



**VIRTUAL/TELECONFERENCE
ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
March 19, 2026**

The following agenda describes the issues that the 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 record of the actions of the Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of September 30, 2025 (4-5)**
- C. Introductions, Announcements and Recognition**
 - 1. Introduction: Tim Einwalter, Architect (Succeeds: Gersich)
 - 2. Recognition: A. James Gersich, Architect (Resigned: 10/22/2025)
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters**
 - 1. Department, Staff and Section Updates
 - 2. **2026 Meeting Dates (6)**
 - 3. **Annual Policy Review (7-10)**
 - 4. **Election of Officers, Appointments of Liaisons and Alternates, Delegation of Authorities (11-31)**
 - 5. Section Member – Term Expiration Dates
 - a. Douglas, Gregory A. – 7/1/2027
 - b. Einwalter, Tim – 7/1/2027
 - c. Rohit Sant, Anuya – 7/1/2029
 - d. Wagner, Roy – 7/1/2027
- F. Administrative Rule Matters – Discussion and Consideration (32-35)**
 - 1. Discussion of proposed scope statement for AE 3 and 12 relating to Architects Continuing Education
 - 2. Pending and Possible Rulemaking Items

G. Legislative and Policy Matters – Discussion and Consideration

H. **NCARB Draft Resolutions for 2026 – Discussion and Consideration (36-75)**

I. **Speaking Engagements, Travel, or Public Relation Requests, and Reports (76)**

1. NCARB Higher Education Symposium, June 24-26, 2026, Minneapolis, MN
2. NCARB Annual Business Meeting, June 25-27, 2026, Minneapolis, MN

J. Discussion and Consideration of Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislative and Policy Matters
10. Administrative Rule Matters
11. Liaison Reports
12. Board Liaison Training and Appointment of Mentors
13. Informational Items
14. Division of Legal Services and Compliance (DLSC) Matters
15. Presentations of Petitions for Summary Suspension
16. Petitions for Designation of Hearing Examiner
17. Presentation of Stipulations, Final Decisions and Orders
18. Presentation of Proposed Final Decisions and Orders
19. Presentation of Interim Orders
20. Petitions for Re-Hearing
21. Petitions for Assessments
22. Petitions to Vacate Orders
23. Requests for Disciplinary Proceeding Presentations
24. Motions
25. Petitions
26. Appearances from Requests Received or Renewed
27. Speaking Engagements, Travel, or Public Relation Requests, and Reports

K. **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.).

L. **Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

1. **Case Closings**
 - a. 21 ARC 009 – A.D.A.R.G. & D.T. (77-97)
 - b. 24 ARC 001 – D.G.B. (98-101)
 - c. 25 ARC 0006 – S.K. (102-105)
2. **Administrative Warnings**
 - a. 24 ARC 0013 – D.J.L. (106-109)

3. Proposed Stipulations, Final Decisions and Orders

- a. 24 ARC 0011 – David R. Van Lanen (110-116)
- b. 25 ARC 0002 – Terrence W. Martin (117-122)

M. Deliberation of Items Added After Preparation of the Agenda

- 1. Education and Examination Matters
- 2. Credentialing Matters
- 3. DLSC Matters
- 4. Monitoring Matters
- 5. Professional Assistance Procedure (PAP) Matters
- 6. Petitions for Summary Suspensions
- 7. Petitions for Designation of Hearing Examiner
- 8. Proposed Stipulations, Final Decisions and Order
- 9. Proposed Interim Orders
- 10. Administrative Warnings
- 11. Review of Administrative Warnings
- 12. Proposed Final Decisions and Orders
- 13. Matters Relating to Costs/Orders Fixing Costs
- 14. Case Closings
- 15. Board Liaison Training
- 16. Petitions for Assessments and Evaluations
- 17. Petitions to Vacate Orders
- 18. Remedial Education Cases
- 19. Motions
- 20. Petitions for Re-Hearing
- 21. Appearances from Requests Received or Renewed

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

O. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: OCTOBER 6, 2026

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
SEPTEMBER 30, 2025**

PRESENT: Gregory Douglas, James Gersich, Anuya Rohit Sant (*arrived at 10:50 a.m.*), Roy Wagner

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administrative Specialist; and other Department Staff

CALL TO ORDER

Gregory Douglas, Chairperson, called the meeting to order at 9:02 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: James Gersich moved, seconded by Roy Wagner, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 1, 2025

MOTION: James Gersich moved, seconded by Roy Wagner, to approve the Minutes from April 1, 2025 as published. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Discussion of a Proposed New Scope Statement on Continuing Education for Architects

MOTION: James Gersich moved, seconded by Gregory Douglas, to request that DSPS staff draft a scope statement on A-E 3 and 12 relating to Architects Continuing Education. Motion carried unanimously.

Anuya Rohit Sant arrived at 10:50 a.m.

CLOSED SESSION

MOTION: James Gersich moved, seconded by Roy Wagner, 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.). Gregory Douglas, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Gregory Douglas-yes; James Gersich-yes; Anuya Rohit Sant-

yes; and Roy Wagner -yes Motion carried unanimously.

The Section convened into Closed Session at 11:09 a.m.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

MOTION: James Gersich moved, seconded by Roy Wagner, to close the following DLSC Cases for the reasons outlined below:

1. 23 ARC 006 – J.M.P. – No Violation
2. 24 ARC 0012 – B.J.S. – Prosecutorial Discretion (P1)
3. 25 ARC 0003 – J.C.C. – Insufficient Evidence

Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

MOTION: James Gersich moved, seconded by Gregory Douglas, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 24 ARC 006 – Adam J. Stein
2. 24 ARC 0014 – Stephen E. Mar-Pohl, Chris A. Oddo and InSite Consulting Architects, LLC

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: James Gersich moved, seconded by Roy Wagner, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 11:22 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

MOTION: James Gersich moved, seconded by Roy Wagner, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: James Gersich moved, seconded by Roy Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:25 a.m.

**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS AND SECTIONS
2026 Meeting Dates**

| Board/Section/Council | Meeting Date | Start time | Location | Agenda Item Deadline |
|------------------------------------------|---------------------------------|-------------------|-----------------|-----------------------------|
| AE Board | Wednesday, April 1, 2026 | 11:00 AM | Hybrid | 3/20/26 |
| AE Board | Wednesday, October 7, 2026 | 11:00 AM | Virtual | 9/25/26 |
| AE Rules | Wednesday, April 1, 2026 | 9:00 AM | Hybrid | 3/20/26 |
| AE Rules | Wednesday, October 7, 2026 | 9:00 AM | Virtual | 9/25/26 |
| AE: Architect Section | Thursday, March 19, 2026 | 9:00 AM | Hybrid | 3/9/26 |
| AE: Architect Section | Tuesday, October 6, 2026 | 9:00 AM | Virtual | 9/24/26 |
| AE: Professional Engineer Section | Tuesday, March 31, 2026 | 9:00 AM | Virtual | 3/19/26 |
| AE: Professional Engineer Section | Wednesday, June 17, 2026 | 9:00 AM | Virtual | 6/5/26 |
| AE: Professional Engineer Section | Thursday, September 17, 2026 | 11:00 AM | Virtual | 9/7/26 |
| AE: Designer Section | Thursday, March 19, 2026 | 11:00 AM | Virtual | 3/9/26 |
| AE: Designer Section | Thursday, October 1, 2026 | 11:00 AM | Virtual | 9/21/26 |
| AE: Landscape Architect Section | Thursday, March 26, 2026 | 9:00 AM | Virtual | 3/16/26 |
| AE: Landscape Architect Section | Thursday, October 1, 2026 | 9:00 AM | Virtual | 9/21/26 |
| AE: Professional Land Surveyor Section | Tuesday, March 31, 2026 | 11:00 AM | Virtual | 3/19/26 |
| AE: Professional Land Surveyor Section | Thursday, September 17, 2026 | 9:00 AM | Virtual | 9/7/26 |
| AE: Registered Interior Designer Section | Thursday, March 26, 2026 | 1:00 PM | Virtual | 3/16/26 |
| AE: Registered Interior Designer Section | Wednesday, June 17, 2026 | 1:00 PM | Virtual | 6/5/26 |
| AE: Registered Interior Designer Section | Tuesday, October 6, 2026 | 1:00 PM | Virtual | 9/24/26 |

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
 - 2) Date When Request Submitted: 12/11/2025
 - 3) Name of Board, Committee, Council, Section: **All Boards**
 - 4) Meeting Date: **First Meeting of 2026**
-

- 5) Attachments: **Yes**
 - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
 - 7) Place Item in: **Open Session**
 - 8) Is an appearance before the Board being scheduled? No
 - 9) Name of Case Advisor(s), if applicable: N/A
-

10) Describe the issue and action that should be addressed:

Please be advised of the following policy item attachments:

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



DATE: January 1, 2026
TO: DSPS Board, Council, and Committee Members
FROM: Division of Policy Development
SUBJECT: 2026 Administrative Policy Reminders

Please be advised of the following policy items:

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
 - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
 - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

Timeline of a Meeting

At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

Agenda Item Examples:

- Open Session Items
 - Public Hearings and Administrative Rules Matters
 - Administrative Matters
 - Legislation and Policy Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

5 business days after the Meeting

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

ARCHITECT SECTION
2025 OFFICERS AND LIAISONS

| 2025 OFFICER CHART | |
|---------------------------|-----------------|
| Chairperson | Gregory Douglas |
| Vice Chairperson | Roy Wagner |
| Secretary | <i>Vacant</i> |

| LIAISON APPOINTMENTS | |
|-----------------------------------------------------|----------------------------------------------------------------|
| Credentialing Liaison(s) | <i>Vacant</i> <i>Alternate: Gregory Douglas</i> |
| Education and Examination Liaison(s) | Gregory Douglas <i>Alternate: Vacant</i> |
| Monitoring Liaison(s) | <i>Vacant</i> <i>Alternate: Gregory Douglas</i> |
| Professional Assistance Procedure Liaison(s) | <i>Vacant</i> <i>Alternate: Gregory Douglas</i> |
| Legislative Liaison(s) | Gregory Douglas <i>Alternate: Roy Wagner</i> |
| Travel Authorization Liaison(s) | Gregory Douglas <i>Alternate: Vacant</i> |
| Optional Renewal Notice Liaison(s) | <i>Vacant</i> <i>Alternate: Gregory Douglas</i> |
| Website Liaison(s) | <i>Vacant</i> <i>Alternate: Gregory Douglas</i> |
| A-E Rules Committee (Professional Member) | Gregory Douglas <i>Alternate: Vacant</i> |
| Screening Panel | Gregory Douglas, <i>Vacant</i> <i>Alternate: Roy Wagner</i> |

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Joseph Ricker | | 2) Date when request submitted: 03/05/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting | |
| 3) Name of Board, Committee, Council, Sections: Architect Section | | | |
| 4) Meeting Date: 03/19/26 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Reaffirming 2025 delegations and new 2026 delegations | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if applicable: N/A | |
| 10) Describe the issue and action that should be addressed: The Section members need to review and consider reaffirming 2025 delegations and new delegations for 2026. | | | |
| 11) Authorization | | | |
| <i>Richanda Turner</i> | | <i>03/05/26</i> | |
| Signature of person making this request | | Date | |
| Supervisor (Only required for post agenda deadline items) | | Date | |
| Executive Director signature (Indicates approval for post agenda deadline items) | | Date | |
| Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |



State of Wisconsin
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
CORRESPONDENCE / MEMORANDUM

DATE: January 1, 2026

TO: Board, Council, and Committee Members

FROM: Legal Counsel

SUBJECT: Liaison Definitions and Delegations Explanations

Executive Summary

This memorandum provides an overview of the liaison roles and common delegation authorities that enable DSPS Boards, Sections, and Committees to efficiently fulfill their statutory responsibilities. It explains the function of each liaison position, such as, Credentialing, Monitoring, PAP, Education and Examination, Legislative, Travel Authorization, and Communication Liaisons, as well as Screening Panel Members, and outlines how these roles support Board operations between meetings. This memorandum also includes model motions for liaisons, Department staff, and Department attorneys to ensure timely processing of credential applications, monitoring requests, disciplinary matters, and administrative tasks. The delegations promote consistency, reduce delays, and allow the Department and Boards to respond promptly to legal and operational needs while maintaining their responsibility to protect public health, safety, and welfare.

Overall Purpose of Liaison Appointments

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. Further information on your Board's authority can be found in Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations and unprofessional conduct. In order to efficiently accomplish these tasks, Boards may appoint Liaisons. Liaisons assist with the operations of the Boards' purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

At the first Board meeting of each year, the Department asks the Boards to make Liaison appointments. Your practical knowledge and experience as an appointed member of a professional board are essential in making determinations regularly. The Liaison positions listed below assist

the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. However, these areas are determined through the delegation process. Please note a Liaison may also decide to send the delegated matter to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison and other Board functions.

Liaison Definitions

Credentialing Liaison: The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain credential applications. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. The Credentialing Liaison serves a very important role in the credentialing process. If the Credentialing Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

Monitoring Liaison: The Monitoring Liaison is empowered by the Board to make decisions on any credential that is subject to Monitoring either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

Professional Assistance Procedure (PAP) Liaison: PAP is a voluntary program open to credential holders with substance abuse issues who wish to seek help by being held accountable through treatment and monitoring by the Department and Board. As part of PAP, the credential holder enters into an agreement with the Department to undergo testing, counseling, or other rehabilitation. The PAP Liaison's role includes responding to credential holders' requests for modifications and terminations of provisions of the agreement. Similar to the Monitoring Liaison, the Department Monitors will send requests from credential holders to the PAP Liaison for further review.

Education and Examination Liaison: Some Boards are required by statute or rule to approve qualifying education and examinations. The Education and Examination Liaison provides guidance to Department staff to exercise authority of the Board to approve or decline examinations and educational programs and related requests. This determination requires a level of professional expertise and should be performed by a professional member of the Board. For some Boards, the Education and Examination Liaison will also be tasked with approving continuing education programs and courses.

Legislative Liaison: The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully. The Legislative Liaison is permitted to act and speak

on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. Please review Wis. Stat. ch. 13 for important reminders on lobbying.

Travel Authorization Liaison: The Travel Authorization Liaison is authorized to approve a Board member to travel to events and speak or act on the Board's behalf between Board meetings. The Travel Authorization Liaison is called upon to make decisions when sufficient notice was not received, and the full Board could not determine a representative to travel. The Travel Authorization Liaison is tasked with making determinations if the Board appointed representative is not able to attend or if the Board becomes authorized to send additional members as scholarship and funding streams can be unpredictable.

Communication Liaison: The Communication Liaison responds to questions that arise on behalf of the Board. The Communication Liaison works with the Department to cultivate an appropriate response which will be sent by the Executive Director or Board Counsel. The Communication Liaison **can** be responsible for all types of communication on behalf of the Board. However, the Board can appoint a separate **Website Liaison** to work with DSPS staff to make changes and ensure the Board webpage contains updated and accurate information. Additionally, for the Boards that are required by statute to produce a newsletter or digest, the Board can appoint a separate **Newsletter/Digest Liaison** to assemble and approve content for those communications.

Screening Panel Members: Screening Panel Members review incoming complaints against credential holders and determine which complaints should be opened for investigation and which complaints should be closed without further action. The complexity and amount of work in this role depends substantially on your Board. As a member of the Screening Panel, you are asked to apply your professional expertise to determine if a complaint alleges unprofessional conduct.

Delegations Explanations

CREDENTIALING DELEGATIONS

The overall purpose of credentialing delegations is to allow the credentialing process to proceed as efficiently and effectively as possible.

Delegation of Authority to Credentialing Liaison (Generic)

MOTION EXAMPLE: to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

PURPOSE: To allow a representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison

who has assisted with the credentialing process be able to effectuate decisions which require a signature.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION EXAMPLE: to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application. This delegation greatly decreases the workload of Board members and cuts down processing time on applications.

Delegation of Authority for Predetermination Reviews

MOTION EXAMPLE: to delegate authority to the Department attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

PURPOSE: In general, the Wisconsin Fair Employment Act (codified in Wis. Stat. Ch. 111) prohibits licensing agencies from discriminating against applicants because of their arrest and/or conviction record. However, there are exceptions which permit denial of a license in certain circumstances. Individuals who do not possess a license have a legal right to apply for a determination of whether they are disqualified from obtaining a license due to their conviction record. This process is called “Predetermination.” Predetermination reviews must be completed within 30 days. This delegation allows Department attorneys to conduct predetermination reviews and efficiently make these legal determinations without need for Board/Section/Liaison review.

Delegation of Authority for Conviction Reviews

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve applications with convictions which are not substantially related to the relevant professional practice.

PURPOSE: As used here, “substantially related” is a legal standard that is used in the Wisconsin Fair Employment Act. The concept of what is “substantially related” is informed by case law. This delegation permits Department attorneys to independently conduct conviction reviews and efficiently approve applications if convictions are not substantially related to the practice of the profession. Applications that contain conviction records that may be substantially related to the practice of a profession will still be submitted to the Credentialing Liaison for input.

Delegation to DSPTS When Applicant's Disciplinary History Has Been Previously Reviewed

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison for a lower-level credential.

Delegation to DSPTS When Applicant's Conviction History Has Been Previously Reviewed

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of conviction history that has already been reviewed and approved for a lower-level credential.

Delegation of Authority for Reciprocity Reviews

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve reciprocity applications in which the out-of-state license requirements meet Wisconsin license requirements. (Specific legal standards are referenced in the motion depending on credential/profession type.)

PURPOSE: Applications via reciprocity or endorsement require comparison of Wisconsin licensing requirements to the licensing requirements of another jurisdiction. These reviews consider the legal standard for reciprocity, which varies by profession, as well as the specified legal requirements to obtain licensure in the profession. This delegation permits Department attorneys to independently conduct reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

Delegation of Authority for Military Reciprocity Reviews

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09.

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military

reciprocity. This delegation permits Department attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

Delegation of Authority for Application Denial Reviews

MOTION EXAMPLE: to delegate authority to the Department's attorney supervisors to serve as the Board designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

PURPOSE: When an application is denied, the applicant has a legal right to appeal the denial determination. Applicants must meet a specified legal standard in order to have an appeal granted. Additionally, Wisconsin law sets specific time frames for appeal decisions. This delegation permits Department attorney supervisors to independently review and efficiently act on requests for hearing as a result of a denial of a credential.

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION EXAMPLE: to delegate authority to Department attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues for that credential holder.

PURPOSE: The intent of this delegation is to be able to approve prior discipline by the Board for the renewal applicant. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison.

Delegation to Department Attorneys to Approve Prior Discipline

MOTION EXAMPLE: to delegate authority to Department attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing.

PURPOSE: In order to continue improving processing application legal reviews in a timely matter, this delegation gives Department attorneys authority to approve prior professional discipline which meets all of the following criteria: (1) it is at least ten years old; (2) it resulted in a monetary penalty, remedial education, and/or reprimand; and (3) the previously disciplined credential is currently in good standing.

MONITORING DELEGATIONS

The overall purpose of monitoring delegations is to be able to enforce the Boards orders and limited licenses as efficiently and effectively as possible. Monitoring delegations have two categories: delegations to the Monitoring Liaison and delegations to the Department Monitor.

Delegation of Authority to Department Monitor

MOTION EXAMPLE: to delegate authority to the Department Monitor:

- a. to grant full reinstatement of licensure if education is the only limitation and credential holder has submitted the required proof of course completion.
- b. to suspend the credential if the credential holder has not completed Board ordered education, paid costs, paid forfeitures, within the time specified by the Board Order.
- c. to lift a suspension when compliance with education and costs provisions have been met.

PURPOSE: These delegations allow for the Department Monitor to automatically act on requests when certain criteria are met or not met without needing to burden the Monitoring Liaison. The Board can set their own criteria for what actions they would like to be handled by the Department, the Monitoring Liaison, and the full Board.

Delegation of Authority to Monitoring Liaison

MOTION EXAMPLE: to delegate authority to the Monitoring Liaison to approve or deny all requests received from the credential holder.

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board.

Education and Examination Delegations

MOTION EXAMPLE: to delegate authority to the Education and Examination Liaison(s) to address all issues related to qualifying education, continuing education and examinations. Motion carried unanimously. (Differs by Board.)

PURPOSE: Some Boards are responsible for approving qualifying educational programs or continuing education courses. A delegation is executed in order for an Education and Examination Liaison to make these determinations on behalf of the Board and with assistance of the Department. Additionally, some Boards review examinations and individual scores to qualify for a credential.

MISCELLANEOUS DELEGATIONS

Document Signature

MOTION EXAMPLE: to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION EXAMPLE: in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the

Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

PURPOSE: To take the action approved at Board meetings, the Department may need to draft correspondence and/or Orders after the meetings have adjourned. These actions then need to be signed by a Board Member. This interaction usually takes place over email and a Board member can authorize the use of their signature that is kept on file.

Urgent Matters

MOTION EXAMPLE: in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

PURPOSE: Allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

Delegation to Chief Legal Counsel-Due to Loss of Quorum

MOTION EXAMPLE: to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

PURPOSE: Sometimes Boards can struggle to meet quorum necessary to conduct business. This happens for a multitude of reasons, but this delegation allows for the Boards to have disciplinary cases decided by Chief Legal Counsel if the Board fails to meet quorum for two consecutive meetings.

Delegation to Chief Legal Counsel-Stipulated Resolutions

MOTION EXAMPLE: to delegate to the Department's Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that Chief Legal Counsel only act on such matters when the best interests of the Board, Department, and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

PURPOSE: For matters of public safety, it may be necessary to take immediate action on a stipulated agreement rather than allowing a credential holder to continue practicing unencumbered until the next scheduled meeting. This delegation allows Chief Legal Counsel to act on behalf of the Board when there is a stipulated agreement. A stipulated agreement is an agreement to which all relevant parties have consented to the terms.

Voluntary Surrenders

MOTION EXAMPLE: to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter.

MOTION EXAMPLE: to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19.

PURPOSE: Credential holders can ask the Boards to accept surrender of their credentials at any time. These delegations are in place for the different situations that arise from those requests. If a credential holder is seeking to surrender their credential because they wish to leave the profession, that can be processed with this delegation by the Department if they have no pending disciplinary complaints. If the credential holder wishes to surrender while they have a pending disciplinary complaint, that request is reviewed by the individual Board member assigned to the case.

DLSC Pre-screening

MOTION EXAMPLE: to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint).

PURPOSE: Pre-screening delegations exist so the Board can define specific parameters where the Department can review disciplinary complaints and open those cases if they meet certain criteria. Boards also have the authority to set certain criteria that would allow the Department to review and close a case if the criteria is met.

Delegation to Handle Administrative Rule Matters

MOTION EXAMPLE: to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

PURPOSE: In order to advance the administrative rules process, action may need to occur between meetings. This allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

**ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
2025 DELEGATIONS
APRIL 1, 2025**

New Delegations for 2025

Pre-Screening Authority Delegations, Amended

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate to the screening attorney the authority to immediately open cases that consist solely of any one of the following, or combination of the following: practice by an individual holding an expired architect registration issued by the Section, practice by an individual on behalf of a firm that does not have a valid certificate of authorization, and practice by a firm with an expired certificate of authorization. Motion carried unanimously.

Delegation to Department Attorneys to Approve Prior Discipline

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

Review and Approval of 2024 Delegations including new modifications

MOTION: James Gersich moved, seconded by Gregory Douglas, to reaffirm all delegation motions made in 2024, as reflected in the April 1, 2025 agenda materials, which were not otherwise modified or amended during the April 1, 2025 meeting. Motion carried unanimously.

All Combined Delegations for 2025

Review and Approval of 2024 Delegations including new modifications

MOTION: James Gersich moved, seconded by Gregory Douglas, to reaffirm all delegation motions made in 2024, as reflected in the April 1, 2025 agenda materials, which were not otherwise modified or amended during the April 1, 2025 meeting. Motion carried unanimously.

DLSC Screening Delegation

MOTION: Steven Wagner moved, seconded by James Gersich, to delegate authority to the DLSC attorney to screen complaints when Section members are conflicted out. Motion carried unanimously.

Document Signature Delegations

MOTION: Steven Wagner moved, seconded by James Gersich, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Gregory Douglas, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Steven Wagner moved, seconded by James Gersich, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Gregory Douglas moved, seconded by James Gersich, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after one meeting. Motion carried unanimously.

Delegation to Chief Legal Counsel for Stipulated Resolutions

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate to DSPS Chief Legal Counsel the authority to act on behalf of the Section concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Section meetings. The Section further requests that CLC only act on such

matters when the best interests of the Section, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Section meeting. Motion carried unanimously.

Monitoring Delegations

Delegation to Monitoring Liaison

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Section any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

Delegation to Department Monitor

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Section ordered education and/or paid costs and forfeitures within the time specified by the Section order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Section approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Section or Section designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Section ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Section ordered evaluation or exam.

Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation to Department Attorneys to Approve Prior Discipline

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of architecture. Motion carried unanimously.

Delegation to DSPS When Applicant's Discipline History Has Been Previously Reviewed

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline. Motion carried unanimously.

Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record. Motion carried unanimously.

Delegation of Authority for Reciprocity Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are of a standard not lower than required by the Section. Motion carried unanimously.

Delegation of Authority for Military Reciprocity Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department's Attorney Supervisors to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Section and there are no new legal issues. Motion carried unanimously.

Pre-Screening Delegation to Open Cases

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

Pre-Screening Delegation to Close Cases

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion carried unanimously.

Pre-Screening Delegation for Architect Section

Pre-Screening Authority Delegations, Amended

MOTION: James Gersich moved, seconded by Gregory Douglas, to delegate to the screening attorney the authority to immediately open cases that consist solely of any one of the following, or combination of the following: practice by an individual holding an expired architect registration issued by the Section, practice by an individual on behalf of a firm that does not have a valid certificate of authorization, and practice by a firm with an expired certificate of authorization. Motion carried unanimously.

Voluntary Surrenders

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

Education and Examination Liaison(s) Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies

MOTION: James Gersich moved, seconded by Steven Wagner, to authorize the Department staff to provide national regulatory related bodies and NCARB with all section member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Steven Wagner moved, seconded by Gregory Douglas, to designate James Gersich (or, in the absence of James Gersich, the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to Section-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

Travel Authorization Liaison Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Travel Authorization Liaison to approve any section member travel to and/or participation in events germane to the section, and to designate representatives from the Section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

Website Liaison(s) Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to authorize to the Website Liaison(s) to act on behalf of the Section in working with

Department staff to identify and execute website updates. Motion carried unanimously.

Pre-Screening Delegation of Authority When Credential Holder Has Failed to Respond to Allegations in Intake Complaint

MOTION: [Section member name] moved, seconded by [Section member name], to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint). Motion carried [].

Pre-Screening Delegation of Authority for Closing Cases

MOTION: [Section member name] moved, seconded by [Section member name], to delegate pre-screening decision making authority to the DSPS screening attorney for closing cases where the only violation is that the credential holder was disciplined in another state for practice without a valid certificate of authorization as long as the credential holder holds a valid certificate of authorization in Wisconsin. Motion carried [].

Pre-Screening Delegation of Authority for Opening Cases Practice Without Valid Authorization

MOTION: [Section member name] moved, seconded by [Section member name], to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the only violation is that the credential holder was disciplined in another state for practice without a valid certificate of authorization and the credential holder also lacks a valid certificate of authorization in Wisconsin. Motion carried [].

Pre-Screening Delegation of Authority for Opening Cases Based on Discipline in Another State

MOTION: [Section member name] moved, seconded by [Section member name], to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases based on discipline in another state (other than the aforementioned exceptions regarding valid COAs). Motion carried [].

Delegation of Authority to Credentialing Liaison

MOTION: [Section member name] moved, seconded by [Section member name], to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried [].

OR IN THE ALTERNATIVE

Delegation of Authority for Predetermination Decisions

MOTION: [Section member name] moved, seconded by [Section member name], to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). For matters where the Department Attorney has indicated underlying convictions may result in a denial, the Credentialing Liaison(s) can act on behalf of the Section in regard to any denial due to predetermination decisions. Motion carried [].

Review and Approval of 2025 Delegations including new modifications

MOTION: [Section member name] moved, seconded by [Section member name], to reaffirm all delegation motions made in 2025, as reflected in the March 19, 2026 agenda materials, which were not otherwise modified or amended during the March 19, 2026 meeting. Motion carried [].

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator | | 2) Date when request submitted: 3/9/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting | |
| 3) Name of Board, Committee, Council, Sections: Architects Section | | | |
| 4) Meeting Date: 3/19/26 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Discussion of proposed scope statement for AE 3 and 12 relating to Architects Continuing Education 2. Pending or possible rulemaking items | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: N/A | |
| 10) Describe the issue and action that should be addressed: Attachments: -Proposed scope statement for AE 3 and 12 relating to Architects Continuing Education -AE Rules Chart | | | |
| 11) <i>Jake Pelegrin</i> | | Authorization 3/9/26 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) | | Date | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

STATEMENT OF SCOPE

Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors and Registered Interior Designers

Rule No.: A-E 3 and 12

Relating to: Architects Continuing Education Requirements

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only): N/A

2. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is to discuss and consider adding new material to subject matter required as part of continuing education for registered architects, which may include revisions to chs. A-E 3 and 12.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Chapter A-E 3, Wis. Admin. Code, contains requirements for initial registration of architects in Wisconsin. Chapter A-E 12 contains requirements for continuing education for architects. Under A-E 12, architects' continuing education is generally required to be educational activities designed to advance the professional skills and knowledge of a registrant in the practice of architecture for the improvement of public health, safety and welfare. At least 24 contact hours of continuing education are required each biennium. Currently, the only specific subject matter requirement is that at least 16 of the 24 hours must be on health, safety and welfare topics. These are defined as technical or professional subjects that safeguard the public's health, safety and welfare including building design, landscape design, environmental or land use analysis, life safety, and other listed topics.

The Architects Section and A-E Examining Board would like to discuss and consider updating the requirements for continuing education. One topic they would like to consider is ethics training for architects.

The alternative is not to implement this scope statement and not to have the discussion and consider rule changes. This would not allow the board to update the code for the purpose of improving public health, safety and welfare affected by the architecture industry and to maintain a high standard of ethics in the industry.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., provides that an examining board "[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession."

Section 227.11 (2) (a), Stats., provides that "[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation."

Section 443.015 (1), Stats., provides that "[e]ach section of the examining board may establish continuing education requirements for renewal of a credential issued by that section under this chapter."

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

80 hours.

6. List with description of all entities that may be affected by the proposed rule:

Registered architects in Wisconsin and providers of continuing education for architects.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

None.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

The proposed rule is likely to have minimal to no economic impact on small businesses and the state's economy as a whole.

Contact Person: Jake Pelegrin, Administrative Rules Coordinator, DSAdminRules@wisconsin.gov.

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Submitted

Date Submitted

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

| Clearinghouse Rule Number | Scope # | Scope Expiration | Code Chapter | Relating clause/ Summary | Current Stage | Next Step |
|----------------------------------|----------------|-------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 25-082 | 029-25 | 11/5/2027 | A-E 2, 3, 4, 5, 8, and 14 | Certificates of Authorization. Clarifying and adding detail to the statutory requirements for certificates of authorization. | Clearinghouse Report received, there were no Clearinghouse comments. | Hold public hearing at Rules Committee on April 1, 2026. |
| | 078-25 | 5/24/2028 | A-E 6 | Examination Requirements. Considering updating Land Surveyor examination requirements. | Scope published. | Hold preliminary public hearing at Rules Committee on April 1, 2026. |
| | | | A-E 3 and 12 | Architects Continuing Education. Considering adding required subject matter to architects' continuing education. | Drafting scope statement. | Presentation of the scope statement to the section, rules committee, and full board. |

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

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| 1) Name and Title of Person Submitting the Request: Greg Douglas, Chair | | 2) Date When Request Submitted: 03/09/2026 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others | |
| 3) Name of Board, Committee, Council, Sections: Architect Section | | | |
| 4) Meeting Date: 03/19/2026 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? NCARB Draft Resolutions for 2026 – Discussion and Consideration | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both | 8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| Will Johnson | | 03/09/2026 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) | | Date | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting. | | | |

MEMORANDUM

TO: Member Board Members, Member Board Executives, and Regional Officers

FROM: Miguel A. Rodriguez, FAIA, NCARB, NOMA
NCARB Secretary/Treasurer

DATE: January 29, 2026

SUBJECT: 2026 Draft Resolutions for Consideration

At the NCARB Board of Directors January 2026 Meeting, the Board voted to move three resolutions to the membership for discussion and feedback. These three resolutions will remain as drafts until the Board of Directors' final review in April, when the Board will decide the final content of the resolutions they wish to move forward to the membership for consideration at the June 2026 Annual Business Meeting.

All three draft resolutions are enclosed in this packet.

Resolution 2026-A would replace the existing Mutual Recognition Agreement (MRA) between NCARB and Architects Registration Board (ARB) in the United Kingdom. The amended MRA would eliminate post-licensure experience requirements as a qualification and allow acceptance of pathways outside of the standard path to NCARB certification.

Resolution 2026-B would update six policies previously passed by the membership to reflect current terminology and practice. This resolution also creates a single membership document with all the policies for clarity, consistency, membership accessibility, and ease of future review. In addition, it would sunset two additional policies that have been incorporated into other official documents and are duplicative, or are no longer necessary.

Resolution 2026-C would update the *NCARB Certification Guidelines* to add an alternative to the Examination Requirement for the NCARB Certificate for architects licensed through historic exams. This will allow architects who were licensed through a jurisdiction-specific process of satisfying the NCARB paper-

and-pencil exam to seek NCARB certification if they have been in good standing, building on previous guidelines amendments.

Next Steps

We hope that you will take the time to review and discuss these draft resolutions with your fellow board members. We look forward to receiving your feedback and answering questions during the upcoming Regional Summit. Again, these drafts will undergo further discussion by the Board in April. At that time the Board will review Member Board feedback in determining the final composition of resolutions they determine should be forwarded for a membership vote at the June Annual Business Meeting.

In the interim, please feel free to contact me at secretary@ncarb.org if you have any questions or would like to discuss further.

Enc:

- Draft Resolutions to be Acted Upon at the 2026 Annual Business Meeting



Draft Resolutions
to be Acted Upon at the
2026 Annual Business Meeting

JANUARY 2026

National Council of Architectural Registration Boards
1401 H Street NW, Suite 500
Washington, DC 20005
202/783-6500
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FY26 Draft Resolutions Overview

At the January Board of Directors Meeting, the Board reviews proposed resolutions and determines which resolutions they would like to move forward to the membership for consideration. These resolutions are still considered drafts and are shared with Member Boards and regions so they can provide feedback at the Regional Summit each spring. The Board will make final decisions on which resolutions to put forward at the Annual Business Meeting at the April Board Meeting.

This packet includes three draft resolutions (plus related supporting documentation as appropriate).

Resolution 2026-A: Mutual Recognition Agreement With the Architects Registration Board (ARB)

This resolution would replace the existing Mutual Recognition Agreement (MRA) between NCARB and the U.K.'s Architects Registration Board (ARB). The amended MRA will allow acceptance of pathways outside the standard path to NCARB certification, and will align this MRA with the current MRAs with Canada and Australia/New Zealand. Appendix A includes the amended MRA.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-B: Amendment and Restatement of Policies Passed by Membership

This resolution updates six of the remaining policies passed via the resolution process and recommends that an additional two resolutions be sunset. The six remaining policies will be incorporated into a new official document for ease of future review and tracking. Appendix B includes the restated policies.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2026-C: Certification Guidelines Amendment – Expanding Access to the NCARB Certificate

This resolution proposes an update to the requirements for certification in the *NCARB Certification Guidelines* to include an alternative to the Examination Requirement for the NCARB Certificate for architects licensed through historic exams. This will allow architects who were licensed through a jurisdiction-specific process of satisfying the NCARB paper-and-pencil exam to seek NCARB certification if they have been in good standing, building on previous guidelines amendments.

Strategic Plan Objective:  Program and Service Excellence

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-A

TITLE: Mutual Recognition Agreement With the Architects Registration Board (ARB)

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a license in the United Kingdom is significantly similar to the process to obtain a license in the United States insofar as applicants satisfy prescribed competencies required for licensure; and

WHEREAS, the International Qualifications Evaluation Work Group, composed of volunteer subject-matter experts, has thoroughly assessed the competencies required for licensure set by the Architects Registration Board (ARB) and determined significant correlation exists between the competency requirements in United Kingdom and the United States; and

WHEREAS, staff representatives from NCARB and ARB have successfully negotiated an agreement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 12, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards, representing the 55 architectural licensing boards of the United States, and the Architects Registration Board in the United Kingdom be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this MRA by a majority of the Council Member Boards, such change will become effective no earlier than 60 calendar days after the execution of the Agreement.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed *revised* Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Architects Registration Board (ARB) expands opportunities for U.S. and U.K. architects, enabling them to establish professional connections, seek work, and perform services as a licensed architect in the other country. This *revised* MRA is in its final form and will be signed by NCARB and ARB following ratification by the Member Boards. Once approved and signed by all parties, the MRA will take effect by 2027 and supersede all prior agreements between the two organizations.

The new terms negotiated for the NCARB/ARB MRA represent a strategic evolution in NCARB's approach to certification and licensure, prioritizing competency-based standards and removing barriers unrelated to professional qualifications. This evolution supports architects with diverse licensure paths and reflects NCARB's commitment to fostering a globally connected profession while maintaining rigorous standards for licensure.

Key changes in the new agreement include:

1. Accepting architects who obtained their NCARB Certificate or U.K. license through various routes, including alternative qualifications and international architect pathways (except for another MRA).
2. Removing requirements that do not impact professional competency development, such as those related to citizenship/permanent residency status or the location of the applicant's principal place of practice.

MRAs enable licensing boards to bring international architects—who may already contribute to projects within their jurisdiction—under formal regulatory oversight. This approach strengthens adherence to local laws, building codes, and ethical standards, providing a mechanism to enforce compliance and safeguard public health, safety, and welfare. At the same time, MRAs empower NCARB Certificate holders to expand their practices globally, unlocking new markets and professional opportunities. Facilitating licensure across borders allows architects licensed in participating U.S. jurisdictions to contribute their expertise to international projects, fostering collaboration and promoting the exchange of best practices while upholding high professional standards.

After implementation, participating Member Boards may grant licensure to U.K. architects issued an NCARB Certificate through this Agreement and meeting the requirements outlined in the MRA. To ensure a smooth rollout, NCARB will contact each Member Board following ratification to confirm their participation in the Agreement. NCARB shall maintain an electronic list of participants available publicly that is updated each time a new Participant is added or removed.

Comparative Analysis of Competency Requirements

The terms of NCARB-ARB MRA are based on the alignment of competency requirements for licensure established by the relevant regulatory entities in each country. NCARB's International Qualification Evaluation Work Group (IQEW) conducted a detailed comparative analysis of the competency requirements at the point of licensure. While acknowledging that the methods used to establish and assess those competencies may differ, the evaluation identified a strong correlation between the professional competencies required for practice in both countries. The IQEW is confident that United Kingdom's rigorous and standardized licensure process ensures a competency level for U.K. architects comparable to that of architects holding an NCARB Certificate in the U.S.

The comparative evaluation assessed alignment between:

- A. Requirements for licensure as an architect in the U.S.
 - *NCARB Competency Standard for Architects*
- B. Requirements for licensure as an Architect in U.K.
 - ARB UK General Criteria

NCARB's International Relations team, tasked with negotiating the detailed requirements of the MRA on behalf of NCARB, approached the process with an understanding that trust between organizations and individuals is essential to success. This understanding recognizes the significance of setting aside organizational differences in international discussions and reflects a commitment to mutual respect and professional equity between the parties involved.

The Role of NCARB Certificate

The NCARB Certificate serves as the foundation for facilitating domestic and international licensure through all MRAs. It is a prerequisite for U.S. architects to benefit from an MRA and is issued to incoming applicants upon satisfactory completion of the process. NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines* and accepted by the Member Boards. To achieve NCARB certification, architects must meet the certification requirements outlined in the *Certification Guidelines*. For architects who do not meet these standard requirements, the *Certification Guidelines* provides alternative pathways.

Each pathway to NCARB certification and licensure in the United Kingdom, including non-traditional ones, was thoroughly presented and discussed between the two organizations. Following successful negotiation, the MRA between NCARB and ARB adopts an "all-inclusive" approach, enabling architects meeting eligibility requirements to seek licensure and certification in the other country, regardless of how they obtained their NCARB Certificate or their license in the United Kingdom.

The Alternative Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction and the Requirements for Certification of an Architect Credentialed by a Foreign Registration

Authority, as outlined in the *NCARB Certification Guidelines*, were considered and accepted. This includes the Education Alternative to NCARB Certification (both the Two Times AXP and NCARB Certificate Portfolio options), Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report, and the International Architect Path to Certification. Respectively, this Agreement accepts the additional pathways for licensing of architects established by the ARB.

Architects whose license in their home country was obtained by means of another MRA will not be eligible for reciprocity under this Agreement, which is consistent with NCARB's current MRAs.

The credible standards and consistent expectations for initial licensure, developed over many years and supported by robust regulatory procedures, enabled NCARB and ARB to negotiate this Agreement. Rather than dissecting individual components, the new MRA recognizes and respects each country's well-established and rigorous path to licensure.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member
- International Qualifications Evaluation Work Group
 - Mohammad Ashjaei, OAA, AIA, NCARB
 - Yin Ching (Jaime) Chan
 - Nikhilesh Korde
 - Mark R. McKechnie, AIA NCARB
 - Leopoldo Robledo Jr., AIA, NCARB, LEED AP
 - Terance B. White, AIA, NCARB

RESOURCES:

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board

Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-B

TITLE: Amendment and Restatement of Policies Passed by Membership

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors has charged various committees to review all policies and official documents that may need to be updated in preparation for recommendations related to updates to the licensure process; and

WHEREAS, the Policy Advisory Committee recommends that six previously passed policies by NCARB's membership be updated to reflect current terminology and restated for clarity and future tracking and two additional resolutions be sunset; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority of vote of the Council Member Boards (28 votes) with such changes becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration amends and restates the following resolutions into *NCARB Policies Passed by Membership*, the full text of which is attached hereto as Appendix B:

- Resolution 1995-17: Annual Administrators' Workshop
- Resolution 1996-02: Centralized Disciplinary Action Data Base
- Resolution 2002-05: NCARB Goal of Universal Acceptance of Certificate
- Resolution 2003-07: Allowance for President and First Vice President
- Resolution 2003-15: Publishing of Comprehensive and Unabridged NCARB Accrual Basis Financial Statements on NCARB "Members' Only" Web Page Quarterly
- Resolution 2007-12: Continuing Education Credit for NCARB Activities

FURTHER RESOLVED, that the National Council of Architectural Registration Boards sunsets the following resolutions:

- Resolution 1999-06: Satisfying Training Requirements
- Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities

FURTHER RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately

FINANCIAL IMPACTS:

- This resolution has no financial impact, as all policies are active policies that the Council has been following since the membership passed them.

SPONSORS' STATEMENT OF SUPPORT:

Between 2021-2024, the Policy Advisory Committee completed a multi-year review of policy resolutions passed by the membership to identify policies or positions that no longer aligned with current Council practices or philosophy. While the majority of these policies were sunset by the membership during this timeframe, the Policy Advisory Committee at the time recommended that eight policies not be sunset.

This year, the committee reviewed the remaining active policies passed by resolution as part of a larger charge to review all official policy documents ahead of potential changes to the licensure process through the Council's Pathways to Practice initiative. In addition, since all remaining active policy resolutions were last reviewed in 2021, they also reviewed the resolutions for housekeeping updates and alignment with current policies and practices.

The committee has recommended that six policy resolutions remain within the membership purview and two policies be sunset. In addition, it has recommended that the remaining policies be updated to reflect current terminology and practice and condensed into one membership document for clarity, consistency, membership accessibility, and ease of future review.

Two policy resolutions are recommended for sunset. These policies have either been incorporated into other official documents and are duplicative or are no longer necessary. The full copy of these resolutions are in Appendix C for reference.

Advocates:

- Policy Advisory Committee
 - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

RESOURCES:

- Appendix B: *NCARB Policies Passed by the Membership*
 - This is the amended and restated policy document with all policies via the resolution process for membership reference.

- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original
 - This document includes the original resolutions passed for all eight remaining policies, including the two recommended for sunset.

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Strategic Plan Objective:  Program and Service Excellence

RESOLUTION 2026-C

TITLE: *Certification Guidelines* Amendment – Expanding Access to NCARB Certification

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors charged the Policy Advisory Committee with evaluating impediments to obtaining an NCARB Certificate caused by historic jurisdictional variations in ARE requirements and develop a path that increases access to the NCARB Certificate while maintaining the validity of the credentialing decision through a combination of years of practice and absence of disciplinary action; and

WHEREAS, the Policy Advisory Committee has recommended that the Requirements for NCARB Certification in the *NCARB Certification Guidelines* be amended to include an alternative to the Examination Requirement for the NCARB Certificate for architects initially licensed prior to 1997; and

WHEREAS, the Requirements for Certification in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Section 2.5 in the *Certification Guidelines* be amended by the addition of paragraph C. as indicated below:

“2.5 Alternatives to the Examination Requirement

If you fail to meet the examination requirement for certification identified in Section 1.5, you may still be certified in the following circumstances:

- A. If your license was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the *ARE Exam Equivalency Guide* for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB’s judgment, compensated for by your demonstration of competency in the deficient area.
- C. If you were originally licensed prior to 1997 through a pre-computer-based jurisdiction examination method and:
 - Are an architect in good standing in a U.S. jurisdiction,

- Have no disciplinary action for a period greater than 5 years,
- Have no disciplinary action within the previous 5 years, and
- Have maintained a license for at least 10 consecutive years.”

FURTHER RESOLVED, the ARE Exam Equivalency Guide will be updated by the NCARB Board of Directors to reflect this change.

FURTHER RESOLVED, that upon the approval of the changes by absolute majority vote of the Council Member Boards, such changes will become effective September 1, 2026.

FINANCIAL IMPACT: Neutral budget impact

ADVOCATES:

- **Policy Advisory Committee**
 - Chair: Michael G. Kolejka, NCARB, AIA, LEED AP, Arizona Member Board Member
 - Pedro Luis Alfaro Jr., RA, AIA, CAAPPR, SAP, Puerto Rico Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Jill Lewis Smith, AIA, NCARB, Kentucky Member Board Member
 - Julie Hildebrand
 - Keith Robinson
 - Catherine M. Monte Carlo, North Carolina Member Board Executive
 - Brian M. Kelly, AIA, NCARB, Nebraska Member Board Member

SPONSORS’ STATEMENT OF SUPPORT:

This resolution addresses longstanding inequities resulting from historical examination variances, scoring practices, and jurisdictional licensing practices. It ensures that architects who have been licensed and practicing responsibly for decades are not unduly burdened by outdated or inconsistent examination and scoring structures, while preserving the integrity and rigorous standards required for NCARB certification.

Background

Over the course of NCARB’s history, jurisdictions have utilized a variety of examination formats and processes to determine a passing score on a division of the registration exam. Prior to 1997, when the Architect Registration Examination was delivered via paper-and-pencil, jurisdictional boards independently administered and determined the passing threshold for candidates within their jurisdiction.

Prior to 1997, the NCARB Board of Directors in collaboration with psychometric consultants, recommended to each jurisdiction a passing score threshold for each exam division. At the time, the recommendation was reported that a numerical scaled score of 75 or higher should be considered passing and scores of 74 or below as failing.

Each jurisdiction retained discretion over what constituted a passing score and some jurisdictions adopted localized standards. Some candidates received score consideration for various reasons (e.g., military veterans, native born, or educated individuals within a jurisdiction, etc.) and were informed they passed

the division for purposes of licensure within their jurisdiction even though their initial scaled score was below 75. As a result, these individuals that received score consideration met the standards required for licensure in their jurisdiction but remain “exam deficient” under NCARB’s current certification standards.

It is important to recognize that these architects were licensed in good faith by their jurisdictions, have practiced competently, and remain in good standing as architects today.

Individual score consideration at the jurisdictional level was eliminated when NCARB implemented computer-based testing in 1997 and began reporting all scores as pass/fail based on a nationally established cut score.

Since the era of the nine paper-and-pencil divisions, a series of exam evolutions over the past several decades have significantly altered exam structure and content. These alterations make it extremely burdensome for long-licensed architects to retest on a previous single division’s content for which their initial jurisdiction applied a standard outside of NCARB’s guidance. As an example, a licensed architect who is currently considered exam-deficient based on their 1995 scaled score on only one of nine divisions of the then-current exam would now be required to take four of the six divisions of ARE 5.0 to earn the NCARB Certificate.

FY25 Draft Resolution Appendices

- Appendix A: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board
- Appendix B: NCARB Policies Passed by the Membership
- Appendix C: NCARB Policies Passed by the Membership – Updated Compared to Original



MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS REGISTRATION BOARD
as executed

November XX,
2025

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

AND

The Architects Registration Board (ARB)
the statutory regulator of architects in the United Kingdom.

*This **Mutual Recognition Agreement** has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the US. or United States), and the United Kingdom (UK.) and to support their mobility by creating the opportunity to practice beyond their borders.*

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating US. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a US. jurisdiction that participates in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the Architects Registration Board is the authoritative body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

WHEREAS, the NCARB Member Boards are empowered by state/territorial statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration and registration renewal to ensure the standards of competency and professional conduct are met;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and the United Kingdom have benefitted from many years of effort by NCARB and ARB;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and the ARB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

WHEREAS, while acknowledging the differences between the systems in place in the United States and the United Kingdom, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the rights and obligations of architects licensed/registered to practice in the United States and the United Kingdom;

WHEREAS, NCARB and ARB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded, and both seek to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental or regulatory authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all

governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

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NOW THEREFORE, NCARB and ARB (collectively, the "Parties" and each a "Party") agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a "**U.S. Participant**"). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall maintain an electronic list of Participants available publicly that is updated each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects who are able to benefit from the provisions of this Agreement must obtain and continue to have at all times lawful authorization to work in the Locality in which the architect is licensed/registered (i.e., the United States or the United Kingdom—each, a "Locality").
2. Architects shall not be required to establish citizenship or permanent residency status in the Locality in which they seek licensure/registration under this Agreement.
3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a Participant.
4. Architects who have been licensed/registered by means of a program recognizing architect credentials from a foreign country of either the United States or the United Kingdom, or other foreign reciprocal licensing/registration agreement, are not eligible to benefit from the provisions of this Agreement.
5. Each Party to this Agreement and each Participant reserves the right to apply compensation measures or licensing/registration criteria as may be necessary before licensing/registration is granted within their respective jurisdictions.

3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing as may be necessary before certification, licensing, or registration is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects and limited to the unique aspects of practice and/or regulation.

Applicants must satisfy the certification and licensure/registration requirements established by NCARB and ARB and in place as of the Effective Date to be licensed/registered through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification, licensure programs, or registration requirements by NCARB or ARB. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further approval by NCARB or its Member Boards.

A. U.S. Architect to ARB

Upon application, the ARB agrees to register as an architect in the United Kingdom any

U.S. architect who:

1. meets the eligibility requirements listed in Section 2 and 3A of this Agreement; and
2. is currently licensed in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records, and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by ARB; and
5. pays all applicable fees as imposed by ARB

[[[B. United Kingdom Architect to U.S. Participant

Upon application, NCARB shall issue an *NCARB Certificate* to any United Kingdom architect registered by the ARB meeting the eligibility requirements listed above in Section 2 of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any United Kingdom Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement; and
2. has secured ARB-prescribed qualifications issued by schools of architecture in the United Kingdom at Part 1, Part 2 and Part 3 level;
3. holds a current *NCARB Certificate* issued pursuant to this Agreement;
4. is currently licensed/registered in good standing by the ARB, as confirmed by the ARB following checks on an architect's disciplinary record; and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by the Participant.

4. DATA PRIVACY

1. For the purposes of this Section 5:

"Data Protection Laws" means as applicable, (i) the UK Data Protection Act 2018, (ii) the General Data Protection Regulation EU 2016/679 as implemented into UK law (**UK GDPR**) and all other applicable laws and regulations relating to the processing of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time).

"Data Security Breach" means a breach or breaches of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Protected Data.

"Data Subject Request" means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject's Protected Data.

"Disclosing Party" means the Party which is disclosing Protected Data to the other Party.

"Particulars" means the description of the Protected Data, data subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix III.

"Purpose" means the fulfilment and facilitation of this Arrangement, including the recognition and movement of architects in accordance with Section 3 of this Agreement.

"Protected Data" means the personal data to be processed by the Parties in relation to this Agreement.

"Receiving Party" means the Party that is receiving Protected Data from the other Party.

"UK IDTA" means the UK International Data Transfer Agreement for the transfer of personal data to third countries as approved by the United Kingdom and set out in Appendix IV in its current form, but which may be amended and updated in accordance with this Section 5.

The terms **"process"**, **"processing"**, **"controller"**, **"personal data"**, **"data subject"** and **"supervisory authority"** shall have the meanings given to them in the Data Protection Laws.

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable, and will use reasonable endeavours to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.
4. Each Party will implement appropriate technical and organisational measures to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
5. The Parties will process the Protected Data in accordance with the Particulars set out in Appendix III.
6. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall process Protected Data for the Purpose (and in accordance with this Arrangement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
7. Each Party will promptly notify any other Party (within at least five (5) working days) if it receives a complaint or request relating to the other Party's obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 5.7, each Party will provide the other Party with reasonable co-operation and assistance in relation to any such complaint or request.
8. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) (**"Specific Requirements"**). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use all reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.

9. In relation to Data Subject Requests:

- a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party in writing (within at least five (5) working days) if it receives a Data Subject Request for personal data of a data subject that the other relevant Party is a controller of.
- b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other Party will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.

10. Each Party will notify the other Party without undue delay after becoming aware of any Data Security Breach affecting Protected Data and in any event no later than 72 (seventy-two) hours after becoming aware of the Data Security Breach.

11. Each Party shall provide reasonable assistance to the Party affected by the Data Security Breach in the event that such Party is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.

12. International data transfers:

- a) It is acknowledged and understood that the operation of this Arrangement necessitates the transfer of personal data (or personal information) from the UK to the United States (the "**Restricted Transfer**")
- b) The Parties will work together in good faith to ensure that any Restricted Transfers are only made in accordance with the requirements of the Data Protection Laws.
- c) The UK IDTA will apply to the Restricted Transfer, with NCARB acting as the **Data Importer** and ARB acting as a **Data Exporter**.
- d) If the UK IDTA is updated by the UK Government (as relevant), the Parties shall promptly enter into any updated and amended form of the UK IDTA as required, unless the Parties agree that another mechanism under Data Protection Laws can be relied upon to provide adequate protection to the Protected Data or if the United States is considered adequate by the UK Government.
- e) If the UK IDTA ceases to be valid, whether by a decision of a court of competent jurisdiction or the UK Government (as relevant), the Parties will co-operate in good faith to ensure that any continued UK Restricted Transfers are compliant with the Data Protection Laws.

13. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purposes. Nothing in this Section 5 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.

14. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Party will provide such information and assistance as is reasonably required to assist in such interactions.

15. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Party about any such action or claim and will co-operate in good faith with the other Party with a view to resolving it in a timely fashion.
16. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 5 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 5 in light of the current Data Protection Laws and amend this Section 5 as appropriate.
- 17. Data Use Restrictions: Artificial Intelligence and Machine Learning**
- 18. 1. Definitions**
19. For the purposes of this Section, the following definitions shall apply:
20. a. **"Shared Data"** means all data, information, results, materials, and associated documentation, in any format, provided or made accessible by the Disclosing Party to the Receiving Party under this Agreement, regardless of whether such data is marked as "Confidential" or "Proprietary."
21. b. **"AI System"** means any machine learning model, large language model (LLM), neural network, generative artificial intelligence system, or other computational system designed to derive, generate, predict, or create new content, data, or models.
22. c. **"Training"** means the process of using the Shared Data to develop, train, fine-tune, pre-train, validate, test, modify, or otherwise enhance any AI System or its underlying algorithms.
- 23. 2. Absolute Prohibition on AI/LLM Training**
24. a. **Prohibition of Use.** Notwithstanding any other provision in this Agreement, the Receiving Party is expressly and unequivocally prohibited from using, incorporating, or permitting any third party to use or incorporate the Shared Data, in whole or in part, directly or indirectly, for **Training** any **AI System**.
25. b. **Scope of Prohibition.** This prohibition applies to all forms of AI System, including:
26. i. Generative AI Systems (e.g., Large Language Models, Generative Adversarial Networks);
27. ii. Proprietary, commercial, or third-party hosted AI Systems; and
28. iii. AI Systems developed solely for internal, non-commercial, or research purposes.
29. c. **No Derivative Works for Training.** The Receiving Party shall not create, or permit the creation of, any derivative work, aggregated dataset, or anonymized version of the Shared Data for the purpose of circumventing this prohibition on Training.
- 30. 3. Purpose Limitation and Remedial Action**
31. a. **Limited Use.** The Shared Data shall be used **strictly and solely** for the specific research purpose(s) set forth in the Research Plan or Scope of Work attached hereto as Schedule [Insert Schedule Letter/Number] and for no other purpose whatsoever.
32. b. **Input Prohibition.** The Receiving Party shall not input, upload, or otherwise transmit any Shared Data into any commercially available or publicly accessible AI System (e.g., third-party LLM tools, cloud-based AI services) where such input could reasonably result in the Shared Data being retained, stored, or used by the provider of the AI System for its own purposes, including, but not limited to, Training or product improvement.
33. c. **Remedies for Breach.** Any breach of this Section shall constitute a material breach of this Agreement. In addition to all other remedies available at law or in equity, the Disclosing Party shall have the right to immediately terminate this Agreement, demand the return and certified destruction of all Shared Data, and seek injunctive relief. The Receiving Party shall indemnify and hold harmless the Disclosing Party against any and all losses, claims, and liabilities arising from or related to the unauthorized use of the Shared Data for Training an AI System.

5. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions, or restrictions on their 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 by the Participant or ARB, as applicable, necessary or desirable to protect the

public interest, or otherwise in accordance with the jurisdiction's applicable laws and regulations.

2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect 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 by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.

3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification from an applicant or an applicable Participant of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or Participant may be subject to applicable law or confidentiality obligations, or both, which may restrict or prevent the disclosure of certain information related to complaints, investigations, and/or disciplinary matters.

4. This Agreement relates only to the licensing of architects, and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

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6. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively “**Methods of Implementation**”). Decisions about the Methods of Implementation shall be reached through consensus of the Parties’ authorized representatives. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Parties in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

7. MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of each Party to this Agreement to ensure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of two staff members and no more than three additional individuals appointed by NCARB, and two staff members and no more than three additional individuals appointed by ARB. The Committee shall convene at least one meeting (by phone, video conference, or in person) in each calendar year, and more frequently if circumstances so require.

The Committee shall adhere to the terms of the *Mechanism for Monitoring Committee* guidelines, which is attached hereto as Appendix II and incorporated herein by reference.

8. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and ARB. Each Party shall ratify the amended Agreement in accordance with the Party’s applicable rules.

9. ENTIRE AGREEMENT

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

10. NO ASSIGNMENT

No Party to this Agreement can assign its rights under this Agreement without the prior written consent of NCARB and ARB.

The Parties agree that a reference to an individual State, Provincial, or Territory Board includes a reference to any entity, board, or regulator that assumes the role and responsibility to regulate an architect registered by that individual State, Provincial, or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

11. WITHDRAWAL;DISPUTE RESOLUTION

Should any dispute between ARB and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within 60-days, the Parties shall attempt to

Appendix A: MRA between NCARB and ARB

resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

12. TERMINATION

NCARB or ARB may invoke termination of this Agreement with 90-days of written notice to the other Party to this Agreement and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all registration and licensure renewal obligations are maintained and all other generally applicable licensure/registration requirements are met by the licensee/registrant or unless the registration/license is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

13. PERIODIC REVIEW This agreement shall be subject to periodic review. The first periodic review will commence no later than three years after the Agreement has come into force, or more frequently as necessary or desirable. These reviews will include consideration as to what additional qualifications could be included within the scope of the Agreement.

14. ENTRY INTO FORCE

This Agreement shall come into force (the “Effective Date”) no fewer than 60 days after such time as (i) all the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and (ii) both NCARB and ARB sign this Agreement, so long as such conditions are met on or before XXXXX, 2026, or as mutually extended by the NCARB Board of Directors and ARB.

SIGNATURES

NCARB

ARB

President
Edward Marley, FAIA,
NCARB, LEED AP

November XX, 2025

Chief Executive and
Registrar
Hugh Simpson

November XX, 2025

Chief Executive Officer
Michael J. Armstrong

November XX, 2025

Witness, Chair
Alan Kershaw

November XX, 2025

Appendix A: MRA between NCARB and ARB

Witness, Vice President, Council Relations
Joshua Batkin November XX, 2025

Witness, Director of Governance & International
Emma Matthews November XX, 2025

Witness, Assistant Vice President, Council Relations
Maurice Brown November XX, 2025

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APPENDIX I

**MECHANISMS FOR THE IMPLEMENTATION
Of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)**

November XX, 2025

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XXX, 2025 (the "Agreement"), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

NCARB and ARB will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of this Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

2.4 Documentation forms to be used by local jurisdictions to certify an applicant's registration/licensure status shall be in uniform format and in English.

3. Application Process

3.1 Eligibility

To be eligible to benefit from this Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure the appropriate forms from the relevant authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this Agreement.

3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "Required Documentation" means the specific official documentation necessary for a Party or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to ARB:

NCARB will transmit to ARB a copy of the architect's application for mutual recognition, *Evaluation of Record and Council Certification issued by NCARB. These documents will confirm that the architect certified by NCARB is licensed by a Participant and meets the requirements for NCARB Certification and is in good standing.*

U.K Architects to NCARB

ARB will transmit to NCARB a copy of the architect's application for mutual recognition in a U.S. Participant to the Agreement, *and a Compliance Certificate*, issued by ARB. The Compliance Certificate will confirm that the UK architect is registered with ARB, holds ARB-prescribed qualifications issued in the UK, and is in good standing.

3.3. Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

4. Disciplinary Sanctions

4.1 NCARB and ARB, respectively, will use reasonable efforts to timely inform the other Party if any architect granted licensure or registration pursuant to this Agreement is subject to any disciplinary action that results in revocation or suspension of the architect's license or registration.

4.2 ARB and each Participant will have the authority to determine whether and to what extent the action will have further effect within their respective jurisdiction.

Appendix B: NCARB Policies Passed by the Membership

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

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Advocacy

This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:

NCARB Goal of Universal Acceptance of the NCARB Certificate

The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials. (Adopted June 29, 2002; Amended June 27, 2026)

Financial

This set of policies provides additional direction from the membership as it relates to financial matters of the Council:

Allowance for the President and Vice President

The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements. (Adopted June 28, 2003; Amended June 27, 2026)

Comprehensive and Unabridged NCARB Accrual Basis Financial Statements

The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB. (Adopted June 28, 2003; Amended June 27, 2026)

Membership Resources

This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:

Member Board Executive Workshop

The Council will hold an annual workshop for Member Board Executives. (Adopted June 24, 1995; Amended June 26, 2026)

Centralized Disciplinary Database

The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board. (Adopted June 29, 1996; Amended June 26, 2026)

Volunteers

This set of policies provides additional direction from the membership on Council volunteers:

Continuing Education Credit for NCARB Activities

NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes.

(Adopted June 23, 2007; Amended June 26, 2026)

Appendix C: NCARB Policies Passed by the Membership (Updated Compared to Original)

This document, effective June 2026, includes additional polices passed by the membership via the resolution process. It supersedes the previous resolutions included in Resolution 2026-B.

The resolutions and policies outlined in this document were established by the membership through the resolution process and would require a vote of the membership to be changed or sunset.

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Advocacy

This set of policies provides direction to Council from the membership on the acceptance of NCARB programs and services:

NCARB Goal of Universal Acceptance of the NCARB Certificate

| Updated (June 27, 2026) | Original (June 29, 2002) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Council will seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member's jurisdiction without further evaluation of the Certificate holder's underlying credentials. | RESOLVED, that this Council seek to ensure that a holder of the NCARB Certificate will be registered by every Member Board as qualified to practice architecture in the Member Board's jurisdiction without further evaluation of the Certificate holder's underlying credentials. |

Financial

This set of policies provides additional direction from the membership as it relates to financial matters of the Council:

Allowance for the President and Vice President

| Updated (June 27, 2026) | Original (June 28, 2003) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Council will provide a suitable allowance for the President and Vice President. Such allowances may be adjusted by the Board of Directors from time to time and shall be included as a line item in the budget, as well as in the quarterly financial statements. | RESOLVED, That NCARB continue the practice of providing a suitable allowance for the President and First Vice President. Such allowances, as determined by the Board from time to time, shall continue to be included as a line item in the budget as well as in the quarterly budget reports of NCARB which are furnished to the Member Boards. |

Comprehensive and Unabridged NCARB Accrual Basis Financial Statements

| Updated (June 27, 2026) | Original (June 28, 2003) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Council shall post quarterly comprehensive and unabridged NCARB Accrual Basis Financial Statements, with all footnotes, to its membership portal so that Member Boards may stay informed about the activities and financial conditions of NCARB. | RESOLVED, NCARB shall post quarterly on the "Members-only" section of the NCARB web page the comprehensive and unabridged <u>NCARB Accrual Basis Financial Statements</u> , as they exist at the time with all of the footnotes, so that Member Boards may stay completely informed about the activities and financial condition of NCARB. |

Membership Resources

This set of policies provides additional direction from the membership on resources and activities to the Council to support Member Boards:

Member Board Executive Workshop

| Updated (June 27, 2026) | Original (June 24, 1995) |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| The Council will hold an annual workshop for Member Board Executives. | RESOLVED, that the Council Board be directed to schedule annually a workshop for member board administrators |

Centralized Disciplinary Database

| Updated (June 27, 2026) | Original (June 29, 1996) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Council will develop and maintain a disciplinary database, allowing Member Boards to access disciplinary actions taken by other Member Boards. The database should include the name of the person disciplined and the reporting Member Board. | RESOLVED, that NCARB develop and maintain and periodically distribute, electronically or by other means, to its member boards a list of all disciplinary actions taken by member boards. This list shall identify the person disciplined and the member board which took the action. A member board seeking detailed information respecting the disciplinary action should contact the disciplining board. |

Volunteers

This set of policies provides additional direction from the membership on Council volunteers:

Continuing Education Credit for NCARB Activities

| Updated (June 27, 2026) | Original (June 23, 2007) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NCARB Member Boards accept service on NCARB Advisory Committees, task forces, and other volunteer opportunities when designated as HSW qualifying, and the Council will report those hours to the American Institute of Architects (AIA) or other Member Board-accepted entities for record-keeping purposes. | RESOLVED, That NCARB Member Boards accept service on NCARB committees and task forces (when designated by NCARB as HSW eligible) as fulfilling the continuing education requirements for Member Boards, and that NCARB report those contact hours to AIA for record keeping purposes. |

Recommended for Sunset:

Resolution 1999-06: Satisfying Training Requirements

“RESOLVED, that a candidate for certification who successfully completes the Council training requirements for certification shall be treated as having satisfied those training requirements notwithstanding subsequent changes in Council training requirements.”

Resolution 2002-07: Support for Seeking Financial Assistance to Defray International Activities

“RESOLVED, that the Member Boards of NCARB support the Council Board of Directors' efforts to obtain financial support from the federal government and other sources to defray the costs of considering, entering into and carrying out agreements with other nations and international organizations to facilitate the international practice of qualified architects.”

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director | | 2) Date When Request Submitted: 03/09/2026 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others | |
| 3) Name of Board, Committee, Council, Sections: Architect Section | | | |
| 4) Meeting Date: 03/19/2026 | 5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6) How should the item be titled on the agenda page? NCARB Higher Education Symposium, June 24-26, 2026, Minneapolis, MN NCARB Annual Business Meeting, June 25-27, 2026, Minneapolis, MN | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both | 8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| Will Johnson | | 03/09/2026 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) | | | |
| | | Date | |