

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF ARCHITECTS**

MINUTES OF THE JULY 20, 2016 OPEN PUBLIC MEETING

A regularly scheduled open public meeting of the Massachusetts Board of Registration of Architects ("the Board") was held on July 20, 2016 at 1000 Washington Street, Room 1D, Boston, MA.

Board Members Present:

John Pesa, Member
Stephen Schreiber, Vice Chair
Gail Sullivan, Member
Diane Georgopoulos, Member
Carl M. Sapers, Public Member

Members of the Public:

David Gorman, Donovan Hatem
Joseph Gesker, Donovan Hatem

DPL Staff Present at various times during the meeting:

Clinton Dick, Executive Director
Charles Kilb, Legal Counsel
Eric Funk, Licensure Specialist

1. Call to Order:

Meeting was called to order at 9:39 a.m. by S. Schreiber in his capacity as acting Chair.

2. Topic: Building Emergency Exit Procedures Announcement

C. Dick advised all present of the procedures for exiting the building in the event of an emergency.

3. Welcome New Board Members

John Pesa and Gail Sullivan, who had recently been appointed to the Board, were introduced to the rest of the Board by S. Schreiber. J. Pesa and G. Sullivan each spoke briefly about their backgrounds. J. Pesa and G. Sullivan replaced Board members John Miller and Margo Jones.

4. Election of Board Officers

Discussion:

The Board held elections to determine the new Chair, Vice Chair, and Secretary.

Action:

A motion was made by D. Georgopoulos, seconded by C. Sapers, to nominate S. Schreiber as Chair. The motion passed with a vote of 4-0. S. Schreiber is the new Board Chair.

D. Georgopoulos nominated G. Sullivan for Vice Chair. Before the vote could be taken, C. Sapers stated that he would prefer that seasoned members hold the officer positions on the Board. G. Sullivan stated that while she appreciated the nomination by D. Georgopoulos, she too would prefer that seasoned members hold the positions. S. Schreiber then nominated C. Sapers for the position of Vice Chair. G. Sullivan seconded. The motion passed with a vote of 4-0. C. Sapers is the new Vice Chair.

C. Sapers nominated D. Georgopoulos for Secretary. G. Sullivan seconded. The motion passed with a vote of 4-0. D. Georgopoulos is the new Secretary.

5. Topic: NCARB Annual Business Meeting

Discussion:

S. Schreiber provided an update regarding Resolution 2016-2: Revision of the Alternatives to the Education Requirements for Certification

S. Schreiber stated that at the Annual Business Meeting in Seattle on June 16-18, 2016, Resolution 2016-2 was approved by a vote of 49-5. S. Schreiber stated that MA did not support this resolution. S. Schreiber stated that the 6 New England Region states proposed their own version of NCARB Eligibility whereby a 4 year degree with partial concentration in Architecture be considered. The proposal did not receive the votes necessary for consideration.

S. Schreiber stated that with the approval of Resolution 2016-2, MA must now accept NCARB certificates even if the applicant does not have a NAAB degree. S. Schreiber further stated that Vermont, New Hampshire and Maine already do not require a NAAB degree.

G. Sullivan inquired as to whether or not the Board can change our regulations [231 CMR 3.03(9)] to require applicants to have a NAAB degree in addition to an NCARB certificate.

D. Georgopoulos stated that she has question about this resolution as well and wondered if amending our regulations should be considered.

J. Pesa inquired as to whether or not the Board should draft new regulatory language to address this.

C. Sapers stated that the Board's responsibility is to ensure that only qualified people practice architecture. He stated that NCARB's position is not in line with the Board's.

G. Sullivan inquired about how this resolution impacts international architect applicants.

C. Kilb stated that he would address the question about amending our regulations to address this resolution later in the meeting when he provides an update on the status of the proposed regulations 231 CMR 2.00 and 3.00 as well as 231 CMR 4.00.

Discussion:

S. Schreiber provided an update regarding Resolution 2016-10: Approval of Changes to Program Requirements for the Intern Development Program.

S. Schreiber stated that at the Annual Business Meeting in Seattle on June 16-18, 2016, Resolution 2016-10 was voted down by a vote of 19-34. S. Schreiber stated that MA did not support this resolution. The resolution needed at least 28 votes in favor to pass.

Discussion:

S. Schreiber provided an update regarding Resolution 2016-5: Access to the ARE for Students Enrolled in an Integrated Path to Architectural Licensure Option.

S. Schreiber stated that at the Annual Business Meeting in Seattle on June 16-18, 2016, Resolution 2016-5 was approved by a vote of 52-2. S. Schreiber stated that MA did not support this resolution.

Discussion:

S. Schreiber stated that in June of 2017, Massachusetts will host the NCARB Annual Business Meeting. S. Schreiber stated that he gave a welcome to all members at the meeting and invited them to join us in 2017.

C. Sapers stated that he sent NCARB information on the Isabella Stewart Gardner Museum as a venue option.

J. Pesa inquired as to whether or not NCARB will be providing a summary of the meeting topics and an outcome of the votes. S. Schreiber stated that a summary of the meeting should be available on the NCARB website.

C. Sapers invited the new Board members to visit the NCARB website and encouraged them to join a committee if they so desired.

6. Topic: Region 1 Fall Meeting

Discussion:

S. Schreiber stated that this year's meeting will take place in New Hampshire in October. He further stated that he is the Chair of the New England Council and hopes that the Board members will be able to participate.

7. Topic: Draft Regulations at 231 CMR 2.00 and 3.00

Discussion:

C. Kilb provided an update on the status of 231 CMR 2.00 and 3.00. He stated that both 2.00 and 3.00 have been approved for public hearing and that a posting will be made on the Architect Board's website and mailings will be done as well.

S. Schreiber stated that this is good news and asked C. Kilb to provide the new members with a summary of the approval process of the draft regulations.

C. Sapers again raised the question of amending the regulations at this stage to address Resolution 2016-2.

C. Kilb stated that while the Board could make changes at this stage of the process, doing so would most likely cause 231 CMR 2.00 and 3.00 to go through the entire review process again causing further delay.

C. Sapers stated that he would like the Board to consider amending the draft regulations to address Resolution 2016-2.

D. Georgopoulos stated that she would like for the Board to wait for the results of the public comment period and make any changes with regard to Resolution 2016-2 at that time.

S. Schreiber and C. Sapers both voiced their agreement with this course of action.

C. Kilb stated that the public hearing would take place the same day as the next Board meeting, September 21, 2016. By consensus, all Board members agreed to wait for the public hearing has passed and revisit the possibility of amending the regulations at that time.

8. Topic: Draft Regulations at 231 CMR 4.00

Discussion:

C. Kilb stated that 231 CMR 4.00 was not moving forward for public hearing. He stated that 4.00 was met with resistance because it was not in line with Executive Order 562. C. Kilb further stated that the Governor's Office indicated that any proposals that are not in line with Executive Order 562 would be put on hold.

D. Georgopoulos asked if a written position was provided.

C. Kilb stated that at this time, no changes had been made to 4.00.

C. Dick stated that the new Board members should be included in the discussion on how best to move forward with 4.00.

D. Georgopoulos asked if the Director or Deputy Director of the DPL could provide the Board, in writing, with the concerns related to 4.00 so that the Board could address each specific concern if necessary.

C. Sapers suggested that D. Georgopoulos write directly to the Deputy Director voicing he concerns. He further stated that he had already emailed the Governor about his concerns but has yet to hear back. C. Sapers stated that he feels that the issue lies with responsible control.

S. Schreiber stated that the Board should seek to find consensus with DPL and work together to move 4.00 forward.

J. Pesa inquired as to what the Engineer Board was looking for, language wise, with respect to the regulations.

C. Sapers stated that they were looking for the freedom to do what they want. He further stated that the Governor does not want to impede business.

C. Dick stated that he would provide the new Board members with the public comments already received regarding the draft regulations.

D. Georgopoulos stated that she would write to Deputy Director Rob Fortes regarding the draft regulations.

C. Sapers stated that he had a question regarding 231 CMR 2.0; specifically the definition of Officer. C. Sapers stated that the Board may have lost authority with the language, "As appointed by the Board of Directors."

J. Pesa asked if this was an issue at present. He stated that if the DPL is a complaint driven agency, would making a change to the language change that process? If not, why make a change?

S. Schreiber stated that the Board should request feedback from Deputy Director R. Fortes.

J. Pesa stated that architects have a duty to comply with the regulations but not all will do so. He stated that it takes an extraordinary individual to take ownership and take action and perhaps the Board should take another look at the language.

9. Topic: Reinstatement Applications

Applications reviewed by the Board:

- Frank Malek, License #30230
- Kevin Walsh, License #8275
- Matthew Leiner, License #31121
- Timothy Jones, License #31565
- Joe Lafo, License #8720
- Jeffrey Schantz, License #7959

Action:

A motion was made by S. Schreiber to accept all the applications for reinstatement. G. Sullivan seconded the motion. Motion passed unanimously.

10. Topic: Correspondence

Discussion:

No items were discussed.

11. Topic: Items not Reasonably Anticipated by the Chair

Discussion:

In a topic not reasonably anticipated by the Chair, C. Dick informed the Board that he had received an email from Helen F. Sides in which she opined that CE credit should be given for serving on municipal boards.

12. Topic: Closed Investigative Conference

Action:

At 11:02 AM, J. Pesa moved, seconded by C. Sapers, to suspend the public meeting and enter into closed investigative session under G.L. c. 112, § 65C to discuss investigative matters. The motion passed.

J. Pesa moved to return to Open Session at 12:45 PM. The motion was seconded by G. Sullivan. The motion passed and the Public Session resumed at 12:45 PM.

Report of actions taken in Investigative Conference:

- AR-16-017: Investigative Conference held; forward to the Office of Investigations for follow-up
- AR-16-026: Forward to the Office of Prosecutions
- AR-16-027: Forward to the Office of Investigations for follow-up

13. Topic: Board Staff Review the attached list of Applications for First Time Candidates:

Action:

The Board was provided a list (attached as Item A) of applicants for 1st Time Licensure who received licenses. No formal action required by Board.

14. Topic: Board Review the attached list of Applications for Reciprocity:

Action:

The Board was provided a list (attached as Item B) of applicants for Reciprocity who received licenses. No formal action required by Board.

15. Adjournment

A motion was made by J. Pesa to adjourn. G. Sullivan seconded. The motion passed and the meeting adjourned at 12:46 PM.

Respectfully submitted,



Eric Funk
Licensure Specialist

Documents Used at the public session of the Board Meeting:

Item A: List of Applicants for 1st Time Licensure who received licenses.

New		
First Name	Middle Initial	Last Name
Daniel	R	Riggs
Timothy	A	Synan
Danielle	E	Abelow
Teresa	B	Coates
James	M	Ferullo
Robert	W	Freni
Matthew	R	Heaton
Daniela	C	Moebius
Almin		Prsic
Rui	M	Ribeiro
Eric	M	Rutgers
Joshua	N	Safdie
Adam	E	Settino
Steven	A	Watchorn
Lin		Yang
Claes		Andreasen
Elizabeth	A	Bondaryk
Andrew	M	Byrne
Edward	A	Dudley
Natalie	B	Gabrielle
Adam	N	Grassi
Ryan	S	Hannold
Ryan	E	Kurlbaum
Adrienne	C	Magners
Jason	L	Newman
Christopher	S	O'Neil
Adam	R	Saltzman

New		
First Name	Middle Initial	Last Name
Allison	J	Savage
Anne	F	Slick
Heather	M	Souza
William	T	Stattman

Item B: List of Applicants for Reciprocity Licensure who received licenses.

Reciprocity		
First Name	Middle Initial	Last Name
Malcolm	J	Baker
Matthew	A	Conte
Daniel	P	Dokken
Benjamin	W	Goodale
John	S	Luna
Charles	R	Neal
Robert	A	Peterson
Joseph	C	Schiffer
Barry	W	Wood
Mustafa	K	Abadan
Shawn	M	Anderson
Anthony	M	Butler
Brian	T	Caldwell
Anne		Chen
Christopher	J	Heard
Todd	A	Jelinski
Debra	S	Kossar
Lisa	M	Lamp
Andrew	S	Maletz
Michael	B	Mallardi
Richard	H	Mellott
Nina	L	Murrell

Reciprocity		
First Name	Middle Initial	Last Name
Nathaniel	P	Zimmerman-Enger

MEMORANDUM

To: Board of Directors
Member Board Chairs
Member Board Executives
Regional Leadership

From: Michael J. Armstrong 
Chief Executive Officer

Date: June 28, 2016

Subject: Launch of Architectural Experience Program (AXP)

Tomorrow we start a new era in tracking experience for the licensure candidate community as we unveil the new Architectural Experience Program (AXP) as a successor to the Intern Development Program (IDP). In the attached edition of *Fast Facts* we have attempted to anticipate all of your questions regarding the AXP including new features such as the portfolio alternative and the overhaul from 17 to six categories, and the revised fee schedule.

All record holders currently reporting experience will have their experience hours automatically reformatted to the six-category configuration. Hopefully this will not be a surprise to licensure candidates as a calculator has been posted to our website for several months to assist candidates in planning for this transition. In addition, transmittals will include a confirmation statement that completion of AXP under the six categories is equivalent to completing all previous versions of IDP.

We will also be instituting a simplified fee schedule for new AXP enrollees which reduces the initial fee from \$350 to \$100, with yearly renewal at \$85 after the first year rather than \$75 after three years. This constitutes a net savings over the life of the program for all participants who complete their experience in less than 12 years; the current average is around five years.

The AXP launch represents the culmination of multiple years of updating and revising the experience program via our committees, comments from Member Boards, and votes by our Board of Directors. A quick roll-up of all these changes implemented over the past five years includes:

- Eligibility to start an NCARB record upon high school graduation
- Elimination of the "minimum duration requirement" for experience gained at a firm
- Establishment of credit for work on construction sites
- Establishment of credit for paid academic internships
- Establishment of credit for hours older than six months but less than five years, at 50 percent value
- Streamlining total required hours to 3740 by eliminating elective hours (EFFECTIVE JULY 2015)
- Overhauling from 17 reporting categories to six categories, based on six phases of practice as identified in the 2012 *Practice Analysis* and being used as the six divisional titles for the new ARE 5.0 (EFFECTIVE JUNE 29, 2016)
- Adding an alternative to complete the experience requirement via the AXP Portfolio, providing a new path for those who are unable to document older hours: e.g., supervisor is deceased; work has been isolated to specialized focus or duties of senior partner so that conducting traditional reporting of hours is not feasible; life circumstances have delayed or prevented acquiring experience credit. (EFFECTIVE JUNE 29, 2016)

Please don't hesitate to contact us should questions arise regarding this transition to the new AXP.



FAST FACTS

June 29, 2016: Implementation Day

With the launch of the Architectural Experience Program (AXP), the new e-Portfolio option, fee adjustments, and a new alternative to certification for foreign architects, there are a lot of changes headed your way on June 29, 2016. We're excited for these new updates, and we hope you will be, too—especially once you've read the facts.

What You Need to Know about the AXP

The Intern Development Program, better known as IDP, will retire on June 28 of this year. Don't worry, the program isn't going away; it's just being renamed. Effective June 29, 2016, the program will be called the Architectural Experience Program, or AXP. For those of you with references to IDP in your laws and/or rules, our *Model Law* will propose adding the stipulation "formerly known as IDP" so you do not have to rush to amend your regulations. We are excited for this new chapter!

New Experience Areas

Along with the name change, the program's current 17 experience categories will be realigned into six experience areas that more accurately reflect the general areas of practice identified by the 2012 NCARB Practice Analysis of Architecture. The new areas also correspond to the new ARE 5.0 divisions, making the path to licensure simpler to understand. Under this new framework, licensure candidates will be required to document hours in the following areas:

- Practice Management
- Project Management
- Programming & Analysis
- Project Planning & Design
- Project Development & Documentation
- Construction & Evaluation

We've prepared the Experience Area Map to show how the current experience areas will merge into the six new areas and what the requirements will be. You can also see how the tasks identified in the Practice Analysis: Internship Report have been linked to the new experience areas.

***Due to system restrictions, NCARB will not be able to support jurisdictions that will continue to require applicants to document experience in accordance with the current IDP (17 areas within the four experience categories).**

The AXP has been designed to reduce complexity, align internship components with the current realities and challenges of contemporary practice, and ensure candidates obtain the comprehensive experience essential for competent practice. The newly defined areas reflect how the marketplace, education, and technology impact how experience is gained. Broadening the scope of the program will allow candidates to more freely explore learning opportunities, rather than obsessing over check lists and timesheets.



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As we gear up for the implementation of AXP, we are excited to share that our team has worked with many jurisdictions to draft new regulations to adopt the changes. Should your board need any assistance in reviewing your current rules or developing regulations to implement the overhaul of the experience areas during this home stretch, feel free to contact Derek Haese, Assistant Director, Member Board Relations, at dhaese@ncarb.org or 202/495-7783.

Mystery Solved: the AXP e-Portfolio Explained

If you've been having trouble distinguishing the Broadly Experienced Intern (BEI) Program, IDP Portfolio Documentation Method, and the AXP e-Portfolio, we have good news: they're all the same.

As part of a continued effort to make the path to architectural licensure more inclusive, design professionals with substantial experience working for an architect will have an opportunity to satisfy AXP requirements through an online portfolio. Approved by NCARB's Board of Directors following feedback from all Member Boards in December, the AXP e-Portfolio option will officially launch on June 29, 2016. Here's what you need to know:

- **Eligibility**

- The AXP e-Portfolio option is designed solely for professionals who put licensure on hold due to career, personal, or economic decisions.
- This option for completing the AXP will only be available to professionals who can document two years of experience that is older than five years.

- **Process**

- Applicants will submit documentation of work experience to a current architect supervisor or mentor to demonstrate acquisition of knowledge/skills and competent performance of the AXP's tasks.
 - Documentation includes work history—such as role, project types, project descriptions, project budgets, etc.
 - Work samples of valid experience will be submitted through an automated e-portfolio system to the supervisor or mentor.
- An architect supervisor or mentor will review the work and attest to satisfaction of the experience requirements per the *AXP Guidelines*.
- NCARB staff architects, Internship, or Education committee members will perform random audits of e-portfolios.

Upon approval of all 96 AXP tasks, the applicant will have formally documented completion of AXP. To qualify for licensure through this alternative option, candidates will also need to meet their licensing board's education and examination requirements and have an active NCARB Record.

New AXP Fees

Current fees for licensure candidates completing the experience program are \$350 for three years, followed by \$75 annually thereafter. Starting June 29, the new fees for licensure candidates in the experience program will be \$100 for the first year, followed by \$85 annually renewal.

This change in fee structure is based on current median timelines to complete both the ARE and AXP, and will start reducing the costs for licensure candidates seeking their initial license.

New Alternative to Certification

BEFA to Join IDP in Retirement

After over a decade of providing foreign architects with a path to licensure in the United States, the Broadly Experienced Foreign Architect (BEFA) Program will join IDP in the joyous sunshine of retirement.

Thanks to Resolution 2015-02: Revision of the Requirements for Certification of Foreign Architects, the program will be retired and overhauled on June 29. As part of the overhaul, the program name will change to "Alternative to Certification for Foreign Architects." Passing by a vote of 49-4, the new requirements for certification of foreign architects will be:

- **Education Requirement:** Applicant must hold a recognized education credential in an architecture program that leads to licensure/credential in a foreign country.
- **Registration Requirement:** Applicant must be credentialed in a foreign country allowing unlimited practice that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture.
- **Experience Requirement:** Applicant must complete the requirements of the Architectural Experience Program (AXP).
- **Examination Requirement:** Applicant must pass the Architect Registration Examination® (ARE®).

Application of these requirements for foreign architects will ensure equality among expectations of foreign and U.S. architects. Requiring compliance with two recognized NCARB programs also provides a better assessment of an applicant's competence in understanding and applying U.S. building codes and laws, accessibility requirements, and practice requirements. It is important to note that in modifying the requirements for certification of foreign architects, applicants will no longer be required to complete a minimum of seven years of practice in the country where they are credentialed as an architect. They will also not be required to compile a dossier of their experience and participate in an interview with the BEA Committee.

NCARB

Our systems are currently being modified to reflect the new requirements of the program, and beginning June 29, foreign architect applicants will be able to submit an application to NCARB for eligibility into the new program. If the applicant is approved, we will open their ARE eligibilities so he/she can begin scheduling exams. They will also be granted the ability to document their experience. These candidates will be classified as registered architects, so the reporting requirement will not apply.

In the coming days, we will be distributing a survey to all Member Boards to determine implementation details and better understand which boards will accept architects certified via this path.

Dick, Clinton W (DPL)

From: Hillegas, Kathy <KHillegas@ncarb.org>
Sent: Tuesday, June 28, 2016 5:27 PM
To: Elizabeth Bern; Richard Jones; Melissa Cornelius; kingsley glasgow; Shana Bryant; Jean Williams; Douglas McCauley; Joyce Young; Robert Kuzmich; Jen Witte; Leon Lewis; Patrice Richardson; Thomas Campbell; Jimmy "Darren" Mickler; Somer Stafford; Nathalie Hodge; Raymond Borja; James Kobashigawa; Deborah Sexton; M. David Brim; Amy Hall; Lori SchraderBachar; Shelby Lopez; T. Rexford Cecil; Teeny Simmons; Karen Bivins; Steve Long; Dick, Clinton W (DPL); Andrew Brisbo; Cheryl Wykoff Pezon; Belinda Wright; Doreen Frost; Jenny Owen (Wilkinson); Judy Kempker; Grace Berger; Jon Wilbeck; Monica Harrison; Bobbie Carter; Linda Capuchino; Charles Kirk; Melarie Gonzales; Robert Lopez; Cathe Evans; Bonnie Staiger; Stacy Krumwiede; Amy Kobe; Maria Brown; Amanda Li; Maria Santos; Lenora Addison-Miles; Kathryn Patterson; Dawne Broadfield; John Cothron; Julie Hildebrand; Stephen Duncombe; Tara Grenier; Kate Nobsch; Lorin Doyle; Rick Storvick; Lexa Lewis; Brittany Lewin; Emily Cronbaugh; Barbara Rodriguez; Glenda Loving; Gina Spaulding; Daniel Bennett; Edward Marley; James Taylor; Jon Baker; Dan Donegan; S. Jeter; Kevin Wilson; Ronnie McGhee; Jonathan "John" Toppe; Anne Smith; John Woods; H. Ruth; Daniel Hirota; Peter Anderson; James Zahn; Hal Kovert; Linda Alfson Schemmel; Steven Brosemer; Timothy Murphy; Richard Le Blanc; Janet Hansen; Diane Cho; John Miller; Kenneth VanTine; Mary Deeg; Michael Boerner; Robert Hartnett; Bayliss Ward; Krista Kester; George Garlock; David Udelsman; Richard Picatagi; Raymond Vigil; John Sullivan; William "Bill" Schoen; John Rademacher; Mark McKechnie; John Hill; Raul Rivera-Ortiz; Anthony Lawrence; Steven Williams; John Grosvenor; Robert Campbell; Debra Dockery; Terance White; Jennifer Arbuckle; Robert "Bob" Boynton; Scott Harm; Michael Eberle; Allison Fleury; Stephen Schreiber; pedmeades@eslarch.com; John Cardone Jr.; Ken VanTine; Rick Engebretson; Jon Baker
Cc: Nutt, Stephen; Armstrong; Michael; Brown, Maurice; Haese, Derek
Subject: YOUR ATTENTION REQUESTED: MRA with Australia and New Zealand
Attachments: MRA AU NZ Request for Signatories_June 2016.pdf
Importance: High

Good Afternoon Member Board Chairs, Member Board Executives and Regional Chairs:

At the 2016 Annual Business Meeting, [Resolution 2016-01: Mutual Recognition Arrangement with Australia and New Zealand](#) was passed by the membership with a 45-8-1 vote. Please find attached a letter from President Kristine Harding that includes a *Letter of Undertaking* in respect of the Mutual Recognition Agreement between NCARB, the Architects Accreditation Council of Australia and the New Zealand Registered Architects Board.

To ease preparation for discussion with your Board, the attached file contains the following pieces of information:

- Cover Letter
- Letter of Undertaking
- NCARB-AACA-NZRAB Mutual Recognition Arrangement
- Letter of Good Standing
- Declaration of Professional Experience
- AACA Statement of Evaluation
- NZRAB Evaluation of Records
- Confirmation of Council Certification Template

In order to complete adoption of this agreement, please review the *Letter of Undertaking* with your Board and, if agreeable to the terms, execute the document. As the letter explains, in order for the agreement to become active, we need to achieve signature by more than one half of our Member Boards by **December 31**.

We are respectfully requesting that you include the attached document on the agenda of an upcoming meeting of your Board and return an executed copy of the *Letter of Undertaking* to Maurice Brown (mbrown@ncarb.org) by **December 31, 2016**.

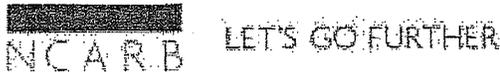
Because we are dealing with a limited timeframe to collect the signed *Letter of Undertaking* from Member Boards and in an effort to prevent me from becoming a nuisance, I would appreciate if you could advise me and Maurice as to when your Board will be addressing this issue. I am hopeful that we have a wide enough window that all Member Boards will easily be able to address this at a meeting to take place between now and the end of the year.

Do not hesitate to contact me should you have any questions.

Regards,

Kathy

Katherine E. Hillegas, CAE
Council Relations Director



National Council of Architectural Registration Boards

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NCARB

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MEMORANDUM

DATE: 28 June 2016

TO: Member Board Chairs
Member Board Executives

FROM: Kristine A. Harding, NCARB, AIA
President, NCARB

RE: Request for Signatories to the new Mutual Recognition
Arrangement with Australia and New Zealand

Kristine A. Harding, NCARB, AIA
President/Chair of the Board
Huntsville, Alabama

Gregory L. Emy, NCARB, AIA
First Vice President/President-elect
Reno, Nevada

David L. Hoffman, FAIA, NCARB
Second Vice President
Wichita, Kansas

Terry L. Allers, NCARB, AIA
Treasurer
Fort Dodge, Iowa

Robert M. Calvani, NCARB, AIA
Secretary
Albuquerque, New Mexico

Dennis S. Ward, FAIA, NCARB
Past President
Florence, South Carolina

David R. Prengaman, AIA, NCARB
Director, Region 1
Providence, Rhode Island

Susan B. McClymonds, AIA, CSI, CCS, SCIP
Director, Region 2
Amsterdam, New York

Alfred Vidauri Jr., FAIA, NCARB, AICP
Director, Region 3
Fort Worth, Texas

Stephen L. Sharp, AIA, NCARB
Director, Region 4
Springfield, Ohio

Bayliss Ward, NCARB, AIA
Director, Region 5
Bozeman, Montana

Jim Oschwald, NCARB, AIA, LEED, AP[®]
Director, Region 6
Albuquerque, New Mexico

Kingsley Johnson Glasgow
Member Board Executive Director
Little Rock, Arkansas

John E. Cardone Jr.
Public Director
Lake Charles, Louisiana

Michael J. Armstrong
Chief Executive Officer

The ability of an architect licensed in a U.S. jurisdiction to lawfully seek and find work abroad depends on their ability to become licensed in that foreign jurisdiction. In February, 2016 a new Mutual Recognition Arrangement was signed by the leaders of the Council, the Architects Accreditation Council of Australia (AACA), and the New Zealand Registered Architects Board (NZRAB).

In late 2014, current and former chairs of NCARB's Education Committee, Internship Committee, and Examination Committee, along with additional subject-matter experts, were appointed by then-president Dale McKinney, FAIA to review the requirements for licensure in Australia and New Zealand. Through a substantial comparative analysis, this special review team found a significant correlation between the expected professional competencies for practice and the way they were established and assessed in both countries. Furthermore, the detailed comparative analysis revealed that both countries maintain a rigorous and standardized licensure process that parallels NCARB's.

The terms of this Arrangement follow the lines of our current arrangement with Canada and are strongly founded on accredited education, structured experience, and comprehensive examination; the mainstays of licensure in our U.S. jurisdictions. All three countries also provide for alternative paths to licensure for those without accredited education. Those alternatives, like ours, are appropriately rigorous and include extended periods of experience prior to initial licensure. While this arrangement includes those applicants, the focus of the Arrangement is based on the primary and most often utilized pathway.

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... protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects

**Memorandum to Member Board Chairs and Member Board Executives
Mutual Recognition Arrangement with Australia and New Zealand**

June 28, 2016

Page 2

The fundamental principles of recognition under this Arrangement are:

- Citizenship or lawful permanent residence in the home country,
- Validation of licensure in good standing from the home authority, and
- 6,000 hours (approximately three years) of post-licensure experience in the home country.

An architect who obtained their license through other foreign reciprocal registration procedures would not qualify for reciprocal registration under this Arrangement.

Implementation of the Arrangement is contingent on more than half of all NCARB Member Boards becoming formal signatories to the Arrangement by December 31, 2016. Likewise, AACA has the same timeframe to collect signed Letters from all eight of their member jurisdictions. NZRAB represents all registered architects in New Zealand and has secured ratification of the Arrangement. Once we have collected the required number of signatories, the new arrangement will become effective **January 1, 2017**.

Attached to this letter is the MRA and a Letter of Undertaking that we are respectfully asking you to sign on behalf of your Board. Please review this Letter of Undertaking with your fellow Board members and return an executed copy to Maurice Brown (mbrown@ncarb.org) by **December 31, 2016**. We will keep you informed as to the progress of Member Boards who are signing on to the Arrangement. Should you have any questions regarding the Arrangement or its impact, feel free to contact either Kathy Hillegas (khillegas@ncarb.org) or Stephen Nutt (snutt@ncarb.org).

Attachments:

- Letter of Undertaking
- MRA between NCARB and AACA and NZRAB
- Letter of Good Standing (template)
- Declaration of Professional Experience (template)
- AACA/NZARB/NCARB Statement of Credentials (template)
- Confirmation of Council Certification

Letter of Undertaking

with respect to the

MUTUAL RECOGNITION ARRANGEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD

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

AND

The Architects Accreditation Council of Australia (ACA)
representing the architectural licensing boards of the eight states and territories of Australia.

AND

The New Zealand Registered Architects Board (NZRAB)
representing the registered architects of New Zealand.

WHEREAS, NCARB, ACA, and NZRAB have agreed to and signed a Mutual Recognition Arrangement (Arrangement) dated 10 February 2016, ratified by the architectural licensing authorities represented by NCARB, the architectural licensing authorities represented by ACA, and the NZRAB.

NOW THEREFORE, this *Letter of Undertaking* shall be signed, without modification, by each individual licensing/registration authority wishing to participate in the Arrangement.

The undersigned licensing/registration authority, having the authority to register or license persons as Architects within its jurisdiction, wishes to become a signatory to the Arrangement by virtue of this *Letter of Undertaking*. In doing so, the licensing/registration authority agrees to and acknowledges the following:

1. The terms used in this *Letter of Undertaking* shall have the same meaning as defined in the Arrangement between NCARB, ACA, and NZRAB dated 10 February 2016.
2. The undersigned individual has the authority to sign on behalf of the licensing/registration authority.

Letter of Undertaking

MRA between NCARB, AACA, and NZRAB

3. As a signatory to the Arrangement, the undersigned licensing/registration authority will adhere to the fundamental principles of the Arrangement and agrees to accept the *Letter of Good Standing* provided by the home licensing/registration authority and the applicant's personal *Declaration of Professional Experience* as satisfying the eligibility requirements for licensing/registration as set forth in the Arrangement.
4. The undersigned licensing/registration authority will not impose any additional education, experience, or examination requirements, or require the applicant to provide education transcripts, experience verifications, examination scores, or government identification numbers (including, but not limited to, Social Security Numbers or social insurance numbers). However, the host licensing/registration authority may impose familiarity with local laws and other local requirements that also apply to all domestic applicants seeking reciprocal licensure.
5. In keeping with the above, the undersigned licensing/registration authority agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered architect who holds a valid and current NCARB Certificate that has been issued in accordance with the Arrangement and satisfies all conditions outlined within the Arrangement.

IN WITNESS WHEREOF, the licensing/registration authority named below has caused the duly authorized person, on its behalf, to execute and deliver this *Letter of Undertaking*.

Entered into on _____, 201__.

By: _____
Name of Licensing/Registration Authority

Name of duly authorized individual and title

Signature

Copy of Mutual Recognition Arrangement attached

MUTUAL RECOGNITION ARRANGEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA
and the
NEW ZEALAND REGISTERED ARCHITECTS BOARD
as executed

10 February 2016

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

AND

The Architects Accreditation Council of Australia (AACA)
representing the architectural licensing boards of the eight states and territories of Australia.

AND

The New Zealand Registered Architects Board (NZRAB)
representing the registered architects of New Zealand.

This Mutual Recognition Arrangement has been designed to recognize the professional credentials of architects licensed/registered in the U.S., Australia, and New Zealand and to support their mobility by creating the opportunity to practice beyond their borders. More specifically, the purpose of this Arrangement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as an Australian architect or New Zealand architect; and the licensing of an Australian architect or New Zealand architect as an architect in a U.S. jurisdiction that has agreed to participate in the Arrangement.

WHEREAS, NCARB establishes model regulations for the profession of architecture and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to the 54 Member Boards; as well as establishing the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, AACA advocates, coordinates, and facilitates the development of national standards of competency for the profession of architecture through education, practical experience, and examination requirements for initial licensure and license renewal for all eight Australian State and Territory Registration Boards;

WHEREAS, NZRAB, as established by an act of the New Zealand Parliament, or its statutory successor, holds the statutory authority to determine the minimum education qualifications, work experience requirements, and assessment procedures for initial registration and license renewal as a registered architect in New Zealand, as well as the responsibility to register, monitor, and discipline all architects registered in New Zealand;

WHEREAS, NCARB and the AACA previously ratified Mutual Recognition Agreements in 1973, 1983, and 2006 that were never fully realized; NCARB, the AACA, and the Architects Education and Registration Board of New Zealand (AERB/NZ) ratified separate Practice in a Host Nation Agreements in 2002 that were never fully implemented; and the AERB/NZ no longer exists and has been statutorily replaced by the NZRAB; and NCARB, AACA, and the NZRAB declare all former Agreements no longer exist or are terminated;

WHEREAS, the NCARB Member Boards, the Australian State and Territory Boards, and the NZRAB are empowered by statutes to regulate the profession of architecture in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States, Australia, and New Zealand have benefitted from many years of effort by NCARB, AACA, and NZRAB;

WHEREAS, NCARB and the AACA are the lead organizations recognized by their individual state and territory registration authorities and the NZRAB has the necessary statutory authority for the negotiation of mutual recognition arrangements for architects with similar foreign authorities;

WHEREAS, accepting there are differences between the systems in place in United States, Australia, and New Zealand, nonetheless there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the privilege and obligations of architects registered to practice in the United States, Australia, and New Zealand;

WHEREAS, NCARB, AACA, and NZRAB are recognized by the profession as mature and sophisticated facilitators of licensure to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in any United States jurisdiction, Australian jurisdiction, or New Zealand must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

NOW THEREFORE, NCARB, AACA, and NZRAB agree as follows:

1. PARTIES TO THE ARRANGEMENT

Any NCARB Member Board and any Australian State or Territory Board may become a party to the provisions of this Arrangement by submitting a signed *Letter of Undertaking* to the responsible negotiating representative. The *Letter of Undertaking* is incorporated herewith and includes the binding requirements for the implementation of this Arrangement by each individual signatory jurisdiction. The *Letters of Undertaking* shall be distributed, collected, and maintained by NCARB, AACA, and NZRAB respectively. NCARB and AACA each shall promptly notify the others in writing of all individual signatories. Each NCARB Member Board and each Australian State or Territory Board that executes a *Letter of Undertaking*, and which has not withdrawn from this Arrangement, as well as NCARB, AACA, and NZRAB once they sign this Arrangement below, shall be known as a "Party to this Arrangement."

2. ELIGIBILITY REQUIREMENTS

1. Architects who are able to benefit from the provisions of this Arrangement must be citizens respectively of the United States, Australia, or New Zealand or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in one or the other countries serving as the host country under this Arrangement.
2. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Arrangement.
3. Architects must be licensed/registered in a jurisdiction of their home country and must have completed at least 6,000 hours of post-licensure/registration experience practicing as a registered architect in their home country as demonstrated through the provision of proof of current and valid licensure in good standing from the jurisdictional licensing authority and a declaration signed by the applicant attesting to the experience.
4. Notwithstanding items 1, 2, and 3 above, Architects who have become licensed/registered in their home country by means of a foreign reciprocal licensing agreement/arrangement are not eligible under this Arrangement.

3. CONDITIONS

A U.S. Architect to AACA Jurisdiction

Upon application, those Australian State and Territory Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. has been issued an *AACA Statement*, and
4. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

B U.S. Architect to NZRAB

Upon application, the NZRAB agrees to register as an architect in New Zealand any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Party to this Arrangement.

C Australian Architect to NCARB Jurisdiction

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

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdiction any Australian Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *AACA Statement*, and
3. has been issued an *NCARB Certificate*, and
4. is currently licensed/registered in good standing by one or more Australian State and Territory Board(s) that is a Party to this Arrangement.

D New Zealand Architect to NCARB Jurisdiction

Upon application, NCARB shall issue an *NCARB Certificate* to any New Zealand Registered Architect licensed/registered by the NZRAB meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become a Party to this Arrangement agree to license/register as an architect in their respective jurisdictions any New Zealand Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Arrangement, and
2. holds a current *NCARB Certificate*, and
3. is currently licensed/registered in good standing by the NZRAB.

4. MONITORING COMMITTEE

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

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

5. LIMITATIONS

Nothing in this Arrangement limits the ability of an NCARB Member Board, Australian State or Territory Board, or the NZRAB to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest.

Nothing in this Arrangement limits the ability of NCARB, AACA, NZRAB or any individual state or territory registration board to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Arrangement.

6. AMENDMENT

This Arrangement may only be amended with the written consent of NCARB, AACA, and NZRAB. Any such amendment will be submitted to each NCARB jurisdiction and AACA jurisdiction, who may re-affirm their respective assent to this Arrangement as so amended or may withdraw as a Party to this Arrangement.

7. NO ASSIGNMENT

No Party can assign their rights under this Arrangement without the prior written consent of NCARB, AACA, and NZRAB.

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

8. WITHDRAWAL

Any NCARB Member Board, Australian State or Territory Board, or the NZRAB may withdraw from this Arrangement with 90-days written notice given respectively to the responsible negotiating representative. NCARB, AACA, and NZRAB shall each promptly notify the other in writing of all withdrawals.

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

9. TERMINATION

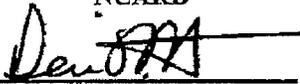
NCARB, AACA, or NZRAB may invoke termination of this Arrangement with 90-days written notice to the other parties. This Arrangement shall also terminate if more than one-half of the respective NCARB Member Boards or any Australian State and Territory Board or the NZRAB cease to be Parties to this Arrangement.

In the event of termination, all licenses/registrations granted pursuant to this Arrangement prior to the effective termination date shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure requirements are met or unless registration is revoked for cause.

10. ENTRY INTO FORCE

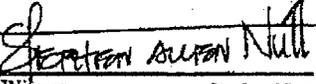
This Arrangement shall come into force at such time as more than one-half of all NCARB Member Boards and all Australian State and Territory Boards have become Party to this Arrangement and the NZRAB has become party to this Arrangement so long as such condition is met on or before December 31, 2016, or as mutually extended by the NCARB, AACA, or NZRAB Board of Directors.

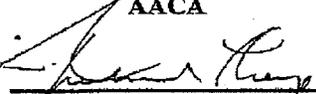
SIGNATURES

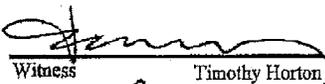
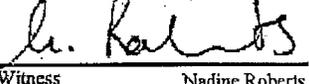
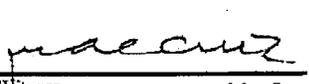
NCARB

President Dennis Ward

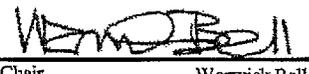
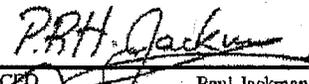
CEO Mike Armstrong

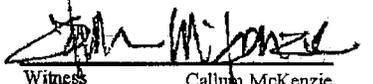
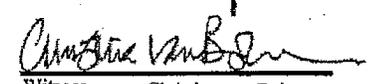
Witness Kristine Harding

Witness Dale McKinney

Witness Stephen Nutt
30 January 2016

AACA

President Richard Thorp

CEO Kate Doyle

Witness Timothy Horton

Witness Nadine Roberts

Witness Mae Cruz
8 February 2016

NZRAB

Chair Warwick Bell

CEO Paul Jackman

Witness Pip Cheshire

Witness Callum McKenzie

Witness Christina van Bohemen
10 February 2016

TEMPLATE TO BE COMPLETED BY LICENSING AUTHORITY

Letter of Good Standing

DATE

NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear Sir or Madam:

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

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

Sincerely,

NAME
Registrar

TEMPLATE TO BE COMPLETED BY APPLICANT

Declaration of Professional Experience

with respect to the

MUTUAL RECOGNITION ARRANGEMENT

between the

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

and the

ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA

and the

NEW ZEALAND REGISTERED ARCHITECTS BOARD

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

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

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*];

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

- I have completed a minimum of 6,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture in my home country;
- I meet all of the eligibility requirements of the Mutual Recognition Arrangement for reciprocal licensing between NCARB, AACA, and NZRAB; and
- I understand that upon licensure/registration, I must comply with all practice requirements of the host jurisdiction and will be subject to all governing legislation and regulations of the host jurisdiction.

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

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

The host licensing authority has the right to request further details with respect to all disciplinary actions.

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

Name of Architect (print)

Signature

Date



architects
accreditation
council
of australia

ABN 88 465 163 655
ACN 109 433 114
PO Box 236
Civic Square ACT
Australia 2608
T: 612 6230 0506
F: 612 6230 7879

mal@aaca.org.au

www.aaca.org.au

AACA STATEMENT

Applicant:	XXXX		
Education:	MArch	University of NSW	May 1983
Other:	N/A		
Architectural Practice Examination*:	Passed		October 1990
First Registered:	NSW		December 1990
Currently Registered:	Victoria		

See attached statement of current registration status (provided by the relevant architect registration board. AACA would seek this from the relevant Board)

* The AACA Architectural Practice Examination (APE) is a nationally consistent competency based assessment benchmarked against the National Standard of Competency for Architects. See <http://competencystandardforarchitects.aaca.org.au/matrix/index/print/assessment/4?assessment%5B%5D=4>.

The APE comprises three parts - completion of a logbook (3,300 hours) and Statement of Practical Experience, a written paper and an interview with architect practitioners. Candidates who have satisfactorily met the requirements of all three parts of the APE may apply for registration to the Architects Registration Board in any state or territory in Australia. See <http://competencystandardforarchitects.aaca.org.au/matrix/index/print/assessment/4?assessment%5B%5D=4>

Council Certification

NCARB FILE NO. «NCARB_NO» NCARB CERTIFICATE NO. «NCARB_CERT_NUM»

The National Council of Architectural Registration Boards
Certifies that

«NCARB_NAME_FIRST» «NCARB_NAME_MIDDLE» «NCARB_NAME_LAST»

has met all requirements for Council Certification
and is therefore recommended to all Registration Authorities for
REGISTRATION or LICENSE AS AN ARCHITECT.

Given under our hand and the Seal of the Council
This _____ day of _____ in the year _____



Terry Allers, AIA, NCARB
Secretary

Article IX, Section 3 of the Bylaws provides that, "Council Certification shall be in effect for a period of one year. Renewal of the Certification shall be predicated upon the submission of an annual fee and the submission of an annual report containing such information as the Council deems appropriate."

I HEREBY CERTIFY that annual renewal fees and reports having been submitted as required by the Bylaws, the above Certification is in effect on this _____ day of _____ in the year _____.