

# **SOUTH DAKOTA STATE BOARD OF TECHNICAL PROFESSIONS Board Minutes**

Of the regular meeting Friday, September 23, 2016  
In the Board Office in Clock Tower Plaza,  
2525 W. Main St., Suite 211; Rapid City, SD

The South Dakota State Board of Technical Professions held its regular meeting on Friday, September 23, 2016 in its Board Room; Clock Tower Plaza, Rapid City, South Dakota. Chairman Steven Williams presided.

Chairman Williams called the meeting to order at 8:30 a.m.

The following Board members were present: Chairman Steve Williams, Secretary Steve Thingelstad, Mike Albertson, Dennis Micko, and Jeffrey Nelson. Board member Drake Olson attended the meeting by phone. Others present were guests Board Attorney Ed Carpenter, John Riker AIA South Dakota Advocacy, and staff members Kathryn Patterson, Tamara Moore, and Susan Neuf. Deputy Secretary of Labor Tom Hart and Staff Attorney Graham Oey also attended by phone. Vice Chairman Steve Peters was not in attendance.

Chairman Williams called for a motion to take the Board into Executive Session at 8:32 a.m. to discuss the results of the Hearing held August 22, 2016 on Case 09-06.

**Motion:** By Nelson, seconded by Micko that pursuant to SDCL 1-25-2(3) the Board will go into Executive Session to discuss litigation issues with counsel.

**Action:** 5-0 AYE (Micko, Nelson, Olson, Thingelstad, and Williams), Taken by roll call. Albertson recused himself from the vote.

Board member Albertson, guest John Riker, and staff members Kathryn Patterson, Tamara Moore, and Susan Neuf left the room during the Executive Session.

Executive Session ended at 9:28 a.m. Board Attorney Ed Carpenter left the meeting at 9:28 a.m. Board member Albertson, guest John Riker, and staff returned to the meeting.

The Board meeting resumed at 9:29 a.m.

**Motion:** By Thingelstad, seconded by Nelson to take no action on Case 09-06 at this time.

**Action:** 4-0 AYE (Nelson, Olson, Thingelstad, and Williams), Taken by roll call. Albertson and Micko abstained.

## **Agenda Items:**

- 1) Approval of July 15, 2016 Minutes (Motion)
- 2) Approval of vouchers since last meeting (Motion)
- 3) Activities report ending August, Review of Deposits (FYI)
- 4) Investigation reports
- 5) Old Business
- 6) New Business
- 7) PDH Audits (Motion)
- 8) Approval of passing Examinees (Appendix A, Motion)
- 9) Approval to take the NCEES Examinations as available (Appendix B, Motion)
- 10) Approval of applicants by examination; AR (Appendix C, Motion)
- 11) Approval of Comity applications (Appendix D, Motion)
- 12) Approval of Business applications (Appendix E, Motion)
- 13) Second Review of Comity application (Appendix F Motion)
- 14) Annual, zone, committee meeting reports & upcoming meetings
- 15) Correspondence

- 16) Future board meeting schedule
  - 17) Adjournment (Motion)
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#### **AGENDA ITEM #1 APPROVAL OF JULY 15, 2016 BOARD MEETING MINUTES (MOTION)**

**Motion:** By Micko, seconded by Thingelstad for approval of July 15, 2016 Board Meeting Minutes.  
**Action:** 6-0 AYE (Albertson, Micko, Nelson, Olson, Thingelstad, Williams) Taken by roll call.

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#### **AGENDA ITEM #2 APPROVAL OF VOUCHERS SINCE LAST MEETING (MOTION)**

**Motion:** By Micko, seconded by Nelson for approval of vouchers since last meeting.  
**Action:** 6-0 AYE (Albertson, Micko, Nelson, Olson, Thingelstad, Williams) Taken by roll call.

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#### **AGENDA ITEM #3 ACTIVITIES REPORT ENDING AUGUST, 2016, REVIEW OF DEPOSITS (FYI)**

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

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#### **AGENDA ITEM #4 INVESTIGATION REPORTS**

- Case 09-06** Competency and Professional Conduct - Results of Hearing held Aug. 22, 2016
- Case 15-03** Practice without CoA - AR - Legal counsel to generate assurance of voluntary compliance agreement
- Case 15-05** Practice without CoA - PE - Consent agreement sent
- Case 15-09** Business Entity allowing unlicensed practice - Response received, sent to legal counsel for review.
- Case 17-01** Lack of reporting discipline - PE - Under review by investigative committee
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#### **AGENDA ITEM #5 OLD BUSINESS**

##### **Action Items - reports**

- Item 1** - Update Building Officials Guide; Update info for posting to website. Draft presented to SD Building Officials on July 21, 2016 for review; draft disseminated for board review. In progress.
- Item 2** - Outreach to association of counties, county commissioners, and/or rural permitting agents; Pursue outreach to benefit from Board knowledge with contact to be made upon completion of updated Building Officials Guide. In progress.
- Item 3** - Rewrite of Petroleum Release Exam; Update with new references; new questions; and separate exam for Assessor/Remediator. SD Association of Environmental Professionals offered to help with re-write. In progress.
- Item 4** - Use of Board reserve funds. Currently researching how to set up and award scholarships and researching companies to provide bids on upgrade of the Board's database. Purchase of iPads made for Board use during meetings.
- Item 5** - Update of DLR Website and BTP Website. In progress. Completion is projected for December 2016.
- Item 6** - Update of Administrative Rules to allow for CBT of Principles of Surveying Exam. In progress.
- Item 7** - Research hiring of half time investigators - one East River and one West River. In progress.

NCEES - MBA Report - BOD Meeting  
NCEES - News Release for PE Environmental exam Professional Activities Knowledge Study  
CLARB - Communique  
NCARB BOD Brief - Pre and Post Annual Meeting  
NCEES Engineering Award - University of Nebraska, Lincoln, wins  
CLARB Member Board E-News  
NCARB Fast Facts  
NCARB - MRA Agreement  
NCARB Launch of Architectural Experience Program (AXP)

The Board briefly reviewed each of the above items.

Guest John Riker, AIA South Dakota Advocacy Committee representative, spoke to the Board about creating an outreach program for engaging with city/county/municipal building officials and permitting agents to communicate information regarding South Dakota Codified Law requirements for Architecture and Engineering services.

John Riker left the meeting at 10:25.

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#### AGENDA ITEM #6 NEW BUSINESS

##### Notice by Staff Attorney

Staff Attorney Aaron Arnold has accepted a position as Director of Legal Services and Human Resource Relations with the state of South Dakota and has been replaced by Attorney Graham Oey.

NCEES Exam Administration Visitors - The consensus of the Board is to decline this invitation.

FARB Focus Newsletter

NCARB CEO Update

CLARB Member Board E-News

NCEES Annual Meeting Summary of Motions

NCARB Fast Facts

NCEES Proposed Revisions EAC Criteria

Discussion requested on details vs plans

Schedule of 2017 Board meeting dates - Discussion was to accept dates that were suggested by Staff for the 2017 meetings of January 20; March 17; May 12; July 14; September 15; and November 17.

The Board briefly reviewed each of the above items.

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#### AGENDA ITEM #7 PDH AUDITS (MOTION)

**NEW AUDITS:** Jeffrey L. Bruce, LA; Kevin A. Clark, AR; Sri Krishna Sudheer Duhlipala, PE; Jason M. Gustafson, LS; Gordon Jeffery Hines, PE; Dave Robert Hobbs, LS; Nathaniel Shane Kalaher, AR; Robert Duane Kummer, LS; Nicolas A. Nitti, PE; Chad O. Novak, AR; Nathan Anthony Pesta, PE; Darin Lee Schriever, PE; and Travis Q. Vander Stouwe, PE.

**Motion:** By Nelson, seconded by Micko for the approval of Jeffrey Bruce, LA

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Nelson, seconded by Thingelstad for the approval of Kevin A. Clark, AR; Nathaniel Shane Kalaher, AR; Chad O. Novak, AR.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Micko, seconded by Nelson for approval of Sri Krishna Sudheer Dhulipala, PE; Nicolas A. Nitti, PE; Darin Lee Schriever, PE.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Thingelstad, seconded by Micko for approval of Jason M. Gustafson, LS; Dave Robert Hobbs, LS; Robert Duane Kummer, LS.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Micko, seconded by Albertson for denial of Gordon Jeffery Hines, PE; Nathan Anthony Pesta, PE; Travis Q. Vander Stouwe, PE. Pending receipt of additional documentation.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**REVIEW PREVIOUS AUDITS:** Ronald Gene Abraham, PE; Thomas Michael Brandner, R; Sandra L. Doran, LA; Kevin M. Fravel, PE; Robin G. Hermanson, PE; and Rodric Randolph Reese, LS.

**Motion:** By Micko, seconded by Albertson for approval of Ronald Gene Abraham, PE; Thomas Michael Brandner, R; Robin G. Hermanson, PE.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Nelson, seconded by Micko for approval of Sandra L. Doran, LA.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Thingelstad, seconded by Micko for approval of Rodric Reese Randolph, LS.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

**Motion:** By Micko, seconded by Albertson for denial of Kevin M. Fravel, PE, pending additional information.

**Action:** 5-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad) Taken by roll call.

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#### **AGENDA ITEM #8 APPROVAL OF PASSING EXAMINEES. (MOTION)**

**Motion:** By Micko, seconded by Albertson for approval of the examinees for passing the Fundamentals of Engineering (FE) exam.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Issue Date	Name	Certificate #	Exam	Exam Date
07/14/2016	Curry, Christopher	E-12113	FE	05/31/16
07/14/2016	DeVries, Ben	E-12114	FE	06/16/16
07/14/2016	Williamson, David	E-12115	FE	06/18/16
07/14/2016	Hoffman, Matthew James	E-12116	FE	06/23/16
07/14/2016	Ulrich, Jacob Scott	E-12117	FE	06/25/16
07/14/2016	Benitez Gonzalez, Juan Pablo	E-12118	FE	07/07/16
08/02/2016	Fletcher, Tyler	E-12119	FE	07/16/16
08/02/2016	Nelson, Eric David	E-12120	FE	07/16/16
08/02/2016	Taschner, Tyler John	E-12121	FE	07/23/16
08/02/2016	Hill, Samuel Richard	E-12122	FE	07/23/16
08/10/2016	Janis, Jade Dwayne	E-12123	FE	07/30/16
09/01/2016	Stefanich, Miranda Louise	E-12124	FE	08/13/16
09/01/2016	Flicek, Cole	E-12125	FE	08/13/16
09/01/2016	Dunn, Dustin Steven	E-12126	FE	08/18/16
09/01/2016	Moulton, McCain Matthew	E-12127	FE	08/26/16
09/01/2016	Dummer, Jared Donat	E-12128	FE	08/26/16

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**AGENDA ITEM #9 APPROVALS TO TAKE THE NCEES EXAMINATIONS AS AVAILABLE. (MOTION)**

**Motion:** By Micko, seconded by Albertson for approval of the examinees to take the Fundamentals of Engineering (F) exam.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Name	Exam
Asche, Devyn	FE
Benz, Nicholas David	FE
Biorn, Daniel	FE
Brugman, Dylan	FE
Fordyce, Benjamin A.	FE
Gergen, Jessica	FE
Gilbraith, Gannon	FE
Gillen, Nicholas John	FE
Hendricks, Kyle Robert	FE
Holzer, Adam Victor	FE
Johnson, Spencer Dale	FE
Klein, Austin Daniel	FE
Kovash, Mitchell Andrew	FE
Lampert, Zachary James	FE
Lesperance, Aric	FE
Malsom, Luke Perry	FE
Mathiesen, Sawyer Steven	FE

Name	Exam
Maus, Austin	FE
Mcclelland, Corey Adam	FE
Moon, Peter	FE
Moulton, McCain Matthew	FE
Nielsen, Nicholas Phillip	FE
Nuhsbaumer, Casey	FE
Poudyal, Purna	FE
Powell, Ethan	FE
Rossi, Gina Marie	FE
Rubalcaba, Dominic	FE
Russell, Carina Sonrisa	FE
Sheehy, Grady	FE
Struck, Samuel David	FE
Thomas, Morgan David	FE
Wait, Taylor James	FE
Williams, Luke Walter	FE
Yija, Manderfrot Baynak	FE

**Motion:** By Thingelstad, seconded by Micko for approval of the examinees to take the Professional Surveyors (PS) exam.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Name	Exam
Kangas, Andrew Earl	PS

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**AGENDA ITEM #10 APPROVAL OF APPLICANTS BY EXAMINATION, AR. (MOTION)**

**Motion:** By Nelson, seconded by Albertson for approval of the Architects (AR) by exam.

**Action:** 5-0 AYE (Williams, Nelson, Albertson, Thingelstad, Olson), Taken by roll call.  
Micko abstained.

Date Licensed	Name	City	State	Profession	#
09/23/2016	Carda, Jared Chad	Aberdeen	SD	AR	13103
09/23/2016	Little, Geoffrey Vernon	Brookings	SD	AR	13104

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**AGENDA ITEM # 11 APPROVAL OF COMITY APPLICATIONS (MOTION)**

**Motion:** By Nelson, seconded by Micko for approval of the following Architects (AR) by comity.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Name	City	State	Profession	#
09/23/2016	Brinkley, Jonathan	Fond du Lac	WI	AR	13053
09/23/2016	Dietrich, Wayne	Grand Forks	ND	AR	13054
09/23/2016	Ebbrecht, Bogue L	Fayetteville	AR	AR	13055
09/23/2016	English, Theresa Michelle	Kansas City	MO	AR	13056
09/23/2016	Fey, Beau A.	Sioux Falls	SD	AR	13057
09/23/2016	Hilbert, Wayne Gibb	Apple Valley	MN	AR	13058
09/23/2016	Kalahar, Lisa Marie	Sioux City	IA	AR	13059
09/23/2016	Kirschman, James Troy	Littleton	CO	AR	13060
09/23/2016	Klein, Aaron Joseph	Bismarck	ND	AR	13061
09/23/2016	Kruse, Rodney	Des Moines	IA	AR	13062
09/23/2016	Muller, Mike G	Port Washington	WI	AR	13063
09/23/2016	Nadolski, Kenneth	Elk Grove Village	IL	AR	13064
09/23/2016	Rommel, Timothy Martin	Grand Island	NY	AR	13065
09/23/2016	Short, David William	Tulsa	OK	AR	13066
09/23/2016	Sinclair, Michael Patrick	Lincoln	NE	AR	13067
09/23/2016	Sternick, James	Sioux Falls	SD	AR	13068
09/23/2016	Turner, James E	Tulsa	OK	AR	13069

**Motion:** By Nelson, seconded by Micko for approval of the following Landscape Architects (LA) by comity.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Name	City	State	Profession	#
09/23/2016	Stoberl, Joseph Edward	West Des Moines	IA	LA	13070

**Motion:** By Thingelstad, seconded by Nelson for approval of the following Land Surveyor (LS) by comity.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Name	City	State	Profession	#
09/23/2016	Ahmad, Jibrael Keith	Houston	TX	LS	13071

**Motion:** By Micko, seconded by Albertson for approval of the following Professional Engineers (PE) by comity.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Name	City	State	Profession	#
09/23/2016	Binagia, Heather Lynne Brush	Porter	TX	PE	13072
09/23/2016	Cote, Erin	Bloomington	IL	PE	13073
09/23/2016	Craig, Matthew Warren	Versailles	KY	PE	13074
09/23/2016	Crandall, Jeremy Lawrence	Commerce City	CO	PE	13075
09/23/2016	Dalton, Brian M	Plymouth	MN	PE	13077
09/23/2016	Daniels, Peter	Golden Valley	MN	PE	13076
09/23/2016	Davis, Charles	Great Falls	MT	PE	13078
09/23/2016	Diekevers, Karl Dale	Elsie	NE	PE	13079
09/23/2016	Diller, Jacob C	Matthews	NC	PE	13080
09/23/2016	Fairchild, Kenneth	Lincoln	NE	PE	13081
09/23/2016	Fishel, David Charles	Longwood	FL	PE	13082

Date Licensed	Name	City	State	Profession	#
09/23/2016	Franseen, David Allan	Duluth	MN	PE	13083
09/23/2016	Haas, Michael Eric	Naperville	IL	PE	13084
09/23/2016	Hermesen, Austin Alexander	Boulder	CO	PE	13085
09/23/2016	Holstrom, Thomas Leigh	Duluth	MN	PE	13086
09/23/2016	Jacobs, Derek Alan	Vandalia	Oh	PE	13087
09/23/2016	Kazmierczak, Denise Ann	Woodbury	MN	PE	13088
09/23/2016	Ludas, Peter Angelo	Tappan	NY	PE	13089
09/23/2016	Massey, Abigail E	Houston	TX	PE	13090
09/23/2016	Mays, Darrell Craig	Lenexa	KS	PE	13091
09/23/2016	McEntire, Jonathan R	Littleton	CO	PE	13092
09/23/2016	Mielke, Daniel William	Minneapolis	MN	PE	13093
09/23/2016	Nohl, Jacob Lee	Lowry	MN	PE	13094
09/23/2016	Parsons, Charles Stevenson	Cuyahoga Falls	OH	PE	13095
09/23/2016	Philipp, Christopher A	Weldon Spring	MO	PE	13096
09/23/2016	Skwor, Andrew Raymond	La Valle	WI	PE	13097
09/23/2016	Smith, Martin Thomas	Houston	TX	PE	13098
09/23/2016	Sprague, Justin	Spirit Lake	IA	PE	13099
09/23/2016	Steffen, Robert Patrick	Yankton	SD	PE	13100
09/23/2016	Willis, Stephen Aaron	Taylor Lake Village	TX	PE	13101

## AGENDA ITEM #12 APPROVAL OF BUSINESS APPLICATIONS (MOTION)

Motion: By Albertson, seconded by Thingelstad for approval of the following Business applications.

Action: 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Company Name	City	State	Profession	#
09/23/2016	Adam Gallant	Wills Point	TX	PE	C-7503
09/23/2016	ADF Engineering, Inc.	Miamisburg	OH	PE	C-7504
09/23/2016	Berkebile Nelson Immenschuh McDowell Inc.	Kansas City	MO	AR	C-7505
09/23/2016	Building Energy & Economics Inc	Boulder	CO	PE	C-7506
09/23/2016	CNH Architects, Inc.	Apple Valley	MN	AR	C-7507
09/23/2016	Consolidated Construction Co. Inc.	Bismarck	ND	AR	C-7508
09/23/2016	Corporate Design and Development Group	Hoffman Estates	IL	AR	C-7509
09/23/2016	Cyntergy Architecture, P.L.L.C.	Tulsa	OK	AR	C-2018
09/23/2016	Edmonds Engineering Inc.	Hoover	AL	PE	C-1228
09/23/2016	Haag Muller, Inc.	Port Washington	WI	AR	C-7510
09/23/2016	HAF Architects, LLC	Stillwater	MN	AR	C-6010
09/23/2016	Hover Architecture P.C.	Littleton	CO	AR	C-7511
09/23/2016	J.M. Russell Land Surveying	Hickory Creek	Tx	LS	C-7512
09/23/2016	Jim Sternick Architect	Sioux Falls	SD	AR	C-7513
09/23/2016	KSQ Architects, PC	Tulsa	OK	AR	C-7514
09/23/2016	Maguire Iron	Sioux Falls	SD	PE	C-7515
09/23/2016	MAP, Inc	Sioux Falls	SD	PE	C-7516
09/23/2016	McKim & Creed Inc	Raleigh	NC	LS	C-7517

Date Licensed	Company Name	City	State	Profession	#
09/23/2016	MSA Professional Services	Baraboo	WI	PE	C-7518
09/23/2016	Murex Petroleum Corporation	Houston	TX	PE	C-7519
09/23/2016	NB&C Engineering Services, LLC	Elkridge	MD	PE	C-7520
09/23/2016	Opturas, Inc.	Longwood	FL	PE	C-7521
09/23/2016	Quanta Subsurface LLC	Spokane Valley	WA	PE	C-7522
09/23/2016	Sachs Electric Company	St. Louis	MO	PE	C-7523
09/23/2016	Schwiebert Architects LLC	Osceola	WI	AR	C-2043
09/23/2016	SDG LLC	Versailles	KY	PE	C-7524
09/23/2016	TorcSill Foundations, LLC	Pasadena	TX	PE	C-7525
09/23/2016	ZAP Engineering & Construction Services, Inc.	Lakewood	CO	PE	C-7526

#### AGENDA ITEM #13 PREVIOUS COMITY & BUSINESS APPLICATIONS (MOTION)

**Motion:** By Micko, seconded by Albertson for approval of the following previous Professional Engineer (PE) Comity License application.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Company Name	City	ST	Profession	#
09/23/2016	Lim, Hock Hai	Arlington	TX	PE	13102

**Motion:** By Micko, seconded by Albertson for approval of the following previous Business License application.

**Action:** 6-0 AYE (Williams, Micko, Nelson, Albertson, Thingelstad, Olson) Taken by roll call.

Date Licensed	Company Name	City	ST	Profession	#
09/23/2016	Sabre Industries, Inc.	Alvarado	TX	PE	C-7527

#### AGENDA ITEM #14 ANNUAL, ZONE, COMMITTEE REPORTS & UPCOMING MEETINGS

**PREVIOUS -** 08/24/16 to 08/27/16 - NCEES Annual Meeting; Indianapolis, IN (Albertson, Micko, Peters, Thingelstad, Patterson) - Albertson & Peters not able to attend; Micko and Patterson as funded delegates, Thingelstad as first-time attendee

**UPCOMING -** 10/28/16 to 10/29/16 - NCARB Member Board Chair & Member Board Executive Summit - (Williams and Patterson). Approved at the July board meeting.

#### AGENDA ITEM #15 CORRESPONDENCE (FOR REVIEW AND DISCUSSION, IF DESIRED)

Compliments - Thank you from SD Building Officials  
 NCEES letter requesting leadership visit  
 NCARB National Architect Info  
 NCEES Turner begins term as President  
 NCARB Outreach Effort  
 NCEES Recognizes service

Other various board correspondence/Email

The Board briefly reviewed each of the above items.



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## AGENDA ITEM #16 FUTURE BOARD MEETING SCHEDULE

November 18, 2016

January 20, March 17, May 12, July 14, September 15, November 17, 2017

The Board reviewed and approved all of the future board meeting dates.

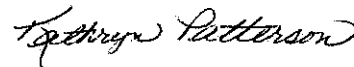
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## AGENDA ITEM #17 ADJOURNMENT (MOTION)

**Motion:** By Micko, seconded by Thingelstad to adjourn the meeting.

**Action:** 6-0 AYE (Albertson, Micko, Nelson, Olson, Thingelstad, and Williams). Taken by roll call

There being no further business, at the hour of 11:03 a.m. the Board meeting of the South Dakota Board of Technical Professions adjourned.



Kathryn Patterson  
Executive Director

Submitted by Susan Neuf, Secretary, SDBTP

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## ACTIVITIES REPORT FOR THE YEAR 2016

			ASSESSOR						AR			AR/LA			LA			LS			PE			PE/AR		
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	6	4	10	108	747	855	1	0	1	17	37	54	117	278	395	908	3175	4083	1			908	3175	4083		
2/28	6	4	10	108	745	853	1	0	1	17	37	54	117	277	394	908	3171	4079	1			908	3171	4079		
3/31	6	4	10	110	757	867	1	0	1	18	38	56	117	282	399	912	3197	4109	1			912	3197	4109		
4/30	6	4	10	110	754	864	1	0	1	18	38	56	117	280	397	912	3193	4105	1			912	3193	4105		
5/31	7	4	11	112	756	868	1	0	1	18	38	56	118	279	397	932	3226	4158	1			932	3226	4158		
6/30	7	4	11	112	754	866	1	0	1	18	38	56	117	278	395	921	3216	4137	1			921	3216	4137		
7/31	8	4	12	113	764	877	1	0	1	18	37	55	118	285	403	924	3240	4164	1			924	3240	4164		
8/31	8	4	12	113	761	874	1	0	1	18	39	57	115	286	401	923	3238	4161	1			923	3238	4161		
9/30	8	3	11	117	774	891	1	0	1	18	39	57	115	286	401	923	3245	4168	1			923	3245	4168		
10/31	8	3	11	116	770	886	1	0	1	18	39	57	115	287	402	919	3242	4161	1			919	3242	4161		
11/30		0			0			0			0			0			0						0			
12/31		0			0			0			0			0			0						0			

DATE	PE/LA			PE/LS			PE/LS/R			PE/R			REMEDIATOR			LICENSEES			BUSINESS		
	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	63	16	79	1	1	2	14	8	22	21	20	41	1257	4290	5547	290	1971	2261
2/28	0	1	1	63	16	79	1	1	2	14	7	21	21	20	41	1257	4282	5539	290	1969	2259
3/31	0	1	1	63	16	79	1	1	2	14	7	21	22	20	42	1265	4326	5591	285	1977	2262
4/30	0	1	1	63	16	79	1	1	2	14	7	21	22	20	42	1265	4317	5582	284	1975	2259
5/31	0	1	1	63	16	79	1	1	2	14	7	21	22	19	41	1288	4351	5639	283	1978	2261
6/30	0	1	1	63	16	79	1	1	2	13	8	21	22	19	41	1276	4338	5614	283	1976	2259
7/31	0	1	1	63	16	79	1	1	2	13	8	21	22	19	41	1283	4377	5660	282	1996	2278
8/31	0	1	1	63	16	79	1	1	2	13	8	21	22	19	41	1279	4375	5654	280	1998	2278
9/30	0	1	1	63	16	79	1	1	2	13	8	21	22	19	41	1282	4395	5677	280	2011	2291
10/31	0	1	1	63	15	78	1	1	2	13	7	20	22	19	41	1277	4387	5664	279	2011	2290
11/30		0			0			0			0			0			0	0		0	
12/31		0			0			0			0			0			0	0		0	

	JAN	FEB	MAR	APR	MAY	JUNE
Business	2261	2259	2262	2259	2261	2259
Active	5547	5539	5591	5582	5639	5614
Inactive	240	239	240	242	242	245
Retired	169	169	170	170	171	171
TOTAL	8217	8206	8263	8253	8313	8289

	JULY	AUG	SEPT	OCT	NOV	DEC
Business	2278	2278	2291	2290		
Active	5660	5654	5677	5664		
Inactive	248	250	251	252		
Retired	174	173	172	172		
TOTAL	8360	8355	8391	8378	0	0

FINANCIAL COMPARISON FOR 1ST QUARTER  
FY2017  
JULY 2016 - SEPT 2016

	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012
BEGIN BALANCE	794,794.65	695,629.16	616,975.64	632,153.60	487,380.40	439,069.78
EXAMS						100.00
RENEWALS	46,990.00	46,460.00	48,420.00	41,570.00	36,740.00	36,870.00
APPLICATIONS	12,600.00	12,400.00	15,960.00	12,530.00	14,180.00	10,360.00
MISCELLANEOUS	50.00	4,530.00	65.00	1,005.00	55.00	40.00
LATE PENALTY	3,900.00	2,700.00	3,000.00	2,000.00	3,200.00	2,700.00
INTEREST	9,760.37	7,984.30	6,109.53	8,019.40	10,452.78	12,516.09
QUARTERLY REVENUE	73,300.37	74,074.30	73,554.53	65,124.40	64,627.78	62,586.09
TOTAL REVENUE	868,095.02	769,703.46	690,530.17	697,278.00	552,008.18	501,655.87
WAGES/STAFF	31,107.33	16,274.90	25,423.25	23,946.00	17,622.80	20,016.52
WAGES/COMM	2,760.00	2,400.00	3,720.00	3,960.00	4,200.00	4,440.00
BENEFITS	12,091.25	6,371.53	10,125.39	8,940.86	5,820.49	6,590.43
TRAVEL/COMM	1,042.37	4,033.35	3,200.05	4,929.95	5,693.36	4,467.43
DUES	1,200.00	1,200.00	7,700.00	7,700.00	7,200.00	7,200.00
LEGAL FEES	9,738.03	278.50	28,826.35	3,313.57	411.17	334.70
INVESTIGATOR		-	-	4,002.50		
REGISTRATION		300.00	450.00	1,800.00	1,565.00	665.00
COMPUTER (BIT & BPRO)	2,028.50	2,195.40	8,738.80	1,186.80	1,341.00	1,155.00
STATE SVCS	1,708.79	1,790.97	2,014.29	2,069.82	1,592.00	1,444.36
EQUIP SV/MAIN	275.51	336.71	518.51	46.99	70.16	141.32
JANITORIAL	464.04	385.00	360.50	360.50	350.00	300.00
NEWSPAPER ADS			-			
RENT - EQUIPMENT	827.82	276.33	732.66	456.33	456.33	318.00
RENT/OFFICE	6,450.00	6,450.00	6,450.00	4,062.51	4,062.51	4,062.51
TELEPHONE	6,224.08	342.12	267.31	472.58	387.17	282.00
POSTAGE	5,000.00		-			
SUPPLIES	721.12	195.81	935.39	132.27	779.71	80.10
BANK CHGS-Other Contractual	1,798.07	1,611.52	8,078.58	1,283.10	1,107.91	515.02
PRINTING			-			137.40
INSURANCE			-			
AUDITS			-			
MISC (Refund of Prev Yr Rev)		-	40.00	493.00	180.00	100.00
CREDIT CARD PURCHASE	31.93		-		20.42	19.39
ASSETS (Office Furn. & Fixtures)		-	4,524.65			
TELEPHONE EQUIP.			-			
DOL OPERATIONS	1,753.64	1,138.92	1,545.80	1,560.39	1,549.88	1,412.66
TOT EXPENSES	85,222.48	45,581.06	113,651.53	70,717.17	54,410.78	53,681.84
END BALANCE	782,872.54	724,122.40	577,154.97	626,560.83	497,597.40	447,974.03

## ACTION ITEMS

	Initial Date	Action	Decision	Responsible Person(s)	Status
1	05/31/2013	Building Officials Guide	Update information for posting to website	Board / Building Officials	Presented to Board for Review 09/23/16
2	03/20/2015	Outreach to assoc. of counties, co. commissioners, and/or rural permitting agents	Pursue outreach to benefit from Board knowledge	Board	Will work on in conjunction with revised Building Official Guide
3	07/26/2013	Rewrite Petroleum Release Exam - review experience required for Assessor & Remediator	Update with new references; new questions; and separate exam for Assessor/Remediator	Dennis/Mike/ Staff	Draft at 11/18/16 meeting
4	01/14/2015	Use of Board reserve funds	Contact state auditor for how funds may be used	Mike / Drake / Staff	10 iPads purchased for Board - shirt sizes needed to order shirts
5	05/02/2016	Update of DLR Website and BToP Website	Update references to Blue Book effective 07/01/16 - Update all applications and forms on website	Staff/BIT	In Progress - should be done by Dec.
6	05/02/2016	Update of Administrative Rules to allow for CBT of Principles of Surveying Exam	Update references to deadlines for PS and remove 12/31/2015 date for FS exam application to review under 2011 rules	Board/Legal Counsel/Staff	Done - Hearing held 11/04/16
7	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.

as of 10/14/16

**Patterson, Kathryn**

---

**From:** Arnold, Aaron  
**Sent:** Monday, August 01, 2016 7:27 AM  
**To:**  
**Subject:** Good Morning

Hello all,

Please share with staff:

As some of you are aware, I recently accepted a position with the Bureau of Human Resources, the position of Director of Legal Services and Human Resource Relations. I will begin that position on August 24, 2016, which means my last day with the Department is August 23, 2016. I want to thank you all for being such a great team to work with over these past six years. I truly believe we've done a lot of good for the public of South Dakota and for the programs that each of you represent. Many of you have found new, more modern ways to serve the public and your licensees on a day to day basis, and it has been a privilege to be along for the ride.

In way of a transition, odds are Amber will be taking over a majority of my duties until a new attorney can be hired and brought up to speed. I will be preparing a list of current and future projects and goals for each program and I will send it to each of you for review and additions. The easy projects, such as some legislation and rule changes, I am attempting to get finished prior to leaving, but there is only so much time in a day and so many days before I can't do that anymore. The transition won't be a fun process, but if you work together with Amber and have a little patience, you guys will make it through.

Thank you all again for all the hard work you do each and every day, you're a true gift to the Department and to the State.

*Aaron N. Arnold*

Senior Staff Attorney  
SD Department of Labor and Regulation  
Legal Services Division

**Patterson, Kathryn**

---

**From:** Tracy Snyder <tsnyder@ncees.org>  
**Sent:** Monday, August 29, 2016 7:24 AM  
**Subject:** EAS Board Visitors for NCEES October 28 - 29, 2016 Exam Administration  
  
**Importance:** High

EAS Boards,

The NCEES exams will be held on **October 28 - 29, 2016**.

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, September 30, 2016**. 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 Exam Administration Services

**NCEES**

T: 800-250-3196, ext. 5458

F: 864-654-6966

ncees.org

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## GOVERNING MEMBERS

- AARO
- AASCB
- AAVSB
- ARBO
- ASPPB
- ASWB
- BOC
- CLARB
- FCLB
- FSMB
- FSMTB
- ICFSEB
- NAB
- NABP
- NASBA
- NASCLA
- NASEMSO
- NBCOT
- NCARB

## INSIDE THIS ISSUE:

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- FARB on the Road 2
- Guest Column 3
- Calendar of Events 3
- Contact FARB 4
- Guest Column 4

## FARB Focus

VOLUME 3, ISSUE 3

AUGUST 2016

## 2016 FARB National Policy Summit

FARB's second Annual National Policy Summit on Professional Regulation was held on July 14, 2016. FARB expresses its sincere thanks to the National Association of State Boards of Accountancy (NASBA) for hosting this important event at its headquarters in Nashville. Executive Directors and Chief Executive Officers from fourteen associations and federations of regulatory boards gathered to discuss issues relevant to the current status of their organizations and what the future holds.

The Summit was facilitated by Michael Barrett of Resonance Facilitation, LLC. Participants engaged in intense discussions

in small groups that centered on two general themes: Today and Tomorrow. First, what significant issues are pressing in the current state of affairs of each organization and what are the implications of such issues. Lively debate and discussions revealed numerous common themes across the various professions.

Next, participants entertained the notion of what their organizations will be like in the year 2030. The small groups assessed the top three drivers of change and identified anticipated adaptations from the perspective of their respective organizations. Again, spirited debate revealed

numerous examples of why and how change might be stimulated and the potential resulting adaptations.

Participants expressed the benefits of this annual summit that allows for dialogue and discussions among peer leadership of these similar organizations. FARB is pleased to coordinate this event and looks forward to the 2017 National Policy Summit scheduled for July 27, 2017 in Kansas City, which will be co-hosted by the American Association of Veterinary State Boards (AAVSB) and the Federation of State Massage Therapy Boards (FSMTB).

## Today

## Issues and Implications

## • Mobility

- Embrace Technology
- Develop Uniform Criteria
- Educate Regulators
- Educate Licensees

## • Regulation Under Fire

- Be Proactive
- Regain Control of Conversation
- Engage Stakeholders
- Advocate Public

## • Barriers to Practice

- Focus on Health, Safety, and Well-Being
- Develop Uniform Criteria
- Educate Regulators
- Educate Licensees

## • Practitioner/Board Member Pipeline

- Focus on Quality
- Be Proactive
- Understand the Economics
- Educate Regulators

## Tomorrow

## Assessments and Adaptations

## • Technology

- Keep up with the Pace of Change
- Understand the Next Generation
- Expand Thinking: Exams/Education
- Build Models

## • Globalization

- Accommodate Diverse Education
- Develop Uniform Criteria
- Establish Trust Networks
- Explore Governance Structure

## • Changing Demographics

- Be Proactive
- Promote Diversity
- Understand the Next Generation
- Keep up with the Pace of Change

## • Evolution of Regulation

- Focus on Continued Competence
- Engage Stakeholders
- Expand Thinking: Exams/Education
- Research Functions to Support Board

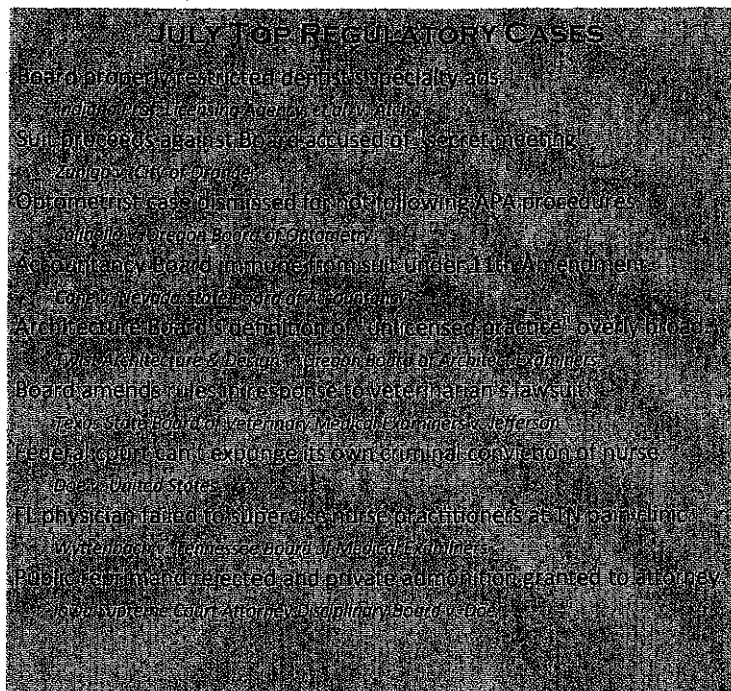


## Program Spotlight: Top Regulatory Cases

Keeping up with caselaw pertaining to professional licensing can be a daunting task. That's precisely why FARB created Top Regulatory Cases. We perform the searches and write the summaries so you can be informed on the decisions that affect your board. TRC contains over 1100 cases dating from 2011 covering the full range of professions. Advanced search functions allow you to filter by profession or key term when you are performing specific research or by date when you are looking for the latest decisions.

To learn more about this valuable service, visit:

[www.FARB.org/TopCases](http://www.FARB.org/TopCases)



## FARB on the Road

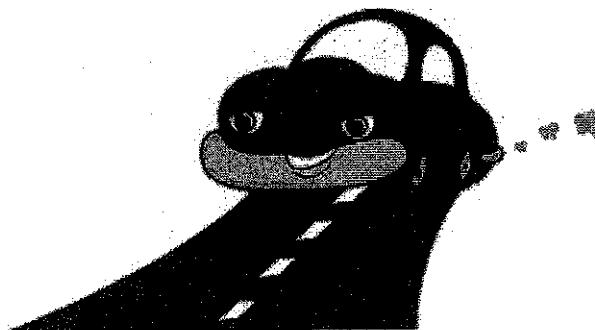
FARB staff members have made several appearances at members' Annual Meetings over the past several months to enhance FARB's visibility, to spotlight FARB's programs and services, and to promote the benefits of FARB membership. FARB had a presence at the FSMB Annual Meeting in San Diego in April, the NCARB Annual Business Meeting in Seattle in June and the NCSBN Annual Meeting in Chicago in August.

Coming up, we'll be at the NASCLA Annual Meeting in Minneapolis in August, the AAVSB Annual Meeting in Scottsdale in August and the

CLARB Annual Meeting in Philadelphia in September. Make sure to say "Hi" if you are there, too.

Beyond member meetings, FARB also recently attended the National Conference of State Legislators' Annual

Summit and made many new connections with state legislators. We know that making those face-to-face connections at conferences is so important for collaboration and communication and is always worthwhile!



# Random Thoughts from a Public Protection Administrator

by Brian Carnahan

Nearly two years ago, I made a career change, moving from regulating affordable housing to regulating professionals - seemingly an "even" trade. This transition has offered some insights.

The mantra is public protection. It is a unique aspect of licensure. The public comes first. You must guard against advocating. The goal is not to stifle nor is it to promote. In a way, upholding the laws and rules is promoting the profession. I personally find that not being a licensee of my board helps to sort through issues. That is not to imply that those members of the profession who also regulate cannot act in the public interest, although I suspect it is more difficult. I have the flexibility to ask the simple "why?" and "how?" questions that encourage discussion. Nonetheless, you must have an interest in the profession, and be willing to learn. Recognizing the value of "my" licensees makes it a pleasure to come to work each day.

Balancing the requirements of public policy and the board's mission with the interests of licensees and advocates is a challenge. We are tasked to protect the public, but that does not mean that we can ensure only the best qualified are practicing. Boards are defining practice

standards and setting "minimum" requirements. It is up to employers to help develop and improve the quality of licensees. The professional's job market can be relied upon to facilitate a sorting effect. We cannot - generally speaking - monitor quality, only qualifications.

As a public protector you have to maintain boundaries. This involves building relationships without becoming "captured". Remember that the public protection role means that you are not an extension of associations and interest groups. The relationship does not have to be conflictual. Professional advocates and associations can share with the Board. It can be difficult for board members to separate professional positions on issues versus public protection issues. We are all only human, so it can be hard to set aside personal biases. Board members are experts in their field. This does not necessarily translate into expertise in serving on a Board. The desire to do what is right has to be channeled in the proper direction. It can be easy to lose sight of the purpose of the organization. This can be true when outside pressures to take a position on a particular issue align with what a board member wishes to achieve. As a personal aside, I would rather lead persons who are too passionate

versus not passionate enough.

Rulemaking should not be reactive, but often is so. Change causes a ripple effect as licensees learn of the change, and the Board and staff integrate it into decision-making. At my Board we have established a practice of limited rule changes; we are trying to limit changes to only those absolutely necessary.

While there is a theme in the media and politics that there is too much regulation, many professions seek to be licensed. Some seek it because of competition, others for legitimacy, while others do so to access public and private insurance. It is odd to be lobbied by persons who want to be regulated. The reality is that boards must operate in the prevailing political environment.

My most important observation to date is that staff and board members each work very hard. Each is asked to work on difficult tasks that impact licensees and the public. No one takes these duties lightly.

*Brian Carnahan is Executive Director of the State of Ohio Counselor, Social Worker, & Marriage and Family Therapist Board. Special thanks to CSWMFT Board Investigator Tracey Hosom for her helpful suggestions.*

## Calendar of Upcoming Events

24th Annual FARB Regulatory Law Seminar ([Register](#))

Sep 30 - Oct 2, 2016

Chicago, Illinois

41th Annual FARB Forum ([Register](#))

January 26-29, 2017

San Antonio, Texas



**Our Mission:**

***To advance excellence in regulation of the professions in the interest of public protection.***

**Federation of Associations  
of Regulatory Boards**

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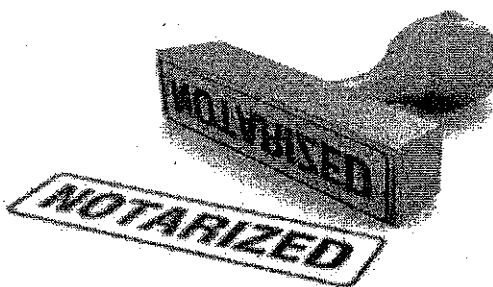


# Identity Fraud and Licensing

*by C. Richard Triola*

"Know Your Customer" has certainly been buzzing in the financial services industry for years but due to an uptick in rampant identity fraud, the need for higher levels of identity proofing and authentication is resonating across all industries. Identity fraud has been called the "#1 Crime in America" and there is no indication that this will be slowing anytime soon.

Healthcare licensing and credentialing services are not immune to the constant barrage of data breaches. Due to the widespread compromise of personal data and user credentials criminals can now pierce most identity proofing methods. For centuries, the role of the professional notary has served society well; but as we move away from a face-to-face physical environment to a new "on demand" society, electronic online notarization has become a safe, convenient



alternative. For most business practices you can complete the majority of paperwork over the internet. However, when higher value and/or riskier transactions demand a notarization, the process becomes clunky and inconvenient. Companies and government agencies are looking for alternative solutions.

As an example of an organization navigating this issue, the Federation of State Medical Boards (FSMB) offers the Federation Credential Verification Service (FCVS) and Uniform Application for Physician State Licensure (UA), both of which require notarized documentation. This notarization requirement was preventing FSMB from moving their processes online and creating difficulty for their applicants. Online notarization has solved this problem.

The Federation has seen a number of benefits and efficiencies by offering online ID proofing and notarization to its applicants. They have increased

confidence in the ID verification process and authenticity of the documents they receive. They no longer have to open mail and scan documents into their system, which also means they never lose documents or deal with documents lost by mail. And because the documents are completed by a team of notaries trained on the document, they rarely have to reject forms and ask applicants to redo them. Their applicants have also expressed gratitude because of the added convenience afforded by an on demand service available from anywhere in the world, 7 days a week. It has definitely been a win-win proposition.

Agencies should be proactive and look for ways to prevent fraud and improve the overall experience for all stakeholders.

*Rick Triola is CEO of NotaryCam, Inc.*

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## COLLATERAL ENGAGEMENT

### FEDERATION OF ASSOCIATIONS OF REGULATORY BOARDS (FARB)

#### FARB CEO Summit (July 14)

- **Nashville, TN:** Attended by CEO Armstrong and COO de Sousa.

#### FARB Leadership Conference (July 15-16)

- **Nashville, TN:** Attended by CEO Armstrong, COO de Sousa, Sr. Architect and Advisor to the CEO Nurt, Examination Director Zurn, Information Systems Director Ortiz de Zarate, and Customer Relations Director Alston.

### AMERICAN INSTITUTE OF

#### ARCHITECTURE STUDENTS (AIAS)

#### AIAS Grassroots Leadership Conference (July 7-10)

- **Washington, DC:** President Harding addressed attendees at this meeting, sharing her vision for licensure candidates and the Council; CEO Armstrong addressed attendees regarding the new NCARB/AIAS partnership supporting the AIAS Freedom by Design Initiative; Armstrong was given a surprise award from outgoing AIAS President Danielle Mitchell—the AIAS Presidential Citation—for serving “as an inspiration to the architectural community through his commitment to the value of mentorship and the power of student-led design/build.”



### Dear Colleagues,

After our customary post-Annual Business Meeting break from sending the CEO Update, we are eager to re-engage and report on many activities occurring with our staff and our volunteers. With the huge load of resolution votes, debates and discussions behind us, we have a checklist of implementation items that will occupy much of the next two quarters, along with supporting the new initiatives launched by President Kristine Harding.



Our biggest takeaway from the Seattle ABM has been “keep the conversation going.” As our members debated how to best address Member Board to Board of Directors engagement involving policy and program change, there was a nearly unanimous desire for augmenting engagement tools to maximize transparency and real-time feedback. Accordingly, we will be experimenting with new ways to alert Member Boards of feedback commentary from their peers and to convene our communities outside our traditional meetings. Even when no policy changes are being contemplated by our Board of Directors, there are other conversations regarding strategies and opportunities that can only be enhanced by additional engagement from our Member Boards.

To this end, the upcoming Member Board Chairs/Executives Summit in October is being designed as a series of conversations among participants, including our Board of Directors, to frame out possible directions to take heading into future strategies. A save-the-date notice has issued for the meeting, to occur in Columbus, OH, and we are hoping for maximum attendance for this every-other-year event. We are asking for our Member Board Chairs and Executives to send in their ideas for conversation topics.

On July 1, we initiated a new experience reporting option first suggested to NCARB by the California Architects Board (CAB) several years ago. Their idea, first referred to as the “broadly experienced intern” program, has evolved into the AXP Portfolio. The CAB correctly noted that a number of licensure candidates who took life and career detours are stymied from the traditional reporting of hours due to where they now sit in their offices. Over several years, the NCARB Board of Directors worked on honing design options researched by staff to come up with a rigorous methodology that would reflect the same breadth of experience through a portfolio submittal that would otherwise be reflected in the reporting of hours. As awareness grows regarding this new option, we anticipate a large influx of licensure candidates back into the pipeline as they restart their careers.

The July 1 transition from the Intern Development Program (IDP) to the Architectural Experience Program® (AXP®) involved not only the introduction of the AXP Portfolio, but the overhaul from 17 experience areas to six, reflecting the same six “phases of practice” identified by the 2012 Practice Analysis of Architecture and being implemented as the new divisional titles for ARE® 5.0. Merely by moving from 17 to six experience areas positioned roughly 2,900 licensure candidates to move from “in progress” to “complete” status for their experience requirement. This metric underscores the fundamental concept being employed for our multi-year streamlining efforts: it is possible to remove unnecessary administrative hurdles while preserving the necessary rigor for all of our programs.

We are also seeking to continue the conversation outside our own membership. For the second year in a row, we were invited to address the July annual meeting of the State Government Network (SGN) of AIA component lobbyists and advocates. Our Council Relations team developed a matrix of where state laws or regulations were not in alignment with NCARB models as a means of encouraging a conversation between state advocates, Member Boards, and elected officials regarding the ongoing pursuit of uniform approaches to licensure across the U.S.

## AMERICAN INSTITUTE OF ARCHITECTS (AIA) AIA State Government Network Meeting (July 11-13)

- **Washington, DC:** CEO Armstrong presented an update on changes to Council programs and services that will require updates to statutes and regulations to volunteers and staff from AIA state components. He also provided an update on state responses to the *FTC v. North Carolina Board of Dental Examiners* ruling.

## AIA California Outreach (July 26-31)

- **Los Angeles, CA:** CEO Armstrong met with the leadership of the AIA California Council, and he participated in a panel addressing the future of architectural practice at the close of the AIA CC Board of Directors Meeting.

- Armstrong also met with AIA Los Angeles Executive Director Nicci Solomons.

## ASSOCIATION OF COLLEGIATE SCHOOLS OF ARCHITECTURE (ACSA)

- NCARB representatives Past President Dunn and Experience + Education Director Falconer participated in the first face-to-face meeting of the Education Coordinating Council (ECC), involving all five collaterals and chaired by the ACSA. This open forum approach to discussing possible common approaches to the "education continuum," ranging from K-12 to undergraduate/graduate through continuing education, is an outgrowth of a multi-year "Path Forward" initiative to spur improved ACSA-NAAB relations and efficiencies.

Given the numerous changes to NCARB programs over the past several years, the timing is ripe for an organized effort to assure updated references to the AXP, ARE 5.0, the Integrated Path to Architectural Licensure (IPAL), and older changes—such as examination access before completion of experience requirements and streamlining continuing education reporting to a 12-HSW-every-calendar-year format where feasible. We acknowledge jurisdictions that have affirmatively chosen alternatives to NCARB models but hope to see desired changes move forward where possible.

Our leadership transitions have moved forward successfully in the first few weeks of our new fiscal year: President Harding addressed the AIAS Grassroots conference, was profiled by Architectural Record, and returned from facilitating a session at the ACSA International Forum in Chile; and, we hosted orientation sessions for First VP/President-elect Greg Erny, Second VP Dave Hoffman, Treasurer Terry Allers, and Secretary Bob Calvani.

Immediate Past President Dennis Ward is helping the new NCARB-AIAS partnership supporting "Freedom by Design" get off to a strong start through his appointment as the new NCARB liaison to the AIAS Board. We hope that the presentation in Seattle with the call to action for Member Boards to engage with AIAS chapters in this important student/architect initiative has resonated. Together, NCARB and the AIAS can demonstrate how thoughtful design can enable all who are challenged with disabilities—through Member Board Members helping students earn AXP credit.

We are also seeking to continue the new conversations launched last year by Member Board Executive Director Kingsley Glasgow of Arkansas, who hosted three MBE Engagement Sessions designed to knit together newer and more seasoned MBEs, create mentoring opportunities, and re-establish a sense of community within a vastly changed roster of board executives. Efforts are underway to design a series of opportunities to keep this conversation going, including at our Columbus event and other events throughout the year.

Part of "continuing the conversation" includes making sure our volunteer committees are part of the feedback loop in addition to fulfilling their duties to address presidential changes. This year, President Harding has issued a new "strategic charge" to all committees, which will be facilitated by our staff liaisons sometime during the year. We know that our volunteers have many informal strategic discussions; we want to capture and organize the flow so that we are best informed as we scan the horizon.

We also welcome our first public director to represent Member Board public members, city administrator John Cardone of Louisiana, to the Board of Directors. With this change in qualifications for our public director comes new outreach opportunities to a community of Member Board Members who have not had a seat at our Board table. The conversation with public members has been ongoing for several years through the Public Member Task Force, meetings at our ABMs, and service provided by public members on several NCARB committees. Now we can really continue the conversation through the elevated role of public members in shaping NCARB policy and strategies.

Lastly and more immediately, we are in the home stretch of final beta testing and protocol development of the new ARE 5.0 launching on November 1. Special, targeted webinars for MBEs and other groups are on the calendar, we are continuing our outreach to the test prep and AIA component community, and are regularly reaching out to all licensure candidates and focusing on examination information at our campus outreach events.

Please let us know how you would like to be part of these conversations and what subjects you expect us to address. As we move to implement changes approved at the ABM in the latter part of our year, prepare for the ARE 5.0 launch, continue adding benefits to the NCARB Certificate, and explore directions for the future, we want you to be with us on the journey!

With best wishes for the remaining days of summer,

*Mike*

Mike Armstrong

### NATIONAL ARCHITECTURAL ACCREDITING BOARD (NAAB)

- NCARB staff are conducting ongoing discussions with NAAB staff regarding tracking educational transcripts to assure compliance with NAAB accreditation and NCARB education standards, in preparation for implementing revisions to the education alternative for NCARB certification. NCARB staff are also providing demonstrations of various information systems tools that may be applicable to NAAB activities.

### CEO ON THE ROAD

- **San Francisco, CA:** California Architectural Board Visit (June 8-11)

- **Seattle, WA:** Annual Business Meeting (June 14-20)

### UPCOMING:

- **Chicago, IL:** Licensing Advisors Summit (August 4-6)
- **Huntsville, AL:** Presidential Planning Meeting (August 19-20)
- **Denver, CO:** Ethics Task Force (August 26-27)

### STRATEGIC PLAN

#### Facilitating Licensure.

As noted above, the July 1 transition from the 17-area IDP to six-area AXP resulted in an immediate "complete" status for some 2,900 licensure candidates. This places these candidates one step closer to licensure as they complete their other eligibility requirements. We are continuing to see a strong surge in examination registrations in anticipation of the November 1 ARE 5.0 launch. Candidates can start in ARE 4.0 and finish in ARE 5.0—and do it with five divisions rather than the current seven—or take the new six-division format. Once ARE 5.0 launches, candidates without a prior examination history will only be offered ARE 5.0. We also continue to be at or near record levels of experience participants and holders of the NCARB Certificate. Effective July 1, we have streamlined fees for both programs with a net savings in each program.

#### Fostering Collaboration.

- Our new partnership with the AIAS regarding its Freedom by Design initiative is aimed at providing students the opportunity to record AXP hours while being supervised by an architect serving on one of our Member Boards. The student/Member Board exposure will deliver increased awareness of the different perspectives within our community and enhance outreach efforts already underway in many jurisdictions.

- The Licensing Advisors Summit in August convenes three communities: student advisors, faculty advisors, and AIA state advisors under the umbrella of a joint mission to inform licensure candidates and licensees regarding current licensure requirements. Student attendance at this conference will be at a record level, and we are adding a number of Member Board

### @AIA\_Advocacy

Thank you Mike Armstrong @NCARB for updating us on licensing trends #SGN2016 #AIASGN

Executives to the mix in recognition of their role as licensing advisors on behalf of their boards and jurisdictions.

- NCARB continues to seek opportunities to facilitate advocacy at the state level through partnering with AIA components and other interested entities such as IPAL schools. Successful legislative strategies were launched earlier this year in Georgia and South Carolina, and work is underway in Virginia.
- CEO Armstrong and President Harding are starting a new round of one-on-one calls to MBEs and Member Board presidents, respectively, to hear about how NCARB can best support the needs of our membership.
- The NCARB Board will be hosting NAAB leadership at its upcoming September Board meeting. Future guests will be the leaders of the ACSA in January and the AIAS in March. NCARB leaders will engage with their AIA counterparts in October after the Five Collaterals meeting and NAAB Annual Meeting.

#### Centralizing Data.

- At the Seattle ABM, IS Director Guillermo Ortiz de Zarate pitched the importance of building a national disciplinary database as a vital piece of centralizing data from Member Boards. A follow-up discussion of methodology will occur at the October Member Board Chairs/Executives Summit. The IS team is also working on information management tools that could be utilized by state jurisdictions to address data collection challenges in a secure environment.

## SOCIAL MEDIA MILESTONES (JUN):

### PERCENT CHANGE IN FOLLOWERS:

Twitter	3%	Instagram	7%
Facebook	7%	Google+	7%
LinkedIn	0%	ARE 4.0 Community	7%

## CUSTOMER RELATIONS STATISTICS

### Phones – June 2016

- Answered 3,841 calls (of 3,925 calls presented)
- Handle Ratio: 97.86
- Wrap Up Codes Utilization: 2,384 (62% of calls answered received wrap up codes)
  - o Top Five Wrap Up Codes for June:
    1. IDP Inquiry - 524
    2. ARE Inquiry - 450
    3. General Inquiry - 390
    4. Architect Evaluation Status Check - 188
    5. Registered Architect Inquiry - 142

### Evaluations – June 2016

- AXP and Certificate Evaluations: 708
  - o Certificates issued: 464

## From the CEO

### ORGANIZATIONAL DEVELOPMENT AND OFFICE LIFE

With the departure of Assistant Director Derek Haese from the Council Relations Directorate, a holistic overview of priorities for Member Board Services and external Council Relations functions is underway. Existing staff, along with potential new hires, will be tasked to address key functions as part of a refreshed departmental strategy.

The entire NCARB staff participated in a one-day off-site retreat organized jointly by departmental "brand ambassadors" and the Quality of Life Committee. Small groups deliberated on best ways to organize information delivery and learned about NCARB programs through a "carnival game" format, followed by collaborative problem-solving through an "escape room" approach. The staff also celebrated milestone years of service and other staff achievements.

### OFFICE OF THE CEO

- Four jurisdictions have returned their signed Letter of Undertaking for the new MRA between the U.S., Australia, and New Zealand. A total of 28 signatures is required by December 31, 2016, in order to make the Arrangement effective on January 1, 2017.
- Stephen Nutt, serving as temporary Chief Advocacy Officer of FARB, continues to increase the visibility of the organization on behalf of its many professions. Nutt presented an overview of his six-month efforts at FARB's 2016 Leadership Summit in July. Key legislation, designed to protect state licensing boards and their volunteer members, is the primary focus of the Professional Licensing Coalition (of which NCARB is a member).

### @blackspectacles

A new program from @AIAASorg along with @NCARB to improve accessible #design in underserved communities: <http://bksp.es/29owYqW>

## Directorate Highlights

### ADMINISTRATION

- The Meeting Planning team provided logistical oversight to the Annual Business Meeting in Seattle.
- Human Resources completed recruiting and onboarding of several new hires over the past few months resulting in no current staffing vacancies.
- Our Finance and Accounting team delivered the final version of the FY17 budget, which was approved and adopted by our Board of Directors at their meeting immediately following the ABM.

### COUNCIL RELATIONS

- Attended Tennessee Board of Architectural and Engineering Examiners Meeting in Nashville and the California Architects Board Meeting in San Francisco.
- Attended the AIA State Government Network meeting with CEO Armstrong.
- Distributed a comprehensive midyear report capturing the legislative and regulatory changes reported between January – June 2016.
- Created a summary of the resolutions prior to the Annual Business Meeting.
- Began multiple research projects to support the upcoming work of FY17 committees, including the Ethics Task Force and Model Law Task Force.
- Launched a new Legislative Map that identifies areas where Member Boards require changes in statute or regulations in order to adopt Council programs.
- Presented an update on state responses to the *FTC v. North Carolina Board of Dental Examiners* ruling and facilitated a discussion among attendees at the Annual Business Meeting.

### EXAMINATION

- Announced the launch of ARE 5.0. The new exam will become available to candidates November 1, 2016.
- Presented an ARE 5.0 content and candidate management workshop as part of the NCARB Annual Business Meeting, providing information on how Member Board Members and Executives can support candidates leading up to the launch of ARE 5.0.
- Released new ARE 4.0 examination questions into the testing channel supporting a candidate's ability to test and retest up to three times on the same division per year.
- Kicked-off several new examination committee efforts in preparation for a year during which NCARB will deliver both ARE 4.0 and 5.0 exams.
- Finalized updates in preparation for the release of the upcoming *ARE 5.0 Guidelines* and the development of a new *ARE 5.0 Handbook* for release in August.

@kelvinhaywood

@NCARB @khallarchitect ARECommunity is absolutely amazing...



## Directorate Highlights

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### @AIAS.org

Excited to partner w/ @NCARB to enhance our Freedom by Design program! <http://khou.tv/f81a125s88>

### EXPERIENCE + EDUCATION

- NCARB *Education Standard* went into effect July 1.
- The foreign architect path to certification was implemented on July 1.
- Two updated monographs released as e-books: *Acoustics Illustrated* and *Seismic Mitigation*
- New mini-monographs: *Fire Safety in Buildings Part V* and *Improving Building Performance Part I*
- BEA Committee conducted 12 BEFA interviews, passing all 12. There is currently one more BEFA interview scheduled, which will be conducted virtually in August.

### COUNCIL OUTREACH:

- o June
  - Webinars: Architect Licensing Advisors
  - Firms: Torti Gallas and Partners, Inc.
  - Conferences: California Academy for Emerging Professionals Leadership Summit
  - Member Board Visits: Tennessee and California
- o July
  - AIA Components: AIA Middle Tennessee
  - Conferences: American School Counselor Association, AIAS Grassroots, and FARB Leadership Conference
  - Firms: LSM

### Upcoming in August

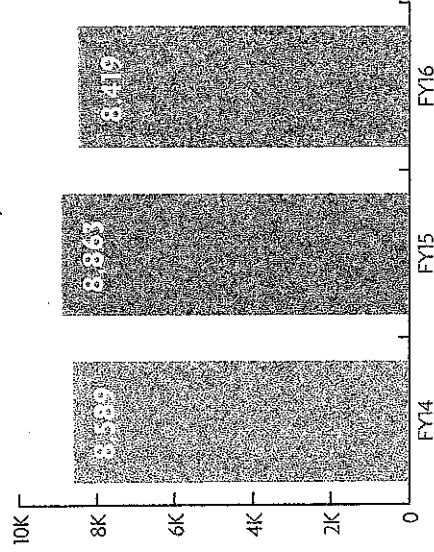
- Universities: University of Tennessee Knoxville
- Webinars: Architect Licensing Advisors and AIA Honolulu
- AIA Components: AIA Chicago
- Conferences: Licensing Advisors Summit, CACE Annual Meeting, and AIA Tennessee State Convention
- Member Board Visits: Georgia

## Directorate Highlights

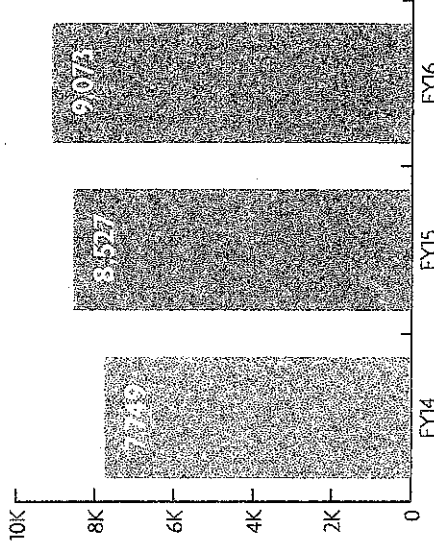
### CUSTOMER RELATIONS

- Provided support team for ABM registration and logistics surge support in Seattle.
- Supported Experience + Education during two outreach events: AIAS Grassroots and the architecture firm LSM
- Attended Call Center Week 2016 to collaborate with call center professionals regarding tools to enhance NCARB's Customer Relations offerings.
- Providing Support to Experience + Education during the upcoming Licensing Advisors Summit in Chicago.
- Member Board Visits: New York (August 2016).

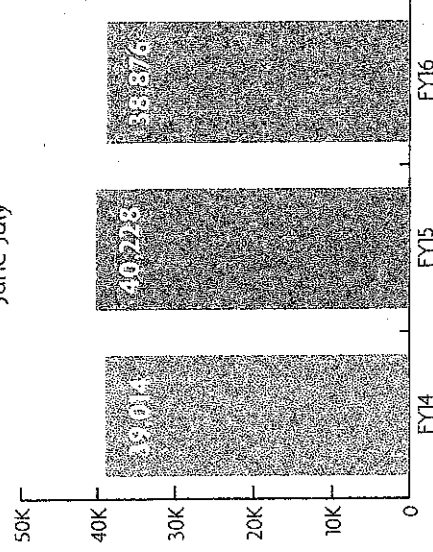
Intern Applications  
June-July



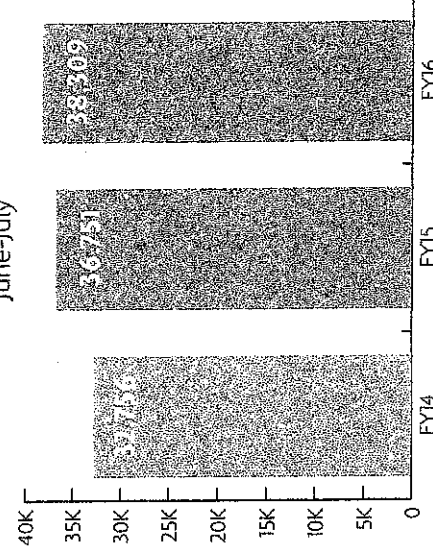
Reciprocity Transmittals  
June-July



NCARB Record  
Renewals Architects  
June-July



NCARB Record  
Renewals Interns  
June-July



## RECENT NEWS

- NCARB CEO Awarded AIA's Presidential Citation
- NCARB Launches Architectural Experience Program
- NCARB Partners with AIA's to Improve Accessible Design in Underserved Communities
- Six Awarded the NCARB President's Medal for Distinguished Service
- Alabama Architect Kristine A. Harding Inaugurated as NCARB President
- Nevada Architect Gregory L. Emy Elected as NCARB First Vice President/President-elect
- NCARB Installs FY17 Board of Directors
- NCARB to Streamline Education Requirement Alternative for Certification
- U.S., Australia, and New Zealand Establish Arrangement to Recognize Architect Credentials
- Four Programs Accepted to NCARB's Integrated Path to Architectural Licensure Initiative
- NCARB Announces ARE 5.0 Launch Date
- Number of NCARB Certified Architects Licensure Candidates Reach All-Time High

## BLOG

- NCARB President Shares Vision for the Future of Licensure
- Small Homes, Small Communities: Two Architecture Firms on Sustainable Living
- What You Need to Know About the AXP
- NCARB Recommends Early Access to the ARE for IPAL Students
- Photos: 2016 Annual Business Meeting

## INFORMATION SYSTEMS

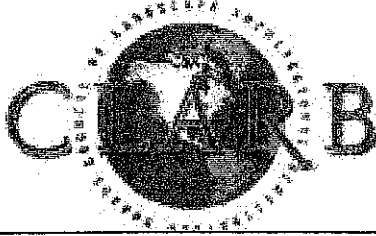
- Licensure candidate and Certificate application and renewal fees, including a net savings for AXP participants and a reduced certification application fee for new Record holders, have been updated with a new fee structure.
- Launched the AXP Portfolio.
- Launched the Architectural Experience Program (AXP) with the new six-area configuration.
- Launched the revised foreign architect path to certification.
- Updated the iOS and Android app to reflect the AXP's new branding.
- IS Director Ortiz de Zarate presented a case study, titled "Using Data to Help Licensees," at the 2016 FARB Leadership Conference in Nashville.

## MARKETING & COMMUNICATIONS

- Communications preparation for the Licensing Advisors Summit in Chicago.
- Communications support for the Annual Business Meeting, including event branding, onsite event support, and press announcements of new officers and initiatives.
- Public launch of NCARB by the Numbers data and development of the NTBN data center is underway—providing easily navigable and interactive data.
- Presentation support for President Harding at AIA's Grassroots Conference.
- Communications support for the overhaul of the Architectural Experience Program (AXP) and the new AXP Portfolio.
- Marketing support for the upcoming launch of ARE 5.0, including press announcements and videos.
- Commenced development of NCARB's FY16 Annual Report.

@ICAarchitectsBd

Board President Jon Baker awarded @NCARB President's Medal for Distinguished Service



# COUNCIL OF LANDSCAPE ARCHITECTS REGISTRATION BOARD

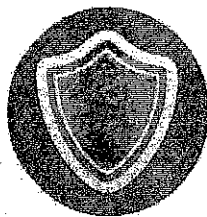
## Member Board E-N

**August 2016**

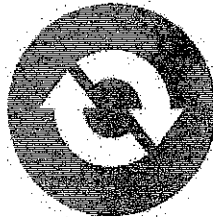
### Important Dates and Reminders

- **August 29** -- Region 3 virtual meeting
- **August 30** -- Annual Meeting hotel registration deadline
- **August 31** -- Region 1 virtual meeting
- **September 1** -- Region 5 virtual meeting
- **September 2** -- Annual Meeting attendee registration deadline
- **September 16** -- Mailed voting package due date (ballot + credentials letter)
- **September 22-24** -- Annual Meeting in Philadelphia, Pennsylvania
- **October 13** -- In the Know - Enhanced Member Services
- **October 27** -- In the Know - How Oversight and Antitrust relate to you

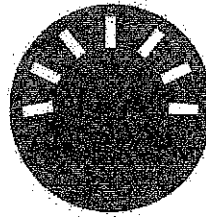
Visit the CLARB website for information about Board of Directors' meetings and minutes.



**defend**



**adapt**



**innovate**

CLARB  
2016 Annual Meeting  
September 22-24  
Philadelphia

### **Only One Week Remains to Register for the Annual Meeting**

The Annual Meeting is just around the corner! If you haven't registered or made your hotel reservation, there's still time but you must hurry. The deadlines to make your hotel reservation and register for the meeting are next week!

**President Randy Weatherly** and the CLARB Community hope to see you in Philadelphia September 22-24! Join us for member-led discussions and workshops that will address how to **defend** boards' ability to protect the public, **adapt** to changes and **innovate** for the future to ensure regulation not only survives but thrives. This meeting will provide you the opportunity to:

- Hear results of this year's Task Analysis and how the L.A.R.E. will change;
- Share your thoughts about the proposed Model Law revisions;
- Learn how regulators are successfully working with legislators;
- And more!

#### Meeting To-Do's:

- Make your hotel reservation by next Tuesday, August 30. Use [this link](#) to ensure you get the CLARB room rate.
- MBEs, register attendees by next Friday, September 2. Contact Missy Sutton via [email](#) or phone (703-949-9466 direct) for assistance.
- Book flights if you haven't already done so.
- [Visit the Annual Meeting website](#) to view all meeting-related materials.

## Your Vote Matters

"Your vote is your voice. Be heard." - Ben Sargent

Now is the time!

Elections are an exciting time as new leadership brings in fresh ideas, new perspectives and renewed support for continuing success. This is your opportunity to ensure your Board's voice is heard. Visit the [elections page](#) on the CLARB website to see this year's slate of candidates, hear their thoughts and views, and review the elections guidelines including ballot and credentials letter requirements.

Please return your Board's [ballot and credentials letter](#) by September 16 via [email](#) or by noon on September 23 at the CLARB Annual Meeting.

#### Regional Updates:

- Region 2 will elect its Regional Director, in person, during the regional lunch at the Annual Meeting.
- Congratulations to Michael Beresnak on his re-election as the Region 4 Director. Thank you, Michael, for your continued service!

## Two "In the Know" Webcasts Coming in October

### Exploring Enhancements to Member Services

In September, CLARB is launching enhanced member services such as Council Record transmittals and the CLARB disciplinary database to make it easier for your board to not only access applicant information needed to make important regulatory decisions but also share relevant information with the CLARB community. Member Board Executives at the Annual Meeting will get a sneak peek at these enhancements during the MBE session, and all members are invited to join us on Thursday, October 13 to see how these enhanced tools will help you and the CLARB community.

Mark your calendar and plan to join us on Thursday, October 13 at 3 p.m. EDT / 2 p.m. CDT / 1 p.m. MDT / Noon PDT. Access details will be provided closer to time.

**Oversight, Antitrust and the Supreme Court -- Learning from FARB's Regulatory Law Seminar**

The U.S. Supreme Court's decision in the case of the North Carolina State Board of Dental Examiners v. Federal Trade Commission (FTC) has created uncertainty in the regulatory law community and has created the potential for increased risk and antitrust claims. Regulatory boards depend heavily on their legal counsel to stay up-to-date on regulatory law issues especially in today's environment.

In late September, FARB is holding its Regulatory Law Seminar with experts and attorneys from across the country to discuss the latest trends, cases and impacts to those representing regulatory boards and developing administrative law.

Arizona MBE Melissa Cornelius will attend this seminar on behalf of the CLARB Community and will share key takeaways and lessons learned on Thursday, October 27.

**Mark your calendar and plan to join us on Thursday, October 27 at 3 p.m. EDT / 2 p.m. CDT / 1 p.m. MDT / Noon PDT.**

#### About CLARB's "In the Know" Series

This series is designed to ensure that you are "in the know" about key issues, programs, activities and processes that are part of CLARB's work on behalf of you, our members. The events are prepared for your benefit and exclusive use and we respectfully ask that access information for these events not be shared with the public. Visit the "In the Know" archive to access recordings and documents from previous events.

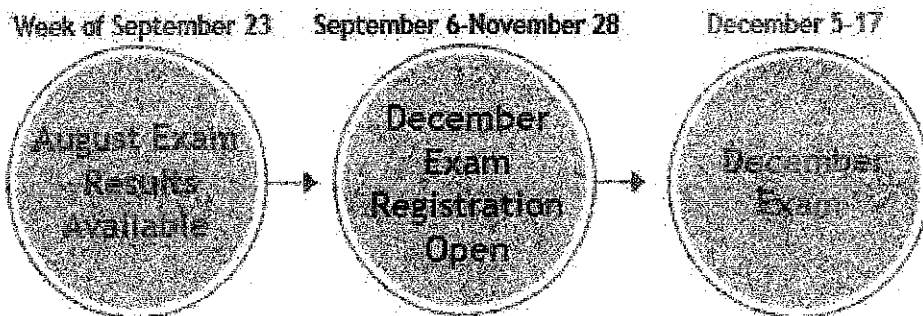
#### **ASLA Advocacy Summit Recap**

ASLA hosted its Annual Advocacy Summit on August 12-14, bringing together 29 ASLA chapters and partners to meet and discuss ways to advance advocacy.

Joel Albizo, CEO, and Melissa Cornelius, Arizona Member Board Executive, were in attendance representing CLARB. At a session focusing on the reaction to the North Carolina Board of Dental Examiners vs Federal Trade Commission Supreme Court decision, Joel presented on the impact to regulatory boards and provided an update on next steps. A full recap on the Summit is available from ASLA [here](#).



#### **Fall Exam Timeline**





### Summary of Actions at the 2016 NCEES Annual Meeting

The Council took the following actions at the NCEES annual meeting business sessions on August 25 and 26, 2016. All motions referenced are found in the 2016 *Action Items and Conference Reports*, which is available for download from the Member Resources section of [ncees.org](http://ncees.org), under Board Resources/Annual Meetings. Complete information on the motions will be published in the official meeting minutes.

### 2015 Minutes

The Council voted to approve the published minutes of the 2015 annual meeting. (Vote: 65 for; 0 against; 1 not voting)

### Consent Agenda

The Council removed 17 items from the published consent agenda for separate consideration with the committee reports. The remaining items, shown here, passed on the consent agenda. (66-0-0)

- Committee on Finances—Motions 1-2
- Special Committee on Bylaws—Motions 1-6, 14
- Committee on Education—Motion 1
- Advisory Committee on Council Activities—Motions 4-5
- Committee on Examination Policy and Procedures—All motions
- Committee on Uniform Procedures and Legislative Guidelines—Motions 3, 5-6, 8, 10
- Technology Task Force—Motions 1, 3

### Officer Elections

The Council elected Patrick Tami, P.L.S., of California, 2016-17 president-elect. He will serve as NCEES president in 2017-18.

### Committee and Task Force Motions

- Committee on Finances—Motion 3: passed as amended (58-7-1)
- Special Committee on Bylaws—Motions 7-12 (considered together): failed (18-47-1); Motion 13: removed from consent agenda and passed (64-1-1)
- Committee on Education: Motion 2: pulled from consent agenda and passed (62-3-1); Motion 3: pulled from consent agenda and passed (49-15-2); Motion 4: pulled from consent agenda and passed (59-7-0); Motion 5: pulled from consent agenda and passed (44-18-4)
- Advisory Committee on Council Activities—Motion 1: passed (41-23-2); Motion 2: pulled from consent agenda and passed (42-24-0); Motion 3: pulled from consent agenda and passed (51-15-0); Motion 6: removed from the consent agenda and passed as amended (56-9-1); Motion 7: pulled from consent agenda and failed (30-36-0); Motion 8: passed (48-18-0); Motion 9: passed (64-2-0)
- Uniform Procedures and Legislative Guidelines—Motion 1: pulled from consent agenda and passed (57-6-3); Motion 2: pulled from consent agenda and passed as amended (62-4-0); Motion 4: pulled from consent agenda and passed (64-1-1); Motion 7: pulled from consent agenda and passed (59-5-2); Motion 9: pulled from consent agenda and passed as amended (65-0-1); Motion 11: pulled from consent agenda and passed (66-0-0); Motion 12: failed (12.5-51.5-2)
- Technology Task Force—Motion 2: pulled from consent agenda and passed as amended (52-12-2); Motion 4: pulled from consent agenda and passed (63-2-1)
- Financial Reserves Task Force—Motion 1: failed (15-51-0)

### Northeast Zone Resolution

The Northeast Zone originally submitted a resolution that the board of directors remove the automatic approval option for the PE and PS exams that it approved at the February board of directors meeting and that the Council further study the issue. The zone vice president withdrew the resolution.

**Southern Zone Resolution**

The Southern Zone presented a resolution to amend NCEES Financial Policy 4 to state that the Council shall grant each zone an equal sum of money each year for attendance of up to 75 members to the zone interim meeting and \$200 per member for attendance above 75 members. The resolution passed (35-28-3).

**New Business**

South Carolina board: The South Carolina board presented a motion to amend Financial Policy 3, Travel Expenses, to annually fund a minimum of three delegates from each member board to the NCEES annual meeting and respective zone interim meeting. The motion passed as amended (42-24-0).

Nevada board: The Nevada board presented a motion to reconsider Committee on Finances Motion 3. The motion to reconsider passed (46-19-1). Delegates then reconsidered the motion. Committee on Finances Motion 3 passed as amended (58-7-1).

**Unfinished Business**

- Committee on Finances: The committee's motion to approve the 2016-17 operating and capital budgets passed as amended (64-0-2).



# FAST FACTS

NCARB

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

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Suite 700K  
Washington, DC 20006  
202/783-6500  
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## 2016 NCARB Annual Business Meeting Recap

This issue of Fast Facts provides an overview of the 2016 NCARB Annual Business Meeting that occurred June 16-18, 2016, in Seattle, WA.

### First Business Session

The Annual Business Meeting commenced with President Dennis S. Ward commenting on programmatic advances the Council has made over the past several years and encouraging Member Boards to maintain the momentum of adoption and implementation in the years to come. Delegates then attended workshops addressing the use of technology in board meetings, the upcoming release of ARE® 5.0, and how the U.S. Supreme Court decision in *North Carolina Board of Dental Examiners v. Federal Trade Commission (FTC)* has impacted state regulatory boards. The following are press releases and news updates from the first day of the Annual Business Meeting:

- Number of NCARB Certified Architects, Licensure Candidates Reach All-Time High
- NCARB Announces ARE 5.0 Launch Date
- NCARB President Encourages Organization to Continue Advancing Programs
- Day 1 Recap: Making Advances and Going Further

### Ready to Launch: Your Guide to the New ARE 5.0

The Architect Registration Examination (ARE), required by all 54 jurisdictions, is one of three core components of the licensing process. With the November 1 launch of ARE 5.0 only a few months away, this workshop provided critical insight into the new exam for Member Boards, including how the new six-division structure aligns with the phases of architectural practice to provide real-world scenarios for licensure candidates. Attendees received a sneak peek of two new item types, hot spots and drag-and-place, as well as an overview of how the exam is scored. The presenters also reviewed the policies and procedures surrounding the transition to the new exam and showcased tools that will assist Member Boards in leading candidates through this process. (Presenters: Jared Zurn, Ryan Misner, and Joan Paros)

A copy of this workshop presentation with speaker notes can be found on the Registration Board section of the website under "Annual Meeting."

### Responding to the Supreme Court Decision

A panel of experts discussed the impact of the Supreme Court's decision in *North Carolina Board of Dental Examiners v. FTC* at NCARB's Regional Summit in March. Through that presentation, we learned that the FTC recommended a new "context-dependent" test to determine whether a state exercises sufficient supervision to confer antitrust immunity on state licensing boards composed of market participants. Staff provided a brief summary and update on jurisdictional responses to the ruling, as well as an overview of guidelines issued by the FTC designed to ensure active state supervision. (Presenters: Derek Haese and Stephen Nutt)

A copy of this workshop presentation with speaker notes can be found on the Registration Board section of the website under "Annual Meeting."

### **Technology, Your Board Meeting, and You**

Many jurisdictions are just beginning to address issues raised by the use of technology in board meetings. At this workshop, members explored how technology can affect public meeting notices, quorums, voting, sunshine laws, and public attendance. Delegates and attendees discussed specific problems that may arise due to board member and public use of technology during board meetings, as well as permissions or restraints that may exist in statute. (*Presenter: Nichole Schuster*)

A copy of this workshop presentation with speaker notes can be found on the Registration Board section of the website under "Annual Meeting."

### **Second Business Session**

During the second day of the Annual Business Meeting, Member Boards received an update on the Integrated Path to Architectural Licensure (IPAL) initiative as well as the Council's role in serving the architecture community. For the first time, a forum was held to provide Member Boards with an opportunity to discuss the 10 resolutions that were voted on during Saturday's business session. The following are press releases and news updates from the second day of the Annual Business Meeting:

- Four Programs Accepted to NCARB's Integrated Path to Architectural Licensure Initiative
- NCARB CEO Shares How Organization Is Serving the Architecture Community
- Day 2 Recap: Serving the Community

### **Third Business Session**

The meeting closed with a speech from President Kristine Harding, AIA, NCARB, which outlined her vision for FY17, including enhancing the benefits to the NCARB Certificate. A Town Hall discussion was held to give delegates an opportunity to pose questions to NCARB leadership pertaining to Council services and programs. Responses to all of the submitted questions are included below and have also been made available on the Registration Board section of the website.

In addition, Member Boards voted on 10 resolutions that involved ratification of a new Mutual Recognition Arrangement with Australia and New Zealand, changes to the *NCARB Bylaws*, *Certification Guidelines*, and *Legislative Guidelines and Model Law/Model Regulations*. An overview of the resolutions voted on at the 2016 Annual Business Meeting along with a breakdown of the votes can be found [here](#). In addition, the FY17 Board of Directors was elected by the membership. The following are press releases and news updates from the third day of the Annual Business Meeting:

- United States, Australia, and New Zealand Establish Arrangement to Recognize Architect Credentials
- NCARB to Streamline Education Requirement Alternative for Certification
- Incoming President Seeks to Enhance Benefits to Certification
- Day 3 Recap: Enhancing the NCARB Certificate
- Summary Report of Vote on Resolutions at NCARB's Annual Business Meeting

**Community Center Resources**

The theme of "Community" was robust, as staff and subject-matter experts worked with Member Board Members to ensure they had the tools and insight necessary to navigate recent updates to programs and services. Of specific note were several maps that highlighted jurisdictional acceptance of the Broadly Experienced Architect Program, the Broadly Experienced Foreign Architect Program, and the Integrated Path to Architectural Licensure. These maps, along with an interactive map showcasing each jurisdiction's ability to accept various Council programs and relevant provisions of the jurisdictional statutes and regulations that may prohibit a jurisdiction's ability to adopt and implement specific NCARB programs, have been made available on the Registration Board section under "Annual Meeting." Please log in to view this interactive map and explore the full text of the cited provisions, which can be found in *NCARB Programs and Your Jurisdiction Supplement*.

**Plenary Videos/Workshop Presentations**

We are pleased to continue to offer Member Board Members and Member Board Executives who were unable to attend the meeting an opportunity to view the event via webcast. If you were not able to join us in Seattle, you can find links to recordings of the plenary sessions and workshops [here](#).

**Implementation of the Mutual Recognition Arrangement with Australia and New Zealand**

Following the passage of Resolution 2016-01: Mutual Recognition Arrangement with Australia and New Zealand, Member Board Chairs and Executives received a package from President Kristine Harding in late June requesting that their board consider whether they will sign the letter of undertaking regarding the Mutual Recognition Agreement between NCARB, the Architects Accreditation Council of Australia, and the New Zealand Registered Architects Board.

To ease preparation for discussion with your Board, a copy of that package can be found on the Registration Board section of the website.

In order to complete adoption of this agreement, at least 28 Member Boards must sign the letter of undertaking by **December 31, 2016**.

## 2016 Annual Business Meeting Town Hall

## Member Board Services and Support

**Will NCARB continue with the three sessions we had this year for MBEs? They were very good.**

At this time, there are no plans to repeat the three in-person MBE Engagement Sessions that were held earlier this year as stand-alone events, but discussions are underway regarding how to enhance already planned events. Council staff has been tasked to work with the MBE Director and the MBE Committee to identify opportunities in which we can provide the Member Board Executive community with other opportunities to engage and ensure the great dialogue that was started with the MBE Engagement Sessions this past year continues.

Any and all ideas for methods of promoting continued engagement and discussion among the MBE Community should be sent to MBE Director Kingsley Glasgow ([kingsley.glasgow@arkansas.gov](mailto:kingsley.glasgow@arkansas.gov)) and Council Relations Director Kathy Hillegas ([khillegas@ncarb.org](mailto:khillegas@ncarb.org)).

**What is being done to further promote NCARB diversity?**

The topic of diversity was a major focus of the Council this past year and will continue to be moving forward. Regarding NCARB committees and other volunteer opportunities, our Board Presidents have worked to appoint volunteers from increasingly diverse backgrounds. Regarding service on Member Boards which leads to service on the NCARB Board, this last year was a year of discovery as we sought to identify ways to develop guidance for advocating and promoting diversity on Member Boards.

Through outreach and engagements with our Member Boards, collaterals, and other like organizations including the National Organization for Minority Architects (NOMA), best practices for promoting diversity were identified. The outcome of this discovery was to develop a tracking system for identifying impending term expiration dates and notifying Member Boards, state AIA components, and other interested parties regarding the appointment process for serving on Member Boards. After discussing best approaches at the Procedures & Documents Committee and Board of Directors meeting, it was determined that NCARB should not directly engage with recommending individuals to serve on state licensing boards, but rather should facilitate a discussion between those parties involved in making recommendations to the governor and governor's appointment offices and the Member Board.

**For changes to the IDP program, where are the votes published?**

Whenever Member Boards are asked to comment on proposed programmatic changes, the responses are compiled into a comprehensive summary document that is shared with the Board of Directors. This summary document includes a table outlining board positions, an executive summary of Member Board comments, and an appendix containing all responses received. Following Board discussion and vote, this final board decision, along with the feedback summary information was distributed to Member Board Chairs and Member Board Executives and posted as an announcement on the Registration Board section of the website.

In response to Member Board feedback, the Board of Directors is continuously monitoring this process and implementing new activities to ensure that an adequate

amount of time is provided for each Member Board to consider issues placed out for comment. This includes implementation of feedback calls that will take place following distribution of summary comments and prior to Board vote, as well as increasing the comment period from 90 to 120 days. Based on the feedback at the Annual Business Meeting, NCARB will augment its expanded comment period and feedback calls by positioning its reporting tools to provide real-time notice to Member Boards regarding comments from the Member Board community, should the Board undertake other reviews of guidance documents addressing elements of the education, experience, or examination programs.

**Have you considered appointing a landscape architect, interior designer, or engineer who is a member of a multi-discipline member board as a public member?**

Prior to July 1, 2016, the qualifications to serve as a public director included that one must not be engaged in or licensed to engage in the design of any portion of buildings or structures or a member of a Member Board. Resolution 2015-3: *Bylaws* Amendment – Modifications to the Qualifications of Public Director on Council Board of Directors resulted in a change to the requirements that the Public Director on the Board be serving as a public or consumer member on a Member Board. Thus this definition would have to be further revised through a vote of the membership for non-architect, non-public Member Board Members to qualify for the Public Director position on the NCARB Board of Directors.

**What is form 155?**

Form 155 is the Registration and Examination History form that is sent to Member Boards to verify an architect's license number and date of issuance and expiration, as well as any disciplinary information. In the case of architects who tested in a version of the ARE prior to 1997, there is a second page that allows for the Member Board to document ARE scores.

**Can the form 155 go away?**

The information obtained on this form is utilized to verify licensing details from jurisdictions that are necessary to update the customer's Record. The information collected from this process is utilized for purposes of reciprocity. However, if all jurisdictions participated in the NCARB Data Sharing Program, this form would no longer be necessary.

**Can the NCARB form 155 be updated for electronic submission?**

Plans are currently underway to update this form to a more efficient, easily accessible online version in FY17.

**What are your thoughts on the Region 6 white paper on regional relevance?**

NCARB has not been presented the Region 6 white paper for comment. It is our understanding that it is still being drafted by the region.

**Mutual Recognition Agreement with Australia and New Zealand**

**Does a vote in favor of the Australia-NZ arrangement obligate a jurisdiction to sign it?**

No. Voting in support of this resolution is an indicator that a Member Board supports the initiative and does not obligate a Member Board to sign the Arrangement. We recognize that each jurisdiction has to handle the approval process for MRAs in a very different way.

**Will the MRA be updated to include exam, experience, and education documents?**

No. This MRA has already been ratified by Australia and New Zealand. Changes to the terms of the Arrangement would require a new set of negotiations with those countries. The MRA does not provide for educational transcripts, detailed work history, or examination scores. However, the Letter of Good Standing (from the Board) and the Declaration of Professional Experience (from the applicant) will be supplemented by a statement of qualifications that includes general information on when and where the degree was received, when the experience requirement was satisfied, and when the exam process was completed, as well as the jurisdiction of initial and subsequent licensure as compiled and issued by NCARB, AACA, or the NZRAB.

**Continuing Education****Why are the continuing education credits for ABM sessions not HSW? Is AIA the only qualifier for that?**

The qualifier used by AIA for HSW is based on the technical and professional subjects outlined in NCARB's *Model Law*. Each Member Board has the authority to determine HSW content either by adopting *NCARB Model Law* or some other criteria. As a registered AIA CE Provider, NCARB submitted its ABM sessions for approval by including four learning objectives for each session submitted. The review of the session descriptions as provided by session organizers/speakers indicated the content did not provide post-licensure learning correlating to defined HSW subjects.

*NCARB Model Regulations* (100.006) define Continuing Education (CE), Continuing Education Hour (CEH), and Health, Safety, and Welfare Subjects (HSW). HSW is defined as "Technical and professional subjects that the [licensing] Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, an utilization of buildings and the built environment." The topics identified are: "Building Systems, Construction Contract Administration, Construction Documents, Design, Environmental, Legal, Materials and Methods, Occupant Comfort, Pre-Design, and Preservation." Each of these topics include specific areas of focus that must be part of a CE presentation that would allow it to qualify for HSW CEH.

**Outreach and Engagement****How are we engaging with students outside AIAS?**

NCARB's outreach team visits all schools of architecture that have NAAB-accredited degree programs on a two-year rotation. These visits are coordinated through contact with the school's architect licensing advisor, AIAS Chapter leader and/or student-appointed licensing advisor, Professional Practice Faculty, deans, chairs, etc.,

in hopes to reach the broadest audience. We also inform and make every attempt to coordinate with and include Member Board Members and Executives in these sessions. Additionally, we host seminars at AIA chapters and regional events where students, licensure candidates, and architects all interact together.

We also work closely with the National Organization of Minority Architecture Students (NOMAS), Association of Collegiate Schools of Architecture (ACSA), and Coalition of Community College Architecture Programs (CCCAP), and participate at the American School Counselor Association (ASCA) Annual Conference.

Also, the NCARB Think Tank (formerly known as the Intern Think Tank) engages 12 emerging professionals, including students, to submit feedback and new approaches to the NCARB leadership regarding its programs and services.

#### Fees

##### **Can NCARB implement a tiered fee schedule for Record transmissions to Member Boards? More transmittals, less per transmittal?**

In June, the Board of Directors made some significant changes to our fee structure, with fee reductions for both licensure candidates and registered architects. These include reducing the initial application fee for new Certificate holders who had not maintained an NCARB Record pre-licensure, streamlining the experience fee schedule, and establishing a predictable exam fee schedule for the coming years. At this time, there are no changes planned to reduce the cost of the Record transmittal fee. The Board of Directors is committed to considering this at a future date, but would like to absorb these new fee changes and allow them to normalize before considering further changes. This topic will remain on a backlog of fee discussions for future consideration.

#### Reminders

##### **2016 ABM Survey**

Your feedback is critical to the success of future Council programs! If you have not already done so, please take a moment to complete the 2016 NCARB Annual Business Meeting Survey. We strive to continuously improve our meetings and service to you, and your feedback is an important part of that process.

##### **Upcoming Meetings**

As you plan for the year ahead, don't forget to mark your calendars for these upcoming FY17 meetings.

- **Member Board Chairs/Member Board Executives Conference:** October 28-29, 2016 in Columbus, OH
- **MBE Workshop:** March 9, 2017 in Jersey City, NJ
- **Regional Summit:** March 10-11, 2017 in Jersey City, NJ
- **2017 Annual Business Meeting:** June 21-24, 2017 in Boston, MA

# FAST FACTS

## Preparing for the ARE 5.0 Launch: Tips and Pointers

With the November 1 launch of Architect Registration Examination® (ARE®) 5.0 only a couple months away, here are some key points to be mindful of:

- NCARB's Examination experts recently held an ARE webinar exploring the new My Examination interface. Watch the video for a sneak peek of the update and answers to important questions directly from NCARB staff. Stay tuned for more webinars prior to the launch. You can access this webinar [here](#).
- The *ARE 5.0 Guidelines* are [here](#) and the *ARE 5.0 Handbook* is coming in early September, providing policy and content information on the new exam divisions. We will send you an advance copy of the *Handbook* prior to its release so you can familiarize yourself with this new publication about the exam.
- NCARB will launch the ARE 5.0 Community in early September, giving candidates a space to come together and ask questions about ARE 5.0, share best practices, and interact with our experts so they're fully prepared to test. The ARE 4.0 Community will still be available for candidates testing in 4.0.
- November 1 is the first day candidates with ARE 4.0 eligibilities will be able to transition to and schedule appointments in ARE 5.0. Candidates will need to transition before they can schedule an ARE 5.0 appointment.
  - For Member Board Executives travelling to the MBC/MBE Conference in Columbus, OH, on October 28-29, please make sure that your staff is prepared to respond to last minute inquiries about the launch of ARE 5.0.

Have other questions? Watch the ARE 5.0 webinar or reach out to our Council Relations team—we are here to help.

# NCARB

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

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[www.ncarb.org](http://www.ncarb.org)

## Licensing Advisors Summit – Roster of Advisors

This year's Licensing Advisors Summit (LAS) was held August 5-6 in Chicago. Attendees received in-depth training on the licensure process, discussed emerging issues, and networked with each other. NCARB staff provided useful information on the newly released Architectural Experience Program® (AXP®) and ARE 5.0 to prepare advisors to better guide their candidates. Education sessions focused on how advisors can help licensure candidates set and reach their career goals, building a supportive community with other architecture organizations, and more.

Advisors include professionals, educators, and students who volunteer to help candidates along the path to licensure. We recently welcomed Member Board Executives into the Architect Licensing Advisors Community to ensure that the regulatory perspective was involved in outreach to licensure candidates within any given jurisdiction. The summit, which NCARB holds with support from AIA, shares tools and training opportunities to ensure these volunteers are ready to help candidates understand our programs and enable them to fully participate in the Architect Licensing Advisors Community.

We encourage you to view the list of advisors in your area by accessing the Architect Licensing Advisors Roster.



## NAAB Online Training

The National Architectural Accrediting Board (NAAB) has developed online training for their 2017 visiting teams. This marks the beginning of a new sequence for training and team nomination. All team members must complete online training to be eligible to be assigned to a team for 2017.

If you are a new team member, you should have received a message from [forum@naab.org](mailto:forum@naab.org) with your username and password for the training site, which you can login to at any time.

Visiting team assignments will be made in the early fall. Once you've been approved by the program, you will be invited for a face-to-face training in Washington, DC, in November.

Please contact [forum@naab.org](mailto:forum@naab.org) if you did not receive your username and password for the training site.

## NCARB July 2016 Monthly Legislative Update is Available

The July 2016 Monthly Legislative Update is now available. This information allows you to review pending legislation in other jurisdictions. The June update contains bills and regulations addressing topics such as:

- Amending application deadlines, fees, and penalties
- Clarifying provisions outlining emeritus status
- Acceptance of NCARB programs, such as AXP

In Idaho, the governor signed a bill (H 482), which modifies the composition of the Idaho Board of Architectural Examiners. Formally comprised of six architect members, the board now has five architect members and one consumer member. The consumer member represents the interests in the rights of consumers of architectural services.

The Texas Board of Architectural Examiners amended their rules by removing the minimum requirements to obtain core experience hours in outdated practice areas, effectively accepting the AXP.

A U.S. Senate Bill (S 3158), "Alternatives to Licensing that Lower Obstacles to Work Act of 2016" or the "ALLOW Act," was introduced to allow the use of occupational licensing and certifications issues by any state to be used on any military installation.

You can review the list of bills and regulations included in July and visit the "Legislation Tracking" library on the Registration Board Section of My NCARB. If you would like assistance monitoring and tracking any legislative issues, contact Council Relations.

## Introducing New MBMs

We'd like to introduce these new member board members:

- **Courtney Brett, AIA**, and **Michael Chapman, AIA, LEED AP**, Alabama: Courtney and Michael joined the Alabama Board for Registration of Architects in June
- **Philip Villanueva**, Guam: Philip became a public member for the Guam Board of Registration for Professional Engineers, Architects, and Land Surveyors this July
- **Celestia Ray Carson, AIA, LEED AP**, and **Brian Jacobson, AIA**, Utah: Celestia and Brian joined the Utah Division of Occupational and Professional Licensing in July
- **Joseph Johnson, AIA**, **Edward Halloran**, and **William Haverkamp**, Kansas: Joseph, Edward, and William joined the Kansas State Board of Technical Professions in August
- **Melissa Cohen, AIA, LEED AP**, and **Sharon Borton**, District of Columbia: Melissa and Sharon joined the District of Columbia Board of Architecture and Interior Design in July
- **Wendy Amann, PE**, **Dr. Deborah Watson**, and **Catherine Dunn, AIA, LEED AP BD+C**, Colorado: Wendy, Deborah, and Catherine joined the Colorado Board of Licensure for Architects, Engineers, and Professional Land Surveyors in August

Welcome all!

## Reminder: Upcoming Meetings

As you plan for the year ahead, don't forget to mark your calendars for these upcoming FY17 meetings.

- **Member Board Chairs/Member Board Executives Conference**: October 28-29, 2016, in Columbus, OH
- **MBE Workshop**: March 9, 2017, in Jersey City, NJ
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- **2017 Annual Business Meeting**: June 21-24, 2017, in Boston, MA

**Patterson, Kathryn**

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**From:** Jerry Carter <jcarter@ncees.org>  
**Sent:** Thursday, August 11, 2016 6:15 AM  
**Subject:** ABET Modification to EAC Criteria  
**Attachments:** Proposed-Revisions-to-EAC-Criteria-3-and-5.pdf

All:

I previously provided you information concerning proposed revisions contemplated by ABET's Engineering Accreditation Commission (EAC) to engineering criteria 3 and 4. Comments were allowed to be received through July. ABET is now reporting that those comments are under review and will be considered at the October Engineering Area Delegation which is the final approving authority. In a recent press release ABET noted "Because of the significance of these modifications, the EAC is recommending that the delegation consider another year of public review and comment to ensure all constituents have ample opportunity to consider these latest modifications, and provide any additional comments." See below news release:

<http://www.abet.org/blog/news/criteria-updates-from-the-july-eac-commission-meeting/>

If you did not provide comments and wish to do so, I would strongly suggest that you submit your comments prior to the October Engineering Area Delegation meeting. I have attached a description of the proposed revisions as issued by ABET.

If there are questions, please let me know.

Jerry

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**PROPOSED REVISIONS  
TO  
CRITERIA FOR ACCREDITING ENGINEERING PROGRAMS  
DEFINITIONS,  
GENERAL CRITERION 3 STUDENT OUTCOMES,  
AND  
GENERAL CRITERION 5 CURRICULUM**

**Background**

Graduates of programs accredited by the EAC must be prepared for professional practice of engineering, and engineering is evolving to meet continually emerging demands. Criterion 3, Student Outcomes, as published in *Criteria for Accrediting Engineering Programs* was written 20 years ago in preparation for outcomes-based education. Over a period of several years, the EAC Criteria Committee has been engaged in a review of Criterion 3 and has sought input from a broad variety of sources concerning skills and attributes needed for the professional practice of engineering. Based on the input received, the EAC has developed this proposed revision to the *Criteria for Accrediting Engineering Programs*. Revisions are proposed to Criterion 3, framing student outcomes that address relevant topic areas and moving some items into Criterion 5, Curriculum. Definitions and explanations currently placed in Criterion 5 were moved to a revised introductory section to the *Criteria for Accrediting Engineering Programs* after the harmonized ABET definitions and before *Section I. General Criteria for Baccalaureate Level Programs*.

Based on feedback received and the recommendation of the EAC, the Engineering Area Delegation may decide to extend the review and comment period for one additional year. Likewise, due to the breadth and complexity of the proposed changes and the impact to programs demonstrating compliance with Criteria, a phase-in implementation period may be recommended by the EAC to the Engineering Area Delegation.

**Criteria for Accrediting Engineering Programs**  
Effective for Reviews during the 20XX-20YY Accreditation Cycle

**Definitions**

While ABET recognizes and supports the prerogative of institutions to adopt and use the terminology of their choice, it is necessary for ABET volunteers and staff to have a consistent understanding of terminology. With that purpose in mind, the Commissions will use the following basic definitions:

**Program Educational Objectives** – Program educational objectives are broad statements that describe what graduates are expected to attain within a few years of graduation. Program educational objectives are based on the needs of the program's constituencies.

**Student Outcomes** – Student outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge, and behaviors that students acquire as they progress through the program.

**Assessment** – Assessment is one or more processes that identify, collect, and prepare data to evaluate the attainment of student outcomes. Effective assessment uses relevant direct, indirect, quantitative and qualitative measures as appropriate to the outcome being measured. Appropriate sampling methods may be used as part of an assessment process.

**Evaluation** – Evaluation is one or more processes for interpreting the data and evidence accumulated through assessment processes. Evaluation determines the extent to which student outcomes are being attained. Evaluation results in decisions and actions regarding program improvement.

This document contains three sections:

The first section includes important **definitions** used by all ABET commissions.

The second section contains the **General Criteria for Baccalaureate Level Programs** that must be satisfied by all programs accredited by the Engineering Accreditation Commission of ABET and the **General Criteria for Masters Level Programs** that must be satisfied by those programs seeking advanced level accreditation.

The third section contains the **Program Criteria** that must be satisfied by certain programs. The applicable Program Criteria are determined by the technical specialties indicated by the title of the program. Overlapping requirements need to be satisfied only once.

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~~These criteria are intended to assure quality and to foster the systematic pursuit of improvement in the quality of engineering education that satisfies the needs of constituencies in a dynamic and competitive environment. It is the responsibility of the institution seeking accreditation of an engineering program to demonstrate clearly that the program meets the following criteria.~~

These criteria are intended to provide a framework of education that prepares graduates to enter the professional practice of engineering who are (i) able to participate in diverse multicultural workplaces; (ii) knowledgeable in topics relevant to their discipline, such as usability, constructability, manufacturability and sustainability; and (iii) cognizant of the global dimensions, risks, uncertainties, and other implications of their engineering solutions. Further, these criteria are intended to assure quality to foster the systematic pursuit of improvement in the quality of engineering education that satisfies the needs of constituencies in a dynamic and competitive environment. It is the responsibility of the institution seeking accreditation of an engineering program to demonstrate clearly that the program meets the following criteria.

The Engineering Accreditation Commission of ABET recognizes that its constituents may consider certain terms to have certain meanings; however, it is necessary for the Engineering Accreditation Commission to have consistent terminology. Thus, the Engineering Accreditation Commission will use the following definitions:

Basic Science – Basic sciences consist of chemistry and physics, and other biological, chemical, and physical sciences, including astronomy, biology, climatology, ecology, geology, meteorology, and oceanography.

College-level Mathematics – College-level mathematics consists of mathematics above pre-calculus level.

Engineering Science – Engineering sciences are based on mathematics and basic sciences but carry knowledge further toward creative application needed to solve engineering problems.

Engineering Design – Engineering design is the process of devising a system, component, or process to meet desired needs, specifications, codes, and standards within constraints such as health and safety, cost, ethics, policy, sustainability, constructability, and manufacturability. It is an iterative, creative, decision-making process in which the basic sciences, mathematics, and the engineering sciences are applied to convert resources optimally into solutions.

Teams – A team consists of more than one person working toward a common goal and may include individuals of diverse backgrounds, skills, and perspectives.

One Academic Year – One academic year is the lesser of 32 semester credits (or equivalent) or one-fourth of the total credits required for graduation with a baccalaureate degree.

### **Criterion 3. Student Outcomes**

~~The program must have documented student outcomes that prepare graduates to attain the program educational objectives.~~

~~Student outcomes are outcomes (a) through (k) plus any additional outcomes that may be articulated by the program.~~

~~(a) an ability to apply knowledge of mathematics, science, and engineering~~

~~(b) an ability to design and conduct experiments, as well as to analyze and interpret data~~

~~(c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability~~

~~(d) an ability to function on multidisciplinary teams~~

~~(e) an ability to identify, formulate, and solve engineering problems~~

- ~~(f) an understanding of professional and ethical responsibility~~
- ~~(g) an ability to communicate effectively~~
- ~~(h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context~~
- ~~(i) a recognition of the need for, and an ability to engage in life long learning~~
- ~~(j) a knowledge of contemporary issues~~
  
- ~~(k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.~~

The program must have documented student outcomes. Attainment of these outcomes prepares graduates to enter the professional practice of engineering. Student outcomes are outcomes (1) through (7) plus any additional outcomes that may be articulated by the program.

1. An ability to identify, formulate, and solve engineering problems by applying principles of engineering, science, and mathematics.
2. An ability to apply both analysis and synthesis in the engineering design process, resulting in designs that meet desired needs.
3. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
4. An ability to communicate effectively with a range of audiences.
5. An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
6. An ability to recognize the ongoing need for additional knowledge and locate, evaluate, integrate, and apply this knowledge appropriately.
7. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.

### Criterion 5. Curriculum

~~The curriculum requirements specify subject areas appropriate to engineering but do not prescribe specific courses. The faculty must ensure that the program curriculum devotes adequate attention and time to each component, consistent with the outcomes and objectives of the program and institution. The professional component must include:~~

- ~~(a) one year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline. Basic sciences are defined as biological, chemical, and physical sciences.~~
- ~~(b) one and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study. The engineering sciences have their roots in mathematics and basic sciences but carry knowledge~~

~~further toward creative application. These studies provide a bridge between mathematics and basic sciences on the one hand and engineering practice on the other. Engineering design is the process of devising a system, component, or process to meet desired needs. It is a decision making process (often iterative), in which the basic sciences, mathematics, and the engineering sciences are applied to convert resources optimally to meet these stated needs.~~

~~(e) a general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.~~

~~Students must be prepared for engineering practice through a curriculum culminating in a major design experience based on the knowledge and skills acquired in earlier course work and incorporating appropriate engineering standards and multiple realistic constraints.~~

~~One year is the lesser of 32 semester hours (or equivalent) or one fourth of the total credits required for graduation.~~

The curriculum requirements specify subject areas appropriate to engineering but do not prescribe specific courses. The curriculum must support attainment of the student outcomes and must include:

(a) one academic year of a combination of college-level mathematics and basic sciences (some with experimental experience) appropriate to the program.

(b) one and one-half academic years of engineering topics, consisting of engineering sciences and engineering design appropriate to the program and utilizing modern engineering tools.

(c) a broad education component that includes humanities and social sciences, complements the technical content of the curriculum, and is consistent with the program educational objectives.

Students must be prepared to enter the professional practice of engineering through a curriculum culminating in a major design experience based on the knowledge and skills acquired in earlier course work and incorporating appropriate engineering standards and multiple constraints.



# 2017

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26	27	28	29	30	31	

June						
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September						
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24	25	26	27	28	29	30

December						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
01: New Year's Day	
16: M L King Day	
20: Board Meeting	
February	
3-4: NCEES BPA Meeting	
20: Presidents' Day	
March	
9-11 NCARB Regional	
17: Board Meeting	
April	
May	
12: Board Meeting	
18-20: NCEES Zone Mtg.	
29: Memorial Day	
June	
15-17 NCARB Annual	
July	
04: Independence Day	
14: Board Meeting	
August	
23-26 NCEES Annual	
September	
04: Labor Day	
14: Board Meeting	
October	
09: Native American Day	
November	
11: Veterans Day	
17: Board Meeting	
23: Thanksgiving Day	
24: Administrative Holiday	
December	
22: Administrative Holiday	
25: Christmas Day	

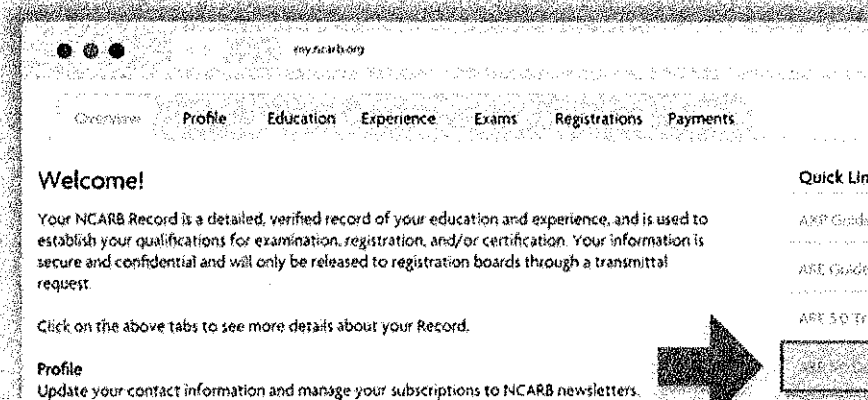
**Patterson, Kathryn**

**From:** NCARB <customerservice@ncarb.org>  
**Sent:** Thursday, September 29, 2016 3:04 PM  
**To:** Patterson, Kathryn  
**Subject:** ARE Update: 5.0 Demo and Testing Strategies

## ARE update

We're excited to announce new resources to help you prepare for the Architect Registration Examination® (ARE®) 5.0. In combination with the ARE 5.0 Handbook and ARE 5.0 Community, these tools will help prepare you for success.

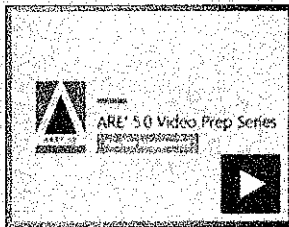
### ARE 5.0 Demo and Testing Strategies



Use the ARE 5.0 Demonstration Exam—which can be accessed through your NCARB Record—to explore the new interface and item types. You can practice navigating a division and using the various tools available to you in the test center.

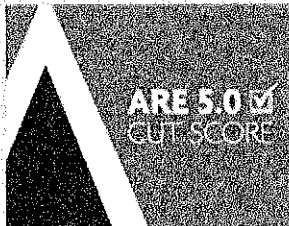
Head to the NCARB Blog to learn more about the demo, and pick up some testing strategies and tips from an exam insider.

### ARE 5.0 Video Prep Series



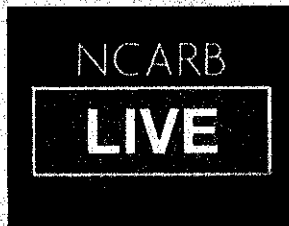
The ARE 5.0 video prep series is now available! We cover each of the six new divisions, walking you through practice questions, providing key division information, and suggesting new additions to your study library.

## Plan Your Transition



It's time to commit to your plan to transition to ARE 5.0. If you have questions about the launch and what it means to be an early tester, check out our cut score blog post.

## Save the Date



**October 20 at 3 p.m. EDT**

Don't forget to register for the October NCARB Live. This will be the last broadcast before the launch of ARE 5.0 on November 1.

**National Council of  
Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC, 20006



Share this email:



**Patterson, Kathryn**

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**From:** Sherrie Saunders <ssaunders@ncees.org>  
**Sent:** Tuesday, September 27, 2016 8:25 AM  
**Subject:** 2017 Call for Awards Nominations  
**Attachments:** 2017 Call for Awards Nominations Package.pdf

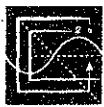
Good morning MBAs,

Attached is the 2017 Call for Awards Nominations memo and relevant forms. This information has been posted on MyNCEES. If you have any questions about this package, please feel free to contact me.

Kindest regards,  
Sherrie

Sherrie Saunders, CAP-OM  
Executive Assistant

NCEES  
864-654-6824  
ncees.org



# 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

2016-17  
BOARD OF DIRECTORS/OFFICERS

September 27, 2016

Daniel S. Turner, Ph.D., P.E., P.L.S.  
*President*

## MEMORANDUM

Michael J. Conzett, P.E.  
*Past President*

To: Member Boards, EPE Committee, EPS Committee, Exam Chairs

Patrick J. Tami, P.L.S.  
*President-Elect*

From: M.L. Love Jr., P.E., Chair, Committee on Awards

Gary W. Thompson, P.L.S.  
*Treasurer*

Re: Nominations for NCEES National Service Awards

Maurice L. Bowersox, P.E.  
*Central Zone Vice President*

The Committee on Awards is now soliciting nominations for the awards to be presented at the 96th annual meeting in Miami, Florida, on August 23-26, 2017. NCEES would like to recognize individuals who have made exceptional contributions and provided outstanding service to the organization. The NCEES national awards are the Distinguished Service Award (DSA), the Distinguished Service Award with Special Commendation (DSA/SC), the Meritorious Service Award (MSA), and the Distinguished Examination Service Award (DESA).

Roy E. Shrewsbury II, P.S.  
*Northeast Zone Vice President*

Theresa Hilliard Hodge, P.E.  
*Southern Zone Vice President*

Members of the 2016-17 Committee on Awards are not eligible for nomination. Current committee members are; Pete Hutchison, P.E., P.L.S.; Lou Raimondi, P.E., P.S.; Ted Sack, P.L.S.; and Harold Snead, P.E. Current members of the NCEES board of directors are also ineligible.

Brian R. Hanson, P.E.  
*Western Zone Vice President*

Jerry T. Carter  
*Chief Executive Officer*

### Due date for nominations

The completed nomination package must be received at NCEES headquarters **no later than January 31, 2017**. Nomination packages should be emailed to [ssaunders@ncees.org](mailto:ssaunders@ncees.org). Faxed packages will not be accepted. The Committee on Awards will not consider nominations received after the deadline.

A list of past award recipients can be found on MyNCEES or in the annual meeting *Minutes and Reference Material*. NCEES can confirm if an individual under consideration has previously received an NCEES award and verify an individual's service to NCEES, if requested. Please contact Executive Assistant Sherrie Saunders for this information.

We hope that you will take this opportunity to bring special recognition to deserving individuals. If you have questions or need assistance, please contact Sherrie Saunders at NCEES headquarters ([ssaunders@ncees.org](mailto:ssaunders@ncees.org) or 800-250-3196, ext. 5482).

/ss

Enclosures

C: Daniel S. Turner, Ph.D., P.E., P.L.S., President  
Members of the Committee on Awards

## HOW TO NOMINATE

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1. Review the enclosed memorandum and the information detailed in AP12, Awards, to become familiar with eligibility criteria.
2. Complete the enclosed **Nomination Form** that corresponds to the award being applied for (DSA, DSA/SC, MSA, or DESA).
3. Create an outline to provide the nominee's qualifications. **Prepare the outline in the same format (including item numbers) as shown in the Outline for Reporting Qualifying Service.** There are three outline formats—one for a DSA or DSA/SC nomination, one for an MSA nomination, and one for a DESA nomination. Providing information in this manner is very important. It enables the Awards Committee to evaluate the qualifications of multiple nominees efficiently and fairly.

### **Example of Outline for Reporting Qualifying Service**

DSA nomination for Mr. John Q. Example, P.E., L.S.

1. Outstanding Service to Nominee's Zone
  - 1.1 Service as an officer; participation in zone panels, programs, or standing committees

Mr. Example has served in the following offices:  
Board Chair 1997–1998  
Board Vice Chair 1995–96  
Chair, Zone Rules Committee 1999–2000  
Speaker, "How to be a Great Engineer," University Continuing Education Program, 2000  
Presenter, "Get Involved in ABET Visitation" workshop, Active Engineers Symposium, 2001
  - 1.2 Giving presentations or presenting papers before engineering and surveying students regarding the FE or FS examinations, codes of ethical practice, and/or the value of licensure

Speaker, FE presentations, Example University, 2003–2007
  - 1.3 Other outstanding service to zone

Assisted with planning of 2006 zone interim meeting

4. Compile the nomination package including the following:
  - Nomination Form
  - Outline of Qualifying Service
5. E-mail the nomination package to Executive Assistant Sherrie Saunders at [ssaunders@ncees.org](mailto:ssaunders@ncees.org) at NCEES headquarters by **the deadline in the letter**. Please do not fax the nomination package to NCEES. The Committee on Awards will not consider nominations received after the deadline.

The forms and information listed below can be found on MY NCEES at [www.ncees.org](http://www.ncees.org).

AP 12 Awards

Outline for Reporting Qualifying Service

DSA nomination form

DSA/SC nomination form

MSA nomination form

DESA nomination form

## **AP 12 Awards**

NCEES will officially recognize members, associate members, and emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the Board of Directors shall not be nominated for these awards while serving on the Committee on Awards or on the Board of Directors. In evaluating nominations, the following guidelines are to be observed:

### **Distinguished Service Award**

- o Must be a current member, a former member, or an emeritus member
- o Must promote engineering or surveying licensure at the state or national level
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- o May include participation in professional or technical societies as a consideration
- o Must demonstrate active participation in Member Board activities
- o Must include distinguished service on at least one NCEES committee
- o May be nominated by a member board

### **Distinguished Service Award with Special Commendation**

- o Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES Board of Directors with recommendation by the Committee on Awards.
- o Must be a current member, a former member, or an emeritus member
- o Must promote engineering or surveying licensure at the national level
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- o May include participation in professional or technical societies as a consideration
- o Must demonstrate active participation in Member Board activities
- o Must include leadership or exemplary service on at least one NCEES committee
- o May be nominated by a member board

### **Meritorious Service Award**

- o Must be a current or former associate member
- o Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- o Must participate in Member Board activities
- o Must participate in the promotion of licensure
- o Must include distinguished service on at least one NCEES committee
- o May be nominated by a member board

### **Distinguished Exam Service Award**

- o Must demonstrate positive contributions and long-time commitment to the NCEES examination program
- o Must have served on at least one of the Council's examination committees or exam-related task forces
- o Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- o May be nominated by a member board, an exam committee, or the Board of Directors

**OUTLINE  
for  
REPORTING QUALIFYING SERVICE**

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**Distinguished Service Award  
&  
Distinguished Service Award with Special Commendation**

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Please follow the order of this outline when preparing a nomination for the Distinguished Service Award or Distinguished Service Award with Special Commendation. **IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.**

1. Outstanding Service to Nominee's Zone
  - 1.1. Service as an officer; participation in zone panels, programs, or standing committees
  - 1.2. Presenting talks or papers before engineering and surveying students oriented toward FE or FS examinations, codes of ethical practice, and/or the value of or necessity for licensure
  - 1.3. Other outstanding service to zone
2. Outstanding Service to NCEES
  - 2.1. Serving as an officer of the Council or as a committee chair or vice chair
  - 2.2. Presenting papers or panel service at Annual Meetings
  - 2.3. Providing meaningful committee service on standing committees, including attending committee meetings
  - 2.4. Providing meaningful contributions to or on procedures of major Council functions, for example, examination development committees, NCEES Records, or constitutional changes
  - 2.5. Other outstanding service to NCEES
3. Outstanding Contributions to the Advancement of Licensure and the Profession
  - 3.1. Authoring papers for publication in regional or national magazines on affairs of licensure
  - 3.2. Attending ABET's annual meetings or serving on a visitation team
  - 3.3. Appearing on panels or programs at annual meetings of engineering or surveying societies on licensure matters
  - 3.4. Service as chair or vice chair of the licensure committee or the ethics and practice committee of a national engineering or surveying society, or making meaningful contributions to such committees including attendance at meetings
  - 3.5. Other outstanding service to the engineering profession

**REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.**



**NCEES National Awards  
Nomination for**

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**Distinguished Service Award**

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*Maximum of 5 DSAs awarded per year*

<p>I (your name) _____ on behalf of the</p> <p>(Member Board name) _____,</p> <p>choose to submit a nomination for (person) _____</p> <p style="text-align: center;">for the</p> <p style="text-align: center;">Distinguished Service Award.</p>
--

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to [ssaunders@ncees.org](mailto:ssaunders@ncees.org) at NCEES headquarters.

Nominee's years of service on the Member Board (through September 1): \_\_\_\_\_

A. Description of service to Member Board (give dates for offices held, plus budget efforts, etc.)

B. Description of service to NCEES, including committee service, exam development service, panel service, support efforts for use of uniform examinations, Council Record verification, and responsibility for hosting meetings (give dates of service, where applicable)

C. Description of actions for advancement of registration in the profession

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**Signature of Member Board Official:**

---

(Form must be signed)

**NCEES National Awards  
Nomination for**

---

**Distinguished Service Award with Special Commendation**

---

*Maximum of 1 DSA with Special Commendation awarded per year*

I (your name) \_\_\_\_\_ on behalf of the  
(Member Board name) \_\_\_\_\_,  
choose to submit a nomination for (person) \_\_\_\_\_  
for the

**Distinguished Service Award with Special Commendation.**

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to [ssaunders@ncees.org](mailto:ssaunders@ncees.org) at NCEES headquarters.

Nominee's years of service on the board (through September 1): \_\_\_\_\_

Date the Distinguished Service Award was awarded to nominee: \_\_\_\_\_

A. Description of service to board since initial award

B. Description of service to NCEES since initial award

C. Description of action for the advancement of registration in the profession since initial award

---

**Signature of Member Board Official:**

---

(Form must be signed)

**OUTLINE  
for  
REPORTING QUALIFYING SERVICE**

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**Meritorious Service Award**

---

Please follow the order of this outline when preparing a nomination for the Meritorious Service Award.

**IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.**

- 1.1. Outstanding Service of Member Board Staff
- 1.2. Involvement in zone meeting activities, such as zone committees, zone panels or, when applicable, involvement as zone secretary
- 1.3. Involvement in zone enforcement meeting activities such as zone committees, zone panels, or when applicable, involvement as committee chair, member, or consultant
- 1.4. Participation in zone enforcement panels, programs, or standing committees
- 1.8 Other outstanding service to zone
  
2. Outstanding Service to NCEES
  - 2.1. Acting as a committee chair or vice chair to committee
  - 2.2. Presenting papers or panel service at the Annual Meeting
  - 2.3. Providing meaningful committee service on standing committees
  - 2.4. Providing meaningful services on procedures of major Council functions involving examinations, NCEES Records, or constitutional changes
  - 2.5. Service in a capacity to provide to NCEES a meaningful law enforcement service
  - 2.6. Presenting papers, appearing on enforcement panels or programs at Annual Meetings
  - 2.7. Noteworthy service to the NCEES Board of Directors

**REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.**

NCEES National Awards  
Nomination for

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**Meritorious Service Award**

---

I (your name) \_\_\_\_\_ on behalf of the  
(Member Board name) \_\_\_\_\_,  
choose to submit a nomination for (person) \_\_\_\_\_ for the  
Meritorious Service Award.

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to [ssaunders@ncees.org](mailto:ssaunders@ncees.org) at NCEES headquarters.

Nominee's years of service with the board (through September 1): \_\_\_\_\_

A. Description of positions held at Member Board or NCEES

B. Description of service to NCEES, including committee service, exam development service, panel service, support efforts for use of uniform examinations, Council Record verification, and responsibility for hosting or planning meetings

C. Description of activities for advancement of registration in the profession

---

**Signature of Member Board Official:**

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(Form must be signed)

**OUTLINE  
for  
REPORTING QUALIFYING SERVICE**

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**Distinguished Exam Service Award**

---

Please follow the order of this outline when preparing a nomination for the Distinguished Exam Service Award.

**IMPORTANT: Please skip any item numbers that do not apply to your nominee, and use the same numbers as listed below for applicable items to facilitate our comparative tabulation by item number.**

1. Outstanding Service to NCEES Examination Program
  - 1.1. Demonstrating positive contributions and long-time commitment to the NCEES examination program
  - 1.2. Providing meaningful committee service on standing committees or exam-related task forces, including attending committee/task force meetings
  - 1.3. Acting as a chair or vice chair to examination committee or exam-related task force
  - 1.4. Providing exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
  - 1.5. Other outstanding service to NCEES

**REMEMBER: The principal way the Awards Committee will know about your nominee is through what you write in the Outline for Reporting Qualifying Service.**

**NCEES National Awards  
Nomination for**

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**Distinguished Exam Service Award**

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<p>I (your name) _____ on behalf of the (Member Board name or exam committee) _____, choose to submit a nomination for (person) _____ for the  Distinguished Exam Service Award.</p>
--

Please follow these steps:

- 1 – Complete this page (if more space is needed, use additional letter-sized sheets) and sign at bottom.
- 2 – Write an outline to support your nomination following the order shown on the outline example.
- 3 – Email your nomination package to [ssaunders@ncees.org](mailto:ssaunders@ncees.org) at NCEES headquarters.

Nominee's years of service on the Member Board (through September 1): \_\_\_\_\_


- A. Description of positive contributions and long-time commitment to the NCEES examination program, including committee service, exam development service, panel service, support efforts for use of uniform examinations, (give dates of service, where applicable)
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- B. Description of exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process

---

**Signature of nominator:**

---

(Form must be signed)



# NCARB BODbrief

September 2016

*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 convened in Rockport, ME, on September 22-24 for the first full meeting of the fiscal year (FY17). Under the leadership of President Kristine A. Harding, NCARB, AIA, the Board met with leaders from the National Architectural Accrediting Board (NAAB); participated in training on Board Member roles and responsibilities; and conducted a visioning session on *NCARB Model Law*. The Board took action on the FY16 financial audit and approved the process to establish cut scores for the new ARE 5.0, launching November 1, 2016.

President Harding briefed the Board on engagements that have taken place since the Annual Business Meeting, and CEO Michael Armstrong reported early metrics for recent program updates. The Board also heard reports from the Regional, MBE, and Public Directors about important jurisdictional news, and committee liaisons updated the Board on the status of committee charges assigned for this fiscal year. The Executive Committee met prior to the Board meeting to preview financial matters and engage with the Council's investment advisor on the state of economic markets and the Council's investment policy, and to conduct a review of the Council's investment portfolio.

## Roles & Responsibilities

The Board of Directors kicked off the meeting by participating in a full morning of training on Board Member roles and responsibilities, which included guidance from the Council's investment advisor Arun Sardana, CIMA®, of UBS Sardana Group; legal counsel Jeffrey Tenenbaum of Venable LLP; and governance and strategic planning consultant Jay Younger, FASAE, of McKinley Advisors. Younger also briefed the Board on outcomes from focus group meetings that were conducted with select members in Seattle, WA, during the June 2016 Annual Business Meeting.

These focus groups were designed to gain insight into trends impacting the regulation of the practice of architecture, as well as high-level perspectives about NCARB's recent strategic direction. Younger noted that high-level outcomes included:

- Optimism regarding the future of the architecture and design profession, countered with frustration regarding the regulatory landscape in jurisdictions.
- Positive perceptions about NCARB—specifically the organization's leadership, the quality of the new Architect Registration Examination® (ARE 5.0), the increasing portfolio of support resources for Member Boards, and the increased site visits from NCARB leadership.
- Commentary that for some states, the recent pace of change has created challenges regarding implementation at the state level.

## Collateral Engagement

President Harding led the Board of Directors in a collaborative discussion with NAAB leaders, including incoming president Judith Kinnard, FAIA; incoming president-elect Helene Combs Dreiling, FAIA; and Executive Director Andrea S. Rutledge, CAE, Hon. AIA. The NAAB officers briefed the Board regarding several initiatives designed to explore accreditation process improvements and new efficiencies in NAAB operations. The meeting confirmed:

- NCARB representation on visiting teams will remain consistent after experimentation with smaller teams did not lead to new efficiencies or significant savings.
- New tools for data collection and reporting are being developed, with assistance from NCARB.

- NCARB is focused on assuring that accreditation remains a valuable tool for its Member Boards in conferring licensure.

## Model Law

A visioning session about the purpose and potential of *NCARB Model Law* was conducted by Immediate Past President Dennis S. Ward, FAIA, NCARB, and staff liaison Kathy Hillegas, Director of Council Relations. Ward, who is serving as FY17 Chair of the Model Law Task Force, posed several questions and led Board Members through a group exercise designed to provide guidance to the task force. Consensus evolved around the distinction between *Model Law* and *Model Regulations*. The Board is supportive of ensuring that *Model Law* language is written at a high level as a framing mechanism, containing essential elements of licensure with clear empowerment of licensing boards, making it adoptable by state legislatures without revision. Further, an ideal *Model Law* would indicate that *Model Regulations* should contain the specific language regarding programmatic elements that would be implemented at the Member Board level.

## ARE 5.0 Scoring

The Board of Directors, which will ultimately approve the passing scores for each division of the new ARE 5.0, participated in training and approved the process for establishing the passing (cut) scores. President Harding indicated that the process includes collaboration with the Cut Score Task Force and the Examinations Committee. NCARB Examinations Director Jared N. Zurn, AIA, NCARB, and Brett Foley, Senior Psychometrician and Director of Professional Credentialing with Alpine Testing Solutions, Inc., led the training.

According to Zurn, new cut scores must be determined because of the significant changes to the exam structure made in ARE 5.0. While ARE 5.0 will cover the same content as ARE 4.0, the structure of delivery is extremely different given the elimination of the graphic vignettes and the addition of new item types to the exam.

Additionally, the questions are now packaged into six divisions rather than the seven division structure of ARE 4.0.

Candidates will be able to schedule and test in the new exam beginning on November 1, 2016. However, score results will be delayed until the cut scores have been established. The process of establishing the scores begin once a statistically valid sample of each division has been administered. Once the number of tests administered in a division meet the threshold, a task force will be assembled for that division to study the results and make individual decisions based on the data. Each task force will be composed of approximately one-third recently licensed architects, one-third seasoned practitioners, and one-third educators. Representation will also be split over large firms, small firms, and sole practitioners. Demographics will be used to ensure broad diversity within each team.

Following the work of each task force, the Examination Committee will review the output, study additional statistical information, and make a final recommendation to the Board of Directors. Ultimately, the Board of Directors will review all rationale and recommendations and will set the final cut score for each division.

## Funded Attendees at Council Meetings

President Harding led a discussion about situations where Council-funded attendees at key NCARB meetings fail to attend all business sessions. The regions asked the Board of Directors to address this situation. Following discussion, it was decided that an attestation statement, establishing clear expectations and possible consequences for any who accept funding to an NCARB meeting, will become part of the meeting registration process beginning with the 2017 Regional Summit.



## Repositioning the Certificate

The Board of Directors heard an initial blue-sky concept, posed by staff, on the possibility of repositioning the NCARB Certificate to indicate that a licensure candidate has met the qualification for initial licensure. Today, the Certificate indicates qualifications for reciprocal licensure only. The proposal asked the Board to consider the feasibility of allowing licensure candidates to delay affiliating with a jurisdiction until after they have completed all phases of the licensure path, while still respecting any additional eligibility requirements imposed by individual jurisdictions.

Board Members deferred committing to any position on this proposal until a further exploration of the possible processes and potential challenges. The Board asked staff to lead them in a deeper discussion at the January meeting. President Harding reiterated that the Board is not committing to the proposal, but agreeing to hear more about the concept and its ramifications to Member Boards.

## Financial Actions

### *Audit Approval*

Treasurer Terry L. Allers, AIA, NCARB, reviewed the results of the FY16 annual audit conducted by the Board's audit consultant, Tate & Tryon. The Council again received a "clean" opinion from the auditors as to the state of the Council's financial reporting. Allers informed the Board that he; Second Vice President David L. Hoffman, FAIA, NCARB; and Secretary Robert M. Calvani, AIA, NCARB, held a meeting with Tate & Tryon's Christian Spencer in advance of the audit. Spencer presented the audit results to the Audit Committee and the Council's financial management team, followed by a brief Executive Session with the Committee. The Board approved the Audit Committee's recommendation to adopt the audit. The audited financial statements will be released to the membership in the FY16 Annual Report slated for release this fall.

### *ARE 4.0 Practice Program Fee Sunset*

The Board also acted on a staff recommendation to eliminate the \$10 annual subscription fee for the ARE Practice Program, effective with the launch of ARE 5.0 on November 1. The practice program, which only benefits licensure candidates still testing in ARE 4.0, will be eliminated with the sunset of ARE 4.0 in 2018.

### *Annual Review of Board Meeting Costs*

The Board conducted their annual fiduciary inspection of the costs for Board of Director and Executive Committee meetings. Past President Ward presented the analysis, noting, "As part of our fiduciary responsibilities, it is important to remain aware of the costs associated with these essential meetings that are conducted to set our strategic direction." The study spans 13 years of Board and Executive Committee costs. Today, total costs for Board of Directors and Executive Committee meetings comprise only 2 percent of the Council's total expense budget. Further, today's costs remain at or below 2003 levels (adjusted for inflation), having declined more than 50 percent from a 2008 high despite increasing the number of the seats on the Board from 12 to 14 in 2008. These cost reductions have been accomplished through Board oversight and streamlined meetings resulting in the elimination of one Board meeting per year and all stand-alone Executive Committee meetings. The Board of Directors meets only in Member Board jurisdictions. For FY16, the Board of Directors and Executive Committee members donated approximately 5,100 hours of service to the Council.

## Other Board Business

### *President's Report*

President Harding reported on her summer activities, including:

- **ACSA International Conference (Santiago, Chile):**  
This event provided some opportunity for conversations with other countries, as well as with individual international architects. Most international architects are looking to collaborate with U.S. architects rather than seeking U.S. licensure.
- **AIAS Grassroots (Washington, DC):** Harding stated that this was an opportunity to engage with the great leadership at the AIAS and amazing young people seeking to enter the profession, noting, "It gives us a lot of energy to see where our young professionals are coming from."
  - ◊ Harding and First Vice President/President-elect Gregory L. Erny, NCARB, AIA, also took advantage of the DC-based meeting to visit the NCARB office and join staff for an ice cream social meet-and-greet, which provided a chance to interact with the front lines at NCARB, match names to faces, and answer staff questions about plans for FY17.
- **Licensing Advisors Summit (Chicago, IL):**  
Approximately 300 attendees made this the largest Licensing Advisors Summit ever, although the number of schools in attendance was lower than in past years. Harding participated in a panel discussion with other collateral leaders about education. Attending the conference were educator advisors, student advisors, and a number of MBEs (all funded by NCARB), as well as state advisors (funded by AIA). Harding noted that MBEs are licensing advisors and funding several to attend each year is a fairly new initiative.

- **Resilience Work Group and ARE 5.0 Subcommittees (Washington, DC):** President Harding also attended the first meeting of the FY17 Resiliency Work Group, noting that resilience is more than just sustainability—it's also the next level of addressing natural disasters. The work group is addressing how architects should be addressing issues of resiliency for the future. Members of the work group are important thought leaders who bring a wide range of experience to the effort. Harding also met with subcommittee members supporting development of ARE 5.0.

### *CEO Reports*

CEO Michael Armstrong reported on recent metrics showing continued improvements in the time to licensure. This is a direct result of recent programmatic changes implemented by the Council. Armstrong also briefed the Board on the state of the Council's disaster recovery/business continuity plan, which was put to the test over the summer with a building closure due to a fire in an electrical vault. Little-to-no impact was caused in customer or member services. A few minor opportunities for improvement are being addressed in coming months. Armstrong also introduced Marketing & Communications Director Andy McIntyre to lead the Board through a preview of the redesigned NCARB website, set to debut before the end of the calendar year.

### *Director Reports*

Regional, MBE, and Public Directors reported to the Board of Directors on issues facing Member Boards. Additionally, Regional Directors provided positive feedback on the new initiative to increase engagement between regional directors and their stakeholders. Board liaisons to Council committees updated the Board on the current status of the FY17 committee charges assigned by the Board.

## News Release

Contacts: Mike Rush, Executive Director and CEO  
[mike.rush@sdbor.edu](mailto:mike.rush@sdbor.edu)

Janelle Toman, Director of Communications  
[Janelle.toman@sdbor.edu](mailto:Janelle.toman@sdbor.edu)

Telephone: (605) 773-3455

Fax: (605) 773-5320

[www.sdbor.edu](http://www.sdbor.edu)

**FOR IMMEDIATE RELEASE:** Wednesday, October 5, 2016

### **SDSU to Offer New Engineering Certificate**

ABERDEEN, S.D. – South Dakota State University will offer a new engineering graphics certificate next year, aimed at students seeking industry-specific skill sets. The South Dakota Board of Regents granted approval for the offering this week.

The undergraduate certificate in engineering graphics at SDSU combines traditional drawing skills with advanced computer-aided design applications. It will provide students a professional credential demonstrating competency in engineering drawing. The certificate is available starting in the fall 2017 semester.

Labor market data are projecting a 2 percent growth in mechanical drafters across South Dakota. SDSU officials said this new certificate should appeal to engineering, technology, and design majors who seek industry-specific skills.

Nine of the 12 credit hours required for the certificate also fulfill requirements for a bachelor's degree in operations management. University officials hope this will encourage many certificate completers to continue toward earning their bachelor's degree.

# CLARB

COUNCIL OF LANDSCAPE ARCHITECTURAL  
REGISTRATION BOARDS

## Updates to the L.A.R.E. in April 2017

As you know, CLARB conducted a Task Analysis survey in early 2016. We are excited to report a nearly 40% increase in participation over the last survey conducted in 2010. The Task Analysis is a scientific study of the profession that ensures the content of L.A.R.E. remains legally defensible and relevant, and the results are used to defend the legal scope of landscape architectural practice.

## L.A.R.E. Updates - April 2017

Task Analysis validated test accurately reflects current industry practice.

Exam is changing as of April 2017 administration.

Content reorganized to offer greater detail in each category.

New content areas in maintenance, historical preservation, performance metrics, specialty plans.

### Exam Section Equivalent

Prior to 2017

Effective April 2017

Section 1 = Section 1

Section 2 = Section 2

Section 3 = Section 3

Section 4 = Section 4

The results of the survey determine the tasks that are performed most often, are most important and subsequently instill the knowledge required at the initial point of licensure; thus, the survey results form the basis of the L.A.R.E.

Beginning with the April 2017 L.A.R.E. administration, the exam blueprint will be updated to provide greater detail within each section of the exam and will introduce new content focusing on maintenance, historical preservation, performance metrics and specialty plans. These updates will align the exam with current practice.

The updates to the L.A.R.E. that will go into effect in April 2017 will have no impact on candidates who have already successfully completed sections of the exam. All exam sections, through the December 2016 administration, will remain equivalent to the exam sections that will be administered in April 2017. We believe candidates will find great value in having more detail in each section while also knowing their previously completed exam sections will remain equivalent.

Candidates will be notified tomorrow of the Task Analysis results and upcoming updates to the L.A.R.E. Any candidate wishing to complete the L.A.R.E. prior to these updates taking effect may register for the December administration until November 28.

We have compiled a list of FAQ's for you to use in addressing candidate questions you may receive. Please let us know if you have any questions or need further assistance in responding to candidate questions regarding the updates to the L.A.R.E.

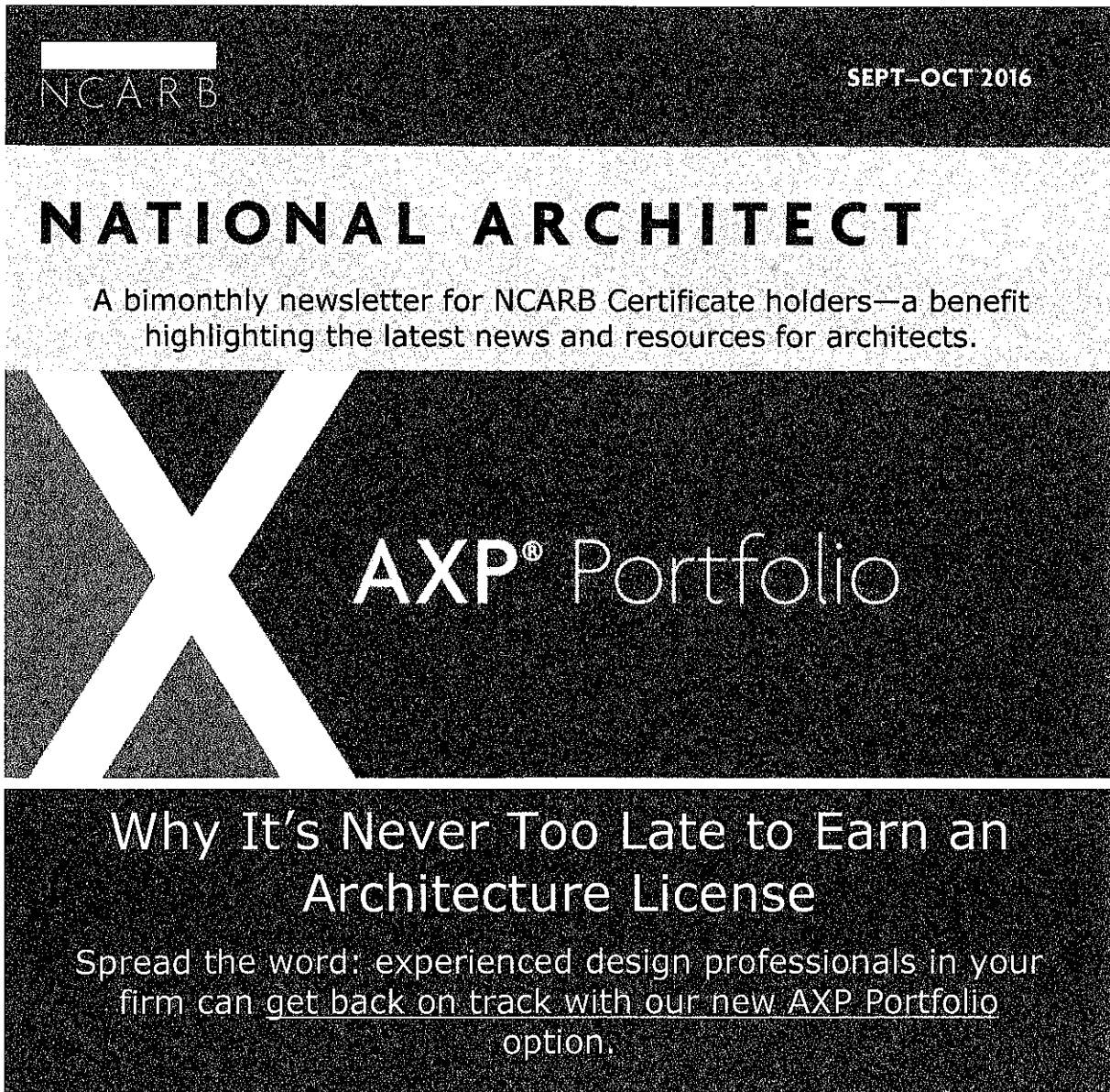
This email was sent to: [Kathryn.patterson@state.sd.us](mailto:Kathryn.patterson@state.sd.us)

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

**Patterson, Kathryn**

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**From:** NCARB <customerservice@ncarb.org>  
**Sent:** Tuesday, October 25, 2016 11:34 AM  
**To:** Patterson, Kathryn  
**Subject:** National Architect: Why It's Never Too Late to Earn an Architecture License



The graphic is a newsletter header for 'National Architect'. It features a dark, textured background. At the top left, the NCARB logo is displayed in white. To the right, the date 'SEPT-OCT 2016' is shown in white. The main title 'NATIONAL ARCHITECT' is in large, bold, white capital letters. Below the title, a line of text describes the newsletter as a bimonthly publication for NCARB Certificate holders. A large, stylized white 'X' is positioned on the left side. To the right of the 'X', the text 'AXP® Portfolio' is written in white. At the bottom, a dark rectangular box contains the headline 'Why It's Never Too Late to Earn an Architecture License' in white, followed by a sub-headline about getting back on track with the new AXP Portfolio option.

NCARB

SEPT-OCT 2016

# NATIONAL ARCHITECT

A bimonthly newsletter for NCARB Certificate holders—a benefit highlighting the latest news and resources for architects.

## AXP® Portfolio

### Why It's Never Too Late to Earn an Architecture License

Spread the word: experienced design professionals in your firm can get back on track with our new AXP Portfolio option.



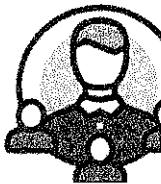
## An Evolution in Experience: Licensure Candidates Still Benefit from Best Practices

Learn how one firm is advancing the profession by nurturing the next generation of architects.

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## Top 10 Apps for Architects

Whether you're working on a design or meeting with a client, you'll want these apps on your phone.



## How to Influence Your Time to Licensure

Guide your licensure candidates through these key factors that can impact their timeline for becoming an architect.



## Need to Fulfill Your CE Requirements by December 31?

Earn continuing education hours (CEH) and brush up on ways to prevent mold and moisture problems with our Mini-Monograph series—free for Certificate holders!



## Recent News

Time to Earn an Architecture License Shortens

NCARB Releases ARE 5.0 Study Resources

**National Council of Architectural Registration Boards**

1801 K Street NW Suite 700K  
Washington, DC 20006



## What should volunteering look like at NCARB?

President Harding urges volunteers to anticipate NCARB's future opportunities and challenges.

[Read more](#)

### September Highlights

#### Mentor local architecture students

Be on the lookout for more information about getting involved with AIA's Freedom by Design projects in your area. [Learn more](#)

#### New ARE 5.0 study tools

Learn more about the new ARE 5.0 Handbook and online community. [More on ARE 5.0](#)

#### Updated NCARB by the Numbers stats

The timeline to licensure continues to drop following recent program updates. [Explore the data](#)

#### More jurisdictions share their data

Over two thirds of NCARB's members are participating in our data-sharing program. [More on centralizing data](#)

### NCARB in the Press



- [NCARB Reports More Than 110,000 Registered Architects in U.S.](#)
- [Why It's Never Too Late to Earn an Architectural License](#)
- [Changing Course in Architecture Academia](#)

### Recent News



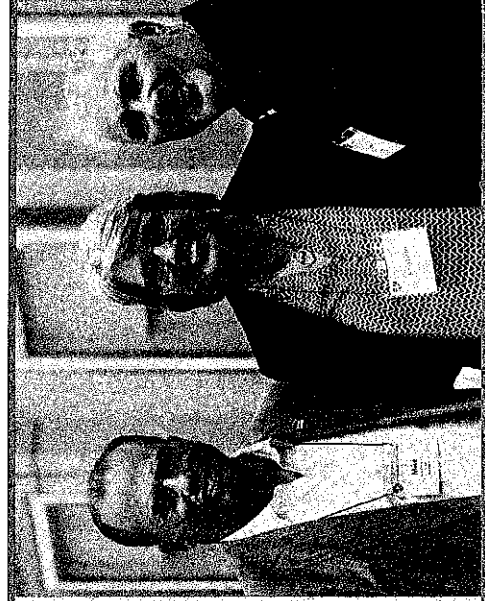
- [NCARB Releases ARE 5.0 Study Resources](#)
- [Get Ready for ARE 5.0 with NCARB's New Handbook](#)

### Top Blog Posts



- [How to Influence Your Time to Licensure](#)
- [Get Ready for ARE 5.0 With Our Test Prep Video Series](#)
- [ARE 5.0 Demo and Testing Strategies](#)

### Agenda Item 6 J



“Our efforts to evolve our models, our services to members and customers, and our areas of emphasis must keep pace with our programmatic evolution if we are to fully realize the expectations of our diverse audiences.”

*Message from the CEO, Page 2*



## Message from the CEO

Dear Colleagues:

Recently, I was privileged to sit in on meetings of three different NCARB volunteer activities. The Ethics Task Force is in its second year of exploring how ethics issues might best be applied in the context of regulating licensure. The Member Board Executives Committee is reworking its Quality Assurance Audit of Records management and developing the annual MBE Workshop. And the Model Law Task Force is beginning its focus on how *Model Law* should be best organized and best represent the consensus of NCARB Member Boards. Each of these groups is populated with a lively and diverse number of volunteers from all areas of the country and varying degrees of service. At each meeting, I was struck with how much we all benefit from staying focused on bettering the future in terms of useable tools and insightful approaches.

Our organization's lifeblood is its volunteers. Being a part of future-focused activities is motivational—the participants know they are making a difference by sharing their advice and making decisions that impact existing and future architects. These task forces, as well as our committees, have been given an extra “strategic charge” this year by President Kristine A. Harding, NCARB, AIA: *to anticipate the challenges of the future and articulate what they see on the horizon for the volunteer community of tomorrow.*

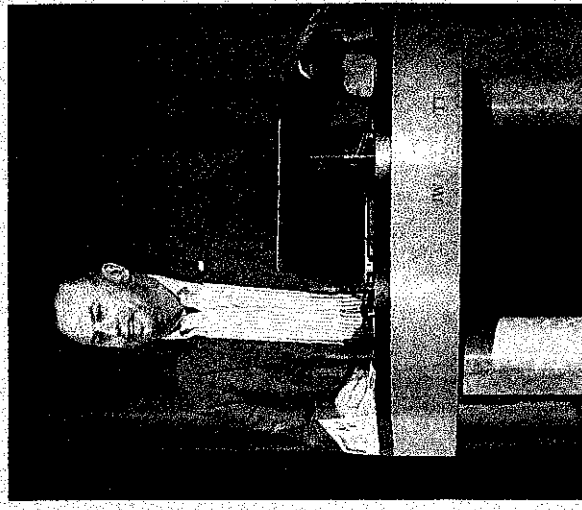
Gathering feedback from our volunteers will be extended into the upcoming Member Board Chairs and Executives Summit at the end of October, where President Harding will ask this select group to contribute their future-focused observations.

In October, we will be readying to launch a new exam, even as we guide the implementation of recent changes to experience and certification requirements and see the first classes of Integrated Path students begin their journey. Our efforts to evolve our models, our services to members and customers, and our areas of emphasis must keep pace with our programmatic evolution if we are to fully realize the expectations of our diverse audiences. Our mission of protecting the public and our goal of facilitating licensure continue to help us go further.

We look forward to your contributions to these efforts, whether attending a meeting, starting a conversation, or completing a survey. Thanks for everything you are already doing and for your future work!

Best wishes,

*mike*



## CEO on the Road



**Rockport, ME (September 21-24)**  
Executive Committee & Board  
of Directors Meeting



## Strategic Initiatives

### Facilitating Licensure

New metrics updating the annual NCARB by the Numbers report show that positive trends are still occurring regarding ARE and AXP registrations, as well as certification. Since the adoption of several streamlining efforts, the average time along the path to licensure has dropped by another six months since last measured at the end of December 2015.

### Centralizing Data

In September, our two largest states for architectural licensure agreed to share data with NCARB: California and New York. With their entry, over two-thirds of our members are either sharing data or preparing to do so, further increasing momentum behind data sharing. In other jurisdictions, discussions continue regarding workable solutions to legislative, policy, or systems impediments.

### Fostering Collaboration

The American Institute of Architecture Students (AIAS) indicates that over 40 of its chapters plan to pursue a Freedom by Design project in the coming year. This new AIAS/NCARB partnership will set up more opportunities for Member Board Members to connect with licensure candidates by participating on these projects.



**@ruskincompany**  
Some interesting stats @NCARB on why #architecture is in good hands  
#architects

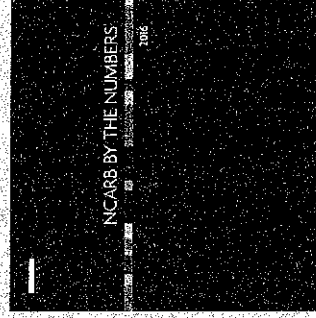
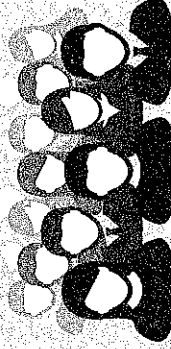
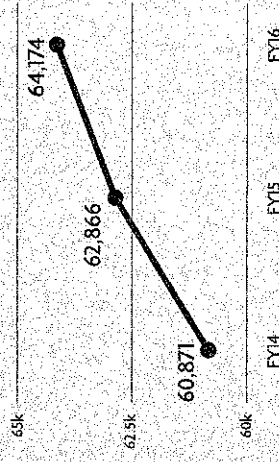
## NCARB by the Numbers Update



### Total Licensure Candidate Records

64,174

+2%



### NCARB By the Numbers 2016

Explore key insights into architectural education, the path to licensure, and diversity in the profession.

## Collateral Engagement

### American Institute of Architecture Students (AIAS)

As campus chapters complete their Freedom by Design project applications, Member Board Chairs can expect to receive communication requesting they consider volunteering as a mentor/supervisor for student initiatives that will aid underserved areas, such as improved access to structures for those with disabilities

### American Institute of Architects (AIA)

Plans are underway to conduct a special outreach session with AIA Columbus and Ohio State students while NCARB attends the Member Board Chairs/Executives Summit in late October.

### National Architectural Accrediting Board (NAAB)

NAAB incoming President Judith Kinnard, incoming President-elect Helene Combs Dreiling, and Executive Director Andrea Rutledge met with the NCARB Board of Directors to provide organizational updates and discuss evolving approaches to academic accreditation.

## Organizational Development and Office Life

- NCARB staff bid a fond farewell to Delores Little, who retired after 37 years of service, including many years as the front desk receptionist where she acquired the nickname "The Voice of NCARB." Delores will join her recently retired husband and beloved dogs in a new chapter of volunteering and spending time doting on her parents.
- The annual staff picnic provided a special day of team-building and reconnecting outside the office environment. The format for the day's activities was developed by the Quality of Life Committee.



Delores Little with Doug Morgan, Director, Administration.

## September Outreach



### Universities

Marywood University, University of Texas Austin, University of Louisiana Lafayette, University of Hartford, Yale University, University of Kentucky, Columbia University, Pratt Institute, The Catholic University of America, Savannah College of Art and Design, University of Maine Augusta, The Ohio State University

### AIA Components

AIA Baltimore, AIA Austin, AIA Connecticut, AIA Northern Virginia, AIA Brooklyn, AIA New Hampshire

### Conferences

Construct, AIA Louisiana State Convention, AIA IN/AIA KY Convention, AIA Western Mountain Region, AIA South Atlantic Region

### Firms

SOM (Webinar), Gensler

### Webinars

CACE Leadership, NCARB Live, Architect Licensing Advisors: AXP Updates, Architect Licensing Advisors: ARE Updates, Architect Licensing Advisors: Certification & Reciprocity Updates

### Career Fairs

Boston Society of Architects' Architecture/Design College Fair

### Member Board Visits

Texas, Ohio

## Office of the CEO

- NCARB Chief Operating Officer Mary de Sousa continued her service as President of the Federation of Associations of Regulatory Boards (FARB), presiding over September board meetings and FARB's regulatory law summit.
- NCARB Senior Architect/Advisor to the CEO Stephen Nutt spoke at the Council of Landscape Architectural Registration Boards' (CLARB) annual meeting in Philadelphia. Stephen spoke on trends in regulation and contributed to a panel discussion on ethics and regulation.



@NAABExec

Thx @NCARB for a great leadership convo today; always a pleasure to talk and listen w/you

## Administration

- Began recruiting for several key positions, including the director and assistant director of Council Relations, receptionist, and Customer Relations openings.
- Received a clean opinion on the FY16 annual financial audit from Tate & Tryon, the Council's auditing firm.
- Began registration for the upcoming Member Board Chairs/Member Board Executives Summit taking place at the end of October in Columbus, OH.

## Council Relations

- Attended the September Board Meeting in Rockport, ME, and the Architects Examiners Board Meeting in Columbus, OH.
- Hosted the MBE Committee, which completed several charges and began planning the spring MBE Workshop agenda.
- Provided research, prepared meeting materials, and supported the Model Law Task Force's first meeting.
- Hosted an information webinar on ARE 5.0 for CACE executives.
- Conducted research on education and experience requirements for jurisdictions that do not require a NAAB degree, and compiled the history of recent alternative paths to certification for the Ohio Board's upcoming meeting.
- Provided comments for the New Hampshire Board's proposed rule amendments.

## Customer Relations

- Visited the Texas Board of Architectural Examiners to provide one-on-one staff outreach and established a dedicated NCARB resource for board staff escalations.
- Participated in recent outreach events in Austin, TX, and Washington, DC, to provide immediate onsite support for customer questions.



Roxanne Alston, Director Customer Relations, and Gregory L. Emy, First Vice President, discuss *Model Law* at the September Board Meeting

## Examination

- Completed a final ARE 5.0 national pilot test that included having licensed architects from around the United States complete full exams at their local test centers.
- Released the *ARE 5.0 Handbook*, a comprehensive resource for candidates preparing for the new exam.
- Launched the ARE 5.0 Community to support candidates preparing for ARE 5.0, available at [ncarb.org/ARE5Community](http://ncarb.org/ARE5Community).
- Released ARE 5.0 Test Prep video series.
- Hosted two webinars for the AIA Council of Architectural Component Executives about supporting local candidates with the launch of ARE 5.0.
- Hosted two NCARB Live webinars on ARE 5.0, broadcasting answers to candidate questions to over 1,300 viewers.
- Held the ARE 4.0 Forms Assembly Subcommittee meeting to complete assembly of the final set of questions that will be delivered during next fiscal year.
- Held the ARE 4.0 Vignette Subcommittee meeting to complete quality control reviews of all vignettes that will be delivered during next fiscal year.

## Experience + Education

- Released two new mini-monographs: *Improving Building Performance, Part III* and *Mold and Moisture Prevention, Part II*.
- Assisted Continuing Education Subcommittee in completing 80 new quiz questions for the *Fire Safety in Buildings* digital monograph.
- Participated in over 25 outreach events.



@laurenpsberman

Thanks @NCARB for a great webinar session this morning on the transition from ARE4 to ARE5! If you missed it, check it out this PM

## Information Systems

- Implemented a new AXP Portfolio management tool.
- Began work to support the new certification path for architects who do not hold a degree from a NAAB-accredited program.



**@blackspectacles**

Want a little extra case study practice?  
Check out @NCARB's demonstration  
video <http://bksp.es/2drRt9t>  
#ARELivePodcast #ARE4 #ARE5 #NCARB

## Marketing & Communications

- Issued targeted messaging to exam candidates explaining self-transition options, new study tools, incentives for testing early, and the cut-score process.
- Supported the launch and promotion of the new ARE 5.0 Community and ARE 5.0 *Handbook*, and produced NCARB Live webinars.
- Supported the completion and launch of ARE 5.0 division videos, providing an overview of exam content and sample questions, available on our YouTube channel.
- Created a guest article for *Retrofit Magazine* promoting the AXP Portfolio option.

## October Outreach



### Universities:

10/3/16	Judson University
10/3/16	University of Southern California
10/4/16	University of Florida (Webinar)
10/12/16	Woodbury School of Architecture
10/25/16	Hampton University
10/25/16	Princeton University
10/25/16	Louisiana Tech University
10/25/16	Penn State
10/25/16	Virginia Tech - WAAC

### AIA Components:

10/5/16	AIA Los Angeles
10/6/16	AIA San Fernando Valley
10/12/16	AIA Long Beach
10/11/16	AIA Orange County
10/13/16	AIA Hampton Roads
10/19/16	AIA Jersey Shore, AIA
10/26/16	St. Louis (Webinar)

### Conferences:

10/5/16	Greenbuild
10/12/16	National Organization of Minority Architects Convention
10/29/16	Equity by Design
TBD	AIA New England, Association of Licensed Architects

### Firms:

10/12/16	CallisonRTKL
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### Career Fairs:

10/15/16	Chicago Architecture + Design College Day
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### Member Board Visits:

10/4/16	Montana
TBD	Georgia



**Patterson, Kathryn**

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**From:** Council Relations <council-relations@ncarb.org>  
**Sent:** Tuesday, November 01, 2016 8:21 AM  
**To:** Council Relations  
**Subject:** ARE 5.0 Launch!  
**Attachments:** ARE5-Launch-PR.PDF

Good morning Member Board Executives,

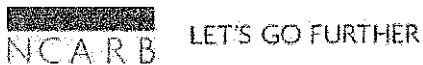
In our ongoing commitment to provide you with timely communications, please find attached the latest NCARB press release regarding the launch of Architect Registration Examination® (ARE®), ARE 5.0.

After four years of development, the latest version of the Architect Registration Examination® (ARE®), ARE 5.0, launched on November 1! The updated exam incorporates the latest testing technologies and features six divisions that align with modern practice. We have also updated several documents, including the:

- *ARE 5.0 Guidelines:* <http://www.ncarb.org/ARE/~media/Files/PDF/Guidelines/ARE5-Guidelines.pdf>
- *ARE 5.0 Handbook:* <http://www.ncarb.org/ARE/~media/Files/PDF/ARE-Exam-Guides/ARE5-Handbook.pdf>
- *ARE 4.0 Guidelines:* [http://www.ncarb.org/ARE/Preparing-for-the-ARE/~media/Files/PDF/Guidelines/ARE\\_Guidelines.pdf](http://www.ncarb.org/ARE/Preparing-for-the-ARE/~media/Files/PDF/Guidelines/ARE_Guidelines.pdf)
- *Certification Guidelines:* [http://www.ncarb.org/Certification-and-Reciprocity/Certification-Overview/~media/Files/PDF/Guidelines/Cert\\_Guidelines.ashx](http://www.ncarb.org/Certification-and-Reciprocity/Certification-Overview/~media/Files/PDF/Guidelines/Cert_Guidelines.ashx)

**Nefertari Carver**

Manager, Council Relations



**National Council of Architectural Registration Boards**

1801 K Street NW Suite 700K  
Washington, DC 20006  
Direct: 202/879-0532  
Customer Service: 202/879-0520

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# Press Release

November 1, 2016  
FOR RELEASE: IMMEDIATELY

MEDIA CONTACT:  
Samantha Miller  
202-469-4866  
smiller@ncarb.org

## NCARB Launches ARE 5.0

*The newest version of the exam required for an architecture license, ARE 5.0, launched on November 1.*

Washington, DC—After four years of development, the latest version of the Architect Registration Examination® (ARE®), ARE 5.0, launched on November 1, 2016. The updated exam incorporates new testing technologies and features six divisions that align with current practice and the progression of an architecture project. ARE 5.0 was developed with the help of practicing architects who volunteer their time and expertise, and reviewed by experts who ensure the exam is fair, reliable, and meets national testing standards.

Developed and administered by the National Council of Architectural Registration Boards (NCARB), the ARE assesses the knowledge and skills of all candidates seeking a license to practice architecture in the United States. NCARB periodically updates the exam to ensure it continues to reflect the demands of professional practice.

"We are excited to announce that candidates can now begin taking ARE 5.0," said NCARB President Kristine A. Harding, NCARB, AIA. "With updates to both the exam structure and supporting technology that allow for a more real-world demonstration of architectural ability, we think candidates will find ARE 5.0 to be a more enjoyable testing experience."

### Aligning to Current Practice

To adapt to changes in the profession, ARE 5.0 content has been restructured into six divisions organized around architectural practice and the progression of a typical project. The new divisions also align with the experience areas of the Architectural Experience Program® (AXP®), helping candidates connect their practical experience to exam topics and making the licensure process smoother and easier to understand. ARE 5.0 test durations are substantially shorter than ARE 4.0—ranging from three and a half to five hours and reducing total seat time by eight hours.

In addition, ARE 5.0 features the latest graphic testing methods, replacing vignettes with two new question types: hot spots and drag-and-place. ARE 5.0 also includes case studies, which provide candidates with multiple pieces of information and require them to assess and solve the types of problems architects face on a daily basis.

### Preparing Candidates for ARE 5.0

Candidates looking for insight into the new exam have access to several free study tools developed by NCARB. These include the ARE 5.0 Handbook, the ARE 5.0 Guidelines, the ARE 5.0 Community, the ARE 5.0 Demonstration Exam, and the ARE 5.0 Test Prep video series. In addition, as an incentive to take the new exam, the first 600 candidates to test on each division will receive a \$100 gift card.

NCARB will continue to administer ARE 4.0 until June 30, 2018. This 20-month period of dual delivery will enable current candidates to finish the exam in a way that best suits their needs.

For more information about ARE 5.0 visit [www.ncarb.org/ARE5](http://www.ncarb.org/ARE5).

# Press Release

#####

## About NCARB

The National Council of Architectural Registration Boards' membership is made up of the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. NCARB assists its member registration boards in carrying out their duties and provides a certification program for individual architects.

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. In order to achieve these goals, the Council develops and recommends standards to be required of an applicant for architectural registration; develops and recommends standards regulating the practice of architecture; provides to Member Boards a process for certifying the qualifications of an architect for registration; and represents the interests of Member Boards before public and private agencies. NCARB has established reciprocal registration for architects in the United States and Canada.

Visit: [www.ncarb.org](http://www.ncarb.org)

Twitter: [www.twitter.com/ncarb](https://twitter.com/ncarb)

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YouTube: [www.youtube.com/NCARBorg](https://www.youtube.com/NCARBorg)



**Patterson, Kathryn**

---

**From:** NCARB <customerservice@ncarb.org>  
**Sent:** Tuesday, November 01, 2016 10:38 AM  
**To:** Patterson, Kathryn  
**Subject:** ARE Update: ARE 5.0 Is Here!



After years of anticipation and development, we're excited to say that the newest version of the **Architect Registration Examination®** (ARE®), ARE 5.0, is here!

We're sure you have questions about preparing for and transitioning to the new exam, and we have answers. Here's how you can learn more about ARE 5.0:

### **Watch Our Test Prep Series**

We've just released two new test prep videos. Watch these and our **ARE 5.0 division videos** to get familiar with the new exam.



#### **ARE 5.0 Exam Strategies Video**

Explore several tips and techniques to help you take a division of ARE 5.0, including pointers on item types and scoring, navigating to a case study during your exam, and approaching case study resources efficiently.



#### **ARE 5.0 Exam Navigation Video**

Walk through the new exam's navigation tools and format with an NCARB expert. Watch to learn more about accepting the Candidate Agreement, using the tools available to you at the test center, marking and reviewing items, and exiting the exam when you're finished.

## Explore the ARE 5.0 Community

Not sure how to request your eligibilities or schedule an ARE division? You can find that information and more in the **Taking ARE 5.0** section of the **ARE 5.0 Community**. Plus, share study tips and resources, ask questions, and get real-time help from NCARB's exam experts.

## Learn How to Transition

Ready to make the jump from ARE 4.0 to ARE 5.0? Read our **detailed instructions** on how to transition—plus, remember that the first 600 candidates to test on each division will receive a **\$100 gift card**.

## Start Studying

You can find all the resources you need to take your first ARE 5.0 division on our **website**, including:



### ***ARE Handbook***

The **ARE 5.0 Handbook** is your go-to resource for understanding ARE 5.0, providing a breakdown of each exam division, sample questions, suggested study resources, and more.



### ***ARE 5.0 Guidelines***

This **essential document** includes an introduction to the exam and an overview of exam policies and procedures you should know before you take the ARE.



### ***ARE Demo Exam***

Want to get familiar with the new format? Use the **ARE 5.0 Demonstration Exam**—accessible via your NCARB Record—to practice navigating the exam interface.

Still have questions? Ask our experts on the **ARE 5.0 Community**, or contact our customer service at 202-879-0520 or **customerservice@ncarb.org**.

**National Council of  
Architectural Registration Boards**  
1801 K Street NW Suite 700K  
Washington, DC, 20006



**PDH AUDIT REPORT**  
**For November 18, 2016**  
**BOARD MEETING**

13 audits reviewed at each Board Meeting

Mailed letter to licensee 10/05/2016

DEADLINE TO RECEIVE INFORMATION IS 11/04/2016

MAILED COPIES TO BOARD MEMBERS \_\_\_\_\_

Name	Prof	Sent 1 <sup>st</sup> letter (or email) need audit records	Rcvd audit records	Board approved	Board NOT approved	Sent 2 <sup>nd</sup> letter – need audit records
Anderson, Isaac Michael	PE	10/05/16	11/01/16			
Bozlee, Raymond George	LS	10/05/16	10/14/16			
Dieren, Curtis D.	PE	10/05/16	11/02/16			
Eddings, Michael Kevin	R	10/05/16				
Gay, Sandra Diane	AR	10/05/16	11/02/16			
Gibbons, Timothy P.	AR	10/05/16	10/26/16			
Jones, William J.	PE	10/05/16	10/24/16			
Morgan, Kenneth John	PE	10/05/16	10/24/16			
Peppersack, Randall J.	LS	10/05/16				
Pierson, Jorge Andres	AR	10/05/16	10/13/16			
Poppen, Boyd Nolan	LS	10/05/16	10/17/16			
Renken, Jeffrey Allen	PE	10/05/16	10/20/16			
Roberts, Ronald A.	PE	10/05/16	10/26/16			

\*\* - no information received from licensee

**PDH AUDIT REPORT**  
**PENDING FROM PREVIOUS BOARD MEETING(S)**  
**For November 18, 2016**  
**BOARD MEETING**  
**Mailed Copies to Board Members \_\_\_\_\_**

Name	Prof	Sent 1 <sup>st</sup> letter (or email) need audit records	Rcvd audit records	Board NOT approved	Sent 2 <sup>nd</sup> letter – need audit records	Rcvd Audit Record	Board NOT approved	Sent 3 <sup>rd</sup> letter – need audit records	Rcvd Audit Record
Fravel, Kevin M.	PE	04/07/16	04/27/16	05/20/16	06/03/16	09/07/16	09/23/16	09/26/16	@@@
Hines, Gordon Jeffery	PE	08/03/16	09/06/16	09/23/16	10/05/16	###			
Pesta, Nathan Anthony	PE	08/03/16	08/23/16	09/23/16	09/26/16	10/11- 14/16			
Vander Stouwe, Travis Q.	PE	08/03/16	08/08/16	09/23/16	09/26/16	10/04/16			

@@@ - Kevin F. Fravel – has until Dec. 25, 2016 to provide information (90 days)

### - Gordon Jeffery Hines – has until Jan. 3, 2017 to provide information (90 days)

## Board Meeting Examinee Report

### *FE Examinees Passed FE Exam*

Meeting Date: November 18, 2016

Page 1 of 2

Issue Date	Name	Certificate #	Exam	Exam Date
09/20/2016	Mergen, Cory	E-12130	FE	09/07/2016
10/06/2016	Worman, Joseph Anthony	E-12131	FE	10/01/2016
10/12/2016	Schrankler, Brandt Thomas	E-12132	FE	10/08/2016
10/13/2016	Kroeber, Devin	E-12133	FE	10/13/2016
10/20/2016	Dulal, Rohit Vinod	E-12134	FE	10/15/2016
10/20/2016	Fowle-Ludlow, Kyle Adrian	E-12135	FE	10/15/2016

# Board Meeting Examinee Report

## *FS Examinees Passed FS Exam*

Meeting Date: November 18, 2016

Page 2 of 2

Issue Date	Name	Certificate #	Exam	Exam Date
09/09/2016	Christianson, Eric Joseph	S-12129	FS	08/31/2016

**Board Meeting Examinee Report***For FE Examinees To Be Approved***Meeting Date:** November 18, 2016Page 1 of 3

Name	Exam	Approved	Comments
Ahimbisibwe, Bob Edwin	FE		
Al Qubbej, Ali Maher	FE		
Amundson, Samuel James	FE		
Bakker, Andrew	FE		
Campisi, Tony Philip	FE		
Capraro, Trent William	FE		
Cook, Justin Dale	FE		
Degu, Adebabay Mulat	FE		
DeJong, Austin James	FE		
Elshahat, Omar	FE		
Fleming, Alex Ray	FE		
Henning, Bret John	FE		
Ho, Viet Tran Ngoc	FE		
Hoban, Will Patrick	FE		
Ireland, Seth L.	FE		
Iverson, John Kevin	FE		
Iverson, Sylvia Grace	FE		
Kane, Spencer	FE		
Kolbet, Evan Michael	FE		
LaBay, Steven Ryan	FE		
Laird, Jacob Dillon	FE		
Lansman, Seth	FE		
Limbach, Andrew Porter	FE		

**Board Meeting Examinee Report*****For FE Examinees To Be Approved*****Meeting Date: November 18, 2016**Page 2 of 3

Logeais, Thomas	FE		
Long, Alexis Joy	FE		
MacDonald, Sydney Claire	FE		
Mahmoud, Abdelrahman	FE		
Marier, Zachary Donald	FE		
Mattison, Lance Kent	FE		
Melancon, Steven	FE		
Monjardim Rosa, Isamin	FE		
Morem, Mitchell	FE		
Needs, Bryan Ray	FE		
Newkirk, Joseph	FE		
Pena, Mario Velez	FE		
Pence, Mitchell Jon	FE		
Peyton, Kylie Susanne	FE		
Priebe, Traxton	FE		
Reed, Kaitlin Teal	FE		
Schuhwerck, Jerome	FE		
Sorger, Samuel Lee	FE		
Simpson, James	FE		
Spencer, Sandy Alroy	FE		
Thyen, Andrew John	FE		
Timm, Tasha	FE		
Vanderbush, Jordan Blake	FE		
VanGerpen, Luke	FE		



**Board Meeting Examinee Report*****For FE Examinees To Be Approved*****Meeting Date: November 18, 2016**Page 3 of 3

Wakefield, Matthew Jon	FE		
Weber, Jason	FE		
Weddington, Zachary Hunter	FE		
West, Conrad Leon	FE		

# Board Meeting Comity Report

## *For Individuals by Comity*

Meeting Date: November 18, 2016

Page 1 of 3

Name	City	State	Profession	Comments
Berz, Robert	Chesapeake	VA	AR	
Dallabattista, Mauro	Tulsa	OK	AR	
Fiskness, Rhet Lincoln	Fargo	ND	AR	
Graton, Gregg Steven	St. Louis Park	MN	AR	
Huber, Michael George	Hudson	WI	AR	
Johnson, Dan P.	Omaha	NE	AR	
Johnson, Jennifer W	Rapid City	SD	AR	
Mackenzie, Kenneth James	Abington	PA	AR	
Phassos, Gregory	Chicago	IL	AR	
Phillips, Clay	Saint Louis	MO	AR	
Pierson, Trevor P.	Belgrade	MT	AR	
Walleisa, Julie Nicole	Albuquerque	NM	AR	
Davis, Randy Michael	Cincinnati	OH	LS	
Jordan, Dustin	Bowman	ND	LS	
Abbas, Michael Dean	Cypress	TX	PE	
Atluri, Uma Sankar	Irving	tx	PE	
Bailey, Michael Daniel	Elkton	SD	PE	
Berkheimer, Mark	Corona	CA	PE	
Bruckner, Michael A	Omaha	NE	PE	
Brungardt, Matthew	Overland Park	KS	PE	
Bush, William Ross	Norcross	GA	PE	

# Board Meeting Comity Report

## For Individuals by Comity

Meeting Date: November 18, 2016

Page 2 of 3

Name	City	State	Profession	Comments
Cascia, Glen Michael	Pekin	IL	PE	
Catchpool, Alan Lee	Eagan	MN	PE	
Clinton, Kevin Daniel	Bloomington	MN	PE	
Conti, Antonio Marcel	Minot	ND	PE	
Dahmash, Fadi Naim	Oklahoma City	OK	PE	
Daut, Kevin Patrick	Valley Park	MO	PE	
Deckard, Evan N	Naperville	IL	PE	
Duckett, Mark R.	Coconut Creek	FL	PE	
Forinash, P Dennis	Johnston	IA	PE	
Frooman, Steven Gregory	Rapid City	SD	PE	
Fussell, Michael Thomas	Missoula	MT	PE	
Gonzales, David Michael	Santa Fe	NM	PE	
Hanke, Larry Dennis	Plymouth	MN	PE	
Harrold, Keanan Jerry	Denver	CO	PE	
Hastings, Kevin	San Diego	CA	PE	
Howard, Adam Keith	Medicine Lake	MN	PE	
Johannsson, Elias	Tulsa	OK	PE	
Klein, Richard Butler	Centennial	CO	PE	
Knodel, Phillip	Auburn	IN	PE	
Lentz, Gordon J.	Houston	TX	PE	
Lind, Jason Jeffrey	Farmington	MN	PE	

# Board Meeting Comity Report

*For Individuals by Comity*

Meeting Date: November 18, 2016

Page 3 of 3

Name	City	State	Profession	Comments
Mahoney, Dustin Gregory	Lakewood	CO	PE	
Malone, Daniel Vaughn	Madison	MS	PE	
Maust, John Douglas	Burnsville	MN	PE	
Mieczkowski, Joseph J.	Vestal	NY	PE	
Motyko, Tony Edward	Cedar Rapids	IA	PE	
Panek, Gregory Miles	Placentia	CA	PE	
Perez, Lorenzo Antonio	Houston	TX	PE	
Rodriguez, Kristen Leah	Austin	TX	PE	
Sabraski, Steven Edward	Minneapolis	MN	PE	
Safyan, Alexander Viktor	Plymouth	MN	PE	
San Pedro, Chris Agno	Greer	SC	PE	
Schwabauer, Jr., Warren Dale	Overland Park	KS	PE	
Shaw, Lee Routt	Chouteau	OK	PE	
Sherer, Daniel Aaron	Mendota Heights	MN	PE	
Stout, Jeffrey A	Watertown	SD	PE	
Swails, Stephen Larry	Iowa City	IA	PE	
Weaver, David A	Hudsonville	MI	PE	
William, Edward James	Chicago	IL	PE	
Woolf, Douglass Irving	Minnetonka	MN	PE	

# Board Meeting Firm Report

## For Business to Approve

Meeting Date: November 18, 2016

Page 1 of 1

Company Name	City	State	Profession	Comment
360 Engineering Group, PLLC	Tulsa	OK	PE	
Antonio Conti	Minot	ND	PE	
Arrow Survey Group, Inc.	Sheridan	WY	LS	
Dekker/Perich/Sabatini, Ltd.	Albuquerque	NM	AR	
Encompass v2	Missoula	MT	AR	
Enercon Services, Inc.	Kennesaw	GA	PE	
Fussell Engineering Corp, Inc	Missoula	MT	PE	
Gregg S. Graton - Architect	Minneapolis	MN	AR	
Ivey Engineering	San Diego	CA	PE	
Lund Engineering & Environmental, LLC	Sioux Falls	SD	PE	
M&H Enterprises, Inc.	Houston	TX	PE	
Mackey Mitchell Architects P.C.	Saint Louis	MO	AR	
Mark Berkheimer, P.E. Mechanical Consulting	Corona	CA	PE	
Materials Evaluation and Engineering, Inc.	Plymouth	MN	PE	
Michael Huber Architects, LLC	Hudson	WI	AR	
Nederveld, Inc.	Grand Rapids	MI	PE	
Peak Power Engineering, Inc.	Santa Fe	NM	PE	
Rhet Fiskness Architect, LLC	Fargo	ND	AR	
SAC AE Design Group, Inc.	Chicago	IL	AR	
Scott C. Woods & Associates, P.A.	Madison	MS	PE	
SEL Engineering Services, Inc.	Pullman	WA	PE	
Select Structural Engineering	Cedar Rapids	IA	PE	
Solved Engineering LLC	Chicago	IL	PE	
Subsurface Constructors, Inc	St. Louis	MO	PE	

**TRAVEL  
MATRIX  
BOARD MEMBERS  
07/01/2016 through 12/31/2016**

<b>DATES</b>	<b>MEETING</b>	<b>PLACE</b>	<b>BOARD NAME</b>	<b>PAID BY</b>
10/27-29/2016	NCARB Board Chair/MBE Summit	Columbus, OH	Williams, Patterson	Registration & travel paid by NCARB

# NCARB

National  
Council of  
Architectural  
Registration  
Boards

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*Director, Region 4*  
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*Director, Region 6*  
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*Member Board Executive Director*  
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Michael J. Armstrong  
*Chief Executive Officer*

1801 K Street NW, Suite 700K  
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## MEMORANDUM

**To:** Member Board Chairs  
Member Board Executives

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

**Date:** August 31, 2016

**Subject:** 2016 Member Board Chairs/Member Board Executives Summit  
Hilton Columbus  
401 North High Street  
Columbus, OH, 43215  
614-384-8600

The 2016 Member Board Chairs and Member Board Executives Summit will take place on **October 28 and 29, 2016 in Columbus, Ohio**. I hope that you will be able to attend or send a representative of your board to ensure that each jurisdiction is represented by both a Board Member and an Executive.

The purpose of the Summit is to conduct conversations between leaders at the Member Board and national level regarding future strategies, collaboration opportunities, and emerging issues. Topics under consideration include:

- Challenges created by Board structure, ranging from single discipline to multi-disciplinary to advisory
- Tension points with other professions
- NCARB's voice and role regarding the "education continuum"

Informational briefings will also cover the impact on Member Boards regarding the impending launch of ARE 5.0 on November 1, media training, and building the national disciplinary database. In addition, we are seeking your input to help us shape the agenda.

Participation by representatives of your jurisdiction in this meeting provides the link for your board to influence current and future NCARB initiatives, become alerted to new trends, learn about new procedural and technical information related to licensure and examination, and be better equipped to communicate with your constituents.

Our focus on protecting the public through effective licensure tools can only evolve through your active engagement with us. We hope you are able to make it to Columbus to take part in this most important meeting.

... 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.

**Patterson, Kathryn**

---

**From:** Friendshuh, Daniel <dfriendshuh@burnsmcd.com>  
**Sent:** Friday, October 21, 2016 10:48 AM  
**To:** Patterson, Kathryn  
**Subject:** RE: Board Verification form

Kathryn,

Thank you so much for your help.

I appreciate you.

Have a wonderful rest of your Friday and a great weekend.

Regards,

**Daniel T Friendshuh** \ Burns & McDonnell  
 Transmission & Distribution Services  
 o 303-362-2305  
 dfriendshuh@burnsmcd.com \ burnsmcd.com  
 9785 Maroon Circle, Suite 400 \ Denver, CO 80112

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**From:** Patterson, Kathryn [mailto:Kathryn.Patterson@state.sd.us]  
**Sent:** Friday, October 21, 2016 10:45 AM  
**To:** Friendshuh, Daniel <dfriendshuh@burnsmcd.com>  
**Subject:** RE: Board Verification form

On a log that our office keeps I have found the below information with the date the information was sent to CA.

9/25/15	Friendshuh, Daniel Thomas	FE	C
---------	---------------------------	----	---

I have completed a new verification and will email that to the California Board for your application with them so it arrives prior to the Oct. 31 deadline. I will also put the original copy in the mail today.

**Kathryn Patterson**  
 Executive Director  
 South Dakota Board of Technical Professions  
 2525 W. Main St., Suite 211  
 Rapid City, SD 57702-2439  
 Phone: 605-394-2510  
 Fax: 605-394-2509  
 Email Address: [Kathryn.Patterson@state.sd.us](mailto:Kathryn.Patterson@state.sd.us)  
 Web Address: <http://dlr.sd.gov/bdcomm/btp>



---

**From:** Friendshuh, Daniel [mailto:dfriendshuh@burnsmcd.com]  
**Sent:** Friday, October 21, 2016 10:32 AM  
**To:** Patterson, Kathryn  
**Subject:** Board Verification form

Kathryn,

I originally started the PE application process in California a year ago and due to some personal conflicts I did not end up submitting my paperwork because I would have been unable to attend the Spring test time.

I am now going back through the process to get all my paperwork submitted for the test next spring. I thought last year I had contacted someone at the SD board to get a verification form last year sent to California so they had record of me taking the FE but I was unable to find any emails reflecting that effort.

I have two questions. First do you have any records showing that something was sent to California late summer last year? If not, or if it is too much of a pain to try and dig up, can I request to get a verification form?

This is the instructions listed on the California application: "Board Verification Form of licensure or exam for applicants with an out-of-state exam (FE/PE) and or/licensure. You must contact the other state and have the form completed according to their procedures."

I'm just looking for something to present to the California board stating that I passed the FE exam.

All of my paperwork needs to be postmarked by October 31<sup>st</sup>, so an electronic copy might be the quickest way if that is at all possible.

Regards,

**Daniel T Friendshuh** \ Burns & McDonnell  
Transmission & Distribution Services  
o 303-362-2305  
[dfriendshuh@burnsmcd.com](mailto:dfriendshuh@burnsmcd.com) \ burnsmcd.com  
9785 Maroon Circle, Suite 400 \ Denver, CO 80112

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**Patterson, Kathryn**

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**From:** Neuf, Susan  
**Sent:** Thursday, October 13, 2016 8:16 AM  
**To:** 'Antonio Conti'  
**Cc:** Patterson, Kathryn  
**Subject:** RE: Comity Application for Antonio M. Conti - Missing Documentation

Board meetings are open to the public. If you choose to attend the Board meeting starts at 8:30 a.m. at our offices in the Clock Tower Plaza.

South Dakota Board of Technical Professions  
2525 W. Main Street, Suite 211  
Rapid City, SD 57702-2439  
Phone: 605.394.2510 FAX: 605.394.2509  
Web address: <http://dlr.sd.gov/bdcomm/btp/>

*Susan A. Neuf*

Secretary

Email address: [susan.neuf@state.sd.us](mailto:susan.neuf@state.sd.us)

---

**From:** Antonio Conti [<mailto:aconti@contieng.com>]  
**Sent:** Thursday, October 13, 2016 8:11 AM  
**To:** Neuf, Susan  
**Subject:** Re: Comity Application for Antonio M. Conti - Missing Documentation

Thank you very much. Do you think the board would frown upon my attendance at the meeting? I would like to be there in case the board members have any questions.

Antonio Conti  
Sent from 209.712.7011

On Oct 13, 2016, at 08:55, Neuf, Susan <[Susan.Neuf@state.sd.us](mailto:Susan.Neuf@state.sd.us)> wrote:

Your application is complete and waiting for the 18 November board review.

South Dakota Board of Technical Professions  
2525 W. Main Street, Suite 211  
Rapid City, SD 57702-2439  
Phone: 605.394.2510 FAX: 605.394.2509  
Web address: <http://dlr.sd.gov/bdcomm/btp/>

*Susan A. Neuf*

Secretary

Email address: [susan.neuf@state.sd.us](mailto:susan.neuf@state.sd.us)

**Patterson, Kathryn**

---

**From:** Governor of South Dakota  
**Sent:** Wednesday, October 19, 2016 7:22 AM  
**To:** GOV - ALL (EXECUTIVE BRANCH)  
**Subject:** Holiday Season

Dear Friends,

Linda and I are looking forward to the holiday season and spending time with our family and friends.

This year, I am granting administrative leave to Executive Branch employees on Friday, November 25 (the day after Thanksgiving). State offices in Executive Branch agencies will be closed on that day.

Christmas falls on Sunday this year, and the official holiday for state employees is Monday, December 26. I am also granting four hours of administrative leave on Friday, December 23, so state employees can travel before the Christmas weekend, if desired. State offices in Executive Branch agencies will close at noon on Friday, December 23.

Thank you for everything that you do to serve the people of South Dakota. Linda and I greatly appreciate your hard work.

Dennis

**Patterson, Kathryn**

---

**From:** Jerry Carter <jcarter@ncees.org>  
**Sent:** Tuesday, October 25, 2016 7:55 AM  
**To:** Patterson, Kathryn  
**Subject:** RE: Leadership Visit

Kathryn:

Due to the large number of request that we received for a leadership visit, we have scheduled NCEES Treasurer Gary Thompson to attend the South Dakota Board meeting on May 12, 2017. Sorry we could not make this earlier but, in addition to the leadership visits, each board member is assigned to work with committees/task forces this year and we also have NCEES Board meeting they have to attend. I hope this is satisfactory to you and the South Dakota Board.

We'll be back in touch early in 2017 to work out the details for Treasurer Thompson's visit.

Jerry

---

**From:** Jerry Carter [<mailto:jcarter@ncees.org>]  
**Sent:** Tuesday, September 20, 2016 2:27 PM  
**To:** Patterson, Kathryn  
**Subject:** RE: Leadership Visit

Thanks! Hoping to make the November meeting but having some flexibility will be appreciated.

Jerry