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**ARCHITECT SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
TELECONFERENCE MEETING  
Room 121C, 1400 E. Washington Avenue, Madison  
Contact: Brittany Lewin 608-266-2112  
July 29, 2014**

*The following agenda describes the issues that the Architect Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Architect Section.*

**AGENDA**

**1:00 P.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-2)**

**B. Approval of Minutes-April 23, 2014 (3-7)**

**C. Administrative Matters**

- 1) Staff Updates

**D. Credentialing Matters – Discussion and Consideration (8-49)**

- 1) NCARB and Canadian Architectural Licensing Authorities Mutual Recognition Agreement (8-24)
- 2) Licensing and Renewal Fees (25)
- 3) Intern Development Program (26-49)
- 4) Broadly Experienced Architect Program (26-49)
- 5) Broadly Experienced Foreign Architect Program (26-49)

**E. Informational Items (50-54)**

- 1) Report from NCARB Annual Meeting
- 2) NCARB Resolutions

**F. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**G. Education and Examination Matters**

- 1) Continuing Education Waiver Requests
  - a. Request from **R.E.** for CE Waiver of 2014 Requirements **(55-60)**
  - b. Request from **S.W.** for CE Waiver of 2014 Requirements **(61-62)**

**H. Consulting with Legal Counsel**

**I. Deliberation of Items Received After Preparation of the Agenda**

- 1) Education and Examination Matters

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**J. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

**ADJOURNMENT**

**ARCHITECT SECTION  
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
APRIL 23, 2014**

**PRESENT:** Matthew Fernholz, James Gersich, Lawrence Schnuck

**ABSENT:** Michael Eberle, Gary Kohlenberg

**STAFF:** Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant;  
Shawn Leatherwood, Rules Coordinator

**CALL TO ORDER**

Lawrence Schnuck, Section Chair, called the meeting to order at 1:00 p.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 9, 2013**

**MOTION:** James Gersich moved, seconded by Lawrence Schnuck, to approve the minutes of October 9, 2013 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

**CHAIR**

**NOMINATION:** James Gersich nominated Lawrence Schnuck for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Larry Schnuck was elected as Section Chair by unanimous vote.

**VICE CHAIR**

**NOMINATION:** James Gersich nominated Michael Eberle for the Office of Section Vice Chair.

Brittany Lewin called for nominations three (3) times

Michael Eberle was elected as Section Vice Chair by unanimous vote.

## SECRETARY

**NOMINATION:** James Gersich nominated Matthew Fernholz for the Office of Section Secretary.

Brittany Lewin called for nominations three (3) times.

Matthew Fernholz was elected as Section Secretary by unanimous vote.

**MOTION:** James Gersich moved, seconded by Matthew Fernholz to acknowledge the following 2014 officer election results. Motion carried unanimously.

<b>2014 OFFICER ELECTION RESULTS</b>	
Section Chair	Lawrence Schnuck
Section Vice Chair	Michael Eberle
Section Secretary	Matthew Fernholz

**MOTION:** James Gersich moved, seconded by Matthew Fernholz to acknowledge the following appointments made by the Chair as the 2014 Liaisons, Screening Panel and Committee Members. Motion carried unanimously.

<b>2014 LIAISON APPOINTMENTS</b>	
A-E Rules Committee	Lawrence Schnuck
Screening Panel	Matthew Fernholz, James Gersich
Credentialing and CE Liaison	Lawrence Schnuck
DLSC Liaison	Michael Eberle

## DELEGATIONS OF AUTHORITY

**MOTION:** Lawrence Schnuck moved, seconded by Matthew Fernholz, that the Section delegates authority to the Chair to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority to the Section's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, that in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department where knowledge or experience in the profession is required

to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

### **LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

#### **2013 Wisconsin Act 114 and the Impact on A-E 3.05(2)**

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to initiate the scope statement mirroring that of the A-E Joint Examining Board’s approved motion regarding examination requirements. Motion carried unanimously.

#### **NCARB ANNUAL MEETING**

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to authorize Lawrence Schnuck, to speak and vote on behalf of the Section at the NCARB 2014 Annual Business Meeting, June 18-21, 2014 in Philadelphia, PA. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to designate Lawrence Schnuck to attend the NCARB 2014 Annual Business Meeting on June 18-21, 2014 in Philadelphia, PA. Motion carried unanimously.

#### **CLOSED SESSION**

**MOTION:** James Gersich moved seconded by Lawrence Schnuck, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Lawrence Schnuck read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Matthew Fernholz – yes; James Gersich – yes; Lawrence Schnuck – yes. Motion carried unanimously.

The Section convened into Closed Session at 1:56 p.m.

## RECONVENE TO OPEN SESSION

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 2:52 p.m.

## VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to reaffirm all votes made in closed session. Motion carried unanimously.

## ADMINISTRATIVE WARNINGS

**MOTION:** Matthew Fernholz moved, seconded by James Gersich, to issue an Administrative Warning and close for prosecutorial discretion **DLSC case number 13ARC001 – G.J.E.** Motion carried unanimously.

## APPLICATION REVIEWS

**MOTION:** Matthew Fernholz moved, seconded by Lawrence Schnuck to issue an intent to deny the request for reinstatement of **G.S.** unless within 45 days G.S. provides detailed information from the Iowa Architectural Examining Board regarding both disciplinary actions. **REASON FOR DENIAL:** Disciplinary actions in another licensing jurisdiction AE 2.05. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Lawrence Schnuck to approve the request for reinstatement of **L.S.** registration to practice architecture. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Lawrence Schnuck to issue an intent to deny the request of **J.G.** for registration by examination unless within 45 days J.G. supplies one additional architectural reference. The credentialing liaison may review the reference and grant registration if found acceptable. **REASON FOR DENIAL:** A-E 3.06 (2) Motion carried unanimously.

**MOTION:** Lawrence Schnuck moved, seconded by Matthew Fernholz to approve the request for licensure by Comity of **F.F.** Motion carried unanimously.

## CASE CLOSINGS

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to close case **12ARC003 – A.D.I. for No Violation.** Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** James Gersich moved, seconded by Lawrence Schnuck, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:54 p.m.

DRAFT

**Letter of Undertaking  
in respect of the  
MUTUAL RECOGNITION AGREEMENT  
Between The  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS  
And The  
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES**

**The National Council of Architectural Registration Boards (NCARB)** representing the architectural licensing boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

**AND**

**The Canadian Architectural Licensing Authorities** representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

Whereas NCARB and CALA have agreed to and signed a Mutual Recognition Agreement (MRA) dated June 17, 2013 ratified by the 54 architectural licensing authorities represented by NCARB and the 11 architectural licensing authorities represented by CALA. This letter of undertaking shall be signed, without modification, by each licensing/registration authority wishing to participate in the MRA

The undersigned licensing/registration authority, having the authority to register or license persons as Architects within its jurisdiction and being a signatory to the Inter-Recognition Agreement dated July 1, 1994, wishes to become a signatory to the MRA by virtue of this Letter of Undertaking. In doing so, the licensing/registration authority agrees to and acknowledges the following:

1. The terms used in this Letter of Undertaking shall have the same meaning as defined in the MRA between NCARB and CALA dated June 17, 2013.
2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.
3. As a signatory to the MRA, the undersigned licensing/registration authority will adhere to the fundamental principles of the MRA and agrees to accept the Letter of Good Standing provided by the local licensing/registration authority and the applicant's personal Declaration and Undertaking as satisfying the eligibility requirements for licensing/registration set forth in the MRA.
4. The undersigned will not impose any additional education, experience, or examination requirements, or require education transcripts, experience verification, examination scores, or social security or social insurance numbers. However, the authority may impose familiarity with local laws and other local requirements that apply to all domestic applicants seeking reciprocal licensure.

5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered individual who holds a valid and current NCARB Certificate that has been issued in accordance with the MRA and satisfies the conditions outlined within the MRA.

In Witness Whereof: The licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this Letter of Undertaking.

Entered into on \_\_\_\_\_, 2013

By: \_\_\_\_\_  
(name of Licensing/Registration Entity)

\_\_\_\_\_  
(name of duly authorized individual and title)

Copy of Mutual Recognition Agreement attached

August 7, 2013

Dear Member Board Chair and Member Board Executive:

Immediately prior to the 2013 Annual Meeting a new Mutual Recognition Agreement (MRA) was signed between the Canadian Architectural Licensing Authorities (CALA) and NCARB. The current inter-recognition agreement has been in effect since 1994 and is based on the similarities between the two country's education standards, the parallels of the Intern Development Program (IDP) and the Canadian Internship in Architecture Program (IAP), and completion of NCARB's Architect Registration Examination (ARE<sup>®</sup>).

Evolutions in the path to licensure within the Canadian provinces necessitated an update to the 1994 agreement in order to continue the facilitation of the cross-border practice of architecture. NCARB and CALA have been working to negotiate a new MRA for the past three years. The new MRA respects changes to both the IDP and the Canadian IAP as well as the introduction of Canada's own professional examination, the Examination for Architects in Canada (ExAC), in lieu of the ARE.

**The effective date of the new agreement is to be January 1, 2014, however implementation of the agreement is contingent on more than half of all NCARB Member Boards and more than half of all Canadian Architectural Licensing Authorities becoming formal signatories to the Agreement by December 31, 2013.** It should be noted that all 11 Canadian jurisdictions have agreed in principle to the new MRA at this time. At our own Annual Meeting in June of this year, the vote of the membership was 47 to 3 in favor of adopting this new agreement. Four jurisdictions were either not present or ineligible to vote.

Attached to this letter is the MRA and a Letter of Undertaking that we are respectfully asking you to sign on behalf of your Board. Once we have collected the required number of signatures, the existing US/Canada Inter-Recognition Agreement will no longer be in effect. Regardless of the implementation of the new agreement, CALA has given us notice of their intention to terminate the existing Agreement effective January 1, 2014. All licenses granted under the existing Agreement will remain valid as long as the architect continues to meet the registration renewal requirements of each Board or Licensing Authority.

The fundamental principles of recognition under the new MRA are recognition of the license plus one year of post-licensure experience in the individual's home country. For the purposes of the Agreement, home country means either the United States or Canada. This additional experience requirement only impacts those who are in their first year of U.S. or Canadian licensure. Anyone with more than one year of practice would qualify for the reciprocal license under this new MRA.

Blakely C. Dunn, AIA  
President/Chair of the Board  
El Dorado, Arkansas

Dale McKinney, FAIA  
1st Vice President/President-Elect  
Sioux City, Iowa

Dennis S. Ward, AIA  
2nd Vice President  
Florence, South Carolina

Margo P. Jones, AIA  
Treasurer  
Greenfield, Massachusetts

Kristine A. Harding, AIA  
Secretary  
Huntsville, Alabama

Ronald B. Blitch, FAIA, FACHA  
Past President  
New Orleans, Louisiana

Christopher P. Williams, AIA  
Director, Region 1  
Meredith, New Hampshire

John R. Sorrenti, FAIA  
Director, Region 2  
Mineola, New York

Anne K. Smith, AIA  
Director, Region 3  
Savannah, Georgia

Terry L. Allers, AIA  
Director, Region 4  
Fort Dodge, Iowa

David L. Hoffman, FAIA  
Director, Region 5  
Wichita, Kansas

Gregory L. Erny, AIA  
Director, Region 6  
Reno, Nevada

Kathleen R. Nobsch  
Member Board Executive Director  
Chester, Virginia

Lynn R. Axelroth  
Public Director  
Philadelphia, Pennsylvania

Michael J. Armstrong  
Chief Executive Officer

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

An Equal Opportunity Employer

**Letter to Member Board Chairs and Member Board Executives**  
**August 7, 2013**  
**Page 2**

To comply with the new terms in the MRA, the following will be required:

- a letter of good standing from the architectural licensing authority in the architect's principal place of practice;
- a letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience;
- proof of citizenship/permanent residency in the home country; and
- a current NCARB Certificate.

In addition, an architect who obtained their license through other foreign reciprocal registration procedures is not eligible under the new Agreement.

Please review this Letter of Undertaking with your fellow Board members and return an executed copy to Allison Smith ([asmith@ncarb.org](mailto:asmith@ncarb.org)) by December 31, 2013. We will keep you informed as to the progress of Member Boards who are signing on to the Agreement. Should you have any questions regarding the Agreement or its impact, feel free to contact either Kathy Hillegas ([khillegas@ncarb.org](mailto:khillegas@ncarb.org)) or Stephen Nutt ([snutt@ncarb.org](mailto:snutt@ncarb.org)).

NCARB and CALA represent mature and sophisticated regulatory bodies that support a rigorous path to licensure through education, experience, and examination. The new agreement respects each country's path to licensure and serves as a bold model for MRAs in the future. I am respectfully requesting that your Board consider signing the attached Letter of Undertaking in order to continue our long-standing recognition of the exchange of professional credentials in support of cross-border practice in your jurisdiction.

Many thanks for your thoughtful consideration. I look forward to your acceptance and swift implementation of the new Agreement.

Regards,



Blakely C. Dunn, AIA  
President

Attachments:

- Letter of Undertaking
- MRA Between NCARB And CALA
- Letter of Good Standing (template)
- Applicant Declaration (template)

**Letter of Undertaking  
in respect of the  
MUTUAL RECOGNITION AGREEMENT  
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And The  
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**The National Council of Architectural Registration Boards (NCARB)** representing the architectural licensing boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

**AND**

**The Canadian Architectural Licensing Authorities** representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

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2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.
3. As a signatory to the MRA, the undersigned licensing/registration authority will adhere to the fundamental principles of the MRA and agrees to accept the Letter of Good Standing provided by the local licensing/registration authority and the applicant's personal Declaration and Undertaking as satisfying the eligibility requirements for licensing/registration set forth in the MRA.
4. The undersigned will not impose any additional education, experience, or examination requirements, or require education transcripts, experience verification, examination scores, or social security or social insurance numbers. However, the authority may impose familiarity with local laws and other local requirements that apply to all domestic applicants seeking reciprocal licensure.

5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered individual who holds a valid and current NCARB Certificate that has been issued in accordance with the MRA and satisfies the conditions outlined within the MRA.

In Witness Whereof: The licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this Letter of Undertaking.

Entered into on \_\_\_\_\_, 2013

By: \_\_\_\_\_  
(name of Licensing/Registration Entity)

\_\_\_\_\_  
(name of duly authorized individual and title)

Copy of Mutual Recognition Agreement attached

**MUTUAL RECOGNITION AGREEMENT**  
**Between The**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
**And The**  
**CANADIAN ARCHITECTURAL LICENSING AUTHORITIES**

**The National Council of Architectural Registration Boards (NCARB)** representing the architectural licensing boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

**AND**

**The Canadian Architectural Licensing Authorities**, a committee representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des Architectes du Québec; Nova Scotia Association of Architects; Architects' Association of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

**WHEREAS**, NCARB establishes model regulations for the profession of architecture and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal; as well as establishing the education, experience, and examination requirements for the NCARB Certificate in support of reciprocal licensure within the United States;

**WHEREAS**, the NCARB Member Boards and the CALA jurisdictions are empowered by statutes to regulate the profession of architecture in their respective jurisdictions, including setting education, experience, and examination requirements for licensure/registration and license/registration renewal;

**WHEREAS**, the standards, protocols, and procedures required for entry to the practice of architecture within the United States and Canada have benefitted from many years of collaboration between NCARB and the CALA jurisdictions;

**WHEREAS**, accepting there are some differences between the systems in place in United States and Canada, there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the privilege and obligations of architects to practice in the United States and Canada;

**WHEREAS**, NCARB and the Committee of Canadian Architectural Councils previously entered into the Inter-Recognition Agreement which took effect on July 1, 1994. The Committee of Canadian Architectural Councils no longer exists as an organization, such former Inter-Recognition Agreement is hereby declared no longer to exist and the parties desire to enter into this new Mutual Recognition Agreement.

**WHEREAS**, NCARB and the CALA jurisdictions recognize the NCARB Member Boards and the CALA jurisdictions as mature and sophisticated regulators to which the utmost full faith and credit should be accorded and desire to facilitate reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;

**WHEREAS**, any architect seeking to engage or actively engaging in the practice of architecture in any NCARB Member Board or CALA jurisdiction must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

**NOW THEREFORE**, NCARB and the CALA jurisdictions agree as follows:

### **ELIGIBILITY**

1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
2. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in their home country.
3. Notwithstanding items 1 and 2 above, Architects who have been licensed by means of a Broadly Experienced Foreign Architect programs of either of the two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

### **CONDITIONS**

#### **U.S. Architect to Canadian Jurisdiction**

Upon application, those CALA jurisdictions who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective province or territory any architect who

1. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

## **Canadian Architect to U.S. Jurisdiction**

Upon application, NCARB shall issue an NCARB Certificate to any architect licensed/registered in one or more CALA jurisdiction(s) meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective jurisdictions any architect who

1. is currently licensed/registered in good standing by one or more of the CALA jurisdiction(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

## **DEFINITIONS**

### **Demonstration of Required Experience**

2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.

### **Principal Place of Practice**

The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.

## **LIMITATIONS**

Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest. Nothing in this Agreement limits the ability of NCARB, an NCARB Member Board or a CALA jurisdiction to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

## **MONITORING COMMITTEE**

A Monitoring Committee is hereby established to monitor the performance of all signatories who have agreed to be bound by the terms and conditions of this Agreement to assure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of no more than five individuals appointed by CALA and no more than five individuals appointed by NCARB. The Monitoring Committee shall convene at least one meeting in each calendar year, and more frequently if circumstances so require.

**AMENDMENT**

This agreement may only be amended with the written consent of NCARB and all of the CALA jurisdictions who are initial signatories. Any such amendment will be submitted to all of the NCARB jurisdictions who may re-affirm their respective assent to this Agreement as so amended or may withdraw as a signatory.

**SIGNING AND WITHDRAWING**

Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA jurisdictions either by signing this Agreement or submitting a written affirmation of its intent to become a signatory to NCARB and the other CALA jurisdictions. Any NCARB Member Board or CALA jurisdiction may likewise withdraw from this Agreement with 90-days written notice given respectively to the same parties in the same manner. NCARB and the CALA jurisdictions shall each promptly notify the other in writing of all signatories and withdrawals. In the event of withdrawal, all licenses/registrations and NCARB certification granted to architects pursuant to this Agreement shall remain valid as long as all renewal obligations are maintained and all other generally applicable requirements are met or unless revoked for cause.

**TERMINATION**

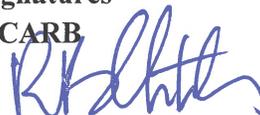
NCARB or CALA may invoke termination of this agreement with 90-days written notice to the other party. This Agreement shall also terminate if more than one-half of the respective NCARB Member Boards and CALA jurisdictions cease to be signatories to this Agreement. In the event of termination, all licenses/registrations granted to architects of either country prior to the effective termination date shall remain valid as long as all registration renewal obligations are maintained or unless registration is revoked for cause.

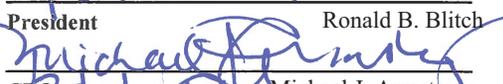
**ENTRY INTO FORCE**

This Agreement shall come into force at such time as more than one-half of all NCARB Member Boards have become parties to this Agreement and more than one-half of all CALA jurisdictions have become parties to this Agreement all as described above so long as such condition is met on or before January 1, 2014, or as mutually extended by the NCARB Board of Directors and the CALA International Relations Committee.

**Signatures**

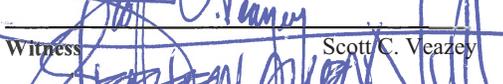
**NCARB**

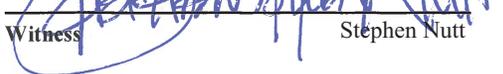
  
 \_\_\_\_\_  
 President Ronald B. Blich

  
 \_\_\_\_\_  
 CEO Michael J. Armstrong

  
 \_\_\_\_\_  
 Witness Blakely C. Dunn

  
 \_\_\_\_\_  
 Witness Dale McKinney

  
 \_\_\_\_\_  
 Witness Scott C. Veazey

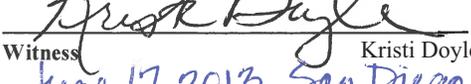
  
 \_\_\_\_\_  
 Witness Stephen Nutt

**CALA**

  
 \_\_\_\_\_  
 Chair, International Relations Committee Peter Streith

  
 \_\_\_\_\_  
 Witness Andre Bourassa

  
 \_\_\_\_\_  
 Witness David Edwards

  
 \_\_\_\_\_  
 Witness Kristi Doyle

June 17, 2013 San Diego, CA  
 \_\_\_\_\_  
 Date

**TEMPLATE TO BE COMPLETED BY LICENSING AUTHORITY  
LETTER OF GOOD STANDING**

DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

Dear Sir or Madam:

This is to confirm that [ *NAME OF INDIVIDUAL* ] was licensed/registered on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[ *NAME OF INDIVIDUAL* ] is currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME  
Registrar

**TEMPLATE TO BE COMPLETED BY APPLICANT**

**DECLARATION AND UNDERTAKING  
For The  
MUTUAL RECOGNITION AGREEMENT  
Between The  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)  
And The  
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)**

I, [ *NAME* ], declare and affirm that:

I am a citizen or hold permanent residency status in [ *UNITED STATES or CANADA* ];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] which is my principal place of practice;

I was licensed on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program;

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I have had a disciplinary action registered against me  
by a licensing authority (circle one) YES / NO

*If yes, submit the summary findings and official action of the licensing authority, as well as any further explanation necessary with this form.*

*The accepting licensing authority has the right to request further details with respect to disciplinary actions.*

*I affirm that the above statements are accurate and true to the best of my knowledge and belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (print)*

16 January 2014

Dear NCARB Member Board Executives:

With more than half of our NCARB Member Boards and all of the Canadian Boards having signed the Letter of Undertaking, the new Mutual Recognition Agreement with Canada went into effect on January 1, 2014. This date also saw the termination of the Agreement that was signed in 1994. With this in mind, I thought it would be useful to provide you with a high level view of how this will affect you in your daily operations.

### **The New Agreement**

As a reminder, the fundamental principles of recognition under the new MRA are recognition of the license plus one year of post-licensure experience in the individual's home country. *For the purposes of the Agreement, home country means either the United States or Canada.* It is important to note that this additional experience requirement will only impact those who are in their first year of U.S. or Canadian licensure. Anyone with more than 2,000 hours of licensed practice would qualify for the reciprocal license under this new MRA. In addition, an architect who obtained their license through other foreign reciprocal registration procedures (such as the BEFA program) is not eligible under the new Agreement.

To comply with the new terms in the MRA, the following is required:

- a letter of good standing from the architectural licensing authority in the architect's principal place of practice;
- a letter of declaration from the applicant attesting to at least 2,000 hours of post-licensure experience;
- proof of citizenship/permanent residency in the home country; and
- a current NCARB Certificate.

It is important to draw specific attention to the first bullet point above. This means that the new MRA is only available to licensed individuals whose principle place of practice is in a jurisdiction that has signed the letter of undertaking. Thus, if your board has not signed the Letter of Undertaking, licensees whose principle place of practice is in your jurisdiction are not eligible to take advantage of this Agreement.

### **Formal Signatories**

To date we have received signed Letters of Undertaking from 34 Member Boards and notice that another three (3) have been approved (see the attached map for details). Because there is no deadline for signing on to this new Agreement, we will continue to offer our full support to assist those wishing to sign on in the future. In addition, we will ensure that you and your licensees stay abreast to any changes in status of signatories.

**How it Works**

As identified earlier this year, standardized forms have been approved by both NCARB and CALA to support this agreement and help facilitate the record transmittal process. The two forms, the Letter of Good Standing and the Applicant Affidavit [*copies of each are attached for your reference*], will be used by all parties to support reciprocal registration between signatories in these two countries.

NCARB will collect these two documents for any U.S. or Canadian certified architect that intends to use this agreement to pursue licensure in a jurisdiction in the other country. The contents of the record transmittal will simply include these two completed forms and a copy of the Certificate Confirmation page.

**The Previous Agreement**

January 1, 2014 marked the termination of the Mutual Recognition Agreement that had been in place since 1994. It is important to note that, even though the previous agreement has been replaced by this new agreement, all licenses granted under the old agreement will remain valid as long as the architect continues to meet the registration renewal requirements of each Board or Licensing Authority.

As always, please do not hesitate to contact me if you have any questions.

Sincerely,



Katherine E. Hillegas  
Director, Council Relations



**TEMPLATE TO BE COMPLETED BY LICENSING AUTHORITY  
LETTER OF GOOD STANDING**

DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS  
ADDRESS

Dear Sir or Madam:

This is to confirm that [ *NAME OF INDIVIDUAL* ] was licensed/registered on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] and was not licensed by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program.

[ *NAME OF INDIVIDUAL* ] is currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME  
Registrar

**TEMPLATE TO BE COMPLETED BY APPLICANT**

**DECLARATION AND UNDERTAKING  
For The  
MUTUAL RECOGNITION AGREEMENT  
Between The  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)  
And The  
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)**

I, [ *NAME* ], declare and affirm that:

I am a citizen or hold permanent residency status in [ *UNITED STATES or CANADA* ];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [ *NAME OF LICENSING AUTHORITY* ] which is my principal place of practice;

I was licensed on [ *MONTH / DAY / YEAR* ] with the [ *NAME OF LICENSING AUTHORITY* ] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration agreement or a Broadly Experienced Foreign Architect program;

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I have had a disciplinary action registered against me  
by a licensing authority (circle one) YES / NO

*If yes, submit the summary findings and official action of the licensing authority, as well as any further explanation necessary with this form.*

*The accepting licensing authority has the right to request further details with respect to disciplinary actions.*

*I affirm that the above statements are accurate and true to the best of my knowledge and belief.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (print)*

**Architect Licensure Fees:**

Form # 1948 – Request to Apply for Architect Examination:

\$ 90.00 (\$75.00 credential fee and \$15.00 contract administration fee)

Form # 1737 – Application for Architect Credential

\$ 82.00 Initial License fee by comity

\$ 82.00 Temporary Permit fee (optional)

\$ 75.00 Initial License fee by exam (no fee if exam taken in Wisconsin after 2/97)

Form # 2288 – Application for Credential Reinstatement (*Applicable when license has been expired more than 5 years*)

\$ 107.00 Architect

Form # 476 – Application for Certificate of Authorization (Arc. or Eng. Corp.)

\$ 75.00 Initial Credential fee

\$ 107.00 Reinstatement fee (*Applicable when license has been expired more than 5 years*)

**Architect Renewal Fees:**

Registration Type 005: Architect

Expiration: 7/31/Even Years

Renewal Fees:

On Time: \$ 82.00

Late: \$ 107.00

Registration Type 011: Certificate of Authorization (Arc. or Eng. Corp.)

Expiration: 01/31/ Even Years

Renewal Fees:

On Time: \$ 82.00

Late: \$ 107.00

**From:** [Hillegas, Kathy](#)  
**To:** [Schnuck, Larry](#)  
**Subject:** FW: YOUR ACTION REQUESTED: Proposed Changes to IDP - BEA - BEFA  
**Attachments:** [image001.png](#)  
[Proposed Changes to IDP - BEA - BEFA\\_FINAL.PDF](#)

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As requested.

Regards,

k

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**From:** Hillegas, Kathy  
**Sent:** Monday, June 23, 2014 12:29 PM  
**To:** Hillegas, Kathy  
**Cc:** Haese, Derek; Falconer, Harry  
**Subject:** YOUR ACTION REQUESTED: Proposed Changes to IDP - BEA - BEFA

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking "why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public's health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards' responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes and provide your feedback. **The NCARB Board of Directors would like to hear from all Member Boards before they vote on the proposed changes to the IDP and continue discussion on proposed changes to the BEA and BEFA programs.** To that end, please use the following questions as a guide when crafting your response to the proposed changes:

### **Intern Development Program Changes**

Phase 1 - Streamlining the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or “core” hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

Phase 2 – Overhaul the IDP:

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

### **Broadly Experienced Architect Changes Proposed for Discussion**

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

### **Broadly Experienced Foreign Architect Changes Proposed for Discussion**

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including “no comments”, should be received by 5:00 P.M. on **Friday, September 5, 2014.** To submit your comments please click on the following link and complete the survey:  
<http://www.surveymzmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA>.

Feel free to contact me, Derek Haese ([dhaese@ncarb.org](mailto:dhaese@ncarb.org)), or Harry Falconer ([hfalconer@ncarb.org](mailto:hfalconer@ncarb.org)) if you have any questions.

Regards,

Kathy

**Katherine E. Hillegas, CAE**

*Director, Council Relations*



1801 K Street NW Suite 700K Washington, DC 20006  
202 783 6500 Main 202 879 0540 Direct 202 783 0290 Fax  
202 744 3283 Cell

[khillegas@ncarb.org](mailto:khillegas@ncarb.org)

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*The National Council of Architectural Registration Boards 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.*

The information contained in this email may be confidential and/or legally privileged. It has been sent for the sole use of the intended recipient(s). If the reader of this message is not an intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please reply to the sender and destroy all copies of the message.

23 June 2014

Dear NCARB Member Board Members and Member Board Executives:

The National Council of Architectural Registration Boards (NCARB) is currently seeking Member Board comments on proposed changes to the Intern Development Program (IDP), the Broadly Experienced Architect Program (BEA), and the Broadly Experienced Foreign Architect Program (BEFA). Changes to the IDP specifically relate to the hours required to complete the program and the categories and areas in which interns need to document their experience, while changes to the BEA and BEFA programs relate to eligibility requirements and review processes to complete the programs for NCARB certification.

Years of pulsing you, our members, asking "why", and challenging conventional wisdom are leading to these proposals for sustainable change. Change that embraces "rigor for a reason," rather than rigor for the sake of rigor. This approach has led to two proposals that will ensure continued protection of the public's health, safety, and welfare.

The first proposal involves the IDP and is being offered as a two step-change with Phase I being a short-term streamlining of the IDP, and Phase 2 a longer-term overhaul plan for the IDP. The second proposal involves the BEA program and is designed to determine that an applicant for licensure is competent to practice architecture independently at the point of *initial* licensure. Lastly, the third proposal involves the BEFA program and is designed to acknowledge each member boards' responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently.

A detailed description of the proposed changes with background information is attached and is also posted on the Registration Board Section of the NCARB website. We sincerely seek your honest input, including suggested adjustments to our proposals. This was a lot of information to digest at our Annual Business Meeting, and your thoughtful comments will assist us in determining whether to go forward as proposed, adjust the proposals, or take a pause for more discussion.

This notice opens the official comment period for your Board to review the proposed changes and submit your feedback. We would greatly appreciate it if you would please take the opportunity to review the proposed changes and provide your feedback. **The NCARB Board of Directors would like to hear from all Member Boards before they vote on the proposed changes to the IDP and continue discussion on proposed changes to the BEA and BEFA programs.** To that end, please use the following questions as a guide when crafting your response to the proposed changes:

Blakely C. Dunn, AIA  
*President/Chair of the Board*  
El Dorado, Arkansas

Dale McKinney, FAIA  
*1st Vice President/President-Elect*  
Sioux City, Iowa

Dennis S. Ward, AIA  
*2nd Vice President*  
Florence, South Carolina

Margo P. Jones, AIA  
*Treasurer*  
Greenfield, Massachusetts

Kristine A. Harding, AIA  
*Secretary*  
Huntsville, Alabama

Ronald B. Blicht, FAIA, FACHA  
*Past President*  
New Orleans, Louisiana

Christopher P. Williams, AIA  
*Director, Region 1*  
Meredith, New Hampshire

John R. Sorrenti, FAIA  
*Director, Region 2*  
Mineola, New York

Anne K. Smith, AIA  
*Director, Region 3*  
Savannah, Georgia

Terry L. Allers, AIA  
*Director, Region 4*  
Fort Dodge, Iowa

David L. Hoffman, FAIA  
*Director, Region 5*  
Wichita, Kansas

Gregory L. Erny, AIA  
*Director, Region 6*  
Reno, Nevada

Kathleen R. Nosbisch  
*Member Board Executive Director*  
Chester, Virginia

Lynn R. Axelroth  
*Public Director*  
Philadelphia, Pennsylvania

Michael J. Armstrong  
*Chief Executive Officer*

## **Intern Development Program Changes**

### **Phase 1 - Streamlining the IDP:**

- Does your Board agree, disagree, or have no position on the proposed change to focus solely on the required, or “core” hours, to complete the program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed streamline change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

### **Phase 2 – Overhaul the IDP:**

- Does your Board agree, disagree, or have no position on the proposed change to align the required programmatic experience areas with the phases of contemporary practice?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed overhaul change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

### **Broadly Experienced Architect Changes Proposed for Discussion**

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

### **Broadly Experienced Foreign Architect Changes Proposed for Discussion**

- Does your Board agree, disagree, or have no position on the proposed change to the requirements for certification through the BEFA program?
- If your Board disagrees, what are your concerns?
- Does your Board need more time to address the proposed change? If so, when do you expect to be able to provide us feedback?
- Do you believe your Board will adopt the proposed change if approved?

All comments, including “no comments”, should be received by 5:00 P.M. on **Friday, September 5, 2014.** To submit your comments please click on the following link and complete the survey:

<http://www.surveygizmo.com/s3/1693931/Proposed-changes-to-the-IDP-BEA-and-BEFA>

## Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

### **PROPOSED CHANGE TO IDP – PHASE 1: STREAMLINE**

#### **WHAT IS THE PROPOSED CHANGE?**

This proposed change will allow interns to complete IDP upon documenting completion of the **core hour requirements**. Currently interns must document 3,740 hours in 17 different experience areas to meet the “core” hour requirements of IDP; however, to complete the program they need to document an additional 1,860 hours in any of the 17 experience areas. This proposed change would, for the first time since the inaugural year of IDP, require interns to satisfy only the core hour requirements to complete their internship – a total of 3,740 hours.

#### **WHY SHOULD THIS CHANGE BE IMPLEMENTED?**

Removal of the elective hour requirement will reduce complexities while ensuring that intern architects still acquire the comprehensive experience that is essential for competent practice, and result in a program that is both justifiable and defensible. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in early 2015.

**The NCARB Board of Directors preliminarily approved the following revisions to modify the IDP “Reporting Requirements” for Member Board comment:**

*Modify the IDP Guidelines, December 2013 and remove all references to the elective hour requirements. This will include:*

- *Removal of definition of elective hours, page 12*
- *Removal of elective hours required to complete the program – page 12*
- *Removal of references to supplemental experience for elective hour credit – Pages 13 and 18 - 20*

#### **RATIONALE**

##### *Focus on Program Requirements Outlined in Practice Analysis*

The data resulting from the Internship Survey of the 2012 NCARB Practice Analysis of Architecture informed the appropriate distribution of core hour requirements among the IDP experience areas. However, the data will not and never has been used to inform the elective hour requirements. Therefore, it should be noted that the current internship program contains a substantial elective requirement that is not informed or guided by data. Furthermore, considering the inherent “elective” nature of the additional elective hours, there can be no proof that this requirement ensures any level of competency or greater protection of the health, safety, and welfare of the public. It simply

## Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

ensures more time in internship, not necessarily more quality or broader experience. The requirements of internship should be governed by content (as outlined in the *Practice Analysis*), not time.

Additionally, the Practice Analysis data strongly suggests that practitioners do not view supplemental experience as an acceptable alternative to on-the-job performance. Removal of the elective hour requirement will call for the elimination of supplemental experience opportunities that qualify for elective hours. The Board determined that supplemental experience that counts for core hours should remain and called for a renewed focus on improving the value of supplemental experience.

### *No Evidence (Historical or Contemporary) that Elective Hours Ensure Greater Competency and Further Promote Protection of HSW*

As defined in the *IDP Guidelines*, core minimum hours are “the minimum number of hours you must earn in a given experience category or area.” Elective hours are “experience hours that exceed the 3,740 core minimum requirement.” There is no stipulation for specific experience areas in which elective hours must be earned, so interns can potentially complete the program by documenting all of their elective hours in a single experience area. Interns can also meet their elective hour requirement by documenting excess community service and completing supplemental experience. Neither one of these options guarantee greater competency or increased protection of the health, safety and welfare of the public.

In addition, since there is not a requirement that calls for the distribution of elective hours, it can be assumed that the core hours are the hours required to actually obtain minimal competency in a given experience area. Thereby, documenting the completion of the core hours should establish an intern’s requisite competency in all of the current 17 experience areas.

### *Advances in Technology and Practice*

IDP is the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, the last 40 years has seen an evolution in technology and practice. In the 1970s and 1980s interns and architects could spend significant time completing tasks that the interns and architects of today can complete in minutes or even seconds. In the 70s and 80s interns and architects would spend hours utilizing a pencil and draft paper to complete what was then a manual process. The introduction of CAD, BIM, and other digital resources has changed the game. Interns and architects are exposed to more substantial concepts sooner, make higher level decisions earlier, and produce a more detailed product in less time than ever before. And while technology has drastically sped up the process in which an architect conducts his/her work, the program requirements for internship have not evolved. The Board of Directors believed this evolution of technology and practice warrants a fresh look at the total hours required to complete IDP

## Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

and ultimately determined that the *core hours* are the *experience hours* that ensure competent practice.

### **PROPOSED CHANGE TO OVERHAUL IDP – PHASE 2**

#### **WHAT IS THE PROPOSED CHANGE TO OVERHAUL IDP?**

The current program includes four (4) experience categories and 17 experience areas. This proposed change calls for development of a new IDP framework in which an intern would be required to document hours in six (6) experience categories only that directly align with the six phase-based areas of contemporary practice; practice management, project management, programming & analysis, project planning & design, project development & documentation, and construction & evaluation. In addition, interns would no longer be required to document hours in numerous experience areas within a given category. Instead, these six categories would include recommended tasks that would qualify for credit as well as a guideline for the “appropriate” amount of diversified experience.

#### **WHY SHOULD THIS CHANGE BE IMPLEMENTED?**

Modifying the IDP framework and requiring interns to document their experience within six (6) categories that directly align with the six phase-based areas of architecture will reduce complexity and align with the current realities and challenges of contemporary practice; all while ensuring intern architects still acquire the comprehensive experience that is essential for competent practice. This proposed change is designed to reflect how the marketplace, education, and technology have all impacted ways in which experience is gained. Upon final approval, this change would take effect in mid to late 2016

**Note - The NCARB Board of Directors preliminarily approved the concept of aligning the IDP experience categories with the phase-based categories of contemporary practice, but details of the transition will be dependent upon approval from the membership and subsequent work of the Internship Committee.**

### **RATIONALE**

#### *Alignment of Programs with Contemporary Practice*

Changing the framework of IDP from four (4) Experience Categories and 17 Experience Areas to six (6) Experience Categories aligns the program with the same developmental structure as the ARE. As NCARB works to better integrate the programs for licensure, it is useful and efficient when all programs build from the same foundation. A better aligned series of programs allows each program, whether it be IDP or ARE, to utilize the same

## Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul

foundation but focus developmentally on each program’s purpose. IDP is meant to ensure that experience is gained completing tasks, while the ARE ensures that an actual level of knowledge is acquired. Therefore, IDP and ARE can now focus on specific experience aspects and specific testing aspects respectively using a standardized, mutually accepted set of topics.

### Broader Focus

The current 17 experience areas of IDP, in combination with their respective minimum hour requirements, reflect an extremely specific and detailed format that keeps internship focused on the details rather than the broader picture. The level of detail required by both the intern, the IDP supervisor, and the mentor relegate the current internship process to more of an accounting practice rather than a true learning experience. A move to a broader IDP that focuses on capturing the “big picture,” will allow the intern to more freely explore learning opportunities within the office or on a particular project, rather than maintaining a primary focus on checking-off a box and poring over timesheets.

### Increased Flexibility

The current practice of architecture involves a greater variety of activities, building types, practice types, and projects than ever before. This degree of variety in practice requires a greater level flexibility in any standardized approach to licensure. Since no two interns are likely to have the same experience over the course of their internships, the IDP must be able to adapt to this variety. A program that focuses on the over-arching six phase-based experience areas subsequently accommodates and welcomes the current variety in the profession and encourages interns to embrace it. Interns will no longer be pressured into conforming their internship to the IDP. Rather, the IDP will allow their internship to take a more natural and organic direction, indicative of the reality of today’s practice.

### Improved Usability and Understanding

The current IDP requires an extensive understanding of the program rules and requirements in order to effectively and efficiently progress through the program. The high volume of experience areas (17), and their complementary hourly requirements, contributes significantly to the program’s complexity. Furthermore, interns, IDP supervisors, and mentors must also understand the knowledge/skills and tasks associated with each of the 17 experience areas. A change to six phase-based experience categories will significantly reduce this complexity, allowing interns, IDP supervisors, and mentors a more usable and understandable program. A focus on only six phase-based experience areas delivers an internship that allows all involved to focus on the execution of internship and not the internship program itself.

**PROPOSED CHANGES TO STREAMLINE AND  
OVERHUAL IDP****IMPETUS FOR CHANGE**

Created jointly in the 1970s by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA), the Intern Development Program (IDP) identifies the comprehensive experience that is essential for the independent practice of architecture. Except for the year in which the concept of IDP was formed, the requirement has always been the equivalent of three (3) years duration.

Historical research indicates that the NCARB membership, while in search of ways to prove competency through means other than a duration requirement, initially proposed what we now know as IDP as a two year requirement. This proposal was brought for a vote and successfully passed in 1971 and the NCARB Model Law was updated accordingly. However, this was short lived as in 1972 the Model Law was amended to stipulate that the program should be three (3) years in duration. Research indicates this change was brought about in an effort to comply with the requirements outlined in the laws and rules of the NCARB Member Boards. Getting “buy in” from the Member Boards was key to facilitating licensure across state borders.

Flash forward 40 years and IDP has become the standard accepted means of meeting the experience requirement of most NCARB Member Boards. However, concerns that the IDP contains extensive requirements that make it difficult for users to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes interns significantly longer to complete than intended led to the formation of a multi-department special research team in April 2013. The team was tasked with thoroughly analyzing the Internship Development Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to streamline the experience requirement while ensuring interns acquire the comprehensive experience essential for competent practice.

The multi-departmental research team was formed to ensure that viewpoints from all areas of Council operations would be taken into consideration. In addition, leaders of the special research team facilitated focus groups with members of the Internship Advisory Committee (IAC), Education Committee, Licensure Task Force, and Intern Think Tank during FY14. The goal of these focus groups was to garner feedback from key stakeholders that could assist the team in identifying the options that our Member Boards and key stakeholders might feel most comfortable adopting. Members involved in the focus groups were comprised from NCARB, AIA, AIAS, ACSA, the Society of Design Administrators, and also included Member Board Chairs, Member Board Executives, Member Board Members, IDP Coordinators, recently licensed architects, and interns.

## **Proposed Changes – Intern Development Program Phase 1 Streamline and Phase 2 Overhaul**

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has resulted in proposals that preserve the rigor of IDP, and address elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards.

The Board enters into this process understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board strongly feels that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

## Proposed Changes Broadly Experienced Architect Program (BEA)

### **WHAT ARE THE PROPOSED CHANGES TO THE BEA?**

An applicant for NCARB certification who does not meet the NCARB Education Requirement (a degree from a program in architecture accredited by the National Architectural Accrediting Board (NAAB)) shall:

1. meet a member board's education and experience requirements for initial licensure (**NEW**), and
2. successfully complete the Architect Registration Examination® (ARE®), and
3. maintain a license to practice architecture in the jurisdiction of initial licensure in good standing without disciplinary action, for one year (**NEW**).

### **WHY SHOULD THIS CHANGE BE IMPLEMENTED?**

#### *Existing Program Requirements*

The current BEA program requires an architect to demonstrate learning through experience for six to ten years after they obtain initial licensure depending on the architect's level of education. The applicant's education is evaluated by the NAAB in the Education Evaluation Service for Architects to identify 'education deficiencies.' The applicant documents satisfaction of education deficiencies through projects completed post licensure in an education dossier. The dossier is reviewed by the BEA Committee.

#### *The Conversation*

What is the relevancy of documenting years of learning through post-licensure experience? Member Boards issuing an initial license have already performed the necessary due diligence to ensure that all newly licensed architects have demonstrated the required level of learning through experience prior to licensure to competently practice architecture independently.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. They have had the required "opportunity" to demonstrate learning through experience for additional years beyond the IDP requirements for an NCARB Member Board to be confident they are competent to practice architecture independently upon obtaining licensure.

This proposal maintains that the additional *pre-licensure experience* warrants the reduction of the requirement for six, eight or ten years of post-licensure experience to one year; and the elimination of the education evaluation, education dossier, and dossier review.

## Proposed Changes Broadly Experienced Architect Program (BEA)

### RATIONALE

The research team focused on four principal areas of licensure:

- Regulation of Initial Licensure
- Education *and* Experience
- Post Licensure Experience
- Internship *is* Learning through Experience

#### *Regulation of initial Licensure*

All NCARB Member Boards have three requirements for initial licensure in common: education, experience, and examination. All Boards:

1. accept the professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) as satisfaction of the education requirement,
2. accept participation in the Intern Development Program (IDP) as a primary means for the satisfaction of the experience requirement,
3. require completion of the Architect Registration Examination® (ARE®) to satisfy the examination requirement,

NCARB's *Model Regulations* include the following:

#### ***“100.301 Initial Registration Standards***

*To be granted registration ... an applicant must meet the requirements set forth in 100.301–305.*

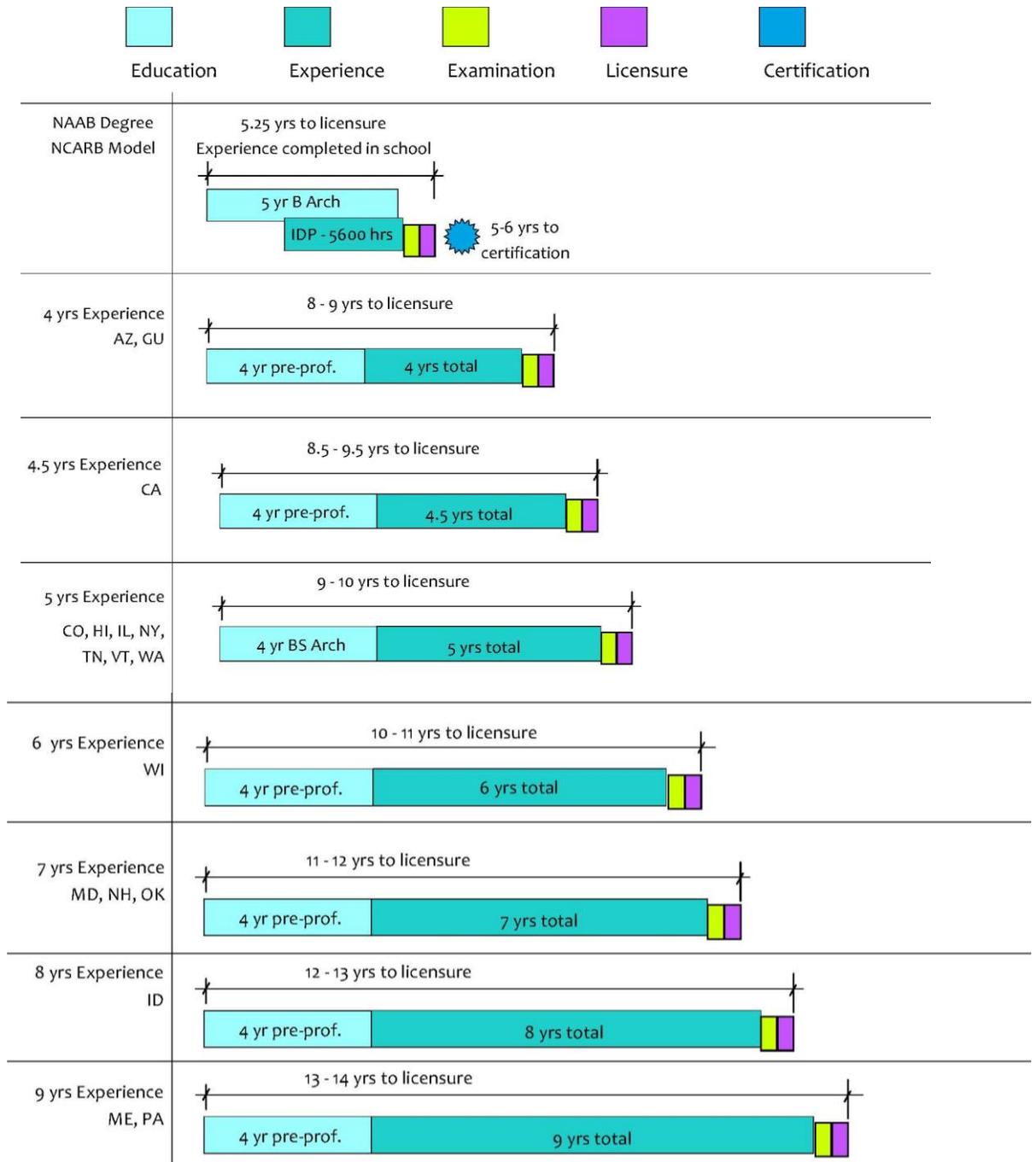
***(B) Other experience may be substituted for the registration requirements set forth in 100.303 only insofar as the Board considers it to be equivalent to or better than such requirements. The burden shall be on the applicant to show by clear and convincing evidence the equivalency or better of such other experience.***

#### *Education and Experience*

There are 17 Member Boards that do not **require** education from a program accredited by the NAAB; however, every one of those boards **require additional years of experience** under the supervision of an architect **prior to obtaining initial licensure**. The minimum number of years of pre-licensure experience varies from four years to 13 years, depending on the jurisdiction and level of education obtained. In essence, these boards are requiring substantial equivalency among all interns prior to initial licensure.

## Proposed Changes Broadly Experienced Architect Program (BEA)

The following chart outlines the path(s) an intern travels to obtain initial licensure in the 17 jurisdictions that allow experience to supplement the education requirement. This chart, for comparison purposes, assumes an intern has obtained a four-year pre-professional degree in architecture (62% of applicants for certification have obtained this degree)

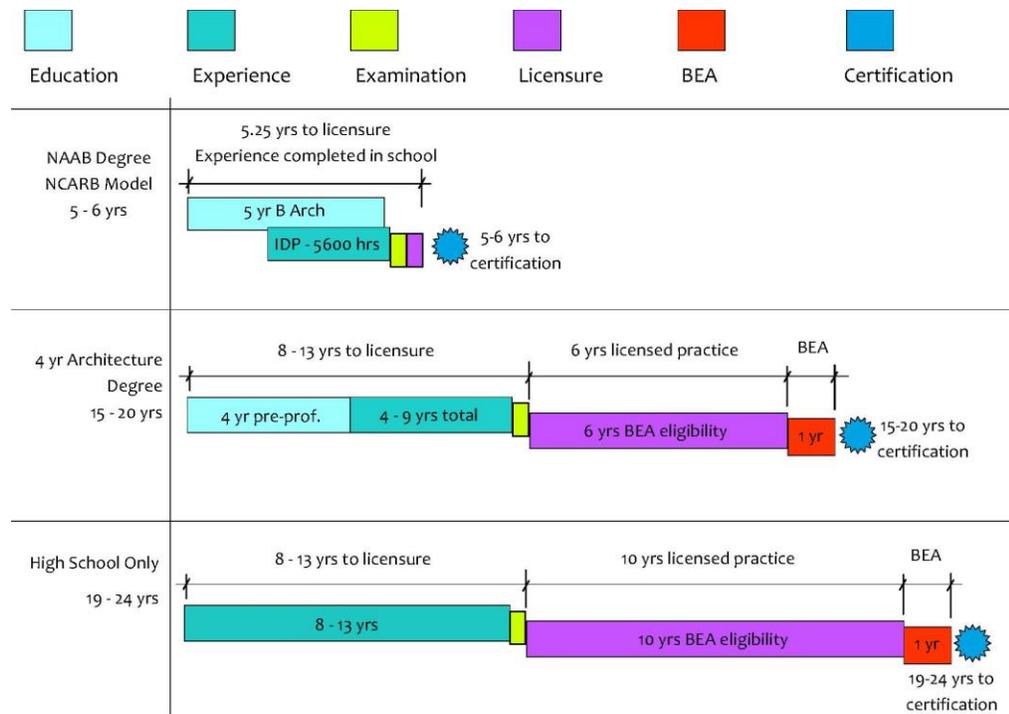


## Proposed Changes Broadly Experienced Architect Program (BEA)

The Council’s BEA program requires a *licensed* architect to:

1. prove additional experience, as an architect, for another six, eight, or ten years, depending on the level of education obtained prior to initial licensure; and
2. “demonstrate learning through experience” post licensure to indicate how they overcame what are identified as education deficiencies.  
(This is achieved through the development, submission, and review of an education dossier).

The following chart outlines the typical paths leading to application for NCARB certification through the BEA program, dependent on education obtained prior to experience:



### Responsible Control

The objective of the education dossier is to allow architects to **demonstrate their learning through experience** as a registered architect to meet the requirements of the *NCARB Education Standard* as an alternative to the professional degree from a NAAB-accredited program. Applicants must describe their practice experience as a registered architect through which they **gained learning through experience**. Architects must select practice experience for which they were personally responsible that meets the definition of *responsible control*.

## Proposed Changes

### Broadly Experienced Architect Program (BEA)

The *NCARB Legislative Guidelines and Model Law/Model Regulations* define “responsible control” as:

*“That amount of **control over** and **detailed professional knowledge** of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect **applying the required professional standard of care**, including but not limited to an architect’s **integration** of information from manufacturers, suppliers, installers, the architect’s consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect’s technical submissions if the architect has **coordinated** and **reviewed** such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.”*

The definition of *responsible control* does not indicate that an architect is to **demonstrate learning** through the experience of being **in responsible control**. It states that the architect in fact must have “detailed professional knowledge.”

*Responsible control does not represent a learning opportunity. Responsible control is not evidence of overcoming an education deficiency.*

#### *Internship is Learning through Experience*

The *NCARB Practice Analysis of Architecture* findings are significant to the profession and help **determine the knowledge and skills necessary to practice** architecture independently and protect the public’s health, safety, and welfare. The survey content addressed specific tasks and knowledge/skills related to pre-design, design, project management, and practice management, as well as general knowledge and skills. The knowledge/skills and tasks identified in the findings have been used to:

1. **Drive** the Architect Registration Examination® (ARE®)
2. **Inform** the Intern Development Program (IDP)
3. **Guide** NCARB’s contribution to the National Architectural Accrediting Board (NAAB) Accreditation Review Conferences (ARC) and the Council’s future continuing education policies

The *NAAB’s Student Performance Criteria (SPC)* are linked seamlessly into the subject areas defined in the *NCARB Education Standard*. Further, the NAAB’s SPC are linked seamlessly to the knowledge/skills necessary to perform the tasks required by the *Intern Development Program (IDP)*.

## **Proposed Changes Broadly Experienced Architect Program (BEA)**

Therefore, it is logical to assume that an architect having participated in the IDP and having completed education combined with additional experience required by a member board has demonstrated learning through experience at the time of initial licensure.

Architects who have obtained licensure through a combination of education and extended experience requirements have in fact met the education and experience requirements of an NCARB Member Board for initial licensure. NCARB facilitates licensure. The NCARB Certificate facilitates reciprocal licensure. The NCARB Certificate must acknowledge the rigor imposed on applicants for initial licensure by Member Boards.

### **IMPETUS FOR STUDY**

Years of pulsing you, our members, asking “why”, and challenging conventional wisdom are leading to sustainable change. Change that embraces “rigor for a reason,” rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

Concerns that the BEA program contains extensive requirements that are difficult for architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, architects who have participated in the program, and architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

## **Proposed Changes Broadly Experienced Architect Program (BEA)**

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

## Proposed Changes

### Broadly Experienced Foreign Architect Program (BEFA)

Foreign architects are defined, for the purpose of the BEFA program, as individuals credentialed to practice architecture in a foreign country, through that country's requirements for education, experience, and examination, if any.

#### WHAT ARE THE PROPOSED CHANGES TO THE BEFA?

An applicant for NCARB certification who is licensed/credentialed in a country other than the U.S. or Canada shall:

1. Hold a current license/credential as an architect in a country that has a formal record keeping method for disciplinary actions for architects, and
2. **Education**: Hold a recognized education credential that leads to the lawful practice of architecture in a country other than the U.S. or Canada, and
3. **Experience (NEW)**: Document two years of active licensed/credentialed practice in the country of licensure/credential; or  
Document two years working in the U.S. under the direct supervision of an architect in responsible control, and
4. **Examination (NEW)**: Complete the Architect Registration Examination® (ARE®)

#### WHY SHOULD THIS CHANGE BE IMPLEMENTED?

NCARB must have a certification model that acknowledges a foreign architect's competence to practice in their country of licensure. However, NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through experience under the supervision of U.S. architects. Every Member Board expects competence at the point of initial licensure. Demonstrating competence to independently practice architecture in a U.S. environment is a basic element of our licensure requirements.

Further, NCARB Member Boards do not allow experience to be substituted for satisfaction of the examination requirement for any U.S. applicant for initial or reciprocal licensure. NCARB and its Member Boards should hold a higher value of their demonstration of competence earned through completion of the ARE. Demonstrating acquisition of knowledge and skills through examination to practice in a U.S. jurisdiction is a basic element of our licensure requirements.

## Proposed Changes

### Broadly Experienced Foreign Architect Program (BEFA)

This proposal maintains that a foreign architect credential and U.S. experience warrants the reduction of the requirement for seven years of post-licensure foreign experience to two years in a foreign country or the United States. Completion of the ARE warrants the elimination of the experience dossier, dossier review, and interview.

#### RATIONALE

##### *Current Program Requirements*

Foreign architects applying for NCARB certification are given the opportunity to demonstrate competence to independently practice architecture, while protecting the public health, safety, and welfare, to meet the examination requirement of NCARB certification. Applicants for certification through the BEFA **do not document education, experience, or examination**. They demonstrate competence solely through projects represented in their Experience Dossier, relating their experience to the content areas of the ARE.

Foreign architects are eligible to apply for an NCARB Certificate through the Broadly Experienced Foreign Architect (BEFA) Program if they:

1. Have **graduated with a recognized education credential** from an **officially recognized architecture program**, and
2. Are currently credentialed as an architect in a country other than the United States and Canada (NCARB provides certification for architects registered in Canada) that:
  - o Has a formal record keeping method for disciplinary actions for architects, and
3. Have completed a minimum of **seven years of comprehensive, unlimited practice as a credentialed architect** over which the applicant **exercised responsible control** in the foreign country where the applicant is credentialed

Applicants must prepare an ‘experience dossier,’ which is distinct from a professional portfolio of work in that it allows a foreign architect to demonstrate competence to practice architecture independently rather than documentation of registration and professional qualifications.

## Proposed Changes

### Broadly Experienced Foreign Architect Program (BEFA)

The specific areas of the BEFA dossier require project documentation based on the content areas of the Architect Registration Examination® (ARE®)

1. Programming, Planning, & Practice
2. Site Planning & Design
3. Building Design & Construction Systems
4. Schematic Design
5. Structural Systems
6. Building Systems
7. Construction Documents & Services

The dossier must include a detailed, written description of specific examples of experience as a credentialed architect and provide supporting documentation that is relevant to the experience areas. The projects included in the dossier must be completed projects located in the foreign country where the foreign architect is credentialed.

[Comprehensive practice](#) and [responsible control](#) must be clearly explained both in the written descriptions and in the supporting documentation. The applicant must also [describe the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws](#).

***Comprehensive Practice** means an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, and construction administration.*

***Responsible Control** means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care.*

Applicants must describe the general nature of modifications necessary to [comply with U.S. building codes and laws](#) including accessibility laws. Most applicants are currently working in the U.S.

#### *Foreign Architects: Education, Experience, and Examination*

Architecture education varies from country to country. Experience requirements vary, if required at all. Examination requirements vary also, if required at all. The following chart outlines typical requirements in many countries:

## Proposed Changes Broadly Experienced Foreign Architect Program (BEFA)



Applicants for the BEFA are required to have **practiced in their country** where credentialed for a **minimum of seven years**. Many foreign architects who have expressed interest in the BEFA program left their country of credentialed practice soon after they completed their country’s requirements, to settle in the U.S. Most of these individuals, working legally in the U.S. as “interns,” have years of experience working in a U.S. firm under the supervision of a U.S. architect. As noted above, applicants must annotate submitted documents to indicate the general nature of modifications necessary to comply with U.S. building codes and laws including accessibility laws. Because **most applicants are currently working in the U.S**, it seems **more logical** to allow, or require, **documentation of experience developing buildings here in the U.S. under the supervision of a U.S. architect**.

The Council has developed a number of programs over the years to address the different requirements in various countries. For example, the BEFA, the MRA with the European Union, and APEC Architect Project were all developed in parallel around the same time. The basis for eligibility in all three programs was similar and based on the numbers 14 and seven:

14 total years including formal education + training, leading to registration + practice; seven of which must be in certified, unlimited, post-registration practice.

Most recognized foreign education programs are five years long – similar in length to the NAAB-accredited Bachelor of Architecture. When the path to licensure was linear – Education + Experience + Examination – IDP was

## Proposed Changes

### Broadly Experienced Foreign Architect Program (BEFA)

considered to take three years and the ARE was expected to take two years – a “ten year” unofficial path. The “12 year” unofficial path appears to be reflected by those member boards that utilize a system of education credits to qualify for initial and/or reciprocal licensure.

The project team acknowledges that there is no single consistent path in foreign countries, however the team’s research found there has been **no consistency in “how long” the path to licensure should be**. The project team **could not find** any official documentation to **support a requirement for seven years of practice** in a foreign country.

**All Member Boards require successful completion of the Architect Registration Examination® (ARE®)** by candidates applying for initial licensure. While some jurisdictions do allow additional experience to supplement education requirements, none allow experience as a substitute for the examination requirement. The **ARE is** viewed by the Member Boards as **‘the great equalizer,’ assessing a candidate’s acquisition of the necessary knowledge and skills** to practice architecture independently. Further, the addition of the ARE requirement provides assurance as to familiarity with U.S. codes and facility with the English language.

NCARB must have a certification model that acknowledges a foreign architect’s competence to practice in their country of licensure. However, NCARB and its Member Boards should recognize the value of an applicant’s demonstration of competence earned through experience under the supervision of U.S. architects and completion of the ARE. Demonstrating experience in a U.S. environment and acquisition of knowledge and skills through examination are basic elements of our licensure requirements.

### **IMPETUS FOR STUDY**

Years of pulsing you, our members, asking “why”, and challenging conventional wisdom are leading to sustainable change. Change that embraces “rigor for a reason,” rather than rigor for the sake of rigor. This approach has led to a discussion of proposed changes to the BEFA program that recognizes the rigor imposed by each member board in the reciprocal licensing of architects that ensures protection of the public’s health, safety, and welfare.

These proposed changes are designed to acknowledge each member boards’ responsibility to determine that an applicant for reciprocal licensure is competent to practice architecture independently. Feedback received in response to the request will be used to inform discussions by the Board of Directors at the September and December meetings.

## Proposed Changes

### Broadly Experienced Foreign Architect Program (BEFA)

Concerns that the BEFA program contains extensive requirements that are difficult for foreign architects to comprehensively understand; is overwhelmingly resource intensive to administer; and often takes architects significantly longer to complete than intended led to the formation of a multi-department special research team in August 2013. The team was tasked with thoroughly analyzing the Broadly Experienced Foreign Architect Program and providing the NCARB Board of Directors with an in-depth analysis of options identifying ways to improve requirements for NCARB certification while ensuring the program is objective, attainable, sustainable, and defensible.

The multi-departmental research team was formed to ensure that diverse would be taken into consideration. In addition, leaders of the team engaged BEA and Education Committee members, foreign architects who have participated in the program, and foreign architects that would like to pursue certification in conversations on various requirements of the current program. The goal of these conversations was to garner feedback from key stakeholders that could assist the team in identifying the options that Member Boards and key stakeholders might feel most comfortable adopting.

An exhaustive review of historic decisions, interviews of key stakeholders, and the use of agile project management approaches has delivered proposals that preserve the rigor of BEFA but addresses elements which unnecessarily complicate the process of meeting the programs' goals. These changes can be characterized as a "course correction," mindful of the many years spent by volunteers in designing programs to address concerns of Member Boards. The Board of Directors enter into these iterations understanding that unanimous adoption will surely not happen immediately, and that some jurisdictions may prefer a more gradual implementation. The Board of Directors strongly feel that our work over several years of strategic planning, surveying, brainstorming, and consultation with Member Boards has laid the foundation for significant streamlining of programs and reflects the consensus of the Council's many stakeholders.

**From:** Hillegas, Kathy [<mailto:KHillegas@ncarb.org>]  
**Sent:** Wednesday, July 09, 2014 1:04 PM  
**To:** Hillegas, Kathy  
**Subject:** Annual Business Meeting: Follow Up Information

Good Afternoon Member Board Members and Member Board Executives!

I hope this finds you doing well and having enjoyed a relaxing Independence Day weekend. There are several follow up items from the Annual Business Meeting that I wanted to share with you.

#### **PowerPoint Presentations Available for Download**

I wanted to let you know that we have posted copies of the power point presentations from the following events during the meeting to our Members Only website.

- Treasurers Report
- First Why, Then How; Leading Change in Your Organization
- A Regulator's Insight Into Regulation
- ARE 5.0: The Next Generation in Testing
- Cognitive Biases, Blind Spots, and Other Impairments of Ethical Vision

#### **Resolutions with Voting Results by Jurisdiction Available**

We have also posted a final version of the Resolutions Voted On During the 2014 Annual Business Meeting. Because we used the electronic voting, we were able to capture how each Board voted, this document contains detailed information on the voting results for each Resolution.

#### **FARB Survey - Reminder**

NCARB is pleased to assist the Federation of Associated Regulatory Boards in their exploration of the dynamic relationship between regulatory boards and their attorneys. I wanted to remind you that the FARB is soliciting perspectives from licensing board members/executives and board attorneys through specially developed surveys that will explore this relationship, identify potential pitfalls, and enhance the functioning of the licensing board team.

Please help us help FARB explore this relationship by completing one of the brief surveys below by **July 15th**. In addition, because this survey is exploring the relationship between boards and their attorneys from both sides, we would greatly appreciate it if you would pass along the link to the attorney survey to your legal counsel.

- *Board members should complete the survey at*  
<https://www.fsbpt.org/FSBPTSurvey/TakeSurvey.asp?SurveyID=81L9556K25m3G>.

- Attorneys should complete the survey at <https://www.fsbpt.org/FSBPTSurvey/TakeSurvey.asp?SurveyID=60M9o56LlI93G>.

The results of these surveys will be reported on this fall at the FARB Regulatory Law Seminar in Annapolis, MD and shared with the NCARB community shortly thereafter. We greatly appreciate your time in helping us help them!

In the near future, we will also be posting videos of the workshops and key presentations during the Business Sessions. I will let you know as soon as these are available for viewing. In the meantime, do not hesitate to contact me should you have any questions.

Regards,

Kathy

**Katherine E. Hillegas, CAE**  
*Director, Council Relations*

<image002.png>

1801 K Street NW Suite 700K Washington, DC 20006  
202 783 6500 Main 202 879 0540 Direct 202 783 0290 Fax  
202 744 3283 Cell

[khillegas@ncarb.org](mailto:khillegas@ncarb.org)

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*The National Council of Architectural Registration Boards 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.*

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**From:** [Hillegas, Kathy](#)  
**To:** [Schnuck, Larry](#)  
**Subject:** RE: Annual Business Meeting: Follow Up Information

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Larry:

Please follow this link for information on the recent notifications about the ARE retake policy.

<http://www.ncarb.org/News-and-Events/News/2014/06-ARERetake.aspx>

Let me know if you need anything else.

Thanks!

Kathy

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**From:** Schnuck, Larry  
**Sent:** Friday, July 11, 2014 9:59 AM  
**To:** Hillegas, Kathy  
**Subject:** Re: Annual Business Meeting: Follow Up Information

Thank you .  
Please send the information on the exam policy change also .

Larry

Lawrence J. Schnuck AIA  
Senior Principal  
Higher Education Team Leader

On Jul 11, 2014, at 8:42 AM, "Hillegas, Kathy" <[KHillegas@ncarb.org](mailto:KHillegas@ncarb.org)> wrote:

Larry:

I am going to forward a copy of the message that went out with the appropriate information on the IDP and Broadly Experienced proposals. I wanted to give you a heads up that we are also sending a message from Mike to all Member Board Members and Member Board Executives addressing the recent changes in your legislation regarding entry into the exam. There has apparently been a bit of conversation about it on social media in the last day or so that is raising a lot of conversation. This message is intended to calm the waters.

Please keep me posted if there is anything further we can do to help.

Kathy



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## ARE Retake Policy to be Shortened to Allow Three Retakes a Year

20 June 2014

Philadelphia—The National Council of Architectural Registration Boards (NCARB) announced today that the wait time for retesting for the Architect Registration Examination® (ARE®) divisions will decrease from six months to 60 days, effective October 1. This will allow candidates who have failed a division to retake the division as soon as 60 days after the previous attempt, up to three times in a running year for any one division.

“NCARB is actively listening to candidate concerns, and the six-month wait to retest is often noted as a significant frustration,” said NCARB CEO Mike Armstrong. “A new feature of our exam support capacity allows us to provide greater access while maintaining exam integrity.”

This change, which goes into effect on 1 October 2014, is possible because of a recent system implementation of My Examination in late 2013 that provided NCARB with a sophisticated technology platform to better implement candidate management services. This crucial improvement allows NCARB to decrease the wait time between retesting on a division while ensuring the protection of exam content.

“NCARB is unwavering in our ongoing commitment to improving our systems, and this innovative advancement allows even greater candidate flexibility,” said Armstrong.

Prior to moving the ARE to its new platform, the six-month wait retake policy was necessary to protect the security of the ARE. With a finite number of exam questions and limits on tracking past exam iterations, there was a risk that candidates would be over-exposed to questions on repeat attempts of the same division. Maintaining a wait time policy promotes use of the failing score report to better prepare for a subsequent attempt.

The new retest policy will still protect against over-exposure to examination content, and provide failing score reports to guide retest preparation. The shorter wait before retesting will maintain candidate focus and interest in the exam.

On 1 October 2014, all candidates who have failed a division within the past six months will be able to schedule under the new policy. Candidates who fail a division sometime between July and September may prefer to wait to schedule their retest appointment until after 1 October 2014 for earlier access to retesting.

The ARE assesses candidates for their knowledge, skills, and ability to provide the various services required in the practice of architecture. The ARE has been adopted for use by all 54 U.S. Member Boards as a registration examination required for architectural registration.

#####

#### **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)

Facebook: [www.facebook.com/NCARB](https://www.facebook.com/NCARB)

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

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