered for Health, Safety, and Welfare continuing education credit
- AXP supervisor guidelines
- Examples of best practices for supervisors
- Training videos
- Initial exploration of an online community

We are also exploring the possibility of how supervisors might receive a credential—asking various volunteer groups to assist us in designing a comprehensive approach to positioning the next generation for optimal success.

If you are thinking about becoming an AXP supervisor, take heed to what Dr. Seuss may have said about mentoring: “If you never did, you should. These things are fun, and fun is good.”

## Thinking of the Future

Again, we are preparing to step into our second century. That means I am also thinking about the future beyond my presidency. In the coming year, we will be laying the groundwork for the next analysis of the practice of architecture, which will come to full fruition one year later, with review and implementation to occur in subsequent years.

This time next year, we are likely to be debating a new *NCARB Model Law and Model Regulations* document, including how these guidelines can demonstrate value in the age of regulatory reform.

In the years to come, I hope that my efforts on collaboration and mentoring will be foundational to a stronger connection to our collateral colleagues, our emerging professionals, and all who have a stake in the effective regulation of this profession we love.

Thank you, and let's go further!

## Pro-Practice Curricula

As we enter our second year of collaboration with the Association of Collegiate Schools of Architecture (ACSA), we are excited about our joint effort to prepare a toolkit of curricular options for professional practice instructors. Our joint surveys of pro-practice stakeholders, along with our second annual NCARB Scholars in Professional Practice training program, is opening up a long overdue conversation about best practices for this element of architectural education.

## AXP Supervisor Support

At the top of my list of FY20 initiatives is a robust effort to train Architectural Experience Program® (AXP®) supervisors to be mentors and coaches. I believe this is fundamental to the ethics of practicing architecture and vital to positioning the next generation to be best prepared for the challenges of the future.

NCARB has an existing relationship with AXP supervisors as the individuals who review and approve hours or portfolios demonstrating experience. But we must do more than simply receive an electronic approval. In the coming year, you will see:



## Second Vice President's Report

Robert M. Calvani, FAIA, NCARB  
2018-2019 NCARB Second Vice President

### Tell us about your responsibilities as NCARB's second vice president. What were some personal highlights from the year?

During my term as second vice president, I had the opportunity to engage with leadership from our collateral organizations—exploring common interests related to the future of architectural education, changes in practice, and the public's perception of architects. The development of a new Strategic Plan—identifying our risks as well as our opportunities—was extremely interesting and rewarding for the Board. The transition of leadership and continuity with future initiatives is very important because of our constantly changing profession and regulatory environment.

### As Board liaison to the Member Board Executives (MBE) Committee, what have you learned from this community?

I was impressed with the networking among this group as seasoned MBEs support new MBEs. Their dedication to the

success of the licensing jurisdictions is extremely admirable. We identified an opportunity to educate the MBE community about the day-to-day architectural profession, with a future opportunity to educate the profession about the jurisdictions' functions and tasks. NCARB is committed to improving our services to the jurisdictions.

### How is NCARB working with our architectural collaterals to improve the path to licensure?

Over the past year, we partnered with several organizations to expand NCARB's support of architectural education. We launched the second phase of a joint survey with the Association of Collegiate Schools of Architecture (ACSA), which identifies how professional practice courses prepare students for the workplace, and eventually licensure. The Board also worked closely with Member Boards to prepare for the National Architectural Accrediting Board (NAAB) Accreditation Review Forum (ARForum19), where the collaterals review and discuss changes to the criteria for accreditation.

Additionally, we celebrated the third year of our partnership with the American Institute of Architecture Students (AIAS) Freedom by Design™ Program. By providing grants to local AIAS chapters and encouraging members of licensing boards to serve as mentors on Freedom by Design projects, NCARB continues to help the AIAS promote accessible communities while also supporting students along the path to licensure.

### Not only are you a member of the Board of Directors, but you also continue to serve on the New Mexico Board. Why is giving back to the profession important?

It is interesting to see how what we do as regulators finds its way into our everyday business as architects; working with emerging professionals, practicing ethically, and protecting the health, safety, and welfare of the public through the built environment. I was fortunate to have learned the profession and business of architecture from architects giving back as their obligation, and it is important that I do the same. By being a member of both boards, I feel I can do much more to ensure that the profession is as good as it can be. How the profession is perceived by the public, our stakeholders, and the NCARB audience is at the forefront of what we do.



### How has the organization evolved since you first volunteered in 2003?

Over the past 16 years, I have seen our organization improve. Our programs have become better, our mission more focused, and our services more relevant. Our relationships with all of our collaterals is better, our image within the profession is better, and our relationship and services to the jurisdictions is better. I look forward to a continued improvement in all we do.

### What initiatives will you focus on as NCARB's 2019-2020 first vice president?

I look forward to maintaining the momentum and future-focused mindset coming out of our Centennial year. Using our refreshed Strategic Plan as a framework, NCARB will enhance services for both Member Boards and customers. Our licensing boards can look forward to new systems that streamline administrative burdens, track disciplinary actions, and increase data security. Licensure candidates and architects will see new training materials for supervisors, as well as revamped digital communications. NCARB is also partnering with professional and regulatory organizations to promote the important role reasonable regulation plays in protecting the public's health, safety, and welfare.

We will continue to analyze and improve the value of the Regional Summit, NCARB, and regional membership. We will improve our support of professional practice curriculum and help strengthen their integration into the academy and design studios. We will continue to enhance Model Law and develop tools to assist jurisdictions in implementing this framework into their laws and rules. We will begin our planning of a new analysis of the practice of architecture with integration and input from a variety of stakeholders. We will begin to look at the definition of "responsible control" and how it might change in the future. And finally, we will continue our branding effort to make NCARB more relevant and valuable to the profession and other audiences.





# Treasurer's Report

Alfred Vidaurri Jr., FAIA, NCARB, AICP  
2018-2019 Treasurer

*Note: This report is adapted from Treasurer Alfred Vidaurri Jr.'s 2019 Centennial Annual Business Meeting speech.*

Fiscal Year 2019 was an amazing year at NCARB. This year's treasurer's report will cover five key topics:

- Financial highlights
- Sources and uses of FY19 revenues
- Financial accounts
- Strategic opportunities and risk mitigation
- The proposed FY20 budget

## Financial Highlights

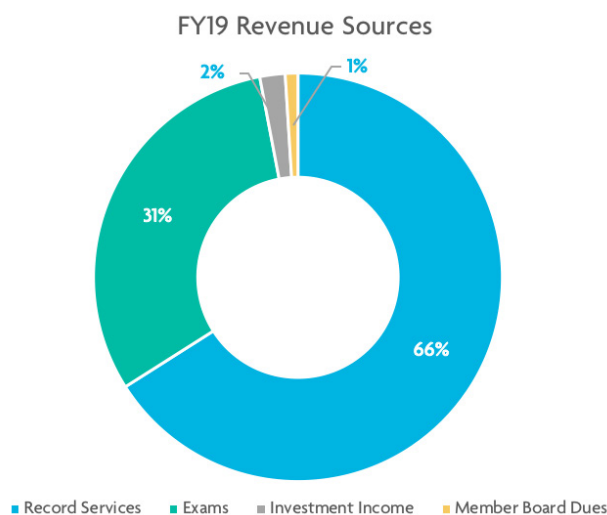
Let's review FY19's financial highlights:

- FY19 revenues exceeded expectations.
- NCARB was able to use the additional revenue to fully fund our short-term reserves and add to the Strategic Reserve Fund.
- The Board of Directors took two key financial actions:
  - The Board reduced the maximum target balance allowed in NCARB's checking account.

- The Board established a for-profit subsidiary and provided for possible additional investment in the subsidiary.

## FY19 Revenue Sources

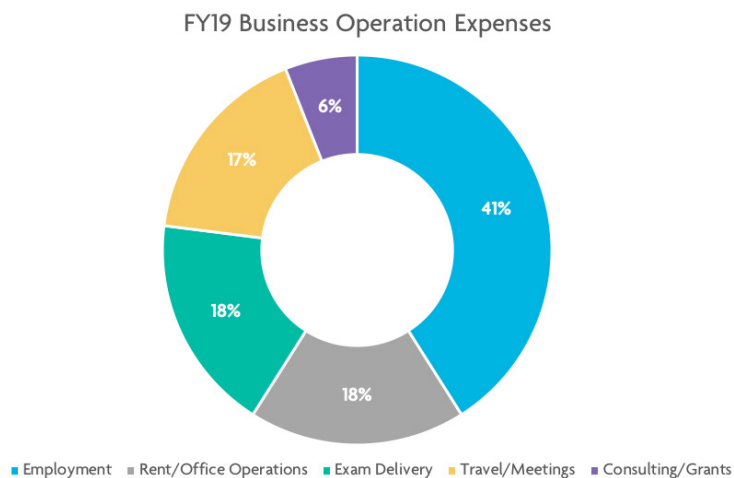
NCARB had a \$30 million operating budget in FY19, with an estimated operating surplus of \$1 million. Let's look at the sources and uses of the revenues:



- Ninety-seven percent of NCARB's revenue came from one of two sources:
  - NCARB Record services (in blue)
  - Exam deliveries (in green)
- The remaining 3 percent comes from Member Board dues (in yellow) and investment income (in gray).

Now let's explore how NCARB used that revenue.

## FY19 Business Operation Expenses



Business operation expenses include:

- Employment expenses (in blue)
- Rent and office operations (in gray)
- Exam vendor services for development and delivery (in green)
- Travel and meetings including committees, Regional Summit, and the Centennial Annual Business Meeting (in yellow)
- Business consulting and grants (in purple), such as:
  - Legal counsel, auditors, investment advisors, and strategic planning advisors
  - Grants for the National Architectural Accrediting Board (NAAB) and American Institute of Architecture Students (AIAS) Freedom by Design program

### Net Surplus: Sources and Uses

Now let's take a look at NCARB's \$1 million surplus. The first question to answer is where the surplus came from. Several FY19 activities performed better than expected, including:

- **Exam activity**—Following the full transition to the Architect Registration Examination® (ARE®) 5.0:
  - The number of candidates testing declined, but the decline was not as steep as we projected in the budget.
  - Candidates who were part of the transition continued testing at higher than anticipated rates.
  - However, we do expect further declines in the future as testing rates stabilize.
- **Reciprocity requests**—NCARB has more Certificate holders than ever before, and they are seeking reciprocity at an unprecedented rate.
- **Record renewals**—Our retention of active Record holders is at an all-time high.

In addition to signaling a robust economy, we believe that these service levels also signal returns on multiple years of investments in our programs, services, systems, and increased outreach efforts.

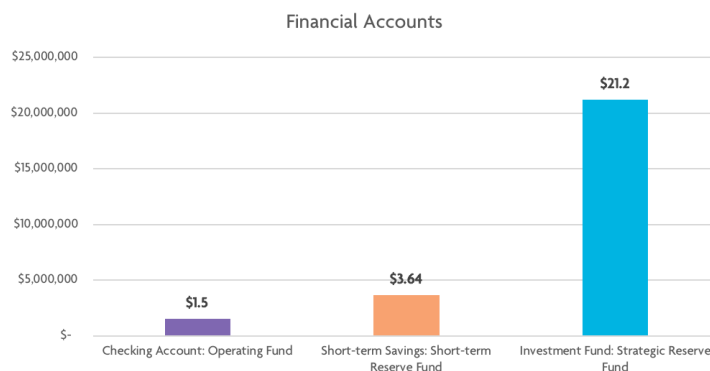
The \$1 million net surplus was utilized to secure NCARB's operations and financial stability. During FY19, NCARB:

- Made capital expenditures to improve and upgrade our operating systems
- Fully funded our short-term savings account
- Added to our Strategic Reserves Fund

Funding these savings and reserve accounts positions us to further our strategic goals of facilitating licensure, fostering collaboration, and maximizing value to continue growing services for our Member Boards and customers.

### Financial Accounts

NCARB has three financial accounts; each has its own specific purpose:



- The checking account (in purple)
- The short-term savings account (in orange)
- The investment fund (in blue)

The Board reduced the maximum target balance that can be kept in the checking account (in purple) during FY19, freeing up an excess of \$2 million. That excess cash was transferred into the Strategic Reserve Fund (in blue).

The decision to reduce the funds in the checking account was made because NCARB has established healthy savings and reserve funds, making such a high cash balance unnecessary. Should short-term events require more than is available in the checking account in the future, the CEO has authority to tap into the short-term savings account as needed.

## Strategic Opportunities and Risk Mitigation

A financial study was conducted by the Board last year, which resulted in a \$21.2 million minimum target balance in the Strategic Reserve Fund. The Board identified risks against which we need to mitigate, and we applied a cost to those risks. The total cost for all the risks came out to \$10.1 million. Some of the items identified are things we anticipate doing; others represent a hedge against future risks, such as a slowed economy or downturns in the market affecting NCARB's total portfolio balance.



We also identified a number of strategic opportunities and applied a cost to implementing those ideas. The cost of those ideas totaled \$11.1 million in NCARB's Strategic Reserve Fund earmarked for opportunities. As with the risks, some of the items identified are things we anticipate doing; others represent the opportunity for future initiatives that we might wish to pursue.

Some specific anticipated risks and opportunities include:

### Risk Mitigation

- **Business Continuity Exam**—A full breach of the ARE content could significantly delay the licensure process for up to two years. The Board identified this as an unacceptable risk. To reduce the risk, a separate team of volunteers will begin developing a second, offline version of the ARE in FY20. This version can be put in place in the event of a major disclosure of exam material, to reduce the impact to licensure candidates. Going forward, maintenance efforts on this exam will need to keep pace with our usual efforts.



The purpose of the Strategic Reserve Fund is to allow the Council to take advantage of strategic opportunities as they arise and mitigate potential risks. The minimum target balance of this fund is \$21.2 million; this target was set by the FY18 Board of Directors as part of our strategic planning efforts. We met—and slightly exceeded—the minimum target in FY19. There were three factors that contributed to this success:

- The \$2 million transfer from the checking account
- Part of the \$1 million operating surplus was saved in the Strategic Reserve Fund
- Investment earnings on NCARB's portfolio

The structure of NCARB's financial accounts allows us to:

- Plan for future development opportunities
- Avoid dramatic fee increases
- Continuously improve our technology systems for the benefit of our members, customers, and staff
- Develop and defend the ARE
- Protect against economic downturns



- **Legislative Fires**—A couple of jurisdictions turned to us in FY19 for support in addressing unwanted legislation. To enable NCARB to continue supporting our Member Boards when these issues arise, we have provided a significant amount of funding. We will continue to be available and proactively addressing challenges to regulation throughout FY20.

### Strategic Opportunities

- **Monographs**—NCARB will continue development of the Monograph Program, which is provided as a benefit of the Certificate to help architects meet licensing boards' continuing education requirements in Health, Safety, and Welfare (HSW).
- **Pro-Practice Tool Kit**—We will continue developing resources to help professional practice professors develop coursework that better prepares licensure candidates.
- **Analysis of Practice Preparation**—Some initial research begins in FY20 on the next analysis of the practice of architecture to make sure our programs remain relevant as they support candidates on the path to licensure.
- **Systems Development**—Efforts are underway to create a system to support audits of continuing education credit, improve the transmittal process, and design a state licensing system. Our Member Board Executives had the opportunity to preview demos of these systems at the 2019 Centennial Annual Business Meeting.
- **Business Development**—The Board took action to develop a for-profit subsidiary during FY19. This is very common in the nonprofit arena. NCARB has some valuable intellectual property, and we have discovered a market for this. We already have several clients. Earlier this year, the Board of Directors decided to remain the sole investor in this subsidiary and approved additional operational funding to support growth and marketing.

We also have identified some explicit plans for the foreseeable future:

- **Reducing Exam Costs**—On the long-term horizon are several opportunities to reduce vendor costs for development and delivery of the exam. NCARB will share more information regarding these opportunities as they develop.

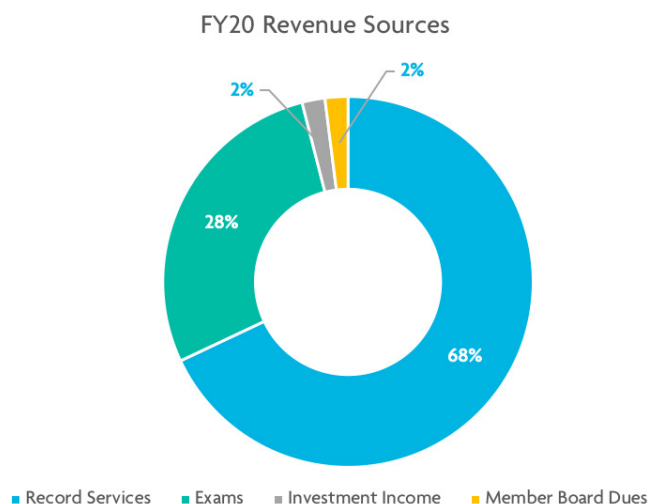
- **New Revenue Streams**—Nearly 97 percent of our revenue comes from only two sources: Record services and exam administration. Identifying new revenue streams will allow NCARB's revenue portfolio to be diversified as a greater hedge against economic downturns. Further, additional revenues increase the opportunities for services and programs that the Council can offer to Member Boards and customers.

This is the reason that the Board is pursuing marketing NCARB's intellectual property.

### FY20 Budget

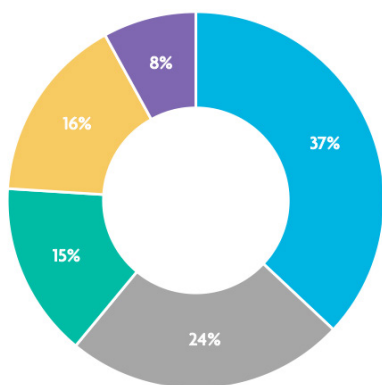
NCARB is planning a \$33 million operating budget in FY20.

Budgeted revenue for FY20 includes:



- Ninety-six percent of revenue will be from two sources:
  - Record services (in blue)
  - Exam deliveries (in green)
- The remaining 4 percent comes from Member Board dues and investment income

FY20 Business Operation Expenses



■ Employment ■ Rent/Office Operations ■ Exam Delivery ■ Travel/Meetings ■ Consulting/Grants

Budgeted expenses include:

- Employment expenses (in blue)
- Rent and office operations (in gray)
- Exam vendor services for development and delivery of the exam (in green)
- Travel and meetings including committees, the Regional Summit, and the Annual Business Meeting (in yellow)
- Business consulting and grants (in purple), such as:
  - Legal counsel, auditors, investment advisors, and strategic planning advisors
  - Grants for the NAAB and AIAS Freedom by Design program

We expect that cash on hand on July 1, 2019, plus revenue will be close to breaking even regarding operating funds. If expenses exceed cash plus revenues, short-term reserves will cover any shortfall, leaving the Strategic Reserve Fund untouched. Due to NCARB's non-cash items (e.g. depreciating capital assets), we will show an accrual deficit.

If NCARB's members are interested in following the Council finances throughout the year, we post the unaudited interim financial statements on the Member Board Community every quarter.

There has been a very thoughtful approach to managing the financial impact of the changes the Council is experiencing as a result of our new and growing programs. We carefully plan for deficit years. The Council will continue to provide excellent service while maintaining fiscal solvency during future periods.



## Secretary's Report

Bayliss Ward, NCARB, AIA  
2018-2019 NCARB Secretary

### How did your leadership of the Montana Board of Architects and Landscape Architects—as well as several NCARB committees—prepare you for your role as secretary?

My years of leadership gave me the ability to listen well and talk directly to the points that need to be addressed. I had the honor of serving on the Montana Board for 13 years, with 11 of those years as chair of the board. Not only has my experience serving on the Montana Board given me better insight into NCARB's programs and initiatives, but also brought up the importance and necessity of open communication, whether it be about potential policy issues, *Model Law* updates, or even the most minor tasks. As secretary, listening carefully, taking notes on important topics, and reporting the facts in a clear and efficient way were vital skills for the position.

### Before being elected secretary, you served as director of Region 5, which comprises seven central states. How has this experience compared to your current service on the Board of Directors?

Being the director of a region is typically a starting position on the Board of Directors (BOD). Instead of representing your region, you serve as a spokesperson for the BOD to your region. I feel that the time as a director gives you the ability to listen and learn about NCARB, and with each meeting, you uncover another layer of the onion to see how deep the organization reaches into the regulatory side of the profession. This hopefully will give you the answers and facilitate questions you may use to continue to help NCARB grow.

### You were the FY19 Board liaison to the Policy Advisory Committee (previously the Procedures & Documents Committee). What role does the committee play in NCARB's processes, and why is their work important?

The Policy Advisory Committee is made up of all six regional chairs plus some Member Board Executives. Proposed resolutions from all active NCARB committees come to the committee to be analyzed (with the assistance of NCARB staff), revised, and potentially put forth to the membership for discussion and final vote. The system is efficient, transparent, and gives the membership a prominent place at the table when it comes to updating NCARB's policies and governing documents.





## **NCARB didn't move any resolutions forward in FY19. Can you talk about why, and how that will affect NCARB's work in FY20?**

After several years of developing updates to all of our key programs, NCARB's focus this year was on implementing those changes. We also took this time as an organization to evaluate the state of the profession, identify new and ongoing initiatives, and refresh our Strategic Plan to properly introduce opportunities for continuous quality improvement, growth, and transformation over the next several years. The absence of resolutions in FY19 provided our membership with time to further cultivate the efforts coming up the pipeline and engage with thought leaders.

As NCARB moves forward into FY20, our volunteer committees will continue to collaborate with NCARB staff, our collateral organizations, and members of the profession—including architects and individuals still pursuing their license—to push forward new resolutions. We also expect to see results of the work contributed by our Futures Task Force (now the Futures Collaborative) as they enter their third year of exploring the challenges and opportunities facing the profession, particularly as it relates to licensure and regulation.

## **How can members and the public stay informed about NCARB's activities?**

Members can stay up-to-date with Board activities by visiting the online Member Board Community, as well as participating in the pre- and post-BOD meeting calls with their regional leadership. Board minutes and BOD Briefs are uploaded to the community or sent to members after meetings. The public can find the latest news on NCARB's programs on [ncarb.org](http://ncarb.org) and our social media channels.



## Past President's Report

Gregory L. Erny, FAIA, NCARB, Hon. FCARM  
2018-2019 Past President

### When did you first become involved with NCARB, and what inspired you to give back to the profession?

Giving back to my community is rooted in my involvement in the Boy Scouts of America from my childhood through my years as a young adult. After serving in leadership as president of both AIA Northern Nevada and AIA Nevada, my service in NCARB began when I was appointed to my state board of architecture. I attended my first NCARB Annual Meeting in 1997 and responded to a request to become involved in an NCARB committee. In 1998, I was appointed by NCARB's first female President Ann R. Chaintreuil, FAIA, to the Pre-Design Item Writing Committee and have been involved in NCARB committees and leadership ever since. The committee involvement has been extremely rewarding, providing me the opportunity to give back to our profession and those who will be following us in it. More importantly, it has allowed me to serve a broader general public who benefit from the professional services offered by those who are trained and licensed as architects.

### What did you find most rewarding about serving on NCARB leadership?

The most rewarding aspect of NCARB leadership is being afforded the privilege of facilitating the generous and unselfish sharing of time and energies by my fellow professionals for the benefit of those around them. The genuine concern for the public well-being by those involved in the committees and the jurisdictional, regional, and national leadership continues to amaze me after 22 years of participation in NCARB.

### How has NCARB evolved since you first volunteered?

Almost every aspect of NCARB has evolved since my initial involvement. A recognition of the need to be agile and the desire to be responsive to the ever-changing world around us has been key to the positive evolution of our programs that support and facilitate the licensure process of our 55 member jurisdictions. The ongoing willingness to revisit and improve the programs that support the education, experience, and examination elements of the licensure process have resulted in evolved versions of the Architect Registration Examination® (ARE®), experience program, and educational opportunities including the innovative Integrated Path to Architectural Licensure (IPAL) program. This inventive approach to integrating education, experience, and examination is now being offered in schools of architecture across the nation and providing students in these programs the opportunity for licensure upon graduation.

### What was your favorite committee to work on?

Of the many enjoyable experiences I've had on NCARB committees, participation on the ARE Research and Development Committee that incubated the development and delivery of ARE 5.0, and the Licensure Task Force that led to the implementation of the IPAL initiative were particularly rewarding.

### Tell us about the major initiatives NCARB focused on during your presidency.

While supporting our FY19 President David L. Hoffman, FAIA, NCARB, Hon. FCARM, in preparations to celebrate NCARB's Centennial during my presidential year, we were also looking forward to opportunities that would support and enhance our mission during our next 100 years.

- The Futures Task Force was initiated to specifically explore future directions in architectural practice and how licensing and regulation may be affected.
- We reinvigorated the emphasis of ethics across our education, experience, and examination programs, along with stressing ethical practice among licensees and NCARB Certificate holders.
- NCARB committees shared a common strategic charge to suggest new outreach and communication ideas to expand awareness, appreciation, and advocacy for the value of licensure and the importance of the role that NCARB's programs play in facilitating licensure and licensure portability.
- We strengthened our international mutual recognition agreement for reciprocal licensure with Mexico and Canada during travels to Oaxaca, Mexico, and also initiated discussions in London for a potential future mutual recognition agreement with the United Kingdom. Our participation in the International Union of Architects' World Congress of Architects in Seoul, South Korea, enhanced the international recognition and respect for NCARB.
- We rekindled our relationship with the National Organization of Minority Architects to foster and nurture equity and diversity of practitioners in the architectural profession, and also expanded opportunities to enhance diversity on our committees and Member Boards.
- The Interior Architecture Work Group was formed to examine issues and concerns raised by our Member Boards regarding those providing professional services to develop building interiors.
- The Council moved forward to pursue business opportunities for providing services to both our Member Boards and outside organizations that would commercialize software and technologies that have been developed internally by NCARB staff.
- We planted seeds for new initiatives in the areas of public outreach, supervisor training, NCARB Scholars in Professional Practice, and the Re-Think Tank that we hope will provide future benefits.



### **In 2018-2019, you served on NCARB's Interior Architecture Work Group. Can you talk about the efforts the work group is charged with?**

The Interior Architecture Work Group has been doing valuable research into the education, experience, and examination of those who participate in the delivery of services that result in the development of interior architectural spaces. While I don't know where the efforts of the Interior Architecture Work Group will ultimately take us, I do know that their objective and informative work will be very important to our 55 jurisdictions as they deal with how professional services related to architectural interiors are delivered and regulated.

### **What are your hopes for the organization in the coming years?**

Individually, our 55 regulatory jurisdictions have challenges in their ability to facilitate or react to change. In response to the accelerated pace of change in the world around us, NCARB needs to remain forward thinking and support our membership in anticipating where change may take us in the future. Our profession is a key participant in the immediate and long-term protection of public interest. NCARB has an opportunity to contribute significantly to the development of professionals who will be responding to change that will affect public well-being.

### **How do you plan on staying involved with NCARB?**

I would like to continue my participation with NCARB and its leadership through continued committee participation. It is my hope that my professional and leadership perspective will be of continued assistance in the support and development of future programs and initiatives.





# COMMITTEE REPORTS

## **Standing Committees**

NCARB has more than a dozen standing committees, subcommittees, and task forces, that meet throughout the year to review topics including education, the AXP, the ARE, certification, and more. Made up of volunteers from across the profession—including members of state licensing boards, practicing architects, licensure candidates, and collateral representatives—these groups help steer the organization by reflecting on our programs and policies and making recommendations for improvement.

# CREDENTIALS COMMITTEE



## COMMITTEE MEMBERS

**Chair: Knox H. Tumlin**  
 FCSI, CDT, AIA, NCARB  
 Louisiana Member Board Member

**Michael Chapman**  
 AIA, LEED AP  
 Alabama Member Board Member

**Gary Ey**  
 CDT  
 Maryland Member Board Member

**Lori SchraderBachar**  
 MPA, CPM  
 Iowa Member Board Executive

**Joshua Batkin**  
 Staff Liaison

**Maurice Brown**  
 Staff Liaison

## Report:

### Highlights/Year-end Summary

- Submitted comments on the “Policy on Elections” to the Board of Directors.

### Summary of Charges

- Confirmed and verified Board of Director candidate qualifications.
- Co-facilitated election procedures orientation with the NCARB president during the 2019 ABM.
- Oversaw election procedures during 2019 ABM.

## Committee Purpose:

The committee oversees the nomination and election process for positions on the NCARB Board of Directors, verifies candidate qualifications for office, examines and verifies Voting Delegate credentials, manages election procedures at the Annual Business Meeting (ABM), and reports election results to the NCARB president. Committee volunteers contribute to the evolution and refinement of the nomination and elections process by providing feedback on existing procedures as directed by the Board of Directors.

# EDUCATION COMMITTEE



## COMMITTEE MEMBERS

**Chair: Ann Marie Borys**  
Ph.D., AIA, NCARB

**Kerry Anderson**  
AIA, NCARB, LEED Green Assoc.

**Jennifer R. Arbuckle**  
NCARB, AIA, LEED AP  
Vermont Member Board Member

**Jon Alan Baker**  
FAIA, NCARB, LEED AP

**Charles R. Deese**  
AIA, NCARB

**Gregory L. Durrell**  
AIA, NCARB  
Mississippi Member Board Member

**Jordan Fitch**  
LEED Green Assoc.

**Mitra Kanaani**  
FAIA

**Charles Kirk**  
New Jersey Member Board Executive

**Susan Schaefer Kliman**  
Ph.D., AIA, NCARB, LEED AP

**Allison McClintick**  
Idaho Member Board Member

**Abdulrazaq Ogun**  
AIA, LEED Green Assoc.

**R. K. Stewart**  
FAIA, NCARB, Hon. FRIAC,  
Hon. JIA

**Suni I. Dillard**  
AIA, NCARB, LEED AP BD+C  
Massachusetts Member Board  
Member

**Paul D. Edmeades**  
RA, AIA, NCARB, BOD Liaison  
Maryland Member Board Member

**Harry M. Falconer, Jr.**  
FAIA, NCARB, HonD, Hon. FCARM  
Staff Liaison

## Report:

### Highlights/Year-end Summary

- The Education Committee report also includes input from the Continuing Education Subcommittee and the Certification Alternatives Review Team.
- Highlights for this year include the collaborative development of NCARB's new *Continuing Education Guidelines*, released in June 2019.
- Engagements with Experience Advisory Committee (EAC) and the Examination Committee explored the definition of competency at the point of licensure and methods of demonstrating competency.

### Summary of Charges

- Evaluated the NAAB Conditions for Accreditation Perspectives and Student Performance Criteria for inclusion of resiliency topics. The members, citing the urgency of the topics based on more recent natural and man-made disasters, came quickly to the conclusion that NCARB should advocate for greater emphasis of knowledge and skills related to these topics in the academy. The committee provided a paper with information to support relevant discussions that may occur at the 2019 NAAB Accreditation Review Forum (ARForum19).
- Engaged with Experience Advisory Committee to explore the definition of competency at the point of licensure and methods of demonstrating competency.
- Collaborative discussions with the EAC, Think Tank, and Re-Think Tank led to a level of agreement that there are various levels of competency that are connected to career paths and experiences that the architect pursues and gains. The EAC and Education Committee believe it is important to have engagement with the licensure candidate through either interview or review of technical portfolio.

## Committee Purpose:

The Education Committee oversees the development, delivery, and assessment of the Council's education policies for use by Member Boards and its relationship with the National Architectural Accrediting Board (NAAB).



# CONTINUING EDUCATION SUBCOMMITTEE



## SUBCOMMITTEE MEMBERS

### Chair:

**Susan Schaefer Kliman**  
Ph.D., AIA, NCARB, LEED AP

### Debra J. Dockery

FAIA, NCARB  
Texas Member Board Member

### Gary Hall

**Harley H. Hightower**  
FAIA, NCARB

### William Hurley

AIA, NCARB, LEED AP BD+C

### John R. Klai II

FAIA, NCARB, NCIDQ  
Nevada Member Board Member

### Julie M. McLaurin

NCARB, AIA, LEED AP

### Michelle Montgomery

AIA, NCARB, LEED AP

### Hayley Ruthrauff

AIA, LEED GA

### Kristin J. Wells

Oregon Member Board Member

### Roberto Yumol

AIA, LEED AP  
Hawaii Member Board Member

### Albert F. Zaccone

AIA  
New Jersey Member Board Member

### Martin Smith

AIA, NCARB, LEED Green Assoc.  
Staff Liaison

## Report:

### *Highlights/Year-end Summary*

- In collaboration with the Education Committee, participated in the development of NCARB's new *Continuing Education Guidelines*, which were accepted and approved for release by the Board of Directors.
- Supported the work of the Education Committee in the development of their paper calling for NCARB's advocacy for greater emphasis of knowledge/skills related to climate adaptation in the academy. Further, members advocated for increased collaboration between NCARB and the American Institute of Architects' (AIA) Professional Development and Resources team in marketing existing and future topical continuing education offerings.
- Reviewed proposed courses and tours for the AIA Conference on Architecture (A'19).

### *Summary of Charges*

- Recommended the Education Committee move the *Continuing Education Guidelines* to the Board of Directors for action to release for a 120-day comment period, commencing after the December 2018 Board meeting.
- Independently reviewed 112 courses in January. The subcommittee found 95 course proposals that met Health, Safety, and Welfare (HSW) requirements.
- Supported the work of the Education Committee in the development of their paper encouraging NCARB's advocacy for greater emphasis of knowledge/skills related to climate adaptation in the academy.

## Subcommittee Purpose:

The Continuing Education Subcommittee (CESC) develops and evaluates options for the Council's continuing education initiatives. The subcommittee also reviews reports and makes recommendations on issues related to continuing education.

# CERTIFICATION ALTERNATIVES REVIEW TEAM



## REVIEW TEAM MEMBERS

### Allen J. Bacqué

AIA, NCARB,  
Louisiana Member Board Member

### Robert A. Boynton

FAIA  
Virginia Member Board Member

### Robert Cozzarelli

FAIA, NCARB, PP, CID  
New Jersey Member Board Member

### Michael A. Daly

AIA, NCARB, NCIDQ, LEED AP BD+C

### Gary E. Demele

FAIA, NCARB

### Tian Feng

FAIA, FCSI  
California Member Board Member

### David E. Heyne

AIA, NCARB, LEED AP

### Martha K. John

AIA Member Emeritus  
Missouri Member Board Member

### Arne O. Jorgensen

AIA, NCARB, LEED AP  
Wyoming Member Board Member

### Yu-Ngok Lo

AIA, CDT, LEED AP, NCARB

### Edward T. Marley

NCARB, AIA, LEED AP

### Ronnie W. McGhee

FAIA, NCARB, LEED AP  
District of Columbia Member  
Board Member

### Mark R. McKechnie

AIA, NCARB

### John F. Miller

FAIA, NCARB

### Joyce M. Noe

FAIA

### Carole E. Pacheco

AIA, NCARB  
Georgia Member Board Member

### Raul Rivera-Ortiz

AIA, NCARB

### Miguel A. Rodriguez

FAIA, NCARB  
Florida Member Board Member

### Cheryl C. Walker

FAIA, NCARB

### Brittney Cosby

Staff Liaison

### Harry M. Falconer, Jr.

FAIA, NCARB, HonD, Hon. FCARM  
Staff Liaison

## Report:

### Highlights/Year-end Summary

- The committee convened in Washington, DC, for in-depth training on review criteria for the Certificate Portfolio for the Education Alternative to Certification. A separate virtual meeting was convened to train evaluators to review dossiers submitted through the Tri-National Mutual Recognition Agreement with Mexico and Canada.
- The CART welcomed an increase in interest in the Certification Portfolio and portfolio submissions to support applicants for NCARB certification.
- Two Mexican architects submitted their dossiers through the Tri-National Mutual Recognition Agreement and were approved for NCARB certification and licensure in Canada.

### Summary of Charges

- CART evaluators reviewed 17 Certificate Portfolios, nine of which are complete and have been approved for certification with the rest in progress.
- The Tri-National MRA evaluators provided review and comment on proposed “user” and “reviewer” guidelines. The guidelines were accepted and implemented by the Tri-National Monitoring Committee.
- The Tri-National MRA evaluators have reviewed and accepted two dossiers from Mexican architects submitted for NCARB certification and licensure in Canada. The architects were successfully certified after the interview on June 1, 2019.

## Review Team Purpose:

The Certification Alternatives Review Team (CART) reviews portfolios prepared by architects to support their application for NCARB certification through alternative education and examination requirements.



# EXAMINATION COMMITTEE



## COMMITTEE MEMBERS

**Chair: Kevin W. Wilson**  
AIA, LEED AP

**David M. Biagi**  
NCARB  
Kentucky Member Board Member

**April C. Drake**  
AIA, NCARB, LEED AP ID+C

**Leslie Hanska**  
Oklahoma Member Board Executive

**Wayne G. Hilbert**  
AIA, NCARB, CSI, CCS, LEED AP  
Minnesota Member Board Member

**Arne O. Jorgensen**  
AIA, NCARB, LEED AP  
Wyoming Member Board Member

**James S. Mickey**  
NCARB, AIA  
Nevada Member Board Member

**Jim Oswald**  
NCARB, AIA, LEED AP BD+C  
New Mexico Member Board Member

**Sian Roberts**  
FAIA, NCARB, DBIA, LEED AP  
Washington Member Board Member

**Brian H. Tibbs**  
RA, AIA, NCARB  
Tennessee Member Board Member

**Neitha Wilkey**  
AIA  
Washington Member Board Member

**Ricky L. Engebretson**  
AIA, NCARB  
BOD Liaison  
North Dakota Member Board Member

**Brett Foley**  
Consultant

**Amanda Wolkowitz**  
Ph.D., Consultant

**Joyce M. Noe**  
FAIA

**Michelle Cohn**  
AIA, NCARB, LEED AP BD+C, PMP  
Staff Liaison

**Joan Paros**  
Staff Liaison

**Jared Zurn**  
AIA, NCARB, CAE  
Staff Liaison

## Report:

### *Highlights/Year-end Summary*

The Examination Committee took a high-level approach to moving the ARE forward by focusing on NCARB's proposed Strategic Plan, emerging technologies, ARE policy revisions, ARE 4.0 to 5.0 transition review, and an initial exploration of adapting the exam to address resiliency.

### *Summary of Charges*

- Participated in a series of exercises to align the ARE Master Plan with NCARB's proposed Strategic Plan.
- Provided feedback on ARE policy revisions, especially related to exam security.
- Researched the emerging technologies that can impact both architecture and high-stakes testing, and discussed ways to further leverage the technology of ARE 5.0.
- Reviewed the transition from ARE 4.0 to 5.0, with the goal of applying lessons learned to future transitions.
- Met jointly with the Education Committee and the Experience Committee to discuss opportunities in education, experience, and examination requirements regarding addressing and including resiliency in the Council's licensure efforts.

## Committee Purpose:

The Examination Committee oversees the development, delivery, and assessment of the Architect Registration Examination® (ARE®) for use by Member Boards.



# ARE 5.0 ITEM DEVELOPMENT SUBCOMMITTEE



## SUBCOMMITTEE MEMBERS

**Chair:**  
**Neitha Wilkey**

AIA  
Washington Member Board Member

**Michelle Cohn**

AIA, NCARB, LEED AP BD+C, PMP  
Staff Liaison

**Laura Brooks**  
Consultant

**Scott Russell**  
Consultant

**Susan Cooley**  
Consultant

### **Construction & Evaluation Group**

**Coordinator:**  
**Edward W. Tucker**

FAIA, NCARB  
West Virginia Member Board Member

**Jacob Blatt**

AIA, NCARB

**Dieter A. Borrell**

AIA, NCARB

**Christopher Gerrity**

AIA, LEED AP

**Monica Green**  
FAIA  
Ohio Member Board Member

**Pearl McLin**

AIA, LEED AP BD+C, NCARB

**Maxim D. Nasab**

AIA, NCARB, MRAIC

**Ashley White**

Consultant

### **Practice Management Group**

**Coordinator:** **Brent Frick**  
NCARB, CSI

**Michael N. Archer**

AIA, NCARB, LEED AP BD+C

**John Beystehner**

AIA, LEED AP, NCARB

**Katherine Keller-Kratzer**

AIA, NCARB

**Kendra E. Logan**

AIA

**J. Sanders Tate**

NCARB, AIA, LEED AP BD+C  
South Carolina Member Board Member

**Kim V. Vierheilg**

AIA, NCARB, LEED AP BD+C  
New Jersey Member Board Member

**Ashley White**

Consultant

### **Programming & Analysis Group**

**Coordinator:** **Paul G. May**  
AIA, LEED AP

**Thomas J. Klaber**

AIA, NCARB, LEED AP BD+C

**Lori Lessem**

AIA, LEED AP, NCARB

**Tara Rothwell-Clark**

AIA, NCARB, LEED AP  
New Mexico Member Board Member

**Martin D. Sams**  
AIA, NCARB

**Bryan Turner**

FAIA

**Kelsey Vusich**

NCARB

**Jessica Anderson**

Consultant

### **Project Development & Documentation Group**

**Coordinator:**  
**Deborah S. Huff**

AIA, NCARB, LEED AP BD+C

**Christopher Biggers**

NCARB

**James Devine**

NCARB, AIA, LEED AP  
North Dakota Member Board Member

**Elizabeth Dunay**

AIA, NCARB

**Brandon Hepburn**

AIA, LEED AP BD+C

**Steven Jones**

AIA, LEED AP BD+C, NCARB

**Nea Maloo**

AIA, NCARB, NOMA, LEED AP

**Rebecca Schwartz**

AIA, LEED AP BD+C

**Vivian Workman**

AIA, NCARB

**Kristina Hollowell**

Consultant

**Julie Torres**

Consultant

### **Project Management Group**

**Coordinator: Jennifer R. Myers**  
AIA, NCARB, LEED AP

**Stephen A. Booth**  
AIA, NCARB, LEED AP BD+C

**Daryl L. Bray**  
AIA, NCARB, LEED AP, CPSM

**Jay W. Cone**  
Idaho Member Board Member

**Tyler Curl**  
AIA, NCARB, LEED AP BD+C

**John R. Hill**  
AIA, NCARB, LEED AP  
Pennsylvania Member Board Member

**Ibrahim Kako**  
AIA, NCARB

**Timothy Lavelle**  
AIA, NCARB, LEED AP, CDT

**Sarah Hughes**  
Consultant

### **Project Planning & Design Group**

**Coordinator: Scott Heywood**  
AIA, LEED AP

**Mark Bixler**  
RA, LEED AP

**Caroline Buckner**

**Ryan Ford**  
AIA, LEED AP BD+C, NCARB

**Roan Isaku**  
AIA, NCARB

**Ibrahim Kako**  
AIA, NCARB

**Andrew T. Malanowski**  
AIA, NCARB, LEED AP BD+C

**Cynthia Mueller**  
AIA, LEED AP BD+C, NCARB

**Faye A. Rogers**  
AIA, LEED AP BD+C

**Zachary B. Stoltenberg**  
AIA, NCARB

**Frank W. Wagster**  
AIA, NCARB, LEED AP BD+C  
Tennessee Member Board Member

**Dan Sweeney**  
Consultant

**Julie Torres**  
Consultant

## **(CONTINUED) ARE 5.0 ITEM DEVELOPMENT SUBCOMMITTEE**

### **Subcommittee Purpose:**

The ARE 5.0 Item Development Subcommittee is responsible for writing and editing items to be used in the divisions of ARE 5.0.

### **Report:**

#### *Highlights/Year-end Summary*

This year's effort was focused on reviewing and updating the pool of existing items to ensure items meet ongoing performance standards.

#### *Summary of Charges*

- Reviewed each item in the bank previously approved for pretest or operational use, and either confirmed continued use of the item, determined required updates to the item, or decided to retire the item.
- Reviewed statistical performance of pretested items and determined whether to move to operational status, edit, or retire.
- Reviewed operational items flagged for statistical performance and determined future status of each item.

# ARE 5.0 FORMS ASSEMBLY TASK FORCE



## TASK FORCE MEMBERS

**Chair: Wayne G. Hilbert**  
AIA, NCARB, CSI, CCS, LEED AP  
Minnesota Member Board Member

**William Johnson**  
Staff Liaison

**Laura Brooks**  
Consultant

**Scott Russell**  
Consultant

**Susan Cooley,**  
Consultant

### *Construction & Evaluation Group*

**Coordinator: James M. Robertson**  
FAIA, FCSI, NCARB  
Oregon Member Board Member

**Randall Holl**  
AIA, NCARB, LEED AP

**Peter J. Koehler**  
AIA, LEED AP, NCARB

**Dalyn Novak**  
RA, NCARB, LEED AP

**Christine Snetter-Dick**  
AIA  
Virginia Member Board Member

**Ashley White**  
Consultant

### *Practice Management Group*

**Coordinator: Hans Hoffman**  
NCARB, LEED AP, AIA

**Courtney Brand**  
RA, NCARB, LEED AP

**Sean Nohelty**  
AIA, NCARB, LEED AP BD+C

**Ralph E. Raymond**  
AIA, NOMA, NCARB, LEED GA

**Kendrick Richardson**

**Brent Reif**  
Consultant

### *Programming & Analysis Group*

**Coordinator: Rick L. Benner**  
FAIA, NCARB  
Washington Member Board Member

**Lindsey Brigati**  
AIA

**Joseph Cruz**  
AIA, NCARB

**Jess Shellenbarger**  
AIA, NCARB

**Ashley N. Villoria**  
NCARB

**Jessica Anderson**  
Consultant

### *Project Development & Documentation Group*

**Coordinator: Jeffery Skapin**

**Leticia B. Canon**  
AIA, MBA, NCARB, LEED AP

**J. Heath Perry**  
AIA, CSI, CDT, NCARB  
Mississippi Member Board Member

**Kyonta C. Smith**  
AIA, NCARB

**David B. Stafford**  
AIA

**Kristina Hollowell**  
Consultant

**Julie Torres**  
Consultant

### *Project Management Group*

**Coordinator: Matthew W. Kuhn**  
AIA, NCARB, LEED AP BD+C

**Shannon Carpenter Bearden**  
AIA, RID, NCARB, LEED Green Assoc.

**Jorge R. Calderón-López**  
AIA, Esq.  
Puerto Rico Member Board Member

**Samuel Mathau**  
AIA, APA

**Craig M. Shannon**  
AIA, NCARB, LEED AP

**Sarah Hughes**  
Consultant

### *Project Planning & Design Group*

**Coordinator: Laura Citron**  
AIA, LEED AP, NCARB

**Martina Bello**  
NCARB

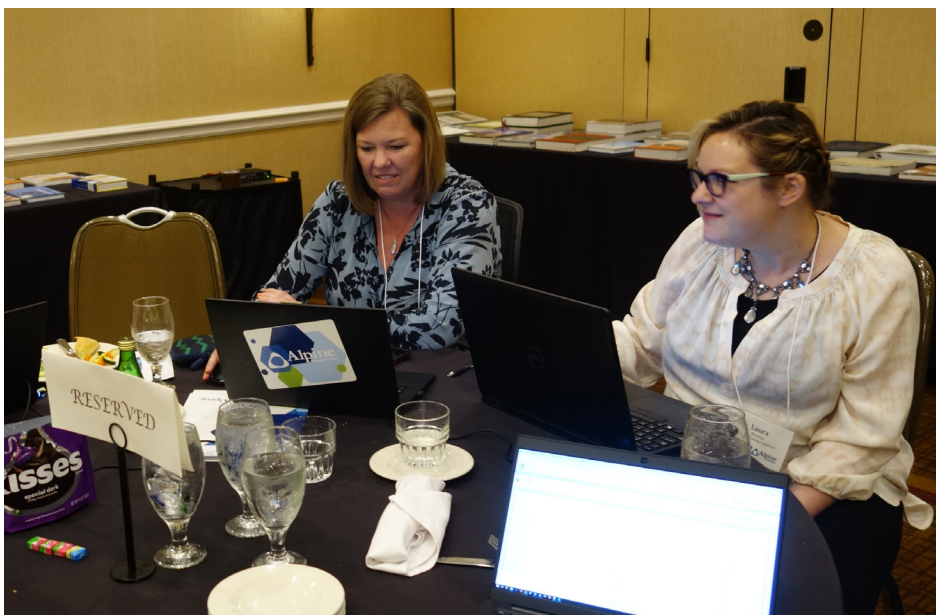
**Larry W. Bishop**  
NCARB  
Mississippi Member Board Member

**Kwendeche**  
FAIA

**Juan J. Riestra**  
AIA, NCARB, CDT, LEED AP BD+C

**Dan Sweeney**  
Consultant





### (CONTINUED) ARE 5.0 FORMS ASSEMBLY TASK FORCE

#### **Task Force Purpose:**

The ARE 5.0 Forms Assembly Task Force is responsible for quality control of the forms assembled to be delivered to ARE 5.0 candidates, as well as reviewing newly authored items to be used on these forms.

#### **Report:**

- Completed a quality control and assurance review of all exam forms that have been assembled for next year's delivery of ARE 5.0.
- Supported the Item Development Subcommittee in the pool review effort.

# ARE 5.0 CASE STUDY SUBCOMMITTEE



## **SUBCOMMITTEE MEMBERS**

**James S. Mickey**  
NCARB, AIA, Chair  
Nevada Member Board Member

**Stephanie Bedinghaus**  
AIA, NCARB

**Daryl L. Bray**  
AIA, NCARB, LEED AP, CPSM

**Rachel Harman**  
AIA, NCARB, LEED AP BD+C

**Michael G. Kolejka**  
AIA, NCARB, LEED AP

**J. Brent Lance**  
AIA, NCARB, LEED AP

**Jose A. Moreno-Rivera**  
NCARB, AIA, CSI, CDT

**Stephan Namisniak**  
OAA, NCARB

**Jessica O'Donnell**  
AIA, NCARB

**Mark Sangin**  
CDT, NCARB

**Corey R. Solum**  
AIA, NCARB  
Utah Member Board Chair

**Eric Street**  
AIA, LEED AP

**Elizabeth A. Windel**  
AIA, NCARB  
Oklahoma Member Board Member

**Nicholas Respecki**  
AIA, NCARB  
Staff Liaison

## **Committee Purpose:**

The ARE 5.0 Case Study Subcommittee is responsible for developing case study scenarios and resource documents to be used by the Item Development Subcommittee for the development of case study questions in each division of ARE 5.0.

## **Report:**

Reviewed and updated case study scenarios and resources as part of overall pool review effort.



# EXPERIENCE COMMITTEES



## EXPERIENCE COMMITTEE MEMBERS

**Chair: Gianna Pigford**  
AIA, NOMA, LEED AP BD+C, CDT, NCARB

**Leah A. Bayer**  
AIA, NCARB, LEED Green Assoc.

**Chris Brasier**  
FAIA, LEED AP

**Kathryn Patterson**  
South Dakota Member Board Executive

**James C. Rearden**  
AIA, CSI, NCARB  
Missouri Member Board Member

**Nilza Serrano**  
California Member Board Member

**Kenneth R. Van Tine**  
AIA, NCARB, LEED AP  
Michigan Member Board Member

**John Welcher**  
Assoc. AIA

**Stephen D. Schreiber**  
FAIA, NCARB  
BOD Liaison

**Martin Smith**  
AIA, NCARB, LEED Green Assoc.  
Staff Liaison

## EXPERIENCE ADVISORY COMMITTEE MEMBERS

**Chair: Gianna Pigford**  
AIA, NOMA, LEED AP BD+C, CDT, NCARB

**Vice Chair: Tyler F. Krehlik**  
AIA

**Leah A. Bayer**  
AIA, NCARB, LEED Green Assoc.

**Kathryn Bedette**

**Chris Brasier**  
FAIA, LEED AP

**Sandra Montalbo**  
Assoc. AIA, LEED AP BD+C, WELL AP

**Kathryn Patterson**  
South Dakota Member Board Executive

**James C. Rearden**  
AIA, CSI, NCARB  
Missouri Member Board Member

**Nilza Serrano**  
California Member Board Member

**Gabrielle M. Steffel**  
AIA, NCARB

**Kenneth R. Van Tine**  
AIA, NCARB, LEED AP  
Michigan Member Board Member

**John Welcher**  
Assoc. AIA

**Amelia Rosen**  
AIA Liaison

**Bethany L. Garver**  
AIA, NCARB  
ACSA Liaison

**Jessica Reinert**  
CAE, IOM  
CACE Liaison

**Sabrina Heard**  
CDFA  
SDA Liaison

**Stephen D. Schreiber**  
FAIA, NCARB  
BOD Liaison

**Erin Murphy**  
AIA, LEED AP  
AIA Staff Liaison

**Harry M. Falconer, Jr.**  
FAIA, NCARB, HonD, Hon. FCARM  
Staff Liaison

**Martin Smith**  
AIA, NCARB, LEED Green Assoc.  
Staff Liaison

### Committee's Purpose:

The Experience Committee oversees the development, delivery, and assessment of the Architectural Experience Program® (AXP®) for use by Member Boards, including suggesting improvements to the AXP's experience components and recommending revisions to the *AXP Guidelines*.

The Experience Advisory Committee (EAC) includes representatives from related organizations in the design professions, who join NCARB to participate in discussions about and provide suggestions for the development and implementation of the AXP.





## (CONTINUED) EXPERIENCE COMMITTEES

### Report:

#### *Highlights/Year-end Summary*

- Engaged with the Education Committee to explore the definition of competency at the point of licensure and methods of demonstrating competency.
- Evaluated the AXP to determine relevancy for topics and tasks related to resiliency and sustainability. They explored methods to help bring this important topic to the forefront of our profession and ensure it is included in NCARB programs.
- Examined the ethical obligations of an AXP supervisor and discussed if there are any problems with a family member approving AXP experience reports.

#### *Summary of Charges*

- Along with the Education Committee, Think Tank, and Re-Think Tank, the Experience Advisory Committee determined that the “line of competency” exists where you can identify what you don’t know but know where to obtain the answers to make decisions, create, and implement. They came to the conclusion that there are levels of competency, and competency will be connected to career paths and experiences that an architect pursues and gains. Several concepts regarding how to demonstrate and evaluate competency were discussed; the EAC and Education Committees believe it is important to engage with the licensure candidate through either an interview or review of their technical portfolio.

- Determined that licensure candidates and supervisors can include the concepts of resiliency within the existing AXP tasks; however, the tasks are not directly detailed and should be considered for inclusion during the next analysis of practice. While waiting for the next analysis of practice, the EAC recommends including a vision statement in the *AXP Guidelines* that states the principles of resiliency to help licensure candidates frame their tasks around these concepts.
- Concluded that it is not an issue for a family member to serve as an AXP supervisor. As architects, we already have an ethical standard to protect the health, safety, welfare of the public. The AXP includes several rules regarding the requirements of direct supervision. If the supervisor is meeting these requirements, they are performing their role. If a rule limiting family members as AXP supervisors goes into effect, licensure candidates in small towns who may work for a family member would face greater difficulty in gaining experience. And, in most cases, the EAC believes a family member would hold their licensure candidate to a higher standard. Creating a rule would unnecessarily effect many others who meet the requirements and perform ethically.

## MEMBER BOARD EXECUTIVES COMMITTEE



### COMMITTEE MEMBERS

#### Elizabeth Bern

JD  
Chair  
Alabama Member Board Executive

#### Emily Cronbaugh

Wyoming Member Board Executive

#### Monica Harrison

Nevada Member Board Executive

#### Katherine E. Hillegas

Louisiana Member Board Executive

#### Alysia D. Jones

Alaska Member Board Executive

#### Jon D. Wilbeck

Nebraska Member Board Executive

#### Robert M. Calvani

FAIA, NCARB  
BOD Liaison

#### Nefertari Carver

Staff Liaison

### Report:

- The Member Board Executives Committee had a very productive year.
  - Successfully developed the programming for the 2019 Member Board Executives Workshop, which was attended in-person by 41 board executives and virtually by two board executives.
  - Oversaw the continued development of the Quality Assurance Audit and Member Board Transmittal Feedback tool, which provides the Council with timely information regarding the quality of Records transmitted by the Council.

### Committee Purpose:

The Member Board Executives Committee considers issues of concern to the jurisdictions and Member Board Executives. In addition, the committee serves as a focus group for Council initiatives as needed, and develops the agenda for the spring Member Board Executives Workshop.



# POLICY ADVISORY COMMITTEE



## COMMITTEE MEMBERS

**Chair: Philip M. Leinbach**  
NCARB, AIA, REFP, CSI  
Pennsylvania Member Board Member

**Chase Bearden**  
Texas Member Board Member

**Bobbie L. Carter**  
New Hampshire Member  
Board Executive

**Cathe M. Evans**  
North Carolina Member  
Board Executive

**Janet L. Hansen**  
AIA, NCARB, LEED AP, NCIDQ

**David W. Hornbeek**  
AIA, NCARB  
Oklahoma Member Board Member

**Robert Lopez**  
RA  
New York Member Board Executive

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

**Robert W. McKinney**  
Ed.D., NCARB

**John P. Rademacher**  
AIA, NCARB  
Ohio Member Board Member

**Bayliss Ward**  
NCARB, AIA  
BOD Liaison  
Montana Member Board Member

**Vanessa Williamson**  
Staff Liaison

## Report:

### Highlights/Year-end Summary

- With no FY19 resolutions, the Policy Advisory Committee was able to focus on other work.
- Conducted a comprehensive review of NCARB's draft *Continuing Education Guidelines* and provided recommendations for revisions.
- Reviewed two white papers. The committee reviewed and critiqued "Procedural Requirement for Discipline of Architects (2012)" in collaboration with the Member Board Executives and Professional Conduct committees. The committee reviewed and critiqued "Model Brief to Enforce Laws Prohibiting Architectural Practice by Unlicensed Persons (2004)" in collaboration with the Model Law Task Force, Member Board Executives, and Professional Conduct committees.

## Committee Purpose:

The Policy Advisory Committee (PAC)—formerly the Procedures and Documents Committee—reviews proposed resolutions and special publications as directed by the Board of Directors for impact and consistency with Council policies and programs.



# PROFESSIONAL CONDUCT COMMITTEE



## COMMITTEE MEMBERS

### Chair: Brad B. Smith

AIA, NCARB  
South Carolina Member  
Board Member

### Nathan Baker

AIA, NCARB  
Oklahoma Member Board Member

### T. Rexford Cecil

NCARB  
AIA Member Emeritus

### John P. Ehrig

FAIA, NCARB, LEED AP  
Florida Member Board Member

### Cathe M. Evans

North Carolina  
Member Board Executive

### Melarie Gonzales

New Mexico  
Member Board Executive

### Jerome M. Headley

NCARB

### Thomas D. Lonardo

RA, NCARB  
Rhode Island Member Board Member

### Douglas L. Steidl

FAIA  
Ohio Member Board Member

### Nathaniel Waugh

Nevada Member Board Member

### Darryl R. Hamm

BOD Liaison  
Pennsylvania Member Board Member

### Roxanne Alston

Staff Liaison

### Danielle Brokenborough

Staff Liaison

### George E. Constantine III

Legal Counsel

## Report:

### Highlights/Year-end Summary

- The Professional Conduct Committee usually convenes once per year for a face-to-face meeting, and meets regularly through a series of teleconferences during the remainder of the fiscal year. Because of an intensive exam violation investigation, the PCC met on-site twice during FY19 to hear the cases in person.
- Made recommendations to the NCARB Board of Directors for various actions including test revocations, suspension of NCARB Certificates, and public reprimand.

### Summary of Charges

- Recommended updates to the “NCARB Professional Conduct Rules of Procedure” to the NCARB Board of Directors as directed.
- Reviewed joint charges with the Examination Committee on the “Policy and Procedures for Testing Irregularities” and made recommendations to the NCARB Board of Directors.
- Worked jointly with the Member Board Executives and Policy Advisory committees to review and comment on the white paper “Procedural Requirement for Discipline of Architects (2012).” The white paper review and suggested edits were forwarded to the NCARB Board of Directors.
- Worked jointly with the Continuing Education Subcommittee to identify topics for disciplinary case studies.
- Reviewed white paper, “Model Brief to Enforce Laws Prohibiting Architectural Practice by Unlicensed Persons (2004).”

## Committee Purpose:

The Professional Conduct Committee (PCC) oversees the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of Record holders and others using NCARB services.

## REGIONAL LEADERSHIP COMMITTEE



### COMMITTEE MEMBERS

**Chair: Terry L. Allers**  
FAIA, NCARB, Hon. FCARM

**Judy Belcher**  
Region 2 Executive

**Dawne Broadfield**  
Region 1 Executive  
Rhode Island  
Member Board Executive

**Janet L. Hansen**  
AIA, NCARB, LEED AP, NCIDQ  
Region 1 Chair

**David W. Hornbeek**  
AIA, NCARB  
Region 5 Chair  
Oklahoma Member Board Member

**Stacy Krumwiede**  
Region 5 Executive  
North Dakota  
Member Board Executive

**Philip M. Leinbach**  
NCARB, AIA, REFP, CSI  
Region 2 Chair  
Pennsylvania Member Board Member

**Glenda Loving**  
Region 4 Executive

**Edward T. Marley**  
NCARB, AIA, LEED AP  
Region 6 Chair

**Robert W. McKinney**  
AIA, NCARB  
Region 3 Chair

**Jenny S. Owen**  
Region 3 Executive

**John P. Rademacher**  
AIA, NCARB  
Region 4 Chair  
Ohio Member Board Member

**Gina Spaulding**  
Region 6 Executive

**Bonnie Staiger**  
Hon. AIA  
Region 5 Executive  
North Dakota  
Member Board Executive

**Joshua Batkin**  
Staff Liaison

**Nefertari Carver**  
Staff Liaison

### Report:

#### Highlights/Year-end Summary

- Planned and hosted a successful 2019 Regional Summit in Nashville, Tennessee. The event, attended by 241 delegates from 52 licensing boards, had one of the largest attendances recorded in recent years and incorporated the NCARB Centennial theme. As Nashville is where NCARB was founded 100 years ago, the 2019 Regional Summit included presentations on the history of regions, resolutions, and the development of licensing boards. Delegates also attended a special Centennial celebratory moment at the Hermitage Hotel—the location where NCARB’s founders met 100 years ago to discuss the goal of establishing a national regulatory organization. The Tennessee Board of Architects presented a Governor’s Proclamation to NCARB on the occasion of its founding.

### Committee Purpose:

The Regional Leadership Committee addresses issues specific to the regions of the Council, plans the annual Regional Summit, and provides input into the planning and development of additional membership engagement efforts.



# SPECIAL INITIATIVES

In addition to its standing committees, NCARB's leadership creates other volunteer groups to explore current issues and evaluate emerging trends as necessary. These groups—whose work can span anywhere between a single year and several—take on topics ranging from revising *NCARB's Model Law* to providing suggestions on the path to licensure.



# CENTENNIAL ADVISORY COMMITTEE



## COMMITTEE MEMBERS

**Chair: David L. Hoffman**  
FAIA, NCARB, Hon. FCARM

**Terry L. Allers**  
FAIA, NCARB, Hon. FCARM

**Michael J. Armstrong**

**Robert A. Boynton**  
FAIA  
Virginia Member Board Member

**Ann R. Chaintreuil**  
FAIA, NCARB

**Kim Garrison**

**Cynthia J. McKim**

**Harry G. Robinson III**  
FAIA, AICP

**Daniel Taylor**

**Stephen Nutt**  
FAIA, NCARB, CAE  
Consultant

**Andy McIntyre**  
Staff Liaison

## Committee Purpose:

The Centennial Advisory Committee was a temporary committee composed of individuals with historical impact on NCARB or knowledge of its history, created for the purpose of providing guidance on the major initiatives planned for the Council's Centennial celebration.

## Report:

### Highlights/Year-end Summary

- Contributed to an enhanced Annual Business Meeting (ABM), with an extended guest list and additional events in celebration of the organization's milestone.
- Provided feedback on Centennial deliverables, including the exhibit, publication, and website.

### Summary of Charges

- Reviewed, assessed, and provided feedback on the three key components being developed to support the Centennial. These efforts include:
  - The Centennial website, which launched on January 22, 2019.
  - The Centennial exhibition, which debuted to membership at the Regional Summit in March 2019.
  - The Centennial historical publication, *The Resiliency of an Idea*, which was distributed at the June 2019 ABM. Committee members reviewed final sections of the publication in late-March and approved the design/content.
- Reviewed the plans for various engagements and events that supported the 2019 ABM.

# FUTURES TASK FORCE



## TASK FORCE MEMBERS

**Chair: Kristine Annexstad Harding**  
FAIA, NCARB

**Eli Allen**  
AIA, LEED AP BD+C

**David H. Barkin**  
AIA, NCARB  
Connecticut Member Board Member

**Glenn Birx**  
FAIA, LEED AP

**David Cronrath**  
AIA, NCARB

**Nicole M. Dosso**  
FAIA, LEED AP BD+C  
New York Member Board Member

**Scott E. Harm**  
NCARB, AIA  
Washington Member Board Member

**Marin Pastar**  
AIA, NCARB, ASHE

**Stephen L. Sharp**  
FAIA, NCARB

**Rick Storvick**  
Washington Member Board Executive

**Sarah Wahlgren**  
AIA

**Gregory F. Welch**  
Ph.D.

**Alfred Vidaurri Jr.**  
FAIA, NCARB, AICP  
BOD Liaison

**Andy McIntyre**  
Staff Liaison

**Rachel Michaels**  
Staff Liaison

**Jared N. Zurn**  
AIA, NCARB, CAE  
Staff Liaison

## Report:

### Highlights

- Recommends embracing a mindset of continuous evaluation of five key factors in order to best position NCARB to be resilient during a time of rapid evolution.
- Met with outside voices including leaders from the technology industry and architectural collateral organizations to discuss the future of architectural practice and the necessity of the evolution of regulation.

### Year-end Summary

- Identified five key emerging issues and trends likely to impact the architectural profession and its regulation:
  - Technology and the impact of artificial intelligence (AI) and machine learning on design
  - Education and the challenges traditional education models have serving practice
  - Responsible control and how it functions inside and outside of the current regulatory framework
  - Collaboration and specialization within the practice and profession, and what that means to the current licensure model
  - Welfare as a key component of the Health, Safety, and Welfare charge all licensed professionals have a duty to protect
- The task force will continue evaluating how potential future developments in regulation, business models, and technology could undermine or enhance public health, safety, and welfare.

## Task Force Purpose:

The Futures Task Force was organized to assist NCARB and its members' understanding of the ongoing issues and emerging trends that may influence the profession, the practice, and the regulation of architecture in the coming 25 years.



# INTERIOR ARCHITECTURE WORK GROUP



## WORK GROUP MEMBERS

**Chair: Richard H. McNeel**  
AIA, NCARB, IIDA, LEED AP  
Mississippi Member Board Member

**John M. Cays**

**Janet Constantinides**  
Wyoming Member Board Member

**John A. Cothron**  
Mississippi Member Board Executive

**Michael A. Daly**  
AIA, NCARB, NCIDQ, LEED AP BD+C

**Marzette Fisher**  
AIA, NCIDQ  
Alabama Member Board Member

**Glen S. LeRoy**  
FAIA, FAICP

**Margaret S. Parsons**  
AIA, NCARB, ALEP, LEED AP BD+C  
Minnesota Member Board Member

**Anne K. Smith**  
FAIA, NCARB  
Georgia Member Board Member

**Gregory L. Erny**  
FAIA, NCARB, Hon. FCARM  
BOD Liaison  
Nevada Member Board Member

**Harry M. Falconer, Jr.** FAIA,  
NCARB, HonD, Hon. FCARM,  
Staff Liaison

## Report:

### Highlights

- Established a collaborative dialogue with the Council for Interior Design Accreditation (CIDA), Council for Interior Design Qualification (CIDQ), and Interior Design Educators Council (IDEC), among others, to create and propose standardized language regarding degree programs.
- Discussed providing language recommendations for the Classification of Instructional Programs (CIP) code system.
- Began reviewing similarities between the practice analyses findings of both professions, as well as the interior design exam, which will be continued in FY20.
- Conducted several surveys with various groups regarding interior design and interior architecture.
- Met with the Model Law Task Force, recommending that a separate definition of “interior architecture” be included in the new *Model Law/Model Regulations*.

### Year-end Summary

- Met several times with representatives of the CIDA, CIDQ, and IDEC. All parties agreed that NCARB, CIDA, CIDQ, and IDEC should work together to promote public awareness of the health, safety, and welfare aspects of both professions, and to determine standardized language regarding degree program content and purposes.
- The IAWG was not able to submit suggestions for the 2020 updates to the CIP codes, which organize degree programs and fields of study. The work group recommend that NCARB, CIDA, CIDQ, and IDEC should provide suggestions beginning in 2025 for the 2030 update.

## Work Group Purpose:

The Interior Architecture Work Group (IAWG) was created in FY18 to review, suggest, and consider opportunities for engagement with various interior design groups (ASID, CIDQ, and IIDA) regarding regulation of interior designers, with the goal of addressing “Interior Architecture” degree programs. The work group was renamed the Interiors Task Force for FY20.





### (CONTINUED) INTERIOR ARCHITECTURE WORK GROUP

- Compared the knowledge, skills, and tasks highlighted in the 2012 NCARB *Practice Analysis of Architecture* to the knowledge, skills, and tasks highlighted in the CIDQ's 2009 CIDQ *Practice Analysis of Interior Design*. Members discussed briefly the areas of similarities and differences, and determined a more formal review—informed by the CIDQ's most recent findings—would be helpful in evaluating similarities and differences.
- Compared the NCARB public test specification information to the CIDQ public test specification. Members discussed briefly the areas of similarities and differences. The work group determined a more “formal” review would be helpful in evaluating similarities and differences.
- Distributed surveys to NCARB-certified architects, Member Board Executives, and schools with “Interior Architecture” programs. The surveys' results were reviewed by IAWG members and staff, who recommended the most appropriate data to share, as well as means and audience.

# MODEL LAW TASK FORCE



## TASK FORCE MEMBERS

**Chair: Dennis S. Ward**  
FAIA, NCARB

**Pasqual V. Gutierrez**  
AIA  
California Member Board Member

**Julie Hildebrand**  
Texas Member Board Executive

**Katherine E. Hillegas**  
Louisiana Member Board Executive

**Jeanne M. Jackson**  
FAIA, NCARB, LEED AP

**Susan B. McClymonds**  
AIA, CSI, CCS, SCIP, NCARB

**Mary M. Morissette**  
FAIA, NCARB, LEED AP  
Colorado Member Board Member

**Kathleen “Kate” R. Nobsch**  
Virginia Member Board Executive

**Douglas W. Sams**  
AIA, CSI, CDT, LEED AP BD+C  
Oregon Member Board Member

**Bayliss Ward**  
NCARB, AIA  
Montana Member Board Member

**Vincent Mancini Jr.**  
NCARB  
Kansas Member Board Member

**John E. Cardone Jr.**  
BOD Liaison  
Louisiana Member Board Member

**Joshua Batkin**  
Staff Liaison

## Report:

### Highlights/Year-End Summary

The Model Law Task Force was formed to modernize the Council’s *Model Law and Model Regulations* for current relevance, ease of use, and degree of compatibility with evolving programs and the current NCARB culture of service to Member Boards. To that end, the task force has re-examined the *Model Law and Model Regulations’* content and format to address both current and future concerns of the Member Boards and Council at large.

- The task force continued socializing efforts including:
  - An exercise at the Member Board Chairs and Executives Leadership Summit
  - A face-to-face engagement with the Board of Directors during Committee Summit
  - Engagements with the Futures Task Force and Interior Architecture Work Group chairs to inform the revised *Model Law and Model Regulations* document
  - An interactive workshop at the 2019 Annual Business Meeting
- Co-facilitated a group discussion with chairs from the Model Law Task Force, Policy Advisory Committee, Professional Conduct Committee, and Member Board Executives Committee on “Model Brief to Enforce Laws Prohibiting Architectural Practice by Unlicensed Persons (2004)” and developed recommendations for memorandum for the Board of Directors.

### Summary of Charges

- Completed review of revised *Model Law* and requested NCARB’s legal counsel review the entire document.
- Drafted *Model Regulations* based on structure and content of revised *Model Law*.

## Task Force Purpose:

The Model Law Task Force was formed to modernize the Council’s *Model Law and Model Regulations* for current relevance, ease of use, and degree of compatibility with evolving programs and the current NCARB culture of service to Member Boards. To that end, the task force has re-examined the *Model Law and Model Regulations’* content and format to address both current and future concerns of the Member Boards and Council at large.



# RE-THINK TANK



## RE-THINK TANK MEMBERS

**Wyly Brown**  
AIA

**Anthony Cosentino**  
AIA, NCARB, LEED Green Assoc.

**Mary Dietsch**  
AIA, NCARB

**Whitley Fields**  
AIA, NCARB, LEED Green Assoc.

**Darguin Fortuna**  
NCARB

**Phillip Lantry**  
AIA, NCARB

**Katherine Lynn**  
AIA, NCARB

**Whitney B. Martin**  
AIA, NCARB

**Joshua Mollenkamp**

**Catherine Polk**  
AIA, NCARB, LEED AP

**Li Ren**  
AIA, NCARB, LEED AP BD+C

**Sara Yehia**  
AIA, LEED GA, NCARB

**Patricia Ramallo**  
AIA, NCARB, LEED AP BD+C  
& Homes, CPHD  
Staff Liaison

**Nicholas Respecki**  
AIA, NCARB,  
Staff Liaison

## Report:

### Highlights/Year-End Summary

- Through in-person and virtual meetings, Re-Think Tank members:
  - Explored challenges and opportunities throughout the licensure process, including brainstorming solutions.
  - Suggested improvements to NCARB's programs and services.
  - Developed resources to improve the relationship between licensure candidates and supervisors.
  - Shared their perspectives on where the future of architecture is headed.
- Members also met with various other NCARB volunteer groups at the 2019 Committee Summit, learning more about NCARB's programs and discussing shared topics and concerns.

## Re-Think Tank Purpose:

Each year, NCARB selects a group of 12 recently licensed architects from around the country to be a part of the Re-Think Tank. Members are tasked with exploring challenges and opportunities throughout the licensure process and sharing feedback with NCARB on how to improve its programs and services.



# THINK TANK



## **THINK TANK MEMBERS**

**Chair: Kerry Bartini**  
AIA, NCARB

**Marsha L. Fader**  
Assoc. AIA, LEED AP

**Gulzeb Fatima**  
Assoc. AIA

**Connor Griess**

**Caitlin Whitley Hayes**  
Assoc. AIA, LEED Green Assoc.

**Paul Li**  
LEED AP

**Jim McDonald**  
CSI, CDT, LEED AP BD+C

**Duane McLemore**

**Kristin Moreno**

**Dena Prastos**

**Markita Richardson**  
Assoc. AIA

**Li Ren**  
AIA, NCARB, LEED AP BD+C

**Mark J. Terra-Salomão**  
Assoc. AIA

**F. Burak Unel**  
LEED AP BD+C

**Samantha Miller**  
Staff Liaison

## **Report:**

### *Highlights/Year-End Summary*

- Over the course of the year, Think Tank members brainstormed how NCARB can improve equity along the path to licensure, debated the ethical responsibilities of architects, explored how the practitioner's role is evolving, and provided feedback on our programs and services.
- At the 2018 Committee Summit, members had the opportunity to engage with NCARB's Board of Directors, as well as several committees and task forces, on a variety of pressing issues—from diversity and inclusion efforts to improving the candidate-supervisor relationship.
- Reviewed scenarios related to the ARE Candidate Agreement and NCARB's *Model Rules of Conduct*, debating whether the profession reflects the standards laid out in these guidelines. The Think Tank's feedback was shared with the Examination Committee to help inform future iterations of the ARE.

## **Think Tank Purpose:**

The Think Tank is composed of 12 licensure candidates who are passionate about improving the profession. Members share feedback on the licensure process and resources, brainstorm areas for improvement, and engage with NCARB volunteers and leadership on key initiatives.

# COMMITTEE SUMMIT



## COMMITTEES

Education Committee	Model Law Task Force
Examination Committee	Policy Advisory Committee
Experience Advisory Committee	Re-Think Tank
	Think Tank

## Committee Summit

Each year, nearly 300 volunteers—including licensure candidates, architects, educators, and other professionals—help NCARB develop and maintain our major programs and initiatives. On November 29 – December 1, 2018, volunteers from several of NCARB’s committees and task forces gathered in Atlanta, Georgia, for our annual Committee Summit. Throughout the summit, volunteers had the opportunity to collaborate with members of other NCARB committees to discuss shared charges and network with leaders in the profession.





# BUSINESS OPERATIONS

Explore the Council's structure, financials, and day-to-day administration—plus find information about NCARB's recent office move, refreshed Strategic Plan, and newly formed subsidiary, Lineup Management Services LLC.



# BUSINESS OPERATIONS

Throughout FY19, NCARB was hard at work not only commemorating its Centennial and providing services for its members and customers, but also reviewing and refreshing its business operations.

## Refreshed Strategic Plan

NCARB released its new Strategic Plan in June 2019—launching NCARB into its second century and providing a framework for organizational initiatives over the next five to seven years. Efforts to review and refresh the previous Strategic Plan (introduced in 2012) began in 2016. The NCARB Strategic Plan was based on sound research and facilitated discussions with stakeholders both within and outside of the organization to inform development of an effective, actionable Strategic Plan.

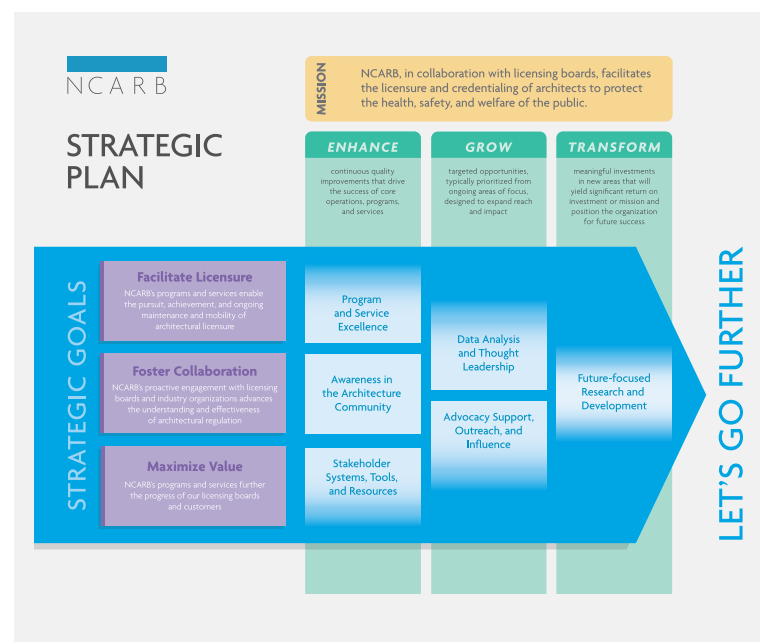
The refreshed plan was designed with input collected from more than 6,000 stakeholders, including the NCARB Board of Directors, regional chairs and committee volunteers, leaders from architectural licensing boards, architects holding an NCARB Certificate, candidates for architectural licensure, leadership from other architectural organizations, and NCARB staff.

**"This year was the culmination of our multi-year strategic planning process, [which] yielded an updated plan that affirms our past efforts and places NCARB on a trajectory that will provide guidance as we go further for our Member Boards and customers."**

—NCARB President David L. Hoffman, FAIA, NCARB, Hon. FCARM

The 2019 Strategic Plan retains successful elements of the former plan and introduces opportunities for continuous quality improvement, growth, and transformation. Some areas of greater focus as NCARB prepares for the future include:

- Technology and innovation
- NCARB programs and services
- Legislation/regulation
- Delivering value for licensing boards and customers
- Expanding brand awareness and influence





Reception area at NCARB's new H Street office.

## Office Move

In March 2019, NCARB relocated from 1801 K Street, NW, to 1401 H Street, NW, in Washington, DC. The new space was designed by local firm OTJ Architects with NCARB's unique collaborative needs in mind. It offers alternative workspaces, sit-stand desks, and open collaboration areas, along with additional team rooms, a flexible conference area, and private conversation areas. The move reduced NCARB's overhead costs by \$5 million over 15 years and reduced the office's carbon footprint by 1,000 square feet.

To comply with the DC Green Building Act, NCARB's office was required to achieve LEED Silver rating from the U.S. Green Building Council. In keeping with the organization's drive to go further, NCARB is in the process of earning LEED Gold Status for the office and is also pursuing a Fitwell credential demonstrative of a commitment to a wellness-friendly workspace.



### Lineup

In March 2019, NCARB's Board of Directors established Lineup Management Services LLC, a for-profit subsidiary for purposes of marketing and distributing NCARB's proprietary, volunteer management and team building software. Its first commercially available product is also called Lineup™, a simple, intuitive tool used by associations and organizations in the assessment industry to build the best work teams possible and optimize team performance.

The NCARB Board adopted a licensing agreement, in which NCARB retains ownership of Lineup's software and licenses the software to the subsidiary for sales and support. The Board also approved a cost-sharing agreement and an operating agreement that established a governance model for the subsidiary.

Profit from subscription sales delivered by Lineup will be used to sustain NCARB's programs and initiatives supporting its Member Boards and customers. NCARB believes it is prudent business practice for the organization to diversify revenue streams, ensuring the Council can continue offering the high levels of service expected by its Member Boards and customers. This will help sustain the Council's momentum even during times of economic declines without adversely affecting services or requiring large fee increases.

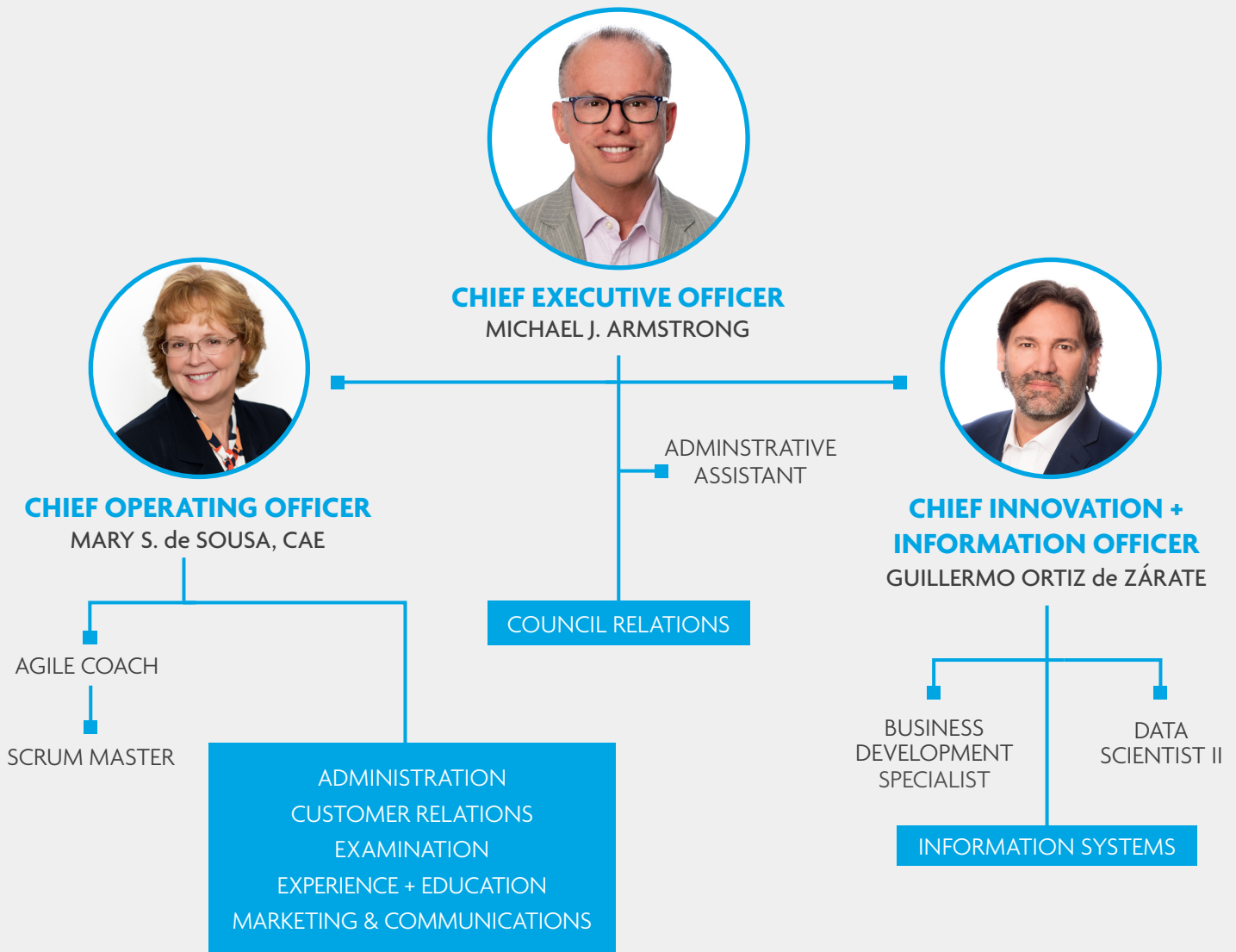


"The performance of a team depends greatly on the diversity of its talent. Teams that have a mix of people with varying backgrounds, experience, and training think differently. Participants derive greater value and are more engaged, which leads to more discussion, possibility, innovation and, ultimately, better outcomes. It's with this knowledge we developed Lineup. We wanted to make it easier for organizations to capture this data, filter on specific traits, and build the best work teams possible."

—NCARB CIO and Lineup President  
Guillermo Ortiz de Zárate

# EXECUTIVE OFFICE

Headquartered in Washington, DC, NCARB has a staff of nearly 100 who work to provide the best possible service to our Member Boards and customers. The staff, consisting of experts in architecture as well as other fields, is divided into seven departments that provide a wealth of diverse experiences and skill sets to the organization.



\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019



# ADMINISTRATION

The Administration team manages NCARB's finances, human resources, office facilities, and provides logistical support for all NCARB meetings and conferences.



## DOUG MORGAN VICE PRESIDENT, ADMINISTRATION

\*Reports To Chief Operating Officer Mary S. de Sousa, CAE

- Administrative Assistant

**ROBERT DICKINSON, CPA**  
Assistant Vice President, Finance

- Assistant Controller
- Senior Accountant
- Accountants

**VANESSA WILLIAMSON, CAE**  
Assistant Vice President, Administration

- Managers, Meeting Planning
- Manager, Office Services
- Supervisor, Support Center
- Scanning Technicians

**HEATHER COLES, PHR**  
Assistant Vice President, Human Resources

- HR Generalists

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019

# COUNCIL RELATIONS

The Council Relations team works with NCARB's Member Boards to help implement national programs and advocate for reasonable regulation. It maintains our collateral relationships and assists NCARB leadership in appointing and supporting NCARB volunteers.



## JOSHUA C. BATKIN VICE PRESIDENT, COUNCIL RELATIONS

\*Reports To Chief Executive Officer Michael J. Armstrong

### NEFERTARI CARVER

Assistant Vice President,  
Volunteer Engagement

- Managers,  
Member Board Relations
- Coordinator,  
Member Board Relations

### MARTA ZANIEWSKI

Assistant Vice President,  
External Engagement

- Manager, External Engagement
- Coordinator, Advocacy +  
External Engagement

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019

# CUSTOMER RELATIONS

The Customer Relations team is the first line of contact for current and prospective customer questions and concerns, providing service to students, licensure candidates, registered architects, and Member Boards for all our services.



## ROXANNE ALSTON VICE PRESIDENT, CUSTOMER RELATIONS

\*Reports To Chief Operating Officer Mary S. de Sousa, CAE

### CASANDRA WALKER

Assistant Vice  
President,  
Customer Relations

- Manager,  
Customer Relations
- Team Leads
- Program Specialists
- Customer Relations  
Specialists

### VACANT

Assistant Vice  
President,  
Customer Relations

- Customer Relations  
Specialists
- Customer Relations  
Coordinator

- Administrative  
Assistant
- Customer Relations  
Analyst

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019



# EXAMINATION

The Examination Department focuses on supporting the work of volunteers and consultants in managing, advancing, and improving the Architect Registration Examination® (ARE®) and its related policies, tools, and services. Additionally, it also works to ensure both transparency and appropriate security regarding information related to the examination.



## JARED ZURN, AIA, NCARB VICE PRESIDENT, EXAMINATION

\*Reports To Chief Operating Officer Mary S. de Sousa, CAE

**MICHELLE COHN,**  
AIA, NCARB, LEED AP BD+C, PMP  
Assistant Vice President, Examination

- Managers,  
Examination Development

**JOAN PAROS,** MBA  
Assistant Vice President, Examination

- Manager, Examination Operations

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019

# EXPERIENCE + EDUCATION

The Experience + Education Department develops and maintains the Architectural Experience Program® (AXP®), which guides licensure candidates through the process of gaining architecture experience, and supports the implementation of the *NCARB Education Standard* to govern how education contributes to the licensure path. The department also coordinates outreach visits to students and practitioners and works with universities to equip students with the knowledge needed to move forward in becoming an architect.



## HARRY M. FALCONER, JR., FAIA, NCARB, HonD, Hon. FCARM VICE PRESIDENT, EXPERIENCE + EDUCATION

\*Reports To Chief Operating Officer Mary S. de Sousa, CAE

**JEREMY FRETTS**, AIA, NCARB  
Assistant Vice President,  
Experience + Education

**MARTIN SMITH**,  
AIA, NCARB, LEED GREEN ASSOC.  
Assistant Vice President,  
Experience + Education

- Managers, E+E
- Program Specialist

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019

# INFORMATION SYSTEMS

The Information Systems team leads the development, implementation, and ongoing modernization of our technology including My NCARB, line of business applications, infrastructure, and help desk. The department also supports data collection and analytics, which provides insights into NCARB programs and initiatives.



**ROUEL de GUZMAN**

## **VICE PRESIDENT, INFORMATION SYSTEMS**

\*Reports To Chief Innovation + Information Officer Guillermo Ortiz de Zárate

### **RACHEL MICHAELS**

Assistant Vice President,  
Information Systems

- Senior Lead Software Engineer
- Senior Engineers
- Software Engineers
- Quality Assurance Analyst
- Systems Analyst
- UX Designers

- Manager, Infrastructure
  - Systems Administrator
  - Help Desk Technician

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019



# MARKETING & COMMUNICATIONS

The Marketing & Communications team develops strategies and outputs for communicating NCARB's initiatives, program updates, and news, and develops marketing materials, videos, website content, and social media campaigns. These efforts include media placement; tending to relationships with architectural media, online opinion leaders and other influencers; and best use of diverse platforms to facilitate awareness and understanding of NCARB activities.



## ANDREW MCINTYRE

### VICE PRESIDENT, MARKETING & COMMUNICATIONS

\*Reports To Chief Operating Officer Mary S. de Sousa, CAE

#### AMANDA PICA

Assistant Vice President,  
Marketing & Communications

- Visual Designers
- Production Coordinator
- Digital Marketing Specialist
- Videographer/Editor
- Manager, Media Relations
- Content Producer
- Communications Assistant

\*National Council of Architectural Registration Boards detailed office organizational structure by position as of June 2019



# FINANCIALS

NCARB provides Member Boards with a yearly summary of the organization's financial results at the Annual Business Meeting, including the year-end results, next fiscal year's budget, and organizational fees. An audit of NCARB's financial statements is conducted annually by an independent auditing firm.

**Audited Consolidated Financial Statements**

**NATIONAL COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS**

*June 30, 2019*



# National Council of Architectural Registration Boards

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## Independent Auditor’s Report on the Consolidated Financial Statements

To the Board of Directors  
 National Council of Architectural Registration Boards

We have audited the accompanying consolidated financial statements of National Council of Architectural Registration Boards and Lineup Management Services, LLC (collectively, the Council), which comprise the consolidated statements of financial position as of June 30, 2019 and 2018 and the related consolidated statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the consolidated financial statements.

### Management’s Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor’s Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council’s preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

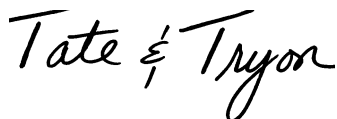
### Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of National Council of Architectural Registration Boards and Lineup Management Services, LLC as of June 30, 2019 and 2018, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors  
September 11, 2019  
Page 2 of 2

***Adoption of Accounting Standards Update 2016-14***

As described in Note A to the consolidated financial statements, the Financial Accounting Standards board (FASB) issued Accounting Standards Update 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). As required by the FASB, the Council adopted the provisions of ASU 2016-14 during the year ended June 30, 2019. In addition to changes in terminology used to describe categories of net assets throughout the consolidated financial statements, new disclosures were added regarding functional expenses and liquidity and the availability of resources. There was no change in the Council's previously reported change in net assets as a result of the adoption of the ASU. Our opinion is not modified with respect to this matter.



Washington, DC  
September 11, 2019



## National Council of Architectural Registration Boards

## Consolidated Statements of Financial Position

<b>June 30,</b>	<b>2019</b>	<b>2018</b>
<b>Assets</b>		
Cash and cash equivalents	\$ 2,077,788	\$ 4,240,913
Investments	28,870,545	23,211,641
Accounts receivable, net	21,935	18,019
Prepaid expenses and other assets	747,242	643,833
Investments - deferred compensation	583,163	519,892
Property, equipment, and capitalized software, net	7,286,661	4,538,343
<b>Total assets</b>	<b>\$ 39,587,334</b>	<b>\$ 33,172,641</b>
<b>Liabilities and Net Assets</b>		
Liabilities		
Accounts payable and accrued expenses	\$ 2,390,671	\$ 1,957,467
Accrued payroll and related liabilities	1,393,985	1,103,122
Deferred revenue	3,196,471	1,533,997
Deferred rent and lease incentive	3,819,612	997,631
Deferred compensation	583,163	519,892
Total liabilities	11,383,902	6,112,109
Net assets without donor restrictions		
Council's net assets	26,824,514	25,832,626
Regional conferences' net assets	484,684	555,792
Board designated - centennial	287,600	437,000
Board designated - business development	606,634	235,114
Total net assets	28,203,432	27,060,532
Commitments	-	-
<b>Total liabilities and net assets</b>	<b>\$ 39,587,334</b>	<b>\$ 33,172,641</b>

See notes to the consolidated financial statements.

## National Council of Architectural Registration Boards

## Consolidated Statements of Activities

<b>Year Ended June 30,</b>	<b>2019</b>	<b>2018</b>
<b>Revenue</b>		
Customer relations income	\$ 21,384,936	\$ 20,350,232
Examination income	10,218,170	10,716,526
Member board dues	357,500	351,000
Interest and dividends	625,225	409,499
Education income	66,661	52,745
Annual meetings, regional activities, and other income	66,857	144,843
<b>Total revenue</b>	<b>32,719,349</b>	<b>32,024,845</b>
<b>Expenses</b>		
Program services		
Examination Directorate	7,649,943	7,326,460
Council Relations Directorate	3,873,999	3,055,503
Information Systems Directorate	4,765,836	4,510,654
Business Development	683,595	627,665
Customer Relations Directorate	4,249,171	4,025,217
E + E Directorate	1,778,169	2,009,640
Marketing & Communications Directorate	2,256,057	1,841,795
<b>Total program expenses</b>	<b>25,256,770</b>	<b>23,396,934</b>
Supporting services		
Administration Directorate	4,403,547	4,178,003
Executive Office	2,623,016	2,480,716
<b>Total supporting expenses</b>	<b>7,026,563</b>	<b>6,658,719</b>
<b>Total expenses</b>	<b>32,283,333</b>	<b>30,055,653</b>
Change in net assets before change in fair value of investments	436,016	1,969,192
Realized and unrealized gain on investments	706,884	596,731
<b>Change in net assets</b>	<b>1,142,900</b>	<b>2,565,923</b>
Net assets, beginning of year	27,060,532	24,494,609
<b>Net assets, end of year</b>	<b>\$ 28,203,432</b>	<b>\$ 27,060,532</b>

See notes to the consolidated financial statements.

## National Council of Architectural Registration Boards

## Consolidated Statements of Cash Flows

<i>Year Ended June 30,</i>	2019	2018
<b>Cash flows from operating activities</b>		
Cash received from:		
Customer relations income	\$ 21,378,619	\$ 20,353,638
Examination income	11,948,094	11,055,721
Education income	66,662	52,744
Member board dues	305,500	260,000
Annual meetings, regional activities, and other income	68,815	103,391
Total cash received	33,767,690	31,825,494
Cash paid for:		
Employment/human resource expenses	(12,295,171)	(11,996,636)
Operating expenses	(4,998,245)	(5,326,312)
Contributions	(489,167)	(522,668)
Consulting	(6,353,026)	(5,903,863)
Travel/other meeting expenses	(5,077,044)	(4,532,665)
Total cash paid	(29,212,653)	(28,282,144)
Net cash provided by operating activities	4,555,037	3,543,350
<b>Cash flows from investing activities</b>		
Cash received for:		
Tenant improvement allowance reimbursements	382,519	-
Cash paid for:		
Transfers into investments	(4,326,794)	(1,844,097)
Capital expenditures	(2,773,887)	(952,467)
Net cash used in investing activities	(6,718,162)	(2,796,564)
<b>Net (decrease) increase in cash and cash equivalents</b>	<b>(2,163,125)</b>	<b>746,786</b>
Cash and cash equivalents, beginning of year	4,240,913	3,494,127
<b>Cash and cash equivalents, end of year</b>	<b>\$ 2,077,788</b>	<b>\$ 4,240,913</b>
<b>Supplemental disclosure of noncash investing and financing transactions:</b>		
Leasehold improvements acquired via tenant improvement allow	\$ 2,352,526	\$ -

See notes to the consolidated financial statements.



## National Council of Architectural Registration Boards Consolidated Statements of Functional Expenses

	Year ended June 30, 2019										Total	
	Program Expenses					Supporting Expenses						
	Council Relations Directorate	Examination Directorate	Information Systems Directorate	Business Development	Customer Relations Directorate	E + E Directorate	Marketing & Communications Directorate	Total Program Expenses	Administration Directorate	Executive Office	Total Supporting Expenses	2019
Expenses:												
Employment/human resources	\$ 727,971	\$ 863,929	\$ 1,764,816	\$ 423,834	\$ 2,903,970	\$ 883,206	\$ 1,333,363	\$ 8,901,089	\$ 2,424,529	\$ 1,260,439	\$ 3,684,968	\$ 12,586,057
Operating expenses	218,154	897,829	2,827,374	11,494	1,220,667	304,727	432,393	5,912,638	1,770,433	95,485	1,865,918	7,778,556
Consulting	278,899	5,227,116	113,145	198,527	57,801	46,312	253,716	6,175,516	72,976	1,48,038	221,014	6,396,530
Travel and meeting expenses	2,087,806	658,669	60,471	49,279	64,895	534,832	234,996	3,690,948	130,890	1,038,864	1,169,754	4,860,702
Contributions	446,169	2,400	30	461	1,838	9,092	1,589	461,579	4,719	56,336	61,055	522,634
Other BOD/office expenses	115,000	-	-	-	-	-	-	115,000	-	23,854	23,854	138,854
Total expenses	\$ 3,873,999	\$ 7,649,943	\$ 4,765,836	\$ 683,595	\$ 4,249,171	\$ 1,778,169	\$ 2,256,057	\$ 25,256,770	\$ 4,403,547	\$ 2,623,016	\$ 7,026,563	\$ 32,283,333
	Year ended June 30, 2018											
	Program Expenses					Supporting Expenses					Total	
	Council Relations Directorate	Examination Directorate	Information Systems Directorate	Business Development	Customer Relations Directorate	E + E Directorate	Marketing & Communications Directorate	Total Program Expenses	Administration Directorate	Executive Office	Total Supporting Expenses	2018
Expenses:												
Employment/human resources	\$ 665,686	\$ 833,371	\$ 1,785,916	\$ 365,700	\$ 2,667,316	\$ 822,834	\$ 1,321,825	\$ 8,462,648	\$ 2,375,620	\$ 1,222,964	\$ 3,598,584	\$ 12,061,232
Operating expenses	173,737	1,072,949	2,662,640	2,967	1,078,748	275,485	302,067	5,668,593	1,500,737	83,731	1,584,468	7,153,061
Consulting	270,333	4,741,784	3,358	2,443,379	220,545	48,182	173,589	5,702,170	189,659	1,17,076	306,735	6,008,905
Travel and meeting expenses	1,354,685	675,781	58,635	14,368	57,844	860,471	41,853	3,063,637	108,797	1,001,370	1,110,167	4,173,804
Contributions	477,842	2,575	105	251	764	2,668	2,461	486,666	3,190	55,575	58,765	545,431
Other BOD/office expenses	113,220	-	-	-	-	-	-	113,220	-	-	-	113,220
Total expenses	\$ 3,055,503	\$ 7,326,460	\$ 4,510,654	\$ 627,665	\$ 4,025,217	\$ 2,009,640	\$ 1,841,795	\$ 23,396,934	\$ 4,178,003	\$ 2,480,716	\$ 6,658,719	\$ 30,055,653

See notes to the consolidated financial statements.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### A. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Organization:** National Council of Architectural Registration Boards (the Council) is a nonprofit organization of individual architectural registration boards. The general purpose of the Council is to protect 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.

The accompanying consolidated financial statements include the accounts of the Council and five of its regional conferences. The Council authorizes these five regional conferences to use its taxpayer identification number in conjunction with operating and managing the activities of the regional conferences. The net assets and operations of these five regional conferences have been included in the Council's operations for purposes of financial and tax reporting.

During the year ended June 30, 2019, Lineup Management Services, LLC (Lineup) was formed as a single member limited liability company with the Council as its sole member. The purpose of Lineup is to develop and sell a software tool designed to help organizations better manage the skills and demographics of work teams. Lineup's economic activity for the year ended June 30, 2019 consisted of \$11,000 of revenue which is incorporated within the consolidated financial statements.

**Principles of consolidation:** The consolidated financial statements include the accounts of National Council of Architectural Registration Boards and Lineup Management Services, LLC (collectively referred to as the Council). Significant intra-entity accounts and transactions have been eliminated in consolidation.

**Income tax status:** The Council is exempt from income taxes on its exempt activities under the provisions of Section 501(c)(6) of the Internal Revenue Code. However, the Council is subject to income taxes on any unrelated business income. For the years ended June 30, 2019 and 2018, The Council had unrelated business income from software sales of \$11,000 and \$0, respectively. Beginning January 1, 2018, qualified transportation and parking benefits provided by the Council are subject to unrelated business income taxes. Federal and District of Columbia income tax on these benefits totaled approximately \$17,800 and \$17,500 for the years ended June 30, 2019 and 2018, respectively.

As a single member LLC, Lineup does not file a separate income tax return and its activities are included in the Council's tax returns. Thus, Lineup is treated as a disregarded entity for income tax purposes.

**Basis of accounting:** The Council prepares its consolidated financial statements on the accrual basis of accounting. Revenue is recognized when earned and expense when the obligation is incurred.

**Use of estimates:** The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from estimates.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### A. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

**Reclassifications:** Certain 2018 expenses have been reclassified to conform to the current year presentation with no effect on the prior year's change in net assets. For the year ended June 30, 2018, \$22,763 of other BOD/office expenses was reclassified to contributions expense, and \$94,161 of expenses previously recorded as consulting expenses related to investment management fees was netted with interest and dividends revenue in the accompanying consolidated statement of activities. The following table presents the amounts that were reclassified among the functional categories:

	As Previously Reported	Reclassifications	As Currently Reported
Examination Directorate	\$ 7,329,449	\$ (2,989)	\$ 7,326,460
Council Relations Directorate	3,170,204	(114,701)	3,055,503
Information Systems Directorate	4,518,172	(7,518)	4,510,654
Business Development	627,665	-	627,665
Customer Relations Directorate	4,049,837	(24,620)	4,025,217
E + E Directorate	2,012,591	(2,951)	2,009,640
Marketing & Communications Directorate	1,739,737	102,058	1,841,795
Administration Directorate	3,098,356	1,079,647	4,178,003
Executive Office	3,603,803	(1,123,087)	2,480,716
<b>Total Expense</b>	<b>\$ 30,149,814</b>	<b>\$ (94,161)</b>	<b>\$ 30,055,653</b>

**Cash and cash equivalents:** For financial statement purposes, the Council considers all checking accounts, overnight repurchase agreements, money market funds and highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents except for money market funds held in the investment portfolio.

**Accounts receivable:** Accounts receivable consists primarily of registration fees for the Council's annual meeting. Accounts receivable are presented at the net amount due to the Council. The Council's management periodically reviews the status of all accounts receivable balances for collectability. Each receivable balance is assessed based on management's knowledge of the customer, the Council's relationship with the customer, and the age of the receivable balance. The Council has established an allowance for doubtful accounts to estimate the portion of receivables that will not be collected, which is regularly reviewed by management. The allowance for doubtful accounts was \$0 for each of the years ended June 30, 2019 and 2018, respectively.

**Deferred revenue:** Deferred revenue consists primarily of cash received for record renewals and examination registrations which have been received in advance of the record expiration date and examination date, respectively.



# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### A. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

**Net assets:** Net assets are classified as with or without donor restriction based on the existence or absence of donor-imposed restrictions. A description of the Council's net asset groups is as follows:

*Without donor restriction, undesignated:* Net assets held by the Council and its regional conferences whose use is not restricted by donors or internally designated for other uses.

*Without donor restriction, designated:* Net assets consisting of funds designated by the Board of Directors to be used for specific purposes. The Centennial Fund was created to support projects and initiatives associated with the 2019 NCARB Centennial. The Business Development Fund was created to support the development and sale of proprietary software products to third parties. The Board has designated up to \$2 million to fund this project. Since the inception of the Business Development Fund, a cumulative amount of \$1,393,366 has been expended for this purpose through June 30, 2019.

**Revenue recognition:** Revenue from the Council's record services is recognized when the work is completed, and revenue for annual renewals is recognized at the time the record expires. Revenue from membership dues is billed and recognized on a fiscal year basis. The revenue associated with the Architect Registration Examination (ARE) is recognized when registrants take the divisions of the examination. The Council reported ARE 4.0 revenue net of third-party exam administration fees. In accordance with the contractual agreement for ARE 4.0, the exam administrator withheld its fees from the amounts collected from the candidates and remitted the net amount to the Council. The ARE 4.0 exam was discontinued during the year ended June 30, 2018. For ARE 5.0, the Council's newest examination version, revenue and the related third-party exam administration fees are reported at gross based on a new contractual agreement which requires the Council to withhold and pay fees from the amounts collected from the candidates.

**Functional allocation of expenses:** The costs of providing various programs and other activities of the Council have been summarized on a functional basis in the consolidated statement of activities and consolidated statement of functional expense. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Salaries and benefits are allocated based on estimates of the percentage of the employee time spent on relevant activities as determined by the annual budget. Rent and other overhead costs are allocated based on estimated square footage occupied by the relevant departments.

**New accounting standard:** The Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The Council adopted the provisions of ASU 2016-14 during the year ended June 30, 2019. In addition to changes in terminology used to describe categories of net assets throughout the consolidated financial statements, additional information regarding the allocation of functional expense was added as well as a new disclosure regarding liquidity and the availability of resources. There was no change in the Council's previously reported change in net assets as a result of the adoption of the ASU.

**Subsequent events:** Subsequent events have been evaluated through September 11, 2019, which is the date the consolidated financial statements were available to be issued.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### B. CREDIT AND MARKET RISK

Credit risk: The Council maintains demand deposits with commercial banks and money market funds with financial institutions. At times, certain balances held within these accounts may not be fully guaranteed or insured by the U.S. federal government. The uninsured portion of these accounts is backed solely by the assets of the underlying institution. Therefore, the failure of an underlying institution could result in financial loss to the Council.

Market risk: The Council invests in various investment instruments. Investments are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statement of financial position.

Overnight repurchase agreements involve investment risks, including the possible loss of principle. The mortgage-backed securities bought and sold daily are collateralized by one or more pools of residential mortgage loans that conform to the standards of the Federal National Mortgage Association (“FNMA” or “Fannie Mae”) or the Federal Home Loan Mortgage Corporation (“FHLMC” or “Freddie Mac”) at the time of securitization. The Council had \$1,376,988 and \$3,488,399 in its overnight repurchase agreements account at June 30, 2019 and 2018, respectively.

### C. INVESTMENTS

In accordance with generally accepted accounting principles, the Council uses the following prioritized input levels to measure fair value of financial instruments. The input levels used for valuing financial instruments are not necessarily an indication of risk.

Level 1 – Observable inputs that reflect quoted prices for identical assets or liabilities in active markets, such as stock quotes.

Level 2 – Includes inputs other than level 1 that are directly or indirectly observable in the marketplace, such as yield curves or other market data.

Level 3 – Unobservable inputs which reflect the reporting entity’s assessment of the assumptions that market participants would use in pricing the asset or liability including assumptions about risk, such as bid/ask spreads and liquidity discounts. The Council does not hold any level 3 financial instruments.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### C. INVESTMENTS – CONTINUED

The following is a summary of the input levels used to determine fair values at June 30, 2019:

	Total	Level 1	Level 2	Level 3
Fixed income securities				
Corporate bonds	\$ 1,865,383	\$ -	\$ 1,865,383	\$ -
Asset-backed securities	993,198	-	993,198	-
Government bonds	2,721,459	-	2,721,459	-
Mutual funds	2,102,290	2,102,290	-	-
Exchange-traded funds	2,432,060	2,432,060	-	-
Equity securities				
Mutual funds	3,495,334	3,495,334	-	-
Exchange-traded funds	12,093,976	12,093,976	-	-
Investments carried at fair value	\$ 25,703,700	\$ 20,123,660	\$ 5,580,040	\$ -
Certificate of deposits *	661,398			
Cash and money market funds *	2,505,447			
<b>Total investments</b>	<b>\$ 28,870,545</b>			

The following is a summary of the input levels used to determine fair values at June 30, 2018:

	Total	Level 1	Level 2	Level 3
Fixed income securities				
Corporate bonds	\$ 2,286,198	\$ -	\$ 2,286,198	\$ -
Asset-backed securities	583,658	-	583,658	-
Government bonds	1,701,506	-	1,701,506	-
Mutual funds	2,564,547	2,564,547	-	-
Exchange-traded funds	1,866,185	1,866,185	-	-
Equity securities				
Mutual funds	1,998,244	1,998,244	-	-
Exchange-traded funds	9,774,202	9,774,202	-	-
Investments carried at fair value	\$ 20,774,540	\$ 16,203,178	\$ 4,571,362	\$ -
Certificate of deposits *	1,930,794			
Cash and money market funds *	506,307			
<b>Total investments</b>	<b>\$ 23,211,641</b>			

\* Cash and money market funds and certificates of deposit included in the investment portfolio are not subject to the provisions of fair value measurements as they are recorded at cost.

Investments classified in level 2 were valued by pricing vendors using outside data. In determining the fair value of the investments, the pricing vendors use a market approach to obtain pricing spreads based on the credit risk of the issuer, maturity, current yield, and other terms and conditions of each security. Management believes the estimated fair values of assets classified in level 2 to be a reasonable approximation of the exit price for these investments.



# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### C. INVESTMENTS – CONTINUED

The Board of Directors has directed that the Council's investments be allocated between short-term and strategic reserve funds, which were allocated as follows as of June 30,:

	2019	2018
Centennial fund	\$ 287,600	\$ 437,000
Short-term reserve	3,674,614	3,580,508
Strategic reserve	<u>24,908,331</u>	<u>19,194,133</u>
	<b><u>\$ 28,870,545</u></b>	<b><u>\$ 23,211,641</u></b>

Interest and dividends are reported as operating activities, while the current year changes in fair value of investments (realized and unrealized gains and losses) are reported as non-operating activities. Investment fees are netted with interest and dividends income in the consolidated statement of activities. Investment return consists of the following for the years ended June 30,:

	2019	2018
Interest and dividends	\$ 727,134	\$ 503,660
Realized (loss) gain on investments	(52,993)	133,241
Unrealized gain on investments	759,877	463,490
Investment fees	<u>(101,909)</u>	<u>(94,161)</u>
	<b><u>\$ 1,332,109</u></b>	<b><u>\$ 1,006,230</u></b>

Investment purchases and sales between investment accounts for the year ended June 30, 2019 were \$7,914,043 and \$4,938,470, respectively, and investment purchases and sales between investment accounts for the year ended June 30, 2018 were \$6,415,889 and \$3,794,999, respectively.

### D. LIQUIDITY

The Council strives to maintain liquid financial assets sufficient to cover approximately 60 days of general expenditures. Financial assets in excess of daily cash requirements are invested in money market funds, certificates of deposit and other short-term investments.

The Board designated funds are intended to fund specific initiatives not considered in the annual operating budget. In the event the need arises to utilize the board designated funds for liquidity purposes, the reserves could be drawn upon through board resolution.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### D. LIQUIDITY - CONTINUED

The following financial assets are available within one year to meet cash needs for general expenditures as of June 30,:

	<b>2019</b>	<b>2018</b>
Cash and cash equivalents	\$ 2,077,788	\$ 4,240,913
Investments	28,870,545	23,211,641
Accounts receivable	21,935	18,019
Investments - deferred compensation	583,163	519,892
Financial assets	<u>31,553,431</u>	<u>27,990,465</u>
Less amounts not available for general expenditure		
Investments - deferred compensation	(583,163)	(519,892)
Board designated net assets - centennial	(287,600)	(437,000)
Board designated net assets - business development	<u>(606,634)</u>	<u>(235,114)</u>
Financial assets available to meet cash expenditures within one year	<u>\$ 30,076,034</u>	<u>\$ 26,798,459</u>

### E. PROPERTY, EQUIPMENT, AND CAPITALIZED SOFTWARE

Acquisitions of property and equipment greater than \$2,000 are recorded at cost and depreciated using the straight-line method over their respective useful lives, ranging from three to ten years. Leasehold improvements are amortized on a straight-line method over the shorter of the lease term or estimated useful life of the asset.

Property, equipment and capitalized software consists of the following at June 30,:

	<b>2019</b>	<b>2018</b>
Furniture and equipment	\$ 1,438,388	\$ 725,720
Leasehold improvements	3,653,672	845,355
Computer software	6,130,688	4,907,778
Examination services system	<u>3,335,151</u>	<u>3,335,151</u>
	14,557,899	9,814,004
Less: accumulated depreciation and amortization	<u>(7,271,238)</u>	<u>(5,275,661)</u>
	<u>\$ 7,286,661</u>	<u>\$ 4,538,343</u>

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### E. PROPERTY, EQUIPMENT, AND CAPITALIZED SOFTWARE - CONTINUED

During fiscal year 2012, the Council selected a new vendor to manage the content and candidate management components of its examination services. As part of the transition process, work was performed on the development of a new examination services system and the conversion of data from the old system. These transition costs have been capitalized in accordance with GAAP. The components were placed into service during the year ended June 30, 2014 and are being amortized over the period of the agreement with the vendor. Amortization expense relating to this asset was \$370,572 for each of the years ended June 30, 2019 and 2018.

### F. LINE OF CREDIT

During 2017, the Council opened a revolving line of credit collateralized with its assets that are held at the financial institution. The line of credit allows maximum borrowings up to \$5,000,000 and bears interest at a variable rate based upon the outstanding balance and estimated repayment period. During the years ended June 30, 2019 and 2018, no amounts were drawn on the line of credit and no amounts were outstanding under the line of credit as of June 30, 2019 and 2018, respectively.

### G. RETIREMENT PLANS

The Council has a 457(b) salary deferral plan for key executives. As part of the plan, the Council reports assets and liabilities of equal amounts attributable to the amount deferred and the related investment earnings. The Council's invested assets of deferred compensation consist of equity and fixed income mutual funds, which are classified as level 1 securities in accordance with GAAP. The balance in the deferred compensation plan is \$583,163 and \$519,892 at June 30, 2019 and 2018, respectively.

Effective July 1, 2000, the Council adopted a defined contribution 401(k) plan (the Plan) for employees. Effective July 1, 2003, the Council amended certain terms of the Plan to make employees immediately eligible to contribute a percentage of their compensation to the Plan.

The Council may make annual discretionary contributions to the Plan. In order to be eligible for this discretionary contribution, an employee must complete six months of service before a plan entry date (January 1 or July 1), must complete 500 hours of service during the plan year, and must be actively employed on the last day of the plan year (December 31). Employees begin vesting in the discretionary contribution at the end of their second year of service, fully vesting at the end of six years of service. The Council elected to institute Qualified Non-Elective contributions of 3% of employee compensation, effective January 1, 2009. The Plan also provides for self-directed investments by employees. The Council made Qualified Non-Elective contributions of \$290,187 and \$287,457 and discretionary contributions of \$230,000 and \$227,000 for the years ended June 30, 2019 and 2018, respectively.



# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### H. OPERATING LEASES

The Council leases office space, mailing, copying and computer equipment under non-cancelable operating leases. In connection with an operating lease arrangement for office space at 1801 K Street NW entered into in December 2008, the Council was granted certain incentives from the lessor, including a rent abatement and construction allowance. In May 2013, an additional \$350,000 lease incentive was granted to the Council in exchange for the Council giving up an option for expansion for additional space. The office lease at 1801 K Street NW ends December 31, 2020.

In March 2019, the Council entered into a new office lease at 1401 H Street NW. The lease extends through February 2034. The new lease contains various incentives such as 24 months of abated rent and a tenant improvement allowance.

The deferred rent and lease incentive liability recorded at June 30, 2019 and 2018 results from recording the variance between rent expense on a straight-line basis and cash flow basis over the term of the leases in accordance with GAAP.

Future minimum lease payments, exclusive of the Council's pro rata share of additional operating expenses, under non-cancelable office space leases at June 30, 2019 are as follows:

Year Ending June 30,	
2020	\$ 1,811,620
2021	1,412,915
2022	1,500,160
2023	1,537,680
2024	1,576,160
Thereafter	<u>17,416,240</u>
	<u>\$ 25,254,775</u>

The Council paid rental expense of \$2,386,231 and \$1,889,716 for the years ended June 30, 2019 and 2018, respectively.

### I. COMMITMENTS AND CONTINGENCIES

**Hotel space:** The Council has several contracts with hotels for future meetings and conferences. All of the contracts contain a clause whereby the Council is liable for a portion of the costs of hotel rooms in the event of cancellation. The Council does not consider this to be a significant risk, as the Council does not anticipate any future cancellations, and the individual cancellation amounts would be immaterial to the consolidated financial statements as a whole.

**Legal matters:** From time to time, the Council may be subject to various legal proceedings, which are incidental to the ordinary course of business. In the opinion of management, there are no material legal proceedings to which the Council is a party.

# National Council of Architectural Registration Boards

## Notes to the Consolidated Financial Statements

### J. REGIONAL CONFERENCES

Included in the Council's consolidated financial statements are the regional conferences' assets, liabilities, net assets and change in net assets, which are as follows as of and for the years ended June 30,:

	2019	2018
Assets		
Cash and cash equivalents	\$ 396,857	\$ 496,832
Investments	100,586	69,761
Accounts receivable, net	85	-
Total assets	<u>\$ 497,528</u>	<u>\$ 566,593</u>
Liabilities and net assets		
Accounts payable	\$ 12,844	\$ 10,801
Net assets		
Beginning of the year	555,792	517,165
Change in net assets	<u>(71,108)</u>	<u>38,627</u>
Regional conferences' net assets	<u>484,684</u>	<u>555,792</u>
Total liabilities and net assets	<u>\$ 497,528</u>	<u>\$ 566,593</u>



# REGION REPORTS

NCARB's 55 Member Boards are divided into six geographic regions, each with their own organization, objectives, and meetings. Every region elects a director to serve on NCARB's Board of Directors and appoints a chair, who also serves on the Regional Leadership Committee.

**CHAIR**

**Janet L. Hansen**  
AIA, NCARB, LEED AP

**FY19 REGION 1 OFFICERS:****VICE CHAIR/TREASURER**

**Jennifer R. Arbuckle**  
AIA, NCARB, LEED AP  
Vermont Member Board Member

**REGIONAL EXECUTIVE ADMINISTRATOR**

**Dawne Broadfield**  
Rhode Island Member  
Board Executive

**SECRETARY/TREASURER**

**Thomas D. Lonardo**  
RA, NCARB  
Rhode Island Member Board Member

**HIGHLIGHTS/YEAR SUMMARY**

- Region 1 hosted and conducted business at its Annual Fall Business Meeting in Newport, Rhode Island, attended by 15 delegates, one Member Board Executive (MBE), and one emeritus member representing five of the region's six jurisdictions.
  - The agenda included the inaugural licensing advisors' forum; reports from the treasurer, the audit committee, the regional director, and regional chair; and reports from NCARB committees and task forces. These reports are a great way to generate interest in volunteering and serving on a committee of interest. State reports were also discussed, which included similarities from state to state.
  - The inaugural licensing advisors' forum merged the members of the profession, practice, and education together for discussion. This will be an ongoing effort that occurs every other year when NCARB does not host the national Licensing Advisors Summit. The event was well attended.
  - The region discussed the *NCARB Model Law* firm practice requirement. The region voted that all board members go back to their Member Boards and discuss whether or not they would possibly approve making a change to the *NCARB Model Law* language from a "two-thirds/one-third board of directors" requirement to a "percentage of ownership" requirement, and to provide feedback at the next regional business meeting at the 2019 NCARB Regional Summit in Nashville in March.
  - Discussion of unlicensed practice continued on the Rhode Island Building Officials Task Force and the development of a "check list" to be used by building officials for plan review and issuing of building permits.
- Region 1 also conducted business at the Regional Summit in Nashville, attended by 16 delegates and two MBEs representing five of the region's six jurisdictions.
  - The agenda included reports from the treasurer, regional director and chair; nominations from the nominating committee recommending the "slate of officers;" and updates from NCARB committees. State reports were also discussed, which included similarities from state to state.
  - Rhode Island reported that the *Construction Blue Book for the Construction Industries* was developed and published on the websites for the architectural, engineering, land surveying, and landscape architecture boards for use by building officials.
  - Discussion of the *NCARB Model Law* firm practice requirement continued from the Fall Meeting in Newport, Rhode Island. As a result of the board members bringing this topic back to their boards, the region voted to recommend a change to the *NCARB Model Law* and requested that the NCARB Model Law Task Force review the language to strengthen the firm ownership requirement. The change would be from two-thirds of a firm's board of directors being registered architects/engineers to 51 percent of the ownership being registered architects. Four of the five states present approved the change and one state abstained.
  - The region discussed diversity in regional leadership.
  - The region chose Cambridge, Massachusetts, as the location of the 2020 NCARB Regional Summit.
  - The region began planning its FY20 Annual Fall Business Meeting, to be held October 25-27, 2019, in Stockbridge, Massachusetts.



## UPCOMING FY20 REGIONAL OFFICERS:

- **Director:** Stephen D. Schreiber, FAIA, NCARB
- **Chair:** Janet L. Hansen, AIA, NCARB, LEED AP
- **Vice-Chair:** Jennifer R. Arbuckle, AIA, NCARB  
Vermont Member Board Member
- **Secretary/Treasurer:** Thomas D. Lonardo, NCARB  
Rhode Island Member Board Member

## INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 1

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.
- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.

# FY19 ANNUAL REPORT: REGION 1 REPORT

## Connecticut

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 4,295
  - In-state: 1,422
  - Out-of-state: 2,873

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Maine

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,687
  - In-state: 482
  - Out-of-state: 1,205

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 1 REPORT

## Massachusetts

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 7,507
  - In-state: 4,186
  - Out-of-state: 3,321

### Disciplinary Actions

- Six disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## New Hampshire

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,799
  - In-state: 301
  - Out-of-state: 1,498

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Rhode Island

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,751
  - In-state: 316
  - Out-of-state: 1,435

### Disciplinary Actions

One disciplinary action taken by the board.

### Board Updates: Miscellaneous Information

- The board contacts those advertising and using the term “architectural designer” without holding a current architectural registration and a current certificate of authorization (COA). Most cases are resolved by the individual removing the term “architect” from their website and business media.
- The board is continuing the discussion of the aspects of the COA requirement in relation to percentage of ownership versus directors and officers.
- The architect board, along with the other boards (engineers, land surveyors, and landscape architects), jointly published a *Reference Guide for the Design and Construction Industries* in Rhode Island. This guide contains frequently asked questions to clarify the respective roles of allied professionals and contractors in the building process for use by building officials.
- The board conducted a random audit of 3 percent of its active registrants for a total of 45 registrants and a selected audit of 47 registrants who renewed late. Several registrants did not comply with the continuing education (CE) requirements. Several registrants came before the board for clarification as to why what they submitted did not comply. The board required that they make up the shortage of CE hours, that those hours could not be counted for the current year, and that these registrants automatically be put on the next audit list. The audit has been completed and all registrants responded and made a plan to come into compliance.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



## Vermont

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,076
  - In-state: 283
  - Out-of-state: 793

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

**CHAIR**

**Philip M. Leinbach,**  
NCARB, AIA, REFP, CSI  
Pennsylvania Member Board Member

**FY19 REGION 2 OFFICERS:****VICE CHAIR/TREASURER**

**Ronnie W. McGhee**  
FAIA, LEED AP  
District of Columbia Member Board Chair

**REGIONAL EXECUTIVES**

Judy Belcher

**SECRETARY**

**George H. Miller**  
FAIA, NCARB  
New York Member Board Chair

**HIGHLIGHTS/YEAR SUMMARY**

FY19 was an amazing year for Region 2! The Region 2 Executive Committee was unchanged from the previous year. Paul Edmeades continued as our regional director on the NCARB Board. Phil Leinbach continued as chair of Region 2, with Ronnie McGhee as vice chair/treasurer and George Miller as secretary. This year Judy Belcher joined the region as our new regional executive. She replaced Barbara Rodriguez, the region's first executive. Judy immediately jumped in and, with Barbara's assistance, effected a successful transition of responsibilities. Judy's involvement has catapulted the region's record-keeping forward, and she is also streamlining our processes bit by bit.

On October 4 and 5, 2018, the region hosted its second biennial Educator/Practitioner Symposium in Philadelphia at Drexel University. Attendance was substantially increased from the region's first symposium held two years earlier in April 2016. Including speakers, panelists, and presenters, 64 people were in attendance, including 20 educators, 23 practitioners/speakers/committee members, and 21 students. Two separate panels were provided. Douglas E. Carney, AIA, LEED AP, NCARB, from Pennsylvania hosted a panel on education and the workplace. Ronnie McGhee hosted a panel on connecting education and experience. Positive responses were received on both presentations. Our keynote speaker was Marvin J. Malecha, FAIA, DPACSA, from the NewSchool of Architecture and Design in California. Other presenters included Albert F. Zaccone, AIA; Peter Marchese; Alan Greenberger, FAIA; Rachel Shade; Kevin W. Wilson, AIA, LEED AP; and Martin Smith, AIA, NCARB, LEED Green Assoc., CSM. John R. Hill, AIA, NCARB, LEED AP, from Pennsylvania was the symposium chair and was ably assisted by a number of other volunteers from the region and NCARB. The energy from the prior symposium coupled with this one has already been harnessed as we begin planning our third symposium for fall 2020.

The region holds several annual meetings, with the first of these being our fall teleconference. That meeting was held on November 7, 2018, and involved 14 attendees with at least one representative from each of our jurisdictions. This was the same level of involvement as the previous year. Along with the normal business of the region (issues regarding regulatory updates and reviews were noted), an update on the recent symposium was provided. New business established that Kate Nosbisch, Hon. AIA, from Virginia would chair the 2020 symposium to be hosted in Charlottesville, Virginia. NCARB's goals for equity and diversity were also reviewed along with the reminder that any NCARB-sponsored event requires participants to abide by its policies.

Things really took off for Region 2 at the Regional Summit in Nashville on March 8. The meeting was well attended by the region (perhaps our highest attendance ever and certainly in recent history). Thirty-four members were in attendance from all of our jurisdictions (an increase of 11 over the previous year), along with the full Region 2 Executive Committee. In addition to normal business, there was plenty of engaging dialogue and discussion. Following a reduction in dues the prior year, there was a consensus to hold the dues at current levels. Special note was made to honor Robert Cozzarelli, FAIA, from New Jersey who was elevated to the AIA College of Fellows. Kate Nosbisch provided an update on planning for the 2020 symposium. Nominations for officers were put forward and Phil Leinbach, Ronnie McGhee, and George Miller were all voted to continue their present roles. Paul Edmeades was nominated to serve another year as the Region 2 director. Updates to portions of the Region 2 Rules were discussed, and after some suggested revisions it was agreed they would be issued for further review and voting at the Annual Business Meeting.

The excitement continued with even greater attendance at the Annual Business Meeting in Washington, DC. Coinciding with NCARB's Centennial celebration, the regional lunch was attended by former NCARB presidents from Region 2 including Ann R. Chaintreuil, FAIA; Harry G. Robinson III, FAIA; C. William Bevins, FAIA; Andrew W. Prescott, AIA; and Robert A. Boynton, FAIA (Bob is still active in R2). One third of NCARB President's Medalists this year were also from Region 2, and all attended the regional lunch including Ann Chaintreuil, Kate Nosbisch, Harry Robinson, and Bob Boynton. We were also joined by former NCARB Board Members Susan B. McClymonds, AIA, CSI, CCS, SCIP, NCARB, and John R. Sorrenti, FAIA, who served as regional directors, and former NCARB CEO Lenore Lucy, FAIA. There were well over 60 attendees at lunch and 33 attendees from the region, which may be the highest ever attendance at the summer meeting and certainly in recent history. The budget for FY20 was reviewed and approved. Dues for FY21 were also approved to continue at the current level of \$4,800 per jurisdiction. A motion was approved to revise the region's rules for the deadline for jurisdictions to submit additional attendees for funding from Region 2 to attend the Regional Summit no later than January 15. The previous deadline had been January 31, but that created hardship for registering and booking travel. A motion was also approved to update financial policies to be more current and consistent with present technology and practices. The final motion that was approved added a section to Region 2 Rules that provides framework for organizing and funding of regional sponsored

events such as symposia, conferences, seminars, or webinars. Two new initiatives were also approved by the region. The first of these was a committee to be chaired by Albert Zaccone to investigate an outreach by the region to legislators and code officials to inform them of the importance of licensure and sensible regulation. The other initiative was to update the region's Bylaws and Rules and is spearheaded by Phil Leinbach, the region's chair.

Region 2 is hoping to build on the energy from FY19 and carry it forward into the next year. It is our hope to continue to engage our jurisdiction in attending and participating at the Regional Summit and Annual Meeting.

### UPCOMING FY20 REGIONAL OFFICERS:

- **Director:** Paul D. Edmeades, RA, AIA, NCARB Maryland Member Board Chair
- **Chair:** Philip M. Leinbach, NCARB, AIA, REFP, CSI Pennsylvania Member Board Member
- **Vice Chair/Treasurer:** Ronnie W. McGhee, FAIA, LEED AP District of Columbia Member Board Chair
- **Secretary:** George H. Miller, FAIA, NCARB New York Member Board Chair

### INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 2

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.
- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.

# FY19 ANNUAL REPORT: REGION 2 REPORT

## Delaware

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,612
  - In-state: 135
  - Out-of-state: 1,477

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction accepts divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



# FY19 ANNUAL REPORT: REGION 2 REPORT

## District of Columbia

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,581
  - In-state: 1,650
  - Out-of-state: 1,931

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Maryland

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 6,464
  - In-state: 2,798
  - Out-of-state: 3,666

### Disciplinary Actions

- Twenty-nine disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 2 REPORT

## New Jersey

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 104
  - In-state: 32
  - Out-of-state: 72

### Disciplinary Actions

- Nine disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## New York

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 19,582
  - In-state: 11,429
  - Out-of-state: 8,153

### Disciplinary Actions

Please visit the New York State Board for Architecture's website for a complete listing of disciplinary actions at <http://www.op.nysed.gov/opd/raresearch.htm>.

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 2 REPORT

## Pennsylvania

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 8,814
  - In-state: 4,130
  - Out-of-state: 4,684

### Disciplinary Actions

- Seven disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Virginia

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 7,412
  - In-state: 2,960
  - Out-of-state: 4,452

### Disciplinary Actions

- Two disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 2 REPORT

## West Virginia

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,254
  - In-state: 116
  - Out-of-state: 1,138

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

### *IPAL*

- This jurisdiction has not had any IPAL candidates come before the board yet. While there are currently no rules prohibiting initial registration by IPAL candidates, it has been the policy of this jurisdiction for licensure candidates to earn a degree from a National Architectural Accrediting Board (NAAB) accredited program before taking the ARE. The board will further discuss this matter in fall 2019.

### *Education Alternative*

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.





### CHAIR

**Robert W. McKinney**  
Ed.D., NCARB  
Louisiana Member Board Chair

## FY19 REGION 3 OFFICERS:

### VICE CHAIR/TREASURER

**Richard H. McNeel**  
NCARB, AIA, LEED AP  
Mississippi Member Board Member

### MBE DIRECTOR

**Elizabeth Bern**  
JD  
Alabama Member Board Executive

### TREASURER

**Miguel A. Rodriguez**  
FAIA, NCARB  
Florida Member Board Member

### REGIONAL EXECUTIVE

**Jenny Owen**

### SECRETARY

**Larry W. Bishop**  
NCARB  
Mississippi Member Board Member

## HIGHLIGHTS/YEAR SUMMARY

- During the Annual Business Meeting in June, Region 3 concluded a year-long process to revise its bylaws.
  - The mission and purpose of the region was revised and is as follows: “The Conference is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes within the meaning of sections 501(c)(6) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Revenue Laws (the Code). More specifically, the Conference is formed to work in coordination with the National Council of Architectural Registration Boards to: (1) Foster the enactment of uniform registration laws and rules; (2) Strive to equalize and improve qualifications for architectural registration; (3) Promote the exchange of ideas and reciprocal registration among architectural registration and licensing boards in the Southern Conference; (4) Improve communication between architectural educators and regulators with the expressed purpose of benefiting architectural education for the protection of the public health, safety and welfare; and 5) Foster engagement through leadership identification, mentoring and development.”
  - The secretary and treasurer positions will be combined within the next two election cycles.
  - Going forward, the vesting of a standing officer of the region who is no longer serving on a Member Board that allows the standing officer to seek the office of chair was extended to the office of vice chair as well.
  - The process to remove a Member Board from the region was revised to align with *NCARB's Bylaws*.
  - The duties of the Board of Directors, the Executive Committee, and officers were updated.
  - Descriptions of the types of meetings and mechanics of calling such meetings were revised.
  - Changes also included general clean-up, clarifications, and updates.
- The chair will appoint members to a newly formed Education Committee, which will lead the region’s formal initiative relative to leadership mentoring and development. The tentative plan is to continue hosting the Educators and Practitioners Conference in odd years, with the next conference to be held in FY21, and to seek to host member training/educational events in alternating years.
- During the Annual Business Meeting, the Executive Committee hosted a welcome meeting for first-time meeting attendees from within the region.

- From state reports presented during the Regional Summit and the Annual Business Meeting, the prevalent issues facing Member Boards include:
  - Some boards were restructured or underwent a comprehensive agency review.
  - Many states were conducting complete reviews of the rules and laws of regulatory boards. Such reviews are ongoing in some cases or tied to new rules/laws in others.
  - From a legislative standpoint, some Member Boards reacted to fresh-start legislation for those with criminal convictions, and challenges to interior designer legislation including possible deregulation of that profession.
  - One state saw legislation to create a licensing act for interior designers.
  - A few boards are attempting to work with their state's professional engineering board members to define or redefine incidental practice.

### UPCOMING FY20 REGIONAL OFFICERS:

- **Director:** Robert W. McKinney, Ed.D., NCARB  
Louisiana Member Board Chair
- **Chair:** Richard H. McNeel, NCARB, AIA, LEED AP  
Mississippi Member Board Member
- **Vice Chair:** Miguel A. Rodriguez, FAIA, NCARB  
Florida Member Board Member
- **Treasurer:** Larry W. Bishop, NCARB  
Mississippi Member Board Member
- **Secretary:** Richard D. Thompson, AIA, NCARB  
Tennessee Member Board Member
- **MBE Director:** Vacant\*

\*Elizabeth Bern was elected as the MBE Director, but has since vacated the position upon her resignation from the Alabama Board of Architects. The position will be filled by special election in November 2019.

### INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 3

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.
- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.

# FY19 ANNUAL REPORT: REGION 3 REPORT

## Alabama

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,896
  - In-state: 849
  - Out-of-state: 2,047

### Disciplinary Actions

- Eight disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Arkansas

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,627
  - In-state: 557
  - Out-of-state: 1,070

### Disciplinary Actions

- No disciplinary actions taken by the board.

### Updates to Rules and Regulations

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 3 REPORT

## Florida

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 11,169
  - In-state: 5,503
  - Out-of-state: 5,666

### Disciplinary Actions

- Twenty-nine disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Georgia

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 5,672
  - In-state: 2,488
  - Out-of-state: 3,184

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



# FY19 ANNUAL REPORT: REGION 3 REPORT

## Louisiana

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,591
  - In-state: 1,451
  - Out-of-state: 2,140

### Disciplinary Actions

- Thirteen disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 3 REPORT

## Mississippi

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,788
  - In-state: 370
  - Out-of-state: 1,418

### Disciplinary Actions

- Two disciplinary actions taken by the board.

### Legislative Activity

Two significant bills impacting the board passed this year:

- The “Fresh Start Act,” which provides that a person cannot be disqualified from practicing a profession for criminal convictions that are not directly related to the practice of the profession.
- Legislation requiring prompt licensure (within four months of application) for military spouse applicants.

Failed legislation included bills to:

- Establish a continuing education exemption for architects who are 60 years old or older with 20 or more years of practice.
- Establish an “Office of Shared Services” to provide administrative services to boards and commissions.
- Establish a “Good Samaritan” law for architects and engineers. This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

### Updates for Rules and Regulations

The Mississippi Occupational Licensing Review Commission (OLRC) recently approved rule changes for architects, which took effect in March 2019. Significant changes include a rule making email addresses confidential and the adoption of a board member code of conduct. However, the OLRC recently rejected the same code of conduct submitted for the Landscape Architecture and Interior Design Advisory Committees on the basis that it is too restrictive.

Pending rule changes would allow exam candidates to apply directly to NCARB to sit for the ARE, bring the Professional Code of Conduct into greater conformity with NCARB's recently revised *Model Rules of Conduct*, and add factors the board may consider when determining disciplinary penalties.

### NCARB Program Alignment

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#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 3 REPORT

## North Carolina

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 6,235
  - In-state: 2,626
  - Out-of-state: 3,609

### Disciplinary Actions

- Eighteen disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

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#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Puerto Rico

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 887
  - In-state: 813
  - Out-of-state: 74

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

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#### AXP Portfolio

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#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 3 REPORT

## South Carolina

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 4,347
  - In-state: 1,181
  - Out-of-state: 3,166

### Disciplinary Actions

- Twenty-five disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

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#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Tennessee

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,363
  - In-state: 1,392
  - Out-of-state: 1,971

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

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- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



# FY19 ANNUAL REPORT: REGION 3 REPORT

## Texas

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 13,229
  - In-state: 8,501
  - Out-of-state: 4,728

### Disciplinary Actions

- Five disciplinary actions taken by the board.

### NCARB Program Alignment

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#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## U.S. Virgin Islands

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,111
  - In-state: 163
  - Out-of-state: 948

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

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#### AXP Streamline

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- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

**CHAIR****John P. Rademacher**

AIA, NCARB

Ohio Member Board Member

**FY19 REGION 4 OFFICERS:****VICE CHAIR/TREASURER****Wayne G. Hilbert**AIA, NCARB, CSI, CSS, LEED AP  
Minnesota Member Board Member**REGIONAL EXECUTIVE**

Glenda Loving

**SECRETARY/TREASURER****Dina Griffin**AIA, NOMA, IIDA  
Illinois Member Board Member**HIGHLIGHTS/YEAR SUMMARY**

- Region 4 will be hosting its fourth biennial Member Board Member/Educator Symposium on October 12, 2019, at Ball State University in Muncie, Indiana.
  - The symposium will bring state architect regulators and educators from National Architectural Accrediting Board (NAAB) accredited programs together, as well as some community college architecture programs located in the nine states within the region, to discuss topics of mutual interest and concern.
  - Topics to be discussed this year include:
    - ◊ The different attitudes of emerging professionals and the dilemma of decreasing licensed faculty.
    - ◊ Are the costs of education forcing alternative paths to licensure?
    - ◊ How should academia and the profession help to increase participation of minorities?

**UPCOMING FY20 REGIONAL OFFICERS:**

- **Director:** Kenneth Van Tine, AIA, NCARB, LEED AP  
Michigan Member Board Chair
- **Chair:** John P. Rademacher, AIA, NCARB  
Ohio Member Board Member
- **Vice Chair:** Margaret S. Parsons, AIA, NCARB, ALEP, LEED AP  
BD+C  
Minneapolis Member Board Chair
- **Secretary/Treasurer:** Linda J. Schemmel, AIA, NCARB  
Iowa Member Board Member

## INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 4

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

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- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.
- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.

## FY19 ANNUAL REPORT: REGION 4 REPORT

### Illinois

#### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 10,310
  - In-state: 6,066
  - Out-of-state: 4,244

#### Disciplinary Actions

- Six disciplinary actions taken by the board.

#### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

##### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

##### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

##### *IPAL*

- This jurisdiction does not accept divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

##### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 4 REPORT

## Indiana

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,490
  - In-state: 1,048
  - Out-of-state: 2,442

### Disciplinary Actions

- No disciplinary actions taken by the board.

### Updates to Rules and Regulations

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has not adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Iowa

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,166
  - In-state: 631
  - Out-of-state: 1,535

### Disciplinary Actions

- Forty complaint cases were opened in FY19.
- Eleven disciplinary actions were taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

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#### AXP Portfolio

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#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



# FY19 ANNUAL REPORT: REGION 4 REPORT

## Kentucky

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,644
  - In-state: 994
  - Out-of-state: 1,650

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Michigan

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 5,306
  - In-state: 2,270
  - Out-of-state: 3,036

### Disciplinary Actions

- Twenty-four disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 4 REPORT

## Minnesota

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,615
  - In-state: 2,004
  - Out-of-state: 1,611

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Missouri

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 5,164
  - In-state: 2,023
  - Out-of-state: 3,141

### Disciplinary Actions

- Twelve disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 4 REPORT

## Ohio

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 6,129
  - In-state: 3,196
  - Out-of-state: 2,933

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Wisconsin

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 4,873
  - In-state: 1,626
  - Out-of-state: 3,247

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

**CHAIR****Davide W. Hornbeek**AIA, NCARB  
Oklahoma Member Board Member**FY19 REGION 5 OFFICERS:****VICE CHAIR/TREASURER****Arne O. Jorgensen**AIA, LEED AP, NCARB  
Wyoming Member Board Chair**SECRETARY/TREASURER****Lenora Isom**NCARB, AIA, LEED AP BD+C  
Nebraska Member Board Member**REGIONAL EXECUTIVES****Bonnie Staiger**

Hon. AIA

**Stacy Krumwiede****HIGHLIGHTS/YEAR SUMMARY**

- Region 5 members are working to defend the value of licensure in an environment of deregulation, interstate licensure compacts, and new levels of bureaucracy.
- Several of our boards are coming up with creative ways to give back to the profession through endowments, scholarships, funding for initial NCARB Records, and education opportunities for licensure candidates and emerging professionals.
- Region 5 was honored and proud of Kansas member David L. Hoffman, FAIA, NCARB, Hon. FCARM, who served as the FY19 NCARB president, as well as Montana member Bayliss Ward, NCARB, AIA, who served as the FY19 NCARB secretary.

**INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 5**

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.

**UPCOMING FY20 REGIONAL OFFICERS:**

- **Director:** Ricky L. Engebretson, AIA, NCARB  
North Dakota Member Board Member
- **Chair:** David W. Hornbeek, AIA, NCARB  
Oklahoma Member Board Member
- **Vice Chair:** Lenora Isom, NCARB, AIA, LEED AP BD+C  
Nebraska Member Board Member
- **Secretary/Treasurer:** Nathan Baker, AIA, NCARB  
Oklahoma Member Board Member

- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.



# FY19 ANNUAL REPORT: REGION 5 REPORT

## Kansas

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,803
  - In-state: 833
  - Out-of-state: 1,970

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Montana

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,481
  - In-state: 455
  - Out-of-state: 1,026

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 5 REPORT

## Nebraska

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,862
  - In-state: 569
  - Out-of-state: 1,293

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## North Dakota

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,214
  - In-state: 192
  - Out-of-state: 1,022

### Disciplinary Actions

- One disciplinary action taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 5 REPORT

## Oklahoma

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,479
  - In-state: 840
  - Out-of-state: 1,639

### Disciplinary Actions

- Seven disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has not adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## South Dakota

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 929
  - In-state: 129
  - Out-of-state: 800

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 5 REPORT

## Wyoming

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,225
  - In-state: 132
  - Out-of-state: 1,093

### Disciplinary Actions

- Two disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



**CHAIR**

**Edward T. Marley**  
NCARB, AIA, LEED AP  
Arizona Member Board Member P

**FY19 REGION 6 OFFICERS:****VICE CHAIR/TREASURER**

**Scott E. Harm**  
NCARB, AIA  
Washington Member Board Chair

**SECRETARY/TREASURER**

**James S. Mickey**  
NCARB, AIA  
Nevada Member Board Chair

**MEMBERS**

**Corey R. Solum**  
AIA, NCARB  
Utah Member Board Chair

**Sylvia Kwan**  
FAIA, LEED AP  
California Member Board Chair

**REGIONAL EXECUTIVE**

**Gina Spaulding**

**HIGHLIGHTS/YEAR SUMMARY**

- Region 6 had a very productive year. The Region 6 Executive Committee invited Dale Atkinson to provide some member training regarding board member code of conduct and discussions on the current legal landscape at the March 2019 Regional Summit in Nashville, which was well received by the members.
- Region 6 elected new leaders to its Executive Committee: Scott Harm, NCARB, AIA, of Washington was elevated to chair; Sylvia Kwan, FAIA, LEED AP, of California was elevated to vice chair, and Tara Rothwell-Clark, AIA, NCARB, LEED AP, was elected to serve on the Executive Committee as the new secretary/treasurer. Corey Solum, AIA, NCARB, of Utah and James Mickey, NCARB, AIA, of Nevada continue to serve as members at-large on the Executive Committee.
- Region 6 has added new members to its Education and Programs Committee and will be working on adding additional valuable educational programs for Region 6 at future Regional Summits.
- Region 6 completed its first iteration of its strategic plan and shared it with the members in June 2019. The Strategic Plan Task Force will resume its work to flesh out the plan in the coming year to continue to add value to the region and its members.
- Region 6 also amended its dues schedule to align with NCARB's so that member jurisdictions will receive one annual invoice for national and regional dues.

**UPCOMING FY20 REGIONAL OFFICERS:**

- **Director:** Edward T. Marely, NCARB, AIA, LEED AP  
Arizona Member Board Member
- **Chair:** Scott E. Harm, NCARB, AIA  
Washington Member Board Member
- **Vice Chair:** Sylvia Kwan, FAIA, LEED AP  
California Member Board Chair
- **Secretary/Treasurer:** Tara Rothwell-Clark  
AIA, NCARB, LEED AP  
New Mexico Member Board Member
- **Member:** James S. Mickey, NCARB, AIA  
Nevada Member Board Member
- **Member:** Corey R. Solum, AIA, NCARB  
Utah Member Board Member

## INCLUDED ARE REPORTS FROM THE MEMBERS OF REGION 6

Included in each state report are: the number of licensees, disciplinary action overview, board updates, and NCARB program alignment information.

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

- **AXP Streamline:** The Architectural Experience Program® (AXP®) was developed by NCARB to guide licensure candidates through gaining the professional experience necessary to become a competent architect. Previously called the Intern Development Program (IDP), the experience program was overhauled in 2016.
- **AXP Portfolio:** The AXP Portfolio was designed for unlicensed individuals with experience in the architecture, engineering, and construction field who need to complete the AXP for initial licensure.
- **IPAL:** The Integrated Path to Architectural Licensure (IPAL) initiative allows students to complete their experience and examination requirements while earning a degree. This option can help reduce the time to licensure while maintaining the rigor necessary to protect the public.
- **Education Alternative:** NCARB offers several paths to certification through its Education Alternative for Certification. These paths simplify the process for architects who are licensed but do not meet the traditional education requirements for NCARB certification. Those eligible can pursue one of two paths dependent on their educational background: either documenting two times the required hours in each of the AXP's six practice areas, or demonstrating learning through experience as a registered architect via a portfolio.

## FY19 ANNUAL REPORT: REGION 6 REPORT

### Alaska

#### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 570
  - In-state: 237
  - Out-of-state: 333

#### Disciplinary Actions

- No disciplinary actions taken by the board.

#### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

##### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

##### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

##### *IPAL*

- This jurisdiction accepts divisions of the Architect Registration Examination® (ARE®) taken prior to graduation by candidates in an IPAL option.

##### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Arizona

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 5,999
  - In-state: 2,250
  - Out-of-state: 3,749

### Disciplinary Actions

- The board received and opened 34 complaints in FY19 related to architecture:
  - Twelve of those complaints were against registered architects
  - Twenty-two complaints were related to unlicensed architectural work
- The board resolved 20 complaints in FY19 related to architecture:
  - Seven complaints against registered architects
  - Thirteen complaints related to unlicensed practice/firms
  - Twelve of the 20 cases resulted in disciplinary action
  - The attorney general's office successfully prosecuted a fraudulent use of a seal/unlicensed practice case where an unlicensed individual received a felony conviction

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 6 REPORT

## California

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 21,828
  - In-state: 17,591
  - Out-of-state: 4,237

### Disciplinary Actions

- Twenty-five disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Guam

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 104
  - In-state: 32
  - Out-of-state: 72

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.



# FY19 ANNUAL REPORT: REGION 6 REPORT

## Hawaii

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,635
  - In-state: 1,068
  - Out-of-state: 1,567

### Disciplinary Actions

- Five disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Idaho

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 1,882
  - In-state: 524
  - Out-of-state: 1,358

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 6 REPORT

## Nevada

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,735
  - In-state: 545
  - Out-of-state: 2,190

### Disciplinary Actions

- Twenty-three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction accepts divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Northern Mariana Islands

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 38
  - In-state: 6
  - Out-of-state: 32

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### AXP Streamline

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### AXP Portfolio

- This jurisdiction does not accept documentation of experience through the AXP Portfolio for initial licensure.

#### IPAL

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### Education Alternative

- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction does not accept applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

# FY19 ANNUAL REPORT: REGION 6 REPORT

## Oregon

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 3,588
  - In-state: 1,469
  - Out-of-state: 2,119

### Disciplinary Actions

- Eight final orders were issued by the board in FY19.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Utah

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 2,646
  - In-state: 914
  - Out-of-state: 1,732

### Disciplinary Actions

- No disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the “Two Times AXP” path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.

## Washington

### Number of Licensed Architects per NCARB's 2018 Survey

- Total number of licensed architects: 6,760
  - In-state: 4,035
  - Out-of-state: 2,725

### Disciplinary Actions

- Three disciplinary actions taken by the board.

### NCARB Program Alignment

In FY19, NCARB encouraged boards to consider aligning their requirements to national standards in four key areas:

#### *AXP Streamline*

- This jurisdiction has adopted the streamlined AXP as its experience requirement for initial licensure.

#### *AXP Portfolio*

- This jurisdiction accepts documentation of experience through the AXP Portfolio for initial licensure.

#### *IPAL*

- This jurisdiction does not accept divisions of the ARE taken prior to graduation by candidates in an IPAL option.

#### *Education Alternative*

- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the "Two Times AXP" path of the Education Alternative.
- This jurisdiction accepts applicants for reciprocal licensure who have earned an NCARB Certificate through the Certificate Portfolio.





# NCARB Bylaws

## 2018-2019

NCARB's organization structure, functions, and processes are governed by the *NCARB Bylaws*. Changes to *NCARB Bylaws* must be approved by the Member Boards. No changes were proposed this year.

### National Council of Architectural Registration Boards

Customer Service: 202-879-0520 | Main: 202-783-6500

[www.ncarb.org](http://www.ncarb.org)

# 2018-2019 NCARB BYLAWS

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

## ARTICLE I—NAME

The name of this organization shall be the National Council of Architectural Registration Boards.

## ARTICLE II—DEFINITIONS

The following terms shall have the following meanings when used in these Bylaws:

- A. “Advisory Committee” shall mean any committee not having and exercising the authority of the Board of Directors;
- B. “Board Committee” shall mean a committee which is comprised solely of two or more Directors and shall have and exercise the authority of the Board of Directors, to the extent authorized by the Board of Directors and permitted by law;
- C. “Board of Directors” shall mean the Board of Directors of the National Council of Architectural Registration Boards;
- D. “Committee” shall mean a Board Committee or an Advisory Committee;
- E. “Council” shall mean the National Council of Architectural Registration Boards;
- F. “Council Record” shall mean a record of the education, training, examination, practice, and character of an individual member of the architectural profession;
- G. “Delegate” shall mean any member of a Member Board in attendance at an Annual Business Meeting or any special meeting of the Council as a representative of such Member Board;
- H. “Director” shall mean a member of the Board of Directors;
- I. “Elected Officer” shall mean any of the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, and the Secretary;
- J. “Examination” shall mean the Architect Registration Examination® prepared by the Council;
- K. “Executive Director” shall mean a person holding such title at a Member Board or having a comparable position as the primary administrator responsible for overseeing the activities of the Member Board;
- L. “Jurisdiction” shall mean any political subdivision of the United States, including any State, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the practice of architecture;
- M. “Member Board” is a member of the Council in good standing and shall mean the body legally authorized by a Jurisdiction to certify that an applicant for Registration as an architect is qualified;
- N. “Public Director” shall mean the individual serving as the Public Director (as that term is described in Article VII of these Bylaws) on the Board of Directors;
- O. “Public Member” shall mean a member of a Member Board who does not hold or have a license in a discipline regulated by such Member Board or in a related design profession;
- P. “Regional Chair” shall mean the chairperson of a Region, as such term is described in Article VI of these Bylaws;
- Q. “Regional Director” shall mean a Director who was nominated to serve on the Board of Directors by a Region;
- R. “Registration” shall mean licensure as an architect by the body legally authorized by a Jurisdiction to grant such licensure;
- S. “Voting Delegate” shall mean a Delegate who is authorized to vote on behalf of a Member Board, as evidenced by a letter of credentials provided by the applicable Member Board.

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## ARTICLE III—PURPOSE

The purpose of the Council shall be to work together as a council of Member Boards to safeguard the health, safety, and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural Registration; develop and recommend standards regulating the practice of architecture; provide a process for certifying to Member Boards the qualifications of an architect for Registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board's approval.

## ARTICLE IV—MEMBERSHIP

SECTION 1. Members. The membership of the Council shall be the Member Boards. Membership in the Council shall be attained through acceptance by the Board of Directors. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the Registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards shall have equal rights.

SECTION 2. Removal. If, after written notification from the Board of Directors, a Member Board shall:

- A. fail to pay its dues or other financial obligations to the Council or to its Region, or
- B. refuse Registration or otherwise fail to register architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or
- C. fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for Registration,

then the Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Following such recommendation, the Council may determine by the affirmative vote of not less than two-thirds of all Member Boards to remove such Member Board or, with respect to non-payment of dues or other financial obligations, waive or modify the Member Board's obligation to pay such amounts due to the Council.

SECTION 3. Reinstatement. A Jurisdiction that has been removed from membership in the Council for reasons of non-payment of dues or other financial obligations shall be automatically reinstated as a Member Board:

- A. following payment of all financial obligations of membership had the Jurisdiction not been removed (or such lesser amount approved, by a vote of two-thirds of all Member Boards),

- B. upon being in compliance with all other membership requirements of Article IV, Sections 1 and 2; A Member Board that was removed from the Council for reasons other than failure to pay dues or other financial obligations shall only be reinstated upon the affirmative vote of two-thirds of all Member Boards.

## ARTICLE V—MEETINGS

SECTION 1. Annual Business Meeting. The Council shall hold an Annual Business Meeting at a time and place as determined by the Board of Directors. Notice of all Annual Business Meetings shall be sent to the chair or equivalent presiding officer and to the Member Board Executive of each Member Board not less than 90 days prior to each such meeting.

SECTION 2. Special Meetings. Special business meetings of the Council may be called by the President/Chair of the Board, with the approval of the Board of Directors, or by a majority of the Member Boards. The Bylaws provisions which govern notice for, and the procedures and conduct of business of, the Annual Business Meeting shall apply to Special Meetings.

SECTION 3. Delegates and Credentials. Each Member Board shall be entitled to be represented at Annual Business Meetings and special meetings of the Council by one or more official delegates who shall be members of that Member Board.

Notwithstanding a Member Board's total number of Delegates, each Member Board shall be represented at each Annual Business Meeting and special meeting of the Council by one Voting Delegate, who shall be entitled to cast the vote of its Member Board and who shall be identified as the Voting Delegate by a letter of credentials from the applicable Member Board. A Member Board may change its Voting Delegate from time to time by issuing a subsequent letter of credentials to the Council. Each Voting Delegate shall have an equal vote on all matters on which all Member Boards are entitled to vote.

SECTION 4. Quorum. A quorum for the transaction of business at the Annual Business Meeting of the Council shall be Voting Delegates representing a majority of the Member Boards.

SECTION 5. Resolutions and Other Motions. Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Leadership Committee not later than 75 days prior to the day at the Annual Business Meeting at which the resolution is to be considered. The Regional Leadership Committee shall review each resolution submitted by Regions and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication. All resolutions shall, insofar as practicable without altering or confusing the intent of the resolution, avoid invective or argument; but the proponent of a resolution may, when submitting the resolution to the Regional Leadership Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication

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of the resolution. The Council shall distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

Only Member Boards, Regions, Select Committees, and the Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any Delegate or Director.

SECTION 6. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws, to remove any Member Board from membership in the Council, or as provided in Article IV, Section 3. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as otherwise specified in these Bylaws, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised.

Except as expressly permitted by these Bylaws, there shall be no voting by proxy.

SECTION 7. Order of Business. An agenda outlining the order of business shall be prepared for all Council meetings. The agenda shall be prepared under the direction of the Board of Directors and sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 8. Rules of Order. The Council shall be governed by Robert's Rules of Order Newly Revised when not in conflict with: first, applicable laws, then, the Articles of Incorporation, and lastly the Bylaws of the Council.

SECTION 9. Advisory Votes by Letter or Electronic Ballot. The Board of Directors may from time to time submit any issue or question to the Member Boards for an advisory vote by letter or electronic ballot, provided the subject matter and the ballot shall have been officially submitted in writing to the Member Boards at least 60 days prior to a date therein set for final receipt of ballots. Only ballots returned in the prescribed time will be counted.

SECTION 10. Other Participants. Council Directors, Delegates, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the Delegates except to vote, or, except as provided in Article V, Section 5, with respect to Directors, to initiate action.

SECTION 11. International Agreements. All written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the members at an Annual Business Meeting.

## ARTICLE VI—REGIONS

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

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

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

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

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

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

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

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington.

## ARTICLE VII—THE BOARD OF DIRECTORS

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

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

- A. A candidate for election to any Director position shall, at the time such person is nominated:
  - (i) be a citizen of the United States;
  - (ii) have served at least two (2) years as a member of a Member Board; or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director;



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

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

## SECTION 4. Removal.

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

## SECTION 5. Nomination and Election of Directors.

- A. Directors shall be nominated as set forth below in this Section 5 of this Article VII. Notwithstanding the various methods of nomination set forth below, all Directors must be elected by a majority vote of the Member Boards at a meeting at which a quorum is present.
- B. Each Region shall select its nominee for Regional Director at a Region meeting. The nominations will be announced by the several Regions at the Annual Business Meeting of the Council.
- C. Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring his or her candidacy at the time election for such office begins at the Annual Business Meeting.
- D. The candidate for Member Board Executive Director shall be nominated by majority vote of the Member Board Executive community comprised of the Executive Director of each Member Board.
- E. Any person qualified to serve as the Public Director may be nominated by declaring his or her candidacy at the time election for such position begins at the Annual Business Meeting.

## SECTION 6. Vacancies.

- A. Vacancies in the office of any Regional Director or Member Board Executive Director shall be filled by an appointee nominated by the Region or the Member Board Executive community respectively and appointed by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Vacancies in the office of the Public Director and Elected Officers other than First Vice President/President-Elect and President/Chair of the Board shall be filled by an appointee designated by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Any such appointee shall meet all qualifications applicable to the vacant Director position, as determined by the Credentials Committee.

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- B. A vacancy in the office of President/Chair of the Board shall be filled by the First Vice President/President-Elect, who shall serve the remainder of the term as President/Chair of the Board and the following term during which he or she would have succeeded to the office if not for the vacancy.
- C. A vacancy in the office of First Vice President/President-Elect shall be filled by the Second Vice President, who shall hold such office of First Vice President/President-Elect until the adjournment of the next Annual Business Meeting, at which Annual Business Meeting the Member Boards shall elect both a First Vice President/President-Elect and a President/Chair of the Board, each of whom shall be subject to the qualifications applicable to candidates for First Vice President/President-Elect.
- D. A vacancy in the office of Immediate Past President shall remain vacant.
- E. Any Regional Director who moves his or her principal residence to a place outside the Region from which he or she was nominated shall be deemed to have vacated the office of Regional Director, and any Director who ceases to be eligible as provided in this Article VII, Section 2 shall be deemed to have vacated his or her directorship.

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

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

## ARTICLE VIII—OFFICERS

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

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

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

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

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

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SECTION 4. Treasurer. The Treasurer shall:

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

SECTION 5. Secretary. The Secretary shall:

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

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

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

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

SECTION 7. Bonding. The Council's Chief Executive Officer and those in general charge of the Council's financial matters shall be bonded in an amount of not less than \$500,000. The Chief Executive Officer may decide to have others bonded in the Council. The cost of such bond shall be paid from funds of the Council.

## ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

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

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

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

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

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

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

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or
- D. the Architect has surrendered or allowed to lapse his or her Registration with the Member Board in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully misstated a material fact in a formal submission to the Council.

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

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

## **ARTICLE X—COUNCIL SERVICES TO MEMBER BOARDS**

**SECTION 1. Architect Registration Examination.** The Council shall prepare an Examination for use by Member Boards. The Board of Directors shall issue, from time to time, rules respecting the administration and grading of Examinations, which shall include, among other things, the schedule of charges for the use of the Examinations, the date or dates on which Examinations may be administered, safeguards to prevent improper disclosure of information respecting the Examinations, and such other matters respecting the administration and grading of Examinations as the Board of Directors deems appropriate. Every Member Board using the Examination shall comply strictly with the rules issued by the Board of Directors, unless the Board of Directors agrees to waive any of the rules in a particular case. If any Member Board refuses to comply with the rules applicable to its use of the Examination or, after so agreeing, fails to comply with such rules, the Board of Directors may withhold the Examinations from such Member Board until it is satisfied that such Member Board will comply with such rules thereafter. Any Member Board which refuses Registration to architects holding the Council Certification for the reason that the Member Board has requirements or procedures for grading the Examination which are different from the requirements or procedures established by the Council shall be denied the use of the Examinations until such policy of refusing Registration is revoked; but the Board of Directors may, with sufficient cause, waive the denial of the use of the Examinations.

**SECTION 2. Architectural Experience Program.** The Council shall prepare a structured experience program for use by Member Boards. The Board of Directors shall issue, from time to time, updates to program rules and opportunities to remain relevant with experiences and competencies necessary for the current practice of architecture.

**SECTION 3. Additional Services.** Additional services may be offered as determined by the Board of Directors from time to time.

**SECTION 4. Forms and Documents.** In order to ensure uniformity in the reporting of an applicant's education, experience, Registration (if applicable), and other necessary supporting data for determining eligibility for the Examination, Council Certification, or reciprocal Registration, the Council shall study and prepare forms, documents, and/or systems appropriate for use by both the Council and Member Boards.

**SECTION 5. Research.** The Council, through work of committees, shall engage in research pertinent to all matters relating to legal Registration of architects.

**SECTION 6. International Relations.** The Council shall engage in the exploration and formulation of agreements with foreign countries to allow architects to practice in countries other than their own.

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

**SECTION 1. Dues and Fees.**

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

**SECTION 2. Operating Fund.**

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

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



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

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

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

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

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

## ARTICLE XII—COMMITTEES

SECTION 1. Board Committees. The Board of Directors may, by the affirmative vote of a majority of the Directors then in office or as otherwise set forth in these Bylaws, create one or more Board Committees. Board Committees, to the extent provided in the applicable authorizing action of the Board of Directors or these Bylaws, shall have and exercise the authority of the Board of Directors in the management of the Council. A Board Committee may not, however:

- A. authorize distributions;
- B. approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Council's assets;
- C. elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on any Board Committees; or
- D. adopt, amend, or repeal the Council's Articles of Incorporation or Bylaws.

The designation of, and the delegation of authority to, a Board Committee shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

SECTION 2. Executive Committee of the Board of Directors. The Executive Committee of the Board of Directors shall be a Board Committee and shall comprise the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, the Secretary, and the Immediate Past President. The Executive Committee shall:

- A. act for the Board of Directors between meetings only as directed by the Board of Directors;
- B. prior to the start of the new fiscal year of the Council, review the budget for the next fiscal year for presentation to the Board of Directors; and
- C. periodically review the budget, investments, financial policies, and financial positions of the Council and make recommendations concerning the same to the Board of Directors for appropriate action.

SECTION 3. Audit Committee. The Audit Committee, appointed in the same manner and with the same term as all other Committees, shall be a Board Committee and shall consist of the Treasurer, who shall serve as the chair of the Committee, up to one additional Executive Committee member, and from one to three additional members of the Board of Directors who are not members of the Executive Committee. The Audit Committee shall report to the Board of Directors and shall be responsible for overseeing the Council's financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes, and from the implementation of changes in policies that affect internal financial controls. The Audit Committee shall annually select and engage an independent auditor of the Council's financial records.

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SECTION 4. Advisory Committees. Advisory Committees may be created by affirmative vote of a majority of the Directors present at a meeting at which there is a quorum or as set forth in these Bylaws. The Board of Directors may delegate to any of the Elected Officers or the Immediate Past President the authority to supervise the work of any of the Advisory Committees.

SECTION 5. Committee Membership. In accordance with Article VIII, Section 2, the President/Chair of the Board shall select the members of all Committees subject to approval by the Board of Directors. Except as otherwise specifically provided in these Bylaws, the President/Chair of the Board shall select the Chair of each Committee. The terms of all Committee appointments shall be for one year, during the President/Chair of the Board's term in such capacity, except as otherwise approved by the Board of Directors. Any unfilled or vacant Board Committee positions shall be filled in accordance with the regular procedures for appointment. The Board of Directors may at any time, by the affirmative vote of a majority of the Directors then in office, discontinue a Board Committee or Advisory Committee other than those established by these Bylaws (which may only be discontinued by amendment of these Bylaws), and make any changes in a Committee's membership without regard to the terms of appointment of the Committee members.

SECTION 6. Reports of Committees. Each Committee shall report in writing annually to the Board of Directors, at least 60 days prior to the date of the Annual Business Meeting and shall make interim reports to the Board of Directors as directed.

SECTION 7. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the Board of Directors. The provisions of these Bylaws that govern Board of Directors' meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors shall apply to meetings and action of the Committees and their members as well. With the approval of the Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives; provided that an Advisory Committee may not take any action to bind the Board of Directors or otherwise exercise any powers or authority of the Board of Directors, and no Committee may take any actions prohibited under Article XII, Section 1 of these Bylaws.

SECTION 8. Advisory Committees. The following Advisory Committees are hereby established and may from time to time make recommendations to the Board of Directors for consideration, subject to the terms of these Bylaws and applicable law:

- A. Education Committee: The Education Committee shall assess and recommend updates to the Board of Directors with respect to the Council's education and continuing education policies for use by Member Boards and the Council's relationship with the National Architectural Accrediting Board.
- B. Experience Committee: The Experience Committee shall assess and recommend updates to the Board of Directors with respect to the Architectural Experience Program for use by Member Boards.

- C. Examination Committee: The Examination Committee shall assess and recommend updates to the Board of Directors with respect to the Examination for use by Member Boards.
- D. Policy Advisory Committee: The Policy Advisory Committee shall review proposed resolutions and special publications, as directed by the Board of Directors, for their impact on and consistency with Council policies and programs and make recommendations on such matters to the Board of Directors.
- E. Professional Conduct Committee: The Professional Conduct Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of Council Record holders and others using Council services.
- F. Member Board Executives Committee: The Member Board Executives Committee shall consider issues of concern to the jurisdictions and Member Board Executives.
- G. Regional Leadership Committee: The Regional Leadership Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regions. The membership of the Committee shall be the Region Chairs of each of the Regions, any person designated by the Region as the chief administrative officer of the Region, and the First Vice President/President-Elect who shall serve as Chair of the Committee.
- H. Credentials Committee: The Credentials Committee shall oversee the nomination and election process for positions on the Board of Directors, verify candidate qualifications for office, examine and verify Voting Delegate credentials, report to the membership regarding quorum at the Annual Business Meeting, and tabulate and report election results to the President/Chair of the Board. Members of the Credentials Committee shall be sitting Member Board Members and/or Member Board Executives.
- I. Other: Committees, task forces, and work groups may be established from time to time by the President/Chair of the Board with the approval of the Board of Directors.

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**SECTION 9. Select Committees.** Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section 5 of Article XII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, to offer resolutions to be voted on at the Annual Business Meeting on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Board of Directors in accordance with Section 6 of this Article XII. Such annual report of a Select Committee shall be distributed to the membership not later than 30 days prior to the Annual Business Meeting without revision by the Board of Directors. A Select Committee may be a Board Committee or an Advisory Committee, provided that the procedures and authority applicable to such Select Committee are consistent with those of a Board Committee or Advisory Committee, as applicable.

### **ARTICLE XIII—INDEMNIFICATION**

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

### **ARTICLE XIV—AMENDMENTS**

These Bylaws may be amended at any special meeting or Annual Business Meeting of the Council by resolution submitted to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of the Member Boards shall be required to secure adoption of any amendment to these Bylaws.

## Acronyms

The following guide includes many of the acronyms and abbreviations associated with Council programs and initiatives, as well as related organizations.

### A

AACA Architects Accreditation Council of Australia  
 ABET Accreditation Board for Engineering and Technology  
 ABM Annual Business Meeting  
 ACEC American Council of Engineering Companies  
 ACSA Association of Collegiate Schools of Architecture  
 ADA Americans With Disabilities Act  
 AIA American Institute of Architects  
 AIA Australian Institute of Architects (AU)  
 AIAS American Institute of Architecture Students  
 ALA Association of Licensed Architects  
 APEC Asia-Pacific Economic Cooperation  
 ARE Architect Registration Examination  
 ARPL Alliance for Responsible Professional Licensing  
 ASCE American Society of Civil Engineers  
 ASID American Society of Interior Designers  
 ASINEA Association of Institutes of Teaching and  
 Architecture for the Republic of Mexico  
 AXP Architectural Experience Program

### B

B.Arch. Bachelor of Architecture  
 BEA Broadly Experienced Architect  
 BEFA Broadly Experienced Foreign Architect  
 BIM Building Information Modeling  
 BOCA Building Officials and Code Administrators International  
 BOD Board of Directors

### C

CACE Council of Architectural Component Executives  
 CALA Canadian Architectural Licensing Authorities  
 CACB Canadian Architectural Certification Board  
 CART Certification Alternatives Review Team  
 CIDA Council for Interior Design Accreditation  
 CIDQ Council for Interior Design Qualification  
 CLARB Council of Landscape Architectural Registration Boards  
 CLEAR (International) Council on Licensure, Enforcement and Regulation  
 COMPIA Comité Mexicano para la Práctica Internacional de la Arquitectura  
 CONARC Consejo Nacional de Registro de la Certificación Profesional  
 de Arquitectos  
 CSI Construction Specifications Institute

### D

D.Arch. Doctor of Architecture

### E

EAC Experience Advisory Committee  
 EDU Education Committee  
 EESA Education Evaluation Services for Architects  
 EXCOM Executive Committee

### F

FARB Federation of Associations of Regulatory Boards  
 FBD Freedom by Design  
 FCARM La Federación Nacional de Colegios de Arquitectos  
 de la República Mexicana

### H

HBCU Historically Black Colleges and Universities

### I

IBC International Building Code  
 ICBO International Conference of Building Officials  
 ICC International Code Council  
 ICOR Interprofessional Council on Regulation  
 IDP Intern Development Program  
 IgCC International Green Construction Code  
 IPAL Integrated Path to Architectural Licensure  
 IPEC Integrated Path Evaluation Committee

### M

M.Arch. Master of Architecture  
 MBC Member Board Chair  
 MBE Member Board Executive  
 MBM Member Board Member

### N

NAAB National Architectural Accrediting Board  
 NAED National Academy of Environmental Design  
 NBTN NCARB by the Numbers  
 NCARB National Council of Architectural Registration Boards  
 NCEES National Council of Examiners for Engineering and Surveying  
 NOMA National Organization of Minority Architects  
 NSPE National Society of Professional Engineers  
 NZRAB New Zealand Registered Architects Board

### P

PAC Policy Advisory Committee  
 PCC Professional Conduct Committee

### R

RIBA Royal Institute of British Architects

### S

SARA Society of American Registered Architects  
 SDA Society for Design Administration

### U

UIA International Union of Architects  
 USGBC U.S. Green Building Council