

**Meeting Minutes**  
**SOUTH DAKOTA BOARD OF TECHNICAL PROFESSIONS**

Friday, January 20, 2017  
Board Office, Clock Tower Plaza  
2525 W. Main St., Suite 211, Rapid City, SD

- A. Chairman Steve Williams called the meeting to order at 8:30 A.M. MST. A quorum was present

- B. Roll Call

Members present: Chairman Steve Williams, Vice Chairman Steve Peters, Secretary Mike Albertson, Dennis Micko, Jeffrey Nelson, Alissa Matt, and Steve Thingelstad.

Members absent: None

Others present: Staff Attorney Graham Oey attended by phone. Guests John Riker, AIA South Dakota Advocacy Committee, Chris Brandriet, ASLA Great Plains Chapter, Barry Morgan and Ryan Benson from Northern Technologies, LLC and staff members Kathryn Patterson, Tamara Moore, and Susan Neuf.

- C. Approval of November 18, 2016 Minutes (Motion)

Micko made a motion to approve the November 18, 2016 Minutes. Peters seconded the motion. **MOTION PASSED**

- D. Approval of vouchers since last meeting (Motion)

Micko made a motion to approve the vouchers since the last meeting. Thingelstad seconded the motion. **MOTION PASSED**

- E. Activities report ending December, Review of Deposits & Quarterly report (FYI)

The Board discussed the activities report ending December 2016, conducted a review of deposits, and found everything to be in order.

- F. Investigation reports –

Case – 15-03 –Assurance of Voluntary Compliance signed – need chair signature

Peters made a motion to accept the signed Assurance of Voluntary Compliance. Micko seconded the motion. **MOTION PASSED**

Case – 15-05-Practice w/out CoA – PE-consent agreement rejected-hearing?

Investigative Committee recommends issuing a Letter of Reprimand, sending a cease and desist order, and requiring a two year wait before allowing license renewal.

Micko made a motion for approval of the recommendation from the Investigative Committee. Nelson seconded the motion. Albertson abstained. **MOTION PASSED**

Case – 15-09- Assurance of Voluntary Compliance signed – need chair signature

Matt made a motion to accept the Assurance of Voluntary Compliance. Thingelstad seconded the motion. Albertson and Micko abstained. **MOTION PASSED**

Case – 17-01-Lack of reporting discipline

Offered a consent agreement and have not received a response.

Peters made a motion to table discussion on this case until the March board meeting. Thingelstad seconded the motion. **MOTION PASSED**

Case – 17-02-Construction Administration Issue – need AR assigned

Board member Nelson was assigned to the Investigative Committee for this case.

#### G. Old Business

Action Items – reports

Item 1 – Update of Building Officials Guide—Outreach to association of counties, county commissioners, and/or rural permitting agents. Update information in Building Officials Guide for posting to website. Pursue Outreach to benefit from Board knowledge. Updated draft will be presented at the next board meeting.

Item 2 – Use of Board reserve funds. Contact state auditor for how funds may be used. Suggestions for use of funds: Donations to foundations of SDSU & SDSMT; AIA to submit proposal for AR; update Board database system.

Albertson made a motion for the board to allocate \$500,000 of its reserve funds towards endowments for the NCEES FE and FS exams with formal agreements from the different foundations to be prepared and reviewed at a future meeting, and to also look into finding mechanisms for doing something similar for architects and landscape architects. Nelson seconded the motion. **MOTION PASSED**

Item 3 – Research hiring of half time investigators – one East River and one West River. Work with BHR to see if possible to change current half-time position to a full-time position to be split between east and west river investigators. In Progress – description sent to BHR for review. PDQ forms completed for BHR.

Item 4 – Rewrite Question No. 11 on Take Home Examination. Rewrite question to reflect changes in 36-18A-45 made and in effect January 1, 2016 regarding computer generated seals. New question will be drafted and presented at the next meeting.

Micko requested an item be added to the action items list: A Design Professional's Coalition representative needs to be selected.

Rule 20:38:29:03 – Deadlines

Changes passed by legislature; became effective July 1, 2016.

Regional Agreement Information Collection Request

NCARB ARE Update

NCEES Call for Awards Nominations – Draft of Nomination for Board review

Micko made a motion to approve the submission of a nomination package for Dal Jans for the NCEES Distinguished Service Award with Special Commendation. Peters seconded the motion. **MOTION PASSED**

NCARB BOD Brief

SDSU to offer new Engineering Certificate

CLARB Updates to LARE

NCARB National Architect

NCARB Update (formerly CEO Update)

NCARB Press Release

NCARB ARE 5.0 is here

The Board briefly discussed each of the above topics.

H. New Business

Board Positions to be reappointed in 2017

Jeff Nelson, AR; John S. (Steve) Peters, LS; Mike Albertson, PE; Dennis Micko, PE

Request Approval of Hours – Northern Technologies, LLC

Micko made a motion to approve the posting of hours for Northern Technologies, LLC. Albertson seconded the motion. **MOTION PASSED**

NCARB Update

NCEES Central Zone Award application

NCARB Nominations and Elections

NCARB FY18 Member Board Executive Director Position

NCEES Future Changes to Exams and Supporting Materials

Changes starting April 2017:

PE Mechanical Engineering exam has new specifications and will become three distinct, separate exams: HVAC and Refrigeration, Machine Design and Materials, and Thermal and Fluid Systems.

PE Chemical Engineering exam will be administered in pencil and paper format for the last time, no exam in October 2017, and will be administered in CBT form January 2018. Structural 16-hour will have revised design standards.

PE Civil exam will have revised design standards.

NCARB Regional Summit

CLARB Member Board E-News

NCARB Board Vacancy Recommendation Form – Public Member

NCARB MRA with Australia and New Zealand

NCARB Update

The Board briefly discussed each of the above topics.

I. PDH Audits (Motion)

**NEW PDH AUDITS:** Frederick John Barbour, AR; Craig L. Blahut, PE; Garrett D. Gill, LA; Dennis Ivan Haag, PE; Glenn Richard Howard, LS; Travis R. Jacobson, LS; Anthony Lee Knievel, LS; Mark J. Maxwell, PE; Kim D. Otten, AR; Stephen John Rivard, PE; Craig Alden Snelling, PE; Nicholas S. Sperides, AR; James L. Wendte, PE.

Nelson made a motion to approve the audits of Frederick John Barbour, AR, and Kim D. Otten, AR; Micko seconded the motion. **MOTION PASSED**

Albertson made a motion to deny the audit of Craig L. Blahut, PE; Micko seconded the motion. **MOTION PASSED**

Nelson made a motion to deny the audit of Garrett D. Gill, LA; Thingelstad seconded the motion. **MOTION PASSED**

Albertson made a motion to deny the audit of Dennis Ivan Haag, PE; Micko seconded the motion. **MOTION PASSED**

Peters made a motion to approve the audit of Glenn Richard Howard, LS, Travis R. Jacobson, LS, and Anthony Lee Knievel, LS; Thingelstad seconded the motion. **MOTION PASSED**

Micko made a motion to approve the audits of Mark J. Maxwell, PE, Stephen John Rivard, PE, Craig Alden Snelling, PE and James L. Wendte, PE; Albertson seconded the motion. **MOTION PASSED**

Nelson made a motion to deny the audit of Nicholas S. Sperides, AR; Albertson seconded the motion. **MOTION PASSED**

**REVIEW OF PREVIOUS AUDITS:** Curtis D. Dieren, PE; Michael Kevin Eddings, R; Gordon Jeffery Hines, PE; Randall J. Peppersack, LS; Boyd Nolan Poppen, LS; Jeffrey Allen Renken, PE; Ronald A. Roberts, PE.

Micko made a motion to approve the audit of Michael Kevin Eddings, R; Peters seconded the motion. **MOTION PASSED**



Albertson made a motion to approve the audit of Gordon Jeffery Hines, PE; Micko seconded the motion. **MOTION PASSED**

Thingelstad made a motion to approve the audit of Randall J. Peppersack, LS; Peters seconded the motion. **MOTION PASSED**

Peters made a motion to deny the audit of Boyd Nolan Poppen, LS; Thingelstad seconded the motion. **MOTION PASSED**

Albertson made a motion to defer the audit of Jeffrey Allen Renken, PE; until the next board meeting, Micko seconded the motion. **MOTION PASSED**

No action was taken on Curtis D. Dieren, PE; and Ronald A Roberts, PE; due to no new information provided.

J. Approval of passing Examinees from (Appendix A, Motion)

Albertson made a motion to approve all of the examinees passing the Fundamentals of Engineering (FE) Exam with the exception of Austin James DeJong; Matt seconded the motion. **MOTION PASSED**

Micko made a motion to approve Austin James DeJong for passing the FE Exam; Thingelstad seconded the motion. Albertson abstained from voting. **MOTION PASSED**

Name	Certificate #
Nielsen, Nicholas Phillip	E-12136
Letempt, Samuel James	E-12137
Biorn, Daniel	E-12138
Williams, Luke Walter	E-12139
VanGerpen, Luke	E-12140
Elshahat, Omar	E-12141
Barry, Kevin Robert	E-12142
Wait, Taylor James	E-12143
Ho, Viet Tran Ngoc	E-12144
Fleming, Alex Ray	E-12145
Klein, Austin Daniel	E-12146
Lesperance, Aric	E-12147

Name	Certificate #
Morem, Mitchell	E-12160
Melancon, Steven	E-12161
Sheehy, Grady	E-12162
Malsom, Luke Perry	E-12163
Moon, Peter	E-12164
Mcclelland, Corey Adam	E-12165
Asche, Devyn	E-12166
Pence, Mitchell Jon	E-12167
Powell, Ethan	E-12168
Gillen, Nicholas John	E-12169
Thomas, Morgan David	E-12170
Vanderbush, Jordan Blake	E-12171

Name	Certificate #
Kolbet, Evan Michael	E-12148
Howard, Kevin Richard	E-12149
Poudyal, Purna	E-12150
Fordyce, Benjamin A.	E-12151
Nuhsbaumer, Casey	E-12152
Johnson, Spencer Dale	E-12153
Peyton, Kylie Susanne	E-12154
Gilbraith, Gannon	E-12155
Logeais, Thomas	E-12156
Bakker, Andrew	E-12157
Priebe, Traxton	E-12158
Ireland, Seth L.	E-12159

Name	Certificate #
Kane, Spencer	E-12172
Pedersen, Marcus Lee	E-12173
Degu, Adebabay Mulat	E-12174
VanderPoel, Jordan	E-12175
Henning, Bret John	E-12176
Laird, Jacob Dillon	E-12177
West, Conrad Leon	E-12178
Lansman, Seth	E-12179
Limbach, Andrew Porter	E-12180
Hoban, Will Patrick	E-12181
DeJong, Austin James	E-12182
Prather, Joshua Robert	E-12183
Gilkerson, James Michael	E-12184

Peters made a motion to approve the examinee for passing the Principles of Surveying (PS) Exam; Thingelstad seconded the motion. **MOTION PASSED**

Name	License #
Kangas, Andrew Earl	10400

Albertson made a motion to approve the examinees for passing the Principles of Engineering (PE) Exam with the exception of Lucas George Fried; Micko seconded the motion. **MOTION PASSED**

Micko made a motion to approve the examinee Lucas George Fried for passing the Principles of Engineering (PE) Exam; Nelson seconded the motion. Albertson abstained from voting. **MOTION PASSED**

Name	License #
Brandenburg, Nathan Alan	13163
Fitzhugh, Troy Michael	13164

Name	License #
Hocking, Crystal Marie	13165
Fried, Lucas George	13166
Kohles, Cullen Joseph	13167
Moss, Eric Bryan	13168
Larsen, Matthew Jens	13169
Green, Samuel Pierce	13170
Hansen, Kyle Ernest	13171
Marnach, Nicholas	13172
Garduna, Maria Kathleen	13173
Lechter, Bradley Charles	13174
DiRienzo, Amy Lynn	13175
Wilhite, Joshua Chad	13176
Rodig, Luke Aaron	13177
Nieland, Joel Douglas	13178
Koscak, Matthew Robert	13179

K. Approval to take the NCEES Examinations as available (Appendix B, Motion)

Micko made a motion to approve the examinees to take the Fundamentals of Engineering (FE) Exam; Matt seconded the motion. **MOTION PASSED**

Name	Exam
Albertson, Brian James	FE
Badawi, Mohammad	FE
Belay, Eskinder Hailu	FE
Carlson, Dylan Easton	FE
Charles, Jerome Anthony	FE
Citrowske, Samantha	FE
Cook, Thomas Ryan	FE
Ervin, Leah	FE
Evers, Nathaniel S.	FE
Genetzky, Nathan Adicus Tann	FE
Gilkerson, James Michael	FE

Name	Exam
McNary, Mitchel	FE
Meinhardt, Lance Fredrick	FE
Miller, Cody Ray	FE
Morecraft, Nile John	FE
Nelson, James Harland	FE
Neville, Jason John	FE
Oberth, Noel	FE
Peck, Diana Jeanette	FE
Penney, Bradley James	FE
Peters, Jordan	FE
Prather, Joshua Robert	FE

Name	Exam
Gosch, Leah	FE
Heezen, Cody	FE
Herbert, Cheyanne May	FE
Hof, Logan Scott	FE
Hoffman, Tyler	FE
Hoffman, Willem Thomas	FE
Hora, Andrew R.	FE
Ibrahim, Ali Adel Ali Ali	FE
Jackson, Koby Kevin	FE
Jeno, Drake	FE
Johnson, Daniel Adam	FE
Johnson, Tannar Michael	FE
Klein, Nolan	FE
Knock, Joshua Benjamin	FE
Knowles, Jenero Shaquille	FE
Lamb, Jordan Patrick	FE
Laursen, Evan	FE
Lucas, John Thomas	FE
Lupton, Bryan J.	FE

Name	Exam
Rapp, John Joseph	FE
Rasmussen, Grant Parker	FE
Rens, Alexander Paul	FE
Robertson, Tyler	FE
Roggenbuck, Jorden Kenneth	FE
Sanders, Karli Rae	FE
Schroeder, Patrick John	FE
Seymour, Blair Matthew	FE
Spronk, Shannon	FE
Syahril, Hendy	FE
Torgerson Wickre, Kaitlin Ashley	FE
Ulmer, Jordan D.	FE
VanderPoel, Jordan	FE
Villbrandt, Trace Wesley	FE
Vollmar, Cody Jerrod	FE
Wagehoft, Baylor Michael	FE
Wagner, Jesse	FE
Waltz, John	FE
Willaby, Matthew Dean	FE
Willadsen, Cory Eric	FE

Thingelstad made a motion to approve the examinee to take the Fundamentals of Surveying (FS) Exam; Peters seconded the motion. **MOTION PASSED**

Peters made a motion to supersede the motion to approve the examinee and deny the examinee to take the Fundamentals of Surveying (FS) Exam; Thingelstad seconded the motion. **MOTION PASSED**

Name	Exam
Cushman, Alexander Julian	FS

Thingelstad made a motion to approve the examinee to take the Principles of Surveying (PS) Exam; Peters seconded the motion. **MOTION PASSED**

Name	Exam
Stadtler, Lundee Michael	PS

Albertson made a motion to approve the examinees to take the Principles of Engineering (PE) Exam with the exception of Lucas George Fried; Matt seconded the motion. Micko abstained from voting. **MOTION PASSED**

Micko made a motion to approve the examinee Lucas George Fried to take the Principles of Engineering (PE) Exam; Matt seconded the motion. Albertson abstained from voting. **MOTION PASSED**

Name	Exam
Berg, Leah	PE
Blasius, Waylon James	PE
Druyvestein, Thomas Allan	PE
Engelmeyer, Erik E.	PE
Evanson, Judson Robert	PE
Fried, Lucas George	PE
Gavrilescu, Narcis	PE
Heier, Shane Anthony	PE
Johnson, Trevor Paul	PE
Kilber, Stephen	PE
Lipp, Bryan Andrew	PE
Mattison, Brandon Kent	PE
Nebelsick, Michael Daniel	PE
Schmitz, Matthew B.	PE
Underberg, Mason Anthony	PE
Wandersee, Michael	PE

Albertson made a motion to deny the examinee to take the Principles of Engineering (PE) Exam; Micko seconded the motion. **MOTION PASSED**

Name	Exam
Yan, Fei	PE

L. Approval of applicants by examination: AR (Appendix C, Motion)

Williams made a motion for approval of the Architects (AR) by exam; Nelson seconded the motion. **MOTION PASSED**

Examinee Name	#
Martin, Craig Michael	13248
Olson, Thomas John	13249

M. Approval of Comity applications (Appendix D, Motion)

Nelson made a motion to approve Architect (AR) Individuals by Comity; Micko seconded the motion. **MOTION PASSED**

Name	#
Blank, Scott	13180
Buono, Joshua Michael	13181
Cavin, Seth Andrew	13182
Galloway, James	13183
Holst, Martin Paul	13184
Mousseau, Jack Marshall	13185
Nichols, Keith Roger	13186
Van Buggenum, Levi Peter	13187
Wasik, Robert Francis	13188
Witzenburg, Curtis Glenn	13189

Peters made a motion to approve Land Surveyor (LS) Individuals by Comity; Thingelstad seconded the motion. **MOTION PASSED**

Name	#
Clarke, Shawn Douglas	13190
Hernandez, Ivan R	13191
Rowe, Terry Lee	13192

Peters made a motion to deny Land Surveyor (LS) Individual by Comity; Thingelstad seconded the motion. **MOTION PASSED**

Name
Collins, Jon Caspar

Albertson made a motion to approve Professional Engineer (PE) Individuals by Comity; Matt seconded the motion. **MOTION PASSED**

Name	#
Blair, Bryan James	13193
Brosnan, John Gerard	13194

Name	#
LaViolette, Michael David	13220
Leelardcharoen, Kanoknart	13221

Name	#
Cahill, Michael Brian	13195
Campbell, Scott Helaman	13196
Chandler, Douglas Scott	13197
Connor III, James McDean	13198
Cramer, Tyler Drew	13199
Demirtas, Bulent	13200
Dietrich, Joseph	13201
Eitreim, Jeremy Joseph	13202
Euchner, John Rinhold	13203
Freezer, Matthew Jeffrey	13204
Gagnon, James	13205
Gentz, Barry Joseph	13206
Glennon, Mark Anthony	13207
Greenwood, Richard John	13208
Grubb, Ryan David	13209
Hagler, Robert Thomas	13210
Harris, Court V	13211
Heikkila, Steven Charles	13212
Helfrich, Karen Lynn	13213
Henning, Tod Joseph	13214
Horn, Shawn Gerard	13215
Jalla, Maharaj Kisen	13216
Johanson, David Conrad	13217
Kantha Samy, Madhan Kumar	13218
Keuller, Stefan W	13219

Name	#
Levar, John Mathew	13222
Liccar, Kevin	13223
Link, Jason R	13224
MacDonald, Anthony Preston	13225
McKinney, Nathan Lyle	13226
McLellan, James Edward	13227
Murdoch, Jere	13228
Osborne, Peter	13229
Owens, Tava Elaine	13230
Papez, James	13231
Pope, Geoffrey Cole	13232
Reinsch, Craig T	13233
Rettich, Kevin Charles	9645
Rolling, Chris M	13234
Saylor, Jason Gary	13235
Schmoll, Gustave Lee	13236
Seidel, Darin	13237
Smith, William Gary	13238
Stenseng, Amy Ilona	13239
Sweeley, Micah A.	13240
Tewalt, Sean Anthony	13241
Thom, Jason H	13242
Twidwell, Ross Alan	13243
Vaughn, Cory Justin	13244
Weihe, Douglas William	13245

Micko made a motion to deny Professional Engineer (PE) Individuals by Comity; Albertson seconded the motion. **MOTION PASSED**

Name
Hurt, Jonathan Charles
Sims, Joseph W
Towells, Darren Boyd

- N. Approval of Business applications (Appendix E, Motion)  
 Nelson made a motion to approve new businesses; Peters seconded the motion.  
**MOTION PASSED**

Company Name	#
Absolute Engineering, PLLC	C-7550
AHTS Architects, PLC	C-7551
Allied Engineering Services, Inc.	C-7552
A-PRIME ENGINEERING	C-7553

Company Name	#
Consulting Engineers, Corp	C-7554
Dale Buckingham Architects, LLC	C-7555
David C. Cotton, Jr.	C-7556
E&C Global, LLC	C-7557
Engineered Rail Solutions LLC	C-7558
EnSafe, Inc.	C-2413
Evans, Mechwart, Hambleton & Tilton, Inc.	C-7559
H2B, Inc.	C-7560
Health Systems Sciences, LLC	C-7561
Heupel Consulting, LLC	C-7562
Jere Murdoch	C-7563
Joshua Michael Buono	C-7564
Lapka Land Surveying	C-7565
Larson Design Group, Inc.	C-7566
LETS America, Inc.	C-7567
LJA Engineering, Inc.	C-7568
Northern Technologies, LLC	C-7569
Northwestern Surveying and Engineering, Inc.	C-7570
PMT Construction, LLC	C-7571
Pro-Engineers	C-7572
Quintus3D, LLC	C-7573
Shoemaker & Haaland Professional Engineers	C-2405
Spur Design, LLC	C-7574
Strata, LLC	C-7575
TESla Engineering, LLC	C-7576
Traffic Impact Group LLC	C-7577
Utility Service Co., Inc.	C-7578

Micko made a motion to deny new businesses; Albertson seconded the motion.

**MOTION PASSED**

Company Name
Darren B Towells, Inc.
Sims-Durkin Associates Engineering Company

- O. Review previous comity, business, second exam applications (Appendix F Motion)

Albertson made a motion to approve previous Comity Applications; Micko seconded the motion. **MOTION PASSED**

Name	#
Bailey, Michael Daniel	13246
Fussell, Michael Thomas	13247



Micko made a motion to approve a previous Business Application; Albertson seconded the motion. **MOTION PASSED**

Company Name	#
Fussell Engineering Corp., Inc.	C-7579

Albertson made a motion to approve Principles of Engineering (PE) Examinees Second Applications; Micko seconded the motion. **MOTION PASSED**

Name
Doorenbos, Marlena L. F.
Swain, Rachel Mae

P. Annual, zone, committee meeting reports & upcoming meetings

**UPCOMING** - Feb. 3-4, 2017 – NCEES BPA / MBE Meeting – Atlanta, GA (Peters, Patterson) Travel approved at the November 2016 board meeting.

**March 9 – 11, 2017** – NCARB Regional Summit; Jersey City, NJ (Nelson, Williams, Patterson) Motion to attend.

Williams made a motion to approve Nelson, Williams, and Patterson to attend the NCARB Regional Summit in Jersey City, NJ. Micko seconded the motion. **MOTION PASSED**

**May 18-20, 2017** – NCEES Central/Western Zone Joint Interim Meeting Denver, CO (Micko, Albertson, Peters, Thingelstad, and Patterson) Motion to attend

Micko made a motion to approve Micko, Albertson, Peters, Thingelstad, and Patterson to attend the NCEES Central/Western Zone Joint Interim Meeting in Denver, CO. Albertson seconded the motion. **MOTION PASSED**

Q. Correspondence

LSBAE – Teeny Simmons Announcement

NCARB National Architect

NCEES Candidate for Treasurer

NCARB Statement Regarding ABA (American Board of Architecture)

Other various board correspondence/Email

Added – NCARB FY18 Committee Application Form

Added – NCEES news release for PE Fire Protection PAKS

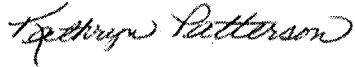
Added – NCEES Chemical Exam moving to CBT

The Board briefly discussed each of the above topics.

R. Future board meeting schedule – March 17; May 12; July 14; Sept.15; Nov.17

S. Adjournment

There being no further business, at the hour of 11:13 a.m., MST, the Board meeting of the South Dakota Board of Technical Professions adjourned.



Kathryn Patterson  
Executive Director

Submitted by Susan Neuf, Secretary, SDBTP

DRAFT

[illegible]

PE/LA				PE/LS				PE/LS/R				PE/R				REMEDIATOR				LICENSEES				BUSINESS			
DATE	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT			
1/31	0	1	1	60	13	73	1	1	2	13	6	19	22	19	41	1260	4371	5631	275	2008	2283						
2/28	0	1	1	60	13	73	1	1	2	14	6	20	22	19	41	1258	4365	5623	275	2006	2281						
3/31		0			0			0			0			0			0				0						
4/30		1			0			0			0			0			0				0						
5/31		0			0			0			0			0			0				0						
6/30		0			0			0			0			0			0				0						
7/31		0			0			0			0			0			0				0						
8/31		0			0			0			0			0			0				0						
9/30		0			0			0			0			0			0				0						
10/31		0			0			0			0			0			0				0						
11/30		0			0			0			0			0			0				0						
12/31		0			0			0			0			0			0				0						

	JAN	FEB	MAR	APR	MAY	JUNE
Business	2283	2281				
Active	5631	5623				
Inactive	247	246				
Retired	185	186				
TOTAL	8346	8336	0	0	0	0

	JULY	AUG	SEPT	OCT	NOV	DEC
Business						
Active						
Inactive						
Retired						
TOTAL	0	0	0	0	0	0

ACTION ITEMS

	Initial Date	Action	Decision	Responsible Person(s)	Status
1	05/31/2013	Building Officials Guide -- Outreach to assoc. of counties, co. commissioners, and/or rural permitting agents	Update information for posting to website - Pursue outreach to benefit from Board knowledge	Board / Building Officials	Presented to Board for Review
		April - Economic Development Conference in Sioux Falls			
2	01/14/2015	Use of Board reserve funds	Contact state auditor for how funds may be used	Mike / Graham / Staff Mike/Graham had conversation with SDSU Foundation	Donations to foundations of SDSU & SDSMT; AIA SD
3	07/15/2016	Research hiring of half time investigators - one east river & one west river	Work with BOP to see if possible to change current .5 position to a full-time position to be split between east & west river investigators	Board/Legal Counsel/Staff	In Progress - description sent to BHR for review - Contact made with Len N. - PDQ forms completed for BHR
4	12/07/2016	Rewrite Question No. 11 on Take Home Examination	Rewrite question to reflect changes in 36-18A-45 made and in effect 1/1/16 regarding computer generated seals	Board/Staff	Question revisions received from Mike & Dennis
5	01/20/2017	Design Professionals Coalition	Past Board member was representing the Board and receiving information	Board	Need new member appointed to represent
6	5/3-5/2018	<u>NCEES Central Zone Meeting</u>	Task List for Meeting Distributed	NCEES/Zone/Board/Staff	<u>On-going to dates of meeting</u>

427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
PIERRE SD 57501-5070  
(605)773-3595



MARTIN L. GUINDON, CPA  
AUDITOR GENERAL

RECEIVED

FEB 27 2017

SD BOARD OF  
TECHNICAL PROFESSIONS

February 23, 2017

Kathryn Patterson, Executive Director  
SD Board of Technical Professions  
2525 W. Main Street, Suite 211  
Rapid City, SD 57702

Dear Ms. Patterson:

We have reviewed and accepted your audit report on the South Dakota Board of Technical Professions for the fiscal year ended June 30, 2016.

Our review was limited to the report and did not include a review of the working papers.

Sincerely,

Martin L. Guindon, CPA  
Auditor General

MLG:RJC:sld

cc: Matt Christofferson  
Ketel Thorstenson, LLP  
PO Box 3140  
Rapid City, SD 57709

Emily Ward, Director  
Division of Administrative Services



# Ketel Thorstenson, LLP

Certified Public Accountants/Business & Personal Consultants

810 Quincy Street  
P.O. Box 3140, Rapid City, South Dakota 57709  
Telephone (605) 342-5630 • e-mail: [ktllp@ktllp.com](mailto:ktllp@ktllp.com)

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Dennis Dugaard  
Governor of South Dakota  
and  
The South Dakota Department of Labor and Regulation  
Pierre, South Dakota

We have performed the procedures enumerated below for the year ended June 30, 2016, which were agreed to by the **South Dakota Department of Labor and Regulation** (the Department). These procedures are solely to assist the Department in evaluating the effectiveness of the **South Dakota Board of Technical Professions** (the Organization's) accounting system. The Organization's management is responsible for the accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- A. Procedures:** We inquired with management regarding the internal control processes as they relate to cash receipts and disbursements.

**Findings:** No findings were noted.

- B. Procedures:** We selected a sample of 25 licensed individuals from the licensee list on the Organization's database. For the individuals selected, we agreed the renewal fee charged with the rates published on the Organization's web site. We traced the payment received to the weekly deposit report. We agreed the total of this report to the bank statement without exception.

**Findings:** No findings were noted.

- C. Procedures:** We selected a sample of 15 licensees approved during the year from the board of directors' minutes. We agreed the fee charged with rates published on the Organization's web site. We traced the payment received to the weekly deposit report. We agreed the total of this report to the bank statement without exception.

**Findings:** No findings were noted.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records and financial statements of the Organization. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the South Dakota Department of Labor and Regulation and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

Ketel Thorstenson, LLP  
Certified Public Accountants

\_\_\_\_\_, 2017

DRAFT



**Patterson, Kathryn**

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**From:** Len <lneugebauer@midco.net>  
**Sent:** Tuesday, January 24, 2017 2:23 PM  
**To:** Patterson, Kathryn  
**Subject:** Final Version of Seal Guidelines  
**Attachments:** Final version of guide document 160701.pdf

**Importance:** High

Kathryn,

Now that the new website is up and running, I checked to see if the new guidelines for signing and sealing documents is on the website. When I clicked on "General Information", and then clicked on "General Resources", and then clicked on "Professional Seal Guidelines", the old antiquated guide document came up, which is no longer valid with the law changes that went into effect 07/01/16. This guide document needs to be replaced by the attached final version which the board developed and adopted in 2015. You may recall that this final version was not implemented immediately in 2015, since the law revisions needed to be passed and put into effect before we could publish this new guide document. This final version was approved by the Board in 2015, after also going through review by all of the constituent professional organizations which are involved in the various technical professions licensed by the Board. Therefore, I would think this final version would be already approved to be put on the website, now that the law changes went into effect 07/01/16.

Please advise if this will be accomplished. The Board as well as the constituent professional organizations spent a lot of time developing, reviewing, revising, and finalizing this guide document. Therefore, I would think we would want to get it on the website in place of the old, antiquated guidelines which are still there and are now invalid with the changes in the law.

If you have any questions or comments, please let me know. Thanks for your consideration.

Len

Date: 07/01/16

## **GUIDELINES FOR CERTIFYING, SEALING, SIGNING AND DATING DOCUMENTS PREPARED BY LICENSED TECHNICAL PROFESSIONALS IN SOUTH DAKOTA**

**Introduction.** This document was prepared to provide recommendations and guidance to licensees regarding certifying, sealing, signing and dating various documents prepared by licensed technical professionals. Except for direct excerpts from South Dakota Codified Law (SDCL) and Administrative Rules of South Dakota (ARSD) contained herein, this guide document is not intended to be prescriptive in nature. If any person has any comments or suggestions regarding this guide document, please forward such comments or suggestions preferably in writing to the Board office at the addresses provided above.

**Which technical professionals are required to use a seal in South Dakota?** According to SDCL 36-18A-44, architects, engineers, land surveyors, and landscape architects who are duly licensed in South Dakota are required to use a professional seal on appropriate documents prepared by them or under their direct supervision. Although also licensed in South Dakota by the Board of Technical Professions, petroleum release assessors and petroleum release remediators shall **not** use a professional seal indicating licensure as assessors or remediators. However, assessors and remediators are still required to certify (if appropriate), sign and date appropriate documents prepared by them or under their direct supervision.

### **Why do we certify, seal, sign, and date technical professional documents?**

- A certification statement may be required in some cases and may otherwise be optional. The certification statement is used to stipulate that to which the signer is certifying or attesting.
- The seal is used to authenticate a document for its intended purpose by using a mark (seal) which is unique to the person who is authenticating it and shows the authorization (license) held by the individual which enables the individual to prepare and authenticate the document.
- The seal provides basic information regarding the person who is authenticating the document, which is the name, license number, technical profession in which the license is granted, and the state granting the license.
- The name on the seal is supplemental to the signature, which signature may not be sufficiently legible to the reader for correctly identifying the name of the signer.
- The signature validates and authorizes the document for its intended use, as well as verifies that the seal has been applied personally or as specifically directed by the licensee whose name appears on the seal.
- The date provides the day on which the document was authorized for its intended use by the licensee by sealing and signing the document.

### **What does application of the seal, signature, and date with or without a certification statement mean?**

According to SDCL 36-18A-45, "the application of the licensee's seal and signature and the date constitutes certification that the work on which it was applied was done by the licensee or under the licensee's responsible charge."

**Why is a certification statement sometimes used?** Although not generally required by laws and rules, certification statements can be used by licensed technical professionals to stipulate that to which they are certifying and, in some instances, may also stipulate items or conditions which they are excluding from the certification. In some cases, specific laws or regulations relating to a specific type of document may require a certification statement to accompany the seal, signature and date of the technical professional who personally prepared or was in responsible charge of the preparation of the document.

**Why is a "Purpose" declaration sometimes used:** Where appropriate, it is recommended that licensees indicate the intended purpose of the document in bold letters on each sheet of the document. Examples of purpose declarations follow: PRELIMINARY; FOR REVIEW ONLY; PRELIMINARY-NOT FOR CONSTRUCTION; FOR BIDDING ONLY; FOR BIDDING AND CONSTRUCTION; AS-BUILT DRAWING; RECORD DRAWING; etc. This list is intended for examples only and is not intended to be a comprehensive list of all "purpose" declarations that might be appropriate or that any "purpose" declaration is needed at all.

**"Prepared By" information:** It is recommended that all sheets of drawings contain "Prepared By" information, which at a minimum should include the words "Prepared By", name of licensee, title of profession and SD license number (i.e. PE-SD#00000), phone number, and date. Other optional information could include name of firm, email address, and mailing address. The "Prepared By" information is intended to more completely identify the licensee who is signing and sealing the document, as well as provide minimum contact information to the reader/user of the document.

**Alternate Methods of Sealing and Signing Documents:** The following describes alternate methods for sealing, signing and dating plans and other technical profession documents:

1. Wet ink seal and wet ink signature and date.
2. Electronic facsimile of seal and wet ink signature and date.
3. For electronic submittals, an electronic facsimile of seal and an electronic facsimile of signature and date, providing that the electronic facsimile of the signature is applied to the drawing or document by the licensee who is responsible for that drawing or document or by another person under that licensee's direct personal supervision who has been instructed by the licensee so to do.
4. For electronic submittals, an electronic facsimile of seal or "digital" seal and a "digital" signature and date in accordance with SDCL 36-18A-45.1.

**Single-profession plan documents with one licensee in responsible charge:** Single-profession plan documents with one licensee in responsible charge should contain the seal, signature and date on every sheet. It is recommended that all sheets in the document be identified as being part of that document by name of project, project number, and sheet number corresponding to the list of sheets on the cover sheet; and that each sheet after the cover sheet contain "Prepared By" information on each sheet. If appropriate and needed, each sheet should also include a "Purpose" declaration fitting the purpose of the document.

**Single-profession plan documents with two or more licensees in responsible charge:** Single-profession plan documents which require the seal/signature of two or more licensees in responsible charge of portions of the document should contain the seal, signature and date on those sheets that each licensee is responsible for. It is recommended that all sheets in the document be identified to be part of that document by name of project, project number, and sheet number corresponding to the list of sheets on the cover sheet; and that each sheet after the cover sheet contains "Prepared By" information on each sheet. If appropriate and needed, each sheet should also include a "Purpose" declaration fitting the purpose of the document.

**Multi-profession plan documents with two or more licensees in responsible charge:** Multi-profession plan documents which require the seal/signature of two or more licensees in responsible charge of the various professions of the document should be sealed, signed and dated on the cover sheet by the "prime professional" who has overall coordination responsibility for the multi-profession project, along with a certification that stipulates that said licensee is the "prime professional" responsible for the project. Each sheet after the cover sheet should then be sealed, signed and dated by the licensee who has responsible charge for that sheet. All sheets in the document should be identified to be part of that document by name of project, project number, and sheet number corresponding to the list of sheets on the cover sheet; and each sheet after the cover sheet should contain "Prepared By" information on each sheet. If appropriate and needed, each sheet should also include a "Purpose" declaration fitting the purpose of the document.

**Specifications documents:** Specifications documents which often accompany plan documents typically contain various documents related to the bidding and contracting for construction of the project, as well as specifications for the various components which are part of the project and performance requirements for constructing the project. For single-profession projects, it is recommended that the title page or other appropriate page contain a certification statement stipulating the licensee(s) in responsible charge of either the entire document or specified portions of the document in the case of two or more licensees in responsible charge. For multi-profession projects, it is recommended the title page or other appropriate page contain a certification and seal for the "prime professional" responsible for coordinating the entire project and the portion of the specification prepared by the prime professional. For sections of the specifications prepared by licensees in the other professions involved in the project, it is recommended that the licensee in responsible charge of each profession certify and seal the first page of that section of the specification. Finally, since it is common for portions of the specifications to be extracted from the specifications book and transmitted to specific interested parties during the bidding and construction process, it is recommended that consideration be given to using either a header or a footer on each page, as appropriate, to provide basic identification and contact information. At a minimum, it is recommended that consideration be given to including the following in said header or footer: project number, name and location plus "Prepared By" information as described above. With the header or footer, if any page(s) are extracted from the entire document, it will always be possible to identify the source document from which that portion was extracted as well as contact information for the licensee preparing that portion of the specification.

**Report documents:** Report documents are often prepared for studies or preliminary investigations performed by technical professionals. It is recommended that the title page or other appropriate page contain a certification statement stipulating the licensee(s) in responsible charge of the entire document. If there is concern that portions of the report may be extracted from the report book and transmitted to specific interested parties, then it is recommended that consideration be given to using either a header or a footer on each page, as appropriate, to provide basic identification and contact information. At a minimum, it is recommended that consideration be given to including the following in said header or footer: report name and location plus "Prepared By" information as described above. With the header or footer, if any page(s) are extracted from the report document, it will always be possible to identify the source document from which that portion was extracted as well as contact information for the licensee who prepared the report.

**Record plans:** Record plans (sometimes also referred to as as-built drawings) are often prepared by the technical professional after construction of the project has been completed. It is recommended that a disclaimer statement be used describing the source and accuracy of the record information. Record plans are not normally signed and sealed, unless specifically required by the Owner.

**Shop drawings:** Generally speaking, shop drawings are not required to be sealed. However, if the person preparing the shop drawing is a licensed technical professional, then it would be appropriate for said person to seal the shop drawing. Also, if the specifications specifically require that a shop drawing be prepared by a licensed technical professional, then the shop drawing should be sealed and signed by the licensed technical professional who is in responsible charge of the preparation of the shop drawing.

**Survey plats and other recordable survey documents:** Single sheet survey plats will normally contain the surveyor's certification which is signed, dated and sealed by the licensed land surveyor, as well as the prepared by information required for recording. It is recommended that multiple sheet survey plats contain the title of the plat along with Sheet # of # Sheets and the prepared by information required for recording on each sheet of the plat and that multiple sheet plats then be signed, dated and sealed by the licensed land surveyor in the surveyor's certification only. Other recordable documents, such as easement exhibits and certified corner records, are normally sealed on each sheet.

## SIZE AND TYPES OF SEALS

**Size of seal:** According to SDCL 36-18A-44, "the seal shall be legible and shall have an outer circle with a diameter measuring at least one inch and no greater than two inches as well as an inner circle with a diameter measuring five-eighths of the diameter of the outer circle."

**Rubber stamp seal:** A rubber stamp seal has in recent history been the most commonly used type of seal. With this type of seal, the seal is imprinted on the document by first wetting it with ink on an ink pad and then pressing the rubber stamp seal onto the document.

**Electronic facsimile seal:** An electronic facsimile seal is an electronic seal image (commonly created in CAD software) and included on the CAD drawing of the sheet.

**Copied seal:** A copied seal is a reproduction of the seal which results from photocopying, blueprinting, or digital scanning the original document which bears a licensee's seal.

**Digital seal:** A digital seal is an electronic image of a seal which is encoded and linked to a digital signature (as described below) in an electronic document in such a way that if the electronic document file is altered in any way, both the digital signature and the digital seal are invalidated.

**Embossed seal:** An embossed seal is a device which crimps the paper to imprint the seal. This type of seal is rarely used for documents sealed by technical professionals.

## TYPES OF SIGNATURES

**Wet-ink signature:** A wet-ink signature is the hand scribed signature of the signer on the document typically using an ink pen of some appropriate type. Wet-ink signatures are normally used on the original copy of the document, or on multiple original copies when multiple originals are required.

**Electronic facsimile signature:** An electronic facsimile signature is an electronic image of the licensee's signature which is placed on the CAD drawing of the sheet by the licensee or by another person under the direct personal supervision of the licensee and who has been instructed by the licensee so to do.

**Copied signature:** A copied signature is a reproduction of the signature which results from photocopying, blueprinting, or digital scanning the original document which bears a wet-ink signature.

**Digital signature:** A digital signature is an electronic image of the signer's signature which is encoded with the electronic document in such a way that if the electronic document file is altered in any way, the digital signature is invalidated.

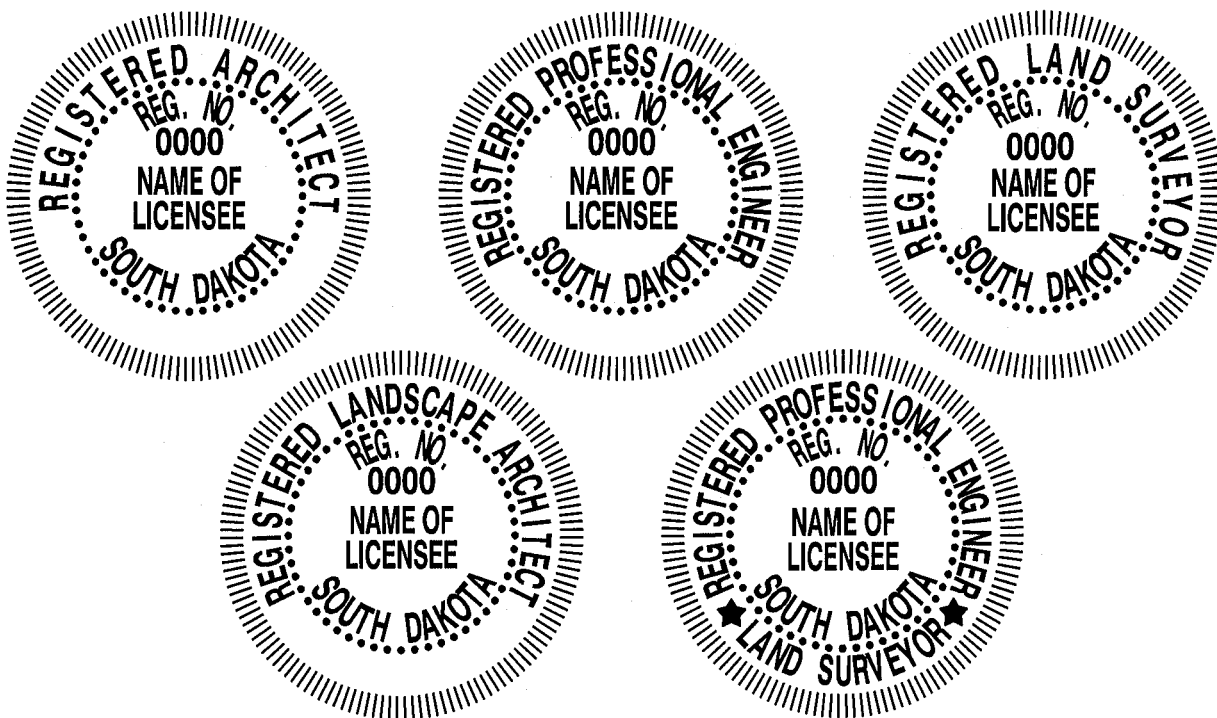
## SECURITY OF SEALED DOCUMENTS

Security concerns might consist of possible altering of sealed documents by unauthorized parties as well as forgery of the seal and signature. In the past, best business practice has been for the technical professional to keep an original copy of the signed and sealed document on file. In some cases, the project owner may also require an original copy of the signed and sealed document for the owner's file. Digital signature technology may also be used to enhance security of signed and sealed documents that are delivered as electronic files.

# APPENDIX A EXAMPLES OF SEALS

(refer to SDCL 36-18A-44 for specifications and allowable variations)

**Large-size seal (2.0" OD, 1.25" ID):** The large-size seal is most appropriate for larger sheets (i.e. 22"x34" or larger), which typically have room for the 2" OD seal and which sheets may possibly be printed at reduced scale (up to half size reduction) at some later time.



**Mid-size seal (1.5" OD, 0.94" ID):** The mid-size seal is appropriate for general use on all documents, as long as the sheet size will most likely never be reduced or will not be reduced by more than two-thirds of the original size causing the seal size to be less than 1" OD on the reduction.



**Small-size seal (1.0" OD, 0.63" ID):** The small-size seal is the smallest seal size which is deemed to remain legible to the naked eye. This size is appropriate for small size documents generally ranging in size from 8.5"x11" to 11"x17", as long as the original sheet size will likely never be reduced.



## APPENDIX B EXAMPLES OF CERTIFICATIONS

The following certifications are provided as examples only. The wording of certifications may be adjusted to fit the purpose of the document and the intent of the licensee in certifying, sealing, signing, and dating the document. Since such certifications have possible legal impacts as part of the sealing and signing process, licensees may choose at their own discretion to seek legal counsel on the wording of certifications which they are signing and sealing.

### **General Certification**

I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Registered *(insert title of profession)* under of the laws of the State of South Dakota.  
*(this certification is then followed by typed name of licensee and Reg. No., signed, dated, and sealed)*

### **Prime Professional Certification**

I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Registered *(insert title of profession)* under of the laws of the State of South Dakota serving as the prime professional in responsible charge for coordinating all professional activities related to this project.  
*(this certification is then followed by typed name of licensee and Reg. No., signed, dated, and sealed)*

### **Surveyor Certification on a recorded subdivision plat**

SDCL 11-3-4 concerning certification, acknowledgment and recording of plats states as follows: "Every plat provided for in this chapter shall be certified by the registered land surveyor, who shall attach an official seal thereto as specified in § 36-18A-45 as being in all respects correct. The landowner, or the landowner's duly authorized agent, shall certify that the plat has been made at the request and under the direction of the landowner for the purposes indicated therein, that he or she is the owner of all the land included therein, and that development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations. The landowner certification shall be acknowledged before some officer authorized to take the acknowledgment of deeds and, with the certificate of such acknowledgment, shall be endorsed on or attached to the plat and be recorded as a part thereof in the office of the register of deeds of the proper county."


Land surveyors should consult with specifications for plats and certifications by the surveyor, property owner, and approving agencies which may be contained within subdivision ordinances or other requirements of the jurisdiction within which the property being platted is located.

**Patterson, Kathryn**

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**From:** Mike Albertson  
**Sent:** Monday, January 30, 2017 10:24 AM  
**To:** Patterson, Kathryn  
**Subject:** RE: Letter from Board

March meeting is good, this letter is something that we need all of the board to pipe in on. Issue is not whether or not licensed professionals are on project but rather if the licensed professionals are staying involved during construction. Ollerich case certainly had some major issues with lack of involvement in construction phase which could be background to use with letter. Issue has been ongoing for a while, this is not an urgent matter in my opinion but one we do need to discuss.

 Mike Albertson, PE, LEED AP, BD+C  
 President

**Albertson Engineering Inc.**

605.343.9606 ph  
 605.341.7395 fax

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**From:** Patterson, Kathryn [<mailto:Kathryn.Patterson@state.sd.us>]  
**Sent:** Monday, January 30, 2017 10:16 AM  
**To:** Mike Albertson  
**Subject:** RE: Letter from Board

Ron Bell with the City of Sioux Falls is always involved with projects and has called me on occasion to ensure that someone is fully licensed. I have had the City of Mitchell and licensed AR in Mitchell call to make sure someone is licensed. This would be something to bring up at the March meeting and get a feeling from the east river members. Not sure who is complaining unless it may be someone who was not awarded a project.

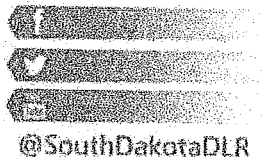
**Kathryn Patterson**

Executive Director | **Board of Technical Professions**  
 South Dakota Department of Labor and Regulation

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SOUTH DAKOTA  
 DEPT. OF LABOR  
 & REGULATION






**From:** Mike Albertson  
**Sent:** Monday, January 30, 2017 10:15 AM  
**To:** Patterson, Kathryn  
**Subject:** Letter from Board

Kathryn

I am hearing a lot of complaints from people East River, primarily in and around Sioux Falls, that there is little if any construction period services provided by design professionals on major construction projects. This is not consistent with the experiences we have had. What I am being told, second hand albeit, is that the building officials do not consider it to be an issue that they need to become involved with and that it is strictly an issue for the Board of Technical Professions to step in and handle. I do not agree with that at all, but do think there is something we could do to help clarify issue. I do understand that any design firm filing a complaint is setting themselves up for retribution by AGC and other entities so we cannot expect this to come from any firm.

The BOTP could send a letter, perhaps certified, to all building officials in the state reminding them of the statutes that pertain to this topic and that they, as a building official, do bear responsibility that these statutes are followed. Letter can be short, simple, and not confrontational. This is an issue related to, but separate and more urgent than the building officials guide we are nearly ready to unveil.

Mike

 Mike Albertson, PE, LEED AP, BD+C  
President

**Albertson Engineering Inc.**


605.343.9606 ph  
605.341.7395 fax

# NCARB

National  
Council of  
Architectural  
Registration  
Boards

## MEMORANDUM

**TO:** Member Board Members  
Member Board Executives

**FROM:** Robert Calvani, NCARB, AIA   
Secretary

**DATE:** February 8, 2017

**SUBJECT:** 2017 Resolution for Consideration

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

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

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

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

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

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

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

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

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

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

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

James Oschwald, NCARB, AIA, LEED, APBAC  
*Director, Region 6*  
Albuquerque, New Mexico

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

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

Michael J. Armstrong  
*Chief Executive Officer*

1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
FAX 202/783-0290  
www.ncarb.org

An Equal Opportunity Employer

On behalf of the Board of Directors, I am pleased to present to you for your consideration and discussion, the draft Resolution, NCARB Bylaws Amendment – Membership Requirements. This resolution will be debated and voted on at the Annual Business Meeting in June 2017.

The Board has carefully considered the issue of how to best address our jurisdictional boards who for various reasons may be unable to remit payment of membership dues to the Council. The enclosed draft Resolution reflects our efforts to address this issue in a manner which is fair and does not impede the important work of the Member Boards.

We hope that you will take the time to review and discuss this Resolution with your fellow board members. We look forward to receiving your feedback and answering questions during our upcoming Regional Summit in Jersey City, NJ next month.



NCARB

**Draft Resolution**  
to be Acted Upon at the  
**2017 Annual Business Meeting**

JANUARY 2017

National Council of Architectural Registration Boards  
1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
[www.ncarb.org](http://www.ncarb.org)

**RESOLUTION 2017-A**

Supported by the Council Board of Directors ( \_ - \_ )

**TITLE:** *NCARB Bylaws* Amendment – Membership Requirements

**SUBMITTED BY:** Council Board of Directors

**WHEREAS**, the Board of Directors has requested a review of the *NCARB Bylaws* as they relate to the process to manage non-payment by a Member Board; and

**WHEREAS**, the Procedures and Documents Committee has determined that modification to the existing language is appropriate to clarify this process; and

**WHEREAS**, the *NCARB Bylaws* may only be changed by an affirmative vote of the two-thirds of Council Member Boards; and

**WHEREAS**, prior to implementing the changes to the *Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED**, that Article IV, Section 1 of the *Bylaws* be amended to read as follows:

“SECTION 1. Requirements of Membership. The membership of the Council shall be the legally constituted Jurisdiction Boards in good standing. Membership in the Council shall must be attained through approved by acceptance by the Council Board of Directors an affirmative vote of not less than two-thirds of all Member Boards. 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 in good standing shall have equal rights.”

**FURTHER RESOLVED**, that new Sections 2 and 3 be inserted to Article IV of the *NCARB Bylaws* as follows:

“SECTION 2. Suspension. A Member Board will have its membership suspended if it fails to pay its dues or other financial obligations to the Council or to its Region in the first 180 days of the Council’s Fiscal Year. The suspension becomes automatic on the 181st day. During any period of suspension, the Member Board shall (i) not be able to participate in or receive any NCARB-sponsored funding to the Regional Meetings, the Annual Business Meeting, and other special meetings of the Council and (ii) not be permitted to cast a vote of its Member Board. Members of such Member Board shall be eligible for nomination or election as officers or directors of NCARB. A Member Board’s suspension ends when it has satisfied all outstanding financial obligations to the Council or its Region.

DRAFT, SUBJECT TO CHANGE UNTIL APPROVED BY THE NCARB BOARD OF DIRECTORS

SECTION 3. Suspension of all Services. If a Member Board fails to satisfy any outstanding financial obligations for a period in excess of 20 months, the Council Board of Directors may terminate all Council services to the Member Board until the financial obligations are met. Services shall be reinstated when the Member Board has satisfied all outstanding obligations to the Council or its Region."

**FURTHER RESOLVED**, that previous Article IV, Sections 2 and 3 be renumbered and amended as follows:

~~"SECTION 24. Removal. If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Region, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or (iii) shall 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 At the time the Council Board of Directors votes to terminate all Council services, or at any time thereafter if the Member Board has not met its financial obligations, the Council Board of Directors may also recommend to the membership of the Council via resolution that such Member Board be removed from membership in the Council. Upon such recommendation, such a Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.~~

~~SECTION 35. Reinstatement. A jurisdiction shall be Member Board that has been formally removed from membership, may only be reinstated as a member in the Council by a vote of two-thirds of after (i) satisfying all Member Boards following payment of all financial obligations of membership had the jurisdiction not been removed unless, by such vote, such financial obligations shall be modified or waived, and being in compliance with all other requirements of Article IV, Sections 1 and 2 and (ii) receiving an affirmative vote to reinstate by a simple majority of Member Boards."~~

**FURTHER RESOLVED**, except as explicitly modified by these Resolutions, all of the provisions of the *NCARB Bylaws* remain unchanged and in full force and effect; and

**FURTHER RESOLVED**, that these changes shall be submitted to the Council Member Boards for review and approval; and

**FURTHER RESOLVED**, that upon the approval of the changes by an affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2017.

**ADVOCATES:**

**FY17 Procedures and Documents Committee**

Ricky Engebretson, North Dakota Member Board Member, Region 5 Chair

John Baker, California Member Board Member, Region 6 Chair

Maria Brown, Oregon Member Board Executive

Robert Calvani, NCARB Secretary

John Cardone, NCARB Public Member, Louisiana Member Board Member, Region 3 Chair

Paul Edmeades, Maryland Member Board Member, Region 2 Chair

Darryl Hamm, Pennsylvania Member Board Member

Julie Hildebrand, Texas Member Board Executive

Charles Kirk, New Jersey Member Board Executive

Stephen Schreiber, Massachusetts Member Board Chair, Region 1 Chair

Kenneth VanTine, Michigan Member Board Chair, Region 4 Chair

### **SPONSORS' STATEMENT OF SUPPORT:**

The *Bylaws* currently only provide removal from membership as the sole punitive option for Member Board non-payment of dues to the Council or a Region. The language proposed in this resolution identifies less severe initial steps that may be taken with respect to non-payment of dues. Additionally, the *Bylaws* grant authority to the Council Board of Directors to grant or reinstate membership. Revisions proposed in this resolution position the membership to make the decision with respect to adding, removing, and reinstating membership to a Member Board.

The resolution proposes three stages of progressive discipline for non-payment of dues to the Council or the Region. This applies to full or partial non-payment.

- **Suspension of Membership.** After 180 days (six months) of delinquency, Member Board is automatically suspended from membership.
  - Impact: Member Board members and staff receive no funding to Regional meetings, Annual Business Meeting, or other special Council meetings, i.e. Member Board Chairs/Member Board Executives Conference, MBE Workshop.
  - Suspension of Membership is automatic. No vote of the Board of Directors or membership is required.
  - Suspension automatically ends when all outstanding obligations have been met.
- **Suspension of Services.** After 20 months of continued delinquency, the Member Board may be ineligible for services.
  - Impact: Suspension of services includes, but is not limited to: administration of the ARE in the jurisdiction will cease, no NCARB Records will be transmitted for licensure, discontinued access to membership communications and the online membership portal)
  - The 20-month period runs concurrently with the 180-day period in Section 2.
  - The Committee recommends the 20-month period to provide state governments with additional time to resolve the non-payment situation.
  - Suspension of Services requires an action of the Council Board of Directors.
  - All services are reinstated at the time that all outstanding financial obligations have been met.

- **Removal of Membership.** A resolution to remove the Member Board from Membership may be proposed at the time that services are suspended, or any time thereafter if dues have not been paid in full.
  - Removal from membership may be recommended by the Council Board of Directors via resolution.
  - Removal requires a two-thirds vote of the membership.

**Reinstatement of Membership.** A Member Board can be reinstated by satisfying all financial obligations. Reinstatement requires a simple majority vote of the membership. Reinstatement need not wait until the next Annual Business Meeting. Action can be taken at other special membership meetings (i.e. Regional Summit or Member Board Chairs/Member Board Executives Conference)

**Impact to Candidacy for Positions on the NCARB Board of Directors**

- If a Member Board is suspended, members from that jurisdiction will still be eligible to pursue or maintain positions on the Council Board of Directors.
- If a Member Board is removed from membership, the removed jurisdiction will no longer be eligible to pursue or maintain positions on the Council Board of Directors, except for when NCARB Board eligibility is allowed up to one year after the NCARB Board member/candidate has vacated a position on a Member Board, or when current or within one-year Member Board Member status is not required for NCARB Board service.

\*Please note that removal can only be considered after 20 months of non-payment, then requires both a) a majority vote of the Board of Directors to move a resolution forward accompanied by a two-thirds majority vote of the membership to remove.

**Financial Impact**

No significant financial impact is anticipated.

## **Member Board Dues & NCARB Services**

The National Council of Architectural Registration Boards (NCARB) is a not-for-profit, 501(c) (6) composed of the 54 U.S. state and territorial architectural licensing authorities. NCARB provides to its Member Boards the tools for architectural regulation through its peer-driven and national consensus processes, developing credentialing verification and reciprocal licensure programs, and focused customer service to its Member Boards and program participants. For a modest amount of annual dues, NCARB helps sustain the participation of member jurisdictions in the organization's governance and programs and provides tremendous value to the work of the membership.

Member Board dues account for approximately 1.5 percent of the Council's revenue, which are used toward the development of education, experience, examination, and certification criteria. Membership in the Council serves to ensure that your board has a voice in the development of model legislation and rules as well as changes to our programs and services that you and your constituents use. NCARB maintains records for access by the various state and territorial members regarding all phases of the architect's career, from education through licensure and reciprocal certification. Revenues from these services are utilized to support the maintenance of records and other data essential to the licensing functions of the state and territorial boards.

More specifically, we partner with our Member Boards, other members of the architect community, and our expert staff in the following ongoing activities that support the Council's mission to safeguard the health, safety, and welfare of the public:

- Review legislative guidelines and develop model law and model regulations in an effort to establish national standards in the licensure process.
- Develop national standards for education, experience, and examination of architects.
- Develop and administer the Architectural Experience Program® (AXP®) and the Architect Registration Examination® (ARE®), which emerging professionals complete to satisfy registration requirements in the 54 U.S. jurisdictions.
- Verify that licensure candidates have met the initial licensure requirements defined by a Member Board.
- Certify that an architect seeking NCARB Certification for reciprocal licensure has complied with the Council standards of education, experience, examination, and registration.
- Provide insight from related regulatory organizations, national subject matter experts, leaders and staff of collateral organizations within the architecture field, and survey results from persons impacted by the regulatory process.

Member Boards of NCARB are able to take advantage of a number of high-quality services that are otherwise outside the reach of a single jurisdiction. By outsourcing these services, individual jurisdictions are able to focus limited resources on their own unique core issues surrounding licensure.



## **I. Member Board Services**

### **A. NCARB Record Services**

#### *Path to Initial Licensure*

NCARB verifies the credentials of licensure candidates seeking initial licensure through a Member Board. Licensure candidates who have verified that they have met the education requirement, documented completion of the experience requirement, and passed the Architect Registration Examination® (ARE®), can authorize NCARB to transmit their verified credentials to a jurisdiction in which they would like to pursue initial licensure.

Utilizing NCARB's Record services, individual states save time and money by being relieved from the burden of having to collect and verify an applicant's credentials prior to evaluation for licensure.

#### *NCARB Certification*

NCARB certification facilitates reciprocal registration among all 54 Member Boards and 11 Canadian provinces, and can be used to support an application for registration in other countries. Although certification does not qualify a person to practice architecture in a jurisdiction, it does signify that an individual has met the highest professional standards established by the registration boards responsible for protecting the health, safety, and welfare of the public. To obtain an NCARB Certificate, an architect must be of good character and satisfy the NCARB education, experience, examination, and registration requirements.

#### *Electronic Record Transmittals*

NCARB verifies and maintains the credentials for certified architects and transmits them to a Member Board in support of an architect's application for reciprocal licensure. The electronic transmittal process saves Member Boards time and money, and provides them a record of the credentials of their applicants for reciprocity that have been thoroughly evaluated and verified by NCARB.

#### *Customer/Member Service:*

NCARB has a strong service team. We hire only highly qualified individuals who demonstrate a commitment to the customer/member, and encourage pursuit of additional customer service credentials.

*The historical average cost for Records services is \$3.4 million. Records services generates excess revenues that are used to fund the ARE, AXP, member services, and communications.*

## B. Communications

NCARB Member Boards are able to keep their fingers on the pulse of the regulatory community as well as the practicing community by keeping current with NCARB communications. Member Board Members and Member Board Executives can familiarize themselves with NCARB services, be alerted to new trends, learn about new procedural and technical information dealing with licensure and examination, and be better equipped to communicate with their constituents. NCARB communications offers the following:

- *Press Releases* – Timely press releases about Council programs and services that can be used in Member Board newsletters.
- *NCARB Update* – An electronic newsletter published monthly for Member Boards containing updates from the Chief Executive Officer relating to NCARB programs and services.
- *Fast Facts* – An electronic newsletter published monthly for Member Board Members and Executives containing information related to programmatic issues and reminders of upcoming events.
- *Legislative Tracker* – An electronic communication to all Member Board Members and Member Board Executives alerting them of trends in legislation and updates on proposed bills introduced nationwide pertaining to the regulation of architecture and registration of architects.
- *NCARB by the Numbers* – An annual electronic publication containing data on trends in architecture that provides a clear and definitive source of information about the past, present, and future of architectural regulation.
- *AXP Updates* – An electronic notification sent to NCARB Record holders currently completing the Architectural Experience Program (AXP). Topics cover the latest news about the program, record-processing information, and important reminders.
- *ARE Updates* – An electronic notification sent to ARE candidates. Topics cover the latest news about the exam, commonly asked questions, and important reminders.
- *Destination Architect* – A bi-monthly electronic newsletter for licensure candidates that includes news, tools, and tips to support candidates along the path to licensure.
- *National Architect* – An electronic newsletter to NCARB Certificate holders highlighting the latest news and resources related to the practice of architecture and regulation of architects.

## C. NCARB Registration Boards Site

All Member Board Executives (MBEs) and Member Board Members (MBMs) have access to the secure Registration Board section of the NCARB website. NCARB offers the following services through this “Registration Board” site:

- Electronic Record Transmittals for licensure candidates and architects pursuing licensure for MBEs and their staff.
- Disciplinary Database: The Disciplinary Database serves as a great resource for Member Board Executives and their staff in their search for the disciplinary history of an architect or candidate looking to obtain a license in their jurisdiction. There is also a comprehensive list of all NCARB Certificate revocations.

- Group Email: Member Board Executives and Member Board Members can communicate directly with specific constituent groups including their peers, NCARB staff, or regional or national volunteer leadership.
- Legislative Tracking: The legislative tracking section contains a collection of past and proposed legislative bills introduced nationwide that affect the regulation of architecture and registration of architects.
- Additional Legislative/Regulatory Services:
  - NCARB maintains a library of laws and rules in each jurisdiction related to specific issues impacting the regulation of architecture. This includes pending legislation and national trends in legislation.
  - Line-by-line review of statutes/regulations to assist in implementation of board positions.
  - Review proposed regulations or legislation.

## II. Education

### A. Education Standard

NCARB plays a critical role in developing the highest standard of education in architecture. The *NCARB Education Standard* is an approximation of the requirements of a professional degree from a National Architectural Accrediting Board- (NAAB) accredited degree program. It includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. As part of its service to Member Boards and architects, NCARB verifies and maintains a record of an applicant's education. In support of initial or reciprocal licensure, NCARB provides three paths for architects to follow in documenting their education.

1. NCARB validates that an applicant holds a professional degree in architecture from a NAAB- or Canadian Architectural Certification Board- (CACB-CCCA) accredited program.
2. NCARB provides applicants without a NAAB-accredited degree the ability to gain certification through the education alternative for certification, which includes two options:
  - a. 2x AXP: Applicants who hold a four-year, architecture-related degree may satisfy the education requirement by documenting two times the hours required by the AXP.
  - b. Education Portfolio: Applicants who hold less than a four-year, architecture-related degree may satisfy the education requirement by submitting a portfolio of work addressing the subject areas identified in the *NCARB Education Standard*.
3. Alternative to Certification for Foreign Architects: Formerly the Broadly Experienced Foreign Architect (BEFA) program, this alternative allows foreign architects to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare.

### **III. Architectural Experience Program (AXP)**

#### **A. Experience Requirement**

NCARB has developed an advanced Architectural Experience Program (AXP) that is aligned with the *2012 NCARB Practice Analysis of Architecture* and assists licensure candidates in meeting the experience requirement of all of NCARB's 54 Member Boards. This program eliminates the need for each jurisdiction to develop and maintain an experience program and is accepted by all 54 Member Boards.

#### **B. Experience Reporting**

NCARB has developed an electronic experience reporting system and mobile application that is utilized by licensure candidates to document their experience. This system provides transparency into the AXP process and is a useful tool that helps guide both licensure candidates and AXP supervisors through the architectural experience process. By utilizing this system, Member Boards save time and money and can ensure that their experience requirement for licensure is met without having to monitor the progress of all candidates seeking initial licensure in their jurisdiction.

#### **C. Outreach**

NCARB partners with Member Board Executives with visits to architecture schools, and has formed partnerships with student organizations (American Institute of Architecture Students) and interest groups (Young Architects Forum) to ensure more effective and accurate information is delivered to students early as they plan and execute their individual paths to licensure. NCARB has also partnered with the American Institute of Architects (AIA) for the education and training of architect licensing advisors to further the resources available to students.

*The historical average costs for NCARB to develop and maintain the Architectural Experience Program is approximately \$5.8 million. Revenues collected for these services cover 87 percent of the cost.*

### **IV. Architect Registration Examination (ARE)**

#### **A. Requirements and Initiatives**

The Architect Registration Examination (ARE) assesses candidates for their knowledge, skills, and ability to provide the various services required in the practice of architecture. The ARE has been adopted by all Member Boards as the examination requirement for architectural registration and is available for use to Member Boards in good standing. Access to one national exam relieves individual jurisdictions from the burden of having to develop and administer an exam, and streamlines the process for architects applying for reciprocal licensure in their jurisdiction.

#### **B. Management of Exam Candidates**

My Examination is a dynamic service within My NCARB for ARE candidates and NCARB Member Boards where candidates and Member Boards can schedule and view appointments; access score reports; view exam history, rolling clock dates, and eligibility to test information; learn about the latest ARE news; and more—all in one place.

My Examination offers several benefits to Member Boards. Through My NCARB, boards:

- Can access candidates' authorization to test/candidate ID numbers, testing history, and rolling clock information,
- Have the ability to view, print, and download score reports directly from My Examination, and
- Receive reminders about upcoming rolling clock expirations, test activity requirements, and important messages from NCARB.

In addition, NCARB offers a Direct Registration service to assist Member Boards in managing ARE candidates. NCARB serves as an intermediary and manages all candidate eligibility and score reporting processes. As soon as a candidate completes all sections of the exam, NCARB transmits a completed record indicating that the candidate has qualified for licensure.

This service relieves individual states from the burden of having to verify credentials and establish a candidate's eligibility to begin testing. In addition, the Direct Registration service alleviates the stress of housing and managing the score reporting process for candidates seeking initial licensure. Member Boards participating in the Direct Registration service have the benefit of simply requiring an application and a completed NCARB Record from their candidates to ensure that a candidate is eligible and qualified for initial licensure.

*The historical average cost of maintaining the ARE program is \$5.9 million. Revenue from exam fees covers 98 percent of the cost.*

## ***V. NCARB Practice Analysis of Architecture***

The *NCARB Practice Analysis of Architecture* is designed to obtain descriptive information about the tasks performed in architecture and the knowledge/skills needed to adequately perform those tasks. The Practice Analysis includes information about a number of issues related to the profession of architecture including: architects' professional development needs; expected changes in the architect's job role; important changes in the profession; participation in the Architectural Experience Program (AXP); and architecture as a career. The Practice Analysis is a two-year process that is undertaken approximately every seven years.

Utilizing the results of the Practice Analysis, a validated list of tasks and knowledge/skills related to work performed by recently licensed architects is used by NCARB to serve its Member Boards by:

- Updating the test specification for the Architect Registration Examination (ARE).<sup>2</sup>
- Developing recommendations for improvements to the Architectural Experience Program (AXP).

- Guiding the Council's recommendations to the NAAB for *Student Performance Criteria and Conditions and Procedures for Accreditation* for schools of architecture.

## **VI. Technology**

In addition to the ongoing delivery of services to Member Boards and our joint constituents, NCARB has been—and remains—committed to significant improvements in service delivery through its staff and technological enhancements. NCARB has invested significant resources in services to Member Boards and customers and is committed to continuing these improvements. Examples of technological enhancements that have taken place include:

- Development of the experience reporting system that is used by licensure candidates, supervisors, and MBEs to validate one's experience.
- Development of a mobile application that licensure candidate can use to report their experience.
- Electronic delivery of NCARB Records in pursuit of licensure.
- Ensuring delivery of a legally defensible and psychometrically justifiable ARE.

# NCARB BODbrief

January 2017

*This publication is designed to provide timely updates on the actions and discussions of the NCARB Board of Directors immediately following meetings. Please remember that the information provided here may be confidential and will be indicated as such when necessary.*

The Board of Directors held its second meeting of FY17 in Half Moon Bay, CA, from January 19-21, 2017, under the leadership of President Kristine A. Harding, NCARB, AIA. Education was an important focus of this meeting, with an opening blue-sky session on NCARB's role in accreditation, followed by an afternoon meeting with leaders from the Association of Collegiate Schools of Architecture (ACSA).

Other work included a second blue-sky session on re-envisioning the NCARB Certificate; an update on the pace of ARE 5.0 testing; and reports on current regional issues, committee activities, the president's engagements, and Council finances. The Board took action on amendments to the policy on elections, confirmed President Harding's list of nominees for an upcoming vacancy on the National Architectural Accrediting Board's (NAAB) board of directors, and approved funding for initial development stages of a new business opportunity. The Board also had the opportunity to meet the new Council Relations Director, Joshua Batkin.

## Blue-sky: NCARB's Role in Accreditation

President Harding opened the meeting by introducing the first blue-sky topic—NCARB's role in accreditation—which Member Board Chairs and Executives (MBCs and MBEs) identified as an area necessitating further discussion and understanding at their 2016 summit. CEO Michael Armstrong stated that this session was designed to define Member Boards' needs and NCARB's role on their behalf. The session included a primer on the NAAB and accreditation, including NAAB's governance structure, *Conditions for Accreditation*, *Procedures for Accreditation*, Student Performance Criteria (SPC), and the role of NAAB visiting teams. Experience + Education Director Harry Falconer, NCARB, AIA, facilitated the session, supported by members of the Board of Directors experienced in serving on NAAB visiting teams.

Falconer presented an overview of the NAAB charter, including the funding and governance roles of NCARB and the other architectural collaterals. He also reviewed the criteria involved in the accreditation process, ranging from visiting teams' application of NAAB policies to accreditation review and renewal by the NAAB board of directors.

The Board of Directors addressed the following topics:

- The real versus perceived gap between education and practice
- The value and relevancy of accreditation
- The value of accreditation to Member Boards
- NCARB's return on investment

The Board concluded that:

- The 2012 *NCARB Practice Analysis of Architecture* gives credence to a real gap between education and practice. The Architectural Experience Program® (AXP®) is designed to help fill the gap.
- Accreditation outlines the common knowledge and measurable skills architecture students are expected to achieve, which ensures schools are providing a common foundation.
- The pre-determined criteria of an accredited degree help assure Member Boards that their licensure candidates share a common knowledge base.
- Without accreditation, Member Boards would have the huge burden of evaluating every licensure candidate's transcript and level of education. Accreditation is critical to NCARB and its Member Boards because it creates a common framework.
- Data in *NCARB by the Numbers* shows that licensure candidates with a degree from a NAAB-accredited program achieve licensure sooner than candidates with a degree from a non-accredited program.

These candidates also outperform their peers on all divisions of the Architect Registration Examination® (ARE®).

In closing, Armstrong added that NAAB holds an Accreditation Review Conference to re-evaluate the accreditation policies every five to six years; the next conference is set for 2019. NCARB participates in the conference, and Armstrong noted that the Board's session will be utilized to frame the Council's planning efforts.

## Board Approves Recommendations for NAAB Board of Directors Vacancy

One of three NCARB seats on the NAAB board of directors will be vacated when former NCARB President Ronald Blitch, FAIA, FACHA, NCARB, completes his three-year term in October 2017. NCARB and the other collaterals are invited to submit up to three nominees to fill such a vacancy, with the final selection to be made by the NAAB Board of Directors. The NCARB Board of Directors approved President Harding's recommended candidates, which will be submitted to NAAB for consideration: Susan Shafer Kliman, AIA, NCARB, LEED AP; Barbara Sestak, FAIA; and Jeanne Jackson, FAIA, NCARB, LEED AP. All three are former Member Board Members, participated in NAAB team visits, and have served on NCARB committees.

## Director Reports

The regional directors and MBE director shared Member Board issues and initiatives, including turnover in Member Board Members; lack of quorum to conduct board business; foreign degrees; interior design academic programs that have been titled "interior architecture" programs; the Mutual Recognition Arrangement (MRA) between Australia, New Zealand, and the United States; opening laws to add IPAL; deregulation and combination of boards; and incidental practice.

NCARB responses to issues included:

- A joint statement expressing concern regarding the use of "interior architecture" for design degree titles is being released to known schools with signatures from the presidents of AIA, NAAB, and NCARB. Armstrong noted that a legal opinion is also being sought.
- The Federation of Associations of Regulatory Boards (FARB) has developed a set of talking points on deregulation, which have been commended by several MBEs. These will be released to all Member Boards in the next issue of Fast Facts.
- Questions about implementing the new MRA should be directed to Customer Relations Director, Roxanne Alston.

## ARE 5.0 Cut Score Update

Armstrong reported that candidates are continuing to test in ARE 4.0 above budgeted expectations, while testing in ARE 5.0 is currently lower than anticipated. A minimum number of ARE 5.0 administrations is required to establish passing scores (also called cut scores).

Examination Director Jared Zurn, NCARB, AIA, explained performance to the Board and identified three divisions that are expected to meet the minimum threshold in the next few weeks. Scores for Project Planning & Design, Project Development & Documentation, and Practice Management will be established and released in February and March. The low turnout in Project Management, Programming & Analysis, and Construction & Evaluation is delaying the Council's ability to establish passing scores in a timely manner.

To spur increased registrations for the under-performing divisions, an additional incentive is being launched: candidates who tested in any of the six divisions before the cut score is set will be granted a free seat credit if they receive a failing score. Additionally, the \$100 gift card incentive will be extended for testing in divisions that have not met the minimums.



Zurn also indicated that NCARB psychometricians have revisited the minimum threshold for a valid sample and reduced the goal to 400 administrations per division versus the previously announced target of 600 administrations.

## Collateral Engagement with ACSA Leadership

On Thursday afternoon, ACSA President Bruce Lindsey, AIA, First Vice President/President-elect Francisco J. Rodríguez-Suárez, AIA, and Executive Director Michael J. Monti, PhD, joined the Board of Directors for several hours of engaging discussion on a set of pre-identified topics submitted by both organizations.

ACSA leadership presented ACSA's new strategic plan, governance structure, and growing focus on research initiatives. Other topics of mutual interest included issues of diversity and foreign students; support for NCARB's Integrated Path to Architectural Licensure (IPAL); the status of the reinvention of the NCARB Award; licensing advisor training; and the value of accreditation. A common goal for both organizations is more engagement between schools and Member Boards. Discussion ensued about how to increase school participation at education conferences hosted by NCARB regions.

## New Business Opportunity

The Board of Directors spent considerable time engaged with Armstrong and Information Systems Director Guillermo Ortiz de Zárate on the potential to license NCARB's proprietary software as a new means of generating revenue. Such revenue will provide a hedge against projected deficit years and a source for providing additional benefits to Member Boards, as well as potentially enabling the Council to further explore fee reductions for various programs.

Interest in NCARB software has been expressed by several Member Boards and other organizations within the regulatory and nonprofit association community. A new revenue stream would allow the Council to recoup some of its multi-year investment in technology improvements.

Armstrong advised that he met with legal counsel at Venable, accompanied by COO Mary de Sousa, CPA, CAE, Ortiz de Zárate, and Administration Director Doug Morgan to clearly understand the legal parameters for such an enterprise. Further, Armstrong noted that a number of nonprofits similar to NCARB have adopted a business development enterprise as a line of business to strengthen financial stability and add benefits to members and customers. The desire to explore this opportunity initiated a request for investment funds utilizing long-term reserves, which have been heavily supplemented in the past two years due to larger than expected revenues driven by a surge in ARE administrations.

The Board of Directors authorized the Executive Committee to allocate a limited amount of long-term reserves dollars to oversee and fund research into the opportunity. These funds will be made available in increments not to exceed \$500K and a total allocation not to exceed \$2M. Each allocation would only ensue after the Executive Committee is satisfied that the previous investment has demonstrated compliance with the business plan and agreed-upon milestones. Phase one requirements directed by the Board include development of a business plan with the assistance of a business consultant and legal guidance to assure compliance with 501(c)(6) tax laws. Forays into this new realm will have no impact on existing services to Member Boards or customers, as no operating funds will be utilized.

## Re-envisioning the NCARB Certificate

The Board conducted a second blue-sky session on re-envisioning the Certificate. First presented to the Board in September, this concept included conversation about repositioning the NCARB Certificate to indicate that a licensure candidate has met the qualifications for initial licensure. The Board did not commit to action, but asked staff to do additional work and reconvene the conversation at the next meeting.

This discussion was facilitated by Senior Architect/Advisor to the CEO Stephen Nutt, AIA, NCARB, Marketing & Communications Director Andy McIntyre, and Ortiz de Zárate. McIntyre noted that the January exercise took a step back from September's "all-or-nothing" approach.

Instead, the Board discussed several topics to start a dialogue about the components of the concept and its related issues. These included current threats to regulation, growing Member Board acceptance of the Direct Registration program, and repositioning the Certificate before initial licensure. Pros and cons were outlined by the Board for each topic. As a result, the Board determined that no decision should be made at this time regarding repositioning the Certificate. Rather, the Board concluded that this discussion should be reformatted into a workshop for the Annual Business Meeting to gather membership perspective.

## 2017 Draft Resolution

Secretary Robert M. Calvani, AIA, NCARB, presented a draft resolution to the Board, emanating from the Procedures & Documents Committee, which provides a progressive approach to disciplining Member Boards as a consequence for non-payment of dues to NCARB or the regions. Currently, the *NCARB Bylaws* indicate that the only punitive option for a Member Board's delay or failure to pay dues is removal from membership. In response to a charge from President Harding, the Procedures & Documents (P&D) Committee drafted a resolution to provide progressive disciplinary measures that can be taken prior to final removal from membership. The draft resolution proposes:

- After an initial six months of delinquency, a Member Board is suspended from membership. Suspension includes loss of funding to regional meetings, the Annual Business Meeting, and other special meetings of the Council. Additionally, the Member Board will not be permitted to cast a vote.

- A Member Board is granted a minimum of 20 months of delinquency to satisfy outstanding financial obligations before loss of services or consideration for removal of membership. Loss of services include, but are not limited to administration of the ARE, transmittal of Council Records for licensure, access to member communications, and online services.

A draft of the resolution will be released to Member Boards no later than the end of January. Member Boards will have the opportunity to provide feedback, including discussion at the March Regional Summit, before the NCARB Board formally determines in April whether the membership should vote on the resolution at the Annual Business Meeting.

## Policy on Elections

Calvani also presented proposed edits to the policy on elections to correct language that is in conflict with the *NCARB Bylaws* and insert language previously omitted regarding the public director. The Board of Directors approved the revisions to the policy. These adjustments allow candidates for Board office to be nominated up to the time of voting in the Saturday session of the ABM.

## President's Report

President Harding briefed the Board on engagements and opportunities to act on the Council's strategic plan since the last Board meeting. These included fostering collaboration through increased engagement with Member Board Members and external organizations, and reinforcing messages about efforts to facilitate licensure by promoting the transition to ARE 5.0 and the overhaul of AXP.

Harding reported that the Council's first summit with the International Code Council was very successful, resulting in agreed-upon actions for both organizations and a commitment to new partnership.

Efforts to further engage with Member Boards about their issues and initiatives has resulted in a more interactive Member Board Chairs and Executives Summit and in the pre-Board meeting calls that regional directors are conducting to provide input to Board discussions. Additional outreach opportunities included networking during the AIA Presidential Inauguration and engagement with architecture students during the AIAS Forum in December.

Harding also reported that she had joined First Vice President/President-elect Gregory L. Erny, NCARB, AIA, and CEO Michael Armstrong for a recent training session for chief elected officers and CEOs that provided valuable time for team building and future planning.

## CEO Update

Armstrong presented an overview of financial trends as of halfway through the fiscal year, referencing historic performance over the past five years, performance expectations for the current year, and future forecasts. Income trends show demand for Council services continues to be strong. Performance in almost all revenue categories is at or exceeding budget. One category relating to new certifications currently shows a measurable lag from budget expectations due to the impending launch of the education alternatives for certification. Projections without the launch show performance exceeding historical norms; performance should rebound following the launch of the two times AXP and education portfolio in February and early spring. All expense categories are currently performing below budget. Armstrong reminded the Board of Directors that the long-range financial forecast shows planned deficits for the next two years, largely due to the transition to ARE 5.0, which includes maintaining ARE 4.0 through mid-2018. Staff are beginning development of FY18 budget drafts and updated long-range forecasts with the previously forecasted deficits in mind.

Armstrong also provided updates about pending program launches:

- Education alternatives for certification:
  - ◊ Two times AXP will launch on February 9.
  - ◊ The education portfolio option will launch in April.
- An Approved Test Prep Provider program is expected to launch in February. The program invites test prep providers to submit materials for review by the Council against pre-defined criteria for quality study materials. Materials that meet the criteria will be granted an NCARB seal of approval that providers may use in publishing materials and marketing. Periodic re-evaluation will be required. The work will be completed by volunteer architects in a workgroup chaired by former NCARB President Ronald Blitch, FAIA, FACHA, NCARB.
- 2017 call for IPAL applications will be released at the end of January.

## Other Business

Committee liaisons provided verbal reports to the Board of Directors about outcomes and discussions in recent work by committees and task forces. The Board noted that some members had expressed interest in being more informed about committee activities. Staff will investigate opportunities to support this action, with a caution that committees act in an advisory capacity to the president and Board of Directors.

*Full minutes of BOD meetings can be found in My NCARB under your Member Resources tab.*

**Patterson, Kathryn**

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**From:** Jerry Carter  
**Sent:** Thursday, February 09, 2017 9:33 AM  
**Subject:** NCEES Elections

All:

In 2015, the Advisory Committee on Council Activities (ACCA) recommended that the NCEES Nominations Committee be eliminated as a standing committee of NCEES. The ACCA's rationale in making this motion was that the role of the Committee on Nominations was merely to forward nominations made by others and to serve as tellers. The ACCA motion was approved and during the 2016 Annual Meeting, the Council adopted a motion offered by the Special Committee on Bylaws to eliminate the Nominations Committee. The Council also approved a motion that allows the NCEES President to appoint a tellers committee in the matter of all contested elections.

In a related matter, during the 2016 Annual Meeting, the ACCA offered a motion to Section 4.04 of the NCEES *Bylaws* concerning elections and terms of office which eliminated the ability of the NCEES Treasurer to serve two consecutive terms. This motion was approved and per the revised *Bylaws*, the Treasurer is eligible to serve a single two year term.

The current *Bylaws* provisions pertaining to the election of NCEES officers is as follows:

*Member boards may submit nominations for qualified Treasurer candidates each biennium on the odd-numbered years. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.*

*A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.*

*Any delegate shall have the privilege of making nominations for Treasurer and President-Elect from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.*

*Section 11.02 Tellers Committee. The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.*

NCEES Treasurer Gary Thompson is completing his term and is ineligible for further service as the NCEES Treasurer. Please treat this communication as an official call for nominations for qualified individuals to be elected as the NCEES Treasurer. Nominations must be submitted by an NCEES member board and must be submitted to me a minimum of sixty (60) days prior to the 2017 Annual Meeting.

Please share this information with the members of your respective board and let me know if there are questions or if additional information is needed.

Jerry

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**Patterson, Kathryn**

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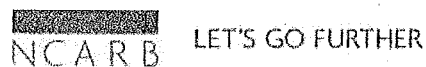
**From:** Joshua Batkin  
**Sent:** Wednesday, February 08, 2017 2:54 PM  
**To:** Joshua Batkin  
**Cc:** Kirstein, Aura  
**Subject:** Reminder: FY18 Member Board Executive Director Position  
**Attachments:** NCARB Board Elections Reminder to all MBEs.pdf

Dear Member Board Executives:

Attached please find an important reminder from the NCARB Board Council's Secretary Robert Calvani about the election for the Member Board Executive Director position on the FY2018 Board of Directors. Please let me know if NCARB staff can provide you with any logistical support.

Sincerely,  
Josh  
202-494-5191 m

**Joshua C. Batkin**  
Director, Council Relations



**National Council of Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC 20006  
Direct: 202/879-0540  
Customer Service: 202/879-0520

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# NCARB

National  
Council of  
Architectural  
Registration  
Boards

## MEMORANDUM

**TO:** Member Board Executives

**FROM:** Robert Calvani, NCARB, AIA   
Secretary

**DATE:** February 8, 2017

**SUBJECT:** NCARB Board Elections Information

Dear Member Board Executives:

I am writing today to remind you that the nominations and elections process for the NCARB FY18 Member Board Executive Director has officially commenced. Please review the enclosed memorandums issued by President Kristine Harding, regarding the policies governing elections, and by FY17 Chair of the Member Board Executives Committee John Cothron, regarding nominations for the FY18 MBE Director position.

There is no deadline to declare candidacy for the Member Board Executive Director position ahead of the March 9<sup>th</sup> MBE Workshop. However, interested individuals are encouraged to announce their candidacies and submit their candidate statements to John Cothron by February 13<sup>th</sup>. Materials submitted by this date will be made available to attendees at the MBE Workshop. In addition, please note individuals may also distribute candidacy announcement directly to their peers.

Please contact John Cothron or Josh Batkin with any questions about the FY18 Member Board Executive Director position.

Enclosed

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Michael J. Armstrong  
*Chief Executive Officer*

1801 K Street NW, Suite 700K  
Washington, DC 20006  
202/783-6500  
FAX 202/783-0290  
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National  
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Registration  
Boards

Kristine A. Harding, NCARB, AIA  
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## MEMORANDUM

**TO:** Member Board Members  
Member Board Executives

**FROM:** Kristine A. Harding, NCARB, AIA  
President/Chair of the Board

**DATE:** 08 December 2016

**SUBJECT:** Nominations and Elections: FY18 Officers and  
Public Director on NCARB Board of Directors

NCARB Board Policy indicates that campaign activities relating to NCARB Board elections may commence no earlier than January 1 preceding the election. We would like to inform each of you regarding the rules and procedures governing candidates for Board office.

- Nominations of MBE and Regional Director Candidates will occur in March before/during the Regional Summit, with recommended candidates forwarded for formal ratification by the full membership at the June Annual Business Meeting (ABM).
- Elections for Public Director and the officer positions of Secretary, Treasurer, Second Vice President, and First Vice President/President-elect will occur at the Annual Business Meeting through a vote of the full membership. Nomination for those positions occurs through a nomination and second at the ABM.

For Member Board Executives interested in running for MBE Director, MBE Committee Chair John Cothran of Tennessee will be issuing specific instructions based on the role of the MBE Committee in supervising the process of nominating an MBE Director for ratification by the full membership at the June ABM. The NCARB Bylaws confer authority to the MBE Committee to forward a nominee to the full membership; the long-held practice is to conduct a full vote of the MBE community at the MBE Workshop in March which then determines the nominee to be ratified at the ABM.

**Memorandum to Member Board Members, Member Board Executives  
Nominations and Elections: FY18 Officers and Public Director  
December 8, 2016  
Page 2**

Similarly, parties interested in running for Regional Director should work with their Regional Chair and Executive regarding their region's management of nominating a Regional Director at the March Regional Summit for ratification by the full membership at the June ABM.

Qualified individuals interested in running for the NCARB Board as Public Director or for the officer positions of Secretary, Treasurer, Second Vice President, and First Vice President/President-elect are encouraged to announce their candidacy and submit their candidate statements to NCARB by Monday, February 13, 2017 so that their information can be made available to attendees at the March Regional Summit. This policy is information-based only; there is no declaration deadline.

For more specific information regarding rules and procedures governing candidacy, including qualification requirements and sample guidelines to help you develop your candidate statements, we direct you to the NCARB Bylaws as posted on the NCARB [Members Only Site](#) and/or regional rules where applicable.

Campaign appearances at regional meetings are only allowable at the discretion of the Regional chair.

If you have any questions or concerns regarding campaign activities or a potential candidacy, please do not hesitate to contact me.

cc: NCARB Board of Directors  
Regional Executives  
Michael Armstrong  
Nefertari Carver



**Commitment Requirements for FY18 Board of Directors**

*Conference calls will be scheduled in August, October and February. Those dates have not been determined yet. Calls typically last 90 minutes. Other meetings or calls can be convened at the discretion of the President. Board members also serve as liaison to a Council committee or task force which will result in 2-3 additional meetings.*

**New Board Member Orientation\***

*May 23-24, 2017*

**FY18 Budget Q&A Calls (Optional)**

*June 1 or June 5, 2017*

**Pre-Annual BOD Meeting, Annual Meeting and Post-Annual BOD Meeting**

*June 21-24, 2017*

**Board Meeting**

*September 14-16, 2017*

**Board Meeting**

*January 18-21, 2018*

**Committee Summit\***

*December 8-9, 2018*

**Regional Summit**

*March 9-10, 2018*

**Board Meeting**

*April 19-21, 2018*

**Pre-Annual BOD Meeting, Annual Meeting and Post-Annual BOD Meeting**

*June 27-June 30, 2018*

*\*Please note that dates may be subject to change.*

**MEMORANDUM**

**To:** Member Board Executives

**From:** John Cothron  
Chair, MBE Committee *John Cothron*

**Date:** 09 December 2016

**Subject:** FY18 Member Board Executive Director Position

Dear Member Board Executives,

I am pleased to announce that the Member Board Executives Committee is seeking nominations for the FY18 MBE Director Position on the Council Board of Directors. The successful candidate will serve from July 1, 2017 through June 30, 2018.

Qualified and interested candidates are encouraged to submit their resume and a cover letter to me at [john.cothron@tn.gov](mailto:john.cothron@tn.gov). Submitted materials will be included in the MBE Workshop meeting materials distributed to all attendees prior to the meeting. However, candidates will have until the morning of the MBE Workshop to declare their intent to run for the MBE Director Position.

Elections for the FY18 MBE Director Position will take place during the MBE Workshop on March 9, 2017. Following the election, the MBE Committee will meet to approve the winner as the nominee and announce the results. The Committee will then oversee the ratification of the MBE Director by the full membership at the June Annual Business Meeting.

The MBE Director's term is for a single year; an individual may serve no more than three consecutive one-year terms. The current MBE Director, Kingsley Glasgow, is now serving his 3<sup>rd</sup> term in this position.

Enclosed is a position description, as well as the timeline for selection of the MBE Director on the FY18 Board of Directors.

Do not hesitate to contact me if you have any questions or comments.

**National Council of Architectural Registration Boards (NCARB)  
Member Board Executive Director  
Position Description**

**MISSION STATEMENT**

The National Council of Architectural Registration Boards (NCARB) protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

**BOARD OF DIRECTORS**

The NCARB Board of Directors is a volunteer board of 12 architects, one public member, and one Member Board Executive all of whom are voting members. Each region selects regional directors, Member Board Executives (MBE) select the MBE director, and the public director is selected by the Board of Directors. Officers are elected each June at the Annual Meeting by the Member Boards. All terms begin on July 1 and end on June 30 each year. Customary and usual travel and lodging expenses of all directors and a companion are reimbursed; all directors serve without compensation.

**PURPOSE**

The purpose of the Member Board Executive Director is to provide a perspective reflective of an experienced state board administrator that will inform all deliberations of NCARB's governing body.

**QUALIFICATIONS**

- Be a U.S. citizen,
- Either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election.

**RESPONSIBILITIES**

- Attend and actively participate as a voting member in all NCARB Board of Directors meetings and functions, which are typically held from Thursday through Sunday, three/four times a year, as well as conference calls and webinars at other times
- Attend the Annual Meeting in its entirety, typically held for one week in the summer
- Review agenda and supporting materials prior to the Board and committee meetings
- Serve on one or two committees or task forces, or other special assignments
- Stay informed about NCARB's mission, services, policies, and programs
- Seek to understand organizational goals, needs, initiatives, technologies, challenges, and opportunities.

**TERM OF OFFICE**

Nominated by the NCARB Member Board Executives Committee and elected at the Annual Meeting in June 2017 for a one-year term. Like all other directors, the Member Board Executive Director may serve up to three years.

**National Council of Architectural Registration Boards (NCARB)**  
**FY18 Member Board Executive Director**  
**Selection Process & Timeline**  
*(service beginning July 1, 2017)*

December 09, 2016	FY18 MBE on Board Announcement letter
February 13, 2017	Resume and cover letter submitted to Council for inclusion in MBE Workshop meeting materials
March 09, 2017	Candidate speeches offered at the MBE Workshop followed by Q&A with Candidates
	<p><b>Election held at MBE Workshop</b></p> <p>Process: Ballots will be counted by one member of MBE Committee and Board liaison, with NCARB staff. A simple majority wins the election. Each member jurisdiction is limited to one vote. In the event of an uncontested election, the vote will be by acclamation.</p> <p><b>Note -</b> Member Board Executives unable to attend will be given the opportunity to vote by submitting an email to designated member of the MBE Committee the day of the Workshop.</p> <p>Chair submits letter to President announcing results of election and name of candidate</p>
June 24, 2017	Ratification of candidate during Annual Meeting
July 1, 2017	Service on FY18 Board of Directors begins

**Patterson, Kathryn**

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**From:** Joshua Batkin  
**Sent:** Thursday, February 09, 2017 10:11 AM  
**To:** Joshua Batkin  
**Subject:** New Education Alternative  
**Attachments:** 2x-AXP.pdf

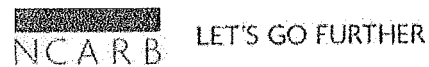
Dear Member Board Members and Executives -

I am writing to give you a heads up that we are launching the first phase of the new Education Alternative for NCARB Certification for architects who hold an architecture-related degree. We wanted to ensure you were aware of this announcement but we do not anticipate Member Boards will see an increase in applications for reciprocal licenses related to this program for a month or two as we evaluate applications.

Attached please find the news release which will go out this afternoon and please let me know if you have any questions.

Thank you,  
Josh  
202-494-5191 m

**Joshua C. Batkin**  
Director, Council Relations



**National Council of Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC 20006  
Direct: 202/879-0540  
Customer Service: 202/879-0520

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# Press Release

February 9, 2017  
FOR RELEASE: IMMEDIATELY

MEDIA CONTACT:  
Samantha Miller  
202-469-4866  
[smiller@ncarb.org](mailto:smiller@ncarb.org)

## NCARB Streamlines Path to Certification for Architects

*Architects without a degree from an accredited program can pursue NCARB certification through a new path.*

Washington, DC—The National Council of Architectural Registration Boards (NCARB) has launched the first phase of its revised certification path for architects without a degree from a program accredited by the National Architectural Accrediting Board (NAAB). The NCARB Certificate facilitates reciprocal licensure among the 54 U.S. jurisdictions and several countries.

Through this alternative, architects licensed in a U.S. jurisdiction who hold an architecture-related degree can satisfy the Certificate's education requirement by documenting two times the Architectural Experience Program's™ (AXP™) requirements (7,480 hours). A separate certification option for U.S. architects without an architecture-related degree will launch in spring.

These education alternatives replace a previous option known as the Broadly Experienced Architect (BEA) Program, which cost \$5,000 plus transcript review fees. Additionally, these revised paths will lead to a shorter evaluation process, and will be offered at no additional charge to active NCARB Record holders. The changes were adopted by a vote of the NCARB membership in June 2016 at its Annual Business Meeting.

"This revised path recognizes the value of the initial license and practical experience while maintaining a rigorous, yet inclusive, option for architects seeking NCARB certification," said NCARB President Kristine A. Harding, NCARB, AIA.

U.S. architects interested in earning an NCARB Certificate through this path must meet the following requirements:

- Have at least three years of continuous licensure in any U.S. jurisdiction without disciplinary action.
- Hold a bachelor's degree in an architecture-related program.

To learn more about the benefits of NCARB certification, visit [www.ncarb.org/certification](http://www.ncarb.org/certification).

# ARE 5.0

## Progress

Beginning the ARE 5.0 cut score process and offering new incentives have led to more candidates scheduling exam divisions. [Read more](#)

### January Highlights

#### Council Relations Director

Meet Joshua Batkin, NCARB's new director of Council Relations. [Read more](#)

#### MRA Update

Architects are already taking advantage of the new MRA between Australia, New Zealand, and the United States. [Read more](#)

#### Model Law Collaboration

NCARB is working with other regulatory organizations to determine how model law language can best serve Member Boards. [Read more](#)

“The essential thread of our innovation story is one of collaboration: between members and the Council, the Board and staff, across collaterals, and including the greater universe of customers, students, and yes, critics.”

—Message from the CEO, Page 2



### NCARB in the Press



- [MRA Enables Architects to Earn Reciprocal Licensure Abroad](#)
- [NCARB Announces Architectural Licensing Agreement with Australia and New Zealand](#)
- [Duan Tran Found Inspiration in Movies, Now He Designs Houses for Movie Stars](#)

### Recent News



- [Free Retake for Early ARE 5.0 Testers](#)
- [US, Australia, and New Zealand Establish Arrangement to Recognize Architect Credentials](#)

### Top Blog Posts



- [Let's Go Further in 2017](#)
- [ARE 5.0: Why I Transitioned and You Should, Too](#)

## Strategic Plan

Our goals of **Facilitating Licensure** and **Fostering Collaboration** were a key focus of the January Board of Directors meeting. The Board heard an update on ARE 5.0 performance metrics, including a discussion on incentivizing registrations and preparing for cut score determination. It also conducted an extended blue-sky conversation regarding the role of the NCARB Certificate in guaranteeing licensing eligibility and the backdrop of state legislatures grappling with minimizing regulatory impediments. The Board also spent a considerable amount of time discussing the role of education in the context of licensure, ranging from a blue-sky discussion on accreditation to a direct engagement with the leaders of the Association of Collegiate Schools of Architecture (ACSA). The ACSA engagement spotlighted the growing ability of the ACSA to serve as a research partner, as well as an interest in finding areas for joint collaboration. Metrics on the status of the licensure candidate and architect pipelines indicate overall performance ahead of expectations for the current fiscal year.



@DFC\_Global

@NCARB CEO Michael Armstrong: "If you don't create a culture that starts with relationship development you won't get very far."



## Organizational Development and Office Life

- The Administration Directorate has launched an internal assessment exercise to determine the best use of talent and capacity for existing and upcoming work. The Information Systems Directorate has reorganized, adding a second assistant director position. The Council Relations Directorate is onboarding its new director and ramping up plans for future Member Board visits. The redesigned office space is now fully functional, with the first broadcast of NCARB Live from the Video Center, and staff taking advantage of alternative work space and break space in the refreshed Break Room and new Quiet Room.

## Office of the CEO

- The Ethics Task Force continued their comprehensive review of NCARB's Rules of Conduct and the Council's future role in ethics and professional conduct. The task force is focusing their efforts on specific changes to the Rules, suggested educational opportunities for the Council, an implementation/adoption strategy for our Member Boards, and additional training materials for the profession.
- COO Mary de Sousa, in her role as president of the Federation of Associations of Regulatory Boards (FARB), presided over a strategic planning engagement for the FARB board of directors. The full-day session focused on future growth of FARB in supporting the associations of regulatory boards in their efforts to serve member licensing boards. Additionally, de Sousa kicked off the annual FARB Forum, a conference attended by over 200 individuals from the associations of regulatory boards and agencies that make up FARB's membership.



NCARB welcomes Joshua Balkin, the director of Council Relations.



NCARB staff prepare to host an NCARB Live webinar about ARE 5.0 in the new Video Center.

## Administration

- Prepared to launch the new Approved Test Prep Provider program to ensure that quality study materials are available to the ARE candidate community. The program allows ARE test prep providers to submit materials to NCARB for review; those that meet predetermined criteria will receive the NCARB designation of an "approved test prep provider."
- Rolled out a new internal performance management tool supporting continuous improvement of a dynamic coaching culture at NCARB.

## Council Relations

- Joshua Batkin, the new director of Council Relations, joined NCARB on January 18.
- Engaged with professionals in the regulatory industry at the Federation of Associations of Regulatory Boards (FARB) Forum and the Interorganizational Council on Regulation (ICOR) meeting in San Antonio, TX.
- Collected the 2016 Member Board requirements survey responses. Each Member Board Executive (MBE) received a unique link to their jurisdiction's survey; please contact Maurice Brown or Aura Kirstein for assistance completing the survey.
- Facilitated a webinar for MBEs and Member Board Members (MBMs) on communicating ARE 5.0.
- Monitored pending and proposed legislation impacting architecture and related design professions.
- Released the call for volunteers for FY18 committee service.

## Customer Relations

- Participated in planning for the MBE Workshop with Council Relations, Experience + Education, and the MBE Committee.
- Launched an initiative to pair each jurisdiction's MBE with a dedicated Customer Relations manager as a direct contact. Each board received an introductory email with the dedicated manager's contact information. Please feel free to reach out to any of the Customer Relations managers with questions.
- Attended the FARB Forum in San Antonio, TX.



@FJRS\_Arq\_PR

In San Francisco representing @ACSAUpdate  
[at] the @NCARB Board meeting.

# NCARB Update

January 2017

NCARB

## Examination

- Facilitated the Cut Score Task Force meeting for ARE 5.0's Project Planning & Design (PPD) division. Score reports for PPD are expected to be released to candidates in mid-February.
- Developed an ARE 5.0 PowerPoint presentation with speaker notes as a resource for all MBMs and MBEs, and provided a webinar to review how to use the PowerPoint and the main talking points of each slide. A copy of the PowerPoint and a recording of the webinar are now available in the Registration Board section on NCARB's website.
- Continued monitoring ARE 5.0 administrations as volumes grew significantly in January, surpassing the total of the first two months of delivery combined. ARE 4.0 administrations continue to be strong.
- Hosted an online NCARB Live event providing updates on cut score progress and continued support to candidates preparing to test.

## Experience + Education

- Developed training materials for the new Certification Alternative Review Team (CART). These volunteers will be reviewing portfolios submitted by applicants who hold less than a four-year, architecture-related degree.
- Launched beta version of new online community for architect licensing advisors.
- Released two new mini-monographs: [Architectural Acoustics Illustrated Part II](#) and [Why Buildings Fail Part I](#).

## February Outreach



### AIA Components

- Rochester | February 2
- Greenville | February 8
- Cincinnati | February 13
- AIA San Francisco | February 21

### Conferences

- HBCU Student Forum | February 23-25

### Firms

- SOM – Manhattan | February 8

### Universities

- Alfred State | February 1
- University at Buffalo | February 1
- Rochester Institute of Technology | February 2
- Kean University | February 6
- Clemson University | February 8
- New York Institute of Technology | February 9
- New York City College | February 9
- University of Cincinnati | February 13
- Miami University | February 15
- Academy of Art University | February 22
- University of California Berkeley | February 22
- Prairie View A&M | February 23
- California College of the Arts | February 23
- University of Notre Dame | February 28



@Texas\_Tech\_ALAS

We're live with @ncarb talking about AXP and ARE! Come join us.

LET'S GO FURTHER

## Information Systems

- Continued developing systems for the new education alternative for certification, including the two times AXP option for those with architecture-related degrees.

## Marketing & Communications

- Conducted first live broadcast from the new NCARB studio—NCARB Live: Making the Switch to ARE 5.0. The studio, repurposed from a section of the mailroom, provides for better quality engagements without sirens, horns, and other distracting noise in the background.
- Promoted ARE 5.0 to the AIA CACE community.
- Published Destination Architect, a bimonthly e-newsletter to licensure candidates with news and insights on the path to licensure.
- Surveyed ARE 5.0 test takers to better understand how they are approaching the transition to the new exam and receive feedback.
- Developed design assets for Architect Licensing Advisors Community.
- Partnered with EntreArchitect, a popular podcast for firm owners, to promote the new AXP Portfolio.
- Communicated with test prep providers about the new program.



@kjsingh3

Free retake AND \$100! Now is the time to convert to #ARE5 and finish the examination.

## January Outreach



### AIA Components

- AIA Houston (Webinar)
- AIA Northern Virginia
- AIA Honolulu (Webinar)
- AIA DC
- AIA Lubbock
- AIA Buffalo/WNY

### Firms

- Gensler

### Universities

- Virginia Polytechnic Institute
- Hampton University
- Texas Tech University

**Patterson, Kathryn**

---

**From:** Jennifer Williams  
**Sent:** Wednesday, February 15, 2017 9:46 AM  
**To:** Jennifer Williams  
**Subject:** NCEES news release for PS exam content review

Dear Member Board Administrator:

NCEES is seeking licensed surveyors to participate in an online survey for the Principles and Practice of Surveying exam content review. This survey will be used to update the specifications for the exam.

Please share this news with your board and licensees if possible. The information is posted online at <http://ncees.org/ncees-seeks-professional-surveyors-expertise-advice/>. A PDF of the news release is also available for download on this page. The survey is scheduled to close March 13.

Thank you for your help with this important study.

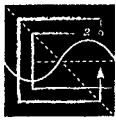
Sincerely,

Jennifer Williams, APR  
Senior Editor

**NCEES**

T: 864-624-5484  
[ncees.org](http://ncees.org)

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# NCEES

advancing licensure for  
engineers and surveyors

P.O. Box 1686 (280 Seneca Creek Rd.), Clemson, SC 29633 USA T: (864) 654-6824 F: (864) 654-6033 [NCEES.ORG](http://NCEES.ORG)

## NEWS RELEASE

February 14, 2017

Contact: Tom Dodd, Ph.D., P.E.

Exam Development Engineer

[tdodd@ncees.org](mailto:tdodd@ncees.org)

## NCEES seeks professional surveyors expertise and advice

NCEES is currently seeking licensed surveyors to participate in a content review for the Principles and Practice of Surveying (PS) exam. The results of this study will be used to update the specifications for the exam, which is used throughout the United States for licensing purposes.

NCEES requires a cross section of licensed professional surveyors—including those working in consulting, the public sector, and academia—to complete an online survey about the knowledge, skills, and abilities required of a newly licensed surveyor to practice in a manner that safeguards the health, safety, and welfare of the public. The survey can be completed in 35–45 minutes.

“These studies help NCEES ensure its licensing exams remain relevant to current professional practice,” explained Director of Exam Services Tim Miller, P.E. “The value of this content review depends on the number of people who participate, so NCEES is eager to get input from as many professional surveyors as possible.”

For access to the online survey, visit [ncees.org/PScontentreview](http://ncees.org/PScontentreview). Responses must be received no later than March 13. For more information, contact NCEES Exam Development Engineer Tom Dodd, Ph.D., P.E.

## ABOUT NCEES

*The National Council of Examiners for Engineering and Surveying is a nonprofit organization made up of engineering and surveying licensing boards from all U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands. Since its founding in 1920, NCEES has been committed to advancing licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the U.S. public.*

*NCEES helps its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops and administers the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories. For more information, please visit [ncees.org](http://ncees.org).*

# FAST FACTS

## Introducing Joshua Batkin—Council Relations Director!



Josh Batkin comes to NCARB with more than two decades of experience in government and nonprofit agencies dedicated to public health and safety missions. He most recently served as the presidentially appointed Director of the Office of External Affairs at the Federal Emergency Management Agency (FEMA) where he led congressional affairs, public affairs, intergovernmental affairs, private sector relations, and strategic communications efforts. Prior to that position, he worked in the U.S. Senate and also led communications and marketing efforts at a nonprofit building safety association. Additionally, he has

served as the Chief of Staff to the Chairman of the U.S. Nuclear Regulatory Commission. Josh obtained his M.A. in International Affairs from The George Washington University and his undergraduate degree in Political Science from Duke University. He is excited about the opportunity to put his experience working with state governments on behalf of national organizations and his passion for engaging stakeholders to work in support of NCARB Member Boards.

## Two Times AXP Option Now Available

We are pleased to announce that the two times AXP option of the education alternative for NCARB certification, which was part of Resolution 2016-02 passed at 2016 Annual Business Meeting, launched February 9, 2017.

Architects without a degree from a NAAB-accredited program may now meet the education requirement for NCARB certification by documenting two times the requirements of the Architectural Experience Program™ (AXP™). In order to qualify for this option, applicants must:

- Have at least three years of continuous licensure in any U.S. jurisdiction without any disciplinary action.
- Hold a four-year, architecture-related degree.

The online experience reporting system will now reflect applicants' additional hours. Architects who wish to take advantage of this opportunity should contact NCARB to have the two times AXP option activated in their NCARB Record.

Architects who hold anything less than a four-year, architecture-related degree will soon be able to meet the education requirement for NCARB certification by submitting an education portfolio. This option will be available to applicants in spring 2017. To learn more about these opportunities, please contact educationalternative@ncarb.org.

View our current list of board positions on the education alternative. If your board is not listed, please let us know if your Member Board will accept NCARB Certificates granted upon the satisfaction of the education alternative by contacting council-relations@ncarb.org.

NCARB

*Celebrating over  
90 years of protecting  
the health, safety, and  
welfare of the public.*

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Washington, DC 20006  
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## Update: Mutual Recognition Arrangement with Australia and New Zealand

Effective January 1, the new Mutual Recognition Arrangement (MRA) between the architectural licensing authorities of the United States, Australia, and New Zealand enables U.S. architects to earn reciprocal licenses abroad. Potential applicants may inquire about the eligibility criteria and conditions for certification under the arrangement. The basic provisions include:

- Citizenship or lawful permanent residence in a country that is party to the agreement;
- Licensure in good standing in a signatory jurisdiction in the home country;
- A specific period of post-licensure experience in the home country;
- Licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

If any interested foreign architects contact you or your board, please refer them to NCARB Customer Relations at [customerservice@ncarb.org](mailto:customerservice@ncarb.org) or 202-879-0520 for further details.

Furthermore, if your board would like to submit a signed letter of undertaking or has any questions about the MRA with Australia and New Zealand, feel free to contact NCARB Senior Architect and Advisor to the CEO Stephen Nutt, FAIA, NCARB, CAE, at [snutt@ncarb.org](mailto:snutt@ncarb.org).

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## Federation of Associations of Regulatory Boards Advocacy Talking Points

The Federation of Associations of Regulatory Boards (FARB) recently developed talking points that address important aspects of the state-based regulatory structures and systems. The FARB Advocacy Talking Points are a resource to state licensing boards when engaging in discussions and debates with legislators and other stakeholders about the regulatory community. They are categorized under four topics:

- Effective State Regulation
- Board Composition
- Deregulation of Professions
- Active State Supervision

Both FARB and NCARB will continue to address questions and issues facing the regulatory community as they appear, but also seek to be proactive voices for reasonable regulation.

The FARB Advocacy Talking Points are available to you on the [Registration Board](#) section of My NCARB. We hope you find these useful in conversations with your board members and legislators in support of your regulatory mission.





## Call for FY18 Committee Volunteers

We are currently seeking volunteers for service on FY18 committees (July 1, 2017, through June 30, 2018). Please see this [important message](#) from President-elect Gregory L. Erny, NCARB, FAIA, who will oversee the selection process for all committee appointments. Interested applicants should complete an [application form](#) by February 28, 2017. Please note that preliminary work will begin on the appointments in February, so you are strongly encouraged to submit your application ASAP.

## Funded Delegate Policy

NCARB will continue to offer funding for each Member Board to send up to two delegates, one public member, as well as the Member Board Executive to attend the Regional Summit and Annual Business Meeting.

The Board of Directors strives to increase diverse participation among the NCARB community and are unable to transfer funding dedicated to public members or Member Board Executives to other board members.

Member Board Executives or Chairs should complete [this](#) electronic form to submit the name(s) of the individuals whom the board has selected to receive funding.

## Welcoming New Member Board Members

We'd like to introduce these new Member Board Members:

- **Randall Peters, Nebraska:** Randall joined the Nebraska Board of Engineers and Architects in December 2016.
- **Wendy Scatterday, West Virginia:** Wendy joined the West Virginia Board of Architects in December 2016.
- **Anik Paquier Pearson, New York:** Anik joined the New York State Board for Architecture in January 2017.

Welcome all!

## 2017 MBE Workshop and Regional Summit

When: March 9: MBE Workshop (for MBEs and legal counsel only)  
March 10-11: Regional Summit

Where: Hyatt Regency Jersey City Jersey City, NJ

Registration: Please remember to register for the meeting. Additional information, including the program overview and agenda, can be found [here](#).

## Upcoming Meetings

- **2017 Annual Business Meeting:** June 21-24, 2017, in Boston, MA

*Fast Facts* is a monthly Member benefit distributed via email that includes updates and information from the Council Board of Directors and the eight office directorates. If you have any questions and/or suggestions regarding *Fast Facts*, please contact Josh Batkin at [jbatkin@ncarb.org](mailto:jbatkin@ncarb.org).

**Patterson, Kathryn**

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**From:** NCEES <noreply@ncees.org>  
**Sent:** Tuesday, February 21, 2017 1:28 PM  
**To:** Patterson, Kathryn  
**Subject:** Proposed 2017 NCEES Bylaws changes

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Dear Member Board Members and Associate Members:

The proposed changes to the *Bylaws* have been posted as a PDF under [Member Resources/Board Resources/Publications and presentations](#).

The Special Committee on Bylaws will propose these changes as motions at the 2017 annual meeting in August. This email serves as notice of proposed amendments in accordance with *Bylaws* Section 12.02. Please take some time to review the revisions.

Committee members or designated NCEES staff will make presentations at the zone interim meetings.

Sincerely,

Dale Sall, P.E.  
Chair  
Special Committee on Bylaws

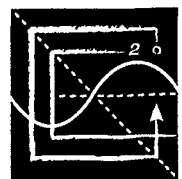
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[Unsubscribe](#) from future NCEES correspondence.

# BYLAWS

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August ~~2016~~2017



**NCEES**

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## **ARTICLE 1. NAME.**

**Section 1.01 Name.** The name of this organization shall be the National Council of Examiners for Engineering and Surveying.

**Section 1.02 Definitions and Abbreviations.** Wherever the word "Council" is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words "State Board" shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word "State" is used, it shall mean any state, territory, or political subdivision of the United States of America.

## **ARTICLE 2. PURPOSE.**

**Section 2.01 Purpose.** The purpose of this Council shall be to provide an organization through which state boards may act and counsel together to better discharge their responsibilities in regulating the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public. The Council also provides such services as may be required by the boards in their mandate to safeguard the public.

**Section 2.02 Objectives.** In the public interest, NCEES provides to licensing boards services that assist in the development and administration of the licensing process by promoting the

- (1) Improvements of licensing laws for engineering and surveying, including the administration and effectiveness of these laws;
- (2) Uniformity of standards and practices used in engineering and surveying licensure;
- (3) General acceptance and recognition of comity for engineering and surveying licensure among boards;
- (4) Definition and maintenance of nationally recognized licensing qualifications to become professional engineers and professional surveyors;
- (5) Identification and observation of international engineering and surveying licensing procedures and the maintenance of a liaison with international licensing agencies;
- (6) Improvement and uniformity of standards for law enforcement and disciplinary action in engineering and surveying licensing laws and their administration; and
- (7) Value of the licensure of engineers and surveyors as it relates to safeguarding the health, safety, and welfare of the public.

## **ARTICLE 3. MEMBERSHIP.**

**Section 3.01 Member Boards.** A Member Board of NCEES shall be a state board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

**Section 3.02 Members.** A member of NCEES shall be a person who is a member of a Member Board.

**Section 3.021 Associate Members.** An associate member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an associate member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be

reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*. Associate members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

**Section 3.022 Emeritus Members.** An emeritus member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*.

**Section 3.03. International Affiliate Organization.** An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Acceptance of an International Affiliate Organization shall be by majority vote of the Council.

**Section 3.03-3.04 Participating Organizations.** A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern. Acceptance of a Participating Organization shall be by majority vote of the Council.

**Section 3.04-3.05 Delegates.** A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor.

**Section 3.05-3.06 Representatives.** A representative shall be a member of an International Affiliate Organization or a Participating Organization designated to represent it his or her respective organization at meetings of the Council.

**Section 3.06-3.07 Past Presidents.** Past presidents of the Council who are not members of the Member Boards shall be considered as honorary participants in the Council eligible to serve on the committees, to have the privilege of the floor at meetings of the Council, to take part in discussions, and to perform all functions of members except to hold office and vote.

**Section 3.07-3.08 Zones.** The Member Boards of the Council shall be divided into four zones as follows:  
**Central Zone:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin; **Northeast Zone:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; **Southern Zone:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands (U.S.), Virginia; **Western Zone:** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming.

**Section 3.08-3.09 Zone Organization.** Each zone shall adopt *Zone Meeting and Continuity Guidelines* for its organization and operation consistent with and in conformity to the NCEES *Bylaws*.

Each zone shall submit copies of its minutes and an annual financial statement to the Council at the Annual Business Meeting of the Council. Each zone shall elect an Assistant Vice President who shall serve a two-year term concurrent with the Vice President. The Assistant Vice President shall assist the Vice President, shall perform the duties outlined in the *Zone Meeting and Continuity Guidelines*, and shall perform all duties of the Vice President in the event that the Vice President is unable to perform for any reason. This shall include fulfilling the duties as Vice President on the Board of Directors.

Each zone shall elect a Secretary-Treasurer. Members and associate members shall be eligible to hold the office of Secretary-Treasurer. The Secretary-Treasurer shall keep and have published zone minutes, maintain records of zone activities, and handle zone financial affairs under the direction of the Vice President.

Administration of the financial affairs of the zone shall be consistent with those of the Council as governed by the Council's Articles of Incorporation and *Bylaws*, with submittal of financial statements as required.

#### **ARTICLE 4. BOARD OF DIRECTORS.**

**Section 4.01 Board of Directors.** The Board of Directors shall be the executive board of the National Council of Examiners for Engineering and Surveying. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors. A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

**Section 4.02 Board Membership.** The Board of Directors shall consist of the President, the President-Elect, the Treasurer, the Immediate Past President, and the four Vice Presidents (one from each zone).

**Section 4.03 Officers.** Officers of the Council shall be the President, the President-Elect, the Treasurer, the four Vice Presidents (one from each zone), the Immediate Past President, and the Chief Executive Officer as the Secretary.

**Section 4.04 Elections and Terms of Office.** The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The Treasurer shall be elected at each Annual Business Meeting held in an odd-numbered year, in the manner prescribed in the *Bylaws*. Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years. The Chief Executive Officer is appointed as provided in the *Bylaws*.

The President-Elect shall normally serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President, holding that office until a successor has been installed. Vice Presidents shall hold office for two years or until their successors have been installed. The Treasurer's term of office shall be two years, and that person may serve a maximum of two consecutive terms. For the office of Treasurer, a partial term served for the period between consecutive Annual Meetings shall not be considered a term for term-limit purposes.

Past Presidents shall be ineligible for re-election as President-Elect of the Council. Vice Presidents and the Treasurer shall not be eligible for re-election to the same office until at least one full two-year term has elapsed.

New members of the Board shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges, until the expiration of the term as Immediate Past President, even though no longer a member of a Member Board.

**Section 4.05 Qualifications.** Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall have been a member of NCEES at least three years and attended at least two Annual Business Meetings. Additionally, members of the Board of Directors may run for President-Elect if their term on their state board has expired during their term as NCEES Vice-President or Treasurer; and they have obtained emeritus standing within the Council; and they have the approval of their state board; and it is their zone's rotation to elect a President-Elect; and they have been nominated by the zone. The President-Elect shall not be from the same zone as the President. Vice Presidents shall be from the zone that elects them.

**Section 4.06 Vacancies.** If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of the two-year term. A vacancy in the office of President-Elect shall be filled by the Board of Directors. In the event of a vacancy in the office of Immediate Past President, the office shall be filled by the most recent available Past President. In the event of a vacancy in the office of a Vice President, the Assistant Vice President of the zone will automatically succeed to the office of Vice President. In the event of a vacancy in the office of Treasurer, the Board of Directors shall appoint an individual to fill the position until an election shall be held to fill the unexpired term of Treasurer at the Annual Business Meeting immediately following the vacancy in the next odd-numbered year.

Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.

A quorum of the Board of Directors for filling of vacancies shall consist of six members except in the event of two vacancies, when five shall constitute a quorum. For the filling of vacancies, the members of the Board of Directors may be represented by proxies, duly signed and verified.

**Section 4.07 Sanction or Removal.** By a majority vote and pursuant to the grievance procedure of the Council's *Manual of Policy and Position Statements*, which shall set forth appropriate due process, the Board of Directors may recommend the removal or sanction of a member of the Board of Directors. Upon a finding of the Board of Directors that the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*,



that finding, along with stated grounds therefor, shall be transmitted to the chair of the Advisory Committee on Council Activities.

A Grievance Committee shall be appointed to address the removal or sanction recommended by the Board of Directors. The Grievance Committee members shall be selected as follows: two members of the Board of Directors, selected by the Board; one member from each zone, selected by the Assistant Vice President of each respective zone; and three members of the Advisory Committee on Council Activities, selected by said committee.

If by a majority vote of its members, the Grievance Committee concurs with the Board-recommended removal or sanction, the Board of Directors shall implement such removal or sanction.

A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings.

In the event of removal of a Board member, the vacancy on the Board of Directors shall be filled pursuant to Section 4.06 of the *Bylaws*.

**Section 4.08 Ethics Policy.** A member of the Board of Directors is in violation of the ethics policy of the Board of Directors if he or she:

- (1) Commits a criminal act that reflects adversely on the Board member's honesty, trustworthiness, or fitness as a Board member in other respects.
- (2) Engages in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- (3) Engages in conduct involving moral turpitude.
- (4) States or implies an ability to influence improperly the Board of Directors or any committee or officer of the Council.
- (5) Grossly abuses his or her authority in the discharge of the duties of the Council.
- (6) Engages in any action that harms the public image or professional reputation of the Council.

**Section 4.09 Board Audit Committee.** The President, President-Elect, Immediate Past President, and Treasurer shall comprise the Board Audit Committee. The Board Audit Committee shall annually select and recommend for approval by the full Board the accounting firm that shall conduct the annual financial audit and prepare the annual financial statements of NCEES. The Board Audit Committee shall also review and approve the audit results and final financial statement and approve the engagement of other financial consultants as may be necessary to facilitate its review of NCEES finances. Members of the Board Audit Committee must be free from any relationship that, in the opinion of the Board, would interfere with the exercise of independent judgment. The Board Audit Committee shall have a working familiarity with basic finance and accounting principles and practices.

## **ARTICLE 5. DUTIES OF THE OFFICERS AND THE BOARD OF DIRECTORS.**

**Section 5.01 President.** The President shall, when present, preside at all meetings; ~~shall appoint all members, chairs, vice chairs, and consultants of standing committees, special committees, task forces, and a Tellers Committee for the election of the President-Elect and Treasurer;~~ and shall present to the Council at the Annual Business Meeting a report of the activities during the term of office. The President shall ~~also appoint all members, chairs, vice chairs, and consultants of~~ standing committees, special committees, and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. ~~The President shall also appoint all members of a Tellers Committee for the election of the President-Elect and Treasurer.~~ The President shall appoint all official representatives of the Council to other organizations as

authorized by the Board of Directors. The President shall be chair of the Board of Directors, shall be an ex-officio member of all committees, and shall perform all other duties ordinarily pertaining to the office of President.

If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will be the acting President. The Vice President shall have all the powers of the President while presiding in this capacity.

**Section 5.02 President-Elect.** The President-Elect shall serve as a member of the Board of Directors. In the absence of the President or the incapacity of the President, the President-Elect shall exercise the duties of and possess all the powers of the President, including the appointment of committees. The President-Elect shall serve as an ex-officio member of the Committee on Finances.

**Section 5.03 Vice Presidents.** Vice Presidents shall be identified as Vice President Central Zone, Vice President Northeast Zone, Vice President Southern Zone, and Vice President Western Zone. The Vice President of each zone shall be the administrative officer of their zone and serve as a member of the Board of Directors.

**Section 5.04 Treasurer.** The Treasurer shall serve as a member of the Board of Directors. The Treasurer shall, under the direction of the Board of Directors, oversee the financial operation of the Council; and shall obtain an annual audit of Council finances and submit such audit to the Board of Directors. The Treasurer shall serve as an ex-officio member of the Committee on Finances.

**Section 5.05 Secretary.** The Chief Executive Officer shall serve as the Secretary of the Corporation. As such, the Secretary shall serve as the custodian for corporate records of the Council and shall be the officer responsible for preparing minutes for the directors' and members' meetings and for authenticating all corporate records. The Secretary shall have the authority to execute documents on behalf of the Council and as directed by the Board of Directors.

**Section 5.06 Restrictions on Endorsements.** No member of the Board of Directors shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

## **ARTICLE 6. MEETINGS OF THE COUNCIL.**

**Section 6.01 Annual Business Meetings.** The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

**Section 6.02 Quorum and Voting.** A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

**Section 6.03 Special Meetings.** Special meetings of the Council may be called by the President, or by the delegates, representatives, or officers of the majority of the Member Boards. The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

**Section 6.04 Zone Meetings.** Zone meetings may be held each year. A quorum for the transaction of business at zone meetings shall be delegates from a majority of Member Boards of the zone. The Vice President from the zone shall preside at the zone meetings and submit copies of its minutes to the Council.

**Section 6.05 Rules of Order.** The Council shall be governed by the most recent edition of *Robert's Rules of Order, Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

## **ARTICLE 7. COMMITTEES OF THE COUNCIL.**

**7.01 Standing Committees.** The standing committees of the Council shall be the following: Advisory Committee on Council Activities (ACCA), Awards, Education, Examination Audit, Examinations for Professional Engineers (EPE), Examinations for Professional Surveyors (EPS), Examination Policy and Procedures (EPP), Finances, Law Enforcement, Member Board Administrators (MBA), and Uniform Procedures and Legislative Guidelines (UPLG).

The structure and membership of all standing committees shall be commensurate with the charges unless otherwise provided for in the *Bylaws*. The composition of the committees should reflect the diversity of the Council membership.

A committee member may be appointed to serve on only one standing committee during any administrative year.

Appointments shall limit the tenure on any one committee to a maximum of four consecutive years, including any time as chair, except that (1) an individual may serve for three years as an EPS Committee member, an additional two years as the EPS Committee vice chair, and two additional years as the EPS Committee chair; and (2) an individual may serve for three years as an EPE Committee member, an additional two years as the EPE Committee vice chair, and two additional years as the EPE Committee chair. The chairs of the EPE and EPS Committee shall have had experience in developing NCEES examinations before assuming the position of chair. This experience is defined as involvement in at least two of the following activities: item writing or review, participation on a cut score panel, involvement in a Professional Activities and Knowledge Study (PAKS) committee or on examination specification committees, or participation on an examination development committee. The ascension track to the chair shall also include psychometric training approved by NCEES. A committee chair appointment shall be limited in tenure to a maximum of two consecutive years on any one committee.

Members, associate members, and emeritus members shall be eligible to serve on any committee or task force. Committee members may continue to serve until the conclusion of the term of office to which they were appointed even if their terms with Member Boards have ended.

**Section 7.02 Advisory Committee on Council Activities.** The Advisory Committee on Council Activities (ACCA) shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall provide advice and briefing to the President and the Board of Directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not as yet assigned to

a standing committee or involving several existing committees. Consultants appointed to this committee shall have served on the Board of Directors.

The committee will act as principal advisor to the President and the Board of Directors on such specific non-recurring problems or plans as the President may explicitly assign to the committee. The committee shall review the *Manual of Policy and Position Statements*, in consideration of past and current action of the Council, and present any proposed revisions to the Board of Directors for review and forwarding to the Council for ratification at the Annual Business Meeting.

**Section 7.03 Committee on Awards.** The Committee on Awards shall have one member from each zone plus the chair. When available, these members should be past members of the Board of Directors who have received the Distinguished Service Award of NCEES. It shall, by October 1 of each year, canvass the Member Boards for nominations for the awards to be given at the Annual Business Meeting, including the Distinguished Service Award. It shall be guided by the established policies and procedures for the awards. Nominations shall be submitted by Member Boards by January 31 of the next year.

The committee shall complete its recommendations and submit its report to the Board of Directors by April 1.

**Section 7.04 Committee on Education.** The Committee on Education shall consist of a chair and two members from each zone. At least two members of the committee shall be professional surveyors. Committee appointments shall strive to include representatives from academia, private practice, industry, and government. The NCEES representatives to the ABET board of directors and Engineering Accreditation Commission shall be consultants to the committee. Other consultants shall be appointed as necessary.

The committee shall serve in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency, and foreign degree or unaccredited program evaluation. The committee shall review and update the *Continuing Professional Competency Guidelines* as necessary, but at least every five years.

**Section 7.05 Committee on Examination Audit.** The Committee on Examination Audit shall consist of a chair and one member selected from each zone representing when possible private practice, academia, government, and industry. In addition, the President shall appoint as consultants the chairs of the Committees on Examinations for Professional Engineers and Examinations for Professional Surveyors.

This committee shall be responsible for an independent audit annually of the NCEES examination program.

This committee will report directly to the Board of Directors.

**Section 7.06 Committee on Examinations for Professional Engineers.** The Committee on Examinations for Professional Engineers (EPE) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of engineering.

The committee, in the interest of uniformity and efficiency, may prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Section 7.07 Committee on Examinations for Professional Surveyors.** The Committee on Examinations for Professional Surveyors (EPS) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of surveying.

The committee, in the interest of uniformity and efficiency, may prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Section 7.08 Committee on Examination Policy and Procedures.** The Committee on Examination Policy and Procedures (EPP) shall consist of a chair and two members selected from each zone. In addition, the President may appoint as consultants the chairs of the Committees on Examinations for Professional Engineers and Examinations for Professional Surveyors and their subcommittees.

This committee shall be responsible for reviewing the effectiveness of the examinations and recommending policies, specifications, and procedures consistent with the trends in the engineering and surveying professions.

**Section 7.09 Committee on Finances.** The Committee on Finances shall consist of a chair and two members from each zone. It shall study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, and assist the Board of Directors in the financial year's budget performance and report their findings to the Council. This committee shall recommend to the Board of Directors the next year's budget for approval. (Financial procedures shall be in accordance with Article 9, Finances, and established policies and procedures of the Council.) The President-Elect and Treasurer shall serve as ex-officio members of the committee.

**Section 7.10 Committee on Law Enforcement.** The Committee on Law Enforcement shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall receive comments and suggestions from Member Boards regarding state board regulatory functions and submit recommendations for action to the Board of Directors. The committee will consider and recommend methods for Member Boards to achieve more effective and uniform enforcement of licensing acts and for greater interstate coordination of enforcement actions, including better utilization of available technologies. The committee is responsible for periodically updating the *Investigation and Enforcement Guidelines* to assist Member Boards in investigative techniques, formal hearing procedures, and informal settlements.

**Section 7.11 Committee on Member Board Administrators.** The Committee on Member Board Administrators shall consist of a chair and at least two members from each zone. Two members shall be current members or emeritus members of Member Boards. The committee shall arrange for the conference of administrators at the Annual Meeting and Interim Meetings of the NCEES zones. Throughout the year, the committee shall strive to provide close cooperation between administrators and to facilitate and assist any efforts by the Member Boards in addressing licensure processes and practices.

**Section 7.12 Committee on Uniform Procedures and Legislative Guidelines.** The Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall promote effective procedures for uniform comity by maintaining the *Model Law* and *Model Rules*. The committee shall incorporate revisions to *Model Law* and *Model Rules* language as result of motions, suggestions, and comments from other NCEES committees, task forces, and Member Boards. The committee is empowered to recommend such amendments as it feels may be

necessary. A comprehensive review of the *Model Law* and *Model Rules*, with the view of possible revision, is to be made by the committee at least once every five years.

**Section 7.13 Special Committees and Task Forces.** Special committees and task forces may be appointed at any time by the President for any purpose pertinent to the work of the Council. Such committee or task force shall be assigned a specific charge or charges and time for completion of its work and report to the Board of Directors. Its membership shall be representative of the knowledge and experience required.

**Section 7.14 Participating Organizations Liaison Council.** In addition to the committees of the Council, there shall be a Participating Organizations Liaison Council (POLC). This council shall consist of one representative appointed by each participating organization. The President shall serve as chair of POLC. A two- or three-year term of appointment is suggested for each designated representative, each of whom should have ready communication with the governing board of the organization represented in order to serve effectively in a consultative and advisory capacity for the Council.

POLC should bring to the Council the policies and thinking of the board of directors of the participating organizations on all matters pertaining to licensure and legal recognition of engineers and surveyors, and should also serve as a channel of communications of Council policies and procedures to participating organizations.

**Section 7.15 Restrictions on Endorsements.** No committee or committee member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

## **ARTICLE 8. STAFF.**

**Section 8.01 Council Staff.** The Council shall employ a Chief Executive Officer and such other staff as required to conduct the affairs of the Council.

**Section 8.02 Chief Executive Officer.** The Chief Executive Officer shall be appointed by vote of the Board of Directors and shall hold office subject to the terms of an employment contract.

The Chief Executive Officer shall serve as the Secretary of the Corporation and as "chief employed officer" of the Council with full authority for the management of its affairs, subject to the duties specified by the *Bylaws*, the policies and procedures of the Council, and the employment contract, or the Board of Directors.

**Section 8.03 Restrictions on Endorsement.** No staff member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

## **ARTICLE 9. FINANCES.**

**Section 9.01 Budget Preparation.** The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

**Section 9.02 Annual Audit.** An annual audit shall be made by an independent certified public accountant according to generally accepted auditing standards and reported in the usual auditing format.

**Section 9.03 Business Travel Expenses.** All business travel expenses submitted for reimbursement to the Council shall be in accordance with the travel policy established by the Board of Directors.

## **ARTICLE 10. MEMBERSHIP FEES.**

**Section 10.01 Fees.** Annual fees of Member Boards, ~~as well as dues for participating organizations,~~ are due on January 1 for the ensuing calendar year. The fee schedule for Member Boards shall be based on the number of licensees of record as of December 31 of the preceding calendar year.

**Section 10.011 Fee Schedule.** The annual membership fees for Member Boards shall be determined by the Council in accordance with the financial policy.

**Section 10.012 Inactive Status.** Any Member Board in arrears in membership fees 90 days prior to the Annual Business Meeting shall be placed in an inactive status by the Board of Directors. Member Boards in an inactive status shall not be entitled to vote. Individual members of Member Boards may not hold office or serve on committees. Representatives of boards in inactive status may attend meetings of the Council and may have the privilege of the floor. To be reinstated to an active status and to all the rights and privileges pertaining thereto, an inactive Member Board shall pay all fees and assessments in arrears plus those that have accrued during such inactive status period.

**Section 10.013 Dues.** Annual dues for International Affiliate Organizations and Participating Organizations are due on January 1 for the ensuing calendar year.

~~**Section 10.013 Participating Organizations Obligations**~~ **10.014 Dues Schedule.** ~~Payments for Any annual membership dues by participating organizations of International Affiliate Organizations and Participating Organizations shall be paid in accordance with a schedule established annually by the Board of Directors.~~

## **ARTICLE 11. ELECTIONS.**

**Section 11.01 Nominations.** Member boards may submit nominations for qualified Treasurer candidates each biennium on the odd-numbered years. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Any delegate shall have the privilege of making nominations for Treasurer and President-Elect from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.

**Section 11.02 Tellers Committee.** The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

**Section 11.03 Voting.** All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*.

**Section 11.04 Election of Vice Presidents.** Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years.

The Secretary-Treasurer of the zone shall file with the Chief Executive Officer the name of the zone-elected Vice President and Assistant Vice President not less than 60 days prior to the opening of the Annual Business Meeting of the Council.

## **ARTICLE 12. ADOPTION AND AMENDMENTS.**

**Section 12.01 Adoption.** The *Bylaws* shall become effective upon adoption by the Council at its Annual Business Meeting. For such adoption, a two-thirds affirmative vote of the Member Boards present and in good standing shall be required.

**Section 12.02 Amendments.** The *Bylaws* may be amended at any Annual Business Meeting by a two-thirds affirmative vote of the Member Boards present and in good standing. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all Member Boards at least 60 days prior to the date of the earliest zone meeting preceding the next Annual Business Meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the Annual Business Meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the Annual Business Meeting.

**Section 12.021 Effective Date of Amendments.** An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the Annual Business Meeting of a two-thirds affirmative vote of the Member Boards in good standing represented.



**Patterson, Kathryn**

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**From:** Jerry Carter  
**Sent:** Tuesday, February 28, 2017 8:59 AM  
**Subject:** NCEES Zone Meeting and Continuity Guidelines  
**Attachments:** Zone Meeting and Continuity Guidelines\_2016.docx

All:

The NCEES *Zone Meeting and Continuity Guidelines* have been revised based on action taken by the Council at the 2016 Annual Meeting which eliminated the Nominations Committee as a standing committee. While incorporating this change, various other edits were included such that the guidelines now meet actual practice. I have attached a copy of the guidelines with track-changes to note the edits.

During the upcoming Zone meetings, your respective Zone Vice President will bring up the changes to the guidelines as a business item and request that the Zone ratify the changes. Please share this with your board members so they will have the opportunity to review the changes and to be ready to discuss this at the Zone meeting.

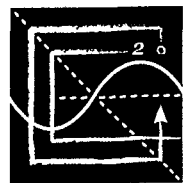
If there are questions, please let me know.

Jerry

# ZONE MEETING AND CONTINUITY GUIDELINES

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August ~~2016~~2017



**NCEES**

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## **INTRODUCTION**

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This publication is designed to assist the zone vice presidents, other zone officers, and host boards in organizing zone activities, identifying financial responsibilities, and planning zone meetings. These guidelines are intended to provide flexibility but also be sufficiently prescriptive to promote uniformity among zones and continuity within successive generations of zone leadership.

## **ZONE MEETING REQUIREMENTS**

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### **Time and place**

Each zone holds two meetings during the year: the zone interim meeting and the zone annual meeting. The zone interim meeting shall be held each spring, preferably during April or May, at least 60 days before the first day of the NCEES annual business meeting.

The zone annual meeting shall be held during the NCEES annual business meeting at the time and place specified by the NCEES board of directors. The meeting sessions for the zone annual meeting shall be programmed in concert with the NCEES annual business meeting agenda.

The zone's Site-Selection Committee shall recommend the state in which the zone interim meeting will be held, based upon offers solicited from and submitted by the zone member boards. Site selections should be made two to five years before the scheduled meeting. Hotel contracts shall be negotiated and signed by the NCEES chief executive officer or chief operating officer in coordination with and on behalf of the zone host board.

### **Joint meetings**

Zone interim meetings may, at the option of the zones, be organized as joint meetings of two or more zones. When joint meetings occur, the zone business sessions shall be separate and independent from one another, except that Council reports and similar presentations should, if practical, be combined in joint sessions.

### **Quorum**

A quorum for the transaction of business at zone business sessions shall be constituted by delegates from no less than a majority of the zone's member boards.

### **Presiding officer**

The zone vice president shall preside at zone meetings. In the event of the vice president's absence, the assistant vice president shall preside. Joint activities conducted as part of any combined zone meetings shall be coordinated between the presiding officers in advance of the meeting.

### **Order of business**

The vice president shall be responsible for the meeting programs and agendas. The conduct of business sessions shall be based on the provisions of the NCEES *Bylaws*. Voting on issues shall be recorded by one vote from each member board, not by individual board members present. Member boards may cast split votes only when voting by written ballot.

A recommended agenda for planning the zone interim meeting and organizing the related business session(s) is provided in the appendix.

### **Meeting minutes**

The zone secretary-treasurer shall be responsible for recording the minutes and proceedings of each zone meeting.

As part of the annual report of the vice president, the zone meeting proceedings shall be submitted to Council headquarters for publication with the NCEES annual meeting proceedings. The annual report to the Council shall include minutes of the zone interim meeting and the previous zone annual meeting.

The secretary-treasurer shall maintain and submit to Council headquarters zone records that include the meeting minutes and a current list of past vice presidents, past assistant vice presidents, past recipients of zone awards, and past and future locations of zone meetings.

### **Rules of order**

Zone meetings shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised*, when not in conflict with these guidelines.

## **ZONE OFFICERS—GENERAL PROVISIONS**

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The officers of the zone shall be the vice president, the assistant vice president, and the secretary-treasurer. The vice president must meet qualifications established by the NCEES *Bylaws* for the position of vice president. The assistant vice president must be a member of a zone member board. At the option of the zone, the office of secretary-treasurer may be filled either by a member of a zone member board or by an NCEES associate member of NCEES. The secretary-treasurer must be a member of a zone member board in order to succeed to the office of vice president or assistant vice president.

### **Elections and terms of office**

The zone shall choose a nominee for the office of NCEES president-elect in accordance with the NCEES *Bylaws*. The zone vice president shall present the name of the nominee to the NCEES board of directors at the board meeting immediately following the zone interim meeting.

The zone vice president and the assistant vice president shall be elected to a two-year term at the zone interim meeting during the even- or the odd-numbered years as designated for each zone by the NCEES *Bylaws*. The vice president and the assistant vice president may not be re-elected to consecutive terms of office. The zone secretary-treasurer shall be elected to a two-year term during the zone interim meetings in which election for vice president is not held. The secretary-treasurer may be re-elected to consecutive terms of office.

New zone officers shall assume their offices at the conclusion of the next NCEES annual meeting following their election.

~~In addition to the election of zone officers, there shall also be elected at each zone interim meeting a member board representative and one alternate to represent the zone as its member of the NCEES Committee on Nominations and to serve as chair of the Zone Nominating Committee, with duties for both assignments commencing at the conclusion of the NCEES annual business meeting following their election.~~

### **Zone duties of the vice president**

The vice president shall do the following:

- Be the administrative officer of the zone
- Be the official spokesperson and representative of the zone to the NCEES board of directors
- Preside at all zone business sessions
- Appoint all zone committees
- Present the zone report to the Council, including a statement of policies and resolutions, if any, adopted by the zone since the last NCEES annual business meeting
- Prepare, with assistance of the secretary-treasurer and host board, the zone annual budget and factor budgeted expenses, as appropriate, into the projected meeting costs for the zone interim meeting
- Authorize payment of zone expenses
- Communicate with member boards throughout the year about issues of interest to the zone
- Prepare and submit the vice president's report, along with minutes of the preceding zone interim and annual meetings, to NCEES for publication with the annual meeting publications
- Arrange with the secretary-treasurer for the organization and submission of zone records to NCEES for storing and archiving

- Fill with a temporary appointment any vacancy in other zone officer positions in the event of death or resignation of such officers, and arrange for election at next scheduled zone meeting (whether annual or interim) to fill the unexpired terms

#### **Duties of the assistant vice president**

The assistant vice president shall do the following:

- Preside at zone meetings in the absence of the vice president
- Chair the zone's Leadership Development Committee
- Assist the vice president in the administrative duties of the zone, including the coordination of zone committees
- Perform all the duties of the vice president in the event the vice president resigns or is unable to perform for any reason
- Perform outreach to member boards, particularly new members, to inform them of NCEES and its role in serving the member boards and the professions, to solicit involvement by the member boards and their new members, and to gather information regarding the leadership qualities of volunteers from the member boards to NCEES committees and task forces
- Identify experienced members of the zone to serve as mentors to newer members and assist with developing them to assume leadership roles
- Prepare and submit an annual report to the zone vice president at the zone interim meeting. The report shall include the outreach efforts performed by the assistant vice president and shall identify prospective leaders and committee members. The zone vice president will include that report in the zone report at the NCEES annual meeting.

#### **Duties of the secretary-treasurer**

The secretary-treasurer shall do the following:

- Assist the vice president and host board with preparation of the zone interim meeting annual budget
- Keep and maintain the records of all zone meetings
- Edit and submit via the vice president the material to be included with the NCEES annual meeting publications as records of the zone interim meeting and the zone annual meeting
- Prepare and arrange for the publication of the minutes of the interim and annual meetings to be distributed among the zone membership
- Keep and maintain records of all zone policy statements, and file copies of same with NCEES
- Assist the vice president in the general conduct of that office
- Maintain a record of the order of past vice presidents, assistant vice presidents, secretary-treasurers, recipients of the zone award, and meeting places
- Report on all funds of the zone and assist vice president in expense-approval process
- File approved copies of minutes of zone meetings
- File with the NCEES CEO the names of the elected zone officers and the elected representative and alternate representative to the NCEES Committee on Nominations at least 60 days prior to the annual business meeting
- Organize and submit to NCEES those zone records to be stored and archived

#### **ZONE STANDING COMMITTEES**

No face-to-face meetings are authorized for zone committees unless specifically approved by the vice president and funded by the zone funds.

Standing committees for all zones shall include the following designated committees:

- Awards Committee
- Leadership Development Committee
- Nominating Committee
- Site-Selection Committee

- Resolutions Committee

## **Awards Committee**

### Committee composition and report

- The committee shall be named by the vice president and shall be composed of three members, one member to be appointed each year for a three-year term.
- Each year, at the beginning of the fiscal year, the vice president shall appoint the new member and shall designate the chair. Notification of the committee membership shall be transmitted to each zone member board and to NCEES.
- The annual report of the Awards Committee shall include recommendation for wording of each award.

### Financing the cost of the award

- The cost of the awards shall be a part of the cost of zone activities and shall be financed as set forth in the Financing Zone Activities section of this publication.

### Rules for the selection of candidates to receive the award

- The award is to be made only to individuals who have rendered outstanding service to the zone or NCEES.
- To be eligible, a candidate must be an appointed member of a zone member board or must be directly associated with such board in the capacity of associate member or emeritus member of NCEES.
- Award candidates are to be selected by the committee and approved by the vice president. Recipients shall be notified in advance of the award ceremony.
- Awards will be made at the zone interim meeting.
- Recipients should be present to receive the award. If this is not possible, the recipient may designate a representative to accept the award.
- An award does not have to be made each year.
- The committee may recommend that more than one award be granted in any given year.

### Form of award

The award will be in the form determined by the Awards Committee. If requested by the committee, NCEES will provide assistance in preparing plaques or certificates for each award to be presented.

### Funding

The zone shall fund the expenses of each award recipient to the zone interim meeting where the award will be presented. Expenses shall be limited to travel-related costs, hotel room charges for three consecutive nights, and the zone registration fee. All air and rental car reservations must be made through the NCEES designated travel agency and in accordance with the NCEES travel policy.

## **Leadership Development Committee**

- This committee shall be composed of the assistant vice president, a member board administrator, and no less than two members appointed by the zone vice president.
- The assistant vice president shall serve as chair. One member shall be appointed each year to a three-year term. Committee members shall assume their duties at the conclusion of the annual meeting.
- The committee shall work with NCEES staff to assist with orientation and outreach for new members and member board administrators.
- The committee shall work with NCEES staff to communicate NCEES leadership philosophies and to groom future leaders.

## Nominating Committee

- This committee shall be chaired by the zone member elected to membership on the NCEES Committee on Nominations. Other members of this committee shall be The committee shall be named by the vice president and shall be composed of a chair and no fewer than three member representatives selected from among the remaining zone member boards. The committee members board representatives shall be selected by the vice president from the member delegates to the zone interim meeting and shall commence their committee responsibilities at the conclusion of the next NCEES annual business meeting following their appointment.
- The committee shall recommend nominees for vice president and assistant vice president at the interim meeting in accordance with the schedule set therefore by the NCEES *Bylaws*. The committee shall recommend nominees for the secretary-treasurer at the interim meeting in accordance with the schedule established in these guidelines, and shall also recommend nominees for election to membership on the NCEES Committee on Nominations.
- The committee shall nominate a candidate for president-elect every fourth year from eligible members of zone member boards and shall do so in accordance with related provisions of the NCEES *Bylaws*. The committee may, in its discretion, also nominate a candidate for the office of NCEES treasurer. The committee shall, by January 15 of each year, canvass the member boards for nominations for these positions.
- The deadline for nominations to be submitted to the committee shall be at least 60 days prior to the zone interim meeting.
- The committee shall conduct its business prior to the next zone interim meeting following appointment.
- Nominations from the committee shall be presented at the interim meeting, at which time additional nominations from the floor may be made. Nominations from the floor shall require two seconds, each by boards other than the nominating board. Before the election is held, the committee is responsible for ensuring that nominees meet the requirements for the position.
- When an office or position is being contested at the interim meeting, the nominee shall be allowed to address the zone and respond to questions from the floor.
- When a national office is being contested at interim meeting, the committee shall serve as tellers during the election.
- The final zone nominations for ~~national officer~~ president-elect and the final election results for zone officer and national committee (NCEES Committee on Nominations) positions shall be transmitted by the vice president to the chair of the NCEES Committee on Nominations NCEES CEO no later than 60 days prior to the opening date of the next annual business meeting.

## Site-Selection Committee

- This committee shall be composed of no fewer than four zone representatives, each from separate boards, with the chair and other committee members appointed by the vice president. The committee shall solicit from among the zone member boards, and select from the candidate locations, a recommended state/host jurisdiction for the site of the designated future interim meeting.
- The recommended state/host jurisdiction shall be presented at the zone interim meeting for approval by the zone member boards. State/jurisdiction site selections should be made two to five years in advance.
- The committee shall conduct its business prior to the convening of the next interim meeting following appointment.

## Resolutions Committee

At the beginning of each zone interim meeting, the vice president shall appoint a Resolutions Committee, consisting of no fewer than three members in attendance. This committee shall prepare present suitable resolutions ~~for action at the meeting before adjournment.~~

## SPECIAL COMMITTEES

The vice president may select topics deemed suitable for study and inclusion in the agenda for the interim meeting. Such assignments, if made, should be issued as soon after the NCEES annual business meeting as practical. The vice president shall appoint the individuals or special committees necessary to present programs or to study and report on the topics selected. Each special committee shall prepare its report for distribution at



the meeting. ~~One copy~~ The report shall be delivered sent to the secretary-treasurer for inclusion in the proceedings.

The vice president may appoint at any time other ad hoc committees for any purpose pertinent to the work of the zone. These committees shall meet prior to the beginning of zone meetings. A ~~written~~ report shall be prepared and ~~delivered~~ sent to the secretary-treasurer for inclusion in the proceedings.

## **FINANCING ZONE ACTIVITIES**

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### **Zone interim meeting expenses**

The cost of conducting the zone interim meeting is the financial obligation of the zone and not the host board.

The vice president and the secretary-treasurer shall, prior to the interim meeting, inform the host board of the amount to be added, above costs, to the registration fee that will be required for the financing of the zone activities. The host board shall then set the registration fee in an amount that will provide for the needs of the meeting and the zone requirements.

The registration fee shall be adjusted to prevent the accumulation of an excessive amount in the zone funds, but any profit or loss arising from the zone interim meetings shall be assumed by the zone.

### **Annual supplement from NCEES**

The zone may receive an annual supplement from NCEES to be applied against zone interim meeting expenses. The financial supplement shall be set from time to time by the NCEES board of directors and distributed to the zone treasuries for use in the manner established therefore by NCEES financial policy.

### **Zone officer expenses**

Each zone shall fund from the zone funds the expenses of the zone vice president, assistant vice president, and secretary-treasurer to attend interim zone meetings. Funding will be limited to travel-related costs, hotel room charges for three consecutive nights, and the zone registration fee. All air and rental car reservations must be made through the NCEES designated travel agency and in accordance with the NCEES travel policy.

In accordance with the current travel policy, NCEES pays travel expenses of the zone vice presidents to the NCEES annual business meeting.

Zones may adopt policies that provide for the funding of the assistant vice president and secretary-treasurer from the zone funds to attend the NCEES annual meeting.

### **Zone funds depository and financial reports**

NCEES is a tax-exempt organization operating under appropriate provisions of the Federal Revenue Code. Each zone is a subsidiary operation of the NCEES, and accounting functions will be centrally managed.

Zone funds collected shall be credited to the zone account to be used for payment of zone expenses. The secretary-treasurer shall file an annual financial report, attested to by the vice president, with NCEES at the annual business meeting.

## **ZONE RESOLUTIONS, POLICY STATEMENTS, AND POSITION STATEMENTS**

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Any zone member board or a member of such board desiring to propose a zone resolution, policy statement, or position statement shall prepare the proposal for distribution at a zone meeting. One copy shall be delivered to the secretary-treasurer for inclusion in the proceedings.

If a zone approves a policy or position statement, the secretary-treasurer shall reflect such action in the proceedings of the zone meeting at which approval is granted. For those resolutions put forward for adoption by

NCEES member boards at the annual business meeting, the vice president shall arrange for appropriate motions on behalf of the zone.

The secretary-treasurer shall be responsible for maintaining a current record of all zone policy statements and position statements.

#### **ZONE INTERIM AND ANNUAL MEETING GUIDELINES—STAFF SUPPORT**

---

The NCEES CEO will do the following:

- Assist the vice presidents in coordinating meeting schedules
- Coordinate the hotel contract with assistance from the host boards. NCEES staff will issue a request for proposal and negotiate the terms of the contract, which will be signed by the NCEES CEO.

The NCEES CEO will do the following, if requested:

- Assist in program planning and publicity activities
- Discuss financial considerations with vice presidents and host board representatives

#### **RECORDS RETENTION**

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NCEES is the designated repository for zone records to be maintained for historical purposes. It shall be the responsibility of the vice president to arrange for the organization and submission of those zone records to be stored and archived by the NCEES. Such records should be received by NCEES within four months following the close of each annual business meeting.

#### **REVISIONS TO GUIDELINES**

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This document and accompanying appendices may be revised from time to time to reflect changes in zone organizational structure or meeting guidelines adopted by the zones. It shall, however, remain at all times in conformity with the NCEES *Bylaws*.

## **APPENDIX: ZONE INTERIM MEETING PROGRAM PLANNING AND BUSINESS AGENDA GUIDE**

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### **Advanced planning**

#### State/jurisdiction site selection

2 to 5 years in advance; by Site-Selection Committee (includes invitations/decisions by zones to hold a joint meeting)

Annually: Confirm commitments by upcoming host boards

#### Meeting dates

5 years in advance; dates to be coordinated by NCEES CEO and approved by NCEES board of directors

#### Hotel contracts

2 to 3 years in advance; negotiated by NCEES CEO in coordination with zone leadership and the host board

#### Program budget

~~6 to 7 months in advance~~ Fall board of directors' meeting; host board and zone vice president develop budget of expenses and projection of revenues using a template provided by NCEES; vice president presents budget to NCEES board of directors prior to release of NCEES contribution to ~~zone host board~~

#### Meeting program

12 to 18 weeks in advance; see the appendix for recommended meeting format

#### Awards Committee

New member appointed by vice president at zone annual meeting or as soon thereafter as possible; committee solicitations to zone member boards in fall/early winter; committee's work (award decisions) should be complete at least ~~45~~ 60 days prior to commencement of zone interim meeting; awards presented by vice president

#### Nominating Committee

Elected chair; remaining members appointed by vice president at zone interim meeting following election of chair; committee solicitations to zone member boards in fall/early winter; committee's work (nominee decisions) should be completed in advance of next zone interim meeting following appointment; nominations presented as part of zone interim meeting business agenda

#### Site-Selection Committee

Appointed by vice president at zone interim meeting, or zone annual meeting, or as soon thereafter as possible; committee solicitations to zone member boards in fall/early winter; committee work (site selection) should be completed in advance of next zone interim meeting following appointment; zone ratifies committee site selection

#### Resolutions Committee

Appointed by vice president at beginning of zone interim meeting; committee report presented in a concluding event of zone interim meeting

#### Leadership Development Committee

Chaired by ~~The zone assistant vice president and;~~ other members appointed by vice president at zone interim meeting or zone annual meeting or as soon thereafter as possible; committee works as needed throughout the year; committee reports presented at zone interim and annual meetings

### Other committees

Special (ad hoc) committees to be appointed by vice president in sufficient advance of zone interim meeting to complete assigned charges and present reports as directed

## APPENDIX: ZONE INTERIM MEETING PROGRAM PLANNING AND BUSINESS AGENDA GUIDE

### Recommended meeting format

Thursday	6:00 p.m.	Reception with heavy hors d'oeuvres
Friday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - 12:30 p.m.	General meeting
	12:30 p.m.	Planned lunch (optional)
	Afternoon	Open for optional events <u>General meeting or zone business</u>
	Evening	Social event (optional)
Saturday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - Noon	General meeting
	12:30 - 2:00 p.m.	Awards or /closing luncheon*

### Optional meeting format

Thursday	6:00 p.m.	Reception with heavy hors d'oeuvres
Friday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - 12:30 p.m.	General meeting
	12:30 p.m.	Planned lunch (optional)
	Afternoon	Open for optional events
	6:00 p.m.	Reception, dinner, awards presentation
Saturday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - noon	General meeting and closing

### Recommended joint meeting format

Thursday	6:00 p.m.	Reception with heavy hors d'oeuvres
Friday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - 12:30 p.m.	Joint general meeting
	12:30 p.m.	Planned lunch (optional)
	Afternoon	<u>General meeting or zone business</u> Open for optional events
	Evening	Social event (optional)
Saturday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - Noon	Individual zone meetings
	12:30 - 2:00 p.m.	Awards or /closing luncheon*

\*At the option of the zone, the awards luncheon may be combined with the social event on Friday evening.

### Optional joint meeting format

Thursday	6:00 p.m.	Reception with heavy hors d'oeuvres
Friday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - 12:30 p.m.	Joint general meeting
	12:30 p.m.	Planned lunch (optional)
	Afternoon	Open for optional events
	6:00 p.m.	Reception, dinner, awards presentation
Saturday	7:30 a.m.	Continental breakfast (optional)
	8:00 a.m. - Noon	Individual zone meetings and closing

At the option of the zone, the schedule for Thursday, Friday, and Saturday afternoons may be planned for professional programs, seminars, or special purpose forums. Under this option, it is not expected that delegates

would have an open afternoon on the day such sessions are scheduled.

## **APPENDIX: ZONE INTERIM MEETING PROGRAM PLANNING AND BUSINESS AGENDA GUIDE**

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### **Business programs**

- Host board furnishes invocation speaker, first meeting-day morning (optional).
- Host board furnishes speaker, first meeting-day morning, preferably an official of the community to welcome the group.
- Host board arranges for a luncheon speaker (optional).
- If a luncheon speaker is present, host board furnishes a master of ceremonies.
- Host board furnishes master of ceremonies for the banquet (entertainment for a mixed audience preferred over a formal speech).

### **Sample business meeting agenda**

- Call to order
- Invocation
- Welcome speaker (optional)
- Introductions
- Roll call of member boards
- Approval of minutes of previous meeting
- Financial report
- Reading of communications
- Comments by NCEES officers and CEO
- Appointment/identification of zone committees
- Nominating committee report, floor nominations, and speeches
- Reports of NCEES committee activities of interest
- Presentation of proposed zone policy/position statements and resolutions
- Old business
- New business
- Approval of future meeting location
- Election of officers and nominating committee member and alternate
- Report of (zone) resolutions committee
- Adjournment

### **Guest program (chair appointed by host board)**

- Develop guest program for first meeting day, 20 persons. Second meeting day program is optional based on the approved budget and the costs covered by the guest registration fees.
- ~~Furnish hosts for reception on opening afternoon and hospitality room when open.~~

### **Registration desk logistics**

#### Materials for check-in/onsite registration

- Programs for delegates and guest activities
- Name badges
- ~~Registration fee receipts~~
- Function tickets (if applicable)
- General interest items (local promotional materials)
- ~~Message board~~

#### Hours of operation

- Opening afternoon (Thursday) 1:00–6:00 p.m.
- First meeting day (Friday) 8:00 a.m.–1:00 p.m.
- Third meeting day (Saturday) Not required

### **APPENDIX: ZONE INTERIM MEETING PROGRAM PLANNING AND BUSINESS AGENDA GUIDE**

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#### **Post-meeting activities**

##### Final accounting

Prepare a final accounting of revenue and expenses and record of attendees within eight weeks following the close of the zone interim meeting. To be prepared by NCEES and provided to the secretary-treasurer.

##### Proceedings

Prepare proceedings of the zone meetings to record substantive actions taken by the zone member boards, the results of zone elections, and other information to be made a part of the permanent record.

##### Historical records

Prepare and submit to NCEES those zone records to be stored and archived. To be accomplished within four months following close of annual business meeting.

To view this email as a web page, go [here](#).

# CLARB

## COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS

Good afternoon, CLARB Member Board Executives.

We just learned about an inadvertent omission on the newly revised Exam Orientation Guide. After doing some research, we've decided that a broader communication on the issue would be best.

In a nutshell, we forgot to add the pretest items into the total number of items published in the Guide. There are no other issues and we believe there is no real impact on candidates beyond some degree of confusion.

That said, we all know that candidates can feel anxious or vulnerable and we feel the need to reassure them of the non-impactful nature of this human error.

Today we will be sending, under my signature, an [email](#) to all candidates who are registered for the April exam. Its purpose is to make the facts clear and reassure them that this relatively small editorial error won't impact their preparation or performance. We'll also reach out to exam preparation providers and put something on CLARB.org until registration ends for the April exam (in Mid-march).

We certainly regret the omission and want to make sure you are "in the loop" with how we are responding. As always, please feel free to reach out to me if you have any questions.



Joel Albizo, FASAE, CAE  
Chief Executive Officer

This email was sent to: [Kathryn.patterson@state.sd.us](mailto:Kathryn.patterson@state.sd.us)

This email was sent by: Council of Landscape Architectural Registration Boards  
1840 Michael Faraday Drive, Suite 200 Reston, VA 20190 USA

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**Board Meeting Examinee Report****FE Examinees Passed FE Exam**

Meeting Date: March 17, 2017

Page 1 of 2

Issue Date	Name	Certificate #	Exam	Exam Date
01/18/2017	Gross, Austin Christopher	E-12185	FE	01/07/2017
01/27/2017	Pyle, Michael E. Anthony	E-12186	FE	01/21/2017
01/27/2017	O'Connor, Kristen Joy	E-12187	FE	01/21/2017
01/27/2017	Maus, Austin	E-12188	FE	01/21/2017
01/27/2017	Evers, Nathaniel S.	E-12189	FE	01/21/2017
02/09/2017	MacDonald, Sydney Claire	E-12190	FE	01/28/2017
02/09/2017	Kovash, Mitchell Andrew	E-12191	FE	01/28/2017
02/09/2017	Krsnak, Michael Alan	E-12192	FE	01/28/2017
02/09/2017	Bane, William Russell	E-12193	FE	01/28/2017
02/24/2017	Stotz, Levi Weston	E-12195	FE	02/18/2017

**Board Meeting Examinee Report*****FS Examinees Passed FS Exam*****Meeting Date: March 17, 2017****Page 2 of 2**

<b>Issue Date</b>	<b>Name</b>	<b>Certificate #</b>	<b>Exam</b>	<b>Exam Date</b>
02/09/2017	Kasuske, Tyler Steve	S-12194	FS	01/27/2017

**Board Meeting Examinee Report**  
**For FE Examinees To Be Approved**

**Meeting Date: March 17, 2017**

Page 1 of 6

Name	Exam		Name	Exam
Al-serri, Rafed Ahmed	FE		Morris, Jacob Thomas	FE
Albrecht, Jordan Davis	FE		Mosset, Sarah	FE
Andronowitz, Jessica Lorraine	FE		Mutziger, Duane Dale	FE
Apedaile, Robert W.	FE		Nelson, Jordan	FE
Arens, Nicholas Raymond	FE		Nelson, Troy Allen	FE
Bane, William Russell	FE		O'Connor, Ryan Dennis	FE
Beck, Brittany Ann	FE		O'Gara, Corissa Marie	FE
Birge, Darryl A.	FE		O'Gorman, Adam	FE
Bose, Grant Gary	FE		Ohnesorge, Jacob Paul	FE
Bowen, Cooper	FE		Osthus, Cody John	FE
Brauning, Mark G.	FE		Ostraat, Daniel	FE
Carr, Nicholas William	FE		Pausma, Stephanie	FE
Christensen, Weston	FE		Pedersen, Dillon Jay	FE
DeCastro, Derek Addison	FE		Pederson, Heath	FE
Derickson, Jaylyn Jo	FE		Peterson, Colton Thomas	FE
Dilts, Derek Eugene	FE		Powell, Alex Taylor	FE
Evans, Taylor Linn	FE		Puetz, Andrew Jon	FE
Flaata, Tiffaney Jan	FE		Ricks, Thomas	FE
Foust, Ryan Daniel	FE		Rohrer, Megan	FE
Gahlot, Harshita	FE		Ruppert, Samuel James	FE
Geffre, Jonathan Lee	FE		Sanor, Jackson Grant	FE
Gerardy, Gregory Bruce	FE		Santini, Christopher Alexis	FE
Green, Taylor	FE		Schleper, Adam Joseph	FE

**Board Meeting Examinee Report**  
**For FE Examinees To Be Approved**

**Meeting Date: March 17, 2017****Page 3 of 6**

<b>Name</b>	<b>Exam</b>		<b>Name</b>	<b>Exam</b>
Kramer, Kole	FE		Walley, Brennen	FE
Kuehl, Dalton Lee	FE		Walton, Derrik Adam	FE
LeBrun, Colin Kenneth	FE		Ward, Trevor	FE
Lee, Allen	FE		Warmbold, Abbagayle Marie	FE
Merrick, Levi Todd	FE		Weber, Zachary Michael	FE
Mettler, Joseph Larry	FE		Wehrkamp, Samantha Karis	FE
Meyer, Rachel L.	FE		Whittle, Ryan Edward	FE
Miller, Strider Dane	FE		Williams, Sarah Ann	FE
Miller, Tucker Michael	FE		Woodward, Zachary S.	FE
Molitor, Elizabeth Lynn	FE		Zomer, Darrin Wayne	FE

**Board Meeting Examinee Report**  
**For FS Examinees To Be Approved**

**Meeting Date:** March 17, 2017

Page 4 of 6

Name	Exam	Approved	Comments
Bruzek, Matthew Robert	FS		
Carter, Brian Thomas	FS		
Chernatinski, Vitold	FS		
Droll, Austin Brent	FS		
Facile, Cameron Kurt	FS		
Fluit, Justin Douglas	FS		
Haight, Jacob Allen	FS		
Huwe, Danielle Rae	FS		
Lodahl, Staci J.	FS		
Nelson, Dalton Louis	FS		
Nordquist, Kole Thomas	FS		
Poppinga, Jericho Wendell	FS		
Warzecha, Lane Gregory	FS		

**Board Meeting Examinee Report*****For PE Examinees To Be Approved******Meeting Date: March 17, 2017***Page 5 of 6

<b>Name</b>	<b>City</b>	<b>State</b>	<b>Comments</b>
Bruggeman, Brad Merle	Sioux Falls	SD	
Carda, Adam Nathan	Rapid City	SD	

**Board Meeting Examinee Report*****For PS Examinees To Be Approved*****Meeting Date: March 17, 2017**Page 6 of 6

Name	City	State	Comments
Fiebelkorn, Dustin Curtis	Aberdeen	SD	
Johnson, Daniel Kinney	Yankton	SD	
Ross, Dustin Matthew	Edgemont	SD	

**Board Meeting Examinee Report**

License by Exam

Meeting Date: March 17, 2017

Page 1 of 1

Name	City	State	Profession	Comments
Oleson, Justin Roger	Sioux Falls	SD	AR	
Remmers, Lynn Rae	Sioux Falls	SD	AR	
DeSmidt, Alexander Douglas	Rapid Ctiy	SD	LA	



**Board Meeting Comity Report***For Individuals by Comity*

Meeting Date: March 17, 2017

Page 1 of 3

Name	City	State	Profession	Comments
Bennett, Christopher	Lenexa	KS	AR	
Jelinski, Todd Allen	Moorhead	MN	AR	
Jordan-Denny, Scott Matthew	Grand Forks	ND	AR	
Krantz, Katie	Sioux Falls	SD	AR	
Moreau, Thomas Allen	Greensboro	NC	AR	
Peterson, Darren Lee	Noblesville	IN	AR	
Rahn, Glenn Richard	Grand Rapids	MI	AR	
Roberts, Jef Richard	Danville	CA	AR	
Scranton, Craig Clark	Kansas City	MO	AR	
Wilson, Madonna E	Louisville	KY	AR	
Fehringer, Jared	Casper	WY	LA	
Lamprecht, Timothy J.	Ponca	NE	LS	
Lindgren, Eric Benjamin	Apple Valley	MN	LS	
Ness, Justin G	Waukee	IA	LS	
Neumiller, Bradley D	Casper	WY	LS	
Stang, Michael Allen	Bemidji	MN	LS	
Adolphson, Darin Kyle	Grand Forks	ND	PE	
Baxley, William Matthew	San Francisco	CA	PE	
Betchan, Alan	Sand Springs	OK	PE	
Boren, Kelden	Idaho Falls	ID	PE	

**Board Meeting Comity Report***For Individuals by Comity*

Meeting Date: March 17, 2017

Page 2 of 3

Name	City	State	Profession	Comments
Buchanan, John	Lenoir City	TN	PE	
Buettner, Aaron M.	Lincoln	NE	PE	
Chenoweth, Martin William	Grand Junction	CO	PE	
Davis, Jason Donald	Olathe	KS	PE	
Domel, August W.	Sleepy Hollow	IL	PE	
Donovan, Jonathan	Maple Grove	MN	PE	
Eldridge, Ross Michiel	Centennial	CO	PE	
FitzPatrick, Michael T	St. Paul	MN	PE	
Gerdeman III, Richard Franklin	Roscoe	IL	PE	
Gosiak, Joshua Leonard	Sioux City	IA	PE	
Goudarzi, Ardeshir S.	Eden Prairie	MN	PE	
Grabbe, Timmon James	Nashville	TN	PE	
Holmes, Joshua Anthony	Fargo	ND	PE	
Joy, Ethan	South Sioux City	NE	PE	
Kadrmaz, Harvey	Bismarck	ND	PE	
Lachmund, Mark	Billings	MT	PE	
Larsen, Nicholas	Casper	WY	PE	
McCarthy, Michael Paul	St. Michael	MN	PE	
Messenger, Mark	Houston	TX	PE	
Miller, Donna Jean	Grove City	OH	PE	

**Board Meeting Comity Report***For Individuals by Comity*

Meeting Date: March 17, 2017

Page 3 of 3

Name	City	State	Profession	Comments
Moser, Rick	Denver	CO	PE	
Mutsch, Robert Michael	West Allis	WI	PE	
Pichelmann, Rachel	Mankato	MN	PE	
Rayda, Ryan R	Bismarck	ND	PE	
Reif, Michael Bruce	Omaha	NE	PE	
Richey, Christine Merie	Hillsboro	OR	PE	
Schwindt, Dale	Mandan	ND	PE	
Shelmerdine, Thomas	Greensboro	NC	PE	
Stripling, Chad Joseph	Parker	CO	PE	
Sussky III, Mantz C	Cuyahoga Falls	OH	PE	
Trajkovska, Sanja	Maple Grove	MN	PE	
Trullinger, John Gerald	Hibbing	MN	PE	
Villarreal, Marco	Houston	Tx	PE	
Willis, Herrold Dekle	Marianna	FL	PE	
Woebbecke, David M	Albion	NE	PE	
Yates, Donald Lynn	Huntington	AR	PE	

**Board Meeting Firm Report**

For Business to Approve

Meeting Date: March 17, 2017

Page 1 of 2

Company Name	City	State	Profession	Comments
A P Consulting	Lincoln	NE	PE	
AAB Engineering, LLC	Sand Springs	OK	PE	
Affinis Corp.	Overland Park	KS	PE	
Bruce Laugtug PE, LLC	Fargo	ND	PE	
Central Design Group II, LLC	Columbia	MO	AR	
Chipola Engineering Group, Inc.	Marianna	FL	PE	
Civil Engineering Professionals, Inc.	Casper	WY	PE/LS/LA	
Common Sense Water Resources Engineering, LLC	Gretna	NE	PE	
Engineering System Solutions LLC	Idaho Falls	ID	PE	
Engineering Systems Inc.	Aurora	IL	PE	
Glenn R Rahn	Grand Rapids	MI	AR	
Global Industries Incorporated	Albion	NE	PE	
John C Buchanan	Lenoir City	TN	PE	
KF Davis Engineering Inc.	Danville	CA	AR	
Krivonen Associates	Billings	MT	PE	
Madonna E. Wilson, Architect	Louisville	KY	AR	
MasTec Network Solutions, LLC	Cary	NC	PE	
Nelson Forensics, LLC	Plano	TX	PE	
Osmose Utilities Services, Inc.	Peachtree City	GA	PE	
Peterson Architecture PC	Noblesville	IN	AR	
RedBuilt LLC	Boise	ID	PE	
SES Geomatics	Bismarck	ND	LS	

**Board Meeting Firm Report**

For Business to Approve

Meeting Date: March 17, 2017

Page 2 of 2

Company Name	City	State	Profession	Comments
Stellavise Inc.	San Francisco	CA	PE	
Structural Solutions, P.A.	Greensboro	NC	PE	
TAKRAF USA Inc.	Denver	CO	PE	
tma architect, p.a.	Greensboro	NC	AR	
VanScott llc	Golden	CO	PE	
Wold Architects and Engineers	Saint Paul	MN	PE/AR	
Yates Engineering Services, Ltd.	Huntington	AR	PE	

**Board Meeting Examinee Report****Previous Comity Application to be Reviewed**

Meeting Date: March 17, 2017

Page 1 of 3

Name	City	State	Profession	Comments
Collins, Jon Caspar	Box Elder	SD	LS	
Sims, Joseph W.	Brownsburg	IN	PE	

**Board Meeting Examinee Report****Previous PE Examination Application to be Reviewed**

Meeting Date: March 17, 2017

Page 2 of 3

Name	City	State	Profession	Comments
Yan, Fei	Sioux Falls	SD	PE	

**Board Meeting Examinee Report****Previous Business Application to be Reviewed**

Meeting Date: March 17, 2017

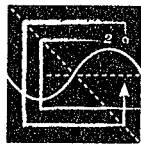
Page 3 of 3

Name	City	State	Profession	Comments
Sims-Durkin Associates Engineering Company	Indianapolis	IN	PE	



**TRAVEL  
MATRIX  
BOARD MEMBERS  
01/01/2017 through 06/30/2017**

<b>DATES</b>	<b>MEETING</b>	<b>PLACE</b>	<b>BOARD NAME</b>	<b>PAID BY</b>
02/03-04/2017	NCEES BPA / MBE Meeting	Atlanta, GA	Peters, Patterson	Registration & travel paid by NCEES
03/09-11/2017	NCARB Regional Summit	Jersey City, NJ	Williams, Nelson, Matt, Patterson	NCARB pays for funding up to four representatives
05/18-20/2017	NCEES Central/Western Zone Joint Interim Meeting	Denver, CO	Albertson, Micko, Peters, Thingelstad, Patterson	Information to be received at later date



# NCEES

*advancing licensure for  
engineers and surveyors*

## **2017 NCEES Board Presidents Assembly**

**Atlanta Airport Hilton  
February 3–4, 2017**

### **FRIDAY, FEBRUARY 3**

---

#### **Member Board Administrators' (MBA) meeting**

Introduction and Welcome – Lance Kinney – MBA Texas  
58 Boards represented – 108 registrants for 2 days

#### **NCEES Items**

- **E3 Program Update** – Steven Matthews  
61 Boards currently using the online verification system out of 70  
45,000 verifications completed since June, 2016  
10 PE/PS currently reviewing experience submitted by record holders  
225 per day of new experience to review
- **Council Records Program Update** – Steph Goodenow & Marie Nebesky  
Experience reviewed by 2 licensed professionals and sent to supervisor for verification  
Summary page shows 5 licensed professional references per record – at least 3 are within last year  
Supervisor must answer 'Yes' to three questions or forced to explain why and drops experience to zero for entry  
Transcripts only accepted directly from institution  
Additional Questions must be answered each time transmittal of record.  
Time gaps are automatically calculated and record holder must account for greater than 3 months
- **CPC (Continuing Professional Competency) Registry** – Davy McDowell  
Service open to all free of charge – opened June 21, 2016  
Currently 2100 tracking with 21,000 courses entered  
Ability to upload documents and ability to send by date range for registration  
Top vendors for number of courses entered – 1500 ASCE – 1200 Red Vector
- **Board / Staff Activities Update** – Davy McDowell  
NCEES currently has a staff of 73  
Survey for interest in committee work was discussed
- **Exam Updates** – Davy McDowell  
Oct. 2016 – 14,000 examinees – 1,100 structural  
756 PS exams in CBT  
11,800 examinees rescheduled exam for a total of 18,400 times – average of 1.6 times  
One examinee as rescheduled numerous times  
(rescheduled 41 times since 03/2014 – 5 times a no show – has not set foot in test center)  
CBT – PE exams – plan to convert minimum of 3 exams per year starting in 2018  
Last Chemical paper-pencil exam April 2017 – no exam October 2017 – CBT offering January 2018  
Nuclear exam – will be CBT October 2018

#### **NCEES Committee Updates** – Davy McDowell

- **Review of 2016/2017 Committee/Task Force Activities (Committee Members)**  
Law Enforcement will have a speaker at the August meeting from FARB  
Information available under Member Resources

## **NCEES Committee Activities – Lance Kinney**

- **Zone Summit**  
2020 (or sooner if possible) have all zones at one meeting – ACCA has noted some disadvantages – MBA have noted advantages
- **Virtual MBA Forum / Meeting (2018)**  
Discussion on holding the MBA Forum / Meeting as a webinar rather than travel
- **Ethics Survey / Poll**  
Question as to how many jurisdictions have ethics exam or requirements as part of discipline
- **Mobility**  
Discussion on mobility of licensing and what is required
- **Dashboard**  
Options available in the E3 System and on the Dashboard

## **Law Enforcement Committee – Advisory Committee - (John Greenhalge)**

Discussion on the advisory committee – enforcement programs – development of best practices and Peer review of Law Enforcement programs

## **Decoupling Updates (Lance Kinney / Davy McDowell)**

- **States converting / Successful Conversions**  
KY has decoupled for 3 years and sees no difference in the number of passing examinees (67%)

Board Summary -	No response -	7
	No	- 28
	Yes	- 14
	<u>Considering</u>	<u>- 7</u>
	Total	- 56

- **Exam Data**  
Examinees used 464 different testing centers during FY2015-2016; 89% register Mon.-Fri.; Sat. most popular time to test

Discussion was also held on the following topics.

## **Regulatory Issues (Lance Kinney)**

- **Legislatures Abolishing Engineering/Combining Boards**
- **Other Legislative Issues**

## **Feedback for NCEES (Lance Kinney / Davy McDowell)**

- **What else can NCEES do for member boards?**
- **Complaints / Suggestions?**

## **State Specific Surveying Exams (Kathy Hart)**

Question was asked as to how many states would be interested in expanding the current PS Exam to include a module on State Specific questions. More will be discussed at a later date on this question.

**Patterson, Kathryn**

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**From:** Robert M. Calvani, NCARB, AIA  
**Sent:** Tuesday, February 07, 2017 10:23 AM  
**To:** Patterson, Kathryn  
**Subject:** NCARB Candidacy for Treasurer  
**Attachments:** BCalvani\_NCARB\_Treasurer.pdf

Hello,

Please see the attached announcing my candidacy for Treasurer of NCARB.

If you have any questions, please don't hesitate to contact me.

Regards,

Bob Calvani



ARCHITECTS • PLANNERS • AIA

To: Officers  
Member Board Members  
Member Board Executives

Date: February 7, 2017

Re: Candidacy for NCARB Treasurer

Dear Friends,

As I complete my year as Secretary of NCARB, I want to thank the NCARB Board and the jurisdictions for your support. It has been an honor to serve NCARB and its members. As Secretary, I have had the pleasure of serving on the Executive Committee, which has enabled me to gain invaluable insight and experience. For the past two years I have also been on the Audit Committee which has given me the opportunity to become more familiar with the financial aspects of the Council, and has provided excellent preparation to become Treasurer of the NCARB Board.

NCARB has an annual budget of approximately 27 million with two significant reserve funds, long and short-term. I will perform the normal financial tasks of monitoring and reporting. I will strive to monitor the impacts, risks and funding sources for our goals. I will, with staff assistance, keep the Board thoroughly informed so corrections, if needed, can be timely.

Our long-range financial forecast shows planned deficits for the next two years due to the transition to ARE 5.0, which includes maintaining ARE 4.0 through mid-2018. I will make it my priority to limit these deficits.

We have continually looked at increasing our certificate holders by increasing the value of the certificate. We are also looking at creating new revenue streams. These efforts are not just to increase our coffers, but will enable us to maximize services to our members and certificate holders, and minimize our fees to emerging professionals. We must always keep our services to the jurisdictions foremost in our strategic planning. I assure you I will safeguard your interests regarding the finances of NCARB.

I have been involved with NCARB for over 12 years and have extensive experience on various committees. Within these committees I have had the pleasure of meeting and working with many of you. This year, I will be completing my third term on the NCARB Board of Directors. I am now asking for your support in my effort to continue to represent you on the NCARB Board as Treasurer.

I will see you at our Regional Summit in Jersey City, N.J. I look forward to the opportunity to discuss with each of you, how together, we can continue the important work of NCARB and its members. Please do not hesitate to contact me at the numbers or email listed below.

It is only with your encouragement and guidance that I will have the privilege to represent you on the NCARB Board of Directors.

Best regards,

Bob Calvani

Office (505) 255-6400/Cell (505) 280-3901/Email [rcalvani@nca-architects.com](mailto:rcalvani@nca-architects.com)



## Robert Calvani

NCARB, AIA

Candidate for Treasurer  
National Council of  
Architectural  
Registration Boards

1306 Rio Grande Blvd. NW  
Albuquerque, NM 87104  
505.280.3901  
rcalvani@nca-architects.com

### NCARB Service

NCARB BOD Executive Committee	2016-2017
NCARB Secretary	2016-2017
Board Liaison to Procedures & Documents	2016-2017
Audit Committee	2015-2017
Board Liaison to Continuing Education Committee	2015-2016
Board Liaison to Intern Committee & Intern Advisory Committee	2014-2015
Regional Director	2014-2016
NAAB Visiting Team Nomination	2010-2017
WCARB Region 6-Chair	2012-2014
WCARB Executive Committee	2011-2014
Regional Leadership Committee	FY13-14
Test Specification Task Force	FY12-13
Test Specification Steering Committee	FY12
Practice Analysis Task Force-Steering Committee	2011-2013
Practice Analysis Task Force-Team Leader	FY12
Practice Analysis Task Force	2011-2012
ARE Specification Task Force	2007-2008
Examination Committee (COE)	FY10-14
ARE Multiple Choice Subcommittee-Chair	FY12-13
ARE Multiple Choice Subcommittee-Assistant Chair	FY11
ARE Subcommittee Building Systems Coordinator	2007-2010
ARE Subcommittee Building Systems	2004-2008
NCARB Certificate Holder	1981-Pres.

### PRACTICE

NCA Architects & Planners  
Albuquerque, NM  
Principal Architect (Founded 1976)

### EDUCATION

Master of Architecture, UCLA  
Bachelors of Architecture, UNM

### REGISTRATION

New Mexico  
Texas  
Colorado  
Arizona  
Nevada

### NM Board of Examiners for Architects (since 2003)

Chair  
Vice Chair  
Rules & Regulations Committee  
Enforcement Sub Committee

### Professional & Community Service

A.I.A.  
NM Construction Industry Division Board  
Albuquerque Economic Development Board  
Council of Facility Planners International  
Ronald McDonald House Advisory  
Executing Association of Greater Albuquerque  
UNM Alumni President- Southern Chapter  
Casa Esperanza Advisory  
Del Norte Rotary Club- Charter  
El Caballero Norte Community Board  
Eastdale Little League Board  
Junipero Serra Club Board  
San Juan Diego Friary Advisory  
Sigma Chi Housing Corporation Board  
St. Edwards Church Advisory

### Awards

2013 American Concrete Institute, NM Chapter  
*Excellence in Concrete Award*  
2013 National Association of Industrial & Office Properties (NAIOP)  
*Award of Excellence: Merit Award*  
2011 National Association of Industrial & Office Properties (NAIOP)  
*Award of Excellence: Merit Award*  
2011 AIA Albuquerque  
*General Design Citation Award*

**Patterson, Kathryn**

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**From:** Maria Brown  
**Sent:** Wednesday, February 08, 2017 1:44 PM  
**Subject:** NCARB MBE Director - Candidacy Announcement  
**Attachments:** Maria Brown\_Candidacy Letter.pdf; Maria Brown\_Resume\_NCARB MBE Director Position.pdf

Dear Fellow Member Board Executives,

I am pleased to announce my candidacy for the position of Member Board Executive Director of the National Council of Architectural Registration Boards, and ask for your support and vote.

It is an honor to work alongside each of you. As an MBE community, our collective voice has never been more eloquent or relevant. It's with humble adoration for those who have gone before us, and earned the respect to hold a position on the Board, that I run. I'm passionate about our MBE community and the work that we do.

Kingsley Glasgow has done a phenomenal job representing this body during his tenure on the Board. He's represented us well. With your support, I promise to continue the forward momentum that Kingsley has been involved in.

Attached, you will find my resume and cover letter.

Please do not hesitate to contact me with any questions or comments.

Thank you for your consideration. I look forward to seeing you at the Regional Summit.

Respectfully,  
Maria Brown



# Oregon

Kate Brown, Governor

## State Board of Architect Examiners

205 Liberty St. NE, Suite A

Salem, OR 97301

503-763-0662

FAX 503-364-0510

[www.orbae.com](http://www.orbae.com)

February 6, 2017

To: Mr. John Cothron, Chair, MBE Committee; MBE Committee Members; and Member Board Executives

Dear Fellow Member Board Executives:

I am pleased to announce my candidacy for Member Board Executive Director on the National Council of Architectural Registration Boards. My announcement comes with the full support of the Oregon State Board of Architects.

I would like to begin by thanking our current Member Board Executive Director, Kingsley Glasgow for his leadership and service to our community over the last three years. To say that Kingsley is leaving big shoes to fill would be an understatement. He has worked tirelessly to ensure that the MBE community continues to be given opportunities to engage with one another, and that our collective voices are heard.

I believe that one of my greatest strengths is my unique experience working with multiple professional licensing boards under an umbrella agency, followed by my employment with an autonomous Board. I see the benefits for each agency structure.

It has been an honor to serve on various NCARB Committees over the last seven years with many of you. I believe the accomplishments that have been achieved are due in large part to the body of volunteers who have brought distinctive perspectives to the table. Over the years we have seen positive changes in the NCARB culture.

I've listened to each of your stories regarding professional successes, challenges and opportunities. Those stories have left me inspired.

The MBE community is an essential part of the regulatory landscape. We are the historical knowledge that our boards' look to for information and affirmation. The same can be said for the NCARB Board of Directors. For an organization to remain relevant and proactive it must understand the importance of input from those on the front line.

If selected Member Board Executive Director on the National Council of Architectural Registration Boards, I will continue to seek your input to ensure that each of us is represented through one voice, and to look for opportunities for the continued engagement and sharing of best practices.

In closing, I ask for your support and thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Maria Brown".

Maria Brown



**MARIA BROWN**  
**Member Board Executive**



**Candidate for Member Board Executive Director  
National Council of Architectural Registration Boards**

**205 Liberty Street NE  
Suite A  
Salem, Oregon 97301  
[maria@orbae.com](mailto:maria@orbae.com)**

**SUMMARY OF QUALIFICATIONS**

Maria Brown is the Executive Director of the Oregon State Board of Architect Examiners. She has over eighteen years of experience in all aspects of management, administration, and regulation. Maria has served as Administrator for six separate professional licensing boards. Her vast array of experience includes working under an umbrella agency, as well as an autonomous board.

Maria has volunteered her service to several national organizations and was one of eighteen individuals appointed to the Appraisal Subcommittee Advisory Committee for Development of Regulations. The Committee was created by Congress to address the 2010 Dodd-Frank Wall Street Reform and Consumer Protection Act.

**EMPLOYMENT HISTORY**

**Oregon State Board of Architect Examiners  
Salem, OR  
*Executive Director***

**Jan 15 – Present**

**Idaho Bureau of Occupational Licenses  
Boise, ID  
*Board Administrator***

**Feb 06 – Dec 14**

**Idaho Department of Commerce and Labor  
Boise, ID  
*Technical Records Specialist II***

**Oct 04 – Feb 06**

## **VOLUNTEER SERVICE**

<b>Resiliency Work Group National Council of Architectural Registration Boards</b>	<b>2016 – Present</b>
<b>Procedures and Documents Committee National Council of Architectural Registration Boards</b>	<b>2016 – Present</b>
<b>Member Board Executive Committee- Chair National Council of Architectural Registration Boards</b>	<b>2015 – 2016</b>
<b>Appraisal Subcommittee Advisory Committee Member Federal Appraisal Subcommittee</b>	<b>2014 - 2015</b>
<b>President Elect Association of Appraiser Regulatory Officials</b>	<b>2014 – 2014</b>
<b>Vice President Association of Appraiser Regulatory Officials</b>	<b>2013 - 2014</b>
<b>Education Committee Chair Association of Appraiser Regulatory Officials</b>	<b>2012 - 2014</b>
<b>Member Board Executive Committee Member Council of Landscape Architectural Registration Boards</b>	<b>2012 – 2014</b>
<b>Secretary Association of Appraiser Regulatory Officials</b>	<b>2012 - 2013</b>
<b>Director at Large Association of Appraiser Regulatory Officials</b>	<b>2011 - 2012</b>
<b>Member Board Executive Committee Member National Council of Architectural Registration Boards</b>	<b>2010 – 2012</b>
<b>Education Committee Co - Chair Association of Appraiser Regulatory Officials</b>	<b>2010 - 2011</b>
<b>Alternate Director at Large Association of Appraiser Regulatory Officials</b>	<b>2009 - 2011</b>

**Patterson, Kathryn**

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**From:** Alfred Vidaurri Jr., FAIA, NCARB, AICP  
**Sent:** Friday, February 10, 2017 2:56 PM  
**To:** Patterson, Kathryn  
**Subject:** Vidaurri Candidacy for NCARB Secretary  
**Attachments:** NCARB Secty Candidacy Spring Mtg 2017 (2).pdf; Alfred Vidaurri resume\_ 2017.pdf

Greetings my fellow Member Board Members,

It is with great excitement that I am enclosing my Candidacy letter and resume for your consideration. It is my intention to seek the position of Secretary on the NCARB Board of Directors.

I ask for your support and I look forward to our conversations in the days to come. I hope to see many of you in a few weeks at our Regional Meeting and wish you safe travel.

Best Regards,

Alfred Vidaurri, Jr., FAIA, NCARB, AICP

Director Region 3



## Alfred Vidaurri, Jr., FAIA, NCARB, AICP

Alfred Vidaurri is an Owner/Vice President at Freese and Nichols, Inc., a 600- person firm headquartered in Texas. His experience is varied and includes work for higher education, government and healthcare clients in master planning, program management and architectural design. Most recently he has focused on corporate communications, marketing and corporate branding.

### Education

M.A., Architecture,  
University of Texas at  
Arlington

B.S., Architecture,  
University of Texas at  
Arlington

### Professional Training

Campus Master Planning,  
Harvard University

### Registrations

Registered Architect,  
Texas, Oklahoma,  
North Carolina,  
Georgia

Registered Interior  
Designer, Texas

National Council of  
Architectural Registration  
Board

LEED-Accredited  
Professional BD+C  
American Institute  
of Certified Planners

### Contact Information

4055 International Plaza,  
Suite 200  
Ft. Worth, TX 76109-4895  
817-735-7300  
817-735-7404 (direct)  
AV@freese.com

### National Council of Architectural Registration Boards (NCARB)

NCARB Board of Directors Region 3 Director (2015-Present)  
NCARB Board of Directors Audit Committee (2016-Present)  
NCARB Board Liaison Ethics Task Force (2016-Present)  
NCARB Board Liaison Examination Committee (2015-2016)  
NAAB/ACSA Path Forward Task Force (2015)  
NCARB Regional Leadership Committee (2013-2015)  
NCARB P&D Committee (2013-2014)  
NCARB BEA Tri-National Representative to Mexico (2010, 2013)  
NAAB ARC13 NCARB Representative (2013)  
NCARB Education Committee (2011-2012)  
NCARB Broadly Experienced Architect Committee Chairman (2011-2012)  
NCARB Broadly Experienced Architect Committee (2007-2012)  
NCARB Broadly Experienced Architect Task Force (2008)  
NCARB Credentials Committee at Annual Meeting (2008)  
NCARB ARE Structures Committee (2005-2006)

### Southern Conference, Region 3, NCARB

NCARB Region 3 Regional Director (2015-Present)  
NCARB Region 3 Chairman (2013-2015)  
NCARB Region 3 Vice Chairman (2011-2013)  
NCARB Region 3 Treasurer (2010-2011)  
NCARB Region 3 Secretary (2009-2010)  
Southern Conference Educators Conference (2007, 2011, 2014, 2016)

### National Architectural Accrediting Board (NAAB)

#### Accreditation Teams:

2016 Massachusetts College of Art and Design, Boston, MA  
2015 Portland State University, Portland, WA  
2015 NCARB Rep to the NAAB/ACSA Path Forward Committee  
2014 Southern Poly Technical University, Marietta, GA

### Texas Board of Architectural Examiners

Texas Board of Architectural Examiners, Chairman (2009-2015)  
Texas Board of Architectural Examiners, Vice Chairman (2008)  
Texas Board of Architectural Examiners, Member (2004-2015)

### **Civic**

Fort Worth AIA – Design Award - Past Chairman  
City of Fort Worth (Fairmount Historical District) - Past Chairman  
City of Fort Worth (Mid-Southside Revitalization Plan) - Former Member  
City of Fort Worth (Fairmount Association) - Former Vice President  
Texas Health Research Institute - Leadership Council  
United Way Tarrant County - Proposal Review Committee Past Member  
University of Texas at Arlington - Distinguished Alumni Committee  
University of Texas at Arlington - Judge, Student Excellence Program  
University of Texas at Arlington Alumni Association - President  
University of Texas at Arlington Alumni Association - Board of Director  
University of Texas at Arlington Alumni Association (School of Architecture) - Past Vice President  
University of Texas at Arlington (School of Architecture) - Advisory Committee  
"Vision North Texas" Planning Workshop - Volunteer  
Society for College and University Planning Annual Conference - Proposal Judge

### **Presentations**

University of Texas at Arlington, "Path to Licensure" (2016)  
Dallas Young Architects Forum, Dallas, TX (2015)  
Texas Architects Convention, New Architects Ceremony, Houston, TX (2014, 2015)  
City of Houston Mentor-Protégé Presentation (2013)  
Texas Architecture Convention, New Architects Ceremony, Fort Worth, TX (2013)  
Dallas Institute of Art, Sustainability Presentation (2011)  
Fort Hood Department of Public Works, Sustainability Workshop (2010)  
Texas College and University Facilities Conference (TCUF) (2010)  
Texas Section - American Planning Association (2009)  
Texas Higher Education Coordinating Board Conference (2005)  
Southern Association of Colleges and Schools Annual Meeting (SACS) (2004, 2002)  
American Association of Community Colleges (AACC) (2003)  
Southern Association of Community College Business Officers Conference (2000)

### **Professional Organizations**

American Institute of Architects  
American Planning Association  
American Institute of Certified Planners  
National Council of Architectural Registration Boards  
U.S. Green Building Council  
Texas Society of Architects  
Fort Worth American Institute of Architects

### **Service Awards/Honors**

American Institute of Architects - College of Fellows (2015)  
NCARB Presidents Medal (2014)  
American Society of Interior Designers, Design Ovation (2008)  
United Way Award of Excellence

**Patterson, Kathryn**

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**From:** Darryl R. Hamm  
**Sent:** Saturday, February 11, 2017 7:43 AM  
**To:** Patterson, Kathryn  
**Subject:** Candidacy for Public Director on FY 18 NCARB Board of Directors  
**Attachments:** NCARB Candidacy Public Director.pdf; Resume\_d\_hamm NCARB.pdf

To all my esteemed MBM, MBE colleagues and NCARB friends.

It is with great enthusiasm and alacrity that I declare my candidacy for the Public Director position on the FY18 NCARB Board of Directors. I look forward to seeing old friends and making new ones during our time together at the Regional Summit in Jersey City in several weeks. In the meantime, should you have any questions, comments or concerns please reach out to me via email or cell phone.

Darryl R. Hamm

Cell 717 580-9454

## DARRYL R. HAMM

7023 Kendale Drive

Harrisburg PA 17111

Cell 717 580-9454

[darrylhamm@comcast.net](mailto:darrylhamm@comcast.net)

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**To:** Member Board Members  
Member Board Executives

**Date:** February 9, 2017

**Subject:** Declaration of Candidacy for Public Director

It is with great excitement that I declare my candidacy for the Public Director position on the FY18 NCARB Board of Directors. I have served as a public member on the Pennsylvania Architect Licensure Board for the past five plus years and share the same objective of protecting the public health, safety and welfare with my esteemed registered architect board members.

When I was first appointed to the Pennsylvania Board, I was encouraged to get involved with NCARB. At that time, opportunities for involvement in Council activities by public or consumer members were limited. Needless to say, I accepted the opportunity to serve on the Public Member Task Force as Chairman. I am proud of the work the Task Force did in availing opportunities for consumer and public members of state boards to serve on the Council's Board. This year I served on the Procedures and Documents Committee as well as the Professional Conduct Committee.

In today's political climate, there are a lot of opportunities that lay ahead for the Council and each of its Member Boards. I believe my service on the Pennsylvania Architect Licensure Board and as Chairman of the Board of Keystone Service Systems, a \$120M enterprise that administers a federal Head Start program in the greater Harrisburg area, providing services with mental health, intellectual disabilities and a service dog training program, position me to be a valuable addition as the public/consumer member of the NCARB board. I understand non-profit governance and oversight while upholding the three basic duties of care, loyalty and obedience as a board member. Further, I fully embrace the concepts of collaboration and consensus with the challenges and issues facing the NCARB board.

As reflected in my resume, most of my adult life has been about service to others in many similar ways of protecting the health, safety or welfare of the public. Regulating licensure of architect aspirants by the states, and being involved with NCARB in developing the standards, rigor and tools for the states to use in such licensure is a noble and worthwhile undertaking. What we all do is important and I want to continue my service to the greater good of the public in this regard.

I stand at the ready to serve all of you as the public director on your board and will not let you down. I respectfully and humbly solicit your support. Thank you for your consideration

  
DARRYL R. HAMM



## DARRYL R. HAMM

7023 Kendale Drive  
Harrisburg, Pennsylvania 17111  
Cell: (717) 580-9454

[darrylhamm@comcast.net](mailto:darrylhamm@comcast.net)

Darryl Hamm has over 35 years in manpower analysis, general administration, training and logistics management, labor relations, and human resource management in military, federal civilian, state and corporate environments. He has served as a Hearing Examiner for certain federal civilian employment adverse action appeals. In addition, he has served as an Adjunct Professor at Pennsylvania State University - Harrisburg, Central Penn College and Eastern University teaching graduate and undergraduate level business management courses that range from labor management relations to Corporate Social Responsibility and Ethics to Strategic Leadership.

### FORMAL EDUCATION

- MBA, Shippensburg University, **with honors**
- BA in Organizational Management, Eastern University, **with honors**. Most outstanding thesis and servant leader awards.
- Reserve Components National Security Course, National Defense University, Washington D.C.

### HIGHLIGHTS OF EXPERIENCE

- Commonwealth of Pennsylvania, Dept of Corrections, Human Resource Analyst (Labor Relations)
- Leadership and Career Development Consultant for Highmark Blue Shield

### MILITARY SERVICE – Retired August 31, 2006

- 36+ years of full-time military service in the Army National Guard with positions of increasing responsibility as an armor crewman, clerk, logistician, emergency preparedness liaison officer at Pennsylvania Emergency Management Agency and military personnel officer. **SECRET Security Clearance**.
- Most recent rank of **Chief Warrant Officer Five (CW5)** and assigned as the **first Command Chief Warrant Officer** for the Pennsylvania Army National Guard. Mentor and guide junior warrant officers. Served on the Warrant Officer Advisory Council as a regional chair for the National Guard Bureau, Washington DC.

### PENNSYLVANIA STATE ARCHITECTS LICENSURE BOARD

**Member (Public-at-large) and Secretary**, nominated by Governor Tom Corbett  
Oct 2011 – Present (*appointed in 2011 and reappointed in 2014*)

### NCARB SERVICE:

- Procedures & Documents Committee – 2016-2017
- Professional Conduct Committee – 2016 – 2017
- Chairman Public Member Task Force – 2015-2016

### PROFESSIONAL SERVICE:

- Member State Committee, U.S. Dept of Defense Employer Support of Guard and Reserve (ESGR), Trained and Certified as an OMBUDSMAN
- Chairman, Board of Directors, (and former Chair of Quality Committee and Member of Finance Committee) Keystone Service Systems, Inc (2011-present)
  - Member of Leadership Development Committee of Keystone Human Services.  
<http://www.keystonehumanservices.org/keystone-service-systems/>



**Patterson, Kathryn**

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**From:** Terry L. Allers, NCARB, AIA  
**Sent:** Monday, February 13, 2017 7:06 PM  
**To:** Patterson, Kathryn  
**Subject:** Allers Candidacy for NCARB 2nd Vice President  
**Attachments:** 2017 Letter for 2nd VP of the Board.pdf; Terry Allers Professional Service 2017.pdf

Good evening to my fellow Member Board Members,

I am excited to share with you my letter for candidacy and resume for your consideration.

It is my intention to continue my service on the NCARB Board of Directors as the next Second Vice President of the Board.

I ask for your support and I look forward to visiting with you in the future. The Regional Summit will be here soon and I hope to see you there.

Kindest Regards,

Terry L. Allers, NCARB, AIA

Treasurer of NCARB



## ALLERS ASSOCIATES ARCHITECTS, PC

822 Central Avenue | Suite 320 | Fort Dodge, IA 50501  
Telephone 515.573.2377 | [www.allersarchitects.com](http://www.allersarchitects.com)



**Terry L. Allers**  
NCARB, AIA

Candidacy for  
Second Vice President of the National Council of Architectural Registration Boards

1913 North Seventh Street  
Fort Dodge, Iowa 50501  
515-573-2300  
[allerst@allersarchitects.com](mailto:allerst@allersarchitects.com)  
515-570-2825 (mobile)

To: Officers, Board Members, Member Board Members, Member Board Executives

Dear Friends:

Eleven years ago I began my service to the Council when I was appointed to the BEA Committee. Since then I have been on several other committees and had the privilege to be a part of several NAAB visiting teams. For the past year it has been my honor to serve as Treasurer on the NCARB Board of Directors and because of this position I have been on the Executive Committee. For the past three years I have been on the Audit Committee which has given me the opportunity to become more familiar with the financial aspects of the Council and has provided excellent preparation to become Second Vice President of the NCARB Board.

You may remember that one of the initiatives that I wanted NCARB to consider while campaigning for Secretary is a program to train IDP Supervisors. With your support, the support of the Board of Directors and NCARB staff, that initiative is about to become one of NCARB's new programs.

I am also excited about how the Council is moving forward with many initiatives resulting from your valuable efforts. Since NCARB has adopted the slogan "Let's Go Further" two of these initiatives are highlighted below:

- Since November 1<sup>st</sup> ARE 5.0 has been issued and candidates are beginning to take advantage of the incentives that NCARB has offered for them to take the exam early so that cut scores can be established. Thank you to the many volunteers on the various examination committees who worked tirelessly the past couple of years to see that we could have an ARE that closely resembles what we do in our offices every day.
- NCARB has accepted seventeen schools of architecture with accredited architecture programs to participate in the integrated path to architectural licensure. Thank you to the original task force and the current IPAL committee for all of their efforts on this program which makes it possible for a student in architecture to graduate with a license.

There are multiple programs that, due to the level of commitment and engagement of our volunteers, are now being implemented by your NCARB board. I am blessed to have been the Board Treasurer during this exciting time for our organization and I view my new role as Second Vice President as critical in continuing the important work that NCARB is doing. With your assistance there is more important work for us to do together. I would be extremely honored to represent each of you by continuing my service to NCARB as your Second Vice President.

Therefore after careful thought and consideration, and after discussing my intentions with many of you, my friends and colleagues in NCARB, it is with great anticipation and excitement that I announce my candidacy for Second Vice president of the NCARB Board of Directors. I am ready to hear from each of you and engage in a conversation of how together we can continue to make this a great organization of member board members. I look forward to our discussions in the coming weeks and I hope to see many of you at the Regional Summitt in Jersey City in March.

With kindest personal regards,

Terry L. Allers, NCARB, AIA  
NCARB Board Treasurer

[allerst@allersarchitects.com](mailto:allerst@allersarchitects.com)  
O. 515-573-2377  
C. 515-570-2825



**Terry L. Allers**  
NCARB, AIA

Candidate for  
Second Vice President  
National Council of  
Architectural  
Registration Boards

1913 North Seventh Street  
Fort Dodge, Iowa 50501  
515-573-2300  
allerst@allersarchitects.com

#### **NCARB Service**

NCARB Treasurer of NCARB Board 2016  
NCARB Secretary of NCARB Board 2015  
NCARB Experience Advisory Committee 2016  
NCARB P & D Committee 2015  
NCARB BEA Sub-Committee 2015  
NCARB Region 4 Director 2013, 2014  
NCARB Committee on Examination 2014  
NCARB Audit Committee 2014, 2015  
NCARB/NAAB 2015 Procedures Task Force  
NCARB Awards Jury 2013  
NCARB Region 4 Vice Chair 2012  
NCARB Region 4 Treasurer 2011  
BEA Committee 2006, 2007, 2008, 2009, 2010  
NCARB Education Committee 2012  
NAAB Accreditation Team Pool, having served  
on Accreditation Visits in 2010, 2011, 2012 and  
selected to Chair a Team in 2013

#### **AXP Mentor**

#### **Iowa Architectural Examining Board**

Board Member serving three 3-year terms  
Chairperson 2007, 2012, 2013; Vice Chair 2010,  
2011

#### **Code Definition Task Force 2009**

#### **AIA Iowa Chapter**

Board of Directors 1993, 1994, 1995  
Professional Development Committee Chair  
Architecture in the Schools Task Force  
AIA Citizen Architect 2012 - 2015

#### **Iowa Architectural Foundation**

Board of Directors 1998 to 2004  
President 2004

Community Design Committee 2002 to present  
CDC Event Co-chair for four communities  
Endowment Committee 2005

#### **Community**

#### **Fort Dodge Municipal Housing Agency**

Board of Directors for 26 years  
Chairman 9 terms 1990 - 2012

#### **Education**

Bachelor of Architecture, 1970  
Iowa State University

#### **Practice**

Allers Associates Architects, PC  
President (1979 to present)  
38 year-old, 5-person firm practicing in  
health care facilities, educational institutions,  
worship facilities, financial institutions, and  
commercial office projects

#### **Registration**

Iowa  
Minnesota  
NCARB Certification since 1974

#### **Good Shepherd Lutheran Church**

Chairman 6 terms, Elder 4 terms, and SS Teacher 9 years

#### **Trinity Regional Health Foundation Board of Directors**

Member 1998 - 2004  
President 2003 & 2004

#### **Fort Dodge Chamber of Commerce/Growth Alliance**

Catalyst Award 2012 for Leadership in Service to Community  
Member 1986 to present  
Board Member 2000 to 2005  
Chamber Ambassador 2001 to present  
Vice President of Membership Services 2000 to 2004  
'Small Business of the Year' Award to  
Allers Associates Architects, PC 2000  
Image Committee 2007 to 2010, 2012 to present  
Fall Fest Committee for 10 years

#### **Citizens Community Credit Union Board of Directors**

2007 to present  
Chair 2010, 2014, 2015

#### **Historic Vincent House Advisory Committee**

Board Member 1999 to present

#### **National Council on Youth Leadership (NCYL)**

#### **North Central Iowa Chapter**

Charter Board Member and Secretary 1993 to 2008

#### **Fort Dodge YMCA**

Board of Directors 1983 to 1989  
President 1986 to 1987

#### **Fort Dodge YMCA Foundation**

Current Board Member 2000 to present

#### **Main Street Fort Dodge**

Board Member 1990 to 1999  
Design Committee Chair 1990 to 1999  
1992 Project of the Year State Award - Building Survey

#### **Sertoma Service Club**

Member since 1980  
President 2004, 2005

Five terms on the Board of Directors

Donated Design for Veterans Memorial Park

#### **Habitat for Humanity**

Donated Design for Four Homes for Fort Dodge

#### **Fort Dodge Development Corporation**

Board Member 2012 to present

#### **Awards**

Iowa Chapter AIA Design Award 1993  
Metal Architecture Renovation of the Year 1995  
Chamber of Commerce Catalyst Award 2012



**Patterson, Kathryn**

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**From:** Susan B. McClymonds, AIA, CSI, CCS, SCIP  
**Sent:** Tuesday, February 14, 2017 10:56 AM  
**To:** Patterson, Kathryn  
**Subject:** Candidacy for NCARB Secretary FY2017-18  
**Attachments:** NCARB 2017 McClymonds Candidacy letter.pdf; NCARB 2017 McClymonds bio.pdf

Hello Member Board Members, Member Board Execs and NCARB Board members.

I am writing to announce my candidacy for NCARB Secretary for FY 2017-18. I have attached my letter of candidacy and my resume for your review and consideration. I have truly enjoyed my three years on the NCARB Board of Directors as Region 2 Director, and hope to continue my service. I ask for your support and look forward to speaking with all of you in the near future. See you in March at the Regional Summit.

I am very excited and honored to have this opportunity!

Sue

*Sue McClymonds Architect*

Architectural Specifications and Construction Contracts Consulting

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

200 Robb Rd.

Amsterdam, NY 12010

(518) 843-4054 PH (518) 248-5007 C

[smcclymo@nycap.rr.com](mailto:smcclymo@nycap.rr.com)

## *Sue McClymonds Architect*

February 10, 2017

To: Member Board Members  
Member Board Executives  
NCARB Board Members

Re: Candidacy for NCARB Secretary 2017-2018

Dear Friends:

When I joined my State Board back in 2005, our Exec, Rob Lopez, encouraged me to become involved in NCARB. At the first opportunity, I applied for a committee appointment and I was invited to join the Construction Documents and Services Division of the ARE Committee. Thus began my involvement with NCARB.

To be honest, before I joined my Board and the CD&S committee I didn't know much about NCARB. As I had passed my test and became licensed years ago, I lost contact with NCARB. In my career as a spec writer I do not sign and seal documents, so I never needed to seek reciprocity. I was not familiar with the details of what the licensing boards did or what NCARB did, because I didn't need to know.

In the 12 years that I have been involved in NCARB as a Board member, a committee member and in leadership roles my perception of NCARB has changed. I have seen a newly awakened NCARB emerge in the last few years with some significant strides forward for our profession and for our stakeholders.

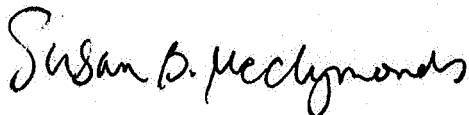
- We are striving to make the Certificate more valuable to those who hold the Certificate, thus reaching out to folks like me, who never would have needed to get a Certificate, to get them involved with NCARB.
- We are streamlining the process of completing an architectural degree and gaining licensure by developing the IPAL program.
- We have updated the content of the licensing exam by first conducting a thorough practice analysis and then working out a new test specification based on the findings, to produce the ARE 5.0 exam which has just been rolled out in the past few months.
- We are reaching out to partner with allied organizations to further our shared goals.

Yes, we have been "restless" in the past several years, and have much to show for it, but I believe it is time for us to become "restful" as well and reflect on the core of who we are; an association of Member Boards. The NCARB Board supports the Council through its leadership and governance so the Council can support you, its Member Boards. I ask you – how has NCARB supported you lately? And - what do you want NCARB to do for you? I am looking forward to having discussion like this with all of you, and to start a conversation from the grass roots to the leadership so we can truly understand your needs, with an eye on setting new goals for the next few years.

I have greatly enjoyed serving on the Board of Directors for the past 3 years and would like to have the opportunity to continue my service to NCARB and the Member Boards. Thus, it is with great enthusiasm that I announce my candidacy for Secretary of NCARB for the 2017-18 fiscal year.

I look forward to seeing you all in March in Region 2 at the Regional Summit in New Jersey, as I reconnect with old friends and meet new ones. Most importantly, I look forward to conversing with each of you as we discuss how to best move the Council ahead in the coming years. Please feel free to call or e-mail me any time.

Best Regards,



Susan B. McClymonds, AIA, NCARB, CSI, CCS, SCIP  
Regional Director, Region 2



## Sue McClymonds Candidate for NCARB Secretary

**Sue McClymonds** is the sole proprietor of Sue McClymonds Architect, founded in 2001, providing independent specification writing and construction contracts consulting services to architects and organizations.

Susan B. McClymonds, AIA, NCARB, CSI, CCS  
Sue McClymonds Architect  
200 Robb Rd., Amsterdam, NY 12010  
518-843-4054 (T) / 518-248-5007 (C)  
[smcclymo@nycap.rr.com](mailto:smcclymo@nycap.rr.com)

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### Education

B. Arch / Architecture / Pratt Institute, Brooklyn, NY  
B.A / Art History / Wheaton College, Norton, MA

### Registration

New Jersey  
New York

### NCARB Service

Construction Documents and Services Division /  
ARE Subcommittee  
Member / 2006 – 2013  
Coordinator / 2011 - 2013  
Practice Analysis Task Force Member / 2011, 2012  
Test Specification Task Force Member / 2013, 2014  
Credentials Committee  
Member / 2011, 2013  
Chair / 2011  
Regional Leadership Committee Member / 2011-  
2014  
Education Committee / 2014 – 2015  
Professional Conduct Committee / 2015 – 2016  
Examination Committee / 2016 - 2017  
Secretary, NCARB Region 2 / 2010  
Chair, NCARB Region 2 / 2011- 2014  
Region 2 Director, NCARB Board of Directors /  
2014 – 2017

### New York State Board for Architecture

Board Member / 2005 - 2015  
Board Vice-Chair / 2008  
Board Chair / 2009, 2010

### Certification

CSI Certified Construction Specifier / 1992 – 2017  
CSI MasterFormat Accredited Instructor / 2005  
NCARB Certificate Holder / 2017

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### Professional Association Service

AIA National Documents Committee / 2004 - 2017  
A201 Task Force / 2004 - 2007 and 2013 -  
2017  
Construction Management Documents Task  
Force / 2007- 2008  
Performance Bond, Payment Bond Task Force  
/ 2009  
Sustainable Documents Task Force / 2010 -  
2013  
Management Group / 2005 - 2012  
Committee Vice-Chair / 2008, 2011  
Committee Chair / 2009, 2010  
AIA National MasterFormat 2004 Transition  
Advisory Task Force / 2005 - 2007  
AIA National Liaison to Engineers Joint Contract  
Documents Committee (EJCDC) / 2006 - 2012  
AIA New York President 2002  
AIA Eastern NY Chapter President 1996

### Community Service

Girl Scout Leader, Troop 2316 / 2014 - 2017  
Brown School Board of Trustees / 2008 – 2015  
Chair / 2009 - 2012

### Teaching Experience

AIA National Convention / 2005, 2006, 2008, 2009  
AIA NYS Convention / 2003, 2005, 2007, 2008  
AIA Tri-State NY/NJ/PA Convention / 2011

### Publication

NCARB Mini-Monograph "Who Needs A Spec  
Writer?" / 2009  
AIAArchitect "Insights from an AIA Documents  
Committee Member" / 2007  
AIA National Continuing Education Course:  
"MasterFormat 2004 Making the Transition" / 2005

**Patterson, Kathryn**

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**From:** David L. Hoffman, NCARB, FAIA <no-reply@post.ncarb.org>  
**Sent:** Thursday, February 16, 2017 8:37 PM  
**Subject:** Candidacy for NCARB First Vice President/President Elect  
**Attachments:** 2017 -2 -16 Scanned Announce Ltr & CV Pres Elec Candidacy.pdf

**Member Board Executives:**

Attached is my candidacy announcement for First Vice President/President Elect and CV for your information and consideration. I sincerely appreciate your reviewing these two items and would be honored to address any questions or comments, just call (316 304 4402) or email me

I look forward to joining you in a couple weeks at the Regional Meeting, so have your questions ready.

Thanks you and take care,

DAVE



Architecture

345 Rivalview, Suite 200  
Wichita, Kansas 67203  
T 316 268 0290  
F 316 268 0205  
LKArchitecture.com

February 14, 2017

To: NCARB Member Board Members and Executives

Re: Candidacy for First Vice President/President Elect  
National Council of Architectural Registration Boards

NCARB exists, first and foremost, to serve and assist you, the Member Boards in your efforts to assure our collective national constituents, the public, that our profession is competent and able to responsibly design safe and functional buildings. All NCARB activities and programs are subsidiary and supportive to this goal, touching each of us along our career paths. Beginning with the formulation of educational standards, then establishing and monitoring an individual's experience, then developing and administering the ARE and ultimately maintaining and facilitating our Certificate Holders records and CE needs, NCARB's role is central to all that we do. In my 12 NCARB years I've been privileged to have contributed in small measure to the evolution of these efforts; time that I feel has been well spent and worthwhile. NCARB is truly the regulatory hub, the glue, of our profession.

With the leadership of the Board of Directors, our Member Board's active participation and the great work of NCARB staff, significant progress has been realized on several fronts: Activation of the New Zealand, Australia, USA trilateral mutual recognition arrangement, streamlining and implementation of the education alternatives for the AXP, full roll out of the ARE 5.0, continued expansion of the IPAL program, expansion of the on-line continuing education monograph series, reduced fees for applications, ARE tests, AXP renewals and elimination of ARE international fee. This is not, by far, a comprehensive list of all that has been accomplished, just a few highlights.

Looking ahead, below are a few of the new and on-going challenges facing NCARB:

**Expansion of the usefulness of the Certificate:** Work must continue implementing the many quality, actionable ideas developed over the last two years to give the Certificate increased value beyond simplification of the reciprocity process.

**Strategic Plan evaluation and re-assessment:** Groundwork is being laid in preparation for the update to this 2010 document. The plan has served well and continues to keep us focused but it will be nearly a decade old when it is replaced. I anticipate significant redirections but also refinement of our existing operations.

**Member Board interactive services and data base integration:** A stated major category in the Strategic Plan, this is an on-going optimization effort that will continue to improve record and data base transmission and archiving.



**Regulation and licensing questioned:** With a new federal administration and the North Carolina Board of Dental Examiner's decision, there will be efforts to revisit professional licensing legislation in order to reduce perceived "over regulation". When requested, NCARB will continue to assist State Boards in this critical effort.

**AXP continued improvement:** With the recent implementation of major AXP program revisions, the Mentor validation and participation function needs to be studied, improved and perhaps specific Mentor credentialing should be examined.

**Preparation for the next Practice Analysis:** Expanding from the generally successful experience of the last Practice Analysis, planning will be starting for the next cycle: Evaluation and assessment of the previous Analysis will be needed and the new Analysis prepared.

**Evaluation and re-assessment of the NAAB accreditation process:** Requiring Architecture schools to be accredited is crucial to our Member Board's licensing processes. In the context of the operational and financial challenges Schools of Architecture are facing, the accreditation process needs to be examined to take advantage of the significant shifts to digital formats and communication methods now utilized in schools. This should also offer opportunities to improve NAAB's administrative functions.

**Expansion and development of international cooperation and regulation:** Parallel with emplacement of the Tri-lateral Agreement with Australia and New Zealand, opportunities exist for mutually recognized practice, founded on the Certificate, in Great Britain, the European Community and other international venues.

NCARB is probably the most germane of the Architecture related professional organizations. The Council's responsibilities and challenges are significant and form the foundation for the perpetuation of the Profession. I feel that it is critical we maintain momentum with our current efforts and while the Council is blessed with bright, motivated, intelligent staff and a great CEO, nothing can be accomplished without the thousands of hours of your volunteer time, your expertise and genuine professional interest. It's amazing to realize that 0.3% of practicing Architects are responsible for the entirety of this volunteer effort.

With these heartfelt concerns and motivations for the continued improvement of our profession, I announce my Candidacy for NCARB First Vice President/President Elect and hope that you will allow me to continue to serve. I welcome any questions or concerns and look forward to discussing these issues in more detail with all of you during the Regional Summit in March and the Annual Business Meeting in June.

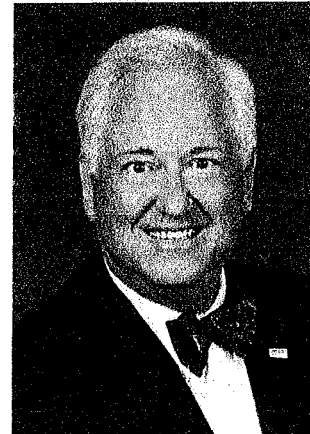
Thank you for your time, interest and your support.



DAVE HOFFMAN, NCARB, FAIA, CDP, CRX  
NCARB Second Vice President  
316 304 4402 [dhoffman@lk-architecture.com](mailto:dhoffman@lk-architecture.com)

## DAVID L. HOFFMAN, NCARB, FAIA, CDP, CRX

Candidate for First Vice President/President Elect  
National Council of Architectural Registration Boards



**PRACTICE:** LK Architecture, Inc.  
Senior Vice President and Principal (1978 – Present)  
118 person Architecture, Engineering, Landscape  
Architecture and Interiors firm founded in 1967 practicing  
nationally, based in Wichita, KS

**EDUCATION:** Iowa State University: Bachelor of Arts in Architecture  
Wichita State University: Graduate Studies in Business  
Administration

### CERTIFICATES/REGISTRATIONS:

National Council of Architectural Registration Boards: Certificate  
Holder since 1980

State Registrations: Alaska, Arizona, California, Colorado,  
Connecticut, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas,  
Maryland, Massachusetts, Michigan, Minnesota, Montana,  
Nebraska, Nevada, New Mexico, Ohio, Oregon, Pennsylvania,  
Rhode Island, Texas, Utah, Virginia, Washington, Wyoming  
and Washington D.C.

### NCARB SERVICE:

Second Vice President: 2016 - 2017

Treasurer: 2015 - 2016

Region 5 Director: 2012 – 2014

Board Liaison:

Practice Analysis Task Force: 2012

Intern Development Program: 2013

BEA/BEFA Committee: 2014

Public Director Task Force: 2015

Member Board Exec. Comm.: 2016

Board Audit Committee: 2014-2016

ARE Item Writing: Site Planning & Design

Chair: 2012

Committee Member 2007 - 2012

NAAB ARC Regulatory Conference

Task Force: 2007

Region 5 Chair: 2011

Regional Leadership Committee: 2011

Region 5 Vice-Chair: 2008-2011

Member Board Member:

Kansas: 2006 – Present

NCARB representative on NAAB Accreditation

Teams:

Texas Tech: 2010

Norwich University: 2011

Southern California Institute of

Architecture (SCI-Arc): 2012

Rhode Island School of Design: 2013

Istanbul Technical University: 2014

Princeton University: 2015

CalPoly: 2017

Architect Licensing Advisor: 2013 – Present

IDP Mentor: On-going

### KANSAS STATE BOARD OF TECHNICAL PROFESSIONS:

Appointed Architect Member: 2006 – Present

Board Chair: 2010 - 2011

Chair: Architects, Landscape Architects,

Geologists Committee: 2007

Chair & Member of Complaint Committee

Chair & Member: Statute Revision Committee:

2010 – Present

Chair: Legislative Committee: 2009

Chair: Code Officials Guide: 2014 - 2016

### AMERICAN INSTITUTE OF ARCHITECTS:

Richard Upjohn Fellow, 1993

Elevated to Institute Fellowship: 1993

Central States Regional Director: 1990 - 1993

(Iowa, Nebraska, Missouri, Kansas, Oklahoma)

Computer Aided Practice Task Force: 1994

Practice Management Professional Interest Area

Committee: 1995 - 1996

Chair: 1998

Vice-Chair: 1997

Lifelong Learning Committee: 1992 – 1994

AIA/Continuing Education System Steering

Committee

Architectural Graphic Standards, Electronic

Edition Review Group and Beta Test:

1995 and 1997

Architect's Handbook of Professional Practice,  
Editorial Review Committees:

12th Edition: 1992 – 1994

13<sup>th</sup> Edition: 1997 – 2000

14<sup>th</sup> Edition: 2005 – 2007

Article Reviewer: 2000 – 2010

National Convention Program Selection

Committee: 1994 – 1995

Board Liaison: Society of Architectural

Administrators (SAA): 1992

AIA Liaison to American Consulting Engineers  
Council:

Peer Review Committee: 1994 - 2010

Peer Review Trainer: 1999 – 2011

Gold Medal/Architecture Firm Award Advisory  
Jury: 1999

College of Fellows Regional Representative –  
Central States: 2006 – 2012

AIA representative on NAAB Accreditation

Teams:

Iowa State University: 1996

Kansas State University (Observer):  
1997

#### **AMERICAN INSTITUTE OF ARCHITECTS, KANSAS:**

President: 1988

Vice-President: 1987

Secretary: 1986

Treasurer: 1985

Director: 1983-84

Blox Leadership Program Mentor: 2012 - 2015

Kansas Disaster Assessment Response Team –  
2000 - Present

A.R.E. Preparation Lecturer: Contract

Documents: 1990 - 1998

Chair: Professional Development/Continuing

Education Committee: 1996 – 2000

Chair: Fellowship Committee: 2001 - 2011

AIA Wichita Section: President, Vice-President,  
Secretary, Treasurer

#### **UNIVERSITY ADVISORY ACTIVITIES:**

Department of Architecture, School of Design,

University of Kansas: Advisory Board:

Board Member: 2011 – Present

Guest Lecturer: 2013 – Present

School of Architecture and Urban Planning,

University of Kansas: Advisory Board

Board Member: 1992 – 2010

Chair: 1995 – 1996

Department of Architecture, Kansas State

University: Advisory Board

Board Member: 1988 – 1992

Department of Architecture, Iowa State  
University: Advisory Board

Board Member: 1997 – 2000

Secretary: 1998

#### **OTHER PROFESSIONAL AND CIVIC SERVICE:**

Nebraska Firm of the Year Award Jury: 1995

American Council of Engineering Companies:

Peer Review Program:

Peer Reviewer for six firms: 1995 - 2011

Liaison between AIA and ACEC

International Council of Shopping Centers:

Member: 1995 – Present

Certified Design, Development and

Construction Professional (CDP):

2009-Present

Certified Retail Property

Executive (CRX): 2009 - Present

Wichita/Sedgwick County Arts and Humanities  
Council

Public Arts Advisory Board, City of Wichita

Central Branch YMCA:

Advisory Board: 1994 – 2000

Wichita Area Chamber of Commerce: 1987 -  
Present

#### **AWARDS:**

AIA, Kansas Henry W. Schirmer Distinguished  
Service Award - 1995

**Patterson, Kathryn**

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**From:** Tracy Snyder  
**Sent:** Friday, February 17, 2017 12:41 PM  
**Subject:** EAS Board Visitors for NCEES April 21 - 22, 2017 Exam Administration

EAS Boards,

The NCEES exams will be held on **April 21 - 22, 2017**.

In order to properly list any site visitors for our chief proctors, please let me know if your board intends on sending anyone by **Friday, March 24, 2017**. Of course, if you have a late board meeting, please just let me know.

Once any site visitors have been identified, I will send you more detailed site information for exam day.

Let me know if you have any questions.

Sincerely,

\*\*\*\*\*

Tracy Snyder  
Manager of Client and Exam Administration Services

NCEES

**Patterson, Kathryn**

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**From:** NCEES <noreply@ncees.org>  
**Sent:** Tuesday, February 21, 2017 12:38 PM  
**To:** Patterson, Kathryn  
**Subject:** 2017 NCEES Surveying Education Award

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What makes your surveying program unique? The NCEES Surveying Education Award is recognizing surveying/geomatics programs that best reflect NCEES' mission to advance licensure for surveyors in order to safeguard the health, safety, and welfare of the public.

The 2017 NCEES Surveying Education Award competition launches during National Surveyors Week, and we want to know more about your program. Entry materials and competition details will be available on our website. Enter and compete for

- a \$25,000 grand prize.
- up to three \$15,000 prizes.
- up to three \$10,000 prizes.

**2017 NCEES Surveying Education Award**

**Who can compete for the NCEES Surveying Education Award?**

NCEES invites all surveying/geomatics programs to compete. Other disciplines that offer minimal surveying courses will not be considered.

**Can a program apply more than once?**

Programs are encouraged to apply each year, but only one entry per program will be considered each year.

**When will more competition details be announced?**

Competition details will be announced during National Surveyors Week.

More information on the 2016 award winners.

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Unsubscribe from future NCEES correspondence.

## **Patterson, Kathryn**

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**From:** Shannon Stanfill (Basecamp)  
**Sent:** Monday, February 27, 2017 7:36 AM  
**To:** Patterson, Kathryn  
**Subject:** (MBA Link) Macy - NCEES Treasurer



Shannon Stanfill posted this message on Basecamp.

### **Macy - NCEES Treasurer**

Please see the attached flyer announcing Shelley Macy, PE's run for NCEES Treasurer. Please share the information with your respective Boards. The Wyoming Board appreciates your support.



NCEES Treasurer Brochure MACY (1).pdf

## **Macy For NCEES Treasurer**



### **Education**

Master of Business Administration  
Bachelor of Science Mechanical Engineering  
Leadership Wyoming

2415 Wildhorse Trail  
Cheyenne, WY 82009  
Phone: 307-631-4049  
Fax: 307-632-8100  
engineerwoyo@me.com

### **Wyoming Board**

Appointed in 2011  
Reappointed in 2015  
Currently serving as Treasurer

### **NCEES Activity**

Committee on Finances 2014, 2015, 2016, 2017  
Currently Chair of Finance Committee  
Mechanical Exam Committee 2015

### **NSPE Activity**

Past WYSPE President, VP, Treasurer  
Currently Vice Chair of Future of the Profession Task Force

Committee on Policy Advocates 2016-present

### **Profession**

Entrepreneur – Macy Engineering, PC, 2002-present  
Developer – College Drive Self Storage, 2002-present



## **Shelley R. Macy, PE**

### **Other Engineering Activity**

University of Wyoming Civil & Architectural Board 2013-present  
Currently Vice Chair UW Civil & Architectural Board  
Governor's Residence Foundation Board 2011-present



*There's nothing I believe  
in more strongly than  
getting young people  
interested in science and  
engineering, for a better  
tomorrow, for all  
humankind.*

*-Bill Nye (Science Guy)*

**Patterson, Kathryn**

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**From:** Joshua Batkin  
**Sent:** Tuesday, February 28, 2017 3:06 PM  
**To:** Joshua Batkin  
**Cc:** Zurn, Jared; Brown, Maurice  
**Subject:** RE: ARE 5.0 Score Report Release

Dear Member Board Executives -


Following up on our notification from last week (below) – I am pleased to confirm that cut scores for the first division of the ARE 5.0 – Project Planning and Design began to be released **today**. Again, your processes do not need to change as the ARE 5.0 scores will post just as the ARE 4.0 scores do inside of My Examination. And if your jurisdiction has a score report delay in place for 4.0 results, the same delay will continue to be in place for 5.0 results.

I also need to inform you that this afternoon we have encountered a technical glitch with a notification in some candidates NCARB records. We are getting reports that some candidates see a banner when they log into their record stating that they are pending eligibility to take the ARE. We aren't sure if this is connected with the release of the score reports but we are certain this is an error and we are working to resolve the issue as quickly as possible. In the meantime, if candidates contact you to ask about this, please assure them this banner is an error and NCARB is working on a fix. You should also feel free to refer them to customer service at [customerservice@ncarb.org](mailto:customerservice@ncarb.org) or 202-879-0520 if they have concerns. We apologize for any inconvenience this might cause.

Please feel free to contact me or Director of Examinations Jared Zurn with any questions or concerns. Thank you and looking forward seeing/meeting you at the MBE Workshop and Regional Summit next week!

Josh Batkin  
202-494-5191 m

**Joshua C. Batkin**  
Director, Council Relations

 **NCARB** LET'S GO FURTHER

**National Council of Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC 20006  
Direct: 202/879-0540  
Customer Service: 202/879-0520

Connect with us:  
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**From:** Council Relations  
**Sent:** Friday, February 24, 2017 9:27 AM  
**To:** Council Relations <[council-relations@ncarb.org](mailto:council-relations@ncarb.org)>



**Cc:** Zurn, Jared ; Joshua Batkin  
**Subject:** ARE 5.0 Score Report Release

Dear Member Board Executive,

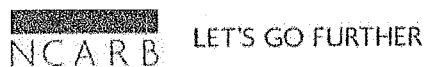
We are excited about the tremendous progress that has been made establishing a cut score for the first division of the ARE 5.0 – Project Planning & Design (PPD). Thanks to the efforts of the ARE 5.0 Cut Score Task Force, the Examination Committee, and the Board of Directors, we're almost ready to begin releasing ARE 5.0 score reports for one division and we wanted to make sure you are ready to go.

With the cut score for Project Planning & Design having been set, NCARB expects scores for this division to be released beginning Tuesday, February 28. From that day forward, PPD results will continue to be released on an ongoing basis. As a Member Board, your processes do not need to change as the ARE 5.0 scores will post just as the ARE 4.0 scores do inside of My Examination. And, if your jurisdiction has a score report delay in place for 4.0 results, the same delay will continue to be in place for 5.0 results.

NCARB will notify you by email the day PPD score reports are released to candidates. Again, if you have set a delay, you will have the opportunity to view your candidates' PPD score reports before they are made available to the candidates.

The process for determining cut scores for the remaining divisions will continue in a similar fashion. We will notify you of the Task Force's progress as it is made.

Please reach out to the Council Relations Directorate ([council-relations@ncarb.org](mailto:council-relations@ncarb.org)) or directly to Joan Paros ([jparos@ncarb.org](mailto:jparos@ncarb.org)) or Mike Yates ([myates@ncarb.org](mailto:myates@ncarb.org)) in the Examination Directorate with any questions or concerns.



**National Council of Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC 20006  
Customer Service: 202/879-0520

Connect with us: [www.ncarb.org](http://www.ncarb.org)  
[Twitter](#) | [Facebook](#) | [LinkedIn](#)

-NCARB Disclaimer-

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