

California Architects Board
Board Meeting
February 20, 2025





Board Members

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

NOTICE OF PUBLIC MEETING

**The California Architects Board (Board) will meet at
10:00 a.m., on Thursday, February 20, 2025**

**San Diego Mesa College
Design Center, Room Z101
7250 Mesa College Drive
San Diego, CA 92111-4998**

AGENDA

10:00 a.m. to 2:00 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. Review and Possible Action on December 5-6, 2024, Board Meeting Minutes
- E. Update and Discussion on Committee Meetings of the National Council of Architectural Registration Boards (NCARB)
- F. Review and Approve Strategic Plan 2025-2028
- G. Update on Committees
 - 1. January 31, 2025, Landscape Architects Technical Committee (LATC) Meeting
 - i. Review and Approve Strategic Plan 2025-2028
- H. Executive Officer's Report – Update on Board's Administration / Management, Examination, Licensing, and Enforcement Programs

(Continued)

- I. Regulations Update
 - 1. Consideration of, and Possible Action on, Comment Received During the 45-Day Comment Period Regarding Proposed Regulations to Amend California Code of Regulations (CCR), title 16, division 2, article 3, section 120 (Re-Examination)
 - 2. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 7, section 144 (Fees)
 - 3. Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 2, section 109 (Filing of Applications)
- J. Review of Future Board Meeting Dates
- K. Closed Session - Pursuant to Government Code sections 11126(a)(1) the Board Will Meet in Closed Session to:
 - 1. Perform the Annual Evaluation of its Executive Officer
- L. 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 the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. 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
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).



DRAFT MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

December 5-6, 2024
Sacramento, CA

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

On December 5th, 2024, Board President Sonny Ward called the meeting to order at 10:00 a.m. and Nilza Serrano called the roll.

Board Members Present

Charles "Sonny" Ward, President
Ron Jones, Vice President
Victoria Brash
Tian Feng
Mitra Kanaani (arrived at 10:30 a.m.)
Leonard Manoukian
Robert Pearman (arrived at 10:30 a.m.)
Nilza Serrano
Fuad Sweiss

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

Board Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Tim Rodda, Regulations Manager
Marccus Reinhardt, Licensing Manager
Kourtney Fontes, Administrative Manager
Bethany Butori, Public Information Technician
Coleen Galvan, Communications Analyst
Michael Sganga, Enforcement Analyst

DCA Staff Present

Judie Bucciarelli, Board and Bureau Relations
Harmony DeFilippo, Budget Manager
Luke Fitzgerald, Budget Analyst
Sam Singh, Regulations Counsel

Landscape Architects Technical Committee (LATC) Members Present

Pamela S. Brief, Committee Chair

Guests Present

Scott Terrill, California AIA

Jason Ikerd, EGRS Lobbyist

Yeaphana LaMarr, Senate BPED Committee Consultant

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

President Ward opened the meeting by thanking Pamela Brief, LATC Chair, 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.

E. UPDATE FROM THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) – JUDIE BUCCIARELLI

Judie Bucciarelli thanked the Board members for their service and dedication to protect the consumers of California. Ms. Bucciarelli provided updates on the Form 700 filing process, the recent activity of DCA’s Diversity, Equity, and Inclusion Steering Committee, and the annual charitable campaigns that DCA participates in. Ms. Bucciarelli answered questions posed by members of the Board.

Public Comments: There were no public comments.

F. BUDGET UPDATE FROM THE DCA BUDGET OFFICE

Budget Analyst Luke Fitzgerald summarized the Board’s expenditure projections and fund condition statement included in the meeting materials. Mr. Fitzgerald and Budget Manager Harmony DeFilippo answered questions posed by members of the Board.

Public Comments: There were no public comments.

G. REVIEW AND POSSIBLE ACTION ON BOARD MEETING MINUTES

1. September 13, 2024, Board Meeting Minutes

Nilza Serrano moved to approve the September 13, 2024, minutes.

Fuad Sweiss seconded the motion.

Public Comments: There were no public comments.

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

2. June 6, 2024, Corrected Board Meeting Minutes

Nilza Serrano moved to approve the June 6, 2024, corrected minutes.

Fuad Sweiss seconded the motion.

Public Comments: There were no public comments.

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

D. ELECTION OF 2025 BOARD OFFICERS

Ms. Serrano stated that the slate proposed by the Nominations Committee is Ron Jones, President; Robert Pearman, Vice President; and Victoria Brash, Secretary.

Member Feng moved to elect the Nominations Committee's recommended slate as listed, Ron Jones, President; Robert Pearman, Vice President; and Victoria Brash, Secretary.

Mitra Kanaani seconded the motion.

Public Comments: There were no public comments.

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

H. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Laura Zuniga provided an update on the NCARB Examinations Committee activity. Tian Feng shared details of the next Regional Call and Regional Summit. Nilza Serrano encouraged the Board members to remind NCARB that DEI is still important in California.

Public Comments: There were no public comments.

I. UPDATE ON COMMITTEES

1. November 7-8, 2024, Landscape Architects Technical Committee Meeting

Ms. Zuniga shared that LATC met and held its strategic planning session. She explained that LATC's updated strategic plan will be presented to the Board at its next meeting. Pamela Brief thanked Ron Jones for attending the LATC strategic planning session and provided an update on the 2024 CLARB Annual Meeting.

2. November 20, 2024, Professional Qualifications Committee Meeting

President Ward summarized the Committee's discussion on the use of generative design tools in architecture.

Public Comments: There were no public comments.

J. EXECUTIVE OFFICER'S REPORT – LAURA ZUNIGA, EXECUTIVE OFFICER

Ms. Zuniga reported on the Board's budget, business modernization project, personnel updates, outreach presentations, examination statistics, and enforcement activity. Ms. Serrano recommended the Board open a Bluesky social media account. Ms. Zuniga answered questions posed by members of the Board. Tim Rodda provided an update on the Board's current regulation changes.

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 124 (California Supplemental Examination)

Mr. Rodda explained the proposed changes to 16 CCR 124 (California Supplemental Examination).

Ron Jones moved to 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.

Nilza Serrano seconded the motion.

Public Comments: There were no public comments.

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

L. REVIEW OF FUTURE BOARD MEETING DATES

Leonard Manoukian recommended holding the last meeting of the year at the end of October or beginning of November. President Ward recommended holding meetings on Thursdays.

Public Comments: There were no public comments.

M. STRATEGIC PLANNING SESSION

The Board started its strategic planning session by viewing DCA introductory videos. The Board also discussed the existing subcommittee structure and recent proposed legislation to regulate commercial interior designers under the Board.

Public Comments: Yeaphana LaMarr thanked the Board for providing input on the proposed legislation.

N. RECESS

The meeting recessed at 12:55 p.m.

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

On December 6th, 2024, Board President Sonny Ward called the meeting to order at 9:00 a.m. and Secretary Brett Gladstone called the roll.

Board Members Present

Charles "Sonny" Ward, President
Ron Jones, Vice President
Malcolm "Brett" Gladstone, Secretary
Victoria Brash
Tian Feng
Leonard Manoukian
Robert Pearman
Nilza Serrano
Fuad Sweiss (left at 11:30 a.m)

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

Board Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Tim Rodda, Regulations Manager
Marccus Reinhardt, Licensing Manager

Kourtney Fontes, Administrative Manager
Bethany Butori, Public Information Technician
Coleen Galvan, Communications Analyst
Michael Sganga, Enforcement Analyst

DCA Staff Present

Sarah Irani, SOLID Facilitator
Trisha St. Clair, SOLID Facilitator

Landscape Architects Technical Committee (LATC) Members Present

Pamela Brief, Committee Chair

Guests Present

Scott Terrill, California AIA
Yeaphana LaMarr, Senate BPED Committee Consultant

P. STRATEGIC PLANNING SESSION

Trisha St. Clair and Sarah Irani from SOLID facilitated the Board's strategic planning session. SOLID will prepare a draft Strategic Plan with changes made during the session, and the Board will review and finalize the plan at a future meeting.

Q. ADJOURNMENT

The meeting adjourned at 1:00 p.m.



California Architects Board

2025-2028 Strategic Plan

Adopted: [Month Day, Year]

Prepared by:

SOLID Planning Solutions

Department of Consumer Affairs

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Board Members

Ronald A. Jones, President

Robert C. Pearman, Jr., Vice President

Victoria Brash, Secretary

Malcolm "Brett" Gladstone, Public Member

Tian Feng, Architect Member

Mitra Kanaani, Architect Member

Leonard Manoukian, Public Member

Nilza Serrano, Public Member

Fuad Sweiss, Public Member

Charles "Sonny" Ward, Architect Member

Gavin Newsom, Governor

Tomiquia Moss, Secretary, Business, Consumer Services and Housing Agency

Kimberly Kirchmeyer, Director, Department of Consumer Affairs

Laura Zuniga, Executive Officer, California Architects Board

About the Board

The California Architects Board (CAB or Board) was created through “An Act to Regulate the Practice of Architecture” (ACT) by the Legislature in 1901. Six months after the approval of the Act, it became unlawful to practice architecture or call oneself an architect in the State of California unless certified by the Board.

In 1929, the Board began issuing licenses to individuals who passed both a written and an oral examination. Then, in 1963, the Act was revised making the actual practice of architecture by an unlicensed individual a misdemeanor. This revision made the Act a true practice act, restricting the practice of architecture to only licensed architects. In addition to examining candidates, the Board maintains a wide range of programs to protect consumers and regulate the practice of architecture.

The ten-member Board consists of five architects and five public members. Eight gubernatorial appointees, one Senate Rules Committee appointee, and one Speaker of the Assembly appointee are appointed for a term of four years.

Since 1997, the Board has also overseen the duties, responsibilities, and jurisdiction of the Landscape Architects Technical Committee (LATC). The Board is charged with regulating landscape architects and managing all the affairs of the former Board of Landscape Architects. The LATC is structured as a committee of the Board.

Message from the President

[Most board presidents use this space to express enthusiasm for the new strategic plan. Let us know if you would like some examples.]

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Board Mission, Vision, and Values

Mission

The Board's mission is to advance and protect the interests of the people of California by the effective administration of the Architects Practice Act.

Vision

The leader in the regulation of architectural practice and consumer protection.

Values

- Collaborative
- Diversity, Equity, and Inclusion
- Innovative
- Integrity
- Public Protection
- Proactive

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Goal 1: Licensing and Professional Qualifications

Ensure practicing architects meet the professional qualifications.

- 1.1 Determine if the California Supplemental Exam (CSE) needs to be modified to ensure relevancy and remove any barriers to licensure.
- 1.2 Evaluate continuing education (CE) requirements and propose statutory and/or regulatory changes, as necessary, to ensure relevancy and expand course options.
- 1.3 Review the licensing process to improve efficiencies, by developing clearer guidelines and improved tools.
- 1.4 Enhance the Connect software system to require CE documentation to be uploaded during the renewal process.
- 1.5 Explore ways to improve the quality of CE providers to increase public protection.

Goal 2: Regulation and Enforcement

Protect California consumers by establishing and enforcing practice standards for architects.

- 2.1 Evaluate the Board's fine structure and update regulations as necessary to increase fines to discourage practice violations.
- 2.2 Determine whether statutory changes are necessary to clarify licensed architects are required to submit plans for local approval and what architects can do to eliminate confusion and protect consumers.
- 2.3 Research and amend regulations as necessary to ensure relevancy with current technologies and practices.
- 2.4 Pursue legislation to clarify and update the Architects Practice Act to improve understanding and ensure relevancy.
- 2.5 Pursue legislation to update the Business Entity Report Form (BERF) to include more information about the management control of businesses.
- 2.6 Provide additional training to subject matter experts (SMEs), board members, and staff to strengthen enforcement decisions and recommendations.

Goal 3: Communications

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

- 3.1 Expand outreach and communications to educate the public regarding the Board's role and resources.
- 3.2 Enhance communication to improve overall engagement with licensees and the public.
- 3.3 Increase collaborative student outreach to shape an inclusive and representative licensee population.
- 3.4 Educate the public and planning departments about when licensed architects are required and what architects can do.

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Goal 4: Collaborative Partnerships

Enhance relationships with consumers and related organizations and provide quality customer service.

- 4.1 Increase Board representation at the national level to ensure that California's voice is heard.
- 4.2 Promote board member vacancies to foster a candidate pool that reflects the practice diversity of the profession in California.

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Strategic Planning Process

To understand the environment in which the Board operates as well as identify factors that could impact the Board's success in carrying out its regulatory duties, the Department of Consumer Affairs' SOLID Planning Unit (SOLID) conducted an environmental scan of the Board's internal and external environments by collecting information through 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 most significant themes and trends identified from the environmental scan were discussed by board members, board leadership and staff, and members of the public during a strategic planning session facilitated by SOLID on December 6, 2024. This information guided the Board in the development of its strategic objectives outlined in this 2025-2028 strategic plan.

California Architects Board

2420 Del Paso Road, Suite 105
Sacramento, CA 95834-9673
Phone: (916) 574-7220
<https://www.cab.ca.gov/>

Strategic plan adopted on [type date here].

This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the California Architects Board on December 6, 2024. Subsequent amendments may have been made after the adoption of this plan.



Prepared by:
SOLID Planning Solutions
1747 N. Market Blvd., Ste. 270
Sacramento, CA 95834



NOTICE OF MEETING
Landscape Architects Technical Committee

LATC MEMBERS

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

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

**The Landscape Architects Technical Committee
(LATC or Committee) will meet at
at 10 a.m., on January 31, 2025**

NOTE: This teleconference meeting is being held pursuant to Government Code section 11123.5.

The in-person location for this meeting is:

**2420 Del Paso Road, Suite 105, Room 114
Sacramento, CA 95834**

Information to Register/Join Meeting for Members of the Public via Webex: To access the Webex event, attendees will need to click the following link. Instructions to connect to the meeting can be found at the end of this agenda.

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=mdabb1d304c7e85f329de98ba8545b154>

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

Due to potential technical difficulties, please consider submitting written comments by January 27, 2025, to latc@dca.ca.gov for consideration.

AGENDA

10 a.m. to 5 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 take action 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. Update from the Department of Consumer Affairs (DCA) – Board and Bureau Relations, DCA
- E. Budget Update from DCA Budget Office, Luke Fitzgerald, Budget Analyst
- F. Review and Possible Action on November 7, 2024, LATC Meeting Minutes
- G. Discussion and Possible Action Regarding Landscape Architecture and Public Protection and Outreach for Rebuilding Process Post Southern California Fires
- H. Program Manager’s Report
 - 1. Update on Committee’s Administrative/Management, Examination, Licensing, and Enforcement Programs
- I. Review and Possible Action on Draft 2025-2028 Strategic Plan
- J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB):
 - 1. Update and Discuss Committee Meetings
- K. Review of Future Committee Meeting Dates
- L. 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.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts> Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

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: Heather Davis

Telephone: (916) 575-7235

Email: Heather.Davis@dca.ca.gov

Telecommunication Relay Service: Dial 711 Sacramento, CA 95834

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 G.1: REVIEW AND POSSIBLE ACTION ON LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) 2025-2028 STRATEGIC PLAN

Summary

On November 8, 2024, the Landscape Architects Technical Committee (LATC) participated in a session to update its Strategic Plan for four years (2025-2028). The session was facilitated by the Department of Consumer Affairs' SOLID team. The LATC developed objectives for four goal areas: Licensing and Professional Qualifications, Regulation and Enforcement, Public and Professional Outreach, Administration and Customer Service, and Organizational Effectiveness. SOLID updated the Strategic Plan based on the LATC's session. During the LATC January 31, 2025, meeting, members made non-substantive edits to the Strategic Plan.

Action Requested

The Board is asked to review and approve the LATC 2025-2028 Strategic Plan.

Attachment

LATC Strategic Plan 2025-2028



Landscape Architects Technical Committee

2025-2028 Strategic Plan

Adopted: February 20, 2025

Prepared by:

SOLID Planning Solutions

Department of Consumer Affairs

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Committee Members

Pamela S. Brief, Committee Chair

Patricia M. Trauth, Committee Vice Chair

Martin “Marty” Armstrong, Landscape Architect Member

Susan M. Landry, Landscape Architect Member

Jon S. Wreschinsky, Landscape Architect Member

Gavin Newsom, Governor

Tomiquia Moss, Secretary, Business, Consumer Services and Housing Agency

Kimberly Kirchmeyer, Director, Department of Consumer Affairs

Kimberly McDaniel, Program Manager, Landscape Architects Technical Committee

About the Landscape Architects Technical Committee (LATC)

The Board of Landscape Architects (BLA) was created by the California Legislature in 1953 to protect the health, safety, and welfare of the public by establishing standards for licensure and enforcing the laws and regulations that govern the practice of landscape architecture in California. In 1997, the Landscape Architects Technical Committee (LATC) was formed under the California Architects Board (Board) to replace BLA. Legislation establishing LATC was passed by the Legislature and signed into law effective January 1, 1998. The five-member Committee consists of three gubernatorial appointees, one Senate Rules Committee appointee, and one Assembly Speaker appointee. Members are appointed for a term of four years.

Landscape architects offer an essential array of talent and expertise to develop and implement solutions for the built and natural environment. Based on environmental, physical, social, and economic considerations, landscape architects produce overall guidelines, reports, master plans, conceptual plans, construction contract documents, and construction oversight for landscape projects that create a balance between the needs and wants of people and the limitations of the environment. The decisions and performance of landscape architects affect the health, safety, and welfare of the client, as well as the public and environment. Therefore, it is essential that landscape architects meet minimum standards of competency.

LATC is responsible for the examination and licensure concerning landscape architects. The LATC currently licenses more than 3,600 of the over 16,600 licensed landscape architects in the United States. California has both a practice act, which precludes unlicensed individuals from practicing landscape architecture, and a title act, which restricts the use of the title "landscape architect" to those who have been licensed by the LATC.

Message from the Committee Chair

[Most committee chairs use this space to express enthusiasm for the new strategic plan. Let us know if you would like some examples.]

LATC Mission, Vision, and Values

Mission

LATC licenses and regulates the practice of landscape architecture to educate and protect the public and their health, safety, and welfare while safeguarding the environment.

Vision

Champion for consumer protection, and a safe, healthy, and equitable environment for all.

Values

- Communication
- Consumer Protection
- Diversity, Equity, and Inclusion
- Education
- Innovation
- Integrity
- Leadership
- Transparency

Goal 1: Licensing and Professional Qualifications

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

- 1.1 Explore ways to reduce barriers to licensure and increase the number of licensees to protect the public.
- 1.2 Improve communication by clarifying licensure requirements.
- 1.3 Research ways to better prepare candidates for professional licensure.
- 1.4 Encourage associations and firms to provide financial assistance options for applicants to help with the costs of exams and licensure.
- 1.5 Research the possibility of establishing continuing education (CE) requirements for renewal.

Goal 2: Regulation and Enforcement

Protect consumers through communication, regulation, and enforcement of laws, codes, and standards of the practice of landscape architecture.

- 2.1 Increase awareness of licensing enforcement by improving the LATC website and other communication platforms to increase accessibility and transparency.
- 2.2 Clarify best practices for hiring licensed landscape architects to educate consumers.
- 2.3 Collaborate with associations and local building and planning departments to address the unlicensed practice of landscape architecture.
- 2.4 Explore how artificial intelligence (AI) may impact the profession and licensure.

Goal 3: Public and Professional Outreach

Increase public and professional awareness of LATC's mission, vision, values, and services.

- 3.1 Increase outreach to schools and professional associations to improve communication.
- 3.2 Partner with other agencies to strengthen LATC's outreach approach.
- 3.3 Conduct outreach to regulatory agencies stating the importance of requiring the State of California Licensed Landscape Architect seal.
- 3.4 Promote landscape architecture's science, technology, engineering, and mathematics (S.T.E.M.) designation to increase awareness of its importance.
- 3.5 Expand the use of social media to increase followers and receive input on what licensees and consumers want to know.

Goal 4: Administration and Customer Service

Provide accessible, efficient, and responsive quality customer services to consumers and licensees.

- 4.1 Continue communication between the California Architects Board (CAB) and LATC as a way to continue increasing efficiencies.
- 4.2 Improve communication regarding LATC's fee structure to increase transparency and understanding.
- 4.3 Expand LATC's involvement with the Council of Landscape Architecture Registration Boards (CLARB) to strengthen the voice of California at the national level.
- 4.4 Initiate Sunset Report preparation.

Strategic Planning Process

To understand the environment in which LATC operates as well as identify factors that could impact LATC's success in carrying out its regulatory duties, the Department of Consumer Affairs' SOLID Planning Unit (SOLID) conducted an environmental scan of LATC's internal and external environments by collecting information through the following methods:

- SOLID conducted interviews with leadership and staff during the months of August and September 2024.
- SOLID conducted interviews with committee members during the months of August and September 2024.
- SOLID conducted an online survey for external stakeholders during the months of August and September 2024.

The most significant themes and trends identified from the environmental scan were discussed by committee members, LATC leadership and staff, and one member of the public during a strategic planning session facilitated by SOLID on November 8, 2024. This information guided LATC in the development of its strategic objectives outlined in this 2025-2028 strategic plan.

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105
Sacramento, CA 95834-9673
Phone: (916) 575-7230
<https://www.latc.ca.gov/>

Strategic plan adopted on [type date here].

This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the Landscape Architects Technical Committee on November 8, 2024. Subsequent amendments may have been made after the adoption of this plan.



Prepared by:
SOLID Planning Solutions

1747 N. Market Blvd., Ste. 270
Sacramento, CA 95834

Quarterly Report of the Executive Officer

Administrative/Management

Board. The Board met in Sacramento on December 5-6 and will meet in San Diego on February 20.

Meetings. The Landscape Architects Technical Committee (LATC) met in Sacramento on November 7-8 and by teleconference on January 31.

The Professional Qualifications Committee met by teleconference on November 20.

Newsletter

The Winter issue of the California Architects newsletter was distributed in December. The Spring issue will be distributed in April.

Budget

The Board's fund condition will be discussed at the June 2025 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 third release launched in November 2024 and included implementation of Consumer Complaint forms and online license renewals. The project has entered into Maintenance and Operations, and the Board and LATC will continue to work with DCA staff on further functionality.

Personnel

Idris Ahmed, CAB Enforcement Analyst, accepted a position with the Department of Social Services. Reynaldo Castro, CAB Enforcement Technician, accepted a promotion with the Board of Vocational Nursing and Psychiatric Technicians.

Heather Davis was hired as LATC’s Special Projects Analyst.

Ryan Riddell was hired as CAB Enforcement Technician.

Raquel Moon was hired as Examination Technician in the Board’s Licensing Unit.

Outreach

On December 19, CAB staff held a webinar for licensees covering the Continuing Education coursework requirements.

Social Media

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

CAB	Posts Oct. – Dec.	Followers 12/31/24	LATC	Posts Oct. – Dec.	Followers 12/31/24
Bluesky	6	8	Bluesky	0	2
Facebook	12	458			
Instagram	12	1,431	Instagram	2	125
LinkedIn	2	637	LinkedIn	0	33
X	10	1,384	X	2	287

Regulatory Proposals

Architects

CCR Section 117 (Experience Evaluation). This proposal is complete and was filed with the Secretary of State on October 23, 2024, and had an effective date of January 1, 2025.

Status: Complete.

CCR Sections 121 (Form of Examinations; Reciprocity) and 124 (California Supplemental Examination). This proposal is complete and was filed with the Secretary of State on December 4, 2024, and had an effective date of April 1, 2025.

Status: Complete.

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, and forwarded to Agency on December 19, 2024. Agency approved the regulation to proceed and it was sent to OAL on January 6, 2025. The 45-day comment period began on January 17, 2025.

Status: 45-day comment period open until March 3, 2025.

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 OAL on October 30, 2024 and the public comment went from November 15, 2024 through December 30, 2024. The Board received one comment during this period which it will discuss at the February Board meeting.

Status: Awaiting Board review and proposed response to public comment.

CCR Section 144 (Fees). The Board's sunset bill included increases to the minimum and maximum Board fees in statute. A Section 100 (change without regulatory effect) was submitted on December 31, 2024. These changes will bring the Board's fee regulation, CCR 144, in alignment with its governing statute, BPC 5604.

Status: Awaiting update from OAL.

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 second quarter of FY 2024/25 are presented in Tables A and B.

**Table A
Architect CSE Examinee Performance: October 1 – December 31, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	106	71%	44	29%	150
Instate Repeat	39	74%	14	26%	53
Reciprocity First-time	39	67%	19	33%	58
Reciprocity Repeat	9	53%	8	47%	17
Total	193	69%	85	31%	278

**Table B
California ARE 5.0 Examinee Performance by Division: October 1 – December 31, 2024**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	145	58%	103	42%	248
Practice Management	164	48%	178	52%	342
Programming and Analysis	142	55%	118	45%	260
Project Development and Documentation	140	55%	115	45%	255
Project Management	149	62%	90	38%	239
Project Planning and Design	133	46%	156	54%	289

Table C
California and NCARB ARE 5.0 Performance Comparison
(Q2 FY 2024/25)

ARE Division	Q2 FY 24/25		
	CA Pass	Natl. Pass	▲%
Construction and Evaluation	58%	60%	-2%
Practice Management	48%	48%	0
Programming & Analysis	55%	59%	-4%
Project Development & Documentation	55%	55%	0
Project Management	62%	58%	+4%
Project Planning & Design	46%	45%	+1%

▲% 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 second quarter of FY 2024/25 are presented in Tables D and E.

**Table D
Landscape Architect CSE Examinee Performance: October 1 – December 31, 2024**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	23	70%	10	30%	33
Repeat	8	53%	7	47%	15
Total	31	65%	17	35%	48

**Table E
California LARE Examinee Performance by Section: October 1 – December 31, 2024**

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, and Project Management	54	66%	28	34%	82
Planning and Design	42	58%	31	42%	73
Construction Documentation and Administration	38	75%	13	25%	51
Grading, Drainage, and Stormwater Management	21	47%	24	53%	45

Table F
California and CLARB LARE Performance Comparison
(Q2 FY 2024/25)

LARE Section	Q2 FY 24/25		
	CA Pass	Natl. Pass	▲%
Inventory, Analysis, and Project Management	66%	64%	+2%
Planning and Design	58%	61%	-3%
Construction Documentation and Administration	75%	76%	-1%
Grading, Drainage, and Stormwater Management	47%	53%	-6%

▲% 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		Prior Quarter		FY 24 25
	Oct.	Dec. 2024	Jul.	Sep. 2024	
Complaints					
Received	67		35		95
Opened	67		35		95
Closed	79		78		157
Average Days to Close	263		196		263
Pending	171		155		171
Citations					
Issued	45		33		78
Final	39		38		77
Continuing Education Citations					
Issued	32		28		60
Final	29		27		56
Discipline					
Pending Attorney General	2		2		2
Final	0		1		1

Landscape Architects

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

Category	Current Quarter		Prior Quarter		FY 24 25
	Oct.	Dec. 2024	Jul.	Sep. 2024	
Complaints					
Received	8		7		15
Opened (Reopened)	6		3		9
Closed	1		2		3
Average Days to Close	25		157		61
Pending	5		7		12
Citations					
Issued	2		1		3
Final	0		2		2
Discipline					
Pending Attorney General	0		0		0
Final	0		0		0

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

Christina R. Daniels (Napa) – The Board issued a two-count citation with a \$4,000 administrative fine to Christina R. Daniels, an unlicensed person, dba Lone Wolf Designs LLC, for alleged violations of Business and Professions Code sections 5536(a) and 5536.1(c).

Daniels was hired in December 2022 to prepare plans for a home built with concrete forms in Napa County. She was paid \$18,000 after she told her client that she was an architect and stated that the plans would have her “stamp” on them.

Because it involved concrete forms, and not conventional woodframe construction, the project was not exempt from licensing requirements. Daniels’ conduct constituted the practice of architecture as defined in Business and Professions Code section 5500.1 and was therefore a violation of Business and Professions Code section 5536.1(c).

Daniels advertised herself an architect and architectural designer, using false license numbers. Her company website described her business as a “full service architectural design” firm and offered “architectural design” and “Concrete Builds” under the Services page.

Daniels’ Instagram profile stated she provides “Architectural Design” and displayed posts of plans with “LIC#11038466” in the title block. She also used signage stating “LW Design Architectural Design Lic.# 11038468.”

Daniels’ company LinkedIn profile contained the tagline “Providing Architectural Design.” Her personal LinkedIn profile also described herself as providing “Architectural...design.” Daniels’ claimed company Yelp profile was categorized under “Architects.” Her company Facebook profile offered “Architectural Design Services for Napa County and the Surrounding Bay Area.” Daniels’ Alignable profile offered “full architectural design” and was categorized under “Architectural Designer.” Her Local Yahoo profile was categorized as “Architecture.”

Daniels’ contract, company signage, website, and profiles, wherein she described her services using the terms “Architect,” “Architectural” and “Architectural,” are devices that might indicate to the public that Daniels 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). Daniels paid the fine, satisfying the citation. The citation became final on October 31, 2024.

Additional summaries are pending approval and will be provided separately.

Landscape Architects

None

AGENDA ITEM I.1: Consideration of, and Possible Action on, Comment Received During the 45-Day Comment Period Regarding Proposed Regulations to Amend CCR, title 16, division 2, article 3, section 120 (Re-Examination)

Summary

At its September 13, 2024 meeting, the Board approved language to amend 16 CCR section 120 (Re-Examination) and directed the Executive Officer to take all steps necessary to initiate the rulemaking process. Board staff worked with the Legal Affairs Division (LAD) to draft a notice, initial statement of reasons, and fiscal impact document. On October 30, 2024, Agency approved the initial rulemaking file for submittal to the Office of Administrative Law (OAL). LAD submitted the documents to OAL on behalf of the Board and the 45-day comment period began on November 15, 2024. The 45-day public comment period closed on December 30, 2024, and the Board received one comment, from Steven Johnson. The comment was asking for clarification regarding Architect Registration Examination (ARE) credit for passed divisions and testing process, and stated that California needs to have its own rules.

Summary of Concerns and Proposed Board Responses

In accordance with Government Code [section 11346.9](#), subdivision (a)(3), the Board, in its final statement of reasons supporting the rulemaking, must summarize each objection or recommendation made regarding the specific adoption, amendment, or repeal proposed, together with an explanation of how the proposed action has been changed to accommodate each objection or recommendation, or the reasons for making no change.

Comment from Steven Johnson, Architect

Mr. Johnson commented that the governing of ARE without the Board's regulation will be unclear. Specifically stated that the deleted items do not have a solution "except to adhere to some nebulous 'national' standard for NCARB exams." He proposed the Board needs to have its own rules related to the ARE and not defer them.

Proposed Response: The Board's regulations in this area currently conflict with the National Council of Architectural Registration Board's (NCARB) rules related to the Architect Registration Examination (ARE), which are further explained in the [ARE Guidelines](#). By striking this section of the regulation, candidates would follow instructions relating to examination scheduling, rescheduling, receiving scores, and examination validity as contained in the ARE Guidelines. The Board's current methods as outlined in the regulation are more restrictive to candidates. This proposal will

remove the Board from dictating policies that tend to shift with greater speed than regulatory change will allow for. Additionally, the Board is actively involved in the discussions with NCARB when changes such as this are proposed on a national level and votes to approve changes of this nature during annual NCARB meetings.

Action Requested

The Board is asked to consider whether to accept or reject the written comment. Following this decision the Board can make the recommendation to direct staff to provide the proposed response to the written comment take all steps necessary to complete the rulemaking process, delegate to the Executive Officer the authority to make any technical or non-substantive changes to the regulations that may be required to complete the rulemaking file and adopt the proposed regulatory changes as noticed.

Attachments

1. 16 CCR section 120 (Re-Examination) Proposed Language
2. Public Comment from Steven Johnson

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Re-Examination

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Repeal Section 120 of Article 3 of Division 2 of Title 16 of the California Code of Regulations:

~~§ 120. Re-Examination.~~

~~(b) Effective January 1, 2006, candidates for the ARE shall receive conditional credit for each division passed and shall be required to retake only those divisions of the ARE previously failed or those divisions passed on or after January 1, 2006 for which the conditional credit has expired. Conditional credit shall remain valid for five years after the date the division was passed for which conditional credit was granted. Conditional credit shall become full credit only if the conditional credit is within its five-year period of validity and the candidate has passed all remaining divisions of the ARE. Candidates who have received full credit for all divisions of the ARE shall be deemed to have passed the ARE.~~

~~(c) A candidate who has failed a division of the ARE or who has failed to appear for a scheduled division of the ARE shall not be permitted to take any subsequent division of the ARE unless he or she has reapplied properly to NCARB or its authorized representative for the division(s).~~

~~(d) A candidate who has failed a division of the ARE shall not be permitted to reapply to NCARB or its authorized representative for that previously failed division within six (6) months after the date that the candidate last failed the division.~~

~~Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5550, Business and Professions Code.~~

Rodda, Timothy@DCA

Subject: CAB - Contact Form - Other

From: no_reply@dca.ca.gov <no_reply@dca.ca.gov>

Sent: Friday, November 15, 2024 1:57 PM

To: CAB@DCA <CAB@dca.ca.gov>

Subject: CAB - Contact Form - Other



Hello,

A contact form was submitted with the following details:

Name

- Steven Johnson

Email Address

- Steven.Johnson2@cdcr.ca.gov

Phone Number

- 279-223-2873

License or Candidate ID Number

- C26406

Reason for Inquiry

- Other

Message

- Notice of Proposed Regulatory Action: Re-Examination:
I found this announcement to be very confusing. The regulatory language deleted was quite clear, but what will govern in its place was less so. What will be the standard for holding credits from year-to-year? When can you re-take previously failed exams? All of the deleted items don't seem to have a solution offer except to adhere to some nebulous "national" standard for NCARB exams. California needs to have its own rules and not defer to some "national" standard.

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

**AGENDA ITEM I.2: Discuss and Possible Action on Proposed
Regulatory Text Amendments for CCR, title 16,
division 2, article 7, section 144 (Fees)**

Summary

At the Board’s February 22, 2024 meeting, the Board reviewed a budgetary analysis of its fund condition and fee analysis related to license certifications completed by staff. Due to the staff impact completing the volume of certifications received and the associated workload, the Board proposed adding the authority to charge a fee as part of its sunset bill. The Board’s sunset bill, SB 1452 (Ashby, Chapter 482, Statutes of 2024) updated Business and Professions Code section 5604 and authorized the Board to charge a fee for license certifications. The Board completed an average of approximately 350 license certifications over the past three years. Therefore, the fee was recommended to be established at \$40 per certification to allow the Board to recover the actual costs related to completing the certification.

Action Requested

Approve the proposed regulatory text for Section 144 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 144 as noticed.

Attachments

1. 16 CCR section 144 (Fees) Proposed Language
2. BPC 5604
3. Fiscal Impact Analysis – License Certification

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
License Certification Fee

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 144 of Article 7 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 144. Fees.

- (a) The application fee for reviewing a candidate's eligibility to take any or all division(s) of the Architect Registration Examination (ARE) is one hundred dollars (\$100) for applications submitted on or after July 1, 1999.
- (b) The application fee for reviewing a reciprocity candidate's eligibility to take the California Supplemental Examination is one hundred dollars (\$100).
- (c) The fee for the California Supplemental Examination is one hundred dollars (\$100).
- (d) The fee for an original license is four hundred dollars (\$400). If the license is issued less than one year before the date on which it will expire, the fee is two hundred dollars (\$200).
- (e) The biennial renewal fee is four hundred dollars (\$400).
- (f) The delinquency fee is one hundred dollars (\$100).
- (g) The fee for a duplicate certificate is twenty-five dollars (\$25).
- (h) The fee for a retired license is one hundred fifty dollars (\$150).
- (i) The fee for a license certification prepared by the Board is forty dollars (\$40).

Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5604, Business and Professions Code.

BPC 5604.

The fees prescribed by this chapter for architect applicants or architect licenseholders shall be fixed by the board as follows:

- (a) The application fee for reviewing a candidate's eligibility to take any section of the examination shall be one hundred dollars (\$100). The board may adopt regulations to set the fee at a higher amount, up to a maximum of one hundred fifty dollars (\$150).
- (b) The fee for any section of the examination administered by the board shall be one hundred dollars (\$100). The board may adopt regulations to set the fee at a higher amount, up to a maximum of one hundred fifty dollars (\$150).
- (c) The fee for an original license at an amount equal to the renewal fee in effect at the time the license is issued, except that, if the license is issued less than one year before the date on which it will expire, then the fee shall be fixed at an amount equal to 50 percent of the renewal fee in effect at the time the license is issued. The board may, by appropriate regulation, provide for the waiver or refund of the fee for an original license if the license is issued less than 45 days before the date on which it will expire.
- (d) The fee for an application for reciprocity shall be one hundred dollars (\$100). The board may adopt regulations to set the fee at a higher amount, up to a maximum of two hundred fifty dollars (\$250).
- (e) The fee for a duplicate license shall be twenty-five dollars (\$25). The board may adopt regulations to set the fee at a higher amount, up to a maximum of fifty dollars (\$50).
- (f) The renewal fee shall be four hundred dollars (\$400). The board may adopt regulations to set the fee at a higher amount, up to a maximum of six hundred dollars (\$600).
- (g) The delinquency fee may not exceed 50 percent of the renewal fee.
- (h) The fee for a retired license shall be one hundred fifty dollars (\$150) and shall not exceed the fee prescribed in subdivision (c).
- (i) The fee for a license certification shall not exceed forty dollars (\$40).

**California Architects Board
License Certification (new) - Fiscal Impact (workload costs)**

Workload Tasks	Per Application	Minutes Per Application	OT
Receive and Process Request	1	30	30
Minutes per Classification			30
Hours by Classification			0.50
Costs by Classification			\$40
Total Costs:			\$40

OT: Office Technician - \$82/hr (includes DCA Distributed Admin)

AGENDA ITEM I.3: Discuss and Possible Action on Proposed Regulatory Text Amendments for CCR, title 16, division 2, article 2, section 109 (Requirements for Licensure and Filing of Applications)

Summary

During the beginning of the COVID pandemic, candidates were unable to schedule and take divisions of the Architect Registration Examination or the California Supplemental Examination. Being unable to take an examination, candidates were unable to meet the criteria to remain in active status per the Board's regulations requiring candidates take an examination at least once every five years or become inactive. The Board was contacted by many candidates about this situation, but it was discovered the Board did not have the authority to extend the five-year period. In an effort to correct this, the Board proposed language to grant such authority in its sunset bill. The Board's sunset bill, SB 1452 (Ashby, Chapter 482, Statutes of 2024) created Business and Professions Code section 5552.6 which gave the Board the authority to extend the expiration timeline for candidates if there is a state of emergency declared by the Governor. This regulatory proposal makes specific this authority and identifies how candidates can request an extension to their expiration date.

Action Requested

Approve the proposed regulatory text for 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 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 109 as noticed.

Attachments

1. 16 CCR section 109 (Requirements for Licensure and Filing of Applications)
Proposed Language
2. BPC 5552.6

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Application Extension

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 109 of Article 2 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 109. Requirements for Licensure and Filing of Applications.

(a) Definitions:

- (1) A “new candidate” shall mean a candidate who is submitting their first application to the Board for eligibility evaluation for the Architect Registration Examination (ARE) or one who had previously submitted an application but had been determined by the Board to be ineligible.
- (2) An “inactive candidate” shall mean a candidate who:
 - (A) has not taken an examination as a candidate of the Board for five or more years, or
 - (B) has been determined by the Board to be eligible but who has not taken any examination since the Board's determination and five or more years have passed, or,
 - (C) does not have a current eligibility extension by the Board in accordance with subsection (f).
- (3) “Active in the examination process” shall mean any of the following:
 - (A) that there has not been a period of five or more years since:
 - (A*i*) the candidate last took an examination as a candidate of the Board, or
 - (B*ii*) the candidate has been determined by the Board to be eligible; or,
 - (B) the candidate has a current eligibility extension issued by the Board in accordance with subsection (f).
- (4) “State of Emergency” means an emergency as defined in Section 8558 of the Government Code.

(b) Examination Application Process:

- (1) A new or inactive candidate applying to the Board for eligibility for the ARE shall, prior to eligibility, establish a National Council of Architectural Registration Boards (NCARB) Record with the National Council of Architectural Registration Boards (NCARB). Candidates shall pay all required fees and comply with all NCARB procedures required to establish a NCARB Record.
- (2) A new or inactive candidate applying to the Board shall, prior to licensure, complete the NCARB-administered Architectural Experience Program (AXP), or the Internship in Architecture Program (IAP) of Canada.
- (3) A new or inactive candidate shall submit:
 - (A) the non-refundable fee specified in subsection (a) or (b) of Section 144, as applicable unless waived per paragraph (6),
 - (B) an application for eligibility evaluation as provided by the Board and certified under penalty of perjury, which shall be accepted on a continuous basis and contain:
 - (i) the candidate's NCARB record number,
 - (ii) the legal name of the candidate and any other known names,
 - (iii) the candidate's address and email address,
 - (iv) the candidate's home and work telephone numbers, and
 - (v) the candidate's date of birth and social security number or individual taxpayer identification number.
 - (C) supporting documents which shall include, if applicable:
 - (i) proof of completion of the AXP, which shall include the candidate's NCARB Record transmitted from NCARB, or verification of completion of the requirements of Canada's IAP,
 - (ii) certified original transcripts sent directly to the Board by the college or university, or included as part of an NCARB Record,
 - (iii) Employment Verification Form(s), 19C-12 (NEW 6/2024), which is hereby incorporated by reference, and,
 - (iv) proper foreign education evaluations and self-employment documentation.
- (4) A candidate who has served as an active-duty member of the Armed Forces of the United States, was honorably discharged, and who provides a copy of their

DD-214 (Certificate of Release or Discharge from Active Duty), shall have the review of their application expedited pursuant to Section 115.4 of the Code.

- (5) A candidate shall receive expedited review of their application for a candidate qualifying pursuant to Section 115.4, subdivision (b) of the Code, if the candidate is an active-duty member of a regular component of the United States Armed Forces enrolled in the United States Department of Defense's SkillBridge program as authorized under Section 1143(e) of Title 10 of the United States Code, and who provides the following documentation with the application: written authorization documenting the candidate's current enrollment in the SkillBridge program including an official approval document or letter from their respective United States Armed Forces Service branch (Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard) signed by the candidate's first field grade commanding officer that specifies the candidate's name, the approved SkillBridge opportunity, and the specified duration of participation (i.e., start and end dates).
- (6) Candidates who meet the requirements of Section 115.5 of the Code shall have the review of their application expedited and applicable fee waived if they submit the following satisfactory evidence with their application:
 - (A) Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active-duty member of the Armed Forces,
 - (B) A copy of the military orders establishing their spouse's or partner's duty station in California and,
 - (C) Written verification from the candidate's issuing agency/licensing jurisdiction that the candidate's license in another state, district or territory of the United States is current in that jurisdiction. The verification shall include all of the following: (1) the full legal name of the candidate and any other name(s) the candidate has used or has been known by, (2) the license type and number issued to the candidate by the original licensing agency/entity, (3) the name and location of the licensing agency/entity, and, (4) the issuance and expiration dates of the license.
- (7) A candidate who was admitted to the United States as a refugee pursuant to Section 1157 of Title 8 of the United States Code, or was granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to Section 1158 of Title 8 of the United States Code, or has a special immigrant visa and was granted a status pursuant to Section 1244 of Public Law 110-181, Public Law 109-163, or Section 602(b) of Title VI of Division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government, and provides evidence of that status shall have the review of their application expedited pursuant to Section 135.4 of

the Code. For the purposes of this paragraph, “evidence” shall include the following:

- (A) Form I-94, arrival/departure record, with an admission class code such as “re” (refugee) or “ay” (asylee) or other information designating the person as a refugee or asylee.
 - (B) Special Immigrant Visa that includes the “si” or “sq”.
 - (C) Permanent resident card (Form I-551), commonly known as a “green card”, with a category designation indicating that the person was admitted as a refugee or asylee.
 - (D) An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the candidate qualifies for expedited licensure per Business and Professions Code section 135.4.
- (8) A new or inactive candidate receiving notification that they are ineligible for examination for failure to meet the requirements in Section 116 shall submit supporting documentation as identified in subsection (b)(3) to meet eligibility requirements.
- (9) Upon the Board's determination of a candidate's eligibility for the ARE based upon the requirements set forth in Section 116, the Board shall authorize the candidate to test through NCARB's database. Eligibility shall be retained while the candidate is active in the examination process.
- (10) As a candidate acquires additional work experience, it is the candidate's responsibility to ensure that the employer(s) complete Employment Verification Forms covering the work experience gained with that employer and that the forms are submitted to the Board.
- (11) A new or inactive candidate who is a licensed architect in a qualifying foreign country, as defined in Section 117(c)(2), shall prior to licensure:
- (A) complete the requirements as referenced in subdivision (b)(2) or follow the requirements set forth in Section 121; or
 - (B) submit to the Board:
 - (i) proof of licensure in the qualifying foreign country,
 - (ii) an Employment Verification Form on their own behalf documenting five years of practice of architecture as a licensed architect in the qualifying foreign country,
 - (iii) an Employment Verification Form documenting at least one year of experience under the direct supervision of an architect(s) licensed in a

United States jurisdiction or at least two years of experience under the direct supervision of an architect(s) registered in a Canadian province, and

- (iv) documentation of five years of education equivalents as defined in Section 117.
- (12) A new or inactive candidate who is a licensed architect in a non-qualifying foreign country and one who is a licensed architect in a qualifying foreign country but who does not submit all of the items prescribed in subdivision (b)(11) shall apply as a new candidate and meet the requirements prescribed in subdivisions (b)(1) and (b)(2) of this section, or follow the requirements set forth in Section 121.
- (c) The Board shall retain the file of a candidate who is active in the examination process as a candidate of the Board. The Board may purge the candidate file of an inactive candidate. An inactive candidate who wishes to reapply to the Board shall be required to follow the requirements set forth in subsection (b)(3).
- (d) The Board shall retain for a seven-year period, transcripts, Employment Verification Forms, and other supporting documents received from individuals who have not submitted an application for eligibility evaluation. Thereafter, the Board may purge these documents.
- (e) Candidates who are licensed as an architect in another United States jurisdiction shall submit an application for eligibility evaluation as set forth in subsection (b)(3) and follow the requirements set forth in Section 121.

(f) (1) Candidates shall be issued an extension of their eligibility and deemed “active in the examination process” for the purposes of this section if all of the following criteria are met:

(A) The candidate has been displaced or suffered hardship affecting their ability to prepare and submit an application with the necessary documentation required by subsection (b)(3) due to a state of emergency proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code.

(B) The candidate applies for an extension by submitting a written request for extension of examination eligibility to the Board no more than 30 days prior to the expiration date of their eligibility period by mail, email or fax to the addresses or fax numbers listed on the Board’s website. For the purposes of this paragraph, “eligibility period” shall mean either within five years from (i) the date the candidate last took an examination as a candidate of the Board, or, (ii) from the date the candidate received written notice from the Board that they were eligible for examination. For the purposes of this paragraph, a completed request for extension of examination eligibility shall contain all of the following:

(i) Full Legal Name (First, middle, last name and suffix (if applicable));

(ii) Current address of record, including number, street, city, state, zip or postal code (ZIP code)

(iii) Date of birth;

(iv) Telephone number;

(v) Email address;

(vi) Candidate Number

(vii) A written statement containing all of the following:

(aa) A request for extension of their examination eligibility and specifying the time period requested to be covered by the extension that the candidate deems sufficient to supplement the time lost due to the state of emergency.

(bb) A statement that the candidate's physical address is associated with an area where and when a state of emergency has been declared;

(cc) An explanation of how the state of emergency has caused the candidate to be displaced or has caused an hardship for the candidate, including the date the displacement or hardship began; and,

(dd) An explanation of how the circumstances involving the hardship or displacement have adversely affected the candidate's ability to timely take an examination.

(viii) A statement signed under penalty of perjury by the candidate that all statements made in the application are true and correct.

(2) Upon completion of the review of the written application and the supporting information and documents (if any), if the requirements of this subsection are satisfied, the Board or its designee shall issue a written notice to the candidate approving the candidate's extension request for the time period requested, within thirty (30) days of receipt of the written application. If the requirements of this subsection are not satisfied, the Board or its designee shall issue a written notice denying the applicant's request within thirty (30) days of receipt of the written application.

(3) Any relief granted pursuant to this subsection may not exceed a total of 1 year per emergency per candidate.

(fg) Candidates must complete the California Supplemental Examination (CSE) prior to licensure and follow the requirements as set forth in Section 124.

(gh) Upon completion of the CSE, each person desiring licensure as an architect shall furnish a full set of fingerprints as prescribed by Section 5552.1 of the Code and file a completed application for licensure with the Board which shall contain the following:

- (1) Fee specified in Section 144 for an original license unless waived per subsection (b), paragraph (6);
- (2) Candidates who had applications expedited pursuant to subsection (b) paragraph (4), (5), (6) or (7) shall have the application for licensure expedited;
- (3) Social Security Number or Individual Tax Identification Number;
- (4) First, middle, last name and suffix (if applicable) as they want it printed on their license. Only the candidate's legal name or initials are permitted and nicknames are not permitted;
- (5) Contact information including candidate's address of record, daytime and evening telephone numbers, and email address (if any);
- (6) A disclosure regarding whether the candidate has, within the preceding seven years from the date of the application, had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California;
 - (A) For the purposes of paragraph (6), "disciplined" shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the candidate held or currently holds. A candidate shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
 - (B) If the candidate answers in the affirmative to the disclosure question in paragraph (6), the candidate shall provide all of the following as part of the application:
 - (i) the type of disciplinary action taken (e.g., revocation, suspension, probation),
 - (ii) the effective date of the disciplinary action,
 - (iii) the license type,
 - (iv) the license number,
 - (v) the name and location of the licensing board,
 - (vi) an explanation of the violations found by the licensing board; and,

- (vii) any statement or documents showing the candidate's rehabilitation efforts or any mitigating information that the candidate would like the Board to consider; and,
- (7) A statement signed under penalty of perjury of the laws of the State of California that the information provided on the application or any accompanying attachments provided with the application is true and correct.

Note: Authority cited: Sections 5526 and 5552.6, Business and Professions Code.

Reference: Sections 5552.6 and 5561.5, Business and Professions Code and Section 8550 and 8558, Government Code.



State of California

BUSINESS AND PROFESSIONS CODE

Section 5552.6

5552.6. (a) The board may extend a candidate's application or examination process beyond the five-year period described in Section 109 of Title 16 of the California Code of Regulations if a state of emergency is proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code.

(b) Any extension granted under subdivision (a) shall be an amount of time sufficient to supplement the time lost due to the state of emergency.

(Added by Stats. 2024, Ch. 482, Sec. 9. (SB 1452) Effective January 1, 2025.)

AGENDA ITEM J: 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>
June 5	Board Meeting	Sacramento
August 21	Board Meeting	TBD
November 6	Board Meeting	Sacramento