



Office of the State Board for Landscape Architecture
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State Board for Landscape Architecture Meeting
1411 Broadway (between 39th and 40th Streets) – 10th Floor – Regent’s Room-Manhattan

Wednesday, August 16, 2023
10:00 am start time for Executive Session

Executive Session (10:00 start time)

1. Experience Review

Public Session (10:15 – completion)

2. Approval of Minutes
3. Board Chair Report
4. Board Office Report
5. Old Business
 - Continuing Education Update
 - Board Member Search
 - LARE Transition
 - 2023 CLARB Annual Meeting
 - Agenda
 - Elections
6. New Business
 - ASLA Annual Meeting CE Review
 - Architecture Practice Guidelines Review
 - Architecture Exam Policy Changes
 - CLARB/ICOR Meeting
 - CLARB Regional Meeting
 - 2024 Board Meeting Dates
7. Adjournment

Next Meeting
November 29, 2023 – New York, NY

**Minutes of the Meeting
State Board for Landscape Architecture**
1411 Broadway; Regents' Room
New York, NY 10018

Present: Stacy Paetzel, Chair
Adrienne Weremchuk, Vice Chair
Christine Colley
Andrew Lavallee
Kimberly Lorenz
Christopher Nolan

Absent: Valerie Aymer
Nate Harris

Staff: Robert Lopez, Executive Secretary
Marci McKenna, Assistant in Professional
Education

Guests: Dennis Spillane, Executive Director, OPD (PT)
Vella Chan (PT)

April 19, 2023

OPEN SESSION

1. Election of Chair and Vice Chair:

Motion: Lorenz/Nolan: That Member Paetzel be elected as Board Chair. PASSED UNANIMOUSLY.

Motion: Lavallee/Paetzel: That Member Weremchuk be elected as Vice Chair. PASSED UNANIMOUSLY.

2. The Executive Secretary introduced and welcomed new Board member Christopher Nolan. Current Board members and staff introduced themselves to Member Nolan.

3. Motion: Weremchuk/Lavallee: That the minutes of the August 17, 2022 State Board meeting be approved as written. PASSED UNANIMOUSLY.

4. **Board Chair Report:** No report.

5. **Board Office Report:** The Executive Secretary gave the Board office report. Of note is that the number of landscape architect in New York has surpassed 1,500 for the first time. The Executive Secretary also gave a demonstration of the new OP website redesign to the Board. A spreadsheet incorporating disciplinary cases from 1994 to present was included in the Board package to provide a historical reference and added context for members involved in cases.

6. **Old Business:**

2022 CLARB Annual Meeting Summary: The Executive Secretary provided a summary of key takeaways from this meeting in the Board package. He noted that the keynote speaker, James Hayter, president of the International Federation of Landscape Architects, stated that the profession is 10% of the size that it could be. CLARB, as a member of the Interorganizational Council on Regulation (ICOR), is involved in an examination of practice overlap between design professions. CLARB recently completed a Job Task Analysis, which forms the basis for LARE items. The Board discussed the

importance of the survey instrument capturing reliable and valid data as the results have an impact on education and experience as well as the exam.

OPD Conversation: Dennis Spillane, the Executive Director of the Office of Professional Discipline (OPD), Board members, Extended Member Chan, and Board Office staff introduced themselves. Mr. Spillane explained OPD's role in enforcement, outlined the process followed when a complaint is received, and identified the role of Board members at pertinent stages. He explained a Board member's role in moral character screenings, restoration hearings, and direct referrals. The Board thanked Mr. Spillane for his great presentation.

Continuing Education Update: NYSCLA is still working on legislative language to modernize the CE requirement for landscape architects.

Board Member Search: The Board has a full roster of members except for a public member; the Executive Secretary continues to welcome referrals for that position as well as for a member to eventually replace Member Colley, whose term will be up in June 2024.

7. **New Business:**

LARE Transition: CLARB will introduce a new four-division LARE version in December 2023; the last administration of the current exam will be in August 2023. Candidates are being given three opportunities to pass the LARE in its current state: in December 2022, April 2023, and August 2023.

CLARB/ASLA Licensure Summit Summary – March 2023: The Executive Secretary included a memo regarding items discussed at this meeting in the Board package; among other items, they included increased regulatory activity in the US and updates to CLARB's Uniform Standards initiative.

2023 CLARB Annual Meeting: Chair Paetzel will not attend the CLARB Annual Meeting. After discussion, Vice Chair Weremchuk volunteered to attend as the delegate from New York, provided that travel approval is received from the State of New York.

Motion: Colley/Paetzel: That Vice Chair Weremchuk be New York's delegate for this meeting.
PASSED UNANIMOUSLY.

CLARB Regional Meeting – Today at 3:00 PM: The Executive Secretary will attend this meeting virtually but asked if any Board members could also do so; Vice Chair Weremchuk stated that she can and will attend.

8. **Motion:** Paetzel/Weremchuk: That the Board enter Executive Session. PASSED UNANIMOUSLY.

9. **Motion:** Colley/Nolan moved to adjourn. PASSED UNANIMOUSLY.

Next meeting Wednesday, August 16, 2023; in NYC

Respectfully submitted,

Robert Lopez, RA
Executive Secretary

Minutes of the Meeting
State Board for Landscape Architecture
1411 Broadway; Regents' Room
New York, NY 10018

Present: Stacy Paetzel, Chair
Adrienne Weremchuk, Vice Chair
Christine Colley
Andrew Lavallee
Kimberly Lorenz
Christopher Nolan

Absent: Valerie Aymer
Nate Harris

Staff: Robert Lopez, Executive Secretary
Marci McKenna, Assistant in Professional
Education

April 19, 2023

EXECUTIVE SESSION

1. Motion: Weremchuk/Lavallee: That the minutes of the August 17, 2022 State Board meeting be approved as written. PASSED UNANIMOUSLY.
2. The Board reviewed a disciplinary case.
3. Motion: Colley/Nolan moved to adjourn. PASSED UNANIMOUSLY.

Respectfully submitted,

Robert Lopez, RA
Executive Secretary

**NEW YORK STATE BOARD
FOR
LANDSCAPE ARCHITECTURE**

BOARD REPORT

Registrants

Current Resident Registrants:	908
Current Non-Resident Registrants:	613
Total Number of Registrants as of July 1, 2023	1,521

Licenses Issued

2023 – 34 (thru 6/30/23); 2022 – 74; 2021 – 76; 2020 – 61; 2019 – 86; 2018 – 82

Licenses Issued between April 4, 2023 - July 28, 2023:

<u>CLARB</u>	<u>ENDORSEMENT</u>	<u>via Education, Experience, Exam</u>
-	1	23

Legislative / Regulatory Activity

The NYS Legislature is in a new two-year session that will run from January 2023 through December 2024. Legislation of interest follows:

**S5664 / A4720 – Relates to public employees’ supervision, examination, review, and determination of acceptability of public works projects performed by contractors
*(new bill; language in Board package)***

Requires certain public employees to be on the site for the duration of public works projects completed by contractors; requires such certain public employees to review a contractor’s work on public works projects and determine whether the work performed is acceptable.

Bill has passed in the Senate and has passed in the Assembly.

A1891-D / S5261-B – Expanded ownership in design professional corporations by employee stock ownership plans and non-licensed employees

Provides for expanded ownership in design professional corporations by employee stock ownership plans and non-licensed employees

Bill was signed as Chapter 439 of the Laws of 2022; effective date 7/21/24.

S1049 / A5051 – Relates to an engineering technology degree

Provides that an applicant with a bachelor’s degree or higher in engineering technology and an applicant with a bachelor’s degree or higher in engineering shall have the same number of education and experience credit requirements, shall have the same eligibility for an identification

card as “an engineer in training”, as well as examination and examination eligibility requirements.

Bill is referred to Higher Education in the Senate and is referred to Higher Education in the Assembly

S5614 A / A4202 A – Relates to building permits

Authorizes a city, town or village to establish a program whereby a building permit may be issued based upon certification by a registered architect or professional engineer.

Bill is printed in the Senate and is printed in the Assembly

S3295 / A3389 – Relates to the establishment of the water-based fire protection licensure act

Establishes water-based fire protection licensure act, setting forth licensure requirements for contractors engaged in the business of the layout, installing, repairing, inspecting, testing, or maintaining of water-based fire protection systems and components.

Bill is referred to Consumer Protection in the Senate and is referred to Economic Development in the Assembly

S5049 / No Same As– NYC DoB False Documents

Relates to false statements in documents submitted to the department of buildings of the city of New York

Bill is referred to Cities in the Senate

A4327 / No Same As – Increases to \$50,000 for cost of construction threshold

Increases to \$50,000 the cost of the construction of a building, structure or public work, above which a professional engineer, land surveyor or architect must be utilized to plan and supervise the construction thereof.

Bill is referred to Higher Education in the Assembly

S3312 / No Same As – New York Emergency Responder Act

Enacts the New York emergency responder act limiting the liability of certain emergency responders.

Bill is referred to Veterans, Homeland Security and Military Affairs

Bills not yet introduced

S / A – Establishes a program where a municipal department of buildings may accept certain construction documents for code compliance

Establishes a program where a municipal department of buildings may accept construction documents required to be filed in relation to code compliance prior to issuance of a certificate of occupancy with less than a full examination by such municipal department of buildings based on a professional certification of an applicant who is an architect or professional engineer; makes related provisions.

Bill is not yet introduced

S / A – Requires certain engineering plans that could pose a material risk to public safety to bear a stamp of approval of a professional engineer

Requires certain engineering plans or specifications for engineering work or services that could pose a material risk to public safety to bear a stamp of approval of a professional engineer and authorizes the public service commission to promulgate rules and regulations relating to such requirement.

Bill is not yet introduced

A / No Same As – Interior Design/State Contracting

Adds interior design services as a type of contract that can be entered into and negotiated by the state

Bill is not yet introduced

A / No Same As - Licensing consequences for serious abuse of self-certification privileges

Relates to licensing consequences for architects or engineers who seriously abuse their self-certification privileges

Bill is not yet introduced

S / No Same As - Requires Public Authorities to negotiate with QBS

Requires public authorities to negotiate with most qualified architectural and engineering professional firms before negotiating with other firms

Bill is not yet introduced

Office of Professional Discipline

N/A

A4720 McDonald Same as **S 5664** KENNEDY

Public Works

TITLE....Relates to public employees' supervision, examination, review, and determination of acceptability of public works projects performed by contractors

- 02/22/23 referred to governmental operations
- 02/28/23 reported referred to ways and means
- 05/23/23 reported referred to rules
- 05/24/23 reported
- 05/24/23 rules report cal.228
- 05/24/23 ordered to third reading rules cal.228
- 06/08/23 passed assembly
- 06/08/23 delivered to senate
- 06/08/23 REFERRED TO RULES
- 06/08/23 SUBSTITUTED FOR S5664
- 06/08/23 3RD READING CAL.1198
- 06/08/23 PASSED SENATE
- 06/08/23 RETURNED TO ASSEMBLY

MCDONALD

Amd Part F §§15-a & 15-b, Chap 60 of 2015

Requires certain public employees to be on the site for the duration of public works projects completed by contractors; requires such certain public employees to review a contractor's work on public works projects and determine whether the work performed is acceptable.

STATE OF NEW YORK

4720

2023-2024 Regular Sessions

IN ASSEMBLY

February 22, 2023

Introduced by M. of A. McDONALD -- read once and referred to the Committee on Governmental Operations

AN ACT to amend the infrastructure investment act, in relation to public employees' supervision, examination, review, and determination of acceptability of public works projects performed by contractors

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Sections 15-a and 15-b of part F of chapter 60 of the laws
2 of 2015, constituting the infrastructure investment act, as added by
3 section 5 of part DD of chapter 58 of the laws of 2020, are amended to
4 read as follows:

5 § 15-a. Any contract awarded pursuant to this act shall be deemed to
6 be awarded pursuant to a competitive procurement for purposes of section
7 2879 of the public authorities law, provided that all contracts awarded
8 shall require a public employee or public employees, as defined by para-
9 graph (a) of subdivision 7 of section 201 of the civil service law and
10 who are employed by authorized entities as defined by paragraph (i) of
11 subdivision (a) of section two of this act and who are licensed under
12 articles 145, 147 and 148 of the education law to be on the site of the
13 project for the duration of such project to the extent deemed appropri-
14 ate by such public employee or employees. Such requirement shall not
15 limit contractors' obligations under design-build contracts to issue
16 their own initial certifications of substantial completion and final
17 completion or any other obligations under the design-build contracts.

18 § 15-b. Public employees as defined by paragraph (a) of subdivision 7
19 of section 201 of the civil service law and who are employed by author-
20 ized entities as defined in paragraph (i) of subdivision (a) of section
21 two of this act shall examine ~~and~~, review ~~[certifications provided by~~
22 ~~contractors for conformance with]~~, and determine whether the work
23 performed by contractors is acceptable and has been performed in accord-
24 ance with the applicable design-build contracts. Such examination,

EXPLANATION--Matter in italics (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD09824-01-3

A. 4720

2

1 review, and determination shall include, but not be limited to material
2 source testing, certifications testing, surveying, monitoring of envi-
3 ronmental compliance, independent quality control testing and inspection
4 and quality assurance audits. Such public employees may accept contrac-
5 tors' substantial or final completion of the public works as applicable.
6 Performance by authorized entities of any review described in this
7 subdivision shall not be construed to modify or limit contractors' obli-
8 gations to perform work in strict accordance with the applicable
9 design-build contracts or the contractors' or any subcontractors' obli-
10 gations or liabilities under any law.
11 § 2. This act shall take effect immediately; provided, however, that
12 the amendments to part F of chapter 60 of the laws of 2015 made by
13 section one of this act shall not affect the repeal of such part and
14 shall be deemed repealed therewith.

**NEW YORK STATE ASSEMBLY
MEMORANDUM IN SUPPORT OF LEGISLATION
submitted in accordance with Assembly Rule III, Sec 1(f)**

BILL NUMBER: A4720

SPONSOR: McDonald

TITLE OF BILL:

An act to amend the infrastructure investment act, in relation to public employees' supervision, examination, review, and determination of acceptability of public works projects performed by contractors

PURPOSE OR GENERAL IDEA OF BILL:

The purpose of this bill is to clarify that contracts awarded pursuant to a competitive procurement for purposes of section 2879 of the public authorities law shall require a public employee or public employees to be on-site and approve of the work done in accordance with the contract.

SUMMARY OF PROVISIONS:

Section 1 amends section 15-a of part f of chapter 60 of the laws of 2015, as added by section 5 of part dd of chapter 58 of the laws of 2020 to require public employees to be on site for the duration of the project to the extent deemed appropriate by such public employee or employees.

Section 1 also amends section 15-b of part f of chapter 60 of the laws of 2015, as added by section 5 of part DD of chapter 58 of the laws of 2020 to require that a public employee must sign off on whether the work performed by contractors is acceptable and has been performed in accordance with the requirements of applicable design-build contracts. The language also clarifies that a public employee may accept a contractor's substantial or final completion requirements.

Section 2 is the effective date.

JUSTIFICATION:

Public employees have the experience and expertise to make sure that projects in New York State meet the standards that have been agreed to. By requiring their presence on site, and final approval, there is a greater level of protection afforded to the residents of the state. During the performance of a project, any potential issues may be identified, and before completion of a project the public employees will perform an examination to make sure the project complies with expectations and is acceptable.

PRIOR LEGISLATIVE HISTORY:

A.6664-A of 2022

FISCAL IMPLICATIONS FOR STATE AND LOCAL GOVERNMENTS:

To be determined.

EFFECTIVE DATE:

This act shall take effect immediately; provide, however, that the amendments to part F of chapter 60 of the laws of 2015, made by section one of this act shall not affect the repeal of such part and shall be deemed repealed therewith.

From: [CLARB](#)
To: [LARCHBD](#)
Subject: [Courtesy Copy] Don't miss your last chance to take Section 1. Register by July 24!
Date: Tuesday, July 11, 2023 4:18:10 PM

[VIEW IN BROWSER](#)

Member Board Executives:
Please be aware that Alyssa Torrance from CLARB sent the message below today to Council Record Holders who have passed Section 4 (but not 1) of the L.A.R.E. Thank you!



3 things to know about your L.A.R.E. credit

Our records indicate you have passed Section 4 but not Section 1 of the current L.A.R.E. blueprint. Please keep in mind:

1. Your Section 4 credit will be applied to the *new* blueprint's Grading, Drainage and Stormwater Management section. Congrats!
2. **We recommend completing Section 1 this August** so that your Section 4 and 1 credits can be applied to the *new* blueprint's Construction Documentation and Administration section. [Register by Monday, July 24.](#)
3. If you do not complete Section 1 this August, then you must take the *new* blueprint's Construction Documentation and Administration section. December is the first opportunity to take sections of the *new* blueprint.

[> REGISTER NOW](#)

August is the last opportunity to take Section 1

Maintain your momentum by taking Section 1 in August:

August L.A.R.E. Administration
Exam dates: July 31 – August 16, 2023
Sections 1, 2, 3 and 4 offered

Exam content equivalency

CURRENT BLUEPRINT	NEW BLUEPRINT
<i>Completion of these sections...</i>	<i>...earns credit for these sections:</i>
Section 1 (Project and Construction Management) + Section 4 (Grading, Drainage and Construction Documentation)	Construction Documentation and Administration
Section 2 (Inventory and Analysis)	Inventory, Analysis and Project Management
Section 3 (Design)	Planning and Design
Section 4 (Grading, Drainage and Construction Documentation)	Grading, Drainage and Stormwater Management

[Learn more](#) about the transition to the new L.A.R.E. blueprint.

Exam registration basics

- **WHERE:** The L.A.R.E. is administered by [PSI Services](#), and you may choose to take your exam at a PSI test center or via remote proctoring (at your home or office, for example).
- **HOW:** Search for test center [locations and appointment availability](#) anytime, but remember to [register with CLARB first](#) before scheduling your exam appointment with PSI.
- **WHEN:** If you have difficulty finding an appointment near you, please [contact](#) our team. We may be able to work with PSI to add appointments at your preferred location.
- **WHO:** Eligibility requirements vary by jurisdiction, so use our [handy map](#) to find details about your path to licensure. Candidates requesting ADA accommodations should contact RModen@clarb.org before beginning the registration process. To ensure timely processing, please submit at least 30

days prior to your preferred exam date.

[REGISTER NOW](#) | [EXAM RESOURCES](#) | [DEMO EXAM](#) | [DATES & FEES](#)

We're here to help

Our [support team](#) offers personalized guidance for your unique L.A.R.E. journey. We're available to answer your questions Monday – Friday, 9 a.m. – 5 p.m. ET at 571-432-0332 or info@clarb.org.



Council of Landscape Architectural Registration Boards (CLARB)

1900 Reston Metro Plaza, Suite 600, Reston, VA 20190

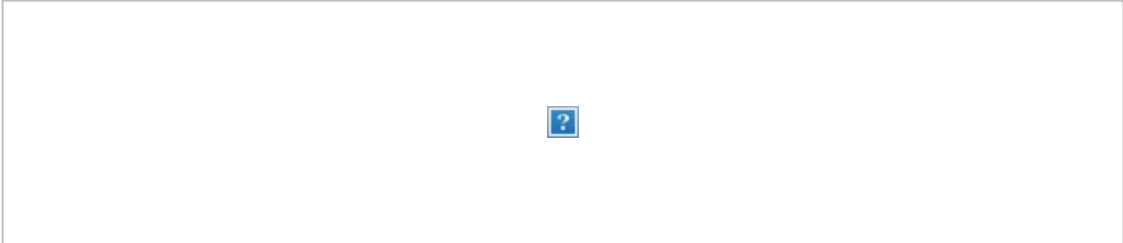
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Stay subscribed to receive important exam notifications, timely reminders, tips and more.
[Unsubscribe](#) or change your subscription preferences.*

From: [CLARB](#)
To: [LARCHBD](#)
Subject: [Courtesy copy] Time is running out to take Section 4. Register for the August L.A.R.E. today!
Date: Tuesday, July 11, 2023 4:24:08 PM

[VIEW IN BROWSER](#)

Member Board Executives:
Please be aware that Alyssa Torrance from CLARB sent the message below today to Council Record Holders who have passed Section 1 (but not 4) of the L.A.R.E. Thank you!



3 things to know about your Section 1 L.A.R.E. credit

Our records indicate you have passed Section 1 but not Section 4 of the current L.A.R.E. blueprint. Please keep in mind:

1. In order to receive credit for the *new* blueprint's Construction Documentation and Administration section, you must pass **both Sections 1 and 4** of the *current* blueprint.
2. **We strongly recommend that you pass Section 4 by October 2023.**
3. If you do not complete Section 4 this August or December, then you must take the *new* blueprint's Construction Documentation and Administration section. December is the first opportunity to take sections of the *new blueprint*.

> REGISTER NOW

Two final opportunities to take Section 4

Maintain your momentum by taking Section 4 in August or October:

August L.A.R.E. Administration

Exam dates: July 31 – August 16, 2023

Sections 1, 2, 3 and 4 offered

[Register/cancel by July 24](#)

October L.A.R.E. Administration

Exam dates: October 16 – 25, 2023

Only Section 4 offered

Registration opens in early September and ends October 9

Exam content equivalency

CURRENT BLUEPRINT	NEW BLUEPRINT
<i>Completion of these sections...</i>	<i>...earns credit for these sections:</i>
Section 1 (Project and Construction Management) + Section 4 (Grading, Drainage and Construction Documentation)	Construction Documentation and Administration
Section 2 (Inventory and Analysis)	Inventory, Analysis and Project Management
Section 3 (Design)	Planning and Design
Section 4 (Grading, Drainage and Construction Documentation)	Grading, Drainage and Stormwater Management

[Learn more](#) about the transition to the new L.A.R.E. blueprint.

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Council of Landscape Architectural Registration Boards (CLARB)

1900 Reston Metro Plaza, Suite 600, Reston, VA 20190

info@clarb.org | clarb.org | 571-432-0332

*You received this message because of your interest in the L.A.R.E.
Stay subscribed to receive important exam notifications, timely reminders, tips and more.
[Unsubscribe](#) or change your subscription preferences.*



2023 CLARB ANNUAL MEETING AGENDA

Henderson, Nevada - September 20-22

Welcome to CLARB's Annual Meeting!

Each day's sessions will focus on the theme for that day:

Cultivating Connections – Fostering Community – Evolving Competency

Glossary of Acronyms

CLARB	Council of Landscape Architectural Registration Boards
ASLA	American Society of Landscape Architects
CSLA	Canadian Society of Landscape Architects
IFLA	International Federation of Landscape Architects
FARB	Federation of Associations of Regulatory Boards
CE	Continuing Education
CELA	Council of Educators in Landscape Architecture
CFN	CLARB's Foresight Network
LAAB	Landscape Architecture Accreditation Board (U.S.)
LAAC	Landscape Architecture Accreditation Council (Canada)
LACES	Landscape Architecture Continuing Education System
LAF	Landscape Architecture Foundation
Presidents Council	CLARB + ASLA + CSLA + CELA + LAAB + LAF
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
CIDQ	Council for Interior Design Qualification
ICOR	CLARB + NCARB + NCEES + CIDQ
MBE	Member Board Executive (an executive with a board/agency)
MBM	Member Board Member (a board member on a board/agency)

All sessions are listed in local Pacific Time and are open to registered attendees only.

Tuesday, September 19

6:30 p.m. – 8:00 p.m.

Pre-Meeting Welcome Reception

Come and say hello to your fellow attendees, CLARB's Board of Directors, and staff! This optional pre-Annual Meeting event kicks off our three days of education and networking with a casual meet and greet of colleagues and peers from near and far.



Cultivating Connections

September 20, 2023

All sessions are listed in Pacific Time and are open to registered attendees only.

Wednesday, September 20

- | | |
|--------------------------------|---|
| 8:00 a.m. – 9:00 a.m. | <p>New Attendee Breakfast
An opportunity for new attendees to meet with CLARB volunteers and staff.</p> |
| 9:00 a.m. – 9:30 a.m. | <p>Opening Session
Energizing session with CLARB's CEO and President to set the stage for the meeting, share desired outcomes, and present the President's Award.</p> |
| 9:30 a.m. – 10:30 a.m. | <p>Keynote Address – Generation "THEM:" Managing a Multi-Generational Workforce
Generation "THEM" examines the "WHY" behind each American generation's common perspectives so that we can better understand one another and build more cohesive teams. This keynote will give attendees a solid understanding of generational norms and the importance of attracting and retaining top young talent to ensure sustainability while allowing them to laugh at how silly we are deep down.</p> |
| 10:30 a.m. – 11:00 a.m. | <p>Networking Break</p> |
| 11:00 a.m. – 12:00 p.m. | <p>Planning for the Future: The Why and What of Strategic Planning
Strategic thinking (and planning) creates clarity and focus on how boards should invest their valuable resources to ensure future relevancy and success. In this session, we will review why strategic planning is important and learn a framework that can be easily applied regardless of board size or structure.</p> |
| 12:00 p.m. – 1:00 p.m. | <p>Lunch</p> |
| 1:00 p.m. – 2:30 p.m. | <p>Building Public Understanding of Landscape Architecture: Part 1
To build public understanding of the profession and its value, we need a public conversation that brings into view what landscape architects do, how they do it, and why this matters for all of us.</p> <p>Based on a multi-year research project, The FrameWorks Institute will provide training to help CLARB members overcome the core misunderstandings people have about landscape architecture, build better understanding of what the profession entails, and help people see the importance of supporting the profession and placing landscape architects at the center of projects that involve outdoor spaces.</p> |
| 2:30 p.m. – 3:00 p.m. | <p>Break</p> |
| 3:00 p.m. – 4:00 p.m. | <p>Building Public Understanding of Landscape Architecture: Part 2</p> |
| 4:00 p.m. – 4:30 p.m. | <p>Daily Wrap Up
A quick recap of the day's sessions and a preview of the agenda for Day 2.</p> |



Fostering Community

September 21, 2023

All sessions are listed in Pacific Time and are open to registered attendees only.

Thursday, September 21

- | | |
|--------------------------------|---|
| 8:00 a.m. – 9:00 a.m. | <p>New Attendee Breakfast
An opportunity for new attendees to meet with CLARB volunteers and staff.</p> |
| 9:00 a.m. – 10:00 a.m. | <p>Snapshot of Regulation Around the World
In the United States and Canada, licensure is built on the foundation of the three-legged stool - education, experience, and examination. As we begin to consider the development of standards to support a growing and more globally mobile profession, how are we similar, or different, in other countries? In this session, we will hear the results of a recent review, led by an IFLA workgroup (with CLARB participation), that will provide a snapshot of landscape architecture regulation around the world.</p> |
| 10:00 a.m. – 10:30 a.m. | <p>Break</p> |
| 10:30 a.m. – 12:00 p.m. | <p>Understanding Practice Globally: Results of the Global JTA
Through targeted research, CLARB (in partnership with IFLA) now has a better understanding of who makes up the profession of landscape architecture around the globe. We also have a better understanding of what the global practice of landscape architecture looks like. Join us to see the results of the first ever global job task analysis of landscape architecture.</p> |
| 12:00 p.m. – 1:00 p.m. | <p>Lunch</p> |
| 1:00 p.m. – 2:30 p.m. | <p>Evaluating Education Equivalency: A partnership with LAAB
As the world becomes smaller, we need to better understand how to effectively evaluate education around the world for meeting licensure requirements in the United States and Canada. In this session, attendees will hear about an exciting new partnership between CLARB and LAAB to meet the growing need for determining international equivalency.</p> |
| 2:30 p.m. – 3:00 p.m. | <p>Networking Break</p> |
| 3:00 p.m. – 4:30 p.m. | <p>Regulating Practice Overlap
No matter the name—incidental practice, overlapping practice, scope of practice—this concept has posed challenges for design professionals and the boards that regulate them. In this session, we will share progress made through an effort led by ICOR to develop a shared definition, guidelines, and/or best practices that licensure boards can use to regulate incidental practice between related design disciplines more effectively.</p> |
| 4:30 p.m. – 5:30 p.m. | <p>General Business Session & Volunteer Recognition Reception
Join us for a quick recap of the day’s sessions and a preview of the agenda for Day 3, as well as election results. Help celebrate our dedicated volunteers with a recognition reception to close out the day.</p> |



Evolving Competency

September 22, 2023

All sessions are listed in Pacific Time and are open to registered attendees only.

Friday, September 22

8:00 a.m. – 9:00 a.m.

New Attendee Breakfast

An opportunity for new attendees to meet with CLARB volunteers and staff.

9:00 a.m. – 10:00 a.m.

Continuing Education: Balancing Necessary Rigor with Ease

Continuing education (CE) is a requirement for licensure renewal in many jurisdictions across the CLARB membership. How can we work together to evolve CE requirements to be more defensible, consistent and provide increased access and flexibility in meeting CE requirements? In this session, we will review CE requirements across the membership, discuss the growing need for justification of these requirements, and brainstorm ideas for evolving CE standards to meet changing needs of boards and licensees.

10:00 a.m. – 10:30 a.m.

Networking Break

10:30 a.m. – 2:30 p.m.

MBE Session and Working Lunch

It's a Small World After All – What are we doing about that?

With the advancements of technology and the growth in remote work, our world is both expanding and shrinking like never before. Employers now have a much larger pool of candidates and employees are no longer tied to a physical location. Licensure boards are not immune to impacts these changes have, bringing up new questions and challenges. Join this MBE-only session as we discuss best practices for board executives in our small world, learn more about the profession, and join CLARB staff for a townhall discussion.

10:30 a.m. – 2:30 p.m.

MBM Session and Working Lunch

In the post-pandemic world, virtual work, and virtual supervision of work, is here to stay. How do we evolve regulations to recognize remote supervision of work and ensure “responsible charge?” Board members will engage in a dynamic discussion on next practices in evaluating experience in a virtual world to ensure we are meeting the changing needs of employers and practitioners while ensuring public protection.

Additionally, Board members will hear from Board Executives about the realities of administering a licensure board (or many boards in some cases.) in a “day in the life” presentation led by MBEs in our community.

2:30 p.m. – 3:00 p.m.

Closing Session

A recap of AM accomplishment with a compelling call to action.

2023 CLARB ANNUAL MEETING ELECTIONS

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Nominations & Elections Timeline



Election To-Dos

Learn more about the expectations of leadership for positions on the [Board of Directors](#) and [Leadership Advisory Council](#).

Learn more about [CLARB's competency-based selection](#).

[Complete your Board's credentials letter and ballot.](#)

[CLARB Election Policy.](#)



2023 Elections

In 2023, members will cast a ballot for the President-Elect position, which begins a three-year term as it transitions to President and Past President, as well as for Treasurer (two-year term) and two Leadership Advisory Council members (three-year terms). Directors-at-Large will be appointed into their roles by the Board of Directors. All leadership terms begin at the conclusion of the Annual Meeting.

Please check back in mid-June for all election materials. Voting concludes in September with results shared at the Annual Meeting.

President-Elect Nominees (Elected)

- **Joel Kurokawa:** [Read bio](#)

Treasurer (Elected)

- **Craig Coronato:** [Read bio](#)

Directors-at-Large (Appointed)

- **Emily Cronbaugh:** [Read bio](#)
- **Allison Fleury:** [Read bio](#)
- **Monica Pallares:** [Read bio](#)

[Watch the Board candidate videos.](#)

Under the video you will see a chapter for each candidate's video.

Leadership Advisory Council (Elected)

Two positions are open for election on the Leadership Advisory Council.

- **John Cothron:** [Read bio](#)
- **Candace Dillingham:** [Read bio](#)
- **Keven Graham:** [Read bio](#)

[Watch the LAC candidate videos.](#)

Under the video you will see a chapter for each candidate's video.

Board [Voting Package](#) (ballot+credentials letter) due via email (aelkin@clarb.org) by **September 15** for election of President-Elect, Treasurer and Leadership Advisory Council members.

Questions?

Please consult the [Bylaws](#) or contact Andrea Elkin via [email](#) or phone (703-949-9470) if you have questions about the nominations and/or election process.

Council of Landscape Architectural Registration Boards - CLARB

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Email: info@clarb.org © Copyright 2021

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2023 Candidate Interest Form

John Cothron—Leadership Advisory Council Candidate

Jurisdiction: Mississippi

Company: Mississippi State Board of Architecture

Job Title: Board Executive

Education: B.A. in History and Spanish; M.A. in History

Licenses: NA

Service Information

Board Service

- Executive Director of the Mississippi State Board of Architecture, Landscape Architecture Advisory Committee, and Interior Design Advisory Committee, 2018-Present.
- Employed by the Tennessee Board of Architectural and Engineering Examiners (the last 11 years as Executive Director), 1998-2017.

CLARB Service

- Member of the CLARB MBE Committee, 2018-2020.
- Attended most CLARB meetings, 2007-Present.

Other Services, Awards, or Experience

- Served on various NCARB committees/task forces, including as Chair of the Professional Conduct Committee (2021-2023) and Member Board Executives Committee (2016-2017).
- Currently serving on the Board of Directors for the Mississippi Boy Choir, and also serve in church leadership.
- Received a CLARB Recognition Award in 2020 and a Presidential Recognition Award in 2019.
- Received a Southern Conference of NCARB Distinguished Service Award in 2014 for service on the Southern Conference Board of Directors.
- Completed the CLARB Foresight First program in 2020.

2023 Candidate Interest Form

Candace Dillingham—Leadership Advisory Council Candidate

Jurisdiction: Oklahoma

Company: Skii Landscape Architecture

Job Title: Landscape Architect

Education: Bachelor of Landscape Architecture/University of Arkansas

Licenses: Oklahoma

Service Information

Service in Landscape Architecture Field

- I am outgoing President for the Oklahoma Chapter of ASLA (OKASLA). I have served on the Executive Committee, holding most every role. I enjoy service.
- I have owned my own firm and managed projects and contracts, contractors, and employees for 23 years. Successfully.
- I hold a merit award from ASLA for a residential project.
- I sit on the Professional Advisory Board for the School of Architecture and Design at the University of Arkansas for 12 years.
- I have been published in national magazines for my work more than eight times.
- I have been an expert witness in court cases for work in my field.

Board Service

- MBM, Oklahoma Board of Architects, Landscape Architects, and Certified Commercial Interior Designers, 2021-Present.

CLARB Service

- I have served as Oklahoma CLARB delegate for three years now. I was appointed to the Board in September 2021 and I was nominated to be the CLARB delegate for Oklahoma.

Other Service, Awards, or Experience

- I volunteer in my community for the Tulsa Girls' Art School, an under-served community in North and East Tulsa, and other non-profit affiliations.
- As president of OKASLA, Tulsa, OK (my home town), hosted the Central States Conference for ASLA May 2022. It took a ton of effort by our team of five and I am very proud of the success of our event.

2023 Candidate Interest Form

Keven Graham—Leadership Advisory Council Candidate

Jurisdiction: Illinois

Company: TERRA Engineering, Ltd.

Job Title: Sr. Landscape Architect

Education: BLA Iowa State University

Licenses: Illinois | Indiana | Kansas | Michigan | Missouri | Ohio | Wisconsin

Service Information

Board Service

- ASLA Vice President, Government Affairs
- ASLA Board of Trustees - Illinois
- Illinois Advocacy chair and committee, testified before State Legislature
- Downtown Association President
- Local Trout Unlimited Board

CLARB Service

- I have not served CLARB directly, but have been a Council Record holder and worked closely with CLARB during my time as ASLA V.P.

Other Services, Awards, or Experience

- I have been through the fight for licensure, difficult discussions with allied organizations, and state agencies. I have assisted in the negotiation with the state and other professions. I feel I have an understanding of the point of contention.
- I have practiced in a number of states and been through the reciprocity process a number of times and understand different jurisdictions.
- I have and do practice internationally as well and understand the different needs and requirements of LA's.

To: Landscape Architecture Board Members **Date:** July 31, 2023
From: Robert Lopez **R.L.**
Subject: ASLA Annual Meeting CE Review
In reply to:

I'd like to thank Members Weremchuk, Colley and Lorenz for taking the time and for their efforts to review this year's ASLA Annual Meeting continuing education (CE) offerings.

Included in the Board package or attached as a separate document are the following items:

- Spreadsheet summarizing the findings of the review of the offerings
- 2023 ASLA NY Submission of CE course outlines and descriptions (*attached separately due to file size*)
- New York's Acceptable Subject Matter Listing for the Board's reference

Immediately after this memo is a spreadsheet summarizing the findings. Items highlighted in **yellow** require the Board's review; items in light green are those courses where NY is aligned with the ASLA; items in orange are those courses where NY disagreed with ASLA's findings of HSW vs. non-HSW and items in red are for those courses that will not receive any continuing education credit for a NY licensee.

While you are welcome to review all of the CE offerings, I ask that you focus specifically on those items in **yellow** in preparation for the Board meeting to give your feedback:

- FRI-C07 – Learning with the Land: A Case for Public Landscape Curricula
- MON-B02 – Test, tweak, repeat: Lessons on prototyping, mockups and fabrication
- SAT-B04 – Trickle-Up Research: Inquiry and Curiosity in Design Practice

Session ID	Session Name	Presentation Date	Session Start	Session End	Session Type	CE Hours	HSW	FINAL	AW	CC	KL	RL	RL Comments
FRI-A01	Bringing Nature Home: Designing Ornamental Gardens to Enhance & Restore Biodiversity	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
FRI-A02	If This Stream Could Talk	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes	yes HSW	Not HSW				
FRI-A03	Community as Design Consultant/Landscape Architect as Facilitator: Shifting the Design Relationship	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes	yes HSW	Not HSW				
FRI-A04	Engineering with Nature in SF: Collaboration and Process Across Disciplines and Scales	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
FRI-A05	Future/Farm	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
FRI-A06	Drone Technology & Landscape Architecture: Strategies for Integrated Workflows and Climate Action	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes	OK; No HSW	No?	No HSW		ok	although about drones; seems ok for HSW
FRI-A07	Preparing for Successful Leadership Transition: How to Navigate the Two-Way Street	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	No	no credit	No	No	N	no credit	p. 26
FRI-A08	What's Next for The Necklace?: Evolving Historic Parks for the 21st Century	10/27/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
FRI-B01	30x30 and Green Infrastructure: Tools for Multi-Scale Conservation and Design	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-B02	Facing Imposter Syndrome: Providing Mental Health Tools for Practitioners, Students, and Firms	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	no credit	Not HSW	No	N	no credit?	about mental health of students?
FRI-B03	Cultivating Legacy: Transformative Engagement Strategies to Build a Park for All	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	yes HSW	Not HSW				
FRI-B04	Landscape Strategies for Water Independence	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-B05	Riverside Park Detroit: Transforming Park, Transforming Lives	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	yes HSW	yes?				
FRI-B06	Taking a Critical Lens to Urban Planting: Explore Design Challenges and Strategies	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-B07	Creating Urban Oasis for All: Biodiversity Restoration in Qianhai Water City	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-B08	"Who owns that?" Filling design gaps between Landscape Architects, Architects, and Engineers	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-B09	Preservation vs. Resilience at the Tidal Basin—Do we have to choose?	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	yes HSW	yes?				
FRI-B10	From Gray to Gold: Achieving SITES Certification at Gilead Park	10/27/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
FRI-C01	Grand Junction: Climate-Crisis Resiliency, Stormwater Management, Riparian Corridor Reparation, r	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes						
FRI-C02	Seeing Is Believing: Visualizing Risk to Envision New Solutions	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes						
FRI-C03	Behind the Curtain: Storytelling and Design Process of Residential Landscapes	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes	no credit	Not HSW	No HSW			
FRI-C04	Cultivating Complexity at Brooklyn Bridge Park: Horticultural Diversity and Ecological Stewardship	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes						
FRI-C05	Centering Community Voices in Equitable Design Solutions: Restorative Justice on Portland's I-5	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes						
FRI-C06	From Practice to Professor: Navigating a Career Switch	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	No	no credit	no credit	No Credits	N	no credit	p. 76
FRI-C07	Learning with the Land: A Case for Public Landscape Curricula	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes	TAKE TO BOARD	Not HSW		N	NO CREDIT?	ask ASLA for clarification - see what ASLA says on this one.
FRI-C08	Making the Most of Leftover Land	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	Yes						
FRI-C09	Reimagining Mentorship for a New Generation	10/27/2023	1:30 PM	3:00 PM	Education Session	1.50	No	no credit	No Credits	No Credits	N	no credit	p. 83
FRI-D01	Building Biodiversity and Stewardship with Our Native Meadows	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						
FRI-D02	Creating Culture: Studio Perspectives	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	No	no credit	no credit	No Credits	N	no credit	p. 89
FRI-D03	Decarbonizing Details: Reducing the Carbon Footprint of Site Construction	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						
FRI-D04	Bucking the Trend: Fighting Sameness in Landscape Architectural Aesthetics and Representation	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes	yes HSW	Not HSW				
FRI-D05	Designing with Sensory Needs in Mind	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						
FRI-D06	Civic Design for the Next Generation: DCWater Headquarters on the Capital Riverfront	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						
FRI-D07	Below the Surface: Strategies for Designing Big Parks on Complex Structures	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						Andrew's course
FRI-D08	Capturing the Landscape: Producing Authentic Photographic Narratives	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	No	no credit	no credit	No HSW	N	No credit	p. 107
FRI-D09	Focusing on your Why: Optimizing your Firm's Success and Legacy	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	No	no credit	no credit	No Credits	N	No credit	p. 109
FRI-D10	Designing an equitable and inclusive experience in the Balboa Cultural District	10/27/2023	3:30 PM	4:30 PM	Education Session	1.00	Yes						
MON-A01	Time for Action: Advancing Biodiversity through Policy and Practice	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
MON-A02	When Communities are Patrons of Design	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes	ok; not HSW ??			N		
MON-A03	Soft Retreat: Balancing Risk, Recreation, and Resilience on the Island of Nantucket	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes	YES; HSW	??				seems like wrong session description; RL take this one to ASLA; RL can make call on this one
MON-A04	Media for Growing Trees Under Pavement: Research and Practice	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
MON-A05	Developing Leadership, Advocacy, and Resiliency Among Emerging Professionals	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	No	no credit	no credit	No Credits	N	No credit	p. 128
MON-A06	Longwood Outside/ - Urban Activation and Placemaking at a Medical District	10/30/2023	9:00 AM	10:30 AM	Education Session	1.50	Yes						
MON-B01	Unraveling Rural Myths: Strategies for Building Community and Investment in Rural Landscapes	10/30/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	Yes; HSW	Not HSW				
MON-B02	Test, tweak, repeat: Lessons on prototyping, mockups and fabrication	10/30/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes	TAKE TO BOARD	Not HSW	No HSW			
MON-B03	Floating Landscapes: Demystifying On-Structure Construction	10/30/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
MON-B04	Hudson River Rising: Case Studies of Climate-adaptive Design through Public-Private Collaboration	10/30/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
MON-B05	The Future of Downtown Indianapolis: Designing for Inclusive Economic Growth After COVID-19	10/30/2023	11:00 AM	12:00 PM	Education Session	1.00	Yes						
SAT-A01	Inside the LA Studio - MnDOT	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 153 / Inside the LA Studio
SAT-A02	Designing and Implementing Floating Wetlands for Biodiversity and Human Connections to Nature	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A03	Living Shorelines in Coastal Cities: where and how to build them	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A04	A Path Forward: Identifying Accessibility Challenges and Solutions for Historic Landscapes	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A05	Changing Perceptions: Garden Design in Light of Shifting Climates and Community Priorities	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes	YES; HSW					RL to ask ASLA about 20 minute q and a in a 75 minute course - OK; Q&A TIME REVISED
SAT-A06	Exploring Trauma-Informed Design at Parrott Creek	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A07	In Consideration of Ground: From Research to Practice	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A08	The After Party: Landscape architect's role in establishing, curating and maintaining landscapes	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-A09	Climate Change and the Racialized Landscape: Fighting the Impacts of Racist Policy	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						ok; there is some design in 4th LO
SAT-A10	Reimagining the 'Master Plan': Equity, Engagement and Environmental Justice in South Baltimore	10/28/2023	11:00 AM	12:15 PM	Education Session	1.25	Yes						
SAT-B01	Inside the LA Studio: Coen+Partners	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 180 / Inside the LA Studio
SAT-B02	The Overlooked Role of Residential Landscapes in Addressing the Biodiversity Loss Crisis	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes						
SAT-B03	Healing on the Inside: The Benefits of Nature Interactions within Carceral Environments	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes						
SAT-B04	Trickle-Up Research: Inquiry and Curiosity in Design Practice	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes	TAKE TO BOARD	Not HSW	No Credit	N		OK? Research related to design
SAT-B05	Visualizing Louisiana's Coastal Future: Climate Communications & the 2023 Coastal Master Plan	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes						
SAT-B06	Recent Progress in Big Data and Landscape Architecture: Applications through Crowd-Sourced Info	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes	Yes; HSW	Not HSW				

SAT-B07	Sublime and Simple Detailing: Sustainable Materials for Low Maintenance Environments	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SAT-B08	Sharing Landscape: Telling the Story of Your Work in the Media	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 200 / marketing/photography					
SAT-B09	Human Tolls: Building a Public History of a Community Divided by I-35W	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SAT-B10	Designing a Lower Salt Future	10/28/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SAT-C01	Inside the LA Studio - Kounkey Design Initiative	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	No	no credit	no credit	No Credit		No credit	p. 207 / Inside the LA Studio					
SAT-C02	How do we know what's working? Getting real with landscape metrics	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes											
SAT-C03	Cultivating Climate Justice: New Frameworks for Rural Resilience	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes											
SAT-C04	Tactical Recreation - Activating urban spaces through recreation	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes	Yes; HSW					RL to ask ASLA - 30 minutes q and A excessive in 75 minute course;					
SAT-C05	Lead, Follow, Adapt? Exploring Different Approaches to Changing Firm Culture	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	OK; Q&A TIME REVISED p. 219 / leadership					
SAT-C06	Making History: Participatory Design to Commemorate Park Histories in LA's Salazar Park	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes	Yes; HSW	??									
SAT-C07	Hyperlocalism: Finding the Story of Place	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes	Yes; HSW	Not HSW									
SAT-C08	How Green Infrastructure Captured the Heart of Lexington: Town Branch Commons	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes	Yes; HSW	??									
SAT-C09	Family Friendly Cities: Crafting Great Urban Spaces for Kids, Teens and Caregivers	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes											
SAT-C10	Equitable Transportation Design with Small Communities	10/28/2023	3:45 PM	5:00 PM	Education Session	1.25	Yes	Yes; HSW	??									
SUN-A02	Rolling Back the Lawn: Reinvigorating Ecological and Social Function at GeorgiaTech's EcoCommons	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-A03	Scorched Earth: A Model for Campus Resiliency In Rapidly Changing Climates	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-A04	Origin-Connection-Practice: Community Landscape Research in Rural and Urban Angola	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-A05	A Future of Computational Collaborators: Machine Learning and AI in Landscape Architecture	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	No	ok; no HSW		No HSW		ok; no HSW	p. 252 / ok but no HSW credit / agreed w/ ASLA					
SUN-A06	Creating and Becoming a Certified Universally Designed Outdoor Space	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-A07	Magic Johnson Park: Healing Land, Water, and Community	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-A08	"What Revolution Do You Want To Lead?" And Other Essential Startup Questions	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	No	no credit	no credit	No Credit	N	No credit	p. 260 / business					
SUN-A09	Democracy is Messy, and Getting Messier....	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes	Yes; HSW	Not HSW									
SUN-A10	Connecting the Dots: Leveraging Infrastructure Funding for Public Improvements	10/29/2023	9:00 AM	10:00 AM	Education Session	1.00	Yes											
SUN-B01	Inside the LA Studio - TenxTen	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 267 / inside the LA Studio					
SUN-B02	Avoid Lost in Translation: Communicating Complex Ecological Concepts in Landscape Architecture	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-B03	Realizing Climate Action Ambitions: Pathways to Decarbonization	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-B04	Reconciliation in Practice: Decolonizing Landscape Architecture	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-B05	A Green Obsession: Exploring the Transformative Power of Horticulture	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-B06	Design, Construction, Occupancy, Repeat: the High Line's Fifteen Years of Development.	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-B07	Find Your Voice: Asian Immigrant's Exploration of the Journey to Design Leadership	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 286 / leadership					
SUN-B08	Alternative Business Ownership Models	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	No	no credit	no credit	No Credit	N	No credit	p. 292 / business					
SUN-B09	Borderlands as Common Grounds: Multi-Scalar Design in the United States and Mexico	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes	Yes; HSW	??				ask ASLA - not open Q and A - guided discussion; OK; DISCUSSION AND Q&A TIME REVISED					
SUN-B10	Open Space Masterplan for the New York City Housing Authority (NYCHA)	10/29/2023	2:00 PM	3:15 PM	Education Session	1.25	Yes											
SUN-C01	Bridging Urban Ecologies - Integrating Wildlife Crossings into Urban Parks	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
SUN-C02	Embracing Diversity, Equity, and Inclusion in Academia: Through a Students' Lens	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes	no credit	no credit	No Credit	N	No credit	30 minutes q and a doesn't make sense; it's an hour long course; Q&A TIME REVISED					
SUN-C03	Gather Here: Reinvigorating Iconic Spaces for Celebration, Protest and Community in Boston	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes	Yes; HSW					about business practice					
SUN-C04	Pregnancy, Parenting, and Practice - Let's Talk About It	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes	no credit	no credit	No Credit	N	No credit						
SUN-C05	BIG PARKS, BIG IMPACTS: Raising the stakes for performative landscapes	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
SUN-C06	Healing Landscapes: Toolkit for Truth-Driven Planning Decisions	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
SUN-C07	The Improbable Reinvention of a Marginalized Landscape: Shirley Chisholm State Park	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
SUN-C08	Small(er) Firm Diversity, Evolution, Growth, and Longevity in a Megafirm Market	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	No	no credit	no credit	No Credit	N	No credit	p. 320 / business					
SUN-C09	Repositioning Campus Landscapes: Can engaging Native Nations promote social and environmental	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
SUN-C10	Healthy Schools, Healthy Communities: How Green Schools Promote Wellness and Equity	10/29/2023	3:45 PM	4:45 PM	Education Session	1.00	Yes											
FRI-DD-01	LIVING Surfaces- How to Design Successful Green Roofs that Optimize Biodiversity	10/27/2023	9:00 AM	11:30 AM	Deep Dive Session	2.50	Yes											
FRI-DD-02	Lighting the Way: the Past, Present, and Future of Outdoor Illumination	10/27/2023	1:30 PM	4:00 PM	Deep Dive Session	2.50	Yes											
MON-DD-01	Try it Out: Empowering communities through social science and play	10/30/2023	9:00 AM	11:30 AM	Deep Dive Session	2.50	Yes											
SAT-DD-01	How to Succeed in Succession 2.0	10/28/2023	2:00 PM	4:30 PM	Deep Dive Session	2.50	No	no credit	no credit	No Credit	N	No credit	p. 334 / business					
SAT-DD-02	Remembering the Children: Rapid City Indian Boarding School Lands Project and Memorial	10/28/2023	2:00 PM	4:30 PM	Deep Dive Session	2.50	Yes											
SUN-DD-01	The Possibility Government Collaborative:Uniting Public Realm Practitioners!	10/29/2023	2:00 PM	4:30 PM	Deep Dive Session	2.50	No	no credit	no credit	no credit	N	No credit	p. 340					
SUN-DD-02	Water or Waste? Adaptive Approaches to Water Resources Management	10/29/2023	2:00 PM	4:30 PM	Deep Dive Session	2.50	Yes											
FRI-FS-01	The Modernist Campus of St. John's University and Monastery	10/27/2023	7:15 AM	5:00 PM	Field Session	5.25	Yes											
FRI-FS-02	Art, Community, Healing: Innovative Public Spaces for a Destination Medical Center	10/27/2023	7:30 AM	3:30 PM	Field Session	4.25	Yes						p. 365					
FRI-FS-03	Green Stormwater Infrastructure Tour: Planning, Design, Equity, and Environment	10/27/2023	7:45 AM	4:00 PM	Field Session	3.50	Yes						p. 380					
FRI-FS-04	Tour de Minneapolis Bike Infrastructure	10/27/2023	8:00 AM	2:00 PM	Field Session	2.00	Yes						p. 396					
FRI-FS-05	Twin City's Contested Landscapes, Design Justice + Community Owned Public Space	10/27/2023	8:30 AM	4:00 PM	Field Session	5.75	Yes						p. 372					
FRI-FS-06	Twinning: A Photography Flex with Two Sites, Two Firms, And Two Photographers	10/27/2023	8:30 AM	5:00 PM	Field Session	5.50	No	no credit	no credit	no credit	N	No credit	p. 393					
FRI-FS-07	Still Here: Honoring Sacred Indigenous Landscapes on the Mississippi River	10/27/2023	9:00 AM	5:00 PM	Field Session	5.25	Yes						p. 358					
FRI-FS-08	The Past, Present, and Future of the Minneapolis Grand Rounds	10/27/2023	9:00 AM	5:00 PM	Field Session	5.00	Yes	YES HSW 5 HRS		Y 3.0		Yes; HSW	p. 369 / think this is supposed to be "yes" for HSW. ASLA REVISED TIMES TO TOTAL 5 HOURS					
FRI-FS-09	Ah-HAAAA! Sketching Minneapolis	10/27/2023	9:15 AM	5:00 PM	Field Session	5.00	No	OK; no HSW		no credit		No credit	p. 385; RL to look at in terms of prior years; bring to Board; last year for FS-10 SKETCH SF! Field session; said ok; but no HSW					
FRI-FS-10	Re-embracing the Mississippi Riverfront & the Evolution of Downtown East	10/27/2023	10:15 AM	4:45 PM	Field Session	4.75	Yes						p. 375					
FRI-FS-11	Revitalizing Modernist Public Space through Public-Private Partnerships in Downtown Minneapolis	10/27/2023	1:00 PM	5:00 PM	Field Session	3.25	Yes						p. 388					
FRI-FS-12	Universal Design Auditing: An Immersive and Inclusive Introduction to Testing Site Accessibility	10/27/2023	1:30 PM	4:30 PM	Field Session	2.00	Yes						p. 362					
MON-FS-01	Rooting in Place: Jackson Meadow's Ecological, Cultural and Design Legacy	10/30/2023	7:15 AM	12:30 PM	Field Session	3.00	Yes						p. 399					
MON-FS-02	Transforming a Brownfield Site: From Model T's to Model Community	10/30/2023	7:30 AM	12:30 PM	Field Session	3.50	Yes						p. 409					
MON-FS-03	The Falls Initiative: Connecting Process and Place	10/30/2023	8:00 AM	1:00 PM	Field Session	3.50	Yes	Yes; HSW	Not HSW				p. 419					

MON-FS-04	Artscape! The Minneapolis Sculpture Garden & Wurtele Upper Gardens at the Walker-Art-Center	10/30/2023	8:00 AM	12:00 PM	Field Session	3.25	Yes	Yes; HSW	Not HSW	p. 403
MON-FS-05	Liminal Landscapes: Celebrating Life, Death and the Everyday at Historic Lakewood Cemetery	10/30/2023	8:15 AM	12:30 PM	Field Session	3.00	Yes			p. 414
MON-FS-06	Layering Mobility, Resilience, Community and Cultural Resources at the University of Minnesota	10/30/2023	8:30 AM	12:30 PM	Field Session	2.75	Yes			p. 422
MON-FS-07	Mississippi River and Minnesota River Greenways and Trailheads from Floodplain to Blufftop	10/30/2023	8:30 AM	1:00 PM	Field Session	2.75	Yes			p. 407

Subjects and Providers of Continuing Education



14. What is acceptable continuing education?



15. What courses of learning are acceptable for continuing education?



16. Who are approved sponsors (providers)?



17. Is there any limitation on the subject matter of the courses of learning and/or educational activities?



Yes. **Not all courses and educational activities offered by an approved sponsor are acceptable for continuing education credit in New York State.** The subject area must contribute to the professional practice of landscape architecture. Of the 36 hours required, at least two-thirds (24 hours) must be in the areas of health, safety and welfare (HSW). However, no more than one-third (12 hours) will be accepted in other topics, which contribute to the professional practice of landscape architecture as such practice is defined in section 7321 of the Education Law. The key is the subject matter's relationship to professional practice. You must also make sure that a minimum of 18 hours are in courses of learning, and no more than 18 hours consist of educational activities.

- code of ethics
 - codes, acts, laws, and regulations governing the practice of landscape architecture
 - construction administration, including the administration of construction contracts
 - construction documents
 - environmental process and analysis
 - erosion control methods, including storm water management as is incidental and necessary to the practice of landscape architecture
 - design of environmental systems and use of site materials and methods of site construction
 - grading and natural drainage
 - horticulture
 - irrigation methods
 - land planning and land use analysis
 - landscape preservation, landscape restoration and adaptive reuse
 - natural hazards - impact of earthquake, hurricane, or flood related to site design
 - New York State Building Code as it affects landscape architecture
 - resource conservation and management
 - site accessibility, including American with Disabilities Act standards for accessible site design
 - site and soils analysis
 - site design
 - site security and safety
 - specifications writing
 - surveying methods and techniques as they affect landscape architecture
 - sustainable design, including techniques related to energy efficiency
 - vegetative management
 - wetlands
 - zoning as it relates to the improvement and/or protection of the health, safety and welfare of the public
 - other matters of law and ethics which contribute to the health, safety and welfare of the public
- Other topics, which contribute to the professional practice of landscape architecture as such practice is defined in section 7321 of the Education Law, except for non-acceptable subjects listed below.

Non-acceptable subjects:

Subject areas that do not contribute to the professional practice of landscape architecture as defined in section 7321 of the Education Law, such as, risk management, limiting the design professional's liability, project management related to profitability and maximizing fees, marketing and public relations, insurance, laws related to arbitration, mediation, liens (unless they relate to safeguarding the health, safety, and welfare of the public), real estate, real estate development, expanding a design professional's business, basic AutoCAD, personal development, general office management, accounting/financial planning, succession planning, zoning as it relates to increasing a developer or landscape architect's profitability, design build (unless 75% of the course content relates to the laws related to design build in New York State) are **not acceptable** subjects.

Service on Boards and/or professional committees, and active participation in technical and/or professional organizations are **not** eligible for continuing education credit.



18. Can I study on my own rather than take a course or educational activity?



19. Am I required to take educational activities?



20. Are courses limited to a traditional "classroom setting" in which I am in the same room with the instructor?



21. May I count toward my requirement a continuing education course taught or technical presentation given through an approved sponsor?



22. May I count toward my requirement a college level course that I teach?



Recordkeeping and Reporting



23. What records should I expect to receive from the continuing education provider and how long am I required to keep them?



To: Landscape Architecture Board Members

Date: July 31, 2023

From: Robert Lopez **R.L.**

Subject: Architecture Practice Guidelines Review

In reply to:

Over the last few years, the State Board for Architecture has drafted Practice Guidelines and would like the State Board for Landscape Architecture's input on the draft version.

These draft Practice Guidelines follow the same format and similar language as the State Board for Landscape Architecture's Guidelines that were completed in 2016, so they may be familiar to those of you who were on the State Board at that time.

The draft Architecture Guidelines immediately follow this memo.



OFFICE OF THE STATE BOARD FOR ARCHITECTURE
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PRACTICE GUIDELINES

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PRACTICE GUIDELINES FOR ARCHITECTS LICENSED AND REGISTERED IN NEW YORK

The New York State Education Department and the State Board for Architecture have produced practice guidelines to provide useful information on good and recommended practices in the profession of architecture. While this information is **not** a substitute for an understanding of the law, rules and regulations governing the practice of architecture in New York, it is a useful supplement that reflects common professional practice issues and concerns. These practice guidelines can help architects to better understand what might lead to professional practice complaints and to take steps to eliminate or minimize those situations.

These practice guidelines reflect the collective experience of the members of the State Board for Architecture along with input from a variety of sources, including architecture organizations and practitioners, architecture educators, Office of the Professions' staff, and other State Boards for the Professions.

Practice guidelines provide licensees with general guidance to promote good practice and prevent instances of professional misconduct.¹ They can also benefit licensees and consumers by broadening their understanding of the law, rules and regulations that define professional practice, including professional misconduct and unprofessional conduct.

Practice guidelines do not have the force of law. They are not a substitute for, nor do they have the authority of, Education Law, Regents Rules, or Commissioner's Regulations. While the guidelines may be a resource in understanding good professional conduct in relation to the professional discipline process, they may not be used as the basis for a charge of or a defense against a charge of professional misconduct. A licensee can only be charged with professional misconduct if there is a violation of the Education Law or Regents Rules. Determinations of which complaints lead to professional misconduct charges are made on a case-by-case basis in accordance with Section 6510 of the Education Law.

¹ Practice guidelines are not intended to establish a standard for the evaluation of issues in civil liability lawsuits involving claims of negligence or malpractice. The intent is to provide a frame of reference to be used with other appropriate considerations for assessment of issues relating to professional misconduct and unprofessional conduct as defined by law, rules or regulations.

For a full understanding of the application of practice guidelines, please review the Deputy Commissioner's March 1999 memorandum regarding the purpose and use of practice guidelines contained in this packet.

Relevant sections of Education Law are available through the Office of the Professions website at <http://www.op.nysed.gov/title8/> . Part 29 of the Rules of the Board of Regents on Unprofessional Conduct is accessible at <http://www.op.nysed.gov/title8/part29.htm> . You may access all New York State Law at <http://leginfo.state.ny.us> .

We hope you find these Practice Guidelines useful. If in doubt about the appropriateness of specific practices, you should consult the actual laws, rules or regulations.

For further information and/or clarification, please contact the New York State Board for Architecture at <http://www.op.nysed.gov/prof/arch/> .

DRAFT



DEPUTY COMMISSIONER FOR THE PROFESSIONS
Office of the Professions
Tel. 518-474-3817 Ext. 470
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March 15, 1999

To: Professional State Board Members
From: Johanna Duncan-Poitier
Subject: Professional Practice Guidelines

I write to clarify the purpose and use of practice guidelines developed by Professional State Boards. Practice guidelines provide guidance regarding the implementation of Rules of the New York State Board of Regents to practitioners for the promotion of good practice. Because of questions recently posed about the meaning and use of these guidelines, the following is a more detailed description of the purpose, benefits and limitations of this important tool.

In accordance with Section 6504 of Title VIII of the Education Law:

“Admission to the practice of the professions and regulation of such practice shall be supervised by the board of regents and administered by the education department, assisted by a state board for each profession.”

The Board of Regents' supervision and the State Education Department's administration of professional regulation is guided by the Education Law, Regents Rules and Commissioner's Regulations. To meet their responsibility to assist in regulating the practice of the professions, several professional State Boards have developed practice guidelines to assist licensed professionals in understanding how to apply the law and accompanying rules and regulations in their daily practice. They are intended to provide licensees with guidance to promote good practice and prevent incidents of professional misconduct.¹

Practice guidelines can benefit licensees and consumers by broadening their understanding of statutory and regulatory language that defines professional practice, including professional misconduct and unprofessional conduct. They inform practitioners of the Office of the Professions' and State Board's perspective of what constitutes good practice in their profession. In the discipline process, practice guidelines can serve as one of many resources that may be referred to by a board member in consultations, early involvement meetings, and informal settlement conferences, all of which seek resolution of complaints. When combined with the board member's education, experience, and prior activity in the profession and the disciplinary process, they can inform a board member's recommendation when consulted upon a complaint.

Practice guidelines, however, are not a substitute for or have the authority of Education Law, Regents Rules, or Commissioner's Regulations. They do not have the force of the law. Therefore, while the guidelines may be a resource in assessing conduct that underlies a violation, they may not be used as the basis for a charge of professional misconduct. Specifically, a professional cannot be charged with professional misconduct based upon a violation of or failure to comply with guidelines. A licensee can only be charged with professional misconduct if there is a violation of the Education Law or Regents Rules. Nor can conformance with guidelines be deemed to immunize a professional from potential charges of misconduct. Those determinations are to be made on a case by case basis by the Professional Conduct Officer in accordance with Section 6510 of the Education Law.

¹ It should also be understood that it is **not** the intent of the guidelines to establish a standard for the evaluation of issues in civil liability lawsuits involving claims of negligence or malpractice. The intent is to provide a frame of reference to be used with other appropriate considerations for assessment of issues relating to professional misconduct and unprofessional conduct as defined by statute, Regents Rule or Commissioner's Regulations.

In formal disciplinary hearings, a guideline may not be used in deliberations unless the Administrative Officer determines that it is admissible. Unless guidelines have been legally admitted into evidence upon a motion to be decided by the administrative officer, a panel should not refer to guidelines because a determination should be based solely on the evidence of individual conduct in an individual case. We realize that a panel member may have discussed and contributed to the development of practice guidelines. That is part of the board member's perspective, formed by his or her professional background, education, experience, research, and discussions. When a board member serves on a hearing panel, due process requires that board member to disregard whatever knowledge or insight was developed during the development of the guidelines unless they have been admitted into evidence, as noted above.

A guideline cannot be part of the hearing record or considered as evidence of the respondent's guilt, unless it has been admitted into evidence. In analyzing and interpreting the evidence presented in the hearing record, panel members should not substitute any guideline for evidence or proof of any charge.

As an articulation of good practice, guidelines are a very important tool for the State Education Department in meeting its critical mission of promoting good practice.

DRAFT



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PRACTICE GUIDELINES

Law, rules and regulations, not Guidelines, specify the requirements for practice and violating them constitutes professional misconduct. Not adhering to this Guideline may be interpreted as professional misconduct *only* if the conduct also violates pertinent law, rules and regulations.

A. SEAL AND SIGNATURE

1. Meaning of the Seal and Signature

The seal and signature of an architect on a document indicates that a licensee is responsible for the work and has been interpreted as an attestation that, to the best of the licensee's belief and information, the work represented in the document:

- is accurate, and
- conforms with governing laws, regulations, and codes applicable at the time of submission, and
- conforms with reasonable standards of practice and with a view towards the protection of the health, safety and welfare of the public.

2. Application of the Seal and Signature

Section 7307 of the Education Law requires every architect to have a seal and identifies when it must be applied. It does not specify the type of seal to be used, with an embossing seal, rubber stamp or electronic version all being acceptable to the State Education Department (the Department) and the State Board for Architecture (State Board).

Section 7307 also identifies when an architect is required to sign and seal documents. In general, all working drawings and specifications, reports, or other architectural documents required to be signed and sealed, prepared by the architect and relating to the application of the art, science, and aesthetics of design and construction of buildings and groups of buildings including their components and appurtenances and the spaces around them, or under the supervision of such architect, shall be stamped with such seal and signed on the original with the personal signature of the architect when filed with public officials. In addition, Commissioner's Regulations Section 69.5 requires that whenever a document is signed and sealed, a stamp is required with appropriate wording warning that it is a violation of this law for any person to alter any document that bears the seal of an architect, unless the person is acting under the direction of a licensed architect. For information on changing documents signed and sealed by an architect, refer to Practice Guideline A.4.

For all documents that are required to be sealed, the required image that satisfies the provisions of Education Law Section 7307 and the Commissioner's Regulations Section 69.5 must be visible and must clearly and legibly show the architect's name and license number. The documents are to be signed by the architect whose name appears on the seal in such a manner that neither the name nor the number appearing on the seal is obscured in any way.

The requirements of the seal to be used in the State of New York is described in the Commissioner's Regulations Section 69.5. For those that are licensed on or after January 1, 1987, seals used by licensed architects shall be circular in shape, approximately 1 3/4 inches in diameter, bearing the legend at the top of the outer band "Registered Architect" and at the bottom "State of New York". In the inner circle, the licensee's name is placed above the Great Seal of New York and the license number, with no other letters or numbers, is placed below the Great Seal.

3. Electronic Seal and Signature (E-Signature)

New York allows the use of an electronic signature with the same validity and effect as the use of a signature affixed by hand. An electronic signature is an electronically generated identifier that is unique to the person using it. The Electronic Signature and Records Act (ESRA) defines what constitutes an electronic signature in New York and describes its specific uses and limitations.

There is currently nothing in State Education Law that would prohibit the use of electronic seals or signatures by architects. An architect's electronic seal and signature may only be applied to documents by the architect or with their direct authorization or supervision. The acceptance of electronic signatures by both public and private entities is voluntary. A state or local municipality is not required to accept electronic signatures and may have specific requirements regarding signing and sealing of working drawings and specifications. The State Board for Architecture suggests that all licensees check with the particular municipality or Agency who has the responsibility for review and approval of such documents.

ESRA does not define a specific protocol to perform electronic signatures. It does describe the security level and performance requirements associated with the exchange and validation process. Therefore, before an electronic signature is transmitted, an agreement between both parties is required to permit a valid exchange of electronic information in a compatible manner.

The New York State Office for Technology Services has been designated by ESRA as the electronic facilitator responsible for promulgating rules and regulations for programs authorized by ESRA. Additional information related to ESRA may be found at <https://its.ny.gov/electronic-signatures-and-records-act-esra>

4. Alterations to Working Drawings and Specifications

As described in Practice Guideline A.2, all working drawings and specifications to which the seal of an architect has been applied must also be stamped with appropriate wording warning that it is a violation of the law for any person to alter a document in

any way, unless acting under the direction of a licensed architect. If a document bearing the seal of an architect is altered, the altering licensed architect shall affix to the document their seal and the notation "altered by" followed by their signature and the date of such alteration, and a specific description of the alteration.

5. Sealing and Signing of Work Prepared by Others

There may be situations that arise where an architect is asked to sign and seal architectural work, after the architect reviews the work, that is prepared by others. Such situations where sealing and signing of work by others might be considered appropriate would include, but not be limited to:

- Documents prepared by an owner where the proposed project is to be built for the owner, not for a third party, and
- Documents prepared by or procured from an incapacitated or deceased practitioner

Unprofessional conduct in all professions regulated by the Board of Regents is addressed in the Rules of the Board of Regents Section 29.1. Unprofessional conduct within the design professions of architecture, landscape architecture, engineering, land surveying and geology is specifically addressed in Section 29.3. Paragraph 29.3(a)(3) specifically addresses the sealing and signing of work prepared by others and states that it is unprofessional conduct for a design professional to certify "by affixing the licensee's signature and seal to documents for which the professional services have not been performed by, or thoroughly reviewed by, the licensee; or failing to prepare and retain a written evaluation of the professional services represented by such documents in accordance with the" requirements specified in Paragraph 29.3(a)(3).

However, Paragraph 29.3(a)(3) also states that "nothing in this paragraph shall be construed as authorizing the practice of a design profession in this State by persons other than those authorized to practice pursuant to the provisions of Article 145, 147 or 148 of the Education Law".

Essentially, sealing and signing of work by others should not be misconstrued as allowing non-licensees to practice the profession of architecture.

In those instances where an unauthorized individual or firm may have rendered or offered to render architectural services in this state to a client, and a New York architect subsequently becomes aware of the fact, such architect should report the incident to the Department so that an investigation may be conducted. Pursuant to Paragraph 29.3(a)(1), practitioners should be aware that being associated in a professional capacity with a project or practice known by the licensee to be fraudulent or dishonest in character may be grounds for professional misconduct in New York.

Paragraph 29.3(a)(3) requires that when a licensee reviews work prepared by others, a thorough written evaluation of the work must be prepared and retained by the licensee for a period of not less than six years. This report shall include and address:

- A thorough written evaluation of working drawings and specifications; reports; design calculations and references to applicable codes and standards against which the work was checked.
- The name of the project; owner of the project and/or the client; the preparer and source of the documents; date of evaluation; documents reviewed and listing of dates of issue.
- Conformance with applicable codes and laws including, but not limited to: building, state, town, city, federal, and zoning codes and laws; appropriate professional standards within the profession.

In signing and sealing work prepared by others, the licensee may correct, alter, or add to the existing documents or prepare additional documents to address items found inappropriate or missing. When the documents meet the appropriate standards, they may then be sealed and signed by the licensee. A licensee who seals and signs the documents may be seen as accepting all responsibility for the work as though the licensee had personally prepared all documents.

Paragraph 29.3(a)(4) states that it is also unprofessional conduct if a licensee fails "to maintain for at least six years all preliminary and final plans, documents, computations, records and professional evaluations prepared by the licensee, or the licensee's employees, relating to the work to which the licensee has affixed his seal and signature".

When the scope of review is limited to individual aspects of the work, the licensee should indicate this by noting such on the sealed and signed working drawings or specifications. Refer to Practice Guideline A.4 for additional guidance.

Nothing prevents the public officials to whom the documents are being submitted from requesting a copy of the written evaluation of the architect.

6. When an Architect Might “Pull” or Remove the Seal

Situations may arise when an architect, having signed and sealed working drawings and specifications for a project and having submitted them to the local authority having jurisdiction, may wish to "pull" or remove the seal in an attempt to either disassociate himself/herself from the project, to delay the progress of the project.

As is stated in Practice Guideline A.1, the seal and signature on documents may be viewed as an attestation to the accuracy and appropriateness of the work represented therein making the architect responsible for the work shown.

Attempting to withdraw a signature or seal from already completed and submitted working drawings and specifications is a serious matter. In many ways the seal of a design professional on documents can be compared to giving expert testimony in a court of law under oath. One might change testimony if one had made a mistake earlier, but not for payment disputes, to delay the progress of the project, or some other disagreement developed with the party involved.

If circumstances justify an architect having to “pull” or remove the seal, the licensee should contact the local authority to which the documents had been submitted and request that they be returned. Again, this might be warranted if the licensee determines that there was the possibility of an error in the documents or that they did not reflect appropriate or correct architectural work. Another possible justification for the request might be if the client has put the project "on hold" for an indefinite period, and the site conditions or laws, regulations, or building code have changed, resulting in obsolete or inaccurate documents.

Citations of Pertinent Law, Rules or Regulations:

- Education Law, Section 6509 – “*Definitions of professional misconduct*”
- Education Law, Section 6512 – “*Unauthorized practice a crime*”
- Education Law, Section 7301 – “*Definition of practice of architecture*”
- Education Law, Section 7302 – “*Practice of architecture and use of title ‘architect’*”
- Education Law, Section 7307 – “*Special provisions*”
- Regents Rules, Section 29.1 – “*General provisions.*”
- Regents Rules, Section 29.3 – “*General provisions for design professions.*”
- Commissioner’s Regulation, Section 69.5 – “*Seals.*”

DRAFT



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PRACTICE GUIDELINES

Law, rules and regulations, not Guidelines, specify the requirements for practice and violating them constitutes professional misconduct. Not adhering to this Guideline may be interpreted as professional misconduct *only* if the conduct also violates pertinent law, rules and regulations.

B. PRACTICE

1. The Practice of Architecture in New York

Any architecture services performed for a project or site located in New York, whether for a New York client or an out-of-state client, are subject to the laws of this State and must be performed by a person licensed and registered or otherwise authorized to practice in New York.

2. Licensure and Registration Requirements

In New York, professional licensure and registration is required to practice architecture and utilize the title "Architect". Upon satisfaction of the statutory requirements of Education Law Section 7304, a license may be awarded and is valid for the life of the holder unless revoked, annulled or suspended by the Board of Regents. To practice the profession, a current registration, renewable every three (3) years with the State Education Department, is required.

3. The Consequences of Engaging in Unlicensed or Unauthorized Practice

The laws of the State are clear in regard to unauthorized practice. Education Law Section 6512(1) makes it a class E felony for anyone not authorized to practice that practices or offers to practice or holds themselves out as being able to practice architecture. Education Law Section 6509 defines professional misconduct as, among other things, permitting, aiding or abetting an unlicensed person to perform activities requiring a license. Furthermore, Education Law Section 6512(2) makes it a class E felony for *anyone*, including a public official, to knowingly aid or abet three or more unlicensed persons to practice a profession requiring a license.

4. Persons Able to Provide Architecture Services

Individuals who want to practice architecture in New York may do so in one of two ways: either through the granting of a license or the granting of a limited permit.

According to Education Law Section 7302, "Only a person licensed or otherwise authorized to practice under this article shall practice architecture or use the title 'architect.'" A "person licensed" is an individual who has been qualified by education,

experience and examination and has been issued a New York architecture license by the State Education Department.

Persons “otherwise authorized” may include an individual person licensed in another state that has applied for and received a limited permit to practice architecture for a specific time period and on a specific project, within New York. Limited permits shall only be issued to individual persons and not to business entities or corporations of any kind. A limited permit only allows the individual permit holder to practice architecture services in New York and does not authorize a business entity to provide professional services. It allows an individual to practice architecture in New York but only in connection with the specific project for which it is granted.

5. Permissible Forms of Practice

Architecture services in New York may be offered (often referred to as “holding out” to be able to practice) and provided by:

- a sole proprietorship
- professional partnerships
- domestic and foreign professional service corporations (PC)
- design professional service corporations (DPC)
- domestic and foreign professional service limited liability companies (PLLC)
- domestic and foreign registered limited liability partnerships (LLP/RLLP)
- “grandfathered” general business corporations formed on or prior to April 12, 1929 and authorized under Education Law Section 7307(4) (unless “grandfathered”, a general business corporation is not permitted to render, or offer to render, architecture services in New York.)

Sole proprietorship – A sole proprietorship occurs when a licensed and registered New York architect offers and renders architecture services as an individual.

Professional Partnerships

Professional partnerships occur when two or more architects form a partnership pursuant to the New York State partnership law. All partners in a professional partnership must be licensed and registered architects in New York in order for the partnership to render, or offer to render, architecture services in New York.

Professional Service Corporations (PC)

Architecture services may be offered and provided by a professional service corporation (PC) authorized under Article 15 of the New York Business Corporation Law. Domestic PCs authorized under Article 15 are special corporations in which each of the shareholders, officers and directors must be licensed and registered in New York. Foreign PCs authorized under Article 15-A are required to have only the individual providing the professional service to be licensed and registered in New York although all of the officers, directors and shareholders must be licensed in some jurisdiction. The Department defines some jurisdiction as the jurisdiction in which the PC was originally formed.

Design Professional Service Corporations (DPC)

Business Corporation Law Section 1503 permits the incorporation of design professional service corporations (engineering, architecture, landscape architecture, land surveying, geology or any combination thereof) first organized on or after January 1, 2012, in which non-professionals may own less than 25 percent of the shares and may constitute less than 25 percent of director and officer positions.

The shareholders of a design professional corporation may include employee stock ownership plans (ESOP) and employees of the corporation who are not licensed as design professionals, provided that:

- Greater than 75% of the outstanding shares of stock of the corporation are owned by design professionals;
- An ESOP, either in part or in its entirety, may not constitute part of the greater than 75% owned by design professionals;
- Greater than 75% of the directors are design professionals;
- Greater than 75% of the of the officers are design professionals;
- The president, the chairperson of the board of directors and the chief executive officer or officers are design professionals; and
- The single largest shareholder is either a design professional or an ESOP with greater than 75% of the plan's voting trustees being design professionals and greater than 75% of the plan's committee member's being design professionals.

Professional Service Limited Liability Companies (PLLC)

Architecture services may be offered and provided by a professional service limited liability company authorized under the Limited Liability Company Law, Article 12 or 13. Domestic PLLCs authorized under Article 12 and foreign PLLCs authorized under Article 13 may provide architecture services if and only if all members and/or managers are licensed and registered in New York. Each member and/or manager of a foreign professional service limited liability company must be licensed in the original jurisdiction of the PLLC's formation in addition to being licensed and registered in New York. Of important note is that domestic and foreign limited liability companies (as opposed to *professional service* limited liability companies), may not render, or offer to render, architecture services in New York.

Registered Limited Liability Partnerships (LLP)

Architecture services may be offered and provided by a registered limited liability partnership authorized under the New York Partnership Law, Article 8-B. Domestic and foreign LLPs authorized under Article 8-B may provide architecture services if and only if all partners are licensed and registered in New York.

“Grandfathered “ General Business Corporations

Although extremely rare, there is one last special class of corporations that may legally offer and provide architecture services in New York. These are general business corporations that were formed on or before April 12, 1929 and have continuously and

lawfully engaged in the practice of architecture in New York and whose chief executive officer is and was an architect under the laws of the State of New York (often referred to as “grandfathered” corporations). These corporations must remain in full compliance of Education Law Section 7307(4) or risk losing their ability to offer architecture services.

No other entity or individual except those described in the preceding may offer and provide architecture services in New York. In particular, the fact that a general business corporation may be authorized under the laws of another state to practice there does not qualify the entity to offer and provide architecture services in New York. It is also important to note that a person who is licensed (or otherwise authorized) to practice in New York and is an officer or employee of a general business corporation operating in New York or in a state other than New York cannot provide architecture services in New York as an officer or employee of that firm.

Finally, in cases where an entity is not authorized to offer and provide architecture services, such as a general contractor, that entity cannot subcontract with, or employ, an architect in order to offer and provide architecture services to a third-party client. An architect may not subcontract with an entity not authorized to provide architecture services, for example a general contractor for the purposes of providing architecture services.

The Offering of Multiple Design Services

Multiple professional design services (disciplines) may be practiced by a sole proprietorship (provided the sole proprietor is licensed in multiple disciplines), a professional partnership, a professional service corporation (PC), a design professional service corporation (DPC), a professional service limited liability company (PLLC), or a registered limited liability partnership (LLP). These disciplines are limited to the design professions licensed pursuant to Article 145, 147 and 148 (engineering, land surveying, geology, architecture, and landscape architecture). Below are further requirements for firms practicing multiple professions:

- Sole proprietorship – If a sole proprietor is licensed in multiple disciplines, he or she may provide professional services only in the discipline(s) in which he or she is licensed and currently registered. For example, a sole proprietor who wishes to offer architecture and landscape architecture services would be required to be licensed and registered as an architect and landscape architect in New York. A sole proprietorship may not offer professional services outside the scope of practice of their licensed profession(s) nor employ others to do so.
- Professional Partnership – A professional partnership may offer or provide multiple services in the design professions provided there is a partner licensed and registered to practice each of the professions which the corporation is being organized to practice.
- PC – A domestic professional service corporation may offer or provide multiple services in the design professions provided that there is a shareholder, director, or officer licensed and currently registered in New York to practice each of the

professions which the corporation is being organized to practice. Similarly, in the case of a foreign professional service corporation that provides multiple services in the design professions, there must be a shareholder, director, or officer licensed and registered to practice each of the professions which the corporation is being organized to practice in New York and some jurisdiction. The Department defines some jurisdiction as the jurisdiction that the PC was originally formed in.

- DPC – A design professional service corporation may offer or provide multiple services in the design professions provided that there is a shareholder, director, or officer licensed and registered in New York to practice each of the professions which the corporation is being organized to practice.
- PLLC – A professional service limited liability company may offer or provide multiple services in the design professions provided there is a member or manager licensed and registered in New York to practice every professional service offered by the PLLC. In the case of foreign PLLC offering services in multiple design professions, each manager/owner must be licensed and registered to practice said profession in New York and licensed in the original jurisdiction.
- LLP – A registered limited liability partnership may provide multiple services in the design professions provided that there is a partner licensed and registered in New York to practice every professional service offered by the LLP. In the case of a foreign LLP offering services in multiple design professions, each partner must be licensed and registered to practice said profession in New York and licensed in the original jurisdiction.

6. Architects Employed, or Retained by Contractors and Design Build

While there is nothing in Education Law that prohibits an architect from being employed by a general contractor to perform non-professional services, a general contractor may not render, or offer to render, architecture services in New York, typically referred to as “design-build”. This design-build delivery method may be seen as a violation of the Education Law. Typically, the CEO of the general contractor providing the services is not an architect. Only a licensee may render, or offer to render, professional services. Such services may not be brokered by a third party. Additionally, the general contractor is most likely a general business corporation. As such, it may not offer professional services. Even though in this scenario the professional services are being provided by a licensee, the services are being passed through an unlicensed corporation creating issues relating to illegal practice as well as unlawful profit sharing and fee splitting.

While the contracts between owner, architect, and general contractor may be memorialized into a single document for the design and construction of a project, the professional services and compensation of the architect should flow directly between the owner and architect. Pass through agreements, where professional services are offered through third parties, are generally unlawful in New York.

Design-build has been authorized on certain projects for certain entities under special legislative actions and under specific limited conditions. Questions relating to whether

design-build is permitted under such conditions should be reviewed with said legislative actions.

Nothing in this guideline shall prohibit a general contractor from providing those services not requiring professional licensure under the Education Law Section 7306.

7. Health of Architect

In New York, practicing architecture while the ability to practice is impaired by alcohol, drugs, physical disability, or mental disability is professional misconduct and an architect who is found guilty of doing so is subject to penalties prescribed in section 6511 of the Education Law. However, the Professional Assistance Program, a unique program in New York that assists professionals who have substance abuse problems but who have not harmed clients, provides an opportunity for rehabilitation of an architect. Architects in such a situation may be referred to the Education Department – Office of the Professions’ Professional Assistance Program for confidential assistance as an alternative to a disciplinary proceeding. For additional information on the Professional Assistance Program, please see the State Education Department website at <https://www.op.nysed.gov/about/professional-assistance-program> .

8. Appropriate Titles and Professional Designations

"Architect" is a protected title. Only a person licensed and registered in New York can call himself/herself an architect and offer architecture services in New York. Anyone else using the title "architect" may be prosecuted for committing a Class A misdemeanor and anyone else offering to perform architecture services in this State may be charged with a Class E felony.

Many architects confer titles on senior staff to recognize contributions to the firm. The title may be conferred on a firm owner or a non-owner; titles such as "Associate" or "Director of Marketing" or "Director of Human Resources", are frequently conferred on non-licensed individuals.

The State Education Department and the State Board for Architecture believe that appropriate titles may be granted to both licensed and unlicensed employees as long as the title does not imply that an unlicensed title holder is an architect.

Similarly, care should be exercised in using derivatives of the word “architect.” For example, unlicensed persons are prohibited from using derivatives of the word "architect" or "architecture" in conjunction with unrestricted titles as this may be viewed as misleading to the public when it is implied that professional services are being offered, e.g., "architectural designer.”

The Department and the State Board for Architecture view some titles or derivations of certain titles as inappropriate; for instance, corporate titles such as "Vice President" conferred on an unlicensed person may mislead the public into believing that the person is an architect. The title of "Principal" in entities other than a design professional service corporation (DPC) may also be misleading and should not be conferred on an unlicensed person. The title of “Principal” may be bestowed upon an employee of a DPC, given that

non-licensees may own less than 25% of a DPC. The title "Director of Architectural Design" is also inappropriate for use by a non-licensee. It is important when selecting titles to make sure that the public will not be confused or led to believe that a Vice President or Principal or Director of Design is a licensee who can offer architecture services, when he/she is not an architect.

Generally, the title "Associate" is acceptable for a non-licensee as long as the employee and the employer do not imply that the associate is an architect. Again, the title Director of Computer Services is acceptable since that title would not confuse the public nor would a title such as Chief Financial Officer.

It is important that when the titled employee is unlicensed that the firm's promotional materials do not imply that the individual practices architecture or provides architecture services. Unacceptable phrases could include the following:

- "one of the nation's leading designers"
- "his/her projects"
- "the recipient of national awards for design excellence"
- "among his/her highly regarded building designs are"

Acceptable verbiage would be "_____ participated in the planning and design of the award-winning building design under the direction of _____, firm principal."

Graduates may use their degree after their name or may use an association membership designation. However, the degree or membership designation may not be used along with promotional materials to imply the user is an architect, when in fact no license has been issued to the individual.

For those who are gaining the architectural work experience required to become an architect, the use of either "architectural intern" or "intern architect" is acceptable.

9. Identification of Serious Code Violations

An architect who identifies a serious code violation on a project site with which he/she is, or might be associated in a professional capacity, should bring this situation to the attention of the appropriate parties. Appropriate steps to follow might include:

- The client or owner should be informed of such violations.
- Violations appearing to pose an imminent danger to the public's health, safety, or welfare should be reported to the local authority having jurisdiction.
- An architect has a professional obligation to document the violation to both the client/owner and the authority having jurisdiction even if informing the client/owner might jeopardize the award of the associated commission.
- If the code violations are present in the area of a potential project, and the architect is assigned the commission, he/she should endeavor to have such violations included as an integral part of the scope of the design solution.

10. Best Practices for Working Drawings and Specifications

On all drawings which are intended to convey architecture information and services, a title block should be provided. The title block should contain:

- the name of the architect;
- the license number and expiration date of the architect's registration;
- the name and location of the firm providing the architecture services;
- the name of the project and project location;
- the client for whom the services have been provided;
- the date the work was completed.

In addition, the title block may contain identification of those who prepared and checked the documents, as well as drawing numbers and such similar incidental items as are customary.

Working drawings and specifications submitted to public officials should not include the name of a non-licensed consultant.

Similar information shall be provided on the title page of all specifications and reports.

Architects should legibly indicate their name and business address on all architecture documents. Architecture documents which are issued for preliminary or conceptual use shall clearly note the intended purpose of such documents. When elements of the project are shown on an architecture document only for information or clarification and the architect does not intend to accept responsibility for the elements, the architect shall clearly note on the documents the extent of his/her responsibility. Additionally, an architect should cite the source of existing condition information provided by others on working drawings and specifications.

Architects should clearly note on any preliminary architecture documents that such documents are not in final form but are being transmitted to the public agency for review, comments and interpretations. The documents may subsequently be revised by the architect to reflect resolution of issues with the public agency prior to final action by the agency. Changes, revisions and modifications to a project may prompt additional document submittal for agency approval action on the same project.

11. Shop Drawings, Submittals and Delegation

The design professional responsible for construction administration must review all shop drawings and submittals for their compliance with the contract documents. The design professional will generally use a stamp containing a signature block which he or she will sign, or at a minimum initial. The stamp and a signed transmittal noting approval is adequate evidence that the submission "...conforms to the overall project design and can be integrated into such design....", all as required by the Regents.

Some shop drawings and submittals will also require the signature and certification of the licensed New York design professional who prepared that submission. When

preparing contract documents, the design professional must require the component fabricator to have their submissions certified and signed by a New York licensed professional. Examples of such shop drawings and submittals include, but are not limited to:

- Geotechnical
- Site/Street shelters
- Pre-fabricated bridges
- Pre-assembled stone panels or wall systems
- Structural metal framing and/or systems
- Stair constructions
- Pre-fabricated structural wood, including joists and trusses
- Glued laminated timber
- Roof and wall panels
- Skylights
- Curtain wall systems
- Window washing and building façade maintenance equipment
- Cable-supported and fabric structures
- Athletic rooms
- Controlled environments
- Radiation protection
- Radio frequency-shielded enclosure
- Metal building systems
- Glazed structures
- Bleachers and grandstands
- Dome structures
- Mezzanine systems
- Pre-fabricated structures (for human habitation)
- Elevators, escalators, and moving walkways
- Turntables
- Funiculars
- Fire protection sprinkler systems

During the construction administration phase of a project, many submittals, samples, catalogue cuts, etc. will not require the fabricator's certification. These will generally be for "off the shelf" items that represent standardized products or systems. In these instances, the design professional should be able to rely on the manufacturer's certification that the submittal meets the design criteria, standardized tests, and/or association standards. The design professional must still "review and approve" these submittals, but the signature and certification by the manufacturer's designer is not required. The manufacturer confirms to the contractor and the design professional the quantity and the quality of the product, and that the contractor has the erection or installation drawings.

Some submittals, often in the form of shop or erection drawings indicating the interface of standard systems, are issued to the design professional for confirmation of design

intent. For instance, the design professional puts together a performance specification for a large window wall; the specifications describe loads, profiles, component materials, and finishes, etc. but does not list standard manufacturer's systems in order to keep competition open. In essence, the design professional has left the detail up to the successful bidder. In this instance, the successful bidder must use a New York licensee to prepare, sign and certify the shop drawings. Following this, the design professional must "review and approve" those drawings and, in doing so, accept responsibility that the design conforms to the performance specifications, the overall project design and that it can be integrated into the project system. See also Practice Guideline B.12 – Design Delegation.

Definitions:

Shop Drawings: Drawings prepared by other than the project's design professional which show all or some of the following:

- the detailed construction of a design component or system to be incorporated into the construction
- the component or system's interface with another system or systems
- the component or system's methods or means of erection
- the material, joinery, color, pattern, or other changes within the component or system; such that the design professional's design intent is confirmed

Submittals: Actual material samples, brochures, cut sheets, mockups -- whether full scale or miniaturized -- or such other materials or samples required by the design professionals to confirm the quality of the design intent.

12. Design Delegation

Throughout the construction process, from the first meeting of client and primary design professional through completion of the project, all parties should know what is involved in the project and where the responsibilities lie in relationship to the work required by the Construction Contract Documents. The primary design firm should convey, in a manner they deem most appropriate, to the project owner, the contractor and the subcontractors, the full scope and nature of the project and those elements being delegated for design by another licensee. For the items being delegated that involve those design services for which a license is required, it should be stated clearly that those delegated design functions shall be performed by design professionals currently licensed and registered or otherwise authorized by the State Education Department.

Under certain conditions, a primary design professional may delegate certain responsibilities to others, such as fabricators, manufacturers of system components, product manufacturers, etc. This "design delegation" may only occur under a protocol established by the Board of Regents. "Design delegation" allows the primary design professional to rely upon project components that are ancillary to the main components of the project such as fabricator or manufacturer-designed systems or products to be designed by others without breaching the rules of unprofessional conduct. However, "design delegation" can only occur when the primary design professional specifies in writing all parameters which the design must satisfy, issues performance criteria for

manufactured-designed systems or products that must be designed by New York design professionals, and then reviews and approves the design for conformance with the established design specifications and parameters.

It is critical to note that primary design professionals cannot abdicate their responsibility for the design of their work by delegating to others. The Regents require design professionals to sign and certify their design. The primary design professional is still required to "review and approve" the fabricator's submission even though the fabricators' design professional signs and certifies his/her design.

The following protocol as defined in the Rules of the Board of Regents Paragraph 29.3(b)(2) and Paragraph 29.3(b)(3) and shall serve as a guide to design delegation in accordance with New York State Law, Commissioner's Regulations, and the Rules of the Board of Regents:

A primary design professional (delegator) may delegate through, or a design professional (delegatee) may accept delegation from, a contractor or subcontractor (intermediate entity) for the design of specifically defined ancillary components or systems under the following circumstances:

- The primary design professional (delegator) must provide sufficient information, in writing, for the delegatee (the licensee to whom the work is delegated) to understand the scope and nature of the delegated work and its connection to the general design. The information that is required to perform the delegated design functions shall be commensurate with the nature of the project, and may include, but not be limited to, technical data, loads, references to the American Society for Testing and Materials and other performance standards, and other relevant and related conditions as appropriate and contained in the construction contract documents. (Subparagraph 29.3.b(2)(ii))
- The primary design professional (the delegator) shall provide performance specifications in writing for the delegated components or systems. The design professional to whom the design function has been delegated (the delegatee) shall design the component or system in accordance with the performance specifications. The delegatee should request any needed clarification in writing from the principal design professional through the Contractor/Subcontractor. (Subparagraph 29.3.b(2)(iii))
- The person responsible for the design of the component or system shall be a New York licensee, or otherwise authorized, and shall sign and certify his/her design work. (Subparagraph 29.3.b(2)(iv))
- The Construction Contract documents must specify how the designs will be certified as meeting the specifications and standards of practice expected of licensees in New York for projects of similar size and complexity. The delegatee will be professionally responsible for the delegated design work; therefore, before signing

and certifying the work, a professional judgment should be made about the reliability and quality of the work. (Subparagraph 29.3(b)(2)(v))

- The primary design professional must review and determine that the delegated component or system design conforms to the performance specifications and any subsequent amendments; to the overall project design; and that it can be integrated into the building system. The primary design professional is required to provide written notification of the decision or the submittal may be so marked (e.g. Approved; Disapproved; Revise/Resubmit). If not approved, a clear explanation should be provided. (Subparagraph 29.3(b)(2)(vi))

Citations of Pertinent Law, Rules or Regulations:

- Education Law, Section 6509 – “*Definitions of professional misconduct*”
- Education Law, Section 6512 – “*Unauthorized practice a crime*”
- Education Law, Section 6513 – “*Unauthorized use of a professional title a crime*”
- Education Law, Section 7301 – “*Definition of practice of architecture*”
- Education Law, Section 7302 – “*Practice of architecture and use of title ‘architect’*”
- Education Law, Section 7304 – “*Requirements for a professional license*”
- Education Law, Section 7305 – “*Limited permits*”
- Education Law, Section 7306 – “*Exempt persons*”
- Education Law, Section 7307 – “*Special provisions*”
- Regents Rules, Section 29.1 – “*General provisions.*”
- Regents Rules, Section 29.3 – “*General provisions for design professions.*”



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PRACTICE GUIDELINES

Law, rules and regulations, not Guidelines, specify the requirements for practice and violating them constitutes professional misconduct. Not adhering to this Guideline may be interpreted as professional misconduct *only* if the conduct also violates pertinent law, rules and regulations.

C. CLIENT RELATIONS

1. Defining the Terms for Providing Professional Services

As an architect, you are required to practice within your authorized scope of practice, as defined in the Education Law, Commissioner's Regulations and Rules of the Board of Regents. It is your responsibility to be knowledgeable of any restrictions that are based on law or regulation, as well as those that relate specifically to your area of professional competence.

The Rules of the Board of Regents define as unprofessional conduct any practice by an architect that is beyond the licensee's scope of professional competence. Therefore, if you are not competent to provide a service, even one that falls within the legal scope of practice for your profession, you may not provide that service. As a licensed and registered professional, it is your responsibility to practice within the scope of your abilities and expertise. If you practice beyond your personal scope of competence, you can be charged with professional misconduct.

At the outset of service, you should provide your client with information regarding the services that you or your firm can provide to clients, all fees and relevant business procedures, contractual requirements, and the expectations required of clients receiving these services. You should involve your clients in the development and implementation of any project to the fullest extent of the client's abilities.

2. Scope of Services

The practice of architecture is defined as rendering or offering to render services which require the application of the art, science, and aesthetics of design and construction of buildings, groups of buildings, including their components and appurtenances and the spaces around them wherein the safeguarding of life, health, property, and public welfare is concerned.

Architectural services include but are not limited to:

- Consultation
- Evaluation

- Planning
- The provision of preliminary studies
- Designs of buildings and the spaces around buildings
- Construction documents
- Construction management
- The administration of construction contracts

Persons and/or entities that practice architecture who, by verbal claim, signature, advertisement, social media (including, but not limited to, websites and social networking sites), letterhead, or card, or in any other way, represent themselves to be architects or, through the use of some other title, imply that they are architects, or who hold themselves out as able to perform, or does perform, any architecture service, work or any other service designated by the practitioners which is recognized as architecture, shall be construed to practice or offer to practice architecture within the meaning and intent of Section 7302 of the Education Law.

Anyone who aids or abets three or more persons, who use a professional title despite no authority to do so, shall be guilty of a class E felony. Anyone who employs three or more persons who use a professional title in the course of such employment, when not authorized to use such title, shall be guilty of a class E felony.

3. Clients' Rights

All clients of architects have the legal right to:

- receive competent professional services;
- be able to verify the credentials of licensed professionals and to know the names and titles of licensed professionals who provide services;
- receive clear explanations of the services being offered or provided and how much they cost;
- refuse any service offered;
- know what client records will be maintained and how to obtain copies; recognizing that personally identifiable information normally cannot be revealed without the client's consent;
- file a complaint with the State Education Department about a licensed professional or an unlicensed practitioner; and
- request and be provided a reasonable accommodation to access professional services, if a person with a disability.

4. Representation of Qualifications and Experience

An architect, professional partnership, professional service corporation, design professional service corporation, professional service limited liability company, registered limited liability partnership, or grandfathered business corporation rendering, or offering to render, architecture services should not mislead a client or the general public or misrepresent their competence or qualifications (Rules of the Board of Regents Paragraph 29.1(b)(12)).

An architect who has been an employee of an architecture firm should not claim unconditional credit for projects contracted for in the name of the previous employer. To avoid misrepresentation of facts, the architect might:

- identify the project,
- identify the nature and extent of their involvement in connection with the project, and
- identify that the experience was acquired as an employee of another firm.

An architect, who was formerly an employee in a firm, may make additional claims provided they are accurately documented and explained. Similarly, when an architect leaves a firm, that firm has an obligation to accurately represent the experiences and capabilities of the staff only.

Projects listed as "credits" which remain unconstructed, should be identified as "unbuilt" or given a similar designation.

5. Reasonable Expectations of a Client

When retaining the services of an architect, the client will expect quality in the services received and the manner in which they are delivered. Assuming the client lives up to his/her contractual responsibilities, reasonable expectations for quality architecture services might include:

- documents that serve the purpose for which they are intended
- documents that conform with governing codes applicable at the time of submission and which are approvable by the municipality to which they are submitted
- documents, possibly with modifications, that represent a project which can be built within the agreed upon budget
- documents that are prepared by qualified professionals and personnel
- the scope of services are performed in a timely manner
- an architect who listens to the client concerning the client's expectations for the project

Additional consumer information is available on this site, or by emailing the State Board for Architecture at archbd@nysed.gov or calling the State Board at 518-474-3817, ext. 110.

Citations of Pertinent Law, Rules or Regulations:

- Education Law, Section 6509 – “*Definitions of professional misconduct*”
- Education Law, Section 6512 – “*Unauthorized practice a crime*”
- Education Law, Section 7301 – “*Definition of practice of architecture*”
- Education Law, Section 7302 – “*Practice of architecture and use of title ‘architect’*”
- Regents Rules, Section 29.1 – “*General provisions.*”
- Regents Rules, Section 29.3 – “*General provisions for design professions.*”



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

TO: The Honorable Members of the Board of Regents

FROM: Sarah S. Benson *Sarah S. Benson*

SUBJECT: Proposed Amendment to Section 69.2 of the Regulations of the Commissioner of Education Relating to Licensing Examination and Testing Accommodations in the Profession of Architecture

DATE: July 6, 2023

AUTHORIZATION(S): *Tom M. G. Bellotti*

SUMMARY

Issue for Decision (Consent)

Should the Board of Regents adopt the proposed amendment to section 69.2 of the Regulations of the Commissioner of Education relating to the licensing examinations and testing accommodations in the profession of architecture?

Reason for Consideration

Review of Policy.

Proposed Handling

The proposed amendment is submitted to the Full Board for adoption as an emergency rule at the July 2023 meeting of the Board of Regents. A copy of the proposed rule (Attachment A) and a statement of facts and circumstances justifying emergency action (Attachment B) are attached.

Procedural History

The proposed amendment was presented to the Professional Practice Committee for discussion and recommendation to the Full Board for adoption as an emergency rule at the May 2023 meeting of the Board of Regents. A Notice of Emergency Adoption and Proposed Rule Making was published in the State Register on May 31, 2023, for a 60-day public comment period.

Because the May emergency action will expire on August 13, 2023, a second emergency action is necessary to ensure the emergency rule remains continuously in effect until it can be permanently adopted at the September 2023 Regents meeting. A Notice of Emergency Adoption will be published in the State Register on August 30, 2023. Supporting materials for the proposed rule are available upon request from the Secretary to the Board of Regents.

Background Information

The proposed amendment to section 69.2 of the Commissioner's regulations conforms New York State's (NYS) architect licensure requirements with national standards set by the National Council of Architectural Registration Boards (NCARB)¹ by amending the examination content requirements and retention of credit provisions for the Architect Registration Examination (ARE). The proposed amendment also permits English as a second language (ESL) testing accommodations.

Examination Content:

Since its inception in 1983, the ARE's content has evolved and now consists of six parts: (1) Practice Management; (2) Project Management; (3) Programming and Analysis; (4) Project Planning and Design; (5) Project Development and Documentation; and (6) Construction and Evaluation. The proposed amendment to section 69.2(a) of the Commissioner's regulations conforms the examination content names to the national standard by replacing them with the ARE's subject areas as currently tested.

Implementation of Score Validity Policy:

The Board of Regents last changed the retention of credit provision in 2010 to include a five-year rolling clock to align with NCARB's then-existing requirement. The former rolling clock gave a licensure candidate five years to complete all divisions of the ARE. In February 2023, NCARB announced that it had decided to retire the five-year rolling clock, effective April 30, 2023. The former rolling clock policy was replaced with a new score validity policy, which bases the validity of passed ARE divisions on versions of the examination rather than a set time frame.²

Before adopting the new score validation policy, NCARB conducted extensive research with several focus groups and survey respondents raised several concerns with the five-year rolling clock. NCARB data collected from examination candidates' records confirmed that its rolling clock policy was disproportionately more likely to impact the validity of examination scores for women and people of color. Each of these groups of licensure candidates already experience lower examination success rates.

¹ NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects in the United States and its territories, to protect the health, safety, and welfare of the public.

² The ARE 4.0 version of the licensing examination was first offered in July 2008 and was last offered in June 2018. The ARE 5.0 version of the licensing examination was first offered in November 2016, offering candidates more than a year and a half of overlap between the two versions of the examination. It is anticipated that NCARB will similarly offer an overlap of time between the sunset of ARE 5.0 with the offering of ARE 6.0, expected sometime in 2027 or 2028.

Due to the nature of the new score validity policy, which is not time-bound but version-bound, extensions to the retention of credit period will no longer be offered. The passed divisions will expire after two versions of the examination. The score validity policy will ensure that examination scores remain relevant and that candidates demonstrate competency in the content found in the current or most recent version of the examination.

The proposed amendment to section 69.2(b)(2) of the Commissioner's regulations deletes the five-year retention clock and incorporates the new score validity policy, that allows passed examination divisions to be valid throughout the delivery of the examination version under which it was taken, as well as the next examination version. For example, a candidate testing in the current ARE 5.0 will retain credit for divisions passed under ARE 4.0, a licensure candidate testing in ARE 5.0 will retain credit for that version and the ARE 6.0 version, and so on.

The proposed amendment to section 69.2(b)(3) of the Commissioner's regulations eliminates potential extensions of the time period for a candidate to pass one or more of the divisions of the ARE because such extensions will no longer be offered under the new score validation policy.

Testing Accommodations:

During NCARB's research into factors impacting exam performance, an evaluation was performed to determine the need to address testing inequity for architecture candidates who are ESL readers. Using examination performance data comparing non-ESL candidates to ESL candidates, independent psychometricians determined that a significant difference in performance existed. Specifically, ESL candidates ran out of time and left examination questions unanswered, which significantly impacted their ability to demonstrate their full knowledge on the ARE.

Psychometric analysis and research into best practices informed NCARB's decision to permit two accommodations for ESL testing accommodations: (1) providing ESL candidates with 20% additional testing time on the examination; and (2) allowing the use of a bilingual dictionary while testing.

Out of NCARB's 55 jurisdictions, NYS is the only jurisdiction whose regulations do not expressly allow acceptance of scores earned with NCARB's new ESL test accommodation for the ARE. Therefore, the Department proposes to amend section 69.2(a) of the Commissioner's regulations to conform NYS's testing accommodations to national standards by aligning them with NCARB's testing accommodations, which include ESL accommodations, for the ARE.

Related Regents Items

May 2023: [Proposed Amendment to Section 69.2 of the Regulations of the Commissioner of Education Relating to Licensing Examination and Testing Accommodations in the Profession of Architecture](https://www.regents.nysed.gov/sites/regents/files/523ppca2.pdf)

(<https://www.regents.nysed.gov/sites/regents/files/523ppca2.pdf>)

Recommendation

It is recommended that the Board of Regents take the following action:

VOTED: That section 69.2 of the Regulations of the Commissioner of Education be amended, as submitted, effective August 14, 2023, as an emergency action upon a finding by the Board of Regents that such action is necessary for the preservation of the general welfare to immediately conform the Regulations of the Commissioner of Education to the national licensing and testing accommodations standards in the profession of architecture and to ensure the emergency action taken at the May 2023 Regents meeting remains continuously in effect.

Timetable for Implementation

If adopted as an emergency rule at the July 2023 Regents meeting, the emergency rule will become effective August 14, 2023. It is anticipated that the proposed rule will be presented to the Board of Regents for permanent adoption at the September 2023 Regents meeting, after publication of the State Register and expiration of the 60-day public comment period required under the State Administrative Procedure Act. If adopted at the September 2023 meeting, the proposed rule will become effective as a permanent rule on September 27, 2023.

Attachment A

AMENDMENT TO THE REGULATIONS OF THE COMMISSIONER OF EDUCATION

Pursuant to sections 207, 6506, 6507 and 7304 of the Education Law

1. Subdivision (a) of section 69.2 of the Regulations of the Commissioner of Education is amended to read as follows:

(a) Content. The examination may include, but need not be limited to, architectural [history, theory, construction, professional practice, building design and site planning] practice management, project management, programming and analysis, project planning and design, project development and documentation, and construction and evaluation. The department may accept satisfactory scores, reported on a pass/fail basis, on all or part of the written examination produced by the National Council of Architectural Registration Boards. Notwithstanding section 59.3 of this Title, such scores may include testing accommodations offered by the National Council of Architectural Registration Boards which are acceptable to the department to include all accommodations, including English as a second language accommodations.

2. Subdivision (b) of section 69.2 of the Regulations of the Education is amended to read to read as follows:

(b) Retention of credit.

(1) The grade retention provisions of section 59.5(f) of this Title shall not be applicable to the examination.

(2) [Applicants who have passed a division of the examination prior to January 1, 2006 shall retain credit for that examination division up to and including June 30, 2014. Applicants who have passed a division of the examination on or after January 1, 2006

shall retain credit for that division for a five-year period that begins on the date of the administration of that examination division.

(3) Extensions.

(i) The department may allow an extension of the time period provided in paragraph (2) of this subdivision for an applicant to pass one or more divisions of the examination passed on or after January 1, 2006, where completion of all divisions of the examination by the applicant in accordance with the time limitations set forth in paragraph (2) of this subdivision is prevented by one or more of the following:

- (a) the birth or adoption of applicant's child;
- (b) the applicant has a serious medical condition;
- (c) the applicant is engaged in active duty with the Armed Forces; or
- (d) the applicant is faced with extreme hardship or other circumstances beyond the control of the applicant.

(ii) An applicant shall request such an extension by submitting a written request to the department with supporting documentation for the department's review.

(iii) Upon a finding by the department that the conditions for an extension have been met, the department may in its discretion provide the applicant with an appropriate extension as follows:

- (a) for the birth or adoption of applicant's child, a six month extension;
- (b) for an applicant with a serious medical condition, a period of time not to exceed two years;
- (c) for an applicant engaged in active duty with the armed forces, a time period equivalent to that of the applicant's active service in the armed forces, running from the end of the applicant's active service; or

(d) for extensions based upon an applicant's demonstration of personal hardship or other circumstances, a time period to be determined by the department.] Upon the recommendation of the State Board for Architecture, the department may accept satisfactory scores in accordance with the score validity policy established by the National Council of Architectural Registration Boards on an examination accepted pursuant to subdivision (a) of this section.

STATEMENT OF FACTS AND CIRCUMSTANCES WHICH NECESSITATE
EMERGENCY ACTION

The proposed amendment is necessary to conform the Commissioner's regulations to align New York State's (NYS) architect licensure requirements with national standards set by the National Council of Architectural Registration Boards (NCARB). NCARB's Architect Registration Examination (ARE) is the licensure examination used by all 55 NCARB jurisdictions across the United States and its territories to determine if a licensure candidate is competent to independently practice the profession of architecture. Currently, NYS is the only NCARB jurisdiction that does not permit English as a Second Language (ESL) accommodations on the ARE. The proposed rule conforms the Commissioner's regulations to national standards by amending the examination content requirement, and retention of credit provisions, and permitting ESL testing accommodations for the ARE.

The proposed rule conforms the Commissioner's regulations to national architect licensure standards by amending:

- section 69.2(a) by renaming the examination content areas to align with the ARE's currently tested subject areas, which became effective November 1, 2016;
- section 69.2(a) by aligning it with NCARB's testing accommodations, which include ESL accommodations, for the ARE, which became effective June 28, 2022;
- section 69.2(b)(2) by deleting the five-year credit retention clock and incorporating NCARB's new score validity policy, which allows passed

examination divisions to be valid throughout the delivery of the examination version under which it was taken, as well as the next examination version, effective April 30, 2023; and

- section 69.2(b)(3) by eliminating the extension of the time period(s) for a candidate to pass one or more of the divisions of the ARE because such extensions will no longer be offered under the new score validation policy, effective April 30, 2023.

The proposed amendment was presented to the Professional Practice committee for recommendation to the Full Board for adoption as an emergency rule at the May 2023 meeting of the Board of Regents, effective May 16, 2023. Since the Board of Regents meets at fixed intervals, the earliest the proposed rule can be presented for adoption, after expiration of the required 60-day public comment period provided for in the State Administrative Procedure Act (SAPA) sections 202(1) and (5), would be the September 2023 Regents meeting. Furthermore, pursuant to SAPA section 203(1), the earliest effective date of the proposed amendment, if adopted at the September 2023 meeting, would be September 27, 2023, the date a Notice of Adoption would be published in the State Register.

However, the emergency rule will expire on August 13, 2023. Therefore, since NCARB's new less restrictive score validity and ESL testing accommodations policies are already effective, a second emergency action is necessary at the July 2023 meeting, effective August 14, 2023, for the preservation of the general welfare in order to timely implement both the new score validity policy, which will benefit NYS candidates because it is less restrictive than NYS's current credit retention policy, and the ESL testing accommodations policy, which will allow NYS ESL candidates to benefit

from such accommodations and to ensure the emergency action taken at the May 2023 meeting remains continuously in effect until the rule can be permanently adopted.

It is anticipated that the proposed amendment will be presented for permanent adoption at the September 2023 Regents meeting, which is the first scheduled meeting after the expiration of the 60-day public comment period mandated by SAPA for state agency rule making.

To: Landscape Architecture Board Members

Date: July 31, 2023

From:

Robert Lopez **R.L.**

Subject: CLARB/ICOR Meeting Summary

In reply to:

On May 25, 2023, I attended the virtual CLARB/ICOR Meeting along with 40 attendees. Below is a summary of the conversation:

1. CLARB / ICOR Meeting - Matt Miller (CLARB), Mike Armstrong (NCARB), Thom Banks (CIDQ), David Cox (NCEES)
 - a. About ICOR – Matt Miller
 - i. ICOR - Interorganizational Council on Regulations
 - ii. Coming together where there are common interests between the regulated design professions
 - iii. Members of ICOR - NCARB, NCEES, CLARB and CIDQ
 - iv. ICOR Focus
 1. Member board support
 2. Advocacy for licensure in the public's interest
 3. Best practices in regulation of design professions
 4. Harmonizing licensure policies, processes, and procedures
 - v. ICOR Priorities
 1. Practice overlap task force
 2. Member board orientation
 3. CEO Events
 4. Additional Resources and initiatives
 - b. ICOR Initiatives
 - i. Joint new member orientation – Feb 6, 2023 - 70 overall attendees (30 MBEs and 40 MBMs) – Thom Banks
 1. majority of attendees have been in their role 1-2 years
 2. 85% of attendees had a better understanding of their role following the new joint member orientation and felt better prepared as a board member or MBE
 - ii. August 2, 2023 – at 2:00 pm – shorter group session; pre-recorded organization specific modules, encourage new board members to attend.
 - iii. Practice Overlap Task Force – Mike Armstrong
 1. Background
 - a. Jan 2020- ICOR Leadership Discussion
 - b. 2020-'22 – NCARB Incidental Practice Task Force
 - c. Jan 2022 – ICOR Leadership Discussion
 - d. Fall 2022 – ICOR Practice Overlap Initiative Kick-off

2. Desired Outcomes
 - a. Develop a uniform guideline and definition for competent overlap of practice
 - b. Organizational commitment to adopting recommended definition into models
3. Task Force Structure
 - a. Steering Committee – decision-making body
 - i. Architecture Sub-Committee – SME’s
 - ii. Engineering Sub-Committee – SME’s
 - iii. Interior Design Sub-Committee – SME’s
 - iv. Landscape Architecture Sub-Committee – SME’s
 - v. Surveying Sub-Committee – SME’s
 - b. Steering Committee Members – Wendy Ornelas – Chair; CLARB - Jerany Jackson and Phil Meyer; NCARB - Bob Calvani and Kristine Harding + 2 CIDQ, 3 NCEES, 2 MBE’s, 1 public member, 1 staff liaison from each, 1 facilitator
 - c. Sub-Committee Members – numerous licensees
4. Initial Analysis Approach – what information to explore?
 - a. Reviewed inputs at high level
 - b. Identified areas where:
 - i. there is no overlap
 - ii. there is no public protection risk
 - iii. there is acceptable overlap
 - iv. additional analysis is needed
5. Inputs
 - a. Definition of practice
 - b. Education standard
 - c. Curriculum within the accreditation standard
 - d. Exam domains for each national exam
 - e. Experience areas of categories identified in each professions’ experience program
 - f. Membership survey asking for their experiences and pain points
6. Accomplishments
 - a. Summer/Fall 2022 – Kick off meeting/Appointments to Steering Committee
 - b. Fall 2022 - Gather inputs for analysis
 - c. January 30, 2023 - Steering committee meeting
 - d. May 15-17, 2023 – Sub-committee summit – Deep analysis
7. Next steps
 - a. Consolidate and summarize outcomes from Sub-Committee Summit
 - b. Summer 2023 – steering committee will review subcommittee findings
 - c. Finalize outcomes and plan for the next year

- c. ICOR Resources – David Cox
 - i. Licensing and Regulation report
 - 1. Customizable template
 - 2. Sunset reviews
 - 3. Legislative and Executive mandated reviews
 - ii. Contents
 - 1. Executive summary
 - 2. Board overview
 - 3. The design professional role
 - 4. Licensing requirements
 - 5. Licensing data
 - 6. Cost of licensing
 - 7. Least restrictive means for licensing
 - 8. Recommendations from the board
 - iii. Joint statement of support for licensure
 - 1. “Due to the commonalities in regulation and practice, as well as the profound impact on the public and environments, **we (ICOR) unequivocally support the continued licensure of architecture, engineering, interior design, landscape architecture and surveying.**”

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: Landscape Architecture Board Members

Date: July 26, 2023

From:

Robert Lopez **R.L.**

Subject: Proposed 2024 Board Meeting Dates

In reply to:

The below dates and locations are proposed for next year's Landscape Architecture Board Meetings:

Wednesday, April 17, 2024	NYC
Wednesday, August 14, 2024	NYC
Wednesday, December 4, 2024	NYC

These dates will be discussed at the upcoming Board meeting, so please bring your calendars.