



BOARD OF TECHNICAL PROFESSIONS

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dlr.sd.gov/btp

1.0 Opening of the Meeting

**Proposed Meeting Agenda
South Dakota Board of Technical Professions**

Friday, August 14, 2026, 9:30 a.m. CDT

Microsoft Teams: [Join the meeting now](#)

Meeting ID: 298 601 088 414 51 Passcode: Cz6cr3oa

Dial in by phone

Conference Call Number +1 605-679-7263,, Conference Code: 736172973#

- 1.0 Opening of the meeting
 - 1.1 Roll Call
 - 1.2 Approval of the Agenda
 - 1.3 Public Comments
- 2.0 Action Items
 - 2.1 Approval of Minutes of June 12, 2026, Meeting
 - 2.2 Approval of Financial Reports – June 2026-July 2026
- 3.0 Information
 - 3.1 Approvals Issued
 - 3.1.1 Intern Certificates Issued
 - 3.1.2 Licenses Issued by Exam
 - 3.1.3 Licenses Issued by Comity
 - 3.1.4 Business Licenses Issued
 - 3.1.5 Approval To Take Exam
- 4.0 Activities report ending July 2026
- 5.0 Rules Review Committees
- 6.0 NCARB Annual Meeting
- 7.0 Executive Director Report
- 8.0 Executive Session pursuant to SDCL 1-25-2(3)
- 9.0 Upcoming Meetings
- 10.0 Adjournment

2.0 Action Items

Meeting Minutes
South Dakota Board of Technical Professions
420 S. Roosevelt St., Aberdeen, South Dakota
June 12, 2026, 9:30 a.m. CDT

Ryan Callaghan called the meeting to order at 9:31 a.m. A quorum was present.

Members Present: Cory Biegler, Ryan Callaghan, Jared Carda, Mike Coleman, Catherine Dekkenga, Colby Flynn, and Alex Fisher

Others Present: Jodi Aumer, Executive Director, MaLisa Loeschke, Program Assistant, Jerry McCabe, Legal Counsel, Nancy Hoines, Jack Lembcke, and Melissa Cannata

Fisher made a motion to adopt the agenda as published. Coleman seconded the motion. **MOTION PASSED.**

Callaghan opened the floor for public comments.

Nancy Hoines announced PDH opportunities through the South Dakota Society of Professional Land Surveyors. The National Fall Meeting will be held in Deadwood, October 18-20th. National Road Show will be at Prairie Lakes Ice Arena in Watertown on August 12th.

Coleman made a motion to approve the April 17, 2026, meeting minutes. Dekkenga seconded the motion. **MOTION PASSED.**

Biegler made a motion to approve the board's financial statements for April 2026 and May 2026. Fisher seconded the motion. **MOTION PASSED.**

The board reviewed the activities report ending May 2026.

The board reviewed the activities report ending May 2026.

Rules review committees for each profession gave updates on changes that are planned.

Callaghan made a motion to nominate Alex Fisher for Chair, Mike Coleman for Vice Chair, and Cory Biegler for Secretary. Fisher seconded the motion. **MOTION PASSED.**

Aumer asked for the board's approval to move the board office to Aberdeen. There are currently no staff to operate out of the Rapid City location. The board approved the permanent address and office change, effective June 2026.

Aumer reported on the new vendor for an upgrade to a new software solution for the board. Staff attended a week-long kick-off meeting, and the process is moving along quickly.

Aumer also updated the board on staffing changes. MaLisa Loeschke has been promoted to Program Assistant, and the office has an opening for a Senior Secretary.

Upcoming Meetings

Organization	Date	Meeting	Location	Attendees	Funded by:
2026 Meetings					
NCEES	May14-16	Central Zone Meeting	Columbus, OH	Biegler	NCEES
NCARB	June 25-27	NCARB Annual Meeting	Minneapolis, MN	Carda, Aumer,	NCARB
NCEES	August 18-21	Annual Meeting	Henderson, NV	Biegler, Aumer	NCEES
CLARB	August 27-29, 2026	Annual Meeting	Calgary, Alberta <i>Region 3</i>	Carda	CLARB

BOARD FUTURE MEETING DATES (All Times are Central Time)

August 14, 2026	9:30 a.m.
October 16, 2026	9:30 a.m.
December 11, 2026	9:30 a.m.

Fisher made a motion that the board adjourn the meeting. Carda seconded the motion.
MOTION PASSED.

The board adjourned at 10:11 a.m.

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 06/30/2026

AGENCY: 10 LABOR & REGULATION

BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	1,053,143.26	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			1,053,143.26	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			1,053,143.26	DR **	
BUDGET UNIT TOTAL 1035			1,053,143.26	DR ***	

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2026

AGENCY: 10 LABOR & REGULATION

BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	1,052,171.55	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			1,052,171.55	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			1,052,171.55	DR **	
BUDGET UNIT TOTAL 1035			1,052,171.55	DR ***	

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	12,342.90	188,396.29	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	1,494.00	21,746.00	
ACCT: 5101		EMPLOYEE SALARIES		13,836.90	210,142.29	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,038.73	15,837.69	
103500061808	6503	51020200	RETIREMENT-ER SHARE	733.34	11,296.36	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	2,211.77	38,029.24	
103500061808	6503	51020800	WORKER'S COMPENSATION	18.55	282.57	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	5.89	88.12	
ACCT: 5102		EMPLOYEE BENEFITS		4,008.28	65,533.98	*
ACCT: 51		PERSONAL SERVICES		17,845.18	275,676.27	**
103500061808	6503	52030100	AUTO-STATE OWNED-IN STATE	390.96	1,929.78	
103500061808	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	100.17	100.17	
103500061808	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	3,663.96	
103500061808	6503	52031000	LODGING/IN-STATE	1,110.00	2,790.00	
103500061808	6503	52031500	NON-TAXABLE MEALS/IN-ST	188.00	1,008.00	
ACCT: 5203		TRAVEL		1,789.13	9,491.91	*
103500061808	6503	52040200	DUES & MEMBERSHIP FEES	.00	21,490.00	
103500061808	6503	52040500	COMPUTER CONSULTANT	.00	5,625.00	
103500061808	6503	52041400	CONTRACT PYMTS TO ST AGEN	.07	.07	
103500061808	6503	52041600	WORKSHOP REGISTRATION FEE	.00	150.00	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	901.05	11,169.25	
103500061808	6503	52041810	BIT DEVELOPMENT COSTS	1,172.34	17,618.28	
103500061808	6503	52042000	CENTRAL SERVICES	450.08	8,682.17	
103500061808	6503	52042300	JANITORIAL & MAINT SERV	.45	.45	
103500061808	6503	52043300	COMPUTER SOFTWARE LEASE	702.00	1,048.56	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	1,226.91	9,157.71	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	293.64	3,315.72	
103500061808	6503	52045500	GARBAGE & SEWER	.03	.03	
103500061808	6503	52045900	INS PREMIUMS & SURETY BDS	.00	1,963.70	
103500061808	6503	52047400	BANK FEES AND CHARGES	1,214.25	11,511.99	
103500061808	6503	52049600	OTHER CONTRACTUAL SERVICE	.16	.16	
ACCT: 5204		CONTRACTUAL SERVICES		5,960.98	91,733.09	*
103500061808	6503	52050200	OFFICE SUPPLIES	.00	438.70	
103500061808	6503	52053500	POSTAGE	166.55	2,197.99	
ACCT: 5205		SUPPLIES & MATERIALS		166.55	2,636.69	*
103500061808	6503	52079600	COMPUTER SOFTWARE	.00	80,000.00	
ACCT: 5207		CAPITAL OUTLAY		.00	80,000.00	*
103500061808	6503	5228000	OPER TRANS OUT -NON BUDGT	1,872.45	12,653.54	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		1,872.45	12,653.54	*

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
ACCT:	52		OPERATING EXPENSES	9,789.11	196,515.23	**
COMP:	6503		PROFESSIONAL & LICENSING BOARDS	27,634.29	472,191.50	***
CENTER:	103500061808			27,634.29	472,191.50	****
B UNIT:	1035			27,634.29	472,191.50	*****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	16,725.27	16,725.27	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	4,814.00	4,814.00	
ACCT: 5101		EMPLOYEE SALARIES		21,539.27	21,539.27	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,617.90	1,617.90	
103500061808	6503	51020200	RETIREMENT-ER SHARE	1,003.50	1,003.50	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	3,052.43	3,052.43	
103500061808	6503	51020800	WORKER'S COMPENSATION	15.70	15.70	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	6.94	6.94	
ACCT: 5102		EMPLOYEE BENEFITS		5,696.47	5,696.47	*
ACCT: 51		PERSONAL SERVICES		27,235.74	27,235.74	**
103500061808	6503	52040500	COMPUTER CONSULTANT	1,200.00	1,200.00	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	1,230.05	1,230.05	
103500061808	6503	52041810	BIT DEVELOPMENT COSTS	7.02	7.02	
103500061808	6503	52042000	CENTRAL SERVICES	1,575.09	1,575.09	
103500061808	6503	52042300	JANITORIAL & MAINT SERV	6.72	6.72	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	712.82	712.82	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	270.71	270.71	
103500061808	6503	52045400	ELECTRICITY	60.89	60.89	
103500061808	6503	52045500	GARBAGE & SEWER	5.54	5.54	
103500061808	6503	52047400	BANK FEES AND CHARGES	861.88	861.88	
ACCT: 5204		CONTRACTUAL SERVICES		5,930.72	5,930.72	*
103500061808	6503	52050200	OFFICE SUPPLIES	94.95	94.95	
103500061808	6503	52053500	POSTAGE	305.30	305.30	
ACCT: 5205		SUPPLIES & MATERIALS		400.25	400.25	*
ACCT: 52		OPERATING EXPENSES		6,330.97	6,330.97	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS				33,566.71	33,566.71	***
CENTER: 103500061808				33,566.71	33,566.71	****
B UNIT: 1035				33,566.71	33,566.71	*****

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	4293947	EXAM FEE-ENG/ARCH	60.00	300.00	
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	51,460.00	322,020.06	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	16,200.00	104,250.00	
103500061808	6503	4293950	OTHER ENGINEERING FEE	15.00	1,195.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		67,735.00	427,765.06	*
ACCT:	42	LICENSES, PERMITS & FEES		67,735.00	427,765.06	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	5,100.00	33,140.00	
ACCT:	4391	FINES (NON-GOVERNMENTAL)		5,100.00	33,140.00	*
ACCT:	43	FINES, FORFEITS & PENALTIES		5,100.00	33,140.00	**
103500061808	6503	4920045	NONOPERATING REVENUES	.00	38,354.62	
ACCT:	4920	NONOPERATING REVENUE		.00	38,354.62	*
103500061808	6503	4950000	REFUND OF PRIOR YEARS EXP	.00	224.00	
ACCT:	4950	REFUND OF PRIOR YEARS EXPENDITURES		.00	224.00	*
ACCT:	49	OTHER REVENUE		.00	38,578.62	**
CNTR:	103500061808			72,835.00	499,483.68	***
COMP:	6503			72,835.00	499,483.68	****
B UNIT:	1035			72,835.00	499,483.68	*****

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	23,220.00	23,220.00	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	6,360.00	6,360.00	
103500061808	6503	4293950	OTHER ENGINEERING FEE	15.00	15.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		29,595.00	29,595.00	*
ACCT:	42	LICENSES, PERMITS & FEES		29,595.00	29,595.00	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	3,000.00	3,000.00	
ACCT:	4391	FINES (NON-GOVERNMENTAL)		3,000.00	3,000.00	*
ACCT:	43	FINES, FORFEITS & PENALTIES		3,000.00	3,000.00	**
CNTR:	103500061808			32,595.00	32,595.00	***
COMP:	6503			32,595.00	32,595.00	****
B UNIT:	1035			32,595.00	32,595.00	*****

South Dakota Board of Technical Professions

Financial Report – Fiscal Year 2027

Prepared for Board Members

Overview

For July 2027, the Board recorded **\$32,595.00 in total revenue** and **\$33,566.71 in total expenditures**, resulting in a **monthly deficit of \$971.71**. This comes after a **\$45,200.71 surplus** in June. Revenue activity continues to be led by engineering and architecture renewals, which represent more than 70 percent of total receipts for the month. Expenditures were driven primarily by salary and wage obligations, accounting for over 60 percent of all July spending.

Revenue Highlights – July FY27

Total Revenue: **\$32,595.00**

- Renewal Certifications (ENG/ARCH): **\$23,220.00** (≈71.24%)
- Application Fees (ENG/ARCH): **\$6,360.00** (≈19.51%)
- Late Fees (ENG/ARCH): **\$3,000.00** (≈9.20%)
- Other Engineering Fees: **\$15.00** (≈0.05%)

Expenditure Summary – July FY27

Total Expenditures: **\$33,566.71**

- Salaries (General & FTE Wages): **\$21,539.27** (≈64.17%)
- Board & Commission Member Fees: **\$4,814.00** (≈14.34%)
- Full-Time Employee Salaries & Wages: **\$16,725.27** (≈49.83%)
- Benefits (Health/Life, OASI, Retirement, UI, WC): **\$5,696.47** (≈16.97%)
- Contractual Services: **\$5,930.72** (≈17.67%)
- Supplies & Materials: **\$400.25** (≈1.19%)

Conclusion & Outlook

July revenues continue to reflect steady licensure and renewal activity, with engineering and architecture renewals comprising the majority of monthly receipts. Expenditures were consistent with normal operational patterns, led by salaries, wages, and mandatory benefit costs. The resulting deficit of \$971.71 is modest and reflects routine monthly operating expenses and follows a **\$45,200.71 surplus** in June.

SOUTH DAKOTA BOARD OF TECHNICAL PROFESSIONS

FY27 Revenue Expense Report (July)

Fiscal Year			2027 % of	
2027			2027 Revenues	Grand Total
Row Labels	Jul			
APPLICATION FEE-ENG/AR	6360	19.51%	\$ 6,360.00	19.51%
LATE FEE - ENG/ARCH	3000	9.20%	\$ 3,000.00	9.20%
OTHER ENGINEERING FEE	15	0.05%	\$ 15.00	0.05%
RENEWAL CERT-ENG/ARCH	23220	71.24%	\$ 23,220.00	71.24%
Grand Total	32595	100.00%	\$ 32,595.00	100.00%

Fiscal Year			2027 % of	
2027			2027 Expenditures	Grand Total
Row Labels	Jul			
Salaries	\$ 21,539.27	64.17%	\$ 21,539.27	64.17%
BOARD & COMM MBRS FEES	\$ 4,814.00	14.34%	\$ 4,814.00	14.34%
F-T EMP SAL & WAGES	\$ 16,725.27	49.83%	\$ 16,725.27	49.83%
Benefits	\$ 5,696.47	16.97%	\$ 5,696.47	16.97%
HEALTH/LIFE INS.-ER SHARE	\$ 3,052.43	9.09%	\$ 3,052.43	9.09%
OASI-EMPLOYER'S SHARE	\$ 1,617.90	4.82%	\$ 1,617.90	4.82%
RETIREMENT-ER SHARE	\$ 1,003.50	2.99%	\$ 1,003.50	2.99%
UNEMPLOYMENT				
COMPENSATION	\$ 6.94	0.02%	\$ 6.94	0.02%
WORKER'S COMPENSATION	\$ 15.70	0.05%	\$ 15.70	0.05%
Contractual Services	\$ 5,930.72	17.67%	\$ 5,930.72	17.67%
BANK FEES AND CHARGES	\$ 861.88	2.57%	\$ 861.88	2.57%
BIT DEVELOPMENT COSTS	\$ 7.02	0.02%	\$ 7.02	0.02%
CENTRAL SERVICES	\$ 1,575.09	4.69%	\$ 1,575.09	4.69%
COMPUTER CONSULTANT	\$ 1,200.00	3.57%	\$ 1,200.00	3.57%
COMPUTER SERVICES-				
STATE	\$ 1,230.05	3.66%	\$ 1,230.05	3.66%
JANITORIAL & MAINT SERV	\$ 6.72	0.02%	\$ 6.72	0.02%
REVENUE BOND LEASE				
PYMTS	\$ 712.82	2.12%	\$ 712.82	2.12%
TELECOMMUNICATIONS				
SRVCS	\$ 270.71	0.81%	\$ 270.71	0.81%
ELECTRICITY	\$ 60.89	0.18%	\$ 60.89	0.18%
GARBAGE & SEWER	\$ 5.54	0.02%	\$ 5.54	0.02%
Supplies and Materials	\$ 400.25	1.19%	\$ 400.25	1.19%
OFFICE SUPPLIES	\$ 94.95	0.28%	\$ 94.95	0.28%
POSTAGE	\$ 305.30	0.91%	\$ 305.30	0.91%
Grand Total	\$ 33,566.71	100.00%	\$ 33,566.71	100.00%

SOUTH DAKOTA BOARD OF TECHNICAL PROFESSIONS

FY26 Revenue Expense Report (June)

Fiscal Year				
			2026	2026
Jun	Revenues	Total		
Row Labels				
APPLICATION FEE-ENG/AR	16200	22.24%	\$ 16,200.00	22.24%
EXAM FEE-ENG/ARCH	60	0.08%	\$ 60.00	0.08%
LATE FEE - ENG/ARCH	5100	7.00%	\$ 5,100.00	7.00%
OTHER ENGINEERING FEE	15	0.02%	\$ 15.00	0.02%
RENEWAL CERT-ENG/ARCH	51460	70.65%	\$ 51,460.00	70.65%
Grand Total	72835	100.00%	\$ 72,835.00	100.00%

Fiscal Year			2026 Expenditures	2026 % of Grand Total	
					2026
Row Labels					
Salaries	\$ 13,836.90	50.07%	\$ 13,836.90	50.07%	
BOARD & COMM MBRS	\$ 1,494.00	5.41%	\$ 1,494.00	5.41%	
F-T EMP SAL & WAGES	\$ 12,342.90	44.67%	\$ 12,342.90	44.67%	
Benefits	\$ 4,008.28	14.50%	\$ 4,008.28	14.50%	
HEALTH/LIFE INS.-ER	\$ 2,211.77	8.00%	\$ 2,211.77	8.00%	
OASI-EMPLOYER'S SHARE	\$ 1,038.73	3.76%	\$ 1,038.73	3.76%	
RETIREMENT-ER SHARE	\$ 733.34	2.65%	\$ 733.34	2.65%	
UNEMPLOYMENT					
COMPENSATION	\$ 5.89	0.02%	\$ 5.89	0.02%	
WORKER'S	\$ 18.55	0.07%	\$ 18.55	0.07%	
Travel	\$ 1,789.13	6.47%	\$ 1,789.13	6.47%	
AUTO PRIV (IN-ST.) L/RTE	\$ 100.17	0.36%	\$ 100.17	0.36%	
AUTO-STATE OWNED-IN STA	\$ 390.96	1.41%	\$ 390.96	1.41%	
LODGING/IN-STATE	\$ 1,110.00	4.02%	\$ 1,110.00	4.02%	
NON-TAXABLE MEALS/IN-	\$ 188.00	0.68%	\$ 188.00	0.68%	
Contractual Services	\$ 5,960.98	21.57%	\$ 5,960.98	21.57%	
BANK FEES AND CHARGES	\$ 1,214.25	4.39%	\$ 1,214.25	4.39%	
BIT DEVELOPMENT COSTS	\$ 1,172.34	4.24%	\$ 1,172.34	4.24%	
CENTRAL SERVICES	\$ 450.08	1.63%	\$ 450.08	1.63%	
COMPUTER SERVICES-	\$ 901.05	3.26%	\$ 901.05	3.26%	
COMPUTER SOFTWARE	\$ 702.00	2.54%	\$ 702.00	2.54%	
JANITORIAL & MAINT SERV	\$ 0.45	0.00%	\$ 0.45	0.00%	
OTHER CONTRACTUAL	\$ 0.16	0.00%	\$ 0.16	0.00%	
REVENUE BOND LEASE	\$ 1,226.91	4.44%	\$ 1,226.91	4.44%	
TELECOMMUNICATIONS	\$ 293.64	1.06%	\$ 293.64	1.06%	
GARBAGE & SEWER	\$ 0.03	0.00%	\$ 0.03	0.00%	
CONTRACT PYMTS TO ST	\$ 0.07	0.00%	\$ 0.07	0.00%	
Supplies and Materials	\$ 166.55	0.60%	\$ 166.55	0.60%	
POSTAGE	\$ 166.55	0.60%	\$ 166.55	0.60%	
Indirect Costs	\$ 1,872.45	6.78%	\$ 1,872.45	6.78%	
OPER TRANS OUT -NON	\$ 1,872.45	6.78%	\$ 1,872.45	6.78%	
Grand Total	\$ 27,634.29	100.00%	\$ 27,634.29	100.00%	

3.0 Information

3.1 Approvals Issued

3.1.1 Intern Certificates Issued

Engineering Interns

Name	Certificate #
Klein, Harrison William	E-15035
Hernandez, Jacob Aaron	E-15000
Verhey, Blayne	E-15036
Lee, Kenny	E-15037
Vander Poel, Danielle	E-15038
Vermundson, Lexus Dianne	E-15039
Pitman, Sydnee Kay	E-15040
Morshuk, Gleb	E-15041
Peck, Rockney Jay	E-15042
Upton, Elijah Douglas	E-15043
Buss, Brayden Henry	E-15001
Seier, Brogan Russell	E-15044
Adam, Isaac Chester	E-15002
Spies, Brody John	E-15045
Foley, Alex James	E-15048
LaMont, Carter Collins	E-15046
Sorensen, Alexander Matthew	E-15047
Jain, Purvi	E-15053
King, Storm	E-15052
Page, Alec Jay	E-15050
Srstka, Ian Samuel	E-15049
Sturtevant, Aaron Hugh	E-15051
Toelle, Reed	E-15054
Mueller, Trevor	E-15056
RAZI, ARIB AL	E-15003
Wickersham, Luke	E-15055
Albertson, Jason	E-15057
Jorenby, Jeremiah	E-15058
Brewer, Grant Jonathan	E-13658
Fritch, Jason Edward	E-15004
Dudgeon, Cade	E-15059
TeBeest, Briley	E-15060
Foley, Garrett	E-15063
Ingracia, Benjamin	E-15061
Reyner, Caroline	E-15062
Springer, Nathan Jon	E-13668
Hoskins, Jessica	E-15032
Lutjens, Kobi	E-15064
Hahn, Braxton	E-15065
Matthies, Connor	E-15066

3.1.1 Intern Certificates Issued

Wantoch, Madyson	E-15067
Harris, Zachary	E-15068
Anderson, Henry	E-15069
Schenk, Karlee	E-15070
Schenkel, Keith	E-15071
Mendel, Seth	E-15005
Cotter, Gavin	E-15072
VanZee, Corbin	E-15073
Guenther, Austin	E-15074
Croke, Matthew	E-15075
Hetzel, Riley	E-15076
Bartlett, Jason	E-15078
Solberg, Rian	E-15077
DuFrene, Mckenna	E-15080
Engelkes, Rylan	E-15079
Gustad, Andrew	E-15081
Peterson, Ella Jane	E-15006
Stohlmann, Chase	E-15007
Mooney, Claire	E-15082
Nilsson, Samuel	E-15083
Smith, Oliver	E-15084
Karels, William	E-15085
Miller, Ethan Anthony	E-15086
Marr, Turner	E-15088
Pekelder, Alex	E-15089
Winter, Zach	E-15087
Ode, Erik	E-15008
Iverson, Tyler Allen	E-15090
Kleven, Nathaniel Harlan	E-15009
McGinness, John W	E-15091
Peery, Payton	E-15092
Thelen, Connor	E-15093
Gerlach, Maddi	E-15011
Moore, Mason	E-15010
Berg, Matt	E-15013
Rodewald, Sierra	E-15012
Filter, Devin	E-15096
Johnson, Brady Adam	E-15014
Kelderman, Kaden	E-15095
Noble, Gretchen	E-15098
Reeck, Dylan	E-15097
Vagle, Siri	E-15015
Waterhouse, Gerald	E-15094

3.1.1 Intern Certificates Issued

Walz, Addison James	E-15016
Comer, Connor William	E-15017
Bennett, Cameron	E-15099
Sieberg, Trevor	E-15100
Sousa, Isaac Joseph	E-15018
Heimerman, Jace Michael	E-15019
Malsam, Thaddeus Andrew	E-15022
Sedlacek, Ben Robert	E-15020
Wirtz, Aaron	E-15021
Arends, Cole	E-15101
Haug, Benjamin James	E-15023
Lauinger, Caleb	E-15102
Mitzel, Matthew	E-15103
Richardson, Skyler	E-15024
Burggraff, Brandon	E-15104
Fischer, Clare	E-15026
Gillam, Jeffrey Scott	E-15027
Kuhl, William Joseph	E-15025
Quiring, Mark	E-15028
Sullivan, Jasper	E-15029
Kalbach, Jorden	E-15030
Maile, Emily	E-15107
Perales, Anthony Moises	E-15108
Solinsky, Drew D	E-15109
Thornton, Braydon	E-15110
Townsend, Travis Michael	E-15111
Allman, Robert	E-15113
Biberdorf, Cole Brasen	E-15115
Judson, Blake Philip	E-15112
Reh, Law	E-15114
Beck, Ava	E-15116
Hansen, Brock Robert	E-15119
McGregor, Caleb Joshua	E-15118
Smisek, Alex	E-15117
Hollister, Michael D	E-15121
Oien, Caleb	E-15120
Ankrum, Nicholas Paul	E-15122
Hartman, Charles	E-15123
Hatkin, Brady Alden	E-15124
Jenc, Logan Paul	E-15126
Woertink, Dakota Garrett	E-15125
Busch, Ryan Andrew	E-15128
Dickerson, David	E-15131

3.1.1 Intern Certificates Issued

Erkens, Riley	E-15130
Jones, Caden Scott	E-15127
Lee, Christian	E-15132
McGrath, Braxton	E-15133
Reece, Wyatt	E-15129
Diede, Owen Thomas	E-15136
Hoefler, Liam	E-15135
Peterson, Dylan Robert	E-15134
Downing, Ryan M	E-15147
Gill, Riley	E-15145
Gray, Caleb	E-15142
Howard, Alana	E-15137
Indgjer, Lawrence	E-15141
Juntilla, Carter	E-15146
Koch, Gavin Thomas	E-15139
Lindgren, Andrew	E-15148
Norenberg, Evan	E-15140
Peterson, Holden	E-15143
Schoon, Kyle	E-15138
Tamm, Anna	E-15144
Libberton, Connor Braden	E-15149
Drew, Preston	E-15152
Gomez, Allan	E-15151
Updegraff, Kaylee Marie	E-15150
Jackley, Michael Joseph	E-15153
Mondle, Kaidin Paul Milo	E-15155
Nelson, Cai Michael	E-15156
Wolfer, Joshua	E-15154
Loecker, Tyler	E-15158
Redman, Tristan	E-15159
Shawcroft, Hayden	E-15157
Stone, Shane Riley	E-15161
Uy, Clive	E-15160
McKown, Eli	E-15162
Hindieh, Seif Bashar	E-15163
Hof, Ethan Roy	E-15164
Derting, Dominic Vaughn	E-15165
Schultz, Ethan Charles	E-15166
Archer, Hagan Thurman	E-15167
Eli, Nick	E-15168
Chang, Wei-Yi	E-15170
Copenhaver, Caleigh Kerr	E-15169
Fischer , Aaron Jonathan	E-15171

3.1.1 Intern Certificates Issued

Rufledt, Ryan Douglas	E-15172
Schroeder, Kade	E-15175
Willems, Derek	E-15174
Wittrock, Zane	E-15173
Beck, Colin Nicholas	E-15177
Felix, Paul	E-15178
hill, sierra	E-15176
Chandler, Timothy	E-15180
Cuny, Matthew	E-15179
Howard, Jordan Daniel	E-15181
Harrison, Hunter Christopher	E-15182
Kleinschmit, Tre Dion	E-15183
Rodriguez, Adan Domingo Roberto	E-15184
Swanson, Charles Peter	E-15185
Wonka, John Novotny	E-15186
Connot, Jason	E-15187
Rankin, Riley Andrew	E-15188
martin, raleigh	E-15189
Tibbetts, Benjamin Campbell	E-15190
Butler, Hunter	E-15201
Sigl, Keegan Jai	E-15202
Devitt, Trevor Allen	E-15203
Costanzo, Eunice	E-15205
Baron, Luke Andrew	E-15206
Wilgers, Matthew Donald	E-15207

Surveying Interns

Name	Certificate #
Kieckhefer, Noah Jon	S-15200
Velde, Caleb Grant	S-15106
Stern, Nicholas David	S-15191
Nelson, Cole David	S-15192
Soukup, Chad H	S-15193
Douglas, Waylen	S-15194
Kloehn, Eric	S-15195
Spors, Ethan	S-15196
Nelson, Garrett Samuel	S-15197
Janis, Chad Melvin	S-15208

3.1.2 Licenses Issued by Exam

Meeting Date: August 14, 2026

Principles and Practice of Engineering Exam

Name	License
Wilgers, Matthew Donald	15207
Baron, Luke Andrew	15206
Costanzo, Eunice	15205
Devitt, Trevor Allen	15203
Sigl, Keegan Jai	15202
Butler, Hunter	15201
Tibbetts, Benjamin Campbell	15190
Martin, Raleigh	15189
Rankin, Riley Andrew	15188
Connot, Jason	15187
Wonka, John Novotny	15186
Swanson, Charles Peter	15185

Principles and Practice of Surveying Exam

Name	License
Janis, Chad Melvin	15208
Kieckhefer, Noah Jon	15200
Nelson, Garrett Samuel	15197

Architecture by Exam

Name	License
Duque, Juan	20409
Smith, Kirsten	20460
Nelson, Joseph	20253
Strombeck, Alicen	

Landscape Architect by Exam

Name	License
None	

Petroleum Release by Exam

Name	License
Gruenewald, Miller	20465

3.1.3 Licenses Issued by Comity

Meeting Date: June 12, 2026

Architects

Name	License #
Goldstein, Martin Aaron	20406
Savage, Scott A	20519
Kragh, Matthew Howard	20231
Sullivan, Toi A	20401
Dzankovic, Arif	20285
Turner-Lauck, Rachel	20400
Chipman, Lauren	20518
Amore, Matthew	20178
Coats, Michael Anthony	20523
Hill, Charles Arthur	20356
Nelson, Joseph Dyke	20520
Nelson, Nathaniel	20175
Tiedman, Michael Gabriel	20354
Baessler, Cole Daniel	20357
Pangrac, Adam Daniel	20403
KELLY, AARON D	20522
Schneider, Christopher James	20517
Blixt, Todd	20359
Casolaro, John Alan	20180
Ramous, Ian	20183
Lampert, Leonard Albert	20353
Lamb, Colin Christopher	20404
Rawson, Chelsea	20355
Stokes, Willie O	20402
Hayslett, Gregory	20405
Muscara, Dominic Lance	20521

Landscape Architects

Name	License #
Meenan Eck, Julie Marie	20524
Finney, Renee Elise	20407

3.1.3 Licenses Issued by Comity

Meeting Date: June 12, 2026

Engineers

Name	License #
Beth, Nathan	20515
Kraft, Reagan Michael	20499
Keifenheim, Jason	20501
Hunt, Devon Steven	20504
Mitchell, Chad Steven	20496
Daugherty, Branson	20510
McKinney, Mark	20498
Hazard, Travis	20506
Kaszas, Gregory	20502
Hilgendorf, Mark David	20505
Janes, Joseph	20503
Brooks, Ronald Lester	20514
Carr, Lucas P	20512
Freilich, Candace Brianne	20508
Creaser, Derek J	20511
Brueshaber, Matthew	20513
Baber, John David	20516
Mouw, Patrick	20495
Keller, Nicholas John	20500
Eaton, Jacqueline D.	20509
Harper, Clarence William	20507
McPherson, Ryan James	20497
Stott, Catherine J.	20479
Reed, Martin Tanner	20486
Rose, Steven	20484
Sawant, Rishikesh Manohar	20482
Petaja, Matthew S	20491
Panethiere, Michael Anthony	20492
Stiles, Terry Wayne	20480
Ranisate, Zachary Jacob	20488
Woodruff, Steven Roger	20475
Schoenecke, Andrew McClure	20481
Strain, Reid Nathaniel	20478
Redinger, James Daryl	20487
Poudel, Rabin	20489
Van Sickel, Ethan Joshua	20476

3.1.3 Licenses Issued by Comity

Meeting Date: June 12, 2026

Robison, Edward	20485
Thorng, Rothana	20477
Sabins, Jacob	20483
Negler, Michael James	20494
OBrien, Thomas Loehl	20493
Pohlman, Mitchell B	20490
O'Neal, Zachary	20426
Semerad, Gina Marie	20420
Elliott, Ryan Matthew	20445
Asbury, Nicholas Allen	20454
Neese, Victor Jonah	20430
Tavolaro, Tabitha	20418
Gilbertson, Trevor Lee	20442
Martinez Tarin, Bernardo	20433
Nemati, Kamran M	20428
Darding, Kurt thomas	20446
Hadzor, Thomas James	20441
Bauman, Zachary	20451
Heidemann, Brian	20439
Madden, John	20434
Thomas, Douglas	20417
Bailey, Laura	20453
Bosiljevac, Marijo Christine	20449
Pennings, Richard Warren	20424
Chang, Daniel	20448
Zacher, Cameron Paul	20412
Nelson, George	20429
Robbins, David	20421
Haj, Atef	20440
Wall, Randy Phillip	20414
Bean, Robert Chase	20450
Harms, Samuel Creighton	20459
Peterson, Brannon Lee	20423
Page, Kaitlin Nichelle	20425
Monus, Matthew Paul	20432
Peterson, Dylan Charles	20422
Kern, Gunnar Schurmann	20438

Surveyors

3.1.3 Licenses Issued by Comity

Meeting Date: June 12, 2026

Name	License #
Richardson, Robert Dean	20463
Oswalt, Justin	20462
McMahon, Patrick Ryan	20461
Stindtman, Nathan	20411

3.1.4 Business Licenses Issued

Meeting Date: August 14, 2026

Business Name	License #
SDH Design LLC	C-9698
TVP Engineering, LLC	C-9691
Sand Creek Timber Frames, LLC	C-9697
GRK Consulting Engineers, Inc.	C-9694
RLB Engineering LLC	C-9696
TRC Environmental Corporation	C-9692
Ross Engineering, LLC	C-9693
Hazard Engineering, LLC	C-9695
Steamboat Structures LLC	C-9687
PREMA CONSULTING GROUP LLC	C-9685
Direct Companies	C-9684
Michael A Panethiere, Ph.D., P.E.	C-9690
Edward C. Robison, PE, SE	C-9686
Kasmen Engineering	C-9688
Matthew Petaja	C-9689
Grace Healthcare Studios Usa, Llc	C-9682
Todd Cooper Architect	C-9683
Douglas Thomas	C-9670
SBA Network Services, LLC	C-9679
Berkeley Research Group	C-9673
Great Plains Engineering LLC	C-9675
Quality of Life, LLC	C-9668
Yellowstone Engineering Group	C-9669
NORTHERN DEWATERING INC	C-9671
Call & Nicholas, Inc.	C-9681
DLF Engineers, Inc.	C-9677
Ring & DuChateau LLP	C-9674
MJ2 Consulting, PLLC	C-9678
Steam Management, Inc.	C-9680
Vision Forensic Engineering, LLC	C-9672
LBVD, Inc.	C-9676
Optify Networks LLC	C-9667
D82 Engineering LLC	C-9666
Matrix Consulting Engineers, Inc.	C-9664
Pospishil Architects LLC	C-9663
Essential Architecture LLC	C-9662
Venture Architecture	C-9660
Fazio Architects, Inc	C-9659
Massaad Engineering Group Inc	C-9655
PACE Engineers, Inc.	C-9654

3.1.4 Business Licenses Issued

Meeting Date: August 14, 2026

Genesis Engineering Group, LLC	C-9652
Civil Solutions Associates Inc	C-9653
Colin Lamb- Architect	C-9658
Davis Stokes Collaborative, P.C.	C-9657

Meeting Date: August 14, 2026**Fundamentals of Engineering Exam**

Last Name	First Name
Bennett	John
Hobbs	Camden
Tverberg	Zachary
Bauer	Eric
Ariko	Enock
Bogott	Timothy
Hoops	Reilly
Volstad	Jacob
Baybridge	Laurelle
Broberg	Lucas
Bogott	Timothy
Hoops	Reilly
Volstad	Jacob
Baybridge	Laurelle
Broberg	Lucas
Kepley	Benjamin
Pinske	Natalie
Hottman	Kael
Riggs	Amethyst
Werdel	Trevor
Devitt	Trevor
Horner	Benjamin
Magnuson	Aiden
Wright	Teagan
Peasley	Claire
Schroeder	Haley
Weisbecker	Ross
Carlson	Theodore
Parker	Aden
Russell	Peter
Helde	Zach
Nissen	Darren

Fundamentals of Surveying Exam

Last Name	First Name
Hansen	Wyatt

4.0 Activities Report

ACTIVITIES REPORT FOR THE YEAR 2026

[illegible][illegible][illegible]

11/30												
12/31												

		JAN	FEB	MAR	APR	MAY	JUNE
Business		2680	2686	2730	2990	3001	2288
Active		6409	6409	6683	7046	7057	7064
Inactive		263	263	265	267	267	161
Retired		192	192	194	199	199	82
TOTAL		9544	9550	9872	10771	10788	9595

		JULY	AUG	SEPT	OCT	NOV	19-Dec
Business		2305					
Active		7104					
Inactive		151					
Retired		82					
TOTAL		9642					

5.0 Rules Review Committees

6.0 NCARB Annual Meeting

Competency

STANDARD FOR ARCHITECTS

CONTENTS

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Effective July 1, 2026. Please check NCARB's website, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the *Education Guidelines*, the *Architectural Experience Program® (AXP®) Guidelines*, the *Architect Registration Examination® (ARE®) Guidelines*, and the *NCARB Certification Guidelines*.

INTRODUCTION

The NCARB *Competency Standard for Architects* defines the knowledge, skills, abilities, and behaviors required for entry into the practice of architecture across NCARB's member jurisdictions. Together, the 16 competencies in this standard describe the capabilities necessary for an individual to effectively protect the public's health, safety, and welfare while practicing as an architect in collaboration with other design- and construction-related professionals. This standard establishes the level of proficiency needed in each of the 16 competencies to qualify an individual for initial licensure, as assessed by NCARB's programs.

COMMENTARY

Indicated by footnotes throughout the *Competency Standard*, commentary is provided to support understanding and consistent interpretation of key terms, concepts, and expectations. The commentary offers contextual explanations, illustrative guidance, and clarifications intended to help readers grasp how terminology is applied in practice. Please note: terms are defined only on their first reference.

The commentary is descriptive rather than prescriptive and serves as a reference to help readers understand the language and underlying intent of the *Competency Standard*. The examples, explanations, and references included in the commentary are representative, not comprehensive.

THE COMPETENCIES

The competencies are organized into three domains. Candidates for licensure must demonstrate their capabilities in each independent competency to earn a license in the jurisdiction(s) in which they practice. After becoming licensed, architects must ensure they maintain the capabilities described to remain competent. In addition, architects should strive to continually grow their competency in these and other areas to provide quality service and public protection.

Design & Documentation Domain

1. Assess regulatory design requirements.
2. Evaluate existing project conditions.
3. Develop a program that establishes project criteria.
4. Create design solutions that support public and environmental well-being.
5. Integrate socio-demographic considerations and universal design principles.
6. Create design solutions that address project requirements.
7. Create deliverables that convey a design solution.
8. Coordinate the integration of building systems into a project design.

Construction Administration Domain

9. Prepare and administer documentation of the construction phase.
10. Evaluate the progress of construction for conformance with contract documents and design intent.

Practice & Project Management Domain

11. Execute contracts for professional services.
12. Implement a work plan according to a project's scope, schedule, and budget.
13. Organize and coordinate an interdisciplinary project team.
14. Understand statutes and regulations that govern architectural practice within U.S. jurisdictions to provide services legally.
15. Understand ethical and professional standards that govern architectural practice.
16. Understand foundational business principles to operate a practice.

You can find more detailed descriptions of the 16 competencies, including the criteria necessary to obtain a license to practice architecture in an NCARB member jurisdiction, on the following pages.

Design & Documentation Domain

This domain encompasses the intelligent, creative, iterative, and culturally and environmentally responsive design processes. The design process involves research, analysis, and exploration of approaches, ideas, and alternative solutions that lead to a final design proposal. The final design must be cohesive, integrated, adequately described, and coordinated to achieve value objectives, cost objectives, and compliance with planning controls and construction codes.



1. Assess regulatory design requirements.

At the point of initial licensure, architects with this competency can determine the impact of regulatory requirements on a project. Individuals must be able to demonstrate their ability to:

- 1.1. Determine relevant authorities having jurisdiction (AHJ) that govern a project based on project type and location.
- 1.2. Determine the regulations, codes, rules, and standards¹ that apply to a project.
- 1.3. Determine the steps required for a project to gain regulatory approval.



2. Evaluate existing project conditions.

At the point of initial licensure, architects with this competency can evaluate project conditions, constraints, and site context. Individuals must be able to demonstrate their ability to:

- 2.1. Analyze existing structural integrity, functional performance, and safety of natural and built elements.²
- 2.2. Determine relevant community planning and zoning policies that will impact site and building design.
- 2.3. Determine relevant environmental factors.³
- 2.4. Identify and evaluate relevant existing project documentation.⁴
- 2.5. Analyze existing condition reports⁵ related to natural and built elements.
- 2.6. Identify constraints or restrictions in existing buildings or natural features that might impact the design of the project.
- 2.7. Document findings of the existing project conditions.

¹ **Regulations, code, rules, and standards:** Means through which authorities govern the practice of architecture, including (but not limited to) building and fire codes, zoning ordinances, accessibility standards, environmental regulations, historic preservation, design covenants, and deed restrictions that impact a project.

² **Natural and built elements:** Site features such as built structures, utilities, roads, topography, and vegetation.

³ **Environmental factors:** Factors such as climate (sun, wind, rain, temperature), site-specific geography (topography, soil), natural surroundings (flora, fauna), and ecological impacts (noise, pollution, habitat loss).

⁴ **Project documentation:** Materials defining project information such as drawings, specifications, permits, reports, and records.

⁵ **Existing condition reports:** Documents such as land surveys, geotechnical reports, building systems analyses, structural evaluations, and environmental and hazardous material reports that are provided by other professionals.



3. Develop a program that establishes project criteria.

At the point of initial licensure, architects with this competency can gather project requirements⁶ and goals and develop these criteria into a cohesive architectural program. Individuals must be able to demonstrate their ability to:

- 3.1. Analyze project requirements and goals to inform building and site spatial functions, adjacencies, and desired qualitative features and impact.
- 3.2. Determine preliminary/initial quantity and size of required building and site spaces, as well as total building area necessary to achieve project requirements and goals.
- 3.3. Research building precedents to determine applicability to the project.
- 3.4. Analyze feedback from clients, users, and/or community stakeholders⁷ to inform the program.



4. Create design solutions that support public and environmental well-being.⁸

At the point of initial licensure, architects with this competency can evaluate the impact of design choices on the well-being of project users, neighboring communities, and the environment. Individuals must be able to demonstrate their ability to:

- 4.1. Identify baseline criteria⁹ for public and environmental well-being.
- 4.2. Determine design strategies that address baseline criteria for public and environmental well-being.
- 4.3. Create design options that address public and environmental well-being criteria.
- 4.4. Evaluate design options against established baseline criteria.

⁶ **Project requirements:** The needs, objectives, conditions, and constraints that a project must fulfill (program criteria, design and code requirements, schedule, budget).

⁷ **Community stakeholders:** Individuals, groups, and organizations within or connected to the project context that are affected by, have an interest in, or may influence the planning, design, construction, and long-term impact of a project beyond the immediate client or owner.

⁸ **Public and environmental well-being:** Conditions that support and protect the collective physical, mental, social, and environmental health of individuals and communities by promoting health, comfort, resilience, and quality of life, while responsibly sustaining ecological systems, conserving natural resources, and minimizing long-term harm to the natural and social environment.

⁹ **Baseline criteria:** The principles and measurable requirements established for a project to guide design decisions. These criteria define the minimum performance expectations that design solutions must meet to sustain and promote occupant health and comfort, accessibility and inclusion, energy efficiency, resource conservation, environmental impact, and adaptability over time.



5. Integrate socio-demographic considerations¹⁰ and universal design principles.

At the point of initial licensure, architects with this competency can identify and incorporate social, equitable, accessibility, and universal design considerations as they relate to an architectural solution. Individuals must be able to demonstrate their ability to:

- 5.1. Identify opportunities to gather information from community stakeholders to inform design considerations.
- 5.2. Assess relevant socio-demographic factors and their potential impact on a project's design.
- 5.3. Assess universal design factors and their potential impact on a project's design.
- 5.4. Integrate socio-demographic design strategies into design options.
- 5.5. Integrate universal design strategies into design options.



6. Create design solutions that address project requirements.

At the point of initial licensure, architects with this competency can translate program and cost considerations into a constructable and comprehensive design solution that meets the project requirements and goals. Individuals must be able to demonstrate their ability to:

- 6.1. Assess feasibility of integrating existing natural and built elements into the design solution.
- 6.2. Determine options for site strategies¹¹ that address project requirements.
- 6.3. Determine site and building materials and systems that address project requirements.
- 6.4. Develop design options to inform a comprehensive solution.
- 6.5. Evaluate design options against project requirements and goals.
- 6.6. Refine a comprehensive design to conform with project requirements and goals.

¹⁰ **Socio-demographic considerations:** Factors such as age, gender, race/ethnicity, site context, marital status, household size, education level, occupation, income, and socioeconomic status.

¹¹ **Site strategies:** Design responses to the physical, environmental, social, and regulatory conditions of a project site such as site circulation and parking, stormwater management, building placement and orientation, and utility coordination.



7. Create deliverables that convey a design solution.

At the point of initial licensure, architects with this competency can create Instruments of Service based on the project criteria. Individuals must be able to demonstrate their ability to:

- 7.1. Develop graphic documentation¹² that communicates the design intent to clients and the project team.¹³
- 7.2. Develop graphic documentation that communicates the design intent and technical details to obtain regulatory approvals and permits, inform bidding and negotiation, and support construction.
- 7.3. Develop specifications that communicate detailed requirements such as material standards and quality, installation, submittal requirements, warranties, and acceptable standards.
- 7.4. Review project documentation for accuracy and completeness.
- 7.5. Update documentation based on project changes.



8. Coordinate the integration of building systems¹⁴ into a project design.

At the point of initial licensure, architects with this competency can coordinate with consultants¹⁵ to select and integrate building systems into the design, ensuring technical compatibility, performance, and constructability. Individuals must be able to demonstrate their ability to:

- 8.1. Identify building and site systems that need consultant input and provide relevant architectural requirements to consultants.
- 8.2. Collaborate with consultants to select and coordinate the design of each system within project requirements.
- 8.3. Determine architectural spatial requirements for system components based on consultant input.
- 8.4. Collaborate with consultants to facilitate the resolution of conflicts between building/site design and systems.
- 8.5. Review documentation across disciplines and project phases for constructability, coordination, and compatibility with the overall design.

¹² **Graphic documentation:** Graphic materials that illustrate the design intent, such as drawings, diagrams, plans, sections, elevations, details, and models.

¹³ **Project team:** The collective group of individuals, firms, and organizations engaged to plan, design, document, construct, and administer a project. The project team includes the owner, architect, consultants, contractors, and other participants whose roles, responsibilities, and relationships are defined through contractual agreements and coordinated professional services.

¹⁴ **Building systems:** Integrated components that make a project safe, functional, and habitable such as mechanical, electrical, plumbing, structural, fire protection, building envelope, acoustics, vertical transportation, telecom, and utilities.

¹⁵ **Consultants:** Design professionals or technical specialists retained to perform services related to the project that support, supplement, or extend the architect's own services who are not the architect of record.

Construction Administration Domain

This domain encompasses the services that support the process of project procurement and management of design delivery, review, and observation through construction. This may occur through a variety of building procurement methods and construction contracts.



9. Prepare and administer documentation of the construction phase.

At the point of initial licensure, architects with this competency can perform administrative functions throughout the project's bidding and construction phases, including advising the client and preparing and interpreting project documents. Individuals must be able to demonstrate their ability to:

- 9.1. Maintain project records related to the bidding and construction processes.
- 9.2. Administer documentation generated during construction.¹⁶
- 9.3. Document and maintain addenda and change order processes.
- 9.4. Review and act on a contractor's application for payment.



10. Evaluate the progress of construction for conformance with contract documents and design intent.

At the point of initial licensure, architects with this competency can evaluate the progress of construction for conformance with contract documents and design intent. Individuals must be able to demonstrate their ability to:

- 10.1. Understand contractual obligations during construction.
- 10.2. Understand common construction methods¹⁷ and sequencing.
- 10.3. Evaluate shop drawings, submittals, and reports for conformance with the contract documents.
- 10.4. Evaluate construction progress for alignment with design intent and schedule.
- 10.5. Document construction nonconformance, notify project team and relevant regulatory stakeholders,¹⁸ and assist in a resolution.
- 10.6. Perform project closeout procedures¹⁹ in accordance with the contract requirements.

¹⁶ **Documentation generated during construction:** Includes responses to Requests for Information (RFIs), submittal administration, Architect's Supplemental Instructions (ASIs), Construction Change Directives (CCDs), and project closeout documents.

¹⁷ **Common construction methods:** Widely used systems and methods of constructing a project such as wood framing, steel, concrete, masonry, and heavy and mass timber construction.

¹⁸ **Regulatory stakeholders:** Public agencies, authorities having jurisdiction (AHJs), and other governmental or quasi-governmental entities that establish, interpret, administer, and enforce laws, regulations, codes, standards, and policies affecting the planning, design, approval, construction, and occupancy of a project.

¹⁹ **Project closeout procedures:** The process by which construction is completed, contractual obligations are satisfied, and the project is transitioned from construction to owner occupancy, operation, and maintenance. Procedures relate to documentation such as record documents (as-builts), Operation and Maintenance (O&M) manuals, warranties and guarantees, test reports and certifications, substantial and final completion documentation, and training and turnover materials.

Practice & Project Management Domain

This domain encompasses an understanding of the profession and business of architecture, with the objective of providing value to clients, consultants, employees, and the public through timely and effective professional services in accordance with ethical and legal responsibilities.



11. Execute contracts for professional services.

At the point of initial licensure, architects with this competency can prepare professional service contracts in accordance with legal and ethical standards of care. Individuals must be able to demonstrate their ability to:

- 11.1. Understand common architectural contract risks and their implications.
- 11.2. Understand the contractual relationships of owner, client, architect, consultant, and contractor.
- 11.3. Describe the advantages and disadvantages of project delivery methods²⁰ to the client.
- 11.4. Negotiate terms and conditions²¹ of an architectural services contract.
- 11.5. Prepare the appropriate contracts for architectural services and architects' consultants.



12. Implement a work plan according to a project's scope, schedule, and budget.

At the point of initial licensure, architects with this competency can manage a professional services project work plan and coordinate resources to meet the project's scope, schedule, and budget. Individuals must be able to demonstrate their ability to:

- 12.1. Coordinate with the client and design team²² to develop and document a project's scope, schedule, and budget.
- 12.2. Develop a work plan that includes the list of tasks and resources required to complete the architectural services of a project on schedule.
- 12.3. Monitor work plan progress, identify issues, and address as needed.
- 12.4. Monitor project scope for alignment with the contract and identify any discrepancies.

²⁰ **Project delivery methods:** The organizational frameworks that define contractual relationships, roles, responsibilities, and sequence of services among the owner, architect, contractors, and other project participants such as design-bid-build, construction management, and design-build.

²¹ **Terms and conditions:** The contractual provisions that establish the rights, responsibilities, obligations, procedures, and limitations governing the professional, legal, and administrative relationships among the parties to an architectural project such as project scope, schedule, fees, budget, indemnification, insurance, technology, ownership of Instruments of Service, and dispute resolution procedures.

²² **Design team:** The group of individuals led by the architect who are responsible for developing, coordinating, and documenting the design of a project such as the architect's internal staff and design consultants.



13. Organize and coordinate an interdisciplinary project team.

At the point of initial licensure, architects with this competency can organize and coordinate an interdisciplinary project team for project delivery. Individuals must be able to demonstrate their ability to:

- 13.1. Identify and engage with appropriate consultants based on project scope.
- 13.2. Establish communication protocols and organize project meetings among relevant members of the project team.
- 13.3. Direct and facilitate the work of consultants so that they provide contracted services in coordination with the project work plan.



14. Understand statutes and regulations that govern architectural practice within U.S. jurisdictions²³ to provide services legally.

At the point of initial licensure, architects with this competency understand how to practice in accordance with architectural licensing statutes and regulations within a governing jurisdiction. Individuals must be able to demonstrate their ability to:

- 14.1. Understand jurisdictional statutory and regulatory requirements to lawfully practice architecture.
- 14.2. Understand continuing education and renewal requirements to maintain architectural licensure.
- 14.3. Identify the consequences of unlawfully practicing architecture.



15. Understand ethical and professional standards that govern architectural practice.

At the point of initial licensure, architects with this competency understand how to practice in accordance with ethical and professional standards of care. Individuals must be able to demonstrate their ability to:

- 15.1. Understand the duty of the architect to their client and the public.
- 15.2. Understand one's own professional competence and limits for a given project.
- 15.3. Identify and disclose potential conflicts of interest.
- 15.4. Identify, document, and communicate when an ethical or professional standard has been breached.

²³ **U.S. jurisdictions:** U.S. states, the District of Columbia, and U.S. territories that have legal responsibility for regulating the practice of architecture within their geographic boundaries through architectural registration boards.



16. Understand foundational business principles²⁴ to operate a practice.

At the point of initial licensure, architects with this competency understand business principles that relate to the operations of independent architectural practice. Individuals must be able to demonstrate their ability to:

- 16.1. Understand business principles necessary for sustaining an architectural practice.
- 16.2. Understand the different types of insurance relevant to architectural practice.
- 16.3. Identify the key differences between business entity options.²⁵
- 16.4. Identify common business risks²⁶ to architectural practice.
- 16.5. Identify business practices that minimize risks for clients, the firm, and projects.

²⁴ **Business principles:** Principles such as cash flow management, organizational structure, and legal compliance.

²⁵ **Business entity options:** Business structure options, including corporations, partnerships, LLC, and sole proprietorships that define the control, responsibility, and accountability for the practice of architecture allowed within a jurisdiction.

²⁶ **Business risks:** Inclusive of practices and situations that may threaten the ability to achieve a business's objectives and execute its strategies.

7.0 Executive Director Report

6.0 Executive Session

Upcoming Meetings

Organization	Date	Meeting	Location	Attendees	Funded by:
2026 Meetings					
NCEES	August 18-21	Annual Meeting	Henderson, NV	Biegler, Aumer	NCEES
CLARB	August 27-29	Annual Meeting	Calgary, Alberta <i>Region 3</i>	Carda, McCabe	CLARB
NCARB	October 9-10	MBE Leadership Summit	Memphis, TN	TBD	NCARB
2027 Meetings					
NCARB	February 25-27	Regional Summit	Providence, RI	TBD	NCARB
NCARB	June 24-26	Annual Meeting	Pittsburgh, PA	TBD	NCARB
2028 Meetings					
NCARB	March 8-10	Regional Summit	Louisville, KY	TBD	NCARB
NCARB	June 15-17	Annual Meeting	Denver, CO	TBD	NCARB

BOARD FUTURE MEETING DATES (All Times are Central Time)

October 16, 2026 9:30 a.m.

December 11, 2026 9:30 a.m.

10.0 Adjournment