

California Architects Board  
Board Meeting  
December 5-6, 2024





**Board Members**

Charles "Sonny" Ward, III,  
President  
Ron Jones, Vice President  
Malcolm "Brett" Gladstone,  
Secretary  
Victoria Brash  
Tian Feng  
Mitra Kanaani  
Leonard Manoukian  
Robert C. Pearman, Jr.  
Nilza Serrano  
Fuad Swiss

**NOTICE OF PUBLIC MEETING**

**The California Architects Board**

**December 5-6, 2024**

**Department of Consumer Affairs  
HQ 2 Hearing Room, Room N186  
1747 North Market Boulevard  
Sacramento, CA 95834**

The California Architects Board (Board) will hold a meeting as noted above.

**AGENDA**

**December 5, 2024  
10:00 a.m. to 5:00 p.m.  
(or until completion of business)**

**ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.**

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Board may not discuss or act on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Election of 2025 Board Officers
- E. Update from the Department of Consumer Affairs (DCA)
- F. Budget Update from the DCA Budget Office
- G. Review and Possible Action on Board Meeting Minutes:
  - 1. September 13, 2024, Board Meeting Minutes
  - 2. June 6, 2024, Corrected Board Meeting Minutes

*(Continued)*

- H. Update and Discussion on Committee Meetings of the National Council of Architectural Registration Boards (NCARB)
- I. Update on Committees
  - 1. November 7-8, 2024, Landscape Architects Technical Committee (LATC) Meeting
    - i. Review and Possible Approval of Proposed Statutory Changes to the Landscape Architects Practice Act
  - 2. November 20, 2024, Professional Qualifications Committee Meeting
- J. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- K. Regulations Update
  - 1. Discuss and Possible Action on Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 3, section 124 (California Supplemental Examination)
- L. Review of Future Board Meeting Dates
- M. Strategic Planning Session
- N. Recess

## **AGENDA**

**December 6, 2024**  
**9:00 a.m. to 2:00 p.m.**  
(or until completion of business)

- O. Call to Order / Roll Call / Establishment of a Quorum
- P. Strategic Planning Session
- Q. Adjournment

All times are approximate and subject to change. The meeting may be cancelled or shortened without notice. Any item may be taken out of order to accommodate speaker(s) and/or to maintain quorum. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast the meeting on its website at [www.cab.ca.gov](http://www.cab.ca.gov). Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties.

The meeting will not be cancelled if webcast is not available. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

**Person:** Drew Liston

**Telephone:** (916) 471-0769

**Email:** [drew.liston@dca.ca.gov](mailto:drew.liston@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

## **AGENDA ITEM A: CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM**

Roll is called by the Board Secretary or, in their absence, by the Board Vice President or, in their absence, by a Board member designated by the Board President.

Business and Professions Code section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

### **Board Member Roster**

Charles L. Ward, III

Ronald A. Jones

Malcolm Gladstone

Victoria Brash

Tian Feng

Mitra Kanaani

Leonard Manoukian

Robert C. Pearman, Jr.

Nilza Serrano

Fuad Sweiss

## **AGENDA ITEM D: ELECTION OF 2025 BOARD OFFICERS**

### **Summary**

Business and Professions Code section 5518 states:

The Board shall elect from its members a president, vice president, and a secretary to hold office for one year, or until their successors are duly elected and qualified.

The Board Member Administrative Manual provides the following in relation to election of the Board officers:

The Board shall elect the officers at the last meeting of the calendar year. Officers shall serve a term of one year. All officers may be elected on one motion or ballot as a slate of officers unless more than one Board member is running per office. An officer may be re-elected and serve for more than one term.

The Manual also provides for a nomination process as follows:

The Board president shall appoint a Nominations Committee prior to the last meeting of the calendar year and shall consider appointing a public and a professional member of the Board to the Committee. The Committee's charge will be to recommend a slate of officers for the following year. The Committee's recommendation will be based on the qualifications, recommendations, and interest expressed by the Board members. A survey of Board members will be conducted to obtain interest in each officer position. A Nominations Committee member is not precluded from running for an officer position. If more than one Board member is interested in an officer position, the Nominations Committee will make a recommendation to the Board and others will be included on the ballot for a runoff, if they desire. The results of the Nominations Committee's findings and recommendations will be provided to the Board members in the meeting packet prior to the election of officers. Notwithstanding the Nominations Committee's recommendations, Board members may be nominated from the floor at the meeting.

### **Action Requested**

At this meeting, the Board is asked to consider and elect the officers for 2025.

Department of Consumer Affairs

Expenditure Projection Report

California Architects Board

Reporting Structure(s): 11110310 Support

Fiscal Month: 3

Fiscal Year: 2024 - 2025

Run Date: 11/06/2024

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$1,730,000	\$1,623,675	\$1,738,000	\$139,335	\$401,468	\$0	\$401,468	\$1,745,721	-\$7,721
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$10,000	\$36,673	\$10,000	\$0	\$164	\$0	\$164	\$22,000	-\$12,000
5150	STAFF BENEFITS	\$1,059,000	\$1,026,062	\$1,081,000	\$90,685	\$243,599	\$0	\$243,599	\$1,072,165	\$8,835
	<b>PERSONAL SERVICES</b>	<b>\$2,799,000</b>	<b>\$2,686,410</b>	<b>\$2,829,000</b>	<b>\$230,020</b>	<b>\$645,231</b>	<b>\$0</b>	<b>\$645,231</b>	<b>\$2,839,886</b>	<b>-\$10,886</b>

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$22,000	\$14,330	\$22,000	\$267	\$1,102	\$1,675	\$2,776	\$14,776	\$7,224
5302	PRINTING	\$20,000	\$49,087	\$20,000	\$233	\$320	\$3,165	\$3,484	\$51,149	-\$31,149
5304	COMMUNICATIONS	\$9,000	\$5,725	\$9,000	\$107	\$183	\$0	\$183	\$4,452	\$4,548
5306	POSTAGE	\$70,000	\$8,432	\$70,000	\$1,840	\$1,840	\$0	\$1,840	\$8,340	\$61,660
5308	INSURANCE	\$0	\$47	\$0	\$0	\$0	\$0	\$0	\$47	-\$47
53202-204	IN STATE TRAVEL	\$96,000	\$7,688	\$96,000	\$0	\$2,031	\$0	\$2,031	\$10,000	\$86,000
53206-208	OUT OF STATE TRAVEL	\$0	\$886	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5322	TRAINING	\$21,000	\$1,525	\$21,000	\$0	\$0	\$0	\$0	\$1,000	\$20,000
5324	FACILITIES	\$300,000	\$193,239	\$300,000	\$16,670	\$50,009	\$151,311	\$201,321	\$215,016	\$84,984
53402-53403	C/P SERVICES (INTERNAL)	\$110,000	\$118,224	\$115,000	\$9,889	\$9,889	\$0	\$9,889	\$119,584	-\$4,584
53404-53405	C/P SERVICES (EXTERNAL)	\$421,000	\$224,559	\$389,000	\$17,935	\$22,002	\$76,464	\$98,467	\$199,345	\$189,655
5342	DEPARTMENT PRORATA	\$1,148,000	\$972,937	\$1,092,000	\$273,000	\$546,000	\$0	\$546,000	\$1,092,000	\$0
5342	DEPARTMENTAL SERVICES	\$0	\$52,105	\$0	\$70	\$76	\$0	\$76	\$55,038	-\$55,038
5344	CONSOLIDATED DATA CENTERS	\$14,000	\$30,745	\$14,000	\$0	\$0	\$0	\$0	\$13,517	\$483
5346	INFORMATION TECHNOLOGY	\$123,000	\$64,445	\$83,000	\$12	\$13	\$86,192	\$86,205	\$99,205	-\$16,205
5362-5368	EQUIPMENT	\$15,000	\$5,223	\$18,000	\$0	\$75	\$0	\$75	\$4,811	\$13,189
5390	OTHER ITEMS OF EXPENSE	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54	SPECIAL ITEMS OF EXPENSE	\$0	\$1,258	\$0	\$0	\$0	\$0	\$0	\$1,000	-\$1,000
57	INTERNAL COST RECOVERY	\$0	-\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>OPERATING EXPENSES &amp; EQUIPMENT</b>	<b>\$2,369,000</b>	<b>\$1,724,705</b>	<b>\$2,249,000</b>	<b>\$320,023</b>	<b>\$633,540</b>	<b>\$318,807</b>	<b>\$952,347</b>	<b>\$1,889,280</b>	<b>\$359,720</b>

<b>OVERALL TOTALS</b>	<b>\$5,168,000</b>	<b>\$4,411,115</b>	<b>\$5,078,000</b>	<b>\$550,043</b>	<b>\$1,278,771</b>	<b>\$318,807</b>	<b>\$1,597,579</b>	<b>\$4,729,166</b>	<b>\$348,834</b>
57 INTERNAL COST RECOVERY	-\$26,000	-\$26,000	-\$26,000					-\$26,000	
REIMBURSEMENTS	-\$5,000	-\$2,000	-\$5,000					-\$5,000	
<b>OVERALL NET TOTALS</b>	<b>\$5,137,000</b>	<b>\$4,383,115</b>	<b>\$5,047,000</b>	<b>\$550,043</b>	<b>\$1,278,771</b>	<b>\$318,807</b>	<b>\$1,597,579</b>	<b>\$4,698,166</b>	<b>\$348,834</b>

6.87%

## Department of Consumer Affairs

### Revenue Projection Report

Reporting Structure(s): 11110310 Support

Fiscal Month: 3

Fiscal Year: 2024 - 2025

Run Date: 10/21/2024

#### Revenue

Fiscal Code	Line Item	Budget	July	August	September	Year to Date	Projection To Year End
	<b>Delinquent Fees</b>	<b>\$31,000</b>	<b>\$900</b>	<b>\$1,700</b>	<b>\$1,300</b>	<b>\$3,900</b>	<b>\$27,800</b>
	<b>Other Regulatory Fees</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$7,840</b>	<b>\$2,515</b>	<b>\$10,355</b>	<b>\$25,875</b>
	<b>Other Regulatory License and Permits</b>	<b>\$388,000</b>	<b>\$43,565</b>	<b>\$37,045</b>	<b>\$35,565</b>	<b>\$116,175</b>	<b>\$500,664</b>
	<b>Other Revenue</b>	<b>\$36,000</b>	<b>\$230</b>	<b>\$0</b>	<b>\$210</b>	<b>\$440</b>	<b>\$48,596</b>
	<b>Renewal Fees</b>	<b>\$3,438,000</b>	<b>\$3,900</b>	<b>\$8,300</b>	<b>\$6,000</b>	<b>\$18,200</b>	<b>\$3,420,000</b>
	<b>Revenue</b>	<b>\$3,917,000</b>	<b>\$48,595</b>	<b>\$54,885</b>	<b>\$45,590</b>	<b>\$149,070</b>	<b>\$4,022,935</b>

#### Reimbursements

Fiscal Code	Line Item	Budget	July	August	September	Year to Date	Projection To Year End
	<b>Unscheduled Reimbursements</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,334</b>	<b>\$0</b>	<b>\$2,334</b>	<b>\$21,816</b>
	<b>Reimbursements</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,334</b>	<b>\$0</b>	<b>\$2,334</b>	<b>\$21,816</b>



**0706 - California Architects Board Fund Analysis of Fund Condition**  
**(Dollars in Thousands)**  
**2024 Budget Act With FM 3**

Prepared 11.20.2024

	<b>Actuals</b>	<b>CY</b>	<b>BY</b>	<b>BY +1</b>
	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>BEGINNING BALANCE</b>	\$ 3,037	\$ 3,874	\$ 2,765	\$ 3,129
Prior Year Adjustment	\$ -34	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 3,003	\$ 3,874	\$ 2,765	\$ 3,129
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>				
Revenues				
4121200 - Delinquent fees	\$ 69	\$ 28	\$ 63	\$ 31
4127400 - Renewal fees	\$ 4,825	\$ 3,420	\$ 5,198	\$ 3,438
4129200 - Other regulatory fees	\$ 39	\$ 26	\$ 27	\$ 24
4129400 - Other regulatory licenses and permits	\$ 550	\$ 501	\$ 476	\$ 388
4163000 - Income from surplus money investments	\$ 194	\$ 48	\$ 46	\$ 21
4171400 - Escheat of unclaimed checks and warrants	\$ 2	\$ -	\$ -	\$ -
Totals, Revenues	\$ 5,679	\$ 4,023	\$ 5,810	\$ 3,902
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 5,679	\$ 4,023	\$ 5,810	\$ 3,902
<b>TOTAL RESOURCES</b>	\$ 8,682	\$ 7,897	\$ 8,575	\$ 7,031
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 4,383	\$ 4,707	\$ 4,792	\$ 4,935
Anticipated Ongoing Business Modernization Costs	\$ -	\$ -	\$ 299	\$ 299
9892 Supplemental Pension Payments (State Operations)	\$ 95	\$ 70	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 330	\$ 355	\$ 355	\$ 355
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 4,808	\$ 5,132	\$ 5,446	\$ 5,589
<b>FUND BALANCE</b>				
Reserve for economic uncertainties	\$ 3,874	\$ 2,765	\$ 3,129	\$ 1,442
Months in Reserve	9.1	6.1	6.7	3.1

**NOTES:**

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Expenditure growth projected at 3% beginning BY.
3. Includes anticipated ongoing costs for Business Modernization.



## MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

September 13, 2024  
San Francisco, CA

### A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

On September 13, 2024, Board President Sonny Ward called the meeting to order at 10:00 a.m. and Secretary Brett Gladstone called the roll.

#### **Board Members Present**

Charles "Sonny" Ward, President  
Ron Jones, Vice President  
Malcolm "Brett" Gladstone, Secretary  
Tian Feng  
Leonard Manoukian  
Mitra Kanaani  
Nilza Serrano  
Robert Pearman  
Fuad Sweiss  
Victoria Brash

Six members of the Board present constitutes a quorum; a quorum was established.

#### **Board Staff Present**

Laura Zuniga, Executive Officer  
Tim Rodda, Regulations Manager  
Kourtney Fontes, Administrative Manager

#### **DCA Staff Present**

Alex Cristescu, DCA Webcaster  
Shelly Ganaway, DCA Legal Affairs Attorney  
Yvonne Dorantes, DCA Assistant Deputy Director, Board and Bureau Relations

#### **Landscape Architects Technical Committee (LATC) Members Present**

Jon Wreschinsky, LATC Committee Member

#### **Guests Present**

Julia Laue, Principal Architect & Bureau Manager, Bureau of Architecture, San Francisco Department of Public Works  
Clinton Otwell, Management Assistant, Bureau of Architecture, San Francisco Department of Public Works

**B. PRESIDENT’S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS**

President Ward opened the meeting by welcoming the Board’s newest member, Victoria Brash. President Ward also thanked Jon Wreschinsky, LATC Member, for attending. President Ward stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

**Public Comments:** There were no public comments.

**C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

**Public Comments:** There were no public comments.

**D. UPDATE FROM THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) – YVONNE DORANTES, ASSISTANT DEPUTY DIRECTOR, BOARD AND BUREAU RELATIONS**

- Welcomed new Board Member, Victoria Brash.
- DCA is working closely with its Boards and Bureaus to submit a Vacancy Reduction Plan and is awaiting budget approval.
- Budget Letter 24-24 was issued August 16, 2024. This letter outlines projected Governmental Efficiencies that could result in a budget reduction of 7.95% and 2.1 Billion.
- The last Board Member Orientation Training of the year will be held October 22, 2024.

**Public Comments:** There were no public comments.

**E. PRESENTATION AND DISCUSSION ON SAN FRANCISCO PUBLIC WORKS PROJECTS – JULIA LAUE, PRINCIPAL ARCHITECT AND BUREAU MANAGER, BUREAU OF ARCHITECTURE, SAN FRANCISCO PUBLIC WORKS**

President Ward introduced Julia Laue.

Ms. Laue narrated a short film about the Architectural history of San Francisco. She spoke about how the Public Works department became the center of architecture in San Francisco. She also spoke about current challenges and her favorite projects.

- President Ward thanked Ms. Laue for the interesting and well-done presentation.
- Brett Gladstone commented that the Bureau of Architecture is not well known and needs more exposure. He concluded by thanking Ms. Laue for her presentation.
- Mitra Kanaani thanked Ms. Laue for the presentation. Ms. Kanaani asked about how the meeting venue survived the 1989 earthquake. The building did well and only a few modifications were made.
- Ron Jones thanked Ms. Laue for her good work.

- Fuad Sweiss thanked Ms. Laue for her great presentation. He mentioned his 10 years of service to the city and that he had fond memories there. He then suggested to the Board that the Board host an Annual Award for the best projects in the state.

**Public Comments:** There were no public comments.

## **F. REVIEW AND POSSIBLE ACTION ON JUNE 6, 2024, BOARD MEETING MINUTES**

**Fuad Sweiss moved to approve the June 6, 2024, minutes.**

**Mitra Kanaani seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Gladstone, Serrano and Sweiss voted in favor of the motion. Member Brash voted Present. Motion passed 9-0-1.**

## **G. UPDATE AND DISCUSS NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) – LAURA ZUNIGA, EXECUTIVE OFFICER**

### **1. Update and Discuss Committee Meetings**

Ms. Zuniga is on the Examinations Committee. She said her committee was working on the types of questions on the Examinations. This is a multi-year process and will have more information later. Ms. Zuniga asked who else on the Board was on a committee.

- Tian Feng is on the Regional Leadership Committee. He said the next Regional Summit will be in Philadelphia.
- Robert Pearman is on the Credentials Committee
- Nilza Serrano is on the Professional Practices Committee
- Mitra Kanaani is on the Continuing Education committee.

**Public Comments:** There were no public comments.

## **H. LEGISLATION UPDATE – LAURA ZUNIGA, EXECUTIVE OFFICER**

### **1. SB 1452 (ASHBY) ARCHITECTURE AND LANDSCAPE ARCHITECTURE**

This Bill contains the sunset extension for the programs. There are other minor changes. There has been discussion with committee staff and some of the additional changes the Board requested in its sunset review report might be implemented into SB 1452. When that is amended, it will be sent out to Board members. The Bill is currently on the Governor's desk.

**Public Comments:** There were no public comments.

#### **I. UPDATE ON COMMITTEES – LAURA ZUNIGA, EXECUTIVE OFFICER**

- Ms. Zuniga stated that the LATC financial situation is improving.
- She mentioned that both the CAB and the LATC had Strategic Planning Sessions coming up.
- Tian Feng suggested that the Board help LATC members who wish to get a leadership position in CLARB. Feng then asked if there were any Californian CLARB Leaders. Jon Wreschinsky LATC member said no. Ms. Zuniga said that there were more At Large positions instead of Regional positions.

**Public Comments:** There were no public comments.

#### **J. EXECUTIVE OFFICER’S REPORT – LAURA ZUNIGA, EXECUTIVE OFFICER**

Ms. Zuniga provided the quarterly Executive Officer’s Report and highlighted the following:

- Strategic Planning Sessions for LATC will be in November and the CAB Strategic Planning Session will be in December.
- Budget update will be presented at the next Board Meeting.
- Business Modernization will be completing the current phase in November.
- Kourtney Fontes has been promoted to Administrative Manager. Ms. Zuniga also welcomed new employees Bethany Butori and Nico Frank.
- We did some online outreach with AIA and NCARB that seemed successful.
- We are going into a renewal year so we should see an uptick in renewals.
- CSE first time pass rates were 76%, overall pass rates were 73%.

Tian Feng questioned the pass rates and felt that the numbers indicate the test is too easy. Nilza Serrano mentioned that it may not be the test itself, maybe it is the schools and internships that contribute to the pass rate.

Vice President Jones asked about the Complaint Table. He inquired about why it is taking longer to close cases than before. Ms. Zuniga replied that staffing challenges have affected this number. Ms. Zuniga expects the rates to return to normal soon.

President Ward inquired about who is audited on CE for renewals. Ms. Zuniga responded that 3% are randomly selected to be audited.

**Public Comments:** There were no public comments.

## **K. Regulations Update**

### **1. Discuss and Possible Action on Proposed Regulatory Text Amendments for California Code of Regulations (CCR), title 16, division 2, article 3, section 116 (Eligibility for Examination)**

Tim Rodda explained that Staff has drafted proposed regulatory language to modify 16 CCR 116 (Eligibility for Examination) to affect this change.

The proposed change will remove the five (5) year experience requirement to take the ARE, and remove the eight (8) year, Architectural Experience Program completion, and ARE completion requirement before candidates can take the CSE. Candidates who submit a complete application to the Board will be made eligible for testing upon approval of the application(s). Completing this regulatory package will allow candidates to test when they feel they are ready, align with candidates who can already test while enrolled in a specific degree program (IPAL), and reduce potential delays in licensure.

**Public Comments:** There were no public comments.

**Vice President Jones moved:**

**Approve the proposed regulatory text for Section 116 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.**

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 116 as noticed.**

**Mitra Kanaani Seconded the Motion**

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano, Gladstone, Brash and Sweiss voted in favor of the motion. Motion passed 10-0-0.**

**2. Discuss and Possible Action on Proposed Repeal of CCR, title 16, division 2, article 3, section 120 (Re-Examination)**

Mr. Rodda explained that Board regulations in 16 CCR 120 (Re-Examination) specify how candidates retake divisions of the Architect Registration Examination (ARE) and when passed examinations expire. The current provisions set forth in 16 CCR 120 conflict with the National Council of Architectural Registration Boards (NCARB) ARE Guidelines and current policy. The Board no longer independently controls candidate scheduling, release of results, nor examination validity. Rather, this is facilitated by NCARB through a candidate's NCARB Record, and changes to ARE retest policy and examination validity are voted on by member Boards. Since NCARB is the organization that develops, schedules, and administers the ARE in accordance with agreed upon national standard, this section is obsolete, and staff recommends repeal.

**Mitra Kanaani moved to Approve the proposed regulatory text to repeal Section 120 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.**

**If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the Board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 120 as noticed.**

**Tian Feng seconded the motion.**

**Public Comments:** There were no public comments.

**Members Ward, Feng, Kanaani, Gladstone, Brash, Jones, Manoukian, Pearman, Serrano, and Sweiss voted in favor of the motion. Motion passed 10-0-0.**

**L. REVIEW OF FUTURE BOARD MEETING DATES**

November 7-8, 2024 – LATC Meeting - Sacramento  
December 5-6, 2024 – CAB Meeting – Sacramento

**Public Comments:** There were no public comments.

**M. CLOSED SESSION: Pursuant to Government Code Section 11126(c)(3), the Board will meet in Closed Session to:**

**1. Deliberate and Vote on Disciplinary Matters**

**N. MEETING ADJOURNMENT**

The meeting adjourned at the end of the closed session.





## MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

June 6, 2024  
Sacramento, CA

### **A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM**

On June 6, 2024, Board President Sonny Ward called the meeting to order at 10:07 a.m. and called the roll.

#### **Board Members Present**

Charles "Sonny" Ward, President  
Ron Jones, Vice President  
Tian Feng  
Leonard Manoukian  
Mitra Kanaani  
Nilza Serrano  
Robert Pearman  
Fuad Sweiss

Six members of the Board present constitutes a quorum; a quorum was established.

#### **Board Staff Present**

Laura Zuniga, Executive Officer  
Tim Rodda, Regulations Manager  
Drew Liston, Board Liaison

#### **DCA Staff Present**

Alex Cristescu, DCA Webcaster  
Helen Geoffroy, DCA Legal Affairs Attorney III  
David Bouilly, DCA Moderator

#### **Landscape Architects Technical Committee (LATC) Members Present**

Pamela Brief, LATC Committee Chair

#### **Guests Present**

Phil Armstrong, CCASLA President  
Zigmund Rubel, Licensed Architect  
Ellon Brittingham, International Interior Design Association  
Doug McCauley, California Council for Interior Design Certification

**B. PRESIDENT’S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS**

Vice President Jones opened the meeting by thanking Pamela Brief, LATC Chair, for attending. Vice President Jones stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

**PUBLIC COMMENT:** There were no public comments.

**C. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

**Public Comments:** There were no public comments.

**D. Update from the Department of Consumer Affairs (DCA) – Yvonne Dorantes, Assistant Deputy Director, Board and Bureau Relations**

- The budget will not affect the planning for the next CAB meeting.
- Once the FY 24/25 budget is released, we will report back on how DCA’s budget is affected.
- The Board approved an adjusted fee schedule at the last meeting; however the fees would not take effect anytime soon.
- It is not currently known how a budget cut would affect DCA Boards and Bureaus.

**Public Comments:** Phil Armstrong, CCASLA President, commented requesting if members in the meeting room could speak directly into the microphone. It is difficult to hear.

**F. REVIEW AND POSSIBLE ACTION ON February 22, 2024 BOARD MEETING MINUTES**

**Tian Feng moved to approve the February 22, 2024, minutes.**

**Nilza Serrano seconded the motion.**

**PUBLIC COMMENT:** There were no public comments.

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano and Sweiss voted in favor of the motion. Members Gladstone and Kwan were absent. Motion passed 8-0-2.**

## L. Regulations Update

### 1. Discuss and Possible Action on Proposed Regulatory Modified Text Amendments for California code of Regulations (CCR), title 16, division 2, article 2, section 109 (Filing of Applications)

Tim Rodda explained that the proposal to amend CCR section 109 was previously submitted and approved by the board, but during final review of the regulation, there were additional concerns raised and to address those concerns, there will need to be a 15 notice. Concerns include expanding on the programs that NCARB administers, instead of using generic terms. Also addressing the SkillBridge Program for military personnel, which was passed last year and goes into effect July 1. Additionally, we must specify the documents being repealed from section 109, not the programs.

**Nilza Serrano made the motion to approve the amendments to the proposed regulatory text for 16 CCR section 109, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review, authorize the EO to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45~~15~~-day comment period and no hearing is requested, authorize the EO to take all steps necessary to complete the rulemaking and adopt the proposed regulations at 16 CCR section 109 as noticed.**

Robert Pearman seconded the motion.

**PUBLIC COMMENT:** There were no public comments.

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano, and Sweiss voted in favor of the motion. Members Gladstone and Kwan were absent for the vote. Motion passed 8-0-2.**

### 2. Discuss and Possible Action on Proposed regulatory Modified Text Amendments for CCR, title 16, division 2, article 8, section 117 (Experience Evaluation)

Tim Rodda explained that the comment period for this package closed on June 4, 2024, with no comments received. Mr. Rodda will need to specify with AXP programs are being reviewed for credit and additionally, what the minimum amount of credit for AXP completion. A 15-day notice will be needed.

Member Pearman mentions that AXP was never broken out like that before, is it the first time it's come up or are they changing their views?

Mr. Rodda states that previously this program was named the Intern Development Program and it was spelled out. Mr. Rodda tried to make it a generic term in case that NCARB changed the names of their program in the future. However, we do need to specify the name of the program.

**Nilza Serrano made a motion to approve the proposed regulatory text for 16 CCR section 120, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review, authorize the EO to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45<sup>15</sup>-day comment period and no hearing is requested, authorize the EO to take all steps necessary to complete the rulemaking and adopt the proposed regulations at 16 CCR section 117 as noticed.**

**Tian Feng seconded the motion.**

**PUBLIC COMMENTS:** Scott Gaudineer on behalf of the American Institute of Architects thanks the Board for their advice on this important regulation. They believe it streamlines the process and provides clarity for those who aren't sure. Member Feng ask to clarify what the minimum amount of credit that AXP grants, which is three years.

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano, and Sweiss voted in favor of the motion. Members Gladstone and Kwan were absent. Motion passed 8-0-2.**

**3. Discuss and Possible Action on Proposed Regulatory Modified Text Amendments for CCR, title 16, division 2, article 8, section 154 (Disciplinary Guidelines)**

Tim Rodda explains what we are proposing is a second modified text during final review working with the regulatory counsel. It was discovered that we were not using appropriate guidelines as the basis for our review. It did not incorporate the original text from the 2000 disciplinary guidelines that were in regulation. Mr. Rodda worked closely with the board counsel, going through line by line to ensure that we are moving forward now with complete regulatory language. Many are just minor changes to numbering, but occasionally there were words that were left out or things that were added that did not need to be added and then removed. Member Jones asks if there is a replacement document being issued. Mr. Rodda explains that we are eliminating the probation report, which has been previously discussed at an earlier board meeting.

**Nilza Serrano made a motion to approve the proposed regulatory text for 16 CCR section 120, direct staff to submit the text to the Director of the**

**Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review, authorize the EO to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45<sup>15</sup>-day comment period and no hearing is requested, authorize the EO to take all steps necessary to complete the rulemaking and adopt the proposed regulations at 16 CCR section 154 as noticed.**

**Robert Pearman seconded the motion.**

**PUBLIC COMMENTS:** There were no public comments.

**Members Ward, Feng, Kanaani, Jones, Manoukian, Pearman, Serrano, and Sweiss voted in favor of the motion. Members Gladstone and Kwan were absent. Motion passed 8-0-2.**

#### **E. Presentation and Discussion on Responsible Control and Generative Design Tools – Zigmund Rubel**

Vice President Jones introduced Mr. Zigmund Rubel, who identifies himself as a licensed architect in California. 14 years ago, he left traditional practice to enter the world of startups.

A lot of the discussion in the community is how do we responsibly use technology to practice architecture? Large Language Models (LLM) which AI systems are trained on vast amount of text data. They can assist in tasks like writing, summarization, and code generation. LLM's are powerful tools, but their responsible use and ethical considerations should be prioritized. Mr. Rubel continues the discussion along with a slide show:

- An artificial intelligence cannot pass the ARE, as most AI systems do not have the algorithm to read graphical analysis requirement.
- Chat GPT does say that an artificial intelligence can act as an architect.
- Chat GPT was able to give some conceptual rules on designing a hospital and MRI suite, however, was no specific on how to replace “what an architect does”.
- The next slide shows an image of a software tool called Up Codes, which is a LLM that allows access to building codes on your laptop.
- Generative tools are programs that help designers in a way that's prescribed and or constrained. Dynamo is a visual, graphical tool that many architectural firms use. It allows users to quickly generate designs in ways that are compliant with them.
- Hyper is a program that uses generative design tools that allow practitioners to automate some of the graphical tasks.

- Foresight is the company that Mr. Rubel has started, it's a space programming tool for architects that quickly helps design teams figure out what healthcare spaces they need based on functional requirements.
- “With great power comes great responsibility” and that is where the California Architects Board needs to weigh in as these tools are giving practitioners kind of superpowers to design.
- Suggest the Board considers how we adopt this Human + Machine mentality.
- Risks and challenges include algorithmic bias, privacy breaches, malicious misuse, and regulatory compliance issues.

Mr. Jones thanks Mr. Rubel and recognizes the panel for comments or questions. Member Serrano appreciates what AI has to offer to make life a little easier, mentions that she is a big advocate of protecting human jobs and asks Ms. Zuniga to put this on the agenda for further discussion, and perhaps creating a subcommittee to start the conversation of figuring out how AI is going to affect the practice of architecture in a more in-depth way. Ms. Zuniga says we can either refer the matter to an existing subcommittee or create a new subcommittee. Member Pearman believes we should aggressively look at how we can engage the profession in discussion the ramifications of it, whether it requires regulation from us at some point. Pamela Brief with LATC states that this has been a discussion with ASLA and how this affects the practice act. Ms. Brief requests that an LATC member be a part of the subcommittee to look into AI. Mr. Jones agrees with Ms. Brief, LATC, as a stakeholder and their relationship to CAB, should be a part of that discussion. Member Mitra Kanaani mentions the confusion that exists amongst different stakeholders, with legal actions taking place in different constituencies, and this discussion is very timely and urgent. President Ward thanks Mr. Rubel for his presentation. Mr. Ward suggests that the Board delegates this conversation to two of our committees, the Professional Qualifications Committee, and the Regulations Committee, to gather more information and have more informative sessions. Mr. Ward also invites Mr. Rubel to present to both committees. Both committees should initially decide what authority do we have to regulate. Member Tian Feng supports Mr. Ward's decision for this discussion to be taken on by the Professional Qualifications Committee as they have been working on a similar issue for a long time. Mr. Feng also mentions that a landscape architect is not currently on either committee. Mr. Ward suggests adding a landscape architect on one or both committees.

**PUBLIC COMMENT:** Stephanie Landregan, a licensed landscape architect with UCLA Extension Landscape Architecture Program comments how they are interested in how the regulation of AI will affect both architects and landscape architects. Questions if using AI-generated conceptual designs misleads the public. Phil Armstrong, CCASLA President, second's Ms. Landregan's comments. CCASLA is very concerned about this technology and says it needs to have a layer of regulation or at least transparency on design.

After public comment, Mr. Jones mentions that they have been looking at this amongst the industry for quite some time and as regulators, are we tasked with regulation practitioners or the tools that they use? That is where this becomes the bigger challenge. Mr. Rubel adds he believes the most important thing is protecting the consumer and it's the outcome of how the practitioner and what tools they are using. In the era of AI, we should discuss a new definition for responsible control.

**PUBLIC COMMENT:** Stephanie Landregan with UCLA Extension Landscape Architecture Program comments she appreciates that we are focusing on health, safety, and welfare of the public.

## **G. UPDATE AND DISCUSS NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) – Laura Zuniga, Executive Officer**

### **1. Update and Discuss Committee Meetings**

NCARB made the committee appointments for next fiscal year. If any members are serving on any committees, please let Ms. Zuniga know so we can keep track and report it in our sunset report. Ms. Zuniga will serve on the examination committee again next year.

### **2. Discuss and Take Action on Candidates for 2024 Board of Directors**

Candidates for the 2024 Board of Directors are listed in the media packet. California has one vote as a jurisdiction at the meeting. This is the first year NCARB will have two new public at-large positions that are open. There are 12 candidates for these two positions. NCARB has hosted webinars with these candidates. Member Feng praises the current director from region six, who is on the candidates list. Member Kwan will continue to serve another year as secretary/treasurer.

### **3. Review and Discuss the 2024 NCARB Annual Business Meeting Agenda**

Items and agenda are included in the meeting packet.

### **4. Review and Discuss the 2024 Resolutions:**

- a) Resolution 2024-01: Omnibus Sunset of Resolutions in Conflict with Current Council Policies**
- b) Resolution 2024-02: Omnibus Sunset of Remaining Resolutions in Conflict with Current Council Policies**
- c) Resolution 2024-03: New Mutual Recognition Agreement with Architects Accreditation Council of Australia (AACA) and the New Zealand Registered Architects Board (NZRAB)**
- d) Resolution 2024-04: NCARB Model Law and Regulations Amendment – Examination Eligibility Updates**

**e) Resolution 2024-05: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions**

This resolution updates the certificate requirements for serving on the NCARB Board of Directors. This will require the officer positions of the board that if they are architects, they will have to hold a NCARB certificate. Member Feng commends that this resolution aligns with our board's values and policies.

**f) Resolution 2024-06: Tri-National Mutual Recognition Agreement for International Practices – Amendment**

**g) Resolution 2024-07: NCARB Bylaws Amendment – NCARB Regions**

This resolution is on governance and restructuring the regions of NCARB from six to five regions. This has generated a lot of discussion amongst members of NCARB. It doesn't make a significant change to our region, currently region six. We would lose one member. Member Feng mentions the impact to our region is we would lose two members, which would have financial implications to the region. Less members mean less contributions. There are also concerns about the nature of this realignment, but those comments will be on hold until there is discussion with the board president, vice president, and executive director. Member Kanaani suggests that we should invite John Baker to a session to discuss the realignment, however the annual meeting is schedule for later this month, which does not leave enough time to schedule. President Ward clarifies that there is a longer history than the current administration to this. Years back it was a reduction from six regions to four that was controversial, between that attempt and this attempt, we had the addition of the DEI Committee at NCARB and the conversation has become much more complicated. The motives are not crystal clear. Member Feng mentions the resolutions that keep evolving, more parity in terms of number of member boards in each region. President's Ward's pause and hesitancy as we move forward with this decision as California is hugely underrepresented at NCARB. Reducing two member states would increase our voice and power within our region.

**PUBLIC COMMENT:** There were no public comments.

**H. Legislation Update – Laura Zuniga, Executive Officer**

**1. SB 1452 (Ashby) Architecture and Landscape Architecture**

This Bill contains the sunset extension for the programs. There are other minor changes. There has been discussion with committee staff and have the expectation there will be some of the additional changes the board requested in its sunset review report that will be implemented into SB 1452. When that is amended, it will be sent



out to board members. The Bill is currently with Assembly Business and Professions Committee.

**PUBLIC COMMENT:** Pamela Brief with Landscape Architects Technical Committee asks if we have any knowledge to date what we're anticipating on this? Ms. Zuniga expects some of the more technical changes that the board requested in its sunset review report for both the board and LATC to be included. Information such as collecting email address to candidates, changing the renewal cycle for architects. They are not anticipating any more significant changes. The expectation is that both CAB and LATC will be extended.

## **I. Update on Committees**

### **1. SB 1452 (Ashby) Architecture and Landscape Architecture**

Dr. Kimberly McDaniel, LATC Program Manager, shares that LATC had a meeting on March 22, 2024 where they had a budget update from DCA showing the fund balance is stable and expected to increase each year. Current fund projections are included in the meeting packet and will be posted for tomorrow's LATC meeting. During the March LATC Meeting, committee members discussed the board's sunset extension bill, SB 1452, and discussed their related recommendations by the legislature now. LATC continues to meet by Webex Teleconference in accordance with the Bagley-Keene Open Meeting Act, which allows advisory bodies to meet remotely and results in travel cost savings for LATC. The floor was opened to Pamela Brief as Chair of LATC. Ms. Brief had nothing further to share, there may be more to share after tomorrow's LATC meeting.

**PUBLIC COMMENT:** Tracy Morgan Hollingsworth, Executive Director of the California Council of ASLA, asks for clarification changes through the sunset review by what was meant by a two-year renewal period? Fees are going up significantly, how are they going to allocate those renewals? Ms. Zuniga says the board proposed at some point, for architects not landscape architects, not to make the initial license cycle longer to make it the same as landscape architects. Currently, when an architect receives their license, it is not necessarily for the full two years, because the renewal was tied to their birth month. We are proposing changing that, so it is just a two-year license upon the issuance rather than tying it to the birth month. Phil Armstrong, CCASLA President has a question for Ms. McDaniel, if the recent fee increases of 75% to licensees, do we have a fee projection that show solvency of funding for LATC. Dr. McDaniel responds that yes, we do have that information online in the LATC Packet for tomorrow's meeting, and it has a fund projection that looks stable.

## **J. Review, Discussion and Possible Action on Proposed Legislation to create a Registered Commercial Interior Design Designation**

Ms. Zuniga placed this item on the agenda because this is something that has been discussed this year at the legislature and it has been discussed in the context of the board's sunset review. There has been a proposal to provide this license through an

association. At this point, we are not aware that it will be included in the board sunset, we are not asking the board to take a position at this time.

**PUBLIC COMMENT:** Eilon Brittingham on behalf of the International Interior Design Association comments that they represent commercial interior designers, supporting membership of about more than 1,500 individuals across the state. First, just want to thank the board for their comments during sunset review on the commercial interior design issue. We support the recommendation for further study on this. They think any additional information that could be provided to policy makers would better inform this discussion.

Doug McCauley representing California Council for Interior Design Certification shares some background information. One, in California there is already a credentialing, certification body for interior designers that's specified in the business and professions code, which is the organization he represents. There have been three separate efforts to license interior designers. The last two took place when Mr. McCauley served as executive officer for CAB and both died in legislature, but the initial effort in 1999 was vetoed by the governor. It's not part of the sunset report for one very foundational reason. Administrations and legislature over the years have firmly embraced a policy that there's one reason and one reason only to regulate a profession, and that's if you have a measurable threat to the public health, safety, and welfare. We simply don't have that with interior design. That's why, e.g., the council has received three complaints over the last four years, the last reporting cycle for sunset review. Additionally, Nevada, one of only two states that has a practice act, our neighbor, has revoked exactly zero licenses over the last ten plus years, again, because there is no threat to the public health, safety, and welfare. Each of those three versions mentioned were opposed by the board, and he knows that the board is big on adhering to its precedent and its history, and I would urge you to consider opposing this effort as it goes forward as well.

AIA California comments with a few quick high-level comments. First, they hope that any measure that moves forward in the future has full collaboration from everybody in the industry who's affected. Second, they have concerns over any proposal that would create a separate title of commercial interior designer, as we fear that this could cause confusion to consumers that there's NO clear definition for what constitutes it is commercial. There is also concern over any proposal that would split the industry into two separate titles and two separate oversight bodies. They note that the professions of architecture, engineering and landscape design don't have any such division or hierarchy. They also note that clarifications regarding permitting privileges will need to meet the base requirements unique to California outlined in both the building code and statute including the appropriate professional, legal ethical, educational, and examination standards.

**K. Executive Officer's Report – Update on Board's Administration/Management, Examination, Licensing, and Enforcement Programs – Laura Zuniga, Executive Officer**

Ms. Zuniga provided the quarterly Executive Officer's Report and highlighted the following:

- LATC met by teleconference March 22, 2024 and are meeting again tomorrow, so there will be an additional update at the next board meeting
- There was not a budget update included in this agenda, but one can be added for the next meeting. Initial renewal fees for license increased from \$300 to \$400 and LATC increased their initial license renewal fees in January of this year from \$400 to \$700.
- Business Modernization is ongoing. There are challenges, but Ms. Zuniga expresses her thanks to board and LATC staff for all the work they are putting into it, which will end up providing better services for both our licensees, applicants, and consumers.
- We have had a few staff transitions, one of note for our board members who follow us on social media, Lorie Slebodnick accepted a promotion with another department.
- Licensing conducted a continuing education webinar in March which as been well received.
- LATC staff presented online presentations to landscape architecture students at UC Berkeley in April and Cal-Poly Pomona in April as well, regarding the examination and licensure process.
- CSE pass rate is at 74% and continues to be higher for first time test takers versus repeat testers.
- Most common enforcement violations remain consistent.
- Member Pearman asks what the challenges with BizMod are. Ms. Zuniga explains that with any new technology, there are challenges. CAB is in a cohort with different boards/bureaus, finding a version that works for everyone can be difficult. There have also been glitches from the system that staff have done a great job staying on top of and correcting.
- Member Kanaani asks if any research has been conducted on the matter of California's pass rate for the ARE, why is it falling below the national level. Ms. Zuniga responds that it's been discussed in the past with DCA's Office of Professional Examination Services (OPES) and there is not one factor that is identifiable. It's possible that due to California having multiple ways to licensure, candidates are not the typical candidates for licensure. Member Jones comments it is worth noting, the deficiency isn't huge, it's 3-5%. Member Feng comments that every time we comment on this, we come down to two facts: CA has many applicants who take the exams and

our multiple pathways, our eligibilities always vary. Member Feng does not see this as a negative trend, he believes we are continuing to protect and consumers and have more people from diverse backgrounds taking our exam.

**PUBLIC COMMENT:** There were no public comments.

#### **M. REVIEW OF FUTURE BOARD MEETING DATES**

June 7 2024 – Landscape Architects Technical Committee Meeting

September 2024 – CAB Meeting possibly in San Francisco

**PUBLIC COMMENT:** There were no public comments.

#### **N. CLOSED SESSION: Pursuant to Government Code Section 11126(c)(3), the Board will meet in Closed Session to:**

##### **1. Deliberate and Vote on Disciplinary Matters**

#### **O. MEETING ADJOURNMENT**

The meeting adjourned at the end of the closed session.



## NOTICE OF PUBLIC MEETING The Landscape Architects Technical Committee

### **LATC MEMBERS**

Pamela S. Brief, Chair  
Patricia M. Trauth, Vice Chair  
Martin Armstrong  
Susan M. Landry  
Jon S. Wreschinsky

**November 7-8, 2024**

**Department of Consumer Affairs  
HQ 2 Hearing Room (Room #186)  
1747 North Market Blvd.  
Sacramento, CA 95834**

*Action may be  
taken on any  
item listed on the  
agenda.*

The Landscape Architects Technical Committee (LATC or Committee) will hold a meeting as noted above.

### **AGENDA**

**Thursday, November 7, 2024**

**10:30-5:00 p.m.**

(or until completion of business)

**Action may be taken on any item listed below.**

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda  
The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- D. Review and Possible Action on June 7, 2024, LATC Meeting Minutes
- E. Update on the Department of Consumer Affairs (DCA), Bureau and Board Relations
- F. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst

- G. Legislation Update
  - 1. SB 1452 (Ashby) Architecture and Landscape Architecture
    - i. Committee Structure Discussion
  - 2. Review and Possible Approval of Proposed Statutory Changes to the Landscape Architect Practice Act.
- H. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):
  - 1. CLARB Annual Meeting
    - i. Meeting Update
    - ii. Presentation
    - iii. Joint Practice Committee/Design Alliances
  - 2. Update and Discuss Committee Meetings
- I. Election of 2025 Committee Officers
- J. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- K. Review of Future Committee Meeting Dates
- L. Recess

## **AGENDA**

**Friday, November 8, 2024**

**9:00-4:00 p.m.**

*(or until completion of business)*

**Department of Consumer Affairs**

**HQ 2 Hearing Room (Room #186)**

**1747 North Market Blvd.**

**Sacramento, CA 95834**

M. Call to Order – Roll Call- Establishment of a Quorum

N. Strategic Planning Session

O. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a

time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

**Person:** Kim McDaniel

**Telephone:** (916) 575-7231

**Email:** [Kimberly.McDaniel@dca.ca.gov](mailto:Kimberly.McDaniel@dca.ca.gov)

**Telecommunication Relay Service:** Dial 711

**Mailing Address:**

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

***Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5620.1)***



## **AGENDA ITEM I.1.i: Review and Possible Approval of Proposed Statutory Changes to the Landscape Architects Practice Act**

### **Summary**

Existing law relating to the regulation of landscape architecture is defined in the Landscape Architects Practice Act (Act) which has been defined as Business and Profession Code sections (BPC) 5615 to 5683. The Act defines the role of the Landscape Architects Technical Committee (LATC) and their relationship with the California Architects Board (Board). In 1994, the LATC was placed under the purview of the Board and duties and oversight, specifically regulation and enforcement, were transferred to the Board.

As part of the Sunset Review process, Board staff reviewed the California Architects Board Practice Act the LATC Act to identify potential clarifications and efficiencies. Staff identified language that is included in the Architects Act that would be beneficial to include in the LATC Act, language in the LATC Act that can be clarified under the Architects Act, and other clarifications. Attached for review is draft language proposing changes to the Act.

### **Action Requested**

Review proposed statutory changes.

### **Attachment**

1. Proposed Changes to the Landscape Architects Practice Act

## **§ 5615 “Landscape Architect” – Practice of Landscape Architecture**

As used in this chapter: “Landscape architect” means a person who holds a license to practice landscape architecture in this state under the authority of this chapter.

A person who practices landscape architecture within the meaning and intent of this article is a person who offers or performs professional services, for the purpose of landscape preservation, development and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation. Landscape preservation, development and enhancement is the dominant purpose of services provided by landscape architects. Implementation of that purpose includes: (1) the preservation and aesthetic and functional enhancement of land uses and natural land features; (2) the location and construction of aesthetically pleasing and functional approaches and settings for structures and roadways; and, (3) design for trails and pedestrian walkway systems, plantings, landscape irrigation, landscape lighting, landscape grading and landscape drainage.

Landscape architects perform professional work in planning and design of land for human use and enjoyment. Based on analyses of environmental physical and social characteristics, and economic considerations, they produce overall plans and landscape project designs for integrated land use.

The practice of a landscape architect may, for the purpose of landscape preservation, development and enhancement, include: investigation, selection, and allocation of land and water resources for appropriate uses; feasibility studies; formulation of graphic and written criteria to govern the planning and design of land construction programs; preparation review, and analysis of master plans for land use and development; production of overall site plans, landscape grading and landscape drainage plans, irrigation plans, planting plans, and construction details; specifications; cost estimates and reports for land development; collaboration in the design of roads, bridges, and structures with respect to the functional and aesthetic requirements of the areas on which they are to be placed; negotiation and arrangement for execution of land area projects; field observation and inspection of land area construction, restoration, and maintenance.

This practice shall include the location, arrangement, and design of those tangible objects and features as are incidental and necessary to the purposes outlined herein. Nothing herein shall preclude a duly licensed landscape architect from planning the development of land areas and elements used thereon or from performing any of the services described in this section in connection with the settings, approaches, or environment for buildings, structures, or facilities, in accordance with the accepted public standards of health, safety, and welfare.

This chapter shall not empower a landscape architect, licensed under this chapter, to practice, or offer to practice, architecture or engineering in any of its various recognized branches.

## **§ 5616 Landscape Architecture Contract – Contents, Notice Requirements**

- (a) A landscape architect shall use a written contract when contracting to provide professional services to a client pursuant to this chapter. The written contract shall be executed by the landscape architect and the client, or their representatives, prior to the landscape architect commencing work, unless the

client knowingly states in writing that work may be commenced before the contract is executed. The written contract shall include, but not be limited to, all of the following:

- (1) A description of the project for which the client is seeking services.
  - (2) A description of the services to be provided by the landscape architect to the client.
  - (3) A description of any basis of compensation applicable to the contract, including the total price that is required to complete the contract, and the method of payment agreed upon by both parties.
  - (4) A statement in at least 12-point type that reads:  
“Landscape architects are licensed by the Landscape Architects Technical Committee located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.”
  - (5) The name, address, and license number of the landscape architect, the name and address of the client, and project address.
  - (6) A description of the procedure that the landscape architect and client will use to accommodate additional services.
  - (7) A description of the procedure to be used by either party to terminate the contract.
  - (8) A description of the procedure that the landscape architect and the client will use to accommodate contract changes, including, but not limited to, changes in the description of the project, in the description of the services, or in the description of the compensation, total price, and method of payment.
  - (9) A statement identifying the ownership and use of instruments of service prepared by the landscape architect.
- (b) This section does not apply to any of the following:
- (1) Professional services rendered by a landscape architect for which the client will not pay compensation.
  - (2) An arrangement as to the basis for compensation and manner of providing professional services implied by the fact that the landscape architect's services are of the same general kind that the landscape architect has previously rendered to, and received payment from, the same client.
  - (3) If the client states in writing after full disclosure of this section that a written contract is not required.
  - (4) Professional services rendered by a landscape architect to any of the following:
    - (A) A landscape architect licensed under this chapter.
    - (B) An architect licensed under Chapter 3 (commencing with Section 5500).
    - (C) A professional engineer licensed under Chapter 7 (commencing with Section 6700).
    - (D) A contractor licensed under Chapter 9 (commencing with Section 7000).
    - (E) A geologist or geophysicist licensed under Chapter 12.5 (commencing with Section 7800).
    - (F) A professional land surveyor licensed under Chapter 15 (commencing with Section 8700).

- (G) A manufacturing, mining, public utility, research and development, or other industrial corporation, if the services are provided in connection with, or incidental to, the products, systems, or services of that corporation or its affiliates.
- (H) A public agency when using that public agency's written contract.
- (c) As used in this section, "written contract" includes a contract that is in electronic form.

### **§ 5620 Board of Landscape Architects – Transfer of Duties**

The duties, powers, purposes, responsibilities, and jurisdiction of the California State Board of Landscape Architects that were succeeded to and vested with the Department of Consumer Affairs in accordance with Chapter 908 of the Statutes of 1994 are hereby transferred to the California Architects Board. The Legislature finds that the purpose for the transfer of power is to promote and enhance the efficiency of state government and that assumption of the powers and duties by the California Architects Board shall not be viewed or construed as a precedent for the establishment of state regulation over a profession or vocation that was not previously regulated by a board, as defined in Section 477.

- (a) There is in the Department of Consumer Affairs a California Architects Board as defined in Article 2 (commencing with Section 5510) of Chapter 3 of Division 3. Whenever in this chapter "board" is used, it refers to the California Architects Board.
- (b) Except as provided herein, the board may delegate its authority under this chapter to the Landscape Architects Technical Committee.
- (c) After review of proposed regulations, the board may direct the ~~examining~~ committee to notice and conduct hearings to adopt, amend, or repeal regulations pursuant to Section 5630, provided that the board itself shall take final action to adopt, amend, or repeal those regulations.
- (d) The board shall not delegate its authority to discipline a landscape architect or to take action against a person who has violated this chapter.
- (e) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

### **§ 5620.1 Protection of the Public**

Protection of the public shall be the highest priority for the Landscape Architects Technical Committee in exercising its licensing, ~~regulatory, and disciplinary~~ functions.

Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount.

### **§ 5620.2 Delegation of Certain Functions**

- (a) The following powers conferred by law upon the board are hereby delegated to and conferred upon the executive officer of the board, or in their absence from the office, to the acting executive officer of the board, as provided below:
  - (1) Receive and file accusations.
  - (2) Issue notices of hearings, statements to respondents, and statements of issues.
  - (3) Receive and file notices of defense.
  - (4) Determine the time and place of hearings under Section 11508 of the Government Code.
  - (5) Issue subpoenas and subpoenas duces tecum.
  - (6) Set calendar cases for hearing and perform other functions necessary to the businesslike dispatch of the board in connection with proceedings under Sections 11500 to 11528, inclusive, of the Government Code, before hearing those proceedings.
  - (7) Approve settlement agreements for the revocation or surrender of a license.
  - (8) Certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code.
- (b) In addition to the powers described in subdivision (a), the following powers are also delegated to and conferred upon the executive officer of the board, as provided below:
  - (1) Evaluate and determine qualifications and approve applicants for examination under Section 5650.
  - (2) Determine which applicants for reciprocity licenses are entitled to waiver of the written examination under Section 5651.

### **§ 5621 Landscape Architects Technical Committee – Members**

- (a) There is hereby created within the jurisdiction of the board, a Landscape Architects Technical Committee, hereinafter referred to in this chapter as the landscape architects committee.
- (b) The landscape architects committee shall consist of five members who shall be licensed to practice landscape architecture in this state. The Governor shall appoint three of the members. The Senate Committee on Rules and the Speaker of the Assembly shall appoint one member each.
- (c) The initial members to be appointed by the Governor are as follows: one member for a term of one year; one member for a term of two years; and one member for a term of three years. The Senate Committee on Rules and the Speaker of the Assembly shall initially each appoint one member for a term of four years. Thereafter, appointments shall be made for four-year terms, expiring on June 1 of the fourth year and until the appointment and qualification of the member's

successor or until one year shall have elapsed, whichever first occurs. Vacancies shall be filled for the unexpired term.

- (d) No person shall serve as a member of the landscape architects committee for more than two consecutive terms.
- (e) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

#### **§ 5622 Landscape Architects Technical Committee – Duties and Functions**

- (a) The landscape architects committee may assist the board in the examination of candidates for a landscape architect's license ~~and, after investigation, evaluate and make recommendations regarding potential violations of this chapter.~~
- (b) The landscape architects committee may investigate, assist, and make recommendations to the board regarding the regulation of landscape architects in this state if so directed by the board.
- (c) The landscape architects committee may perform duties and functions that have been delegated to it by the board pursuant to Section 5620.
- (d) The landscape architects committee may send a representative to all meetings of the full board to report on the committee's activities.
- (e) This section shall remain in effect only until January 1, 2025 and as of that date is repealed.

#### **§ 5624 Compensation for Members of the Landscape Architects Committee**

Each member of the landscape architects committee shall receive per diem and expenses, as provided in Section 103.

#### **§ 5626 Records Kept by Executive Officer**

The executive officer of the board shall keep an accurate record of all proceedings of the landscape architects committee.

#### **§ 5629 Violation of Provisions of Chapter**

The board shall prosecute all persons guilty of violating the provisions of this chapter. Except as provided in Section 159.5, the board may employ such inspectors, special agents, investigators, and clerical assistance as it may deem necessary to carry out the provisions of this chapter. It may fix the compensation to be paid for those services and incur any additional expense as may be deemed necessary.

#### **§ 5630 Board May Adopt, Amend, or Repeal Rules and Regulations**

The board may, in accordance with the provisions of the Administrative Procedure Act, adopt, amend, or repeal such rules and regulations as are reasonably necessary to:

- (a) Govern the examinations of applicants for licenses to practice landscape architecture.
- (b) Establish criteria for approving schools of landscape architecture.
- (c) Establish rules or professional conduct that are not inconsistent with state or federal law. Every person who holds a license issued by the board shall be governed and controlled by these rules.
- (d) Carry out the provisions of this chapter.

## **§ 5640 Unlicensed Person Engaging in Practice – Sanctions**

It is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100) nor more than five thousand dollars (\$5,000) or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment, for a person to do any of the following without possessing a valid, unrevoked license as provided in this chapter:

- (a) Engage in the practice of landscape architecture.
- (b) Use the title or term “landscape architect,” “landscape architecture,” “landscape architectural,” or any other titles, words, or abbreviations that would imply or indicate that he or she is a landscape architect as defined in Section 5615.
- (c) Use the stamp of a licensed landscape architect, as provided in Section 5659.
- (d) Advertise or put out a sign, card, or other device that might indicate to the public that he or she is a licensed landscape architect or qualified to engage in the practice of landscape architecture.

### **§ 5640.1 Signature and Stamp on Plans and Documents; Unauthorized Practice; Misdemeanor**

- (a) All persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts therefor, and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person’s responsibility for those documents. Failure of any person to comply with this subdivision is a misdemeanor punishable as provided in Section 5640. This section shall not apply to employees of persons licensed under this chapter while acting within the course of their employment.
- (b) For the purposes of this chapter, any stamp used by any architect licensed under this chapter shall be of a design authorized by the board which shall at a minimum bear the licensee’s name, his or her license number, the legend “licensed architect” and the legend “State of California,” and which shall provide a means of indicating the renewal date of the license.
- (c) The preparation of plans, specifications, or instruments of service for any building, except the buildings described in Section 5641, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5640.
- (d) The board may adopt regulations necessary for the implementation of this section.

### **§ 5640.2 Statement of Licensure**

Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and

specifications, or is otherwise licensed in this state to prepare the plans and specifications.

The signature and stamp, as provided for in Section 5640.1, on the plans and specifications by the person who prepared or was in responsible control of the plans and specifications shall constitute compliance with this section.

It is the responsibility of the agency that issues the permit to determine that the person who signed and stamped the plans and specifications or who submitted the signed statement required by this section is licensed under this chapter or is otherwise licensed in this state to prepare the plans and specifications.

This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5640.1.

**§ 5640.25 Liability; Damages Caused by Subsequent, Unauthorized, or Unapproved Changes or Uses of Plans, Specifications, Reports or Documents; Construction Observation Services**

- (a) A licensed landscape architect who signs and stamps plans, specifications, reports, or documents shall not be responsible for damage caused by subsequent changes to or uses of those plans, specifications, reports, or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved in writing by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the written authorization or approval was not unreasonably withheld by the landscape architect and the landscape architectural service rendered by the landscape architect who signed and stamped the plans, specifications, reports, or documents was not also a proximate cause of the damage.
- (b) The signing and stamping of plans, specifications, reports, or documents which relate to the design of fixed works shall not impose a legal duty or responsibility upon the person signing the plans, specifications, reports, or documents to observe the construction of the fixed works which are the subject of the plans, specifications, reports, or documents. However, this section shall not preclude a landscape architect and a client from entering into a contractual agreement which includes a mutually acceptable arrangement for the provision of construction observation services. This subdivision shall not modify the liability of a landscape architect who undertakes, contractually or otherwise, the provision of construction observation services for rendering those services.
- (c) "Construction observation services" means periodic observation of completed work to determine general compliance with the plans, specifications, reports, or



other contract documents. However, "construction observation services" does not mean the superintendence of construction processes, site conditions, operations, equipment, or personnel, or the maintenance of a safe place to work or any safety in, on, or about the site.

For purposes of this subdivision, "periodic observation" means visits by a landscape architect, or their agent, to the site of a work of improvement.

#### **§ 5536.4 Instruments of Service—Consent**

(a) No person may use a landscape architect's instruments of service, as those professional services are described in Section 5615, without the consent of the landscape architect in a written contract, written agreement, or written license specifically authorizing that use.

(b) A landscape architect shall not unreasonably withhold consent to use their instruments of service from a person for whom the landscape architect provided the services. A landscape architect may reasonably withhold consent to use the instruments of service for cause, including, but not limited to, lack of full payment for services provided or failure to fulfill the conditions of a written contract.

#### **§ 5641 Chapter Exceptions, Exemptions**

This chapter shall not be deemed to prohibit any person from preparing drawings for the conceptual design and placement of tangible objects and landscape features or plans, drawings, and specifications for the selection, placement, or use of plants for a single family dwelling. Construction documents, details, or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans shall be prepared by a licensed professional as required by law.

##### **§ 5641.1 Chapter Exceptions, Exemptions – Personal Property**

This chapter shall not be deemed to prohibit any person from preparing any plans, drawings, or specifications for any property owned by that person.

##### **§ 5641.2 Chapter Exceptions, Exemptions – Nurserypersons**

Every person who holds a valid license issued by the State of California, under the provisions of Chapter 1 (commencing with Section 6721) of the Food and Agricultural Code, authorizing engagement in the business of selling nursery stock in this state, may engage in the preparation of planting plans or drawings as an adjunct to merchandising nursery stock and related products, but may not use the title of landscape architect. That activity is exempt from licensure under the provisions of this chapter.

##### **§ 5641.3 Chapter Exceptions, Exemptions – Architects, Professional Engineers, and Land Surveyors**

An architect, professional engineer or land surveyor licensed or registered under the statutes of this state, insofar as the licensed or registered professional practices the profession for which he or she is licensed or registered, is exempt from the provisions of this chapter, except that an architect, professional engineer, or land surveyor may not

use the title “landscape architect” unless he or she holds a license as required under this chapter.

#### **§ 5641.4 Chapter Exceptions, Exemptions – Landscape Contractors**

A landscape contractor licensed under the statutes of this state, insofar as he or she works within the classification for which the license is issued, may design systems and facilities for work to be performed and supervised by that landscape contractor and is exempt from the provisions of this chapter, except that a landscape contractor may not use the title “landscape architect” unless he or she holds a license as required under this chapter.

#### **§ 5641.5 Chapter Exceptions, Exemptions – Golf Course Architects**

- (a) Nothing contained in this chapter shall be deemed to prohibit a person from engaging in the practice of, or offering to practice as, a golf course architect.
- (b) As used in this section, “golf course architect” means a person who performs professional services such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such service is the design of a golf course, in accordance with accepted professional standards of public health and safety.

#### **§ 5641.6 Chapter Exceptions, Exemptions – Irrigation Consultants**

- (a) Nothing contained in this chapter shall be deemed to prohibit a person from engaging in the practice of, or offering to practice as, an irrigation consultant.
- (b) As used in this section, “irrigation consultant” means a person who performs professional services such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such service is the design of landscape irrigation, in accordance with accepted professional standards of public health and safety.

#### **§ 5642 Partnership, Corporation – Unlicensed Person**

This chapter shall not be deemed to prevent a landscape architect from forming a partnership, firm, or corporation with, or employing, persons who are not landscape architects if the signature, date, and license number of the landscape architect appears on all instruments of service. In no case shall the other members of the partnership, firm, or corporation be designated or described as landscape architects.

The name of the licensed landscape architect shall appear wherever the firm name is used in the professional practice of the partnership, firm, or corporation, and the landscape architect shall reside in California when the partnership, firm, or corporation maintains a California office or mailing address. The name of the licensee shall appear on all partnership, firm, or corporation stationery, brochures, business cards and any instruments of service used or provided in the professional practice of the partnership, firm, or corporation.

No partnership, firm, or corporation shall engage in the practice of landscape architecture unless the work is under the immediate and responsible direction of a licensee of the board.

Failure of any person to comply with this section constitutes a ground for disciplinary action.

#### **§ 5644 Chapter Applicability to Other Code Provisions**

Any person who holds a valid state license or other authority that authorizes the person to engage in a business or occupation, insofar as the person engages in a professional, occupational, or business activity within the scope of that license or other authority, shall not be required to be licensed under this chapter.

#### **§ 5650 Examinations – Qualifications, Application, Fee**

Subject to the rules and regulations governing examinations, any person, over the age of 18 years, who has had six years of training and educational experience in actual practice of landscape architectural work shall be entitled to an examination for a license to practice landscape architecture. A degree from a school of landscape architecture approved by the board shall be deemed equivalent to four years of training and educational experience in the actual practice of landscape architecture. Before taking the examination, a person shall file an application therefor with the ~~executive officer~~landscape architects technical committee and pay the application fee fixed by this chapter.

#### **§ 5651 Examination of Applicants**

- (a) The board shall by means of examination, ascertain the professional qualifications of all applicants for licenses to practice landscape architecture in this state and shall issue a license to every person whom it finds to be qualified on payment of the initial license fee prescribed by this chapter.
- (b) The examination shall consist of a written examination. The written examination may be waived by the board if the applicant meets both of the following requirements:
  - (1) Is currently licensed by a United States jurisdiction, Canadian province, or Puerto Rico, has passed a written examination equivalent to that which is required in California at the time of application and has submitted proof of job experience equivalent to that required of California applicants at the time of application.
  - (2) Has passed the California supplemental examination if, at the time of application, it is required of all California applicants.

#### **§ 5651.1 Guidelines for Delegation of Authority to Grade Examinations**

- (a) Notwithstanding Section 111, the board may adopt guidelines for the delegation of its authority to grade the examinations of applicants for licensure to any vendor under contract to the board for provision of a landscape architect's license examination. The guidelines shall be within the board's legal authority to establish the standards for licensure in this state, and shall include, but not be limited to:

- (1) Goals for the appropriate content, development, grading, and administration of an examination, against which the vendor's rules and procedures can be judged.
  - (2) Procedures through which the board can reasonably assure itself that the vendor adequately meets the goals established by the board.
- (b) The board shall not delegate its authority to grade the examination of candidates for licensure in this state to any vendor or any party not in compliance with Section 111 or with the guidelines established in subdivision (a).

#### **§ 5652 License – Issuance**

If the applicant's examination is satisfactory, and upon the payment of the license fee fixed by this chapter, the ~~executive officer~~board shall issue a license to the applicant showing that the person named therein is entitled to practice landscape architecture in this state, in accordance with the provisions of this chapter.

#### **§ 5653 License – Denial, Refusal**

The board may deny or refuse to issue a license to an applicant upon proof of the commission by the applicant of any act or omission which would constitute grounds for disciplinary action under this chapter if committed by a licensee.

#### **§ 5654 Record – License Holders**

The board shall keep a record of the names and addresses of all license holders and such additional personal data as the board may require. A proper index and record of each license issued shall be kept by the board.

#### **§ 5655 License – Term**

Licenses to practice landscape architecture shall remain in full force until revoked or suspended for cause, or until they expire, as provided in this chapter.

#### **§ 5656 License – Duplicate**

A duplicate license to practice landscape architecture in place of one which has been lost, destroyed, or mutilated shall be issued upon proper application, subject to the rules and regulations of the board. A duplicate license fee fixed by this chapter shall be charged for the issuance of the duplicate license.

#### **§ 5657 Filing of Mailing Address – Requirement**

Each licensee shall file his or her current mailing address with the board at its office in Sacramento, California, and shall notify the board of any and all changes of mailing address, providing both his or her old and new address within 30 days after a change. A penalty as provided in this chapter shall be paid by a licensee who fails to notify the board within 30 days after a change of address.

#### **§ 5659 Inclusion of License Number – Requirement**

Each person licensed under this chapter shall sign, date, and seal or stamp using a seal or stamp described in this section, all plans, specifications, and other instruments of service therefor, prepared for others as evidence of the person's responsibility for those documents. Failure to comply with this section constitutes a ground for disciplinary

action. Each person licensed under this chapter shall use a seal or stamp of the design authorized by the board, bearing the person's name, license number, the legend "licensed landscape architect," the legend "State of California" and a means of providing a signature, the renewal date of the license, and date of signing and sealing or stamping.

#### **~~§ 5660—Investigations—Suspension, Revocation~~**

~~The board may upon its own motion, and shall upon the verified complaint in writing of any person, investigate the actions of any landscape architect, and may suspend for a period not exceeding one year, or revoke, the license of any landscape architect who is guilty of any one or more of the acts or omissions constituting grounds for disciplinary action under the chapter.~~

#### **~~§ 5661—Accusations—Time Limitation for Filing Action~~**

~~All accusations against a licensee shall be filed within three years after the board discovers, or through the use of reasonable diligence should have discovered, the act or omission alleged as the ground for disciplinary action or within six years after the act or omission alleged as the ground for disciplinary action, whichever occurs first. However, with respect to an accusation alleging a violation of Section 5667, the accusation may be filed within three years after the discovery by the board of the alleged facts constituting the fraud or misrepresentation prohibited by Section 5667. If any accusation is not filed within the time provided in this section, no action against a license shall be commenced under this article.~~

#### **~~§ 5662—Suspension, Revocation—Proceedings~~**

~~All proceedings for the suspension or revocation of licenses under this chapter shall be conducted in accordance with the provisions of Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code. The board shall have all of the powers granted therein.~~

#### **~~§ 5665—Suspended, Revoked License—Renewal~~**

~~A suspended license is subject to expiration and shall be renewed as provided in this article, but such renewal does not entitle the holder of the license, while it remains suspended and until it is reinstated, to engage in the activity to which the license relates, or in any other activity or conduct in violation of the order or judgment by which it was suspended.~~

~~A revoked license is subject to expiration as provided in this chapter, but it may not be renewed. If it is reinstated after its expiration, the holder of the license, as a condition precedent to its reinstatement, shall pay a reinstatement fee in an amount equal to the renewal fee in effect on the last regular renewal date before the date on which it is reinstated, plus the delinquency fee, if any, accrued at the time of its revocation.~~

#### **~~§ 5666—Practice in Violation of Chapter Provisions~~**

~~The fact that the holder of a license is practicing in violation of the provisions of this chapter constitutes a ground for disciplinary action.~~

#### **~~§ 5667—Fraud, Misrepresentation—Obtaining License~~**

~~The fact that the holder of a license has obtained the license by fraud or misrepresentation, or that the person named in the license has obtained it by fraud or misrepresentation constitutes a ground for disciplinary action.~~

#### ~~§ 5668 Impersonating Landscape Architect – Practice Under Assumed Name~~

~~The fact that the holder of a license is impersonating a landscape architect or former landscape architect of the same or similar name, or is practicing under an assumed, fictitious or corporate name, constitutes a ground for disciplinary action.~~

#### ~~§ 5669 Aiding, Abetting – Unlicensed Practice~~

~~The fact that the holder of a license has aided or abetted in the practice of landscape architecture, any person not authorized to practice landscape architecture under the provisions of this chapter, constitutes a ground for disciplinary action.~~

#### ~~§ 5670 Fraud, Deceit in Practice~~

~~The fact that, in the practice of landscape architecture, the holder of a license has been guilty of fraud or deceit constitutes a ground for disciplinary action.~~

#### ~~§ 5671 Negligence, Willful Misconduct in Practice~~

~~The fact that, in the practice of landscape architecture, the holder of a license has been guilty of negligence or willful misconduct constitutes a ground for disciplinary action.~~

#### ~~§ 5672 Gross Incompetence in Practice~~

~~The fact that the holder of a license has been guilty of gross incompetence constitutes a ground for disciplinary action.~~

#### ~~§ 5673 False Use of Signature~~

~~The fact that the holder of a license has affixed his or her signature, or his or her stamp, or has permitted the use of his or her name to or on plans, drawings, specifications or other instruments of service which have not been prepared by him or her or under his or her immediate and responsible direction, or has permitted his or her name or his or her signature or his or her stamp to be used for the purpose of assisting any person, not a landscape architect, to evade the provisions of this chapter, constitutes a ground for disciplinary action.~~

#### ~~§ 5675 Felony Conviction – Sanctions~~

~~The conviction of a felony in connection with the practice of landscape architecture constitutes a ground for disciplinary action. The record of a conviction shall be conclusive evidence thereof.~~

#### ~~§ 5675.5 Public Agency – Disciplinary Action~~

~~The fact that the holder of a license has had disciplinary action taken by any public agency for any act substantially related to the qualifications, functions, or duties as a landscape architect constitutes a ground for disciplinary action.~~

## **§ 5676 Plea of Nolo Contendere – Criminal Conviction – Sanctions**

~~A plea or verdict of guilty or a conviction following a plea of nolo contendere made to a charge of a felony is deemed to be a conviction within the meaning of this article. The board may order the license suspended or revoked, or may decline to issue a license, when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code allowing such person to withdraw his or her plea of guilty and to enter a plea of not guilty, or setting aside the verdict of guilty, or dismissing the accusation, information or indictment.~~

## **§ 5678 Report of Settlement or Arbitration Award – Licensee**

(a) A licensee shall report to the board in writing within 30 days of the date the licensee has knowledge of any civil action judgment, settlement, arbitration award, or administrative action resulting in a judgment, settlement, or arbitration award against the licensee in any action alleging fraud, deceit, negligence, incompetence, or recklessness by the licensee in the practice of landscape architecture if the amount or value of the judgment, settlement, or arbitration award is five thousand dollars (\$5,000) or greater.

(b) The report required by subdivision (a) shall be signed by the licensee and shall set forth the facts that constitute the reportable event. If the reportable event involves the action of an administrative agency or court, the report shall set forth all of the following:

- (1) The title of the matter.
- (2) The court or agency name.
- (3) The docket number.
- (4) The claim or file number.
- (5) The date on which the reportable event occurred.

(c) A licensee shall promptly respond to oral or written inquiries from the board concerning the reportable events, including inquiries made by the board in conjunction with license renewal.

(d) Failure of a licensee to comply with this section shall be grounds for disciplinary action.

(e) A licensee who fails to comply with this section may be subject to a civil penalty of not less than one hundred dollars (\$100) and not more than one thousand dollars (\$1,000) as an intermediate sanction imposed by the board in lieu of revoking the licensee's license. A licensee who knowingly and intentionally fails to comply with this section may be subject to a civil penalty of up to twenty thousand dollars (\$20,000) as an additional intermediate sanction imposed by the board in lieu of revoking the licensee's license.

## **§ 5678.1 Report of Settlement or Arbitration Award – Insurer**

(a) Within 30 days of payment of all or any portion of a civil action judgment, settlement, or arbitration award described in Section 5678 against a licensee of the board in which the amount or value of the judgment, settlement, or arbitration award is five thousand dollars (\$5,000) or greater, any insurer providing professional liability

insurance to that licensee or landscape architectural entity shall report to the board all of the following:

- (1) The name of the licensee.
- (2) The claim or file number.
- (3) The amount or value of the judgment, settlement, or arbitration award.
- (4) The amount paid by the insurer.
- (5) The identity of the payee.

(b) Within 30 days of payment of all or any portion of any civil action judgment, settlement, or arbitration award described in Section 5678 against a licensee of the board in which the amount or value of the judgment, settlement, or arbitration award is five thousand dollars (\$5,000) or greater, any state or local governmental agency that self insures that licensee shall report to the board all of the following:

- (1) The name of the licensee.
- (2) The claim or file number.
- (3) The amount or value of the judgment, settlement, or arbitration award.
- (4) The amount paid.
- (5) The identity of the payee.

### **§ 5678.2 Application of Reporting Requirements**

The requirements of Sections 5678 and 5678.1 shall apply if a party to the civil action, settlement, arbitration award, or administrative action is or was (a) a sole proprietorship, partnership, firm, corporation, or state or local governmental agency in which a licensee is or was an owner, partner, member, officer, or employee and (b) a licensee in responsible control of that portion of the project that was the subject of the civil judgment, settlement, arbitration award, or administrative action.

### **§ 5678.3 Report to Board Not a Violation of Confidentiality**

Notwithstanding any other provision of law, a licensee shall not be considered to have violated a confidential settlement agreement or other confidential agreement by providing a report to the board as required by this article.

### **§ 5678.4 Adoption of Reporting Requirement Regulations**

The board may adopt regulations to further define the reporting requirements of Sections 5678 and 5678.1.

### **§ 5680 Renewal of License – Forms**

- (a) Licenses issued under this chapter shall expire no more than 24 months after the issue date. The expiration date of the original license shall be set by the board in a manner to best distribute renewal procedures throughout each year.
- (b) To renew an unexpired license, the license holder shall, on or before the expiration date of the license, apply for renewal on a form prescribed by the board, and pay the renewal fee prescribed by this chapter.
- (c) The renewal form shall include a statement specifying whether the licensee was convicted of a crime or disciplined by another public agency during the preceding renewal period and that the licensee's representations on the renewal form are true, correct, and contain no material omissions of fact, to the best knowledge and belief of the licensee.



### **§ 5680.05 Report to Board by Clerk of Court of Judgment of Conviction of Crime by License Holder**

Within 10 days after a judgment by a court of this state that a license holder has committed a crime or is liable for any death, personal or property injury or loss caused by the license holder's fraud, deceit, negligence, incompetency, or recklessness in practice, the clerk of the court which rendered the judgment shall report this to the board.

### **§ 5680.1 Expired License – Renewal**

Except as otherwise provided in this chapter, a license that has expired may be renewed at any time within five years after its expiration on filing of an application for renewal on a form prescribed by the board, and payment of all accrued and unpaid renewal fees. If the license is renewed more than 30 days after its expiration, the license holder, as a condition precedent to renewal, shall also pay the delinquency fee prescribed by this chapter. Renewal under this section shall be effective on the date on which the application is filed, on the date on which all renewal fees are paid, or on the date on which the delinquency fee, if any, is paid, whichever last occurs. If so renewed, the license shall continue in effect through the date provided in Section 5680 that next occurs after the effective date of the renewal, when it shall expire if it is not again renewed.

### **§ 5680.2 License Renewal – Five Years After Expiration**

A license that is not renewed within five years after its expiration may not be renewed, restored, reissued, or reinstated thereafter, but the holder of the expired license may apply for and obtain a new license if:

- (a) No fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension.
- (b) The holder of the expired license pays the fees required of new applicants.
- (c) The holder of the expired license takes and passes the current California Supplemental Examination.

### **§ 5681 Schedule of Fees**

The fees prescribed by this chapter for landscape architect applicants and landscape architect licensees shall be fixed by the board as follows:

- (a) The application fee for reviewing an applicant's eligibility to take any section of the examination shall be one hundred dollars (\$100).
- (b) The fee for any section of the examination administered by the board shall not exceed the actual cost to the board for purchasing and administering each exam. The fee for the California Supplemental Examination shall be three hundred fifty dollars (\$350). The board may adopt regulations to set the fee at a higher amount, up to a maximum of four hundred dollars (\$400).
- (c) The fee for an original license shall be seven hundred dollars (\$700) and the board may adopt regulations to set the fee at a higher amount, up to a maximum of eight hundred dollars (\$800), except that, if the license is issued less than one year before the date on which it will expire, then the fee shall equal 50 percent of the fee fixed by the board for an original license. The board may, by appropriate

regulation, provide for the waiver or refund of the initial license fee where the license is issued less than 45 days before the date on which it will expire.

- (d) The fee for a duplicate license shall be three hundred dollars (\$300).
- (e) The renewal fee shall be seven hundred dollars (\$700). The board may adopt regulations to set the fee at a higher amount, up to a maximum of eight hundred dollars (\$800).
- (f) The penalty for failure to notify the board of a change of address within 30 days from an actual change in address may not exceed fifty dollars (\$50).
- (g) The delinquency fee shall be 50 percent of the renewal fee for the license in effect on the date of the renewal of the license, but not less than fifty dollars (\$50) nor more than two hundred dollars (\$200).
- (h) The fee for filing an application for approval of a school pursuant to Section 5650 may not exceed six hundred dollars (\$600) charged and collected on an biennial basis.

#### **§ 5682 Depositing Fee – Creation of Fund**

Within 10 days after the beginning of every month, all fees collected by the department for the month preceding, under the provisions of this chapter, shall be paid into the State Treasury to the credit of the California Architects Board – Landscape Architects Fund, which is hereby created.

#### **§ 5683 Fund Appropriation**

The money paid into the California Architects Board – Landscape Architects Fund shall be used for expenditure in the manner prescribed by law to defray the expenses of the board and in carrying out and enforcing the provisions of this chapter.



**Committee Members**  
**Appearing Virtually**  
Charles Ward III, Chair  
Malcolm Gladstone, Vice Chair  
Victoria Brash  
Tian Feng  
Mitra Kanaani  
Eric Lum  
Barry Williams

## **NOTICE OF TELECONFERENCE MEETING**

### **Professional Qualifications Committee**

The Professional Qualifications Committee (PQC or Committee) will hold a meeting at the location below and via Webex Events

**10:00 a.m. on Wednesday, November 20, 2024**

**California Architects Board (CAB)**  
**2420 Del Paso Road, Suite 105**  
**Conference Room**  
**Sacramento, CA 95834**

The above-listed PQC members will be in virtual attendance during the meeting. A staff member of the California Architects Board will be in attendance at the above shown location.

**IMPORTANT INFORMATION:** To participate in the Webex meeting, please log on to the below website on the day of the meeting:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m85e870accde58270f0c7e2c60d642856>

**Webex Event/Meeting Number:** 2497 387 2810

**Password:** CAB1120

**Instructions to connect to the meeting can be found at the end of this notice.**

Due to potential technical difficulties, please consider submitting written comments by November 13, 2024, to [cab@dca.ca.gov](mailto:cab@dca.ca.gov) for consideration.

#### **AGENDA**

**10:00 a.m. to Noon**  
(or until completion of business)

**THE COMMITTEE MAY ACT UPON ANY ITEM LISTED ON THIS AGENDA.**

1. Call to Order / Roll Call / Establishment of a Quorum
2. Chair's Procedural Remarks and Committee Member Introductory Comments

*(Continued)*

3. Public Comment on Items Not on the Agenda

The Committee may not discuss or act upon any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

4. Review and Possible Action on March 30, 2022, Committee Meeting Minutes

5. Discuss and Possible Action on The Use of Generative Design Tools in Architecture

6. Adjournment

The time and order of agenda items are subject to change at the discretion of the Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

The Committee plans to webcast the meeting on its website at [www.cab.ca.gov](http://www.cab.ca.gov). Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

This meeting is being held via Webex Events. The meeting is accessible to the disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

**Person:** Marccus Reinhardt

**Telephone:** (916) 471-0764

**Email:** [marccus.reinhardt@dca.ca.gov](mailto:marccus.reinhardt@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

California Architects Board  
2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the CAB and its committees in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

# Quarterly Report of the Executive Officer

## Administrative/Management

**Board.** The Board met in San Francisco on September 13 and will meet in Sacramento on December 5-6.

**Meetings.** The Landscape Architects Technical Committee (LATC) will meet in Sacramento on November 7-8.

The Professional Qualifications Committee will meet by teleconference on November 20.

## Newsletter

The fall issue of the California Architects newsletter will be distributed in December.

## Budget

The Board's fund condition will be discussed at the December 2024 Board meeting. CAB increased its initial license and renewal fees in July 2023 from \$300 to \$400. LATC increased its initial license and renewal fees in January 2024 from \$400 to \$700.

## Business Modernization

The Business Modernization Cohort 2 Project's second release launched in March 2024 and included automation of the Reciprocity Applications. Future releases will include automation of Consumer Complaint forms, candidate/licensee address and name changes, online license renewals, and Certification of Experience forms.

## Personnel

Bethany Butori was hired as the Board's Public Information Technician and Nico Frank was hired as Examination Technician in the Board's Licensing Unit.

Gloria Padilla-Todd was hired as the LATC's Enforcement Analyst. Shree Jones was hired as LATC's Licensing and Examination Coordinator.

## Outreach

CAB staff participated in an online outreach presentation on September 4 to AIA San Joaquin Valley and the National Council of Architectural Registration Boards.

## Social Media

CAB and LATC's social media account information is noted in the chart below.

CAB	Posts Jul. – Sep.	Followers 09/30/24	LATC	Posts Jul. – Sep.	Followers 09/30/24
Twitter	6	1,418	Twitter	4	349
Instagram	9	1,401	Instagram	4	123
Facebook	6	455	LinkedIn	0	31
LinkedIn	1	613			

## Regulatory Proposals

### Architects

**CCR Section 109 (Application Update).** This proposal is complete and was filed with the Secretary of State on October 17, 2024, and has an effective date of January 1, 2025.

**Status:** Complete

**CCR Section 154 (Disciplinary Guidelines).** This proposal is complete and was filed with the Secretary of State on September 26, 2024, and has an effective date of January 1, 2025.

**Status:** Complete.

**CCR Section 117 (Experience Evaluation).** This regulatory proposal provides updates to the way the Board evaluates documentation submitted by candidates to document the eight years of experience required for licensure.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. Staff worked with the DCA Reg Unit and submitted the proposed rulemaking file to DCA for review on February 26, 2024. On March 5, 2024, the package was sent to Agency, and was approved for initial noticing. The rulemaking file was submitted to OAL and was noticed for public comment on April 19, 2024. No comments were received.

As was discovered during review of CCR 109, this package had removed the name of NCARB's experience-based program. Additionally, staff identified that minimum granted credit for completion of the internship programs was stricken, which would have potentially increased delays in licensure. Both of these were added to modified language was drafted. The Board reviewed and approved the modified language at its June 6, 2024 meeting. A 15-day comment period was opened to review the modified language and ended June 26, 2024. No comments were received.

Staff submitted the final reg package to the Reg Unit on July 17, 2024 and was approved and sent to OAL on September 11, 2024.

**Status:** Awaiting OAL response to submitted package.

**CCR Sections 121 (Form of Examinations; Reciprocity) and 124 (California Supplemental Examination).** During a review of the Board's regulations, staff identified CCR title 16, division 2, article 3, section 121 (Form of Examinations; Reciprocity) as requiring updating. As currently written, the title of the regulation does not accurately represent the content, the content requires clarification to more concisely state what is required, and references to obsolete programs must be removed. As part of the modification to 16 CCR section 121, a cross-reference is made to 16 CCR section 124 (California Supplemental Examination). Because OAL will review that section when reviewing this rulemaking, Board staff reviewed that regulation and found it lacks a clear definition of what the CSE application requires. Therefore, language was added to clearly identify the fee and the information required for candidates to apply to take the CSE.

At its December 1, 2023 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on January 5, 2024. The rulemaking file was submitted to OAL and was noticed for public comment on February 16, 2024. No comments were received. Staff submitted the final reg package to the Reg Unit on May 1, 2024 and was approved and sent to OAL on June 19, 2024.

Due to references to CCR 109 within this package, and the delay in approval for the CCR 109 package to modify language, this package was withdrawn from OAL review until the CCR 109 package was approved. This package has been resubmitted to OAL.

**Status:** Awaiting OAL response to submitted package.

**CCR Section 116 (Eligibility for Examination).** The proposed change will remove the five (5) year experience requirement to take the ARE, and remove the eight (8) year, Architectural Experience Program completion, and ARE completion requirement before candidates can take the CSE. Candidates who submit a complete application to the Board will be made eligible for testing upon approval of the application(s).

At its September 13, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to DCA for review on October 4, 2024.

**Status:** Under review by DCA who will then send to Agency. Upon Agency review, proposal will be sent to OAL for noticing.

**CCR Section 120 (Re-Examination).** The proposed change will repeal this section which currently conflicts with NCARB's examination scheduling and rescheduling, release of results, and passed division validity.

At its September 13, 2024 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to Agency for review on October 8, 2024.

**Status:** Under review by Agency. Upon Agency review, proposal will be sent to OAL for noticing.

### Landscape Architects

None



**Licensing and Examination Program**

**Architects**

Performance data for the Architect California Supplemental Examination (CSE) and Architect Registration Examination (ARE) 5.0 for California candidates during the first quarter of FY 2024/25 are presented in Tables A and B.

**Table A  
Architect CSE Examinee Performance: July 1 – September 30, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	79	70%	34	30%	113
Instate Repeat	16	44%	20	56%	36
Reciprocity First-time	33	63%	19	37%	52
Reciprocity Repeat	8	47%	9	53%	17
<b>Total</b>	<b>136</b>	<b>62%</b>	<b>82</b>	<b>38%</b>	<b>218</b>

**Table B  
California ARE 5.0 Examinee Performance by Division: July 1 – September 30, 2024**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	120	52%	113	48%	233
Practice Management	136	43%	178	57%	314
Programming and Analysis	137	53%	123	47%	260
Project Development and Documentation	139	52%	128	48%	267
Project Management	132	54%	112	46%	244
Project Planning and Design	124	43%	166	57%	290

**Table C**  
**California and NCARB ARE 5.0 Performance Comparison**  
**(Q1 FY 2024/25)**

ARE Division	Q1 FY 24/25		
	CA Pass	Natl. Pass	▲%
Construction and Evaluation	52%	60%	-8%
Practice Management	43%	47%	-4%
Programming & Analysis	53%	59%	-6%
Project Development & Documentation	52%	53%	-1%
Project Management	54%	57%	-3%
Project Planning & Design	43%	46%	-3%

▲% is the difference in the California and national (NCARB) performance.

**Landscape Architects**

Performance data for the Landscape Architect California Supplemental Examination (CSE) and Landscape Architect Registration Examination (LARE) for California candidates during the first quarter of FY 2024/25 are presented in Tables D and E.

**Table D  
Landscape Architect CSE Examinee Performance: July 1 – September 30, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	21	78%	6	22%	27
Repeat	5	50%	5	50%	10
<b>Total</b>	26	70%	11	30%	37

**Table E  
California LARE Examinee Performance by Section: July 1 – September 30, 2024**

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, and Project Management	43	57%	33	43%	76
Planning and Design	41	58%	30	42%	71
Construction Documentation and Administration	27	73%	10	27%	37
Grading, Drainage, and Stormwater Management	17	53%	15	47%	32

**Table F**  
**California and CLARB LARE Performance Comparison**  
**(Q1 FY 2024/25)**

LARE Section	Q1 FY 24/25		
	CA Pass	Natl. Pass	▲%
Inventory, Analysis, and Project Management	57%	65%	-8%
Planning and Design	58%	60%	-2%
Construction Documentation and Administration	73%	74%	-1%
Grading, Drainage, and Stormwater Management	53%	53%	0%

▲% is the difference in the California and national (CLARB) performance.

**Enforcement**

**Architects**

The most common violations have stayed consistent over the past four years, and are as follows:

- Misuse of the term “Architect”
- Practice without a license/device
- Continuing Education Audit Incompliance
- Written contract violations
- Signature/Stamp on plans and unauthorized practice
- Negligence or Willful Misconduct

**Table G  
Architects Complaints and Enforcement Actions**

Category	Current Quarter Jul. – Sep. 2024	Prior Quarter Apr. – Jun. 2024	FY 24–25
<b>Complaints</b>			
Received	35	101	373
Opened	35	108	381
Closed	78	103	392
Average Days to Close	196	154	170
Pending	155	161	155
<b>Citations</b>			
Issued	33	46	125
Final	38	34	107
<b>Continuing Education Citations</b>			
Issued	28	32	28
Final	27	23	27
<b>Discipline</b>			
Pending Attorney General	2	1	2
Final	1	1	3

**Landscape Architects**

**Table H  
Landscape Architects Complaints and Enforcement Actions**

Category	Current Quarter Jul. – Sep. 2024	Prior Quarter Apr. – Jun. 2024	FY 24–25
<b>Complaints</b>			
Received	7	1	7
Opened (Reopened)	3	1	3
Closed	2	3	2
Average Days to Close	157	123	157
Pending	7	10	7
<b>Citations</b>			
Issued	1	1	1
Final	0	2	0
<b>Discipline</b>			
Pending Attorney General	0	0	0
Final	1	0	1

LATC’s most common violations mirror the Board’s with the exception of continuing education, signature/stamp on plans, unauthorized practice, and negligence or willful misconduct. LATC does not typically see egregious violations and more commonly receives complaints regarding the Rules of Professional Conduct and the standards of practice within the profession.

The most common violations within the practice of landscape architecture have stayed consistent over the past four years, and are as follows:

- Misuse of the term “landscape architect”
- Practice without a license
- Written contract violations
- Rules of Professional Conduct violations

## Enforcement Actions

### Architects

#### Citations

**LUBEN ROMANOV** (Oak Park) – The Board issued a one-count citation with a \$1,500 administrative fine to Luben Romanov, an unlicensed person, dba Craft Design America, for alleged violations of Business and Professions Code section 5536(a) and title 16, California Code of Regulations section 134(a).

On or about June 14, 2022, Respondent signed a contract with Mr. U.S. to create and submit “architectural plans” to the City of Los Angeles for an accessory dwelling unit (ADU) on North Crescent Height Boulevard in Los Angeles, California. To date, the Respondent has been paid \$31,950.00, but the project is still not permitted.

Respondent’s company website states, “a top professional architectural design company” and offers “completed architectural plans.” Respondent’s company Facebook profile states, “Craft Design America is a top professional architectural design company proudly serving Los Angeles.” Respondent’s company Houzz profile is categorized under “Architects,” states “Craft Design America is a top architectural design company proudly serving Los Angeles” and offers “Architectural Design” and “Architectural Drawings.” Respondent’s company Pinterest profile states, “Craft Design America is a top architectural design company proudly serving Los Angeles.” Respondent’s company Yelp profile is categorized under “Architects” and offers Condominium architectural design, Apartment architectural design, House architectural design, Multi-family house architectural design, and Townhouse architectural design. This profile states, “Craft Design America is a top architectural design company offering unique, A to Z services.”

Respondent’s contract, website, and online profiles wherein Respondent described his services as “Architecture” and “Architectural,” are devices that might indicate to the public that Respondent is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations title 16, section 134(a). The citation became final on September 28, 2024.

#### Administrative Actions

**JERRY HAYES DOHN** (Indio) – Effective July 8, 2024, Jerry H. Dohn’s architect license number C-21996 was revoked. However, the revocation was stayed, his license was suspended for 30 days, and he was placed on probation for five years, with specific terms and conditions. The action was the result of a Stipulated Settlement and Disciplinary Order, which was adopted by the Board.

On February 22, 2024, an Accusation was filed against Dohn for alleged violations of Business and Professions Code sections 5536.22(a)(1), (4), (6), (7), and (8) (Written Contract Requirements), 5578 (Practicing in Violation of the Act), 5582 (Aiding Unlawful Practice), 5582.1(a) and (b) (Signing Other’s Plans or Instruments; Permitting Misuse of Name), 5584 (Willful Misconduct), and California Code of Regulations, title 16, sections 150 (Willful Misconduct), 151 (Aiding and Abetting), and 160 (Rules of Professional Conduct) subsection (g)(1) (Informed Consent).

The Accusation alleged that on or about June 23, 2021, Mr. S.A. (Client) hired South West Concepts, Inc. (SWC, see Nieto citation), and their staff architect Dohn to review and stamp plans created by unlicensed

designer Hundred Mile House (HMH). The plans were for the conversion of an existing warehouse building located in Cathedral City, California, into a cannabis cultivation plant. Dohn and SWC entered a contract with the Client, entitled "Proposal for Architectural Services," in which Dohn agreed to review, stamp, and sign plans for \$5,000. The contract was missing required elements, and contained conflicting language that stated both that the Client would be responsible for plan check correction costs as well as stating that "Corrections as requested at plan check shall be completed at no additional costs to the owners."

Dohn stamped and signed HMH's plans dated June 1, 2021, which bore the HMH logo on the title block. Dohn had no affiliation with HMH when he stamped and signed the plans, which were not prepared under his responsible control or under his immediate and responsible direction.

On or about October 4, 2021, SWC submitted the plans to Cathedral City, and on October 5, 2021, billed the Client \$5,520; \$520 more than the contract total. The original \$5,000 was for "plan review and professional stamps by staff architect [Dohn]", and the additional \$520 was billed without obtaining the consent of the client in writing, for "plan revisions as needed." The Client paid \$5,520 to SWC on or about October 12, 2021.

On or about October 21, 2021, SWC received a second round of plan check corrections from Cathedral City. On or about November 16, 2021, SWC emailed the Client stating that the remaining corrections were excessive, and the project had turned into "another problem project created by others that I really want no part of." On or about November 21, 2021, the Client emailed SWC requesting an estimate for corrections and a timeframe. SWC replied that it would take two to three months "if I decide that I want to complete the corrections." SWC further stated that "We did not design the project, so we need to learn the project thoroughly," and estimated that plan check corrections would cost an additional \$30,000 to \$40,000.

The Client disputed this additional cost, stating that SWC and Dohn had never finished the plans, refused to complete the plan check corrections, and had not fulfilled their contractual obligations. SWC responded that the scope of work included in the contract "indicates that the service is for plan review and stamping. It does not indicate that corrections are included." SWC did not provide a refund to the Client.

Dohn entered into a contract to review, stamp, and sign plans for \$5,000. However, when Cathedral City returned the project with plan check corrections that needed addressing, Dohn and SWC claimed that corrections were not in the contract scope. Dohn refused to complete the plan check corrections stating that they were not his responsibility, and SWC charged the Client \$520 more than the contract price. Dohn failed to exercise responsible control over or complete the plans he had stamped, did not complete corrections sufficient to assist the Client in obtaining a permit, and failed to provide the contractually required services.

Dohn entered into a stipulated settlement, and the Board adopted the proposed Disciplinary Order, which became effective on July 8, 2024.

## Landscape Architects

Summaries are pending approval and will be provided separately.



**AGENDA ITEM K:        Discuss and Possible Action on Proposed  
Regulatory Text Amendments for California Code of  
Regulations (CCR), title 16, division 2, article 3,  
section 124 (Eligibility for Examination)**

**Summary**

Recently, the Department released a policy for testing accommodations for licensure candidates with disabilities. The policy (attached) provides instructions and procedures to follow when evaluating testing accommodations. Currently, the Board does allow candidates to request reasonable accommodations for the California Supplemental Examination (CSE), and staff work with the Office of Professional Examination Services to ensure candidates receive the appropriate accommodation. The proposed change will put into regulation the Board's existing process for evaluating reasonable accommodation requests for the CSE.

**Action Requested**

Approve the proposed regulatory text for Section 124 direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 124 as noticed.

**Attachments**

1. 16 CCR section 124 (California Supplemental Examination) – Proposed Language
2. Department of Consumer Affairs Departmental Policy: Testing Accommodations for Licensure Candidates with Disabilities
3. Government Code Section 12926
4. Government Code Section 12944

Department of Consumer Affairs  
Title 16. California Architects Board

**PROPOSED REGULATORY LANGUAGE**  
California Supplemental Examination

<b>Legend:</b>	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by <del>strikeout</del> .
----------------	---

**Amend Section 124 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:**

**§ 124. California Supplemental Examination.**

(a) The California Supplemental Examination (CSE) shall consist of an examination covering the practice of architecture.

(b) A candidate who has been deemed eligible for the CSE, pursuant to Section 116(b)(2), shall submit the applicable fee as prescribed in Section 144 and application, as provided by the Board which shall contain:

- (1) the applicant's legal name,
- (2) the applicant's address and email address,
- (3) the applicant's home and work telephone numbers, and
- (4) the applicant's Board identification number.

(5) a disclosure regarding whether the applicant is requesting a reasonable accommodation pursuant to subdivision (b) of Government Code section 12944. The applicant shall provide medical documentation consisting of a written document from a licensed healthcare professional confirming the existence of the applicant's disability or medical disability (as defined in Government Code section 12926(j)) and the need for the reasonable accommodation.

(c) A candidate who fails the CSE shall be allowed to retake the examination only after reapplying with the Board, as prescribed above in paragraph(b).

(d) A candidate who fails the CSE shall retake it in entirety, and may not retake the examination for at least 90 days from the date that the candidate took the examination that they failed.

Note: Authority cited: Sections 5526 and 5550, Business and Professions Code.

Reference: Section 5550, Business and Professions Code.



<b>TITLE</b>	<b>TESTING ACCOMMODATIONS FOR LICENSURE CANDIDATES WITH DISABILITIES</b>		
<b>POLICY OWNER</b>	OFFICE OF PROFESSIONAL EXAMINATION SERVICES		
<b>POLICY NUMBER</b>	OPES 24-01	<b>SUPERSEDES</b>	NEW
<b>ISSUE DATE</b>	July 24, 2024	<b>EFFECTIVE</b>	IMMEDIATELY
<b>DISTRIBUTE TO</b>	ALL DCA BOARDS, BUREAUS, COMMISSIONS, AND COMMITTEES		
<b>ORIGINAL APPROVED BY</b>	*Original Signature on File  Kimberly Kirchmeyer, Director		
<b>NUMBER OF PAGES</b>	1 of 6	<b>ATTACHMENTS</b>	A-B

## POLICY

It is the policy of the Department of Consumer Affairs (DCA) that all candidates for any licensure examination are adequately informed that testing accommodations are available to candidates with disabilities. Providing information to candidates about how to request an accommodation ensures that each DCA program (board, bureau, commission, or committee) implements state and federal laws related to providing testing accommodations consistently.

This does not necessarily mean that all requested accommodations will be granted or that a candidate will receive the specific accommodation sought. Requests are evaluated on a case-by-case basis.

A program cannot grant any requested accommodation that fundamentally alters the measurement of the knowledge, skills, and abilities that the examination is intended to test as reflected by its occupational analysis, or that creates an undue financial or administrative burden.

Examination sites will be accessible to candidates who have a physical disability.

## APPLICABILITY

This policy applies to all employees, governmental officials, contractors, consultants, temporary staff of DCA, and any of its programs and other constituent agencies who are

reviewing, approving, or denying testing accommodations for the administration of licensure examinations on behalf of a DCA program.

## **PURPOSE**

The purpose of this policy is to inform DCA programs of the requirements to publicize the availability of testing accommodations to candidates for licensure, and to provide instruction to and procedures for DCA programs to follow when evaluating candidate requests for testing accommodations, in order to comply with (1) title II of the Americans with Disabilities Act (ADA); (2) title III of the ADA; and (3) the California Fair Employment and Housing Act (FEHA).

## **AUTHORITIES**

- Title II, Subtitle A, of the Americans with Disabilities Act (PL 101-336), 42 U.S.C. sections 12131–12134.
- Title III of the Americans with Disabilities Act (PL 101-336), 42 U.S.C. sections 12181–12182.
- California Government Code section 12944 of the Fair Employment and Housing Act (FEHA).
- California Civil Code sections 54–55.2 of the Unruh Civil Rights Act.
- *Principles for the Validation and Use of Personnel Selection Procedures* (2018), Society for Industrial and Organizational Psychology (SIOP).
- *Standards for Educational and Psychological Testing* (2014), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education.

## **DEFINITIONS**

**A testing accommodation** is a program-approved accommodation that allows an individual with a disability to demonstrate their true aptitude or achievement level on a licensure examination. The term accommodation includes auxiliary aids and services.

**Disability** is a physical or mental impairment that substantially limits one or more of the major life activities of an individual, or a record of having such an impairment, or having been regarded as having such an impairment. Physical impairment includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. Mental impairment includes any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. Major life activities include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working, and the operation of a major bodily function. Whether a major life activity is substantially limited is measured by comparison to most

people in the general population (not in comparison to test-takers or others in the same licensure category for which the examination is administered).

**Auxiliary aids and services** include, but are not limited to, qualified interpreters or other effective methods of making aurally delivered materials available to an individual with a hearing impairment; qualified readers, taped texts, or other effective methods of making visually delivered materials available to an individual with a visual impairment; and acquisition or modification of equipment or devices.

**An evaluator** is a person qualified, typically by current and active licensure, to act within their scope of practice to evaluate the existence of a candidate's disability. The evaluator certifies the way in which the impairment substantially limits a candidate's major life activity and defines the way that the limitation impacts a candidate's ability to perform under the specific conditions in which the examination is administered. An evaluator cannot be related to the candidate by blood, marriage, or domestic partnership.

**Occupational analysis** is a method used to gain an understanding of the knowledge, skills, and abilities that are the essential elements of competence required of minimally qualified candidates at the time of licensure. The resulting examination outline is organized into content domains that specify the proportion of questions to be included on each examination form in each domain. These proportions reflect the relative importance of each content domain to competence in the occupation.

**Undue burden** is a basis for denying a requested accommodation when a program determines that the accommodation would be too costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the program or examination administration.

**An Individual Educational Plan (IEP)** contains the special education and related services and supplementary aids and services provided to an eligible student with a disability under Part B of the IDEA, 20 U.S.C. §§ 1400 et seq. and 34 C.F.R. part 300.

**A Section 504 Plan** could contain the regular or special education and related aids and services provided pursuant to section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and 34 C.F.R. part 104.

## **PROVISIONS**

Examinations administered by DCA programs generally consist of multiple-choice questions administered by computer, or of in-person evaluation of practical skills.

Each program must provide information to candidates for required licensure examinations about how to request a testing accommodation. Attached to this policy are two templates that a program can customize to fit its processes for providing candidates with the information they need to make their request. For example, links to these attachments can be included on the program's website page for applicants, in their instructions for submitting a licensure application, and/or in a candidate handbook. Attachment A is a template for a Testing Accommodations Request that a candidate can use to initiate a request.

To protect the integrity of the licensure process, the candidate provides documentation of the existence of an impairment, usually from an evaluator, how that impairment substantially limits a major life activity, and an explanation of how the specific accommodation sought is necessary to provide the candidate with an equal opportunity to demonstrate their knowledge, skills, and abilities on the examination. Attachment B is a form an evaluator can use to identify the candidate's impairment and limitations to support the candidate's request for accommodation.

The program should process a candidate's request for an accommodation separately from the application that the candidate submits to take the licensure examination. Records of requests and attachments shall be retained for at least two years following their receipt.

## **1. REQUESTS FOR ACCOMMODATIONS**

Candidates may complete a Testing Accommodations Request (Attachment A) and provide documentation, typically signed by an evaluator, of the need for accommodation (Attachment B). Candidates are not required to use Attachment A but must provide all requested information.

Completed forms or other documentation should be submitted to the individual designated by the program to review whether the request contains sufficient information for the program to evaluate. The program approves or denies requests for accommodation on a case-by-case basis.

The cost of providing sufficient documentation, like that in Attachment B, is the candidate's responsibility.

Initial processing of the request should be completed within 30 days, absent extenuating circumstances. Programs should advise candidates of the length of time required to evaluate a request for an accommodation and to arrange for an approved accommodation. This timeframe should not be a barrier to licensure for an applicant and should be processed as expeditiously as possible. This will help ensure that there is sufficient time to schedule the examination with the approved testing accommodation in place within the candidate's examination approval period.

## **2. INFORMATION USED TO EVALUATE AN ACCOMMODATION REQUEST**

Typically, a request will be supported by an evaluator qualified to certify the existence of, and proposed accommodation needed for, a candidate with a disability. For example, a licensed psychologist could certify that a candidate has a mental impairment that impacts their ability to process information and recommend an appropriate accommodation for that type of impairment, such as additional time (e.g., time and a half) to take the examination.

Evaluator certification of the disability, which may be provided using Attachment B, must include:

- a. The nature and extent of the impairment. A diagnosis is not required.

- b. The way in which the impairment limits the candidate's major life activities compared to the general population and the candidate's ability to perform under standard testing conditions.
- c. The accommodation recommended and how the accommodation is related to the candidate's limitations, given the format of the examination.
- d. The evaluator's name, title, telephone number, professional license or certification number, educational credential, and signature.
- e. The length of time the disability will persist, or whether the presence and extent of the disability is permanent.

Programs may consider other types of documentation that a candidate provides, such as proof of a past testing accommodation from the candidate's educational institution or another testing entity, or an IEP or Section 504 Plan, if relevant to the requested accommodation.

An approved accommodation will be valid for the length of time specified by the evaluator. DCA program-approved accommodations that include documentation from an IEP or Section 504 Plan shall be permanent.

### **3. EVALUATION OF A REQUEST FOR ACCOMMODATION**

An individual designated to review and/or approve requests for a testing accommodation for a program will verify that the request contains sufficient information to evaluate it.

The program has the right to determine what it believes is a reasonable testing accommodation for their circumstances. If the program determines that there is an undue financial burden, it should be prepared to show the costs of providing the requested accommodation. Likewise, if the administrative burden is too great, such as having insufficient personnel, the program should be prepared to explain that. Alternate accommodations, other than those requested, may be provided when they will result in an acceptable accommodation.

If a candidate's request for an accommodation is denied or modified by a program for any reason, the program should notify the candidate in writing. The program will inform the candidate of their right to appeal and the procedures for the appeal.

For a permanent accommodation, the program must offer the approved accommodation each time the applicant takes the examination, if relevant to the examination format (e.g., computer-based versus practical).

### **4. APPEALING DENIAL OF REQUEST**

As stated above, the denial of an accommodation request should be in writing to the candidate. The program should inform the candidate what they need to do if the requested accommodation is denied. To assist in evaluating an appeal, a candidate should be advised to include:

- Candidate's name;
- Candidate ID;

- Date of request;
- The facts relied upon in support of the appeal;
- Any further documentation not previously provided that the candidate wishes the program to review when considering the appeal.

An appeal should be processed as expeditiously as possible. Candidates should be notified of the decision on their appeal within 30 days, absent extenuating circumstances. This will ensure sufficient time for the program to make any accommodation that has been approved, or for the candidate to make alternate arrangements.

## **REVISIONS**

OPES is responsible for determining whether this policy needs revision. Questions regarding revision should be directed to OPES at (916) 575-7240.

## **ATTACHMENTS**

- A. Testing Accommodations Request
- B. Testing Accommodations – Evaluation





Insert Program Letterhead Here



**TESTING ACCOMMODATIONS REQUEST**

**Attachment A**

**To Be Completed by the Candidate**

If you have a disability and need a testing accommodation to take a licensure examination, you can submit either this form or a written request for accommodation with documentation of your impairment and need for specific accommodation(s). This documentation can be in the form of proof of past testing accommodation(s) or certification by an evaluator of your impairment and your need for specific accommodation(s). The evaluator can submit Attachment B for certification. Your request package will be kept confidential to the extent provided by law. Specific accommodations granted will be disclosed to the testing vendor.

Submit your request and supporting documentation to:

**Candidate information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Email

- I. **The examination(s) I am requesting to take:**  
\_\_\_\_\_
- II. **What major life activity(ies) does your impairment substantially limit in comparison to most people in the population? (You are not required to give your diagnosis.)**  
\_\_\_\_\_

- III. **The testing accommodations(s) I am requesting is/are:**
  - Separate testing area
  - Extended testing time
  - Specified breaks during testing
  - Other: \_\_\_\_\_
  - Written instructions
  - Screen Reader
  - Use of personal items due to impairment: \_\_\_\_\_

*I attest that the information I have provided on this form is true and correct.*

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

Failure to provide documentation of an impairment and need for specific testing accommodation(s) will result in denial of the request. Applicants have the right to review records subject to the provisions of the Information Practices Act.



## TESTING ACCOMMODATIONS - EVALUATION

**Attachment B**

To Be Completed by an Evaluator

### I. Candidate Name \_\_\_\_\_

The Candidate named above is requesting testing accommodation(s) for the following examination(s):

\_\_\_\_\_

Format of examination(s):                       Multiple choice                       Practical                       Essay

### II. Evaluator Information

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

License Type

\_\_\_\_\_

License Number

### III. Please respond to the following:

1. Does the Candidate's disability substantially limit major life activity(ies) in comparison to the general population?

Yes     No

2. How would the Candidate's disability(ies) affect their ability to perform based on the format of the examination(s) listed above?

\_\_\_\_\_  
\_\_\_\_\_

3. Based on the above, please list and explain the testing accommodation(s) you recommend:

\_\_\_\_\_  
\_\_\_\_\_

4. Is the Candidate's need for testing accommodation(s):

Temporary      Accommodation End Date: \_\_\_\_\_

Permanent

*I attest to the existence of a disability with limitations and the need for the accommodation(s) above.*

\_\_\_\_\_

Evaluator Signature

\_\_\_\_\_

Date

**State of California**

**GOVERNMENT CODE**

**Section 12926**

---

12926. As used in this part in connection with unlawful practices, unless a different meaning clearly appears from the context:

(a) “Affirmative relief” or “prospective relief” includes the authority to order reinstatement of an employee, awards of backpay, reimbursement of out-of-pocket expenses, hiring, transfers, reassignments, grants of tenure, promotions, cease and desist orders, posting of notices, training of personnel, testing, expunging of records, reporting of records, and any other similar relief that is intended to correct unlawful practices under this part.

(b) “Age” refers to the chronological age of any individual who has reached a 40th birthday.

(c) Except as provided by Section 12926.05, “employee” does not include any individual employed by that person’s parent, spouse, or child or any individual employed under a special license in a nonprofit sheltered workshop or rehabilitation facility.

(d) “Employer” includes any person regularly employing five or more persons, or any person acting as an agent of an employer, directly or indirectly, the state or any political or civil subdivision of the state, and cities, except as follows:

“Employer” does not include a religious association or corporation not organized for private profit.

(e) “Employment agency” includes any person undertaking for compensation to procure employees or opportunities to work.

(f) “Essential functions” means the fundamental job duties of the employment position the individual with a disability holds or desires. “Essential functions” does not include the marginal functions of the position.

(1) A job function may be considered essential for any of several reasons, including, but not limited to, any one or more of the following:

(A) The function may be essential because the reason the position exists is to perform that function.

(B) The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed.

(C) The function may be highly specialized, so that the incumbent in the position is hired based on expertise or the ability to perform a particular function.

(2) Evidence of whether a particular function is essential includes, but is not limited to, the following:

(A) The employer’s judgment as to which functions are essential.

(B) Written job descriptions prepared before advertising or interviewing applicants for the job.

(C) The amount of time spent on the job performing the function.

(D) The consequences of not requiring the incumbent to perform the function.

(E) The terms of a collective bargaining agreement.

(F) The work experiences of past incumbents in the job.

(G) The current work experience of incumbents in similar jobs.

(g) (1) "Genetic information" means, with respect to any individual, information about any of the following:

(A) The individual's genetic tests.

(B) The genetic tests of family members of the individual.

(C) The manifestation of a disease or disorder in family members of the individual.

(2) "Genetic information" includes any request for, or receipt of, genetic services, or participation in clinical research that includes genetic services, by an individual or any family member of the individual.

(3) "Genetic information" does not include information about the sex or age of any individual.

(h) "Labor organization" includes any organization that exists and is constituted for the purpose, in whole or in part, of collective bargaining or of dealing with employers concerning grievances, terms or conditions of employment, or of other mutual aid or protection.

(i) "Medical condition" means either of the following:

(1) Any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer.

(2) Genetic characteristics. For purposes of this section, "genetic characteristics" means either of the following:

(A) Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, that is known to be a cause of a disease or disorder in a person or that person's offspring, or that is determined to be associated with a statistically increased risk of development of a disease or disorder, and that is presently not associated with any symptoms of any disease or disorder.

(B) Inherited characteristics that may derive from the individual or family member, that are known to be a cause of a disease or disorder in a person or that person's offspring, or that are determined to be associated with a statistically increased risk of development of a disease or disorder, and that are presently not associated with any symptoms of any disease or disorder.

(j) "Mental disability" includes, but is not limited to, all of the following:

(1) Having any mental or psychological disorder or condition, such as intellectual disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

(A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.

(C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.

(2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires special education or related services.

(3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the employer or other entity covered by this part.

(4) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any mental condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

"Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

(k) "Veteran or military status" means a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.

(l) "On the bases enumerated in this part" means or refers to discrimination on the basis of one or more of the following: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, reproductive health decisionmaking, or veteran or military status.

(m) "Physical disability" includes, but is not limited to, all of the following:

(1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

(A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) Limits a major life activity. For purposes of this section:

(i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

(iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires special education or related services.

(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the employer or other entity covered by this part.

(4) Being regarded or treated by the employer or other entity covered by this part as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the employer or other entity covered by this part as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

(6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

(n) Notwithstanding subdivisions (j) and (m), if the definition of "disability" used in the federal Americans with Disabilities Act of 1990 (Public Law 101-336) would result in broader protection of the civil rights of individuals with a mental disability or physical disability, as defined in subdivision (j) or (m), or would include any medical condition not included within those definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of, the definitions in subdivisions (j) and (m).

(o) "Race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, reproductive health decisionmaking, or veteran or military status" includes a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics.

(p) "Reasonable accommodation" may include either of the following:

(1) Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities.

(2) Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

(q) "Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" shall be construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of an individual observing a religious creed. "Religious grooming practice" shall be construed broadly to include all forms of head, facial, and body hair that are part of an individual observing a religious creed.

(r) (1) "Sex" includes, but is not limited to, the following:

(A) Pregnancy or medical conditions related to pregnancy.

(B) Childbirth or medical conditions related to childbirth.

(C) Breastfeeding or medical conditions related to breastfeeding.

(2) “Sex” also includes, but is not limited to, a person’s gender. “Gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

(s) “Sexual orientation” means heterosexuality, homosexuality, and bisexuality.

(t) “Supervisor” means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

(u) “Undue hardship” means an action requiring significant difficulty or expense, when considered in light of the following factors:

(1) The nature and cost of the accommodation needed.

(2) The overall financial resources of the facilities involved in the provision of the reasonable accommodations, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of these accommodations upon the operation of the facility.

(3) The overall financial resources of the covered entity, the overall size of the business of a covered entity with respect to the number of employees, and the number, type, and location of its facilities.

(4) The type of operations, including the composition, structure, and functions of the workforce of the entity.

(5) The geographic separateness or administrative or fiscal relationship of the facility or facilities.

(v) “National origin” discrimination includes, but is not limited to, discrimination on the basis of possessing a driver’s license or identification card granted under Section 12801.9 of the Vehicle Code.

(w) “Race” is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.

(x) “Protective hairstyles” includes, but is not limited to, such hairstyles as braids, locks, and twists.

(y) “Reproductive health decisionmaking” includes, but is not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health. This subdivision and other provisions in this part relating to “reproductive health decisionmaking” shall not be construed to mean that subdivision (r) of this section and other provisions in this part related to “sex” do not include reproductive health decisionmaking.

(Amended by Stats. 2022, Ch. 630, Sec. 5.5. (SB 523) Effective January 1, 2023.)



**State of California**

**GOVERNMENT CODE**

**Section 12944**

---

12944. (a) It shall be unlawful for a licensing board to require any examination or establish any other qualification for licensing that has an adverse impact on any class by virtue of its race, creed, color, national origin or ancestry, sex, gender, gender identity, gender expression, age, medical condition, genetic information, physical disability, mental disability, reproductive health decisionmaking, or sexual orientation, unless the practice can be demonstrated to be job related.

Where the council, after hearing, determines that an examination is unlawful under this subdivision, the licensing board may continue to use and rely on the examination until such time as judicial review by the superior court of the determination is exhausted.

If an examination or other qualification for licensing is determined to be unlawful under this section, that determination shall not void, limit, repeal, or otherwise affect any right, privilege, status, or responsibility previously conferred upon any person by the examination or by a license issued in reliance on the examination or qualification.

(b) It shall be unlawful for a licensing board to fail or refuse to make reasonable accommodation to an individual's mental or physical disability or medical condition.

(c) It shall be unlawful for any licensing board, unless specifically acting in accordance with federal equal employment opportunity guidelines or regulations approved by the council, to print or circulate or cause to be printed or circulated any publication, or to make any non-job-related inquiry, either verbal or through use of an application form, which expresses, directly or indirectly, any limitation, specification, or discrimination as to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, sex, gender, gender identity, gender expression, age, reproductive health decisionmaking, or sexual orientation or any intent to make any such limitation, specification, or discrimination. Nothing in this subdivision shall prohibit any licensing board from making, in connection with prospective licensure or certification, an inquiry as to, or a request for information regarding, the physical fitness of applicants if that inquiry or request for information is directly related and pertinent to the license or the licensed position the applicant is applying for. Nothing in this subdivision shall prohibit any licensing board, in connection with prospective examinations, licensure, or certification, from inviting individuals with physical or mental disabilities to request reasonable accommodations or from making inquiries related to reasonable accommodations.



(d) It is unlawful for a licensing board to discriminate against any person because the person has filed a complaint, testified, or assisted in any proceeding under this part.

(e) It is unlawful for any licensing board to fail to keep records of applications for licensing or certification for a period of two years following the date of receipt of the applications.

(f) As used in this section, “licensing board” means any state board, agency, or authority in the Business, Consumer Services, and Housing Agency that has the authority to grant licenses or certificates which are prerequisites to employment eligibility or professional status.

(Amended (as amended by Stats. 2022, Ch. 48, Sec. 38) by Stats. 2022, Ch. 630, Sec. 8. (SB 523) Effective January 1, 2023.)

## **AGENDA ITEM L: REVIEW OF FUTURE BOARD MEETING DATES**

### **Summary**

A schedule of planned meetings and events for 2025 are provided to the Board.

<u>Date</u>	<u>Event</u>	<u>Location</u>
February 21	Board Meeting	TBD
June 13	Board Meeting	TBD
September 19	Board Meeting	TBD
December 5	Board Meeting	TBD



# 2024 Environmental Scan

*Prepared by  
SOLID Planning Solutions  
for the California Architects Board*



## Table of Contents

Table of Contents .....	2
Introduction .....	4
Diversity, Equity, and Inclusion in the Strategic Planning Process.....	5
Feedback.....	6
Overall Effectiveness .....	7
Goal 1: Licensing and Professional Qualifications .....	8
Effectiveness Rating .....	8
Summary of Licensing and Professional Qualifications Strengths.....	8
Summary of Licensing and Professional Qualifications Weaknesses .....	9
Trends in Licensing and Professional Qualifications Strengths .....	11
Trends in Licensing and Professional Qualifications Weaknesses .....	13
Goal 2: Regulation and Enforcement.....	14
Effectiveness Rating .....	14
Summary of Regulation and Enforcement Strengths .....	14
Summary of Regulation and Enforcement Weaknesses .....	15
Trends in Regulation and Enforcement Strengths .....	16
Trends in Regulation and Enforcement Weaknesses.....	17
Goal 3: Communications .....	18
Effectiveness Rating .....	18
Summary of Communications Strengths.....	18
Summary of Communications Weaknesses .....	19
Trends in Communications Strengths .....	20
Trends in Communications Weaknesses .....	22
Goal 4: Organizational Relationships and Effectiveness.....	24
Effectiveness Rating .....	24
Summary of Organizational Relationships and Effectiveness Strengths .....	24
Summary of Organizational Relationships and Effectiveness Weaknesses .....	25
Trends in Organizational Relationships and Effectiveness Strengths .....	26

Trends in Organizational Relationships and Effectiveness Weaknesses.....	27
Opportunities and Threats Summary.....	28
Summary of Opportunities.....	28
Summary of Threats.....	29
Opportunity Trends.....	30
Threat Trends.....	31
Diversity, Equity, and Inclusion.....	32
Summary of Gaining Different Perspectives.....	32
Trends in Gaining Different Perspectives.....	33
Summary of Unnecessary Requirements or Barriers to Licensure.....	34
Trends in Unnecessary Requirements or Barriers to Licensure.....	36
Summary of Ways to Increase Outreach and Connection to All California Communities.....	37
Trends in Ways to Increase Outreach and Connection to All California Communities.....	38
Summary of Other Actions to Take to Further Equal Access to Opportunities..	39
Trends in Other Actions to Take to Further Equal Access to Opportunities.....	41
Appendix A – Acronym List.....	42
Appendix B – Data Collection Method.....	43
Appendix C – Demographic Data.....	45
Race.....	45
Education.....	48
Languages.....	49
Birth sex.....	51
Current gender.....	51
Orientation.....	52
Disability status.....	52

# Introduction

One of the first steps in developing a strategic plan is to conduct a scan and analysis of the internal and external environment in which an organization operates. This analysis allows the organization to look at the factors that can impact its success. This report is a summary of the environmental scan recently conducted by SOLID Planning (SOLID) for the California Architects Board (CAB or Board) in the months of April and May 2024.

The purpose of this environmental scan is to provide a better understanding of external and internal stakeholder thoughts about CAB's performance and environment. SOLID followed the SWOT Analysis (strengths, weaknesses, opportunities, and threats) method to solicit feedback from stakeholders, where strengths and weaknesses refer to CAB's internal environment and opportunities and threats refer to CAB's external environment.



## Diversity, Equity, and Inclusion in the Strategic Planning Process

Governor Gavin Newsom, through [Executive Order \(N-16-22\)](#), strengthened the State's commitment to a "California For All" by directing state agencies and departments to take additional actions to embed equity analysis and considerations into their policies and practices, including but not limited to, the strategic planning process.

At the Department of Consumer Affairs (DCA), we are driven by our consumer protection mission and common goal to support our employees and the people and communities across California. As part of advancing the Governor's Executive Order, DCA's strategic planning process reflects our commitment to diversity, equity, and inclusion (DEI), incorporating inclusive public engagement and enhanced data collection and analysis.

**DCA DEI Mission Statement:** *To Advance a Diverse, Equitable, and Inclusive California Department of Consumer Affairs for All.*

**Diversity:** *The inherent and acquired qualities, characteristics, and experiences that make us unique as individuals and the groups to which we belong.*

**Equity:** *Creating pathways to equal outcomes.*

**Inclusion:** *A practice to maintain a positive environment where all individuals feel recognized, understood, and valued.*

Consider DEI impacts of policy decisions when reviewing the feedback from the environmental scan and when developing strategic objectives.

## Feedback

Feedback was solicited from external and internal stakeholders regarding CAB's internal strengths and weaknesses as they relate to its goal areas (listed below) and external opportunities and threats as they relate to the profession and environment in which CAB operates.

1. Licensing and Professional Qualifications
2. Regulation and Enforcement
3. Communications
4. Organizational Relationships and Effectiveness

This document summarizes trends, including areas where stakeholder groups agree and disagree, while providing insight to assist CAB in developing objectives for the upcoming strategic plan.

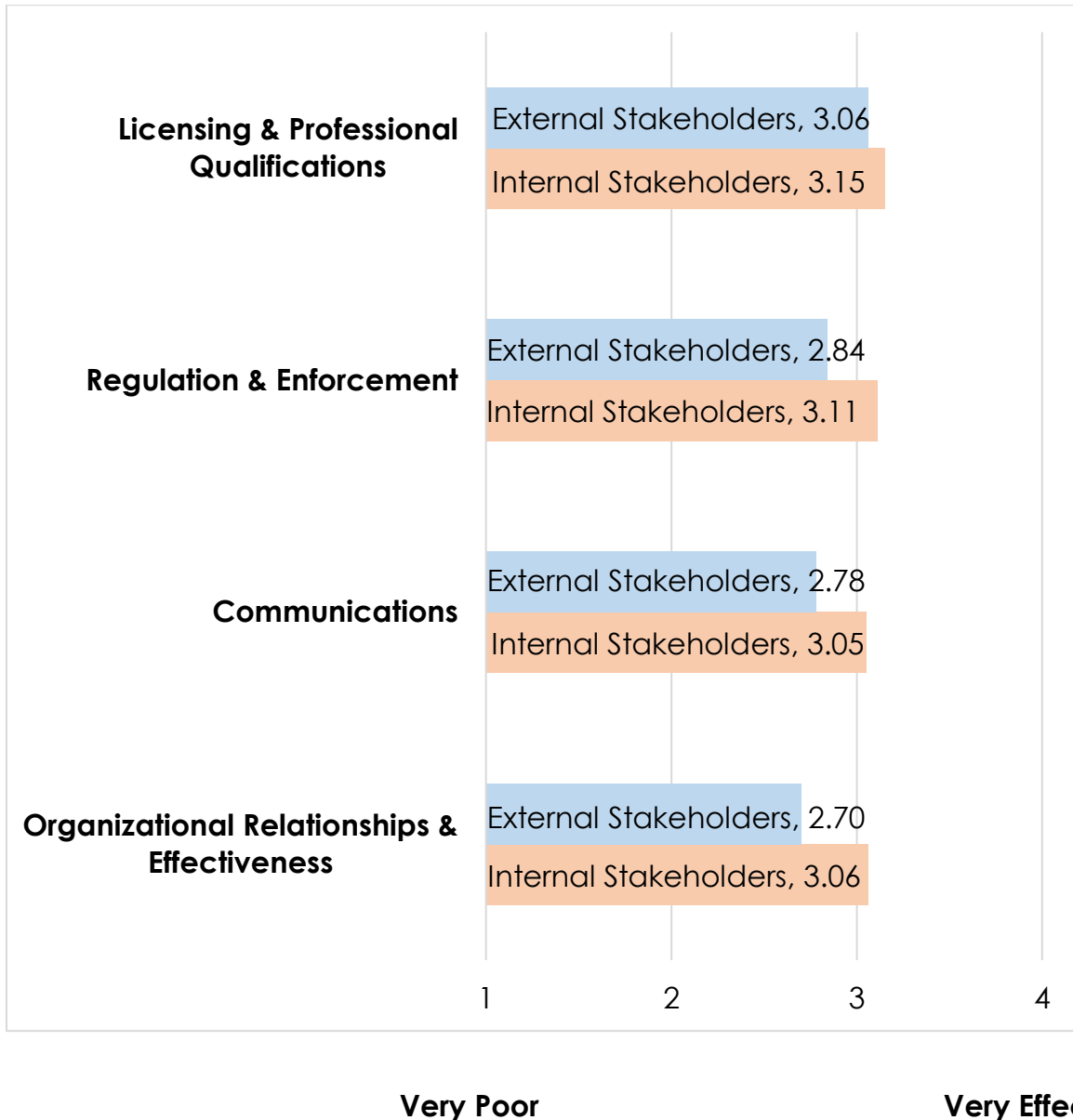
At the strategic planning session, CAB's executive team and board members will discuss and evaluate this information as a group to help create the objectives that CAB will focus on during its next strategic plan period.

If you have any questions about this report, please contact Trisha St.Clair with SOLID Planning at [Trisha.Stclair@dca.ca.gov](mailto:Trisha.Stclair@dca.ca.gov).



## Overall Effectiveness

External<sup>1</sup> and internal<sup>2</sup> stakeholders rated CAB's strategic goal areas on a scale of 1 (very poor) to 4 (very effective). The chart below displays the average ratings, with full details contained in the report.



<sup>1</sup> External stakeholders may include licensees, those preparing to become a licensee, related occupations, consumers, government agencies, professional associations, and educational groups.

<sup>2</sup> Internal stakeholders include board members and board leadership and staff.

## Goal 1: Licensing and Professional Qualifications

Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.

### Effectiveness Rating

Rating	External Stakeholders	Internal Stakeholders
<b>Very Effective</b>	21%	15%
<b>Effective</b>	67%	85%
<b>Poor</b>	10%	0%
<b>Very Poor</b>	2%	0%
Total %	100%	100%
Total Responses	347	20

### Summary of Licensing and Professional Qualifications Strengths

1. External stakeholders state CAB maintains standards by defining the minimum requirements for professional practice.
2. External stakeholders like that licensure candidates must take exams and say the exams are well run, while internal stakeholders say the exams have improved through going online and adapting to national changes.
3. External stakeholders appreciate that CAB oversees architects through managing licenses and maintaining records.
4. External and internal stakeholders agree CAB communicates well by providing clear, thorough information about upcoming actions and renewal requirements.
5. External and internal stakeholders praise CAB for offering multiple pathways to licensure.
6. External stakeholders describe continuing education (CE) requirements as a good thing because they cover current social and safety issues.
7. External stakeholders state CAB is accessible, saying staff are available by phone and email, and information is easy to find online.

## Summary of Licensing and Professional Qualifications Weaknesses

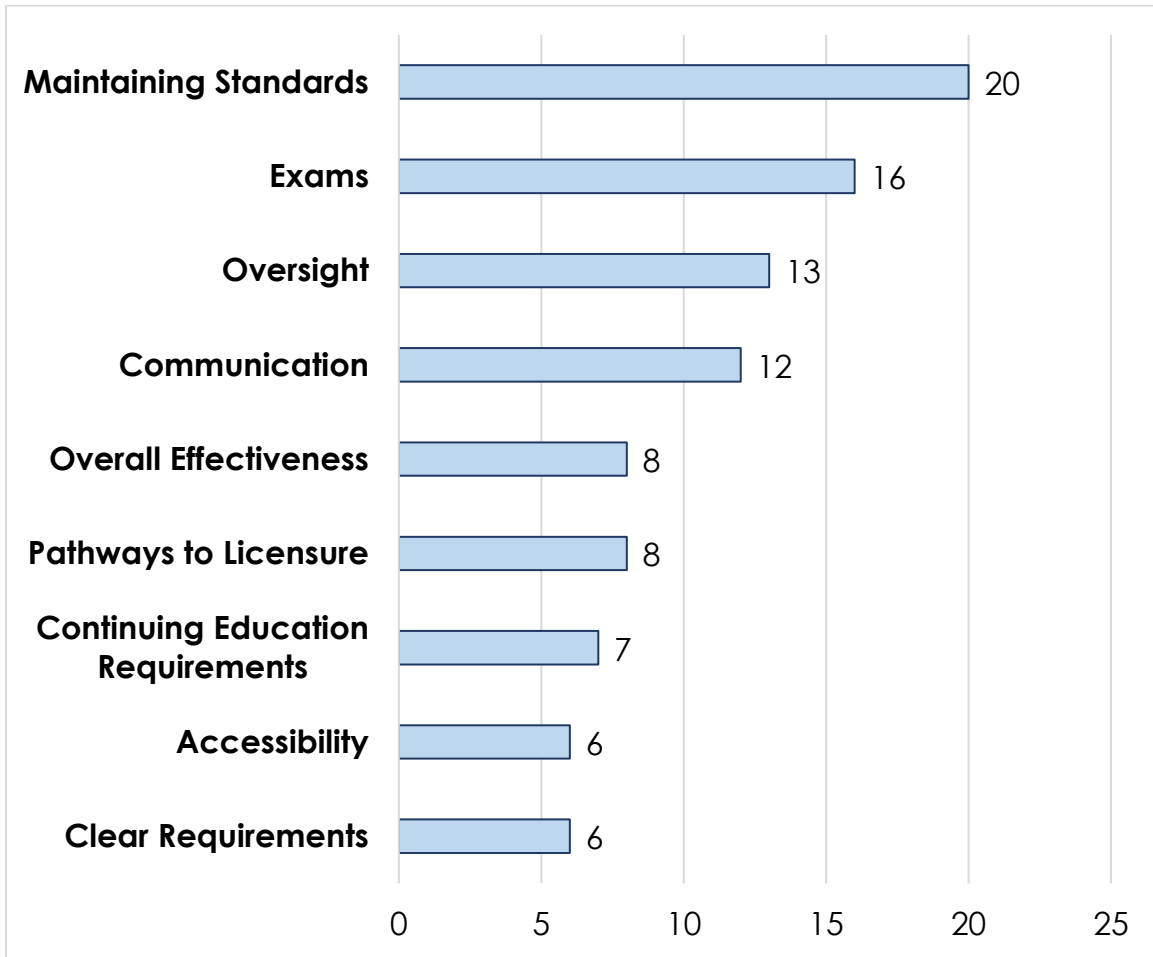
1. External stakeholders dislike the CE requirements for many reasons, including:
  - a. There seems to be no accreditation process for CE providers.
  - b. CE requirements differ across states.
  - c. The focus of CE is too narrow.
  - d. The CE courses are perceived to lack benefits or are of poor quality.
  - e. More variety of CE courses is needed.
2. External stakeholders state the Architect Registration Examination (ARE) and/or the California Supplemental Exam (CSE) need improving because:
  - a. Candidate interviews/the oral exam has been removed.
  - b. Candidates are able to manipulate the exams to their advantage.
  - c. The CSE could be more specific and lean into the regulatory specialties that make California unique.
  - d. CSE duplicates some of the skills and competencies ARE tests for.
  - e. Having a design exam on a computer is too easy to pass.
3. External stakeholders want better support from CAB in such ways as:
  - a. Requiring a licensed architect be involved on any building project.
  - b. Advocating on behalf of architects.
  - c. Helping architects obtain CE requirements.
4. External stakeholders believe CAB can improve its communication in several ways, such as:
  - a. Promoting the importance of licensed architects.
  - b. Informing architects about coming regulations before the regulations are adopted.
  - c. Providing more information about the licensing process.

- d. Communicating how it is the architect's responsibility to design beyond minimum code requirements.
  - e. Providing better directions for online meetings/seminars.
  - f. Letting licensees know when technical issues will prevent them from receiving renewed licenses on time.
  - g. Responding to emails and phone calls.
5. External stakeholders say it is costly to maintain a license and want an explanation as to how their money is spent and what services CAB provides.
  6. External stakeholders feel outside groups influence CAB too much.
  7. Internal stakeholders believe CAB can do more to create alternative pathways to licensure, such as working with community colleges.

## Trends in Licensing and Professional Qualifications Strengths

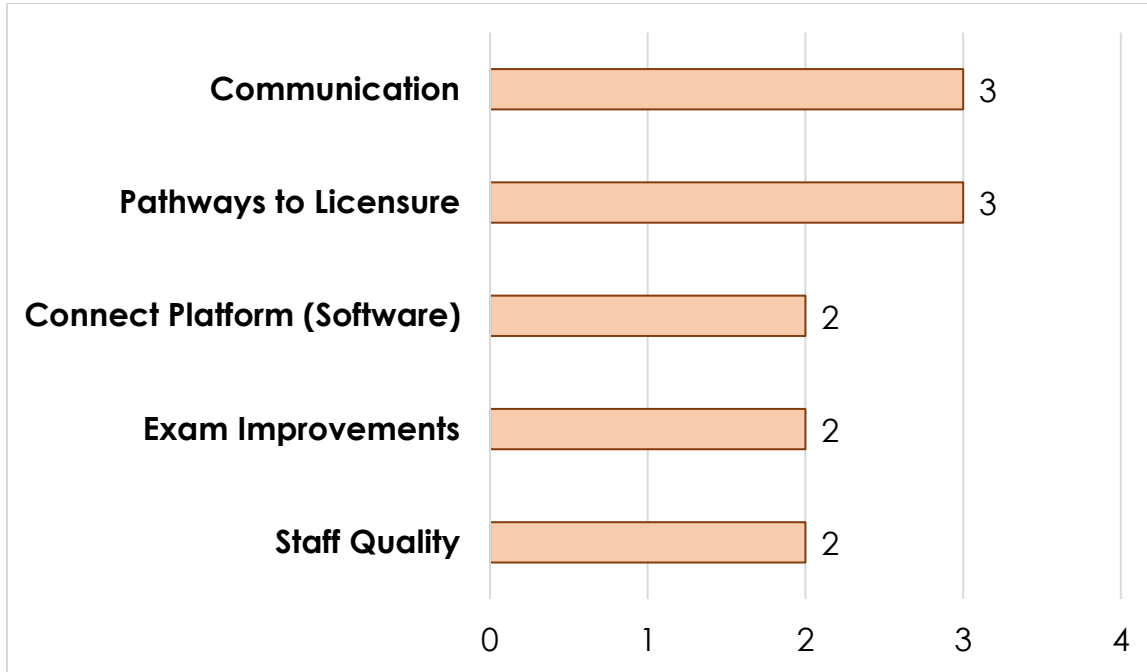
### External Stakeholder Comment Trends – Strengths

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends – Strengths

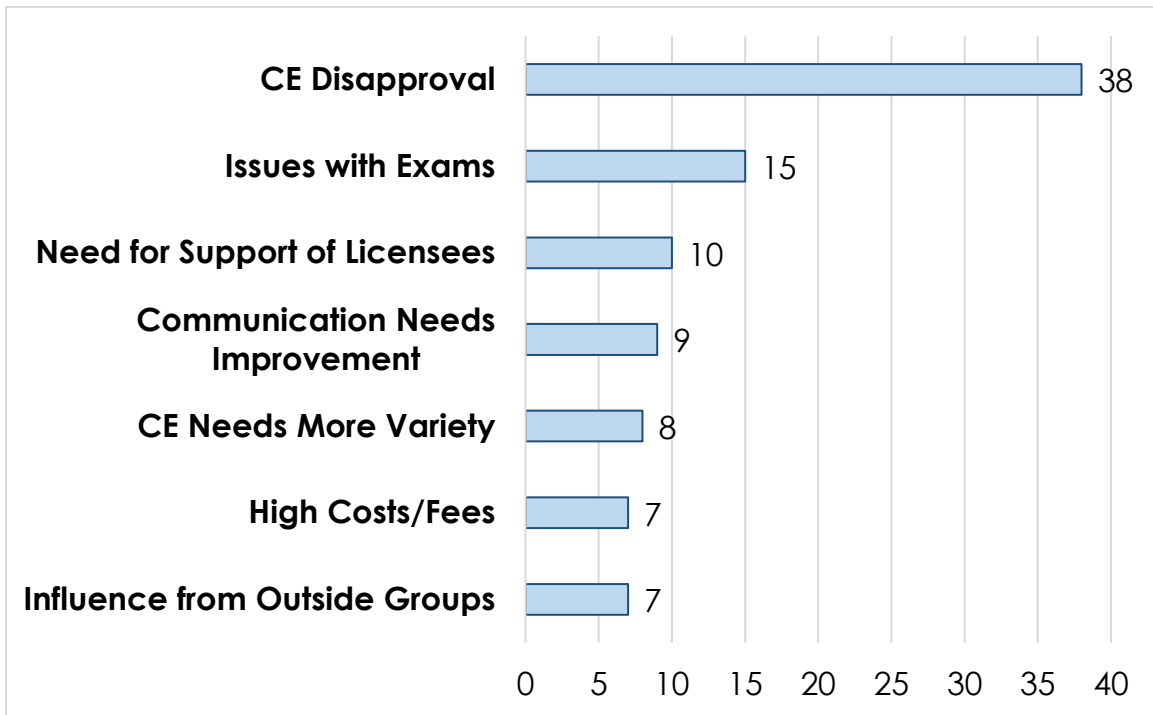
The chart below lists the top trends along with the corresponding number of comments for feedback provided by internal stakeholders.



## Trends in Licensing and Professional Qualifications Weaknesses

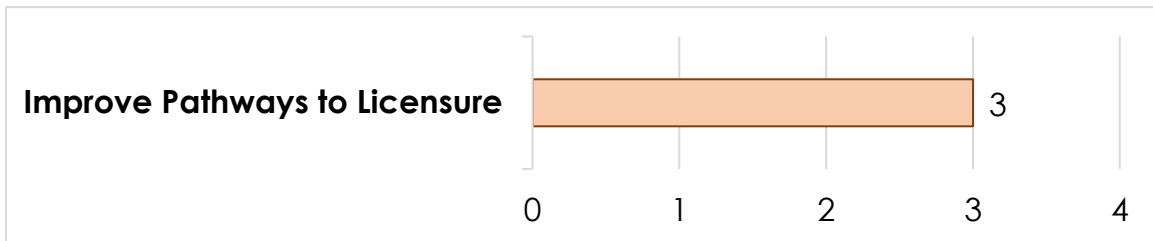
### External Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by internal stakeholders.



## Goal 2: Regulation and Enforcement

Establish regulatory standards of practice for California architects and protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

### Effectiveness Rating

Rating	External Stakeholders	Internal Stakeholders
<b>Very Effective</b>	16%	27%
<b>Effective</b>	59%	63%
<b>Poor</b>	20%	5%
<b>Very Poor</b>	5%	5%
Total %	100%	100%
Total Responses	280	19

### Summary of Regulation and Enforcement Strengths

1. External stakeholders appreciate that CAB fines/disciplines unlicensed individuals who practice architecture or call themselves architects.
2. External stakeholders like that CAB publishes its enforcement actions, believing this acts as a deterrent to future violations.
3. External and internal stakeholders list communication as a strength, saying CAB is good at keeping stakeholders informed.
4. External and internal stakeholders describe CAB's enforcement as effective overall.
5. Internal stakeholders praise staff quality, saying staff are knowledgeable and work well as a team.



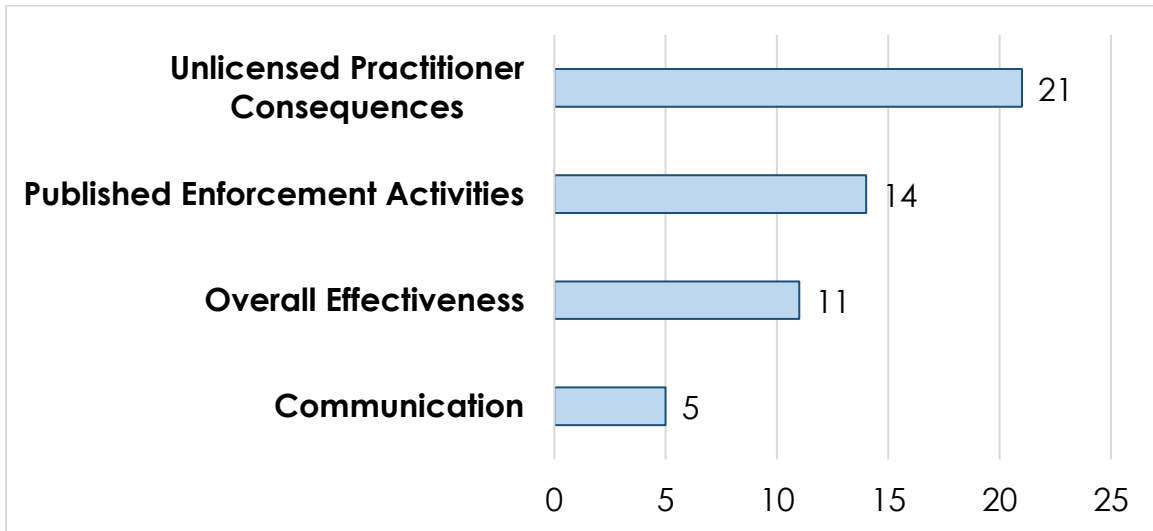
## Summary of Regulation and Enforcement Weaknesses

1. External and internal stakeholders agree unlicensed practice is an issue and would like greater enforcement and regulations in this area.
2. External stakeholders want to see more enforcement, while external and internal stakeholders say stronger penalties for violations are needed.
3. External stakeholders would like greater protection against unlicensed individuals using the architect title.
4. External stakeholders want CAB to advocate more on the behalf of architects, such as working to protect them from identity and data theft as well as requiring that buildings be designed by architects.
5. External stakeholders would like to see CAB educate the public more on the role of the Board, the benefits of working with a licensed professional, and understanding it is illegal to misuse the architect title.

## Trends in Regulation and Enforcement Strengths

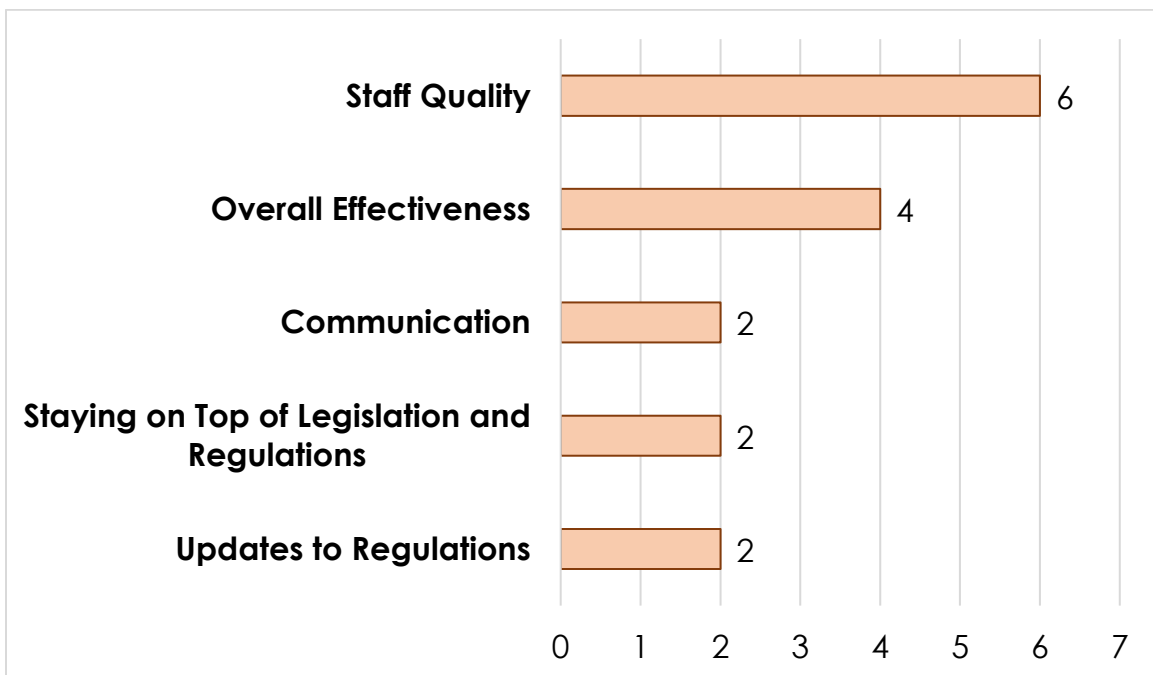
### External Stakeholder Comment Trends – Strengths

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholders Comment Trends – Strengths

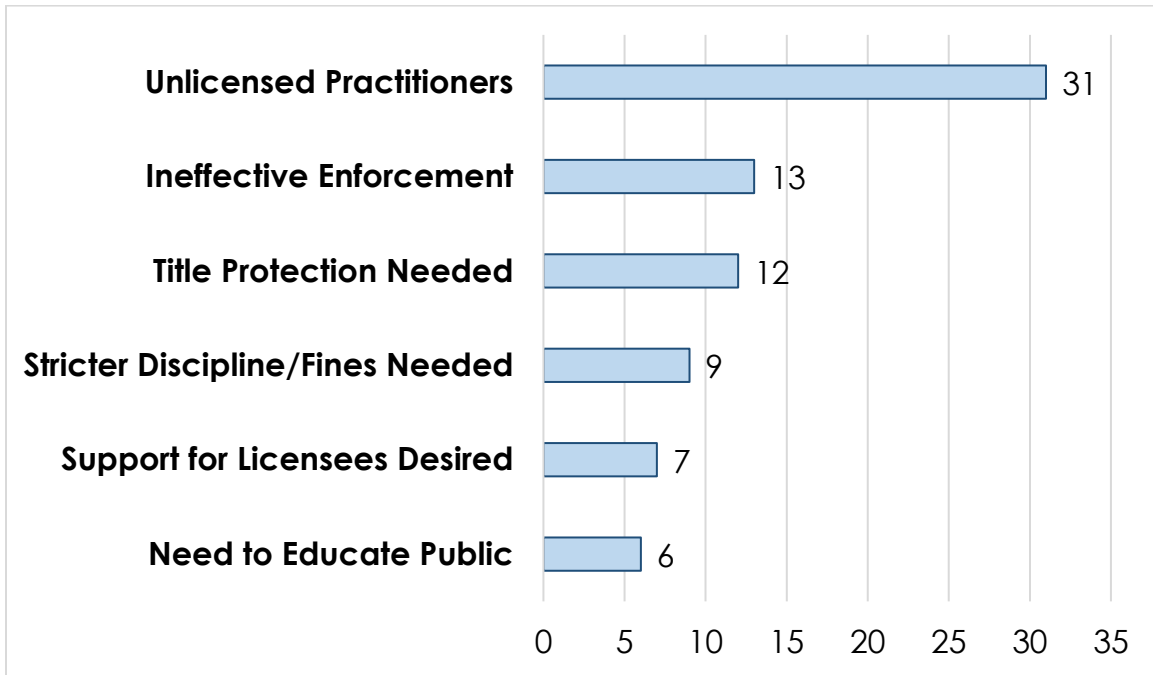
The chart below lists the top trends along with the corresponding number of comments for feedback provided by internal stakeholders.



## Trends in Regulation and Enforcement Weaknesses

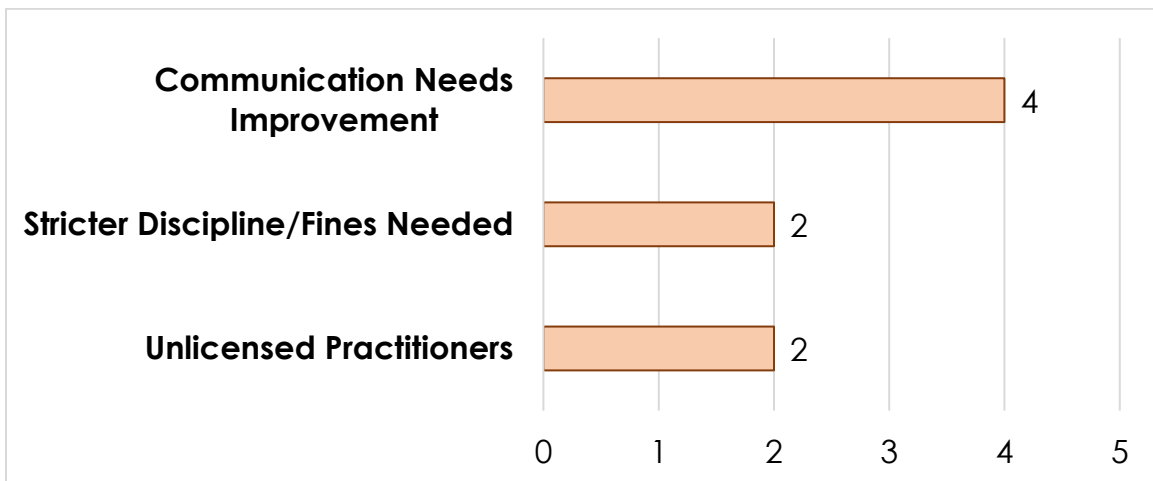
### External Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by internal stakeholders.



## Goal 3: Communications

Increase public and professional awareness of the Board's mission, activities, and services.

### Effectiveness Rating

Rating	External Stakeholders	Internal Stakeholders
<b>Very Effective</b>	17%	15%
<b>Effective</b>	50%	75%
<b>Poor</b>	27%	10%
<b>Very Poor</b>	6%	0%
Total %	100%	100%
Total Responses	303	20

### Summary of Communications Strengths

1. External stakeholders appreciate receiving emails from CAB, describing the emails as helpful, informative, and effective, while internal stakeholders list email blasts as a strength.
2. External and internal stakeholders list the newsletter as a strength, calling it helpful to licensees and consumers.
3. External stakeholders state CAB communicates effectively with licensees in terms of the amount and frequency of communication sent.
4. Internal stakeholders list CAB's website as a strength, pointing to the website's new design and calling it a resource for consumers and licensees.
5. Internal stakeholders say CAB has built an effective social media presence and holds online meetings and webinars.

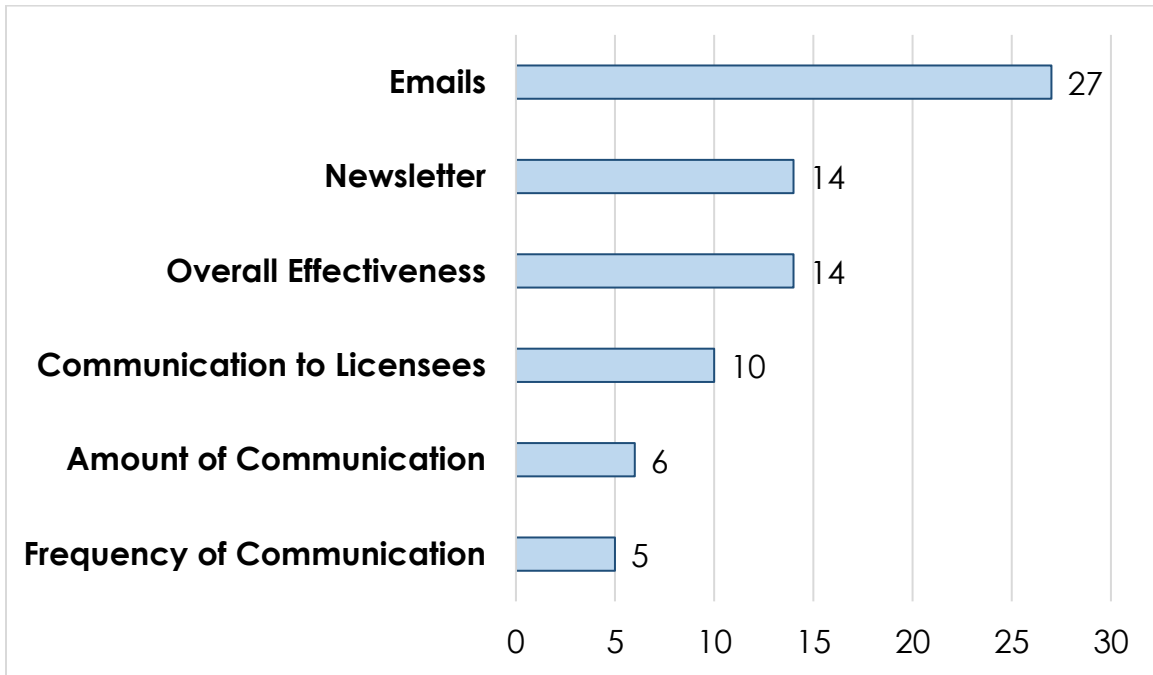
## Summary of Communications Weaknesses

1. External and internal stakeholders say the public needs to be educated on what an architect does, the importance of hiring a licensed professional, and the Board's role and services.
2. External and internal stakeholders agree CAB can improve its communication in many ways, such as:
  - a. Increasing the frequency of communication with all stakeholders.
  - b. Using more plain language to describe changes and what licensees must do to stay compliant.
  - c. Focusing less on what not to do and more on how to be a better architect.
  - d. Explaining the reasoning behind policies.
  - e. Sending out the board meeting minutes and updates on what the Board is doing.
  - f. Being more concise and communicating the Board's core responsibilities.
  - g. Increasing notice of when rules are changing or being proposed.
3. External and internal stakeholders state the newsletter can be improved by increasing its frequency, keeping the target audience in mind, and including unique topics.
4. External and internal stakeholders would like CAB to increase its outreach to students, young people, and beginning professionals so that they know about architect career opportunities.
5. External stakeholders say CAB can improve its website by updating its content and making it easier to navigate.

## Trends in Communications Strengths

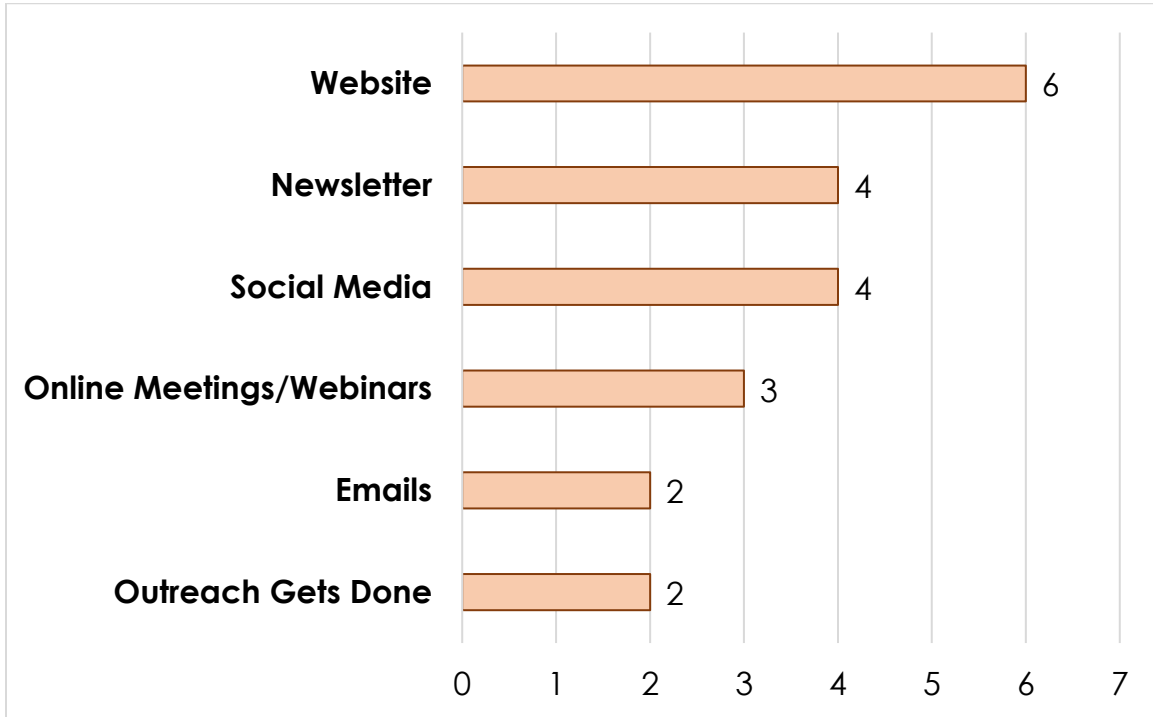
### External Stakeholder Comment Trends – Strengths

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholders Comment Trends – Strengths

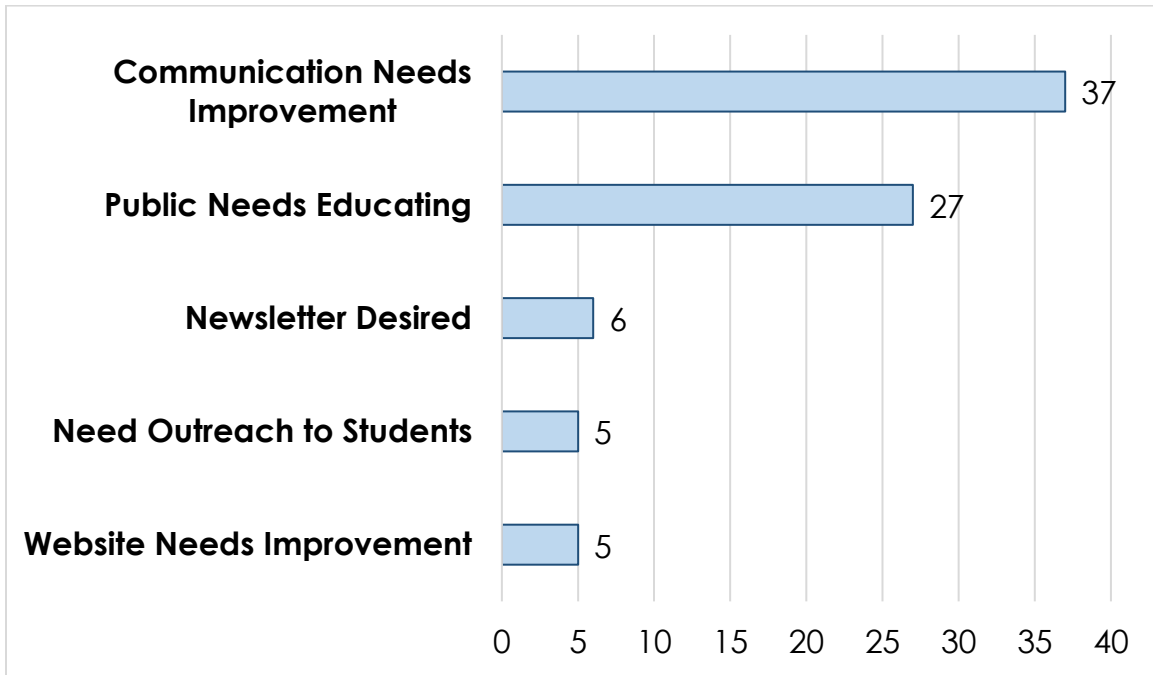
The chart below lists the top trends along with the corresponding number of comments for feedback provided by internal stakeholders.



## Trends in Communications Weaknesses

### External Stakeholder Comment Trends – Weaknesses

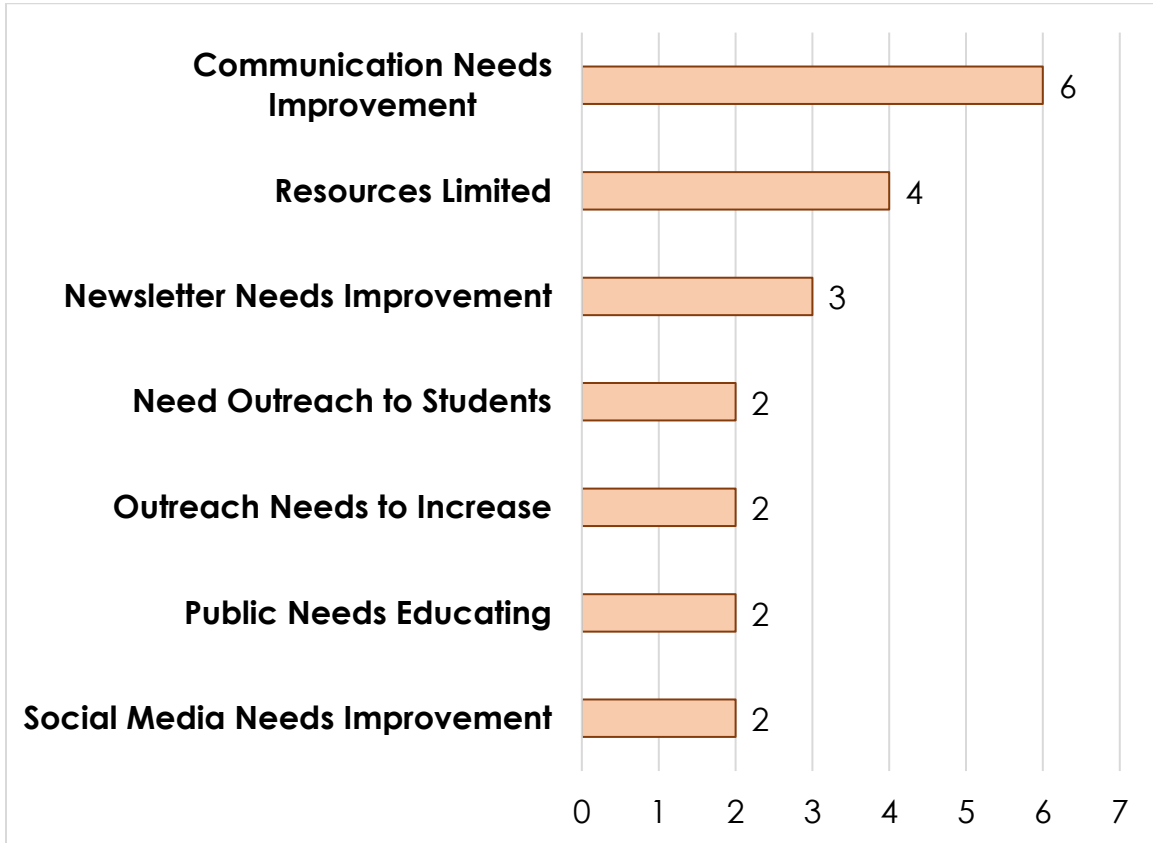
The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by external stakeholders.





### Internal Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by internal stakeholders.



## Goal 4: Organizational Relationships and Effectiveness

Enhance relationships with related organizations in order to further the Board's mission and goals. Increase organizational effectiveness and further develop the quality of customer service in all programs.

### Effectiveness Rating

Rating	External Stakeholders	Internal Stakeholders
<b>Very Effective</b>	13%	18%
<b>Effective</b>	51%	71%
<b>Poor</b>	30%	11%
<b>Very Poor</b>	6%	0%
Total %	100%	100%
Total Responses	173	17

### Summary of Organizational Relationships and Effectiveness Strengths

1. External and internal stakeholders praise CAB for its working relationships, citing its relations with the following:
  - American Institute of Architects (AIA)
  - National Council of Architectural Registration Boards (NCARB)
  - National Organization of Minority Architects (NOMA)
  - Prometric Solutions, and interior design organizations
2. Internal stakeholders state CAB works well with DCA.
3. Internal stakeholders say CAB has a strong executive officer.
4. Internal stakeholders report CAB functions well as everyone knows their role.

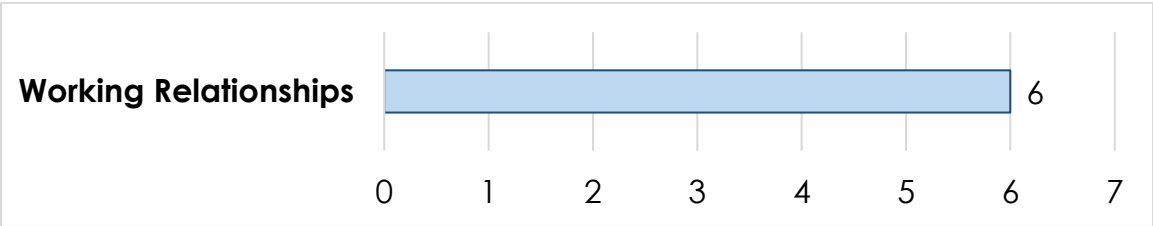
## Summary of Organizational Relationships and Effectiveness Weaknesses

1. External and internal stakeholders want CAB to build its relationship with allied professional organizations such as:
  - a. Accredited schools of architecture in California
  - b. AIA
  - c. California Associated General Contractors of California (AGC of California)
  - d. California building officials/departments
  - e. California Counties Architects and Engineers Associations (CCAEA)
  - f. California County General Services Administration (GSA)
  - g. Design-Build Institutes of America (DBIA)
  - h. Division of the State Architect (DSA)
  - i. Interior Designers
  - j. NCARB
  - k. Society of American Registered Architects (SARA)
2. External stakeholders expressed confusion over the name of this goal area.
3. External stakeholders want board members with professional experience, cross-disciplinary experience, and greater diversity, including different age ranges.
4. External stakeholders suggest CAB is too open to outside influences, such as special interest groups and politics.
5. Internal stakeholders would like to see CAB strengthen its voice within AIA and NCARB.

# Trends in Organizational Relationships and Effectiveness Strengths

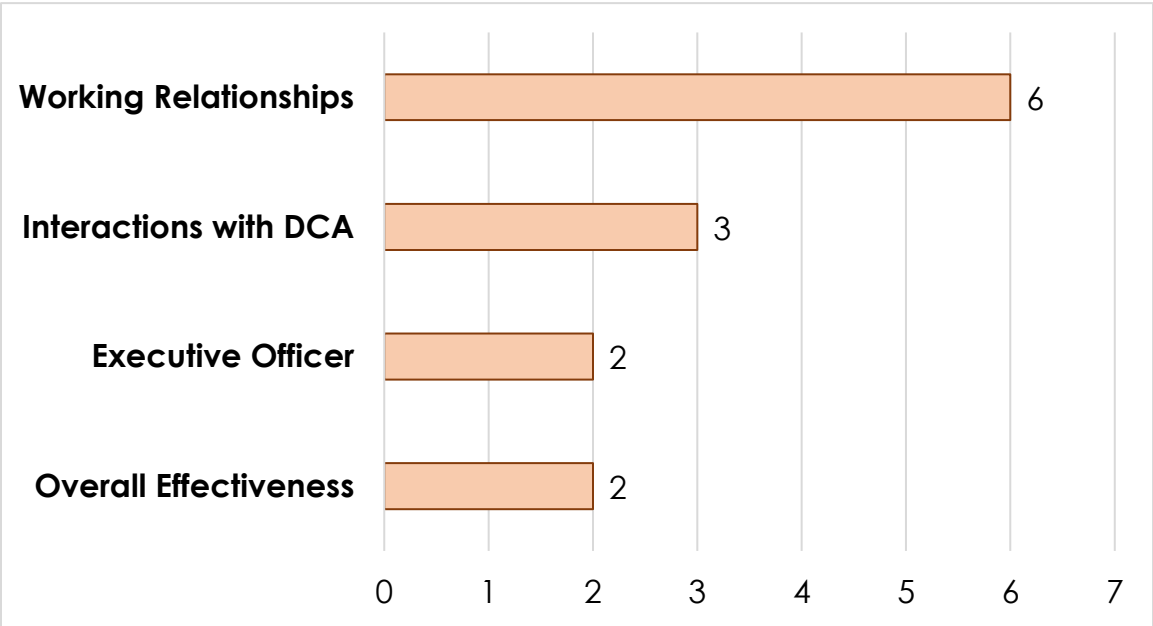
## External Stakeholder Comment Trends – Strengths

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



## Internal Stakeholder Comment Trends – Strengths

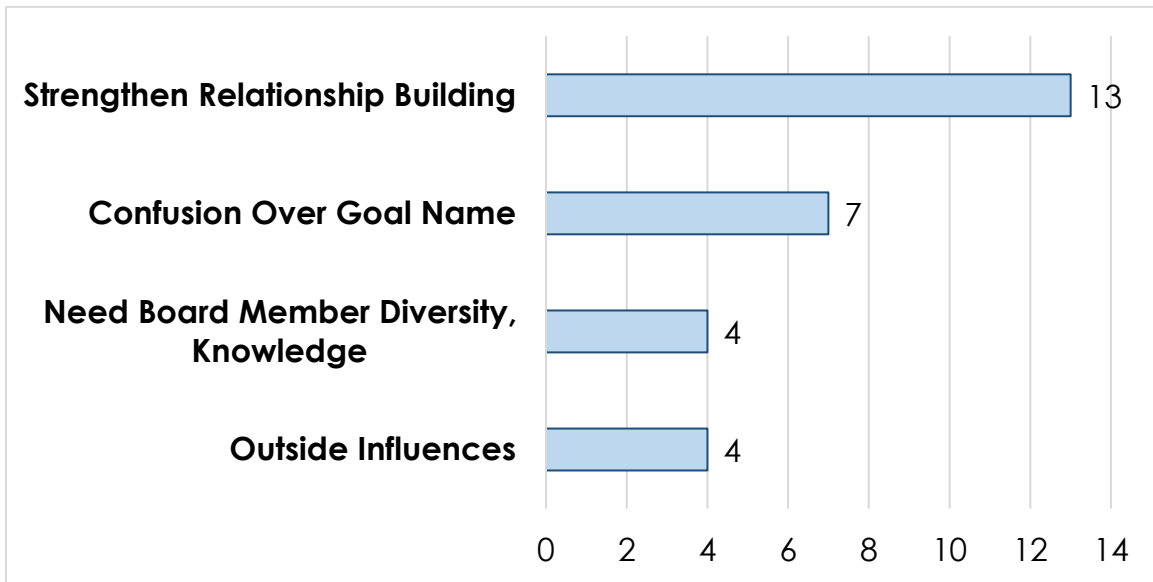
The chart below lists the top trends along with the corresponding number of comments for feedback provided by internal stakeholders.



## Trends in Organizational Relationships and Effectiveness Weaknesses

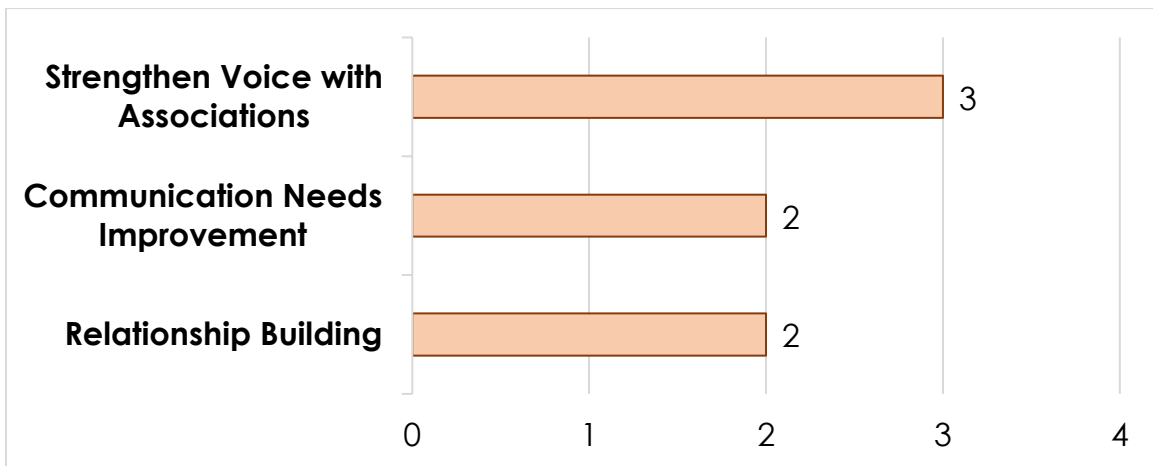
### External Stakeholder Comment Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by external stakeholders.



### Internal Stakeholder Trends – Weaknesses

The chart below lists the top trends along with the corresponding number of comments based upon feedback provided by internal stakeholders.



## Opportunities and Threats Summary

There are many factors that may impact the future direction of the profession. These could be opportunities CAB may want to capitalize on or threats it needs to mitigate or prepare for.

Stakeholders were asked to list potential opportunities and threats in CAB's external environment that they felt could impact the profession and CAB's regulatory role. The following are common responses that CAB might reference when creating its strategic plan.

### Summary of Opportunities

1. External and internal stakeholders view artificial intelligence (AI) as an opportunity to:
  - a. Help with building code analysis and compliance.
  - b. Identify building materials.
  - c. Generate ideas.
  - d. Evaluate a project's impact and future viability.
  - e. Increase CAB's knowledge and regulations regarding AI
  - f. Increase affordable housing.
2. External stakeholders see climate change as an opportunity to design for resiliency and mitigation of harmful effects.
3. External stakeholders see the use of technology as an opportunity to increase efficiency and effectiveness while performing complex tasks, accessing regulations, and reviewing work.
4. External stakeholders see housing needs as an opportunity to find cost-effective approaches to affordable housing.
5. External stakeholders say architects have an opportunity to contribute to sustainability through the use of healthy materials and regenerative building design.

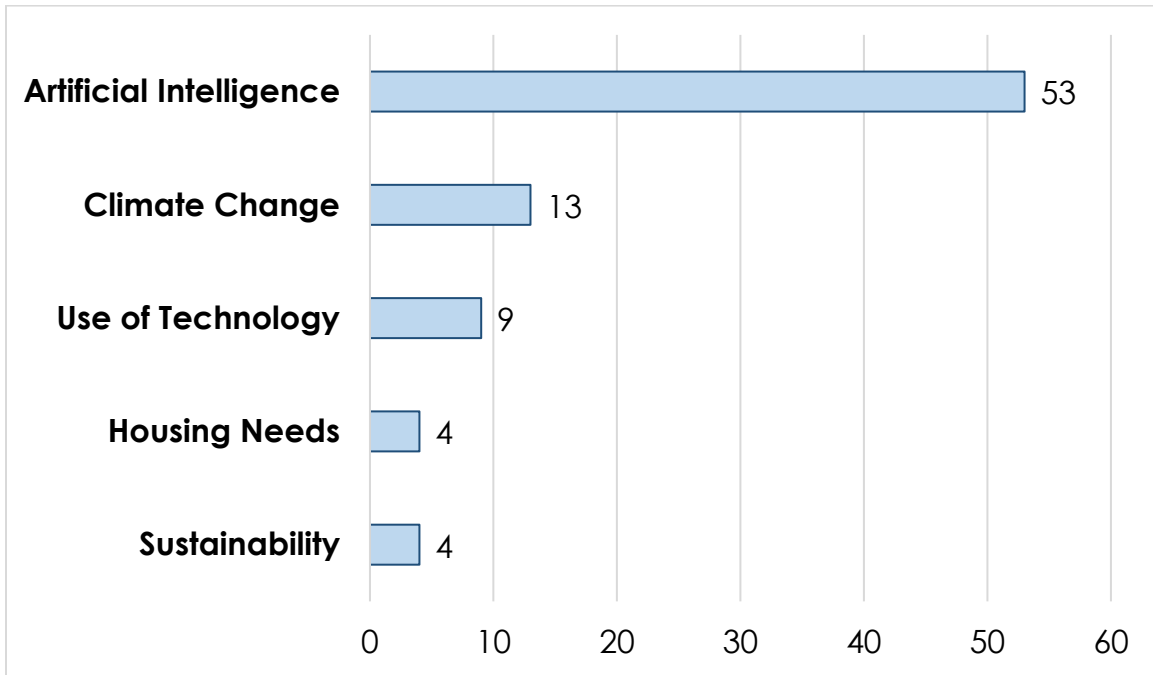
## Summary of Threats

1. External and internal stakeholders view AI as a threat because it may:
  - a. Eliminate the profession.
  - b. Allow unlicensed practitioners to pose as architects.
  - c. Reduce jobs.
  - d. Decrease the ability to maintain quality control and ensure the health and safety of consumers.
  - e. Take over design for small projects.
  - f. Affect the intellectual property rights of architects.
  - g. Replace human reasoning and application of building codes.
2. External and internal stakeholders list climate change as a threat to human survival, while others perceive climate change concerns as unnecessary.
3. External stakeholders state unlicensed practitioners are a threat, saying they are taking away jobs and providing services without the necessary training.
4. External stakeholders believe external influences, especially politics, are affecting the Board's actions.
5. External stakeholders say there are too many CE requirements and disagree with their topics of focus.
6. External stakeholders perceive there is a threat that the architect profession is being watered down by lack of title protection.

## Opportunity Trends

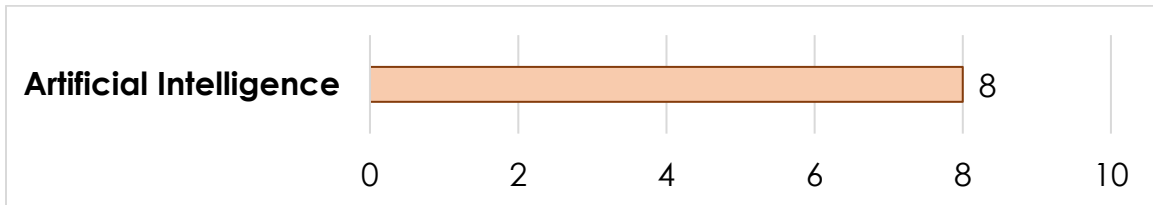
### External Stakeholder Comment Trends – Opportunities

The chart(s) below lists the top trends along with the corresponding number of comments for feedback provided by stakeholders.



### Internal Stakeholder Comment Trends – Opportunities

The chart below displays terms that summarize comments provided by internal stakeholders.

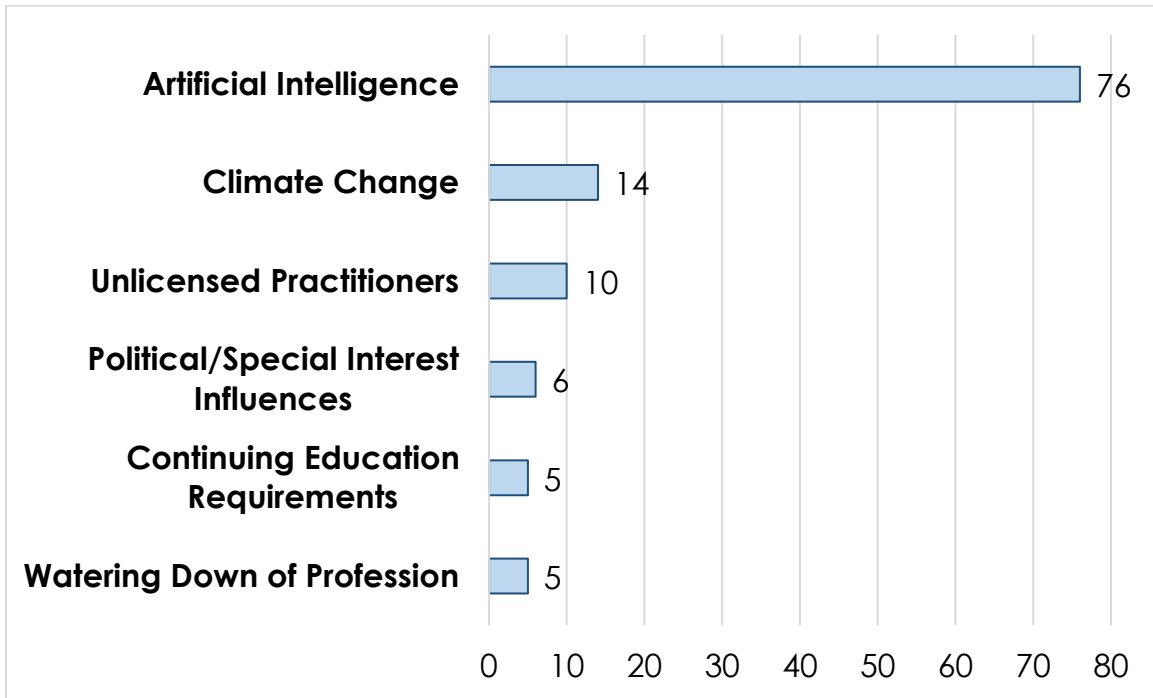




## Threat Trends

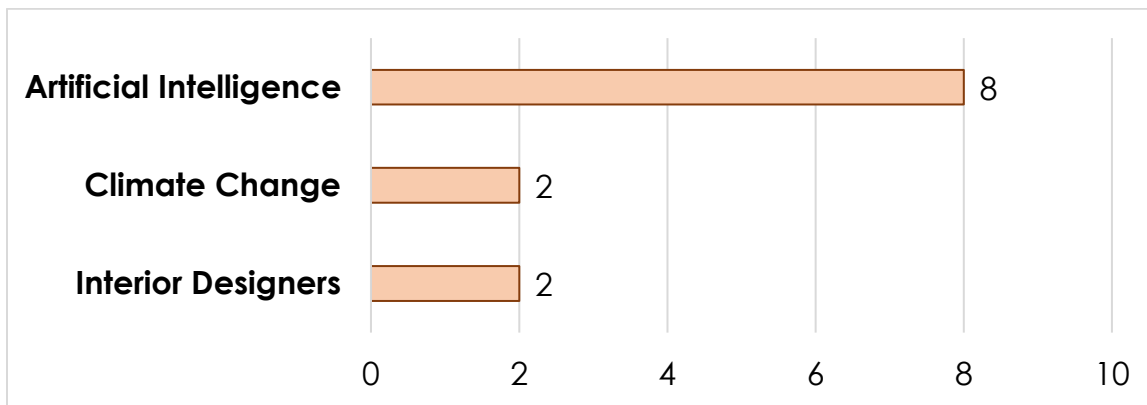
### External Stakeholder Comment Trends – Threats

The chart(s) below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends – Threats

The chart below displays terms that summarize comments provided by internal stakeholders.



## Diversity, Equity, and Inclusion

Specific questions have been incorporated into the environmental scan surveys to gather demographic data and for strategic planning participants to consider DEI impacts of policy decisions such as regulatory, statutory, and continuing education requirements, when developing strategic objectives. Consider:

- Who will benefit from or be burdened by the particular decision or proposal?
- Are there needs that may be different for demographic or geographic groups?
- Once implemented, how will the Board measure effect on impacted populations?
- What data/metrics will be used to evaluate the impacts?

## Summary of Gaining Different Perspectives

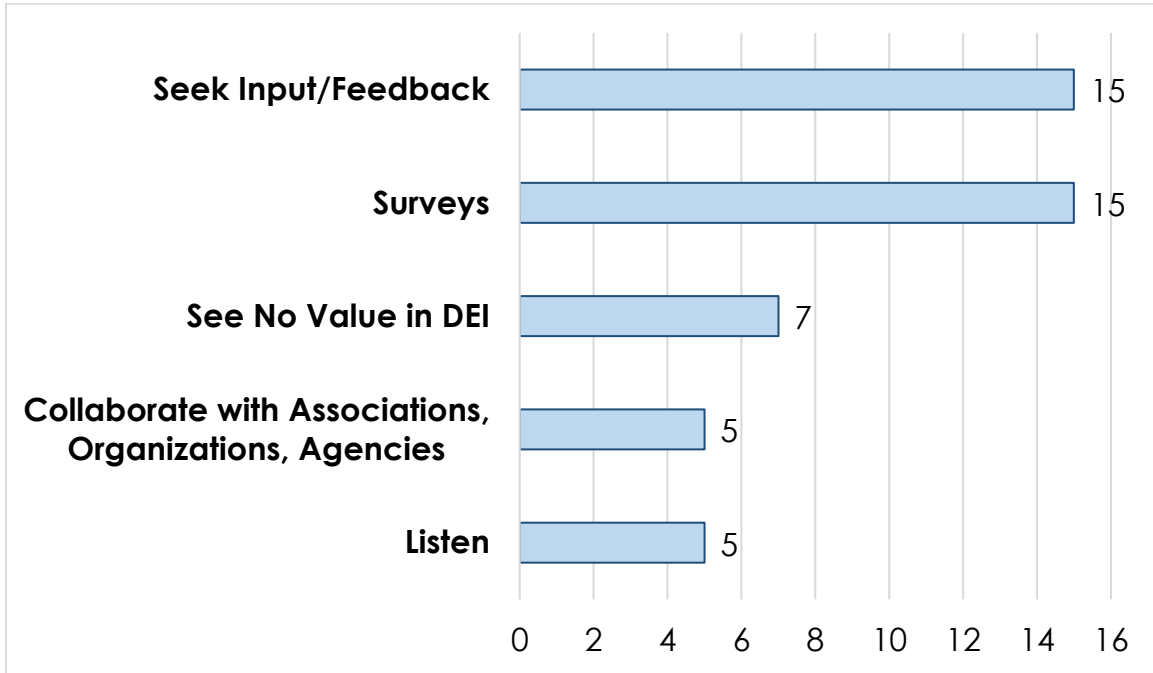
Survey question: What are ways CAB can gain different perspectives about ideas and priorities related to CAB's activities?

1. External stakeholders suggest CAB seek input and feedback from such groups as:
  - a. Licensees
  - b. Outside corporate business sources
  - c. Professionals related to the field of architecture
  - d. Insurance professionals
2. External stakeholders recommend surveys as a tool for CAB to gain different perspectives.
3. Some external stakeholders see no value in pursuing diversity, equity, and inclusion (DEI).
4. External stakeholders suggest CAB collaborate with associations, organizations, and agencies.
5. Internal stakeholders recommend CAB engage with high schools, colleges, and universities.
6. External stakeholders suggest CAB listen to licensees and CAB's critics.

## Trends in Gaining Different Perspectives

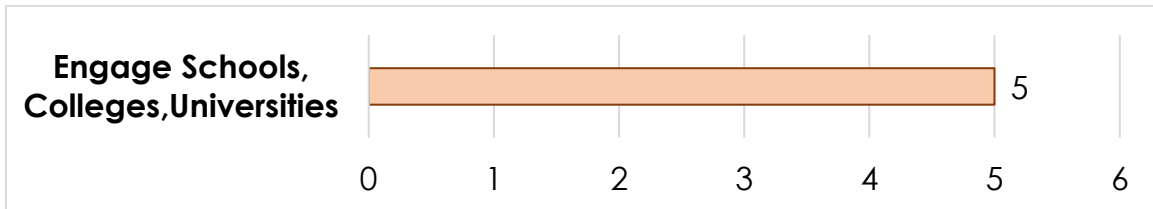
### External Stakeholder Comment Trends

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends

The chart below displays terms that summarize comments provided by internal stakeholders.



## Summary of Unnecessary Requirements or Barriers to Licensure

Survey question: Are there unnecessary requirements or barriers to licensure (e.g., education, experience, examination, continuing education, cost of licensure, processing time)?

1. External stakeholders state continuing education requirements are an unnecessary barrier to licensure because:
  - a. It can be difficult to find acceptable courses.
  - b. Too many hours of CE are required.
  - c. Topics are too repetitive.
  - d. There is a lack of access to quality online courses.
  - e. Requirements and codes do not change enough every two years to warrant the CE requirements.
  - f. CE topics are not applicable to all architects.
  - g. CE requirements are costly to maintain.
2. External and internal stakeholders list the costs of education and licensure as barriers to licensure.
3. External stakeholders list requirements as a barrier to licensure because:
  - a. Requirements are complicated and confusing.
  - b. Requirements require a lot of time.
  - c. Keeping up on accessibility requirements is part of an architect's job, so requiring five hours of disability access training is unnecessary.
  - d. There is great variation in state requirements.
  - e. Architectural education is expensive and not effective.
4. External and internal stakeholders list the exams as barriers to licensure because:
  - a. The licensing exam process is lengthy and costly.
  - b. Exams just test exam-taking skills and not actual real-life architecture issues.
  - c. The exams are outdated.

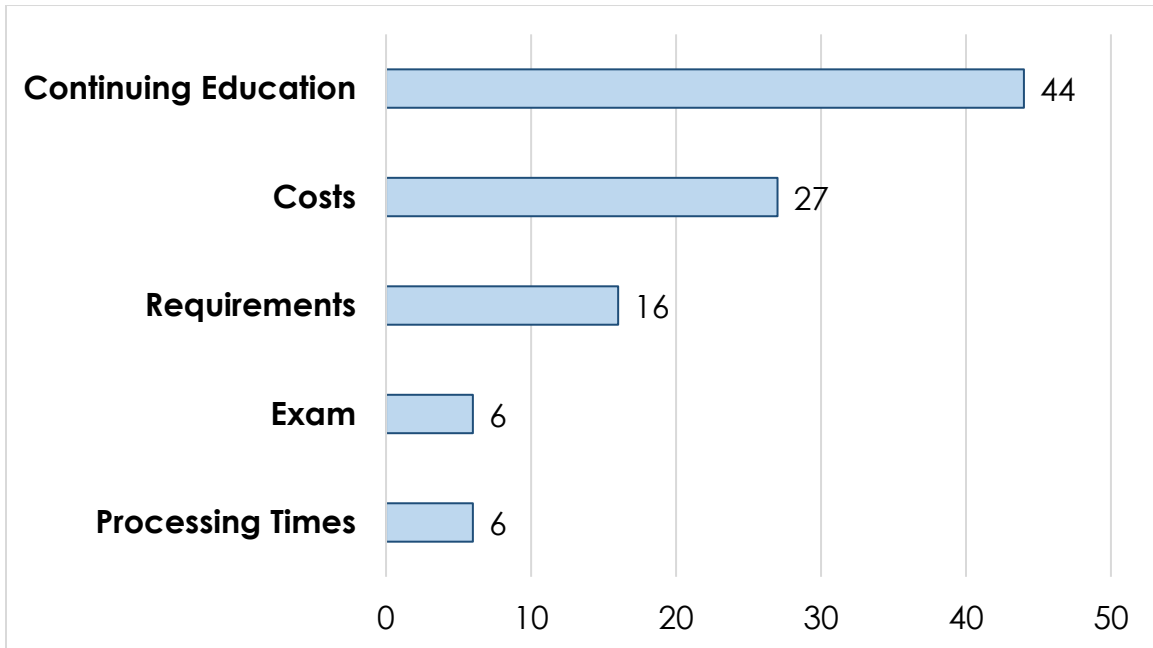
- d. The CSE could be offered more times a year.
  - e. The CSE could be updated so that content gives a better look at the practice of architecture in this state or it could just cover laws and ethics.
5. External stakeholders say processing times are a barrier, as it takes too long to become licensed.

## Trends in Unnecessary Requirements or Barriers to Licensure

The chart(s) below lists the top trends along with the corresponding number of comments for feedback provided by stakeholders.

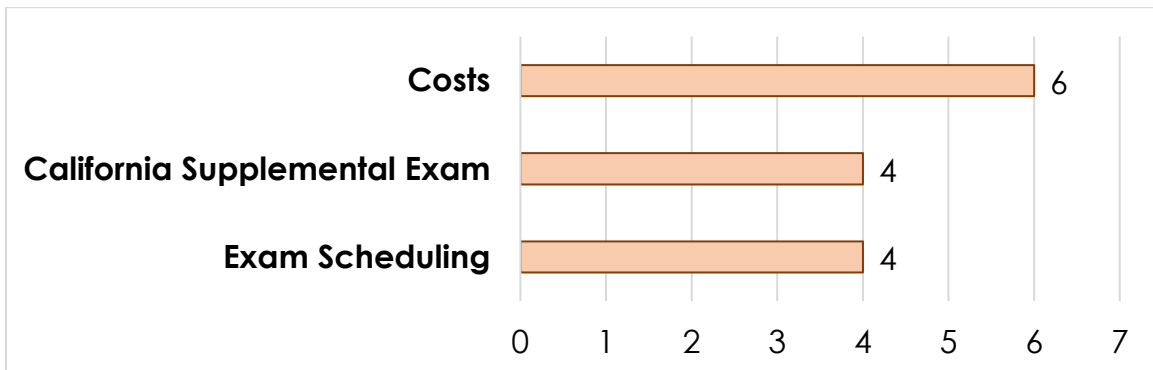
### External Stakeholder Comment Trends

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends

The chart below displays terms that summarize comments provided by internal stakeholders.



## Summary of Ways to Increase Outreach and Connection to All California Communities

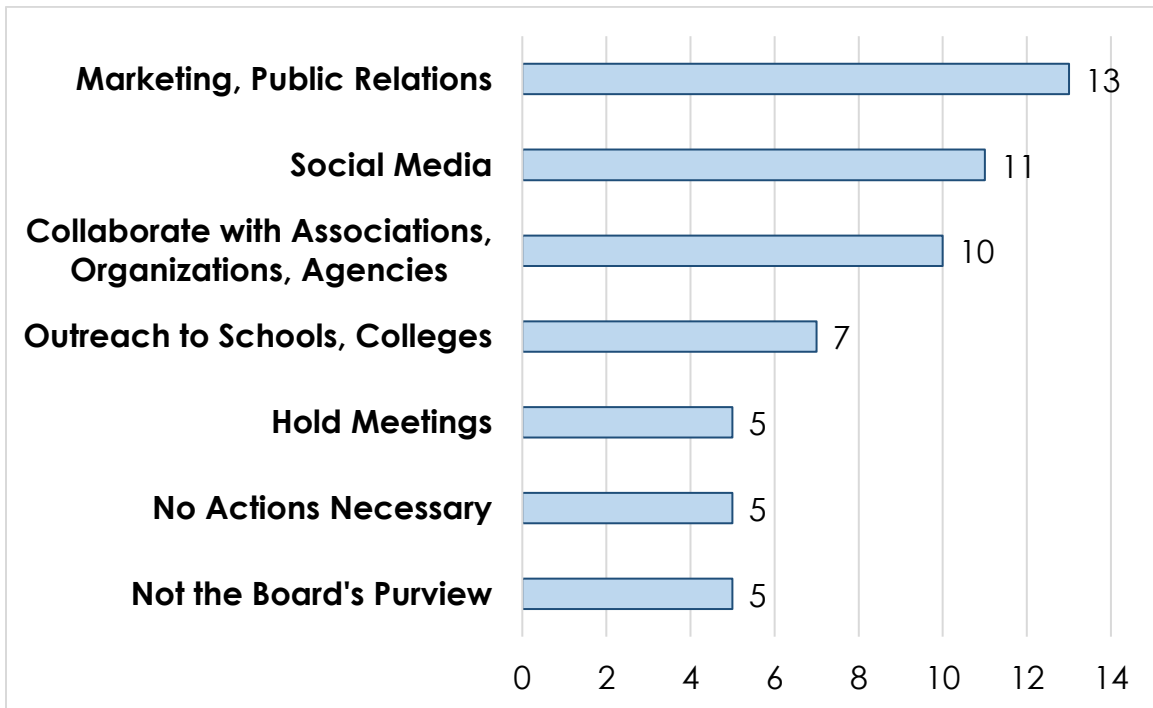
Survey question: What are ways that CAB can increase its outreach and connection to all California communities?

1. External stakeholders suggest CAB use marketing and a public relations campaign to:
  - a. Promote the benefits of using a licensed architect.
  - b. Explain the role and purpose of the Board.
  - c. Explain how work experience after high school can lead to licensure.
2. External stakeholders recommend CAB use social media as a tool for outreach.
3. External and internal stakeholders suggest CAB collaborate with associations, organizations, and agencies to maximize outreach efforts.
4. External stakeholders recommend CAB conduct outreach to grade schools through colleges to:
  - a. Discuss the process and value of licensure.
  - b. Generate interest in the profession at an early age.
5. External stakeholders suggest CAB hold meetings with design firms, architecture schools, allied professional organizations, city planning and development staff, and members of the public.
6. Some external stakeholders believe no actions are necessary in this area, while others believe this is not within CAB's purview.

## Trends in Ways to Increase Outreach and Connection to All California Communities

### External Stakeholder Comment Trends

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends

The chart below displays terms that summarize comments provided by internal stakeholders.





## Summary of Other Actions to Take to Further Equal Access to Opportunities

Survey question: What other actions should CAB take to further equal access to opportunities (e.g., entry into the profession, education/training opportunities, apprenticeships/ mentorships)?

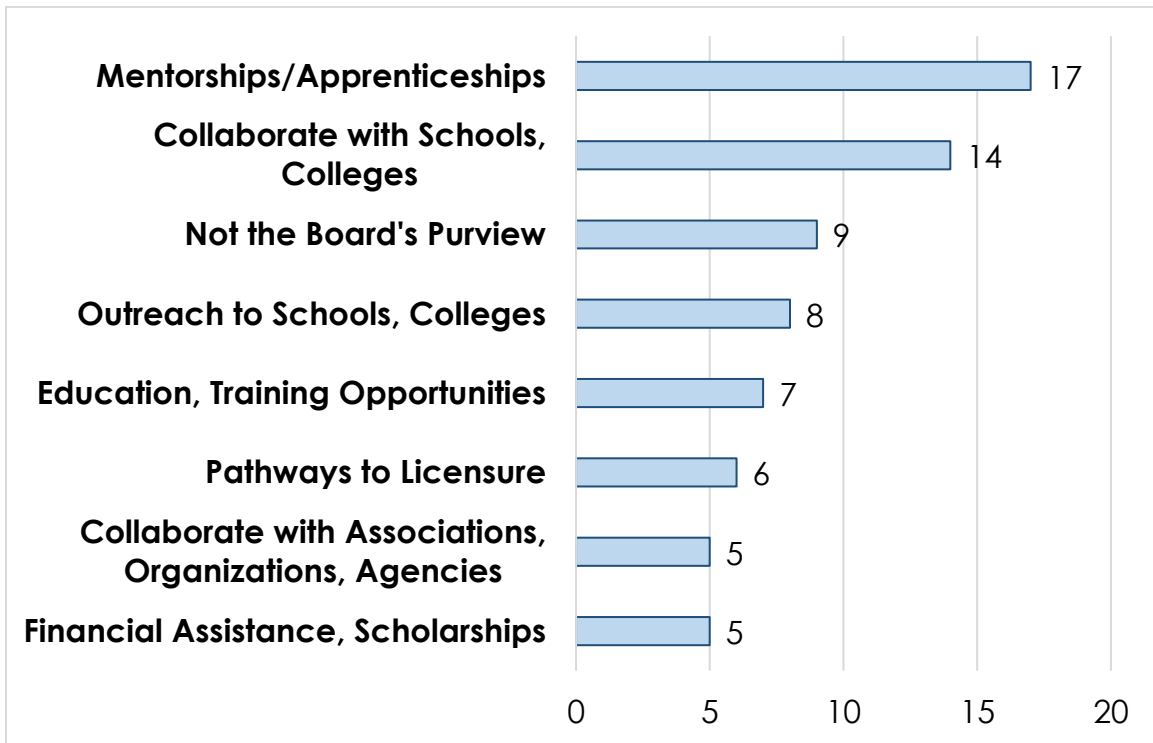
1. External and internal stakeholders recommend CAB collaborate with schools and colleges in some of the following ways:
  - a. Create programming that educates children at the junior high and high school level about architecture.
  - b. Work with accredited schools to ensure that curricula is complete and appropriate.
  - c. Coordinate with providers of educational programs such as the American Institute of Architects (AIA), the Design-Build Institute of American (DBIA), and the U.S. Green Building Council (USGBC).
  - d. Work to provide education at the K-12 level to prepare potential students for the pursuit of an architecture education.
  - e. Encourage community colleges to offer architecture courses.
  - f. Advocate for and participate in art/engineering/design education in public schools.
2. Some external stakeholders feel this area is not within the Board's purview.
3. External and internal stakeholders would like to see CAB conduct outreach to schools from colleges to graduate schools about career opportunities in architecture and the process of becoming licensed.
4. External and internal stakeholders would like CAB to support mentorships, apprenticeships, and internships by doing such things as:
  - a. Add to the required CE credits a required mentoring component.
  - b. Return to the NCARB apprenticeship program.
  - c. Facilitate mentorship opportunities or programs to help connect mentors to mentees.
  - d. Incentivize firms to provide mentorships with financial stipends.
  - e. Create a platform where internships and mentorships are part of what CAB does by maybe engaging with the Young Architects Association.

5. External stakeholders suggest CAB provide education and training opportunities, preferably for free.
6. External stakeholders recommend CAB support scholarships and financial assistance as a way to provide equal access to the profession.
7. External stakeholders recommend CAB provide a path to licensure for people without college degrees.
8. External Stakeholders suggest CAB collaborate with associations and organizations like AIA, SARA, and CMAA to:
  - a. Organize and hold panel discussions.
  - b. Establish a liaison between these associations/organizations and schools.
  - c. Increase information on licensing requirements.

## Trends in Other Actions to Take to Further Equal Access to Opportunities

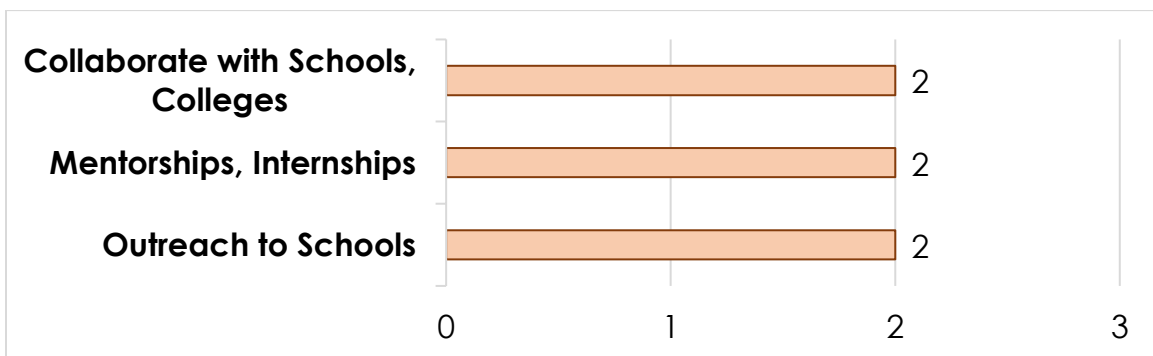
### External Stakeholder Comment Trends

The chart below lists the top trends along with the corresponding number of comments for feedback provided by external stakeholders.



### Internal Stakeholder Comment Trends

The chart below displays terms that summarize comments provided by internal stakeholders.



## Appendix A – Acronym List

<b>Acronym</b>	<b>Definition</b>
<b>AGC</b>	Associated General Contractors
<b>AI</b>	Artificial Intelligence
<b>AIA</b>	American Institute of Architects
<b>ARE</b>	Architect Registration Examination
<b>CAB</b>	California Architects Board
<b>CE</b>	Continuing Education
<b>CMAA</b>	Construction Management Association of America
<b>CSE</b>	California Supplemental Exam
<b>DBIA</b>	Design-Build Institutes of America
<b>DCA</b>	Department of Consumer Affairs
<b>DEI</b>	Diversity, Equity, and Inclusion
<b>DSA</b>	Division of the State Architect
<b>GSA</b>	General Services Administration
<b>NCARB</b>	National Council of Architects Registration Boards
<b>NOMA</b>	National Organization of Minority Architects
<b>SARA</b>	Society of American Registered Architects
<b>SOLID</b>	Strategic Organizational Leadership and Individual Development
<b>USGBC</b>	United States Green Building Council

## Appendix B – Data Collection Method

Data for this report was gathered by surveying stakeholder groups that are important to the success of CAB. Stakeholders include any individual or group who is influenced by or influences a program. Information for this survey was gathered by surveying external stakeholders and internal stakeholders using the following methods:

- SOLID conducted phone interviews or surveys with CAB leadership and board members during May through July of 2024.
- SOLID conducted an online survey for CAB staff during the months of April and May 2024.
- SOLID conducted an online survey for external stakeholders during the months of April and May 2024.
  - The survey link was distributed in the following methods:
    - Posted on the CAB website
    - Emailed survey to LISTSERV

## Classification of Stakeholder Relationship with CAB:

<b>Relationship with CAB</b>	<b>Number of Responses</b>	<b>Response Rate</b>
Leadership/Management	6	100%
Staff	10	50%
Board Members	8	80%
Preparing to Become a Licensee	3	1
Licensee	504	1
Related Occupation	5	1
Consumer	4	1
Government Agency	11	1
Professional Association/Group	11	1
Educational/School Association/Group	4	1
Other <sup>2</sup>	27	1

<sup>1</sup> A response rate cannot be determined for these external stakeholders because of the undetermined number having access to the survey link.

<sup>2</sup> Respondents listed in the “Other” category identified themselves as follows (number of similar responses listed in parentheses):

- Business Operator
- Former AIA Long Beach South Bay Board Member
- Former Oral Exams Panelist (2)
- Lapsed Licensee (3)
- Out-of-State Licensure Candidate
- Retired
- Retired Architect (17)

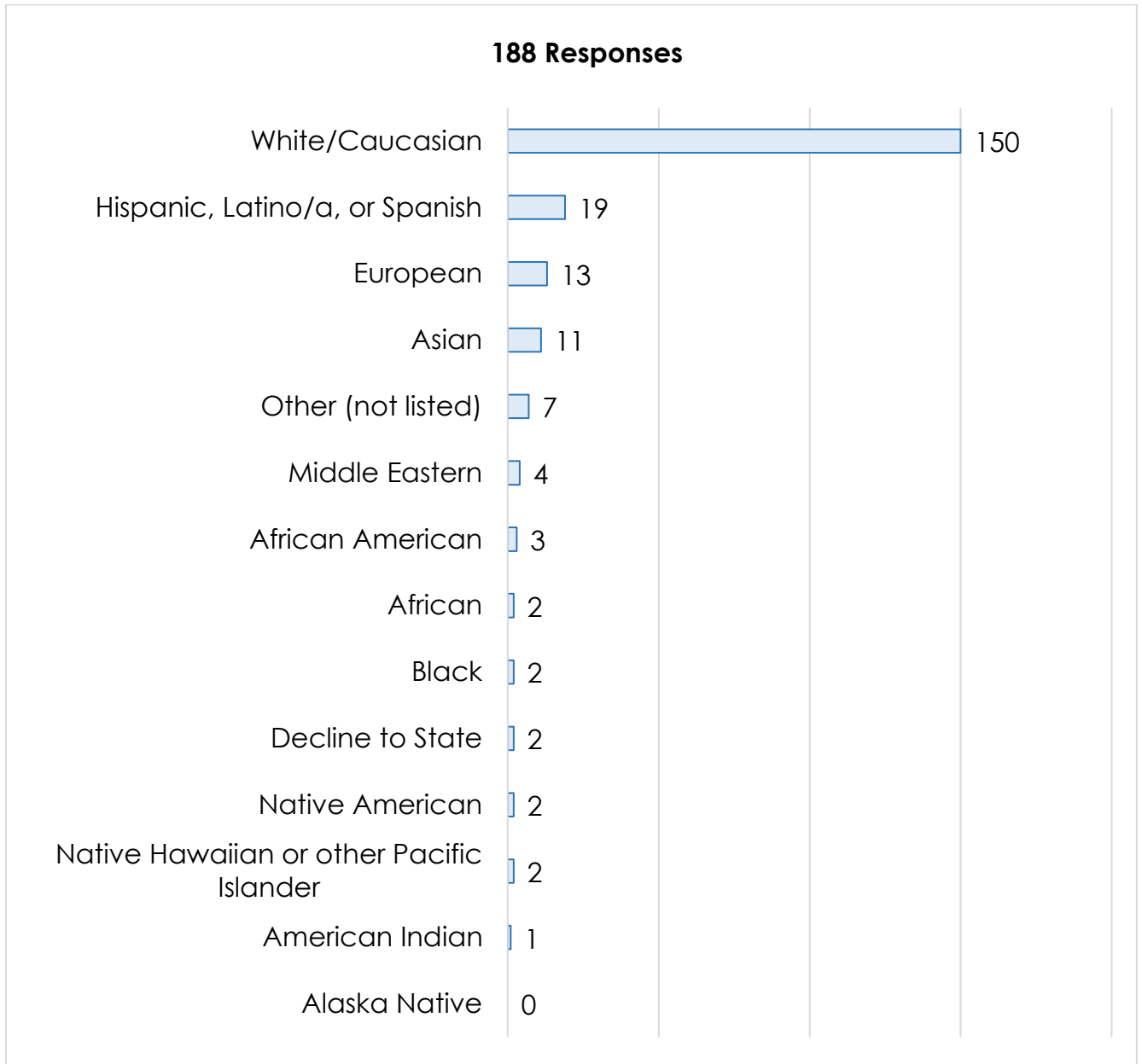
## Appendix C – Demographic Data

Demographic questions were solicited from external stakeholders only.

### Race

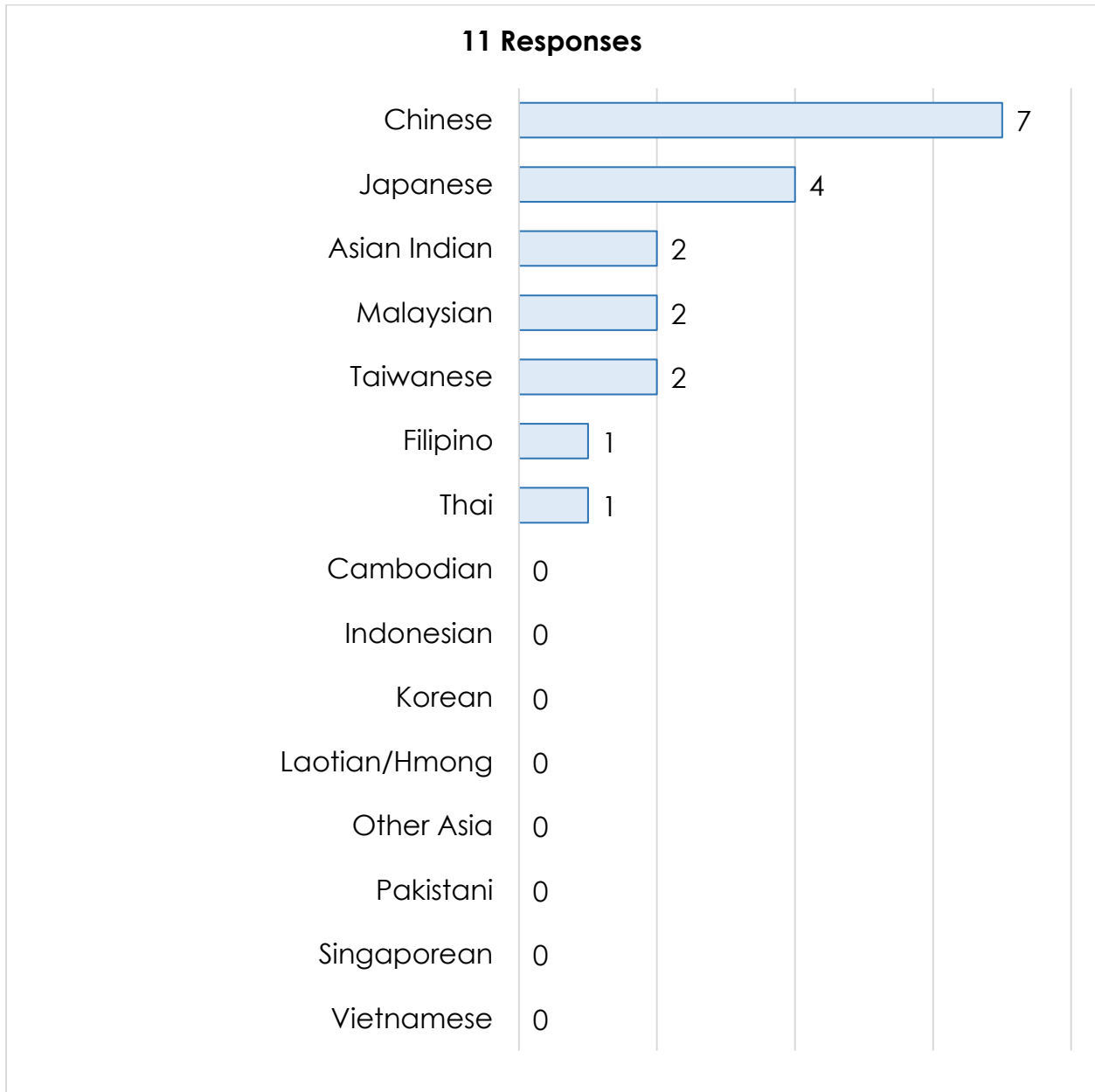
#### Races Stakeholders Identified With\*

\* Multiple options could be selected.



**Asian Stakeholders Identified With\***

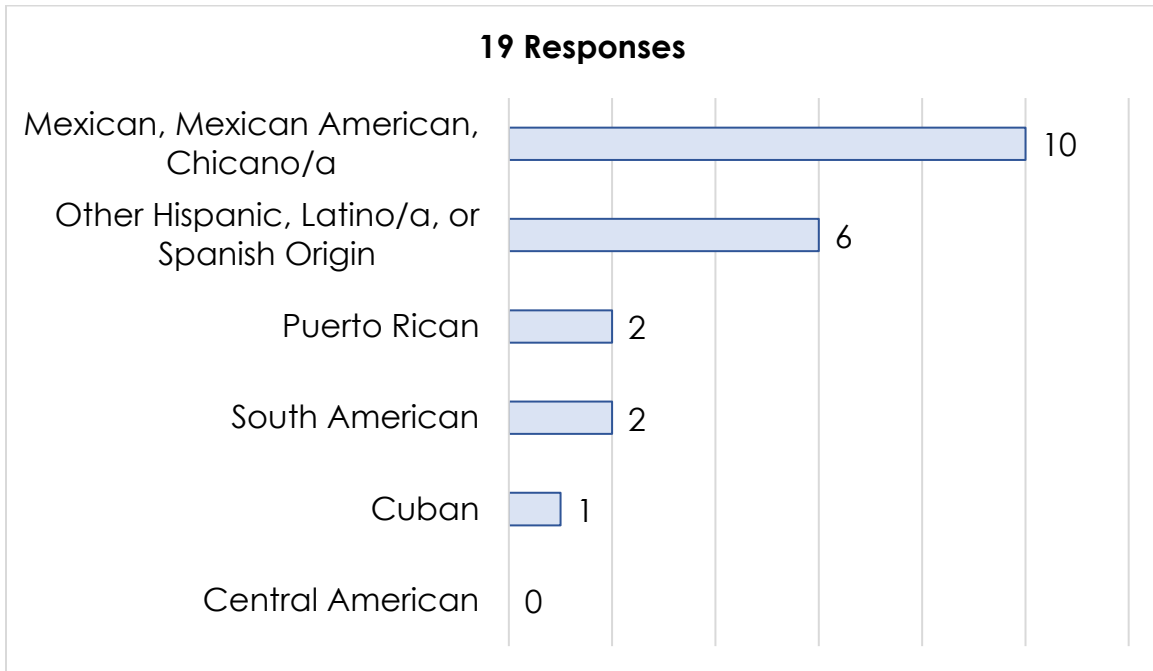
\* Multiple options could be selected.





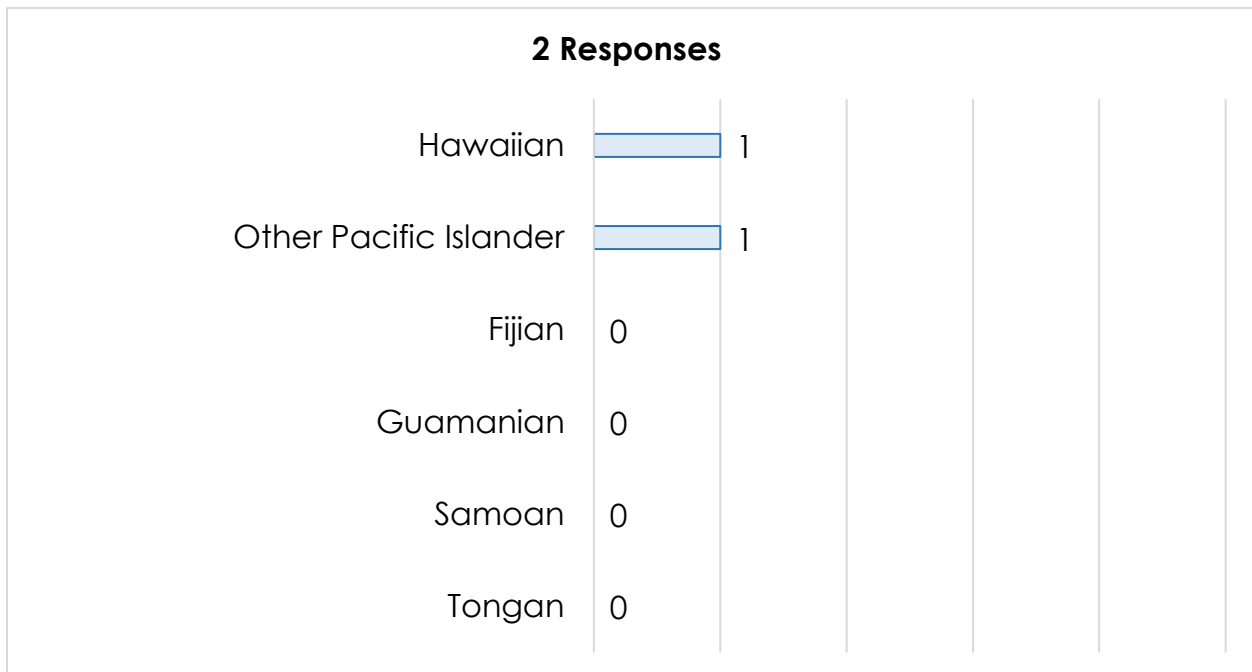
**Hispanic, Latino/a, or Spanish Stakeholders Identified With\***

\* Multiple options could be selected.



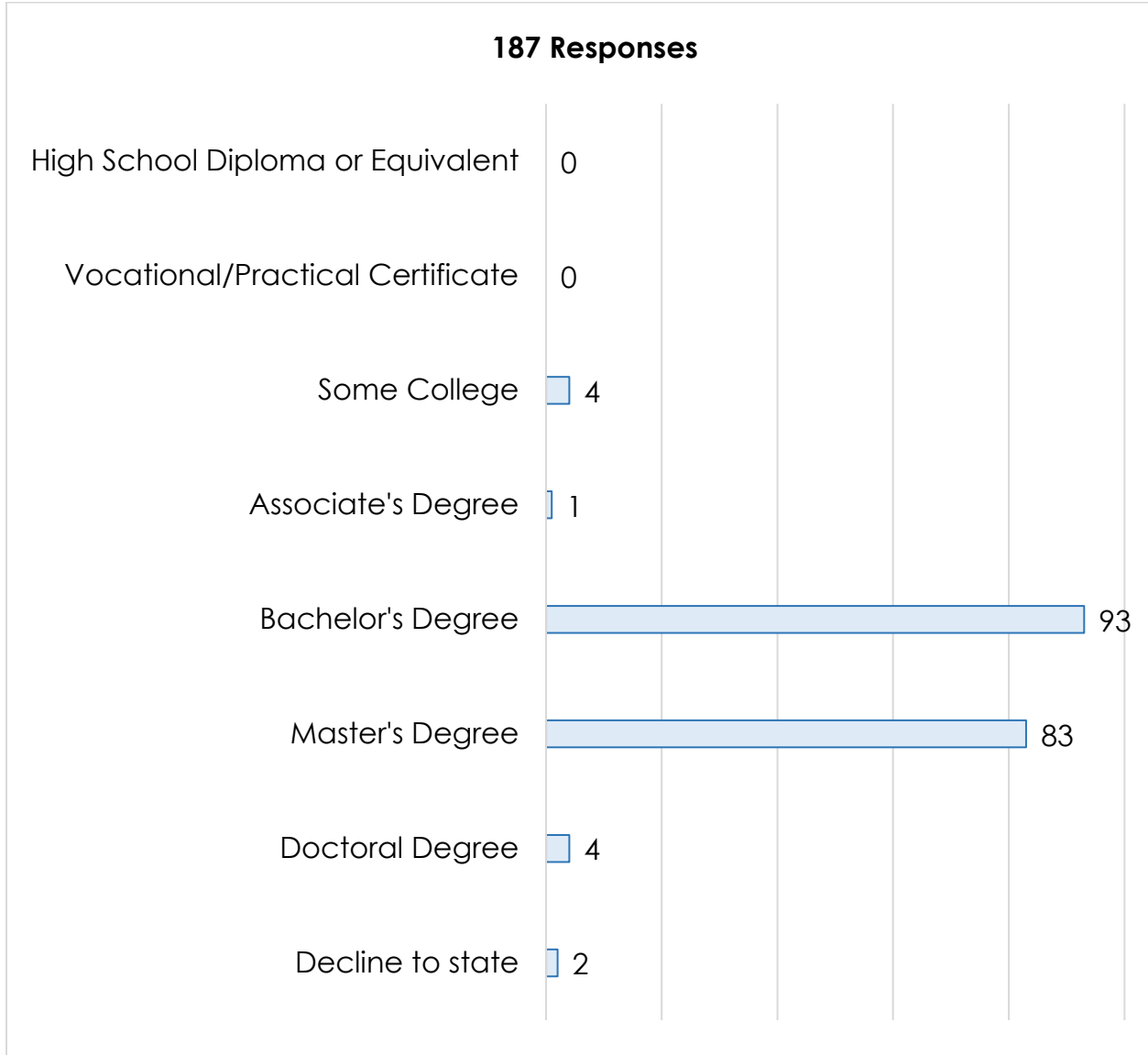
**Native Hawaiian or Other Pacific Islander Stakeholders Identify With\***

\* Multiple options could be selected.



## Education

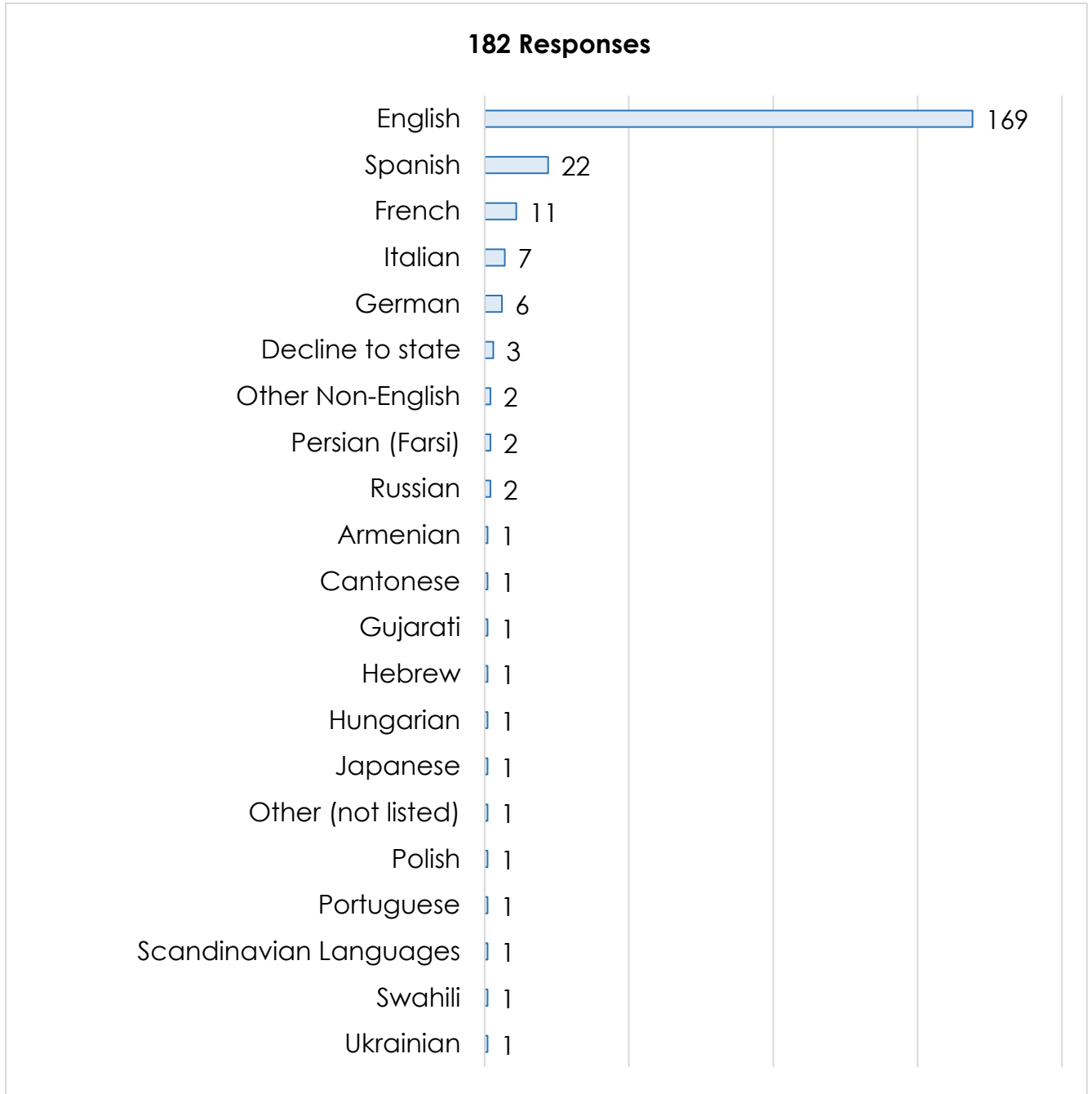
### External Stakeholders' Highest Level of Education



## Languages

### Languages External Stakeholders Speak Fluently\*

\* A total of 58 options were provided, including “Decline to State.” Multiple options could be selected. Languages not selected are not shown.

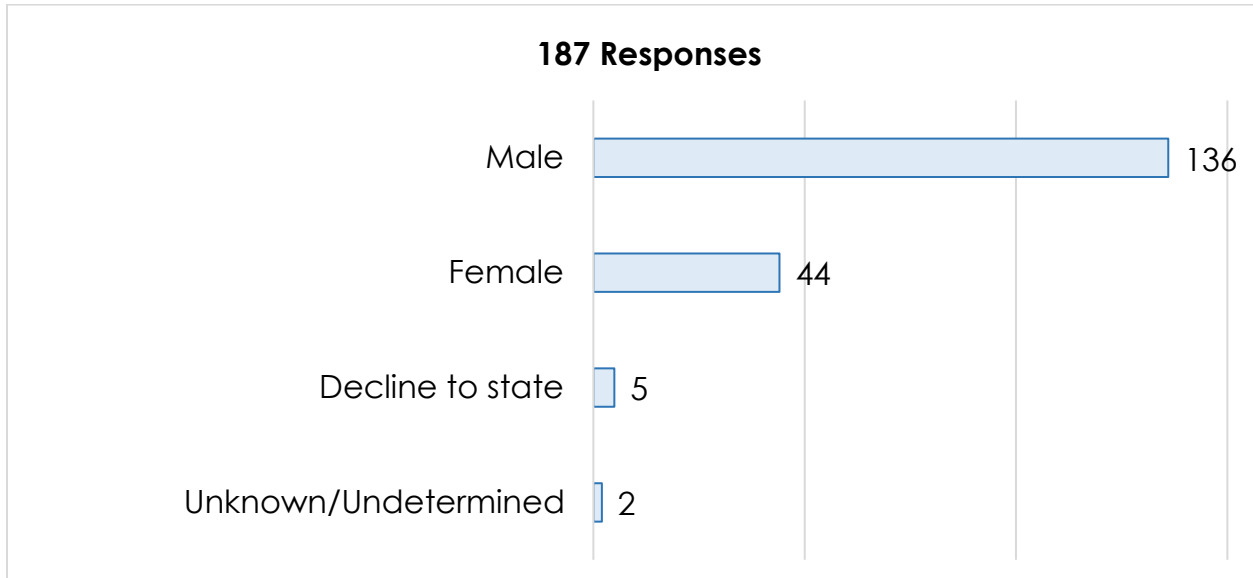


## Language Options

- African Languages
- American Sign Language
- Amharic
- Arabic
- Armenian
- Cantonese
- English
- Fijian
- Formosan (Amis)
- French
- German
- Greek
- Gujarati
- Hebrew
- Hindi
- Hmong
- Hungarian
- Ilocano
- Indonesian
- Italian
- Japanese
- Korean
- Lao
- Mandarin
- Mien
- Mon-Khmer
- Navajo
- Persian (Farsi)
- Polish
- Portuguese
- Punjabi
- Russian
- Samoan
- Scandinavian Languages
- Serbian
- Spanish
- Swahili
- Tagalog
- Telugu
- Thai
- Tonga
- Turkish
- Ukrainian
- Urdu
- Vietnamese
- Xiang Chinese
- Yiddish
- Yoruba
- Other Chinese
- Other Non-English
- Other Sign Language
- Other (not listed)
- Decline to State

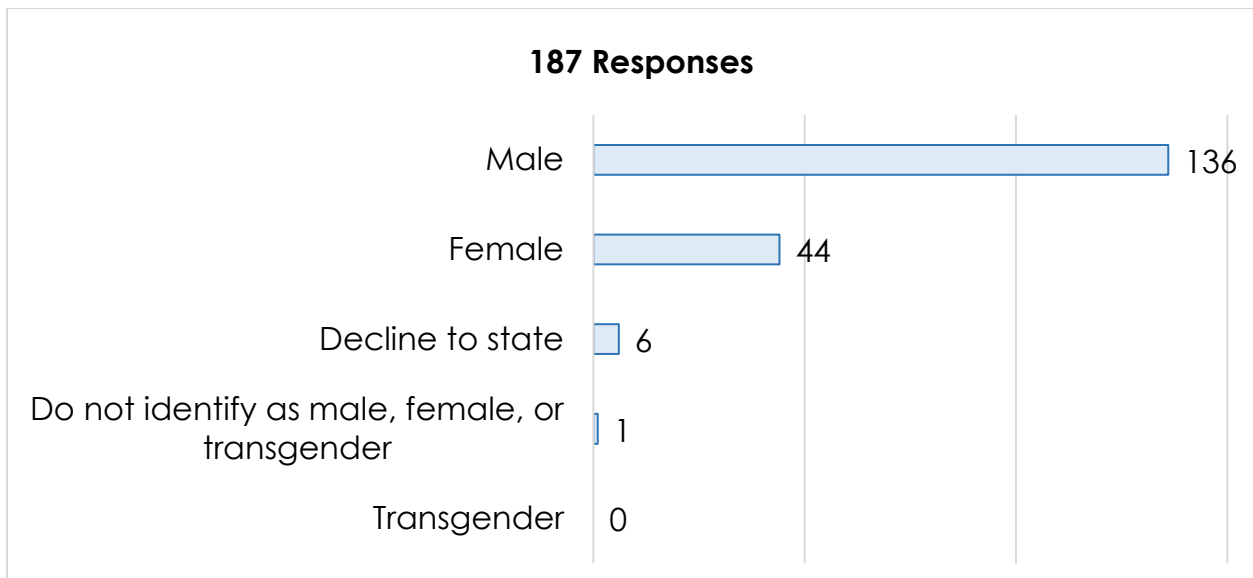
## Birth sex

### External Stakeholders' Assigned Sex at Birth



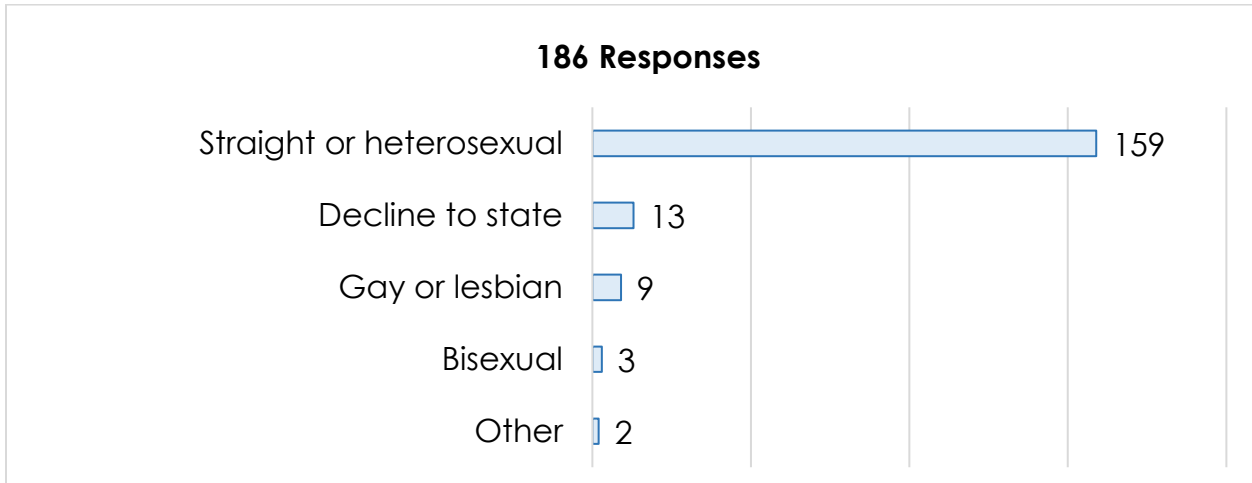
## Current gender

### How External Stakeholders Describe Themselves



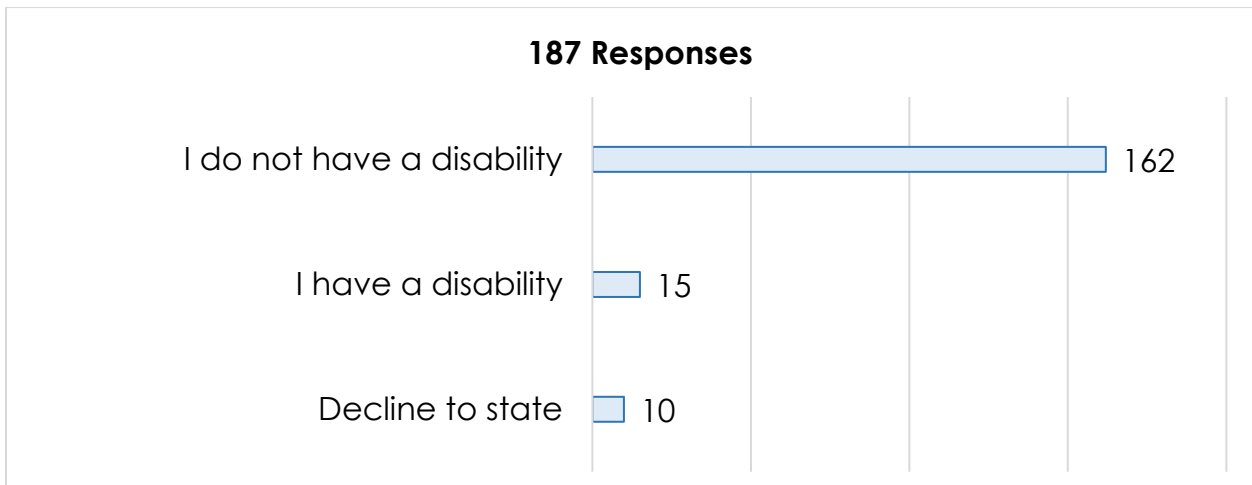
## Orientation

### External Stakeholders' Orientation



## Disability status

### External Stakeholders' Disability Status





SOLID Planning Solutions is dedicated to your continual improvement and organizational development. We offer a wide array of services and programs to boards, bureaus, commissions, committees, and divisions.

Strategic Planning • Employee Engagement • Meeting Facilitation

Contact us to learn more about how we can help your organization plan and achieve a successful future.

[SOLID@dca.ca.gov](mailto:SOLID@dca.ca.gov)