

# A LOUISIANA ARCHITECTURAL

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## NEWS

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Volume 10

October, 2008

## PRESIDENT'S REPORT

by Knox H. Tumlin, Architect, FCSI,  
CDT, NCARB, AIA

2008 has been a productive year for your State Board. The Board continues to support and nurture the Intern Development Program. Through the hard work and planning of Marsha Cuddeback, State Intern Development Program Coordinator, and several Board Members, a highly successful statewide LA IDP Forum 2008 was held. A workshop on the forum was given at the national NCARB Conference in June. The framework of the LA forum is now a model for IDP forums in other states.

With the assistance of Representative Scott Simon and AIA Louisiana, House Bill 728 was passed and subsequently signed by Governor Jindal. This bill, now part of the State Registration Laws and Regulations, allows graduates of an accredited School of Architecture to take the Architectural Registration Examination upon enrollment in the Intern Development Program. The Board continues to nurture the goal of all architectural students being enrolled in the IDP Program prior to graduation. License to practice architecture in the State of Louisiana will be issued after passage of the ARE and **completion** of the Intern Development Program. It will probably be within the next few months before the new procedure is implemented.

The Board has lost its first Public Member, John Cardone of Lake Charles, as his name was not submitted by the Governor's Office for Senate confirmation. Mr. Cardone was initially appointed in 2002 and reappointed by Governor Blanco at the end of 2007. John was a very active Board Member who displayed professional and ethical qualities during his term and will be missed immensely by the Board and Staff.

Once again our Executive Director, Teeny Simmons, has achieved another honor as being the first Member Board Executive elected to NCARB's Southern Conference Board of Directors. Last year she was awarded NCARB President's Medal of Honor. With 33 years of service she is the longest serving MBE in NCARB history and possibly the State's history of Licensing Board Executives.

During 2008, I have had the pleasure of being associated with a hard working staff, Board Attorney and very conscientious Board Members. The staff and Board Members are currently working on implementing an electronic on-line registration process and expect to start beta testing of same shortly.

The Board continues to take its assigned function and role to safeguard life, health and property and to promote the public welfare very seriously and routinely deals with complaints and possible infringement or violation of the State Architectural Registration Laws and Regulations.

### RENEWAL DEADLINE December 31, 2008

There will be no paper renewal forms mailed out this year. All current registrants are to renew on line beginning November 1, 2008. For further information please note page 11 **ONLINE RENEWALS.**



### INSIDE THIS ISSUE:

<i>Teeny's Tidings</i>	2
<i>Message from Board Attorney</i>	3
<i>IDP Matters</i>	4-6
<i>New Licensee Presentation</i>	7
<i>Selection Board Vacancy Rule</i>	8
<i>ARE Stats for 2007</i>	9
<i>ARE/IDP Six-Month Rule News</i>	10
<i>Online Renewals</i>	11
<i>Requirements for Renewal</i>	11
<i>Continuing Education Rule</i>	11
<i>Personal Information Request</i>	11
<i>Failure to Comply with CE Rule</i>	12
<i>Office of State Fire Marshal</i>	12
<i>New Registrants</i>	12
<i>Board Members</i>	12

## "Teeny's Tidings "

The last article I wrote began with tidings of gratefulness for progress from Hurricanes Katrina and Rita and now again, tidings of gratefulness for recovery from Hurricanes Gustav and Ike. Architects are brilliant people so I am now waiting for one of you to design a way to keep hurricanes from blowing our way. So many lessons learned and implemented for this hurricane season. Louisiana people, especially architects, are resilient and hope this newsletter finds everyone doing well.



250 year old Oak uprooted at the Louisiana State Capitol

It has been a while, but I'd like to begin by complimenting and thanking our staff for always working so hard while at the same time keeping customer service foremost in their minds. Mary always does an outstanding job putting our newsletter together. Her primary job is being in charge of renewals, issuing initial licenses, keeping up with posting rule changes, preparation and maintenance of continuing education audits and newsletter. Anita is wanting to make thirty years of service in 2009. She is in charge of keeping our finances straight, preparing checks and monthly reports, preparation for annual audit and board minutes, and helping ARE/IDP candidates. They are both cross trained to take over when one has to be out of the office. Cheryl has been part time with us for the past 14 years and is constantly

purging the files and maintaining our electronic equipment. The many compliments we receive at the office can be attributed to our dedicated staff. Thanks ladies for all you do. I would be remiss not to mention our Board Attorney and IDP State Coordinator. Paul Spaht has served this board for 26 years and his hard work and guidance has kept your board's operations "legal" within the realm of its licensing law and rules. I feel certain he is the longest serving attorney in the country. Marsha Cuddeback replaced Dave Brinson, who was the longest serving IDP State Coordinator in the country, in 2005 and has done an outstanding job in keeping IDP's importance in the forefront of the students and architectural community of the state as well as the country, especially facilitating the '08 IDP Forum. Ken Schwartz, new Dean at Tulane, told me he recently bragged on the board office at the AIALA Design Conference and I feel the key has been the longevity of our staff. To all our registered architects, we thank you for your help and encouragement through the years. Our continued goal is to serve you and the public to the best of our ability. Three significant issues this year was the 2008 IDP Forum, early entry into the Architects Registration Examination and the ability to renew on line, all of which are addressed elsewhere in this issue.



**Teeny Simmons, Executive Director of Louisiana State Board of Architectural Examiners and Lynn Robertson, Executive Director of AIA Louisiana addressing group at IDP Forum 2008.**

# A MESSAGE FROM PAUL SPAHT

## Board Attorney

The Board has been quite busy on a number of matters involving legal issues. A few of those will be discussed here.

**On-line renewal** – The Board is implementing on-line renewal of individual registration. As a condition for renewing registration, the Licensing Law and board rules require completion of a minimum of twelve (12) continuing education hours in health, safety and welfare, and on-line renewal will require all architects to certify that this requirement has been met. Please remember that the board rules provide:

**Any untrue or false statement or the use thereof with respect to course attendance or any other aspect of continuing educational activity is fraud or misrepresentation and will subject the architect and/or program sponsor to license revocation or other disciplinary action.**

On-line renewal will also require each architect to certify certain information concerning his or her moral fitness and to provide information concerning his or her firm.

**Firm practice** – As many of you know, there currently exist huge differences among the states concerning the registration and practice of architecture by architectural firms, and the Board has spent many hours discussing what requirements, if any, should be required for such practice in Louisiana. This discussion is complicated because the legislature has already enacted laws governing the practice by professional architectural corporations, architectural-engineering corporations, and limited liability companies, and the requirements for each are quite different. After lengthy discussions with the directors of other licensing boards and many others, the Board decided that it should not adopt the proposed rules published in 2007 in the Louisiana Register concerning firm practice by limited liability companies and partnerships *only*. Instead, the Board decided that all architectural firms (professional architectural corporations, architectural-engineering corporations, limited liability companies, partnerships, limited partnerships, and any other entities) should be treated the same. Since the legislature has enacted different requirements for practice by some of these entities, legislative action may be required. Since Katrina and Rita (and now with Gustav and Ike) and the

huge rebuilding effort currently taking place in Louisiana, this has become an increasingly important issue.

**ARE/IDP** – As mentioned by Knox Tumlin in his President's Report, legislation was enacted in 2008 allowing graduates of an accredited architectural school to take the ARE upon enrollment in IDP. A license to practice architecture in Louisiana will be issued after passage of the ARE and completion of IDP. This change was supported by the architectural schools in Louisiana, graduate architects, practicing architects, AIA-Louisiana, and others. Louisiana was one of the first states to enact this legislation, since NCARB's resolution, but it is anticipated that many other states will do the same.

**Architects Selection Board** – The prohibition against doing state work is a significant deterrent for many architects who might otherwise eagerly serve on the Louisiana Architects Selection Board, and as a result no architect sought nomination to two of the vacancies on this board occurring on September 15 of this year. By statute, the Board is charged with the responsibility of conducting an election to fill vacancies upon the LASB. Of course, no election can occur if no one seeks to serve. To assist in filling these important positions, the board adopted an emergency rule in August of 2008, and it is in the process of adopting a permanent rule. A copy of the Notice of Intent is on page 8 of this newsletter.

**Questions concerning individual and firm registration, practice, and violations** – Much of each Board meeting involves discussing and answering questions from architects concerning individual and firm practice, registration, possible violations of the licensing law or board rules, continuing education, and other such issues. If you have a question, you may want to ask the Board for an answer or guidance. If you suspect a violation of the law or rules, you may provide information, and your name will be held in confidence, if requested. The Board is charged with the responsibility of protecting the public health, safety and welfare, and your involvement is needed and invited.

# IDP MATTERS

State IDP Coordinator, Marsha R. Cuddeback, AIA, LEED AP

## NEW AND NOTEWORTHY

### **IDP | ARE Concurrent Timing**

The LA State Board approved the ARE IDP Concurrent Timing proposal in December 2007. Interns/graduates may now begin taking the ARE following graduation from a NAAB Accredited degree program AND completion of an NCARB Record Application (<http://www.ncarb.org/RecordApp/recordsvc/login.aspx>), i.e., enrolled for IDP. There are no changes to IDP. Registration will be granted **AFTER** the successful completion of **BOTH** the **ARE** and the **IDP**.

### **Employment Duration Requirements**

To earn Training Units in any work setting other than F (a post-professional degree or teaching or research) or FF, you must work at least 32 hours per week (full-time) for a minimum period of eight consecutive weeks or at least 15 hours per week (part-time) for a minimum period of eight consecutive weeks. To earn Training Units for teaching or research, you must be employed on a full-time basis.

### **Training Units for LEED AP Exam**

In March, the Committee on IDP determined that interns are eligible to earn five training units (TUs) in supplementary education for successful completion of the LEED AP Exam in their support of sustainable design. To receive credit, "LEED AP Exam" should be indicated on line 17 of the training unit report and five TUs should be indicated in the supplementary education column. Interns must also submit a copy of the official score report from the U.S. Green Building Council (USGBC) with their training unit report.

### **EPC Credit for Minimum Training Unit Requirements**

Beginning 1 July 2009, interns will be able to earn a maximum of five training units per training area through the EPC as part of their minimum training unit requirements in each training area. The intern's supervisor must review the exercises as part of his or her process of signing the training unit forms, as is currently the case

when the EPC is used for supplementary education units. Exercises completed above the maximum of five training units in each training area may still be submitted for supplementary education credit. The requirement that 235 training units be earned in the traditional office setting is unaffected by this change.

### **Six-Month Reporting Rule**

Resolution 2008-07 will be phased in over two years. It requires interns establishing a new NCARB Record on or after 1 July 2009 to submit training reports of no more than six-months duration by submitting a form within two months of the end of the reporting period. On 1 July 2010, one full year later, the "Six-Month Rule" will apply to all interns.

### **NCARB Online Application for NCARB Record**

Interns and students can fill out the application for an NCARB Record to begin the Intern Development Program (IDP) online. The recent online application reduces the time it takes to establish an NCARB Record to one week or less. The electronic version of the application is the first step in changing how NCARB processes and maintains Records for Interns. Visit [www.ncarb.org/forms/index.html](http://www.ncarb.org/forms/index.html).

### **CALL FOR LOUISIANA IDP AUXILIARY COORDINATORS**

IDP Auxiliary Coordinators are individuals who volunteer to educate their local professional community about the Internship Development Program, support awareness and implementation, and disseminate the latest IDP news, tools and resources. Auxiliary Coordinators are most often associated with, but not limited to, an architecture firm, a non-accredited school of architecture, a local AIA chapter, a state board, or an AIA chapter, and all IDP Auxiliary Coordinators are encouraged to attend the annual IDP Coordinators Conference. If you or someone in your firm is interested in volunteering or would like additional information please contact the State IDP Coordinator ([louisianaaidp@gmail.com](mailto:louisianaaidp@gmail.com)).

## **IDP MATTERS (CONTINUED)**

### **LOUISIANA IDP FORUM 2008**

Emerging professionals are the cornerstone for tomorrow's architectural practice and their success is dependent on today's professional community; acknowledging future trends in education, internship and practice, creating a responsive and fluid practice environment, and integrating the voice of diverse professional constituents. In January 2008, over 90 members of Louisiana's professional community gathered for the Louisiana IDP Forum 2008 to exchange ideas, to strengthen participant's knowledge base about IDP, the path to licensure, and future trends, and to develop momentum for creating an active and accessible support structure for Louisiana's students, interns, professionals, and firms. Participants included a diverse cross-section of professionals and interns from across the state of Louisiana, student AIAS/NOMAS officers from each of Louisiana's five NAAB accredited architecture degree programs, Board members from the Louisiana State Board of Architectural Examiners, representatives from AIA Louisiana, and NCARB's Intern Development Program Director, Harry M. Falconer, Jr. This unprecedented event, sponsored by the LSBAE and AIA LA, demonstrated the need for improved communication among stakeholders, resulting in stronger dialog among professionals, interns and students, an increased commitment by firms and professionals to support the statewide community of emerging professionals, the renewal of enthusiasm by interns to complete their requirements for licensure, and recommendations for improving the efficacy of IDP statewide.

The Forum provided opportunities for reengaging the diverse voices that represent our profession, evaluate statewide initiatives, appreciate the value of applied research for comprehensive internships and improved recruitment and retention, create capacity for leadership that builds momentum, and renew a commitment to ensure a sustainable practice environment for our emerging professionals.

The proceedings from the LA IDP Forum 2008 will be available on November 1, 2008. If you would like a digital copy of the proceedings, please contact the State IDP Coordinator at [louisianaidp@gmail.com](mailto:louisianaidp@gmail.com). The next LA IDP Forum will be held in January 2010.

### **NCARB ANNUAL MEETING 2008**

"The Intern Development Program (IDP) took center stage at the National Council of Architectural Registration Boards' (NCARB) 2008 Annual Meeting and Conference in Pittsburgh, PA." (NCARB Newsclip) In addition to approving a number of resolutions related to IDP program improvement, the Louisiana IDP Forum 2008 was showcased as a best practice model for statewide initiatives during an hour-long workshop.

### **LOUISIANA'S IDP EDUCATOR COORDINATORS**

**Southern University School of Architecture** | Jill Bambury, [msjillette@yahoo.com](mailto:msjillette@yahoo.com)  
**Louisiana Tech School of Architecture** | William Willoughby, [wwillou@latech.edu](mailto:wwillou@latech.edu)  
**University of Louisiana at Lafayette, School of Architecture and Design** | Geoff Gjertson, [wgg2100@louisiana.edu](mailto:wgg2100@louisiana.edu)  
**Tulane University** | Judith Kinnard (beginning January 2009), [kinnard@tulane.edu](mailto:kinnard@tulane.edu)  
**Louisiana State University School of Architecture** | Marsha Cuddeback, [mcuddeb@lsu.edu](mailto:mcuddeb@lsu.edu)

### **ANNUAL MEETING**

The annual meeting for Louisiana IDP Educator Coordinators was held in New Orleans during the AIA LA Design Conference, September 2008. The discussion focused on addressing student's recommendations that emerged from the LA IDP Forum 2008; create and support professional experience opportunities during school, encourage interdisciplinary projects, provide opportunities for learning about IDP early in the curriculum, and develop institutional support for IDP related activities and recognition. Contact your school's IDP Educator Coordinator to find out about new programs and activities for AY 2008-09.

### **CONTACT AND IDP UPDATES**

If you would like to be included on the mailing list for IDP updates and news, please send an email to Marsha Cuddeback at [louisianaidp@gmail.com](mailto:louisianaidp@gmail.com)



## PHOTOS FROM 2008 IDP FORUM

## New Licensee Presentations

Pictured to the right are nine newly licensed architects who were honored at a luncheon on January 18, 2008.

The luncheon was sponsored by the Louisiana State Board of Architectural Examiners and was held at the Hilton Baton Rouge Capitol Center. The AIA Louisiana Board of Directors was also invited to attend the presentation. Mr. John Cardone, Jr. Board President for 2007 presented the architects with a certificate of achievement signed by Governor Blanco along with a gift from the Louisiana State Board of Architectural Examiners.

Mr. Jeffrey A. Huberman, FAIA, 2nd Vice President of the National Council of Architectural Registration Boards was guest speaker for the occasion.

The following nineteen New Licensees were unable to attend the luncheon: Cary A. Becker, Anna Bertucci-Ghelase, Damien Job, Crystal M. Mitchell, and Joseph Zeringue, III, all of New Orleans, LA; Bryan P. Boudreaux and Russell G. Trahan of Lafayette, LA; Julie W. Chemin of Denham Springs, LA; Joel Fryar of Colleyville, TX; Charles B. Funderburk of Prairieville, LA; Jessica Astrid Harris and Jeffri A. Spikes of Shreveport, LA; Craig C. Hebert of Houma, LA; Ashley Clair LaBauve of Houston, TX; Vance William Lazar of Frisco, TX; Scott Gerald Shall of Bala Cynwyd, PA; Michael C. Stouse of Austin, TX; Gerald E. Usrey of Bossier City, LA and Gregory T. Wallace of Downsville, LA.

Fourteen newly licensed architects were honored by the Board at a presentation in Baton Rouge on Friday January 19, 2007.

The presentation and luncheon sponsored by the Louisiana State Board of Architectural Examiners and representatives of the American Institute of Architects Louisiana Chapter was held in the Heidelberg Room at the Baton Rouge Hilton Capitol Center formerly the historic Heidelberg Hotel and Capitol House Hotel. Mr. Julian White, 2006 Board President presented these architects with a beautiful paper weight (gift from the licensing board) and a certificate of achievement signed by Governor Kathleen Blanco.

Twenty Two other architecture candidates completed their examination process and were licensed by the Board but were unable to attend the presentation: Douglas Alan Bock of Santa Rosa, FL; James Deshotels, Kevin Michael Gros, Michael C. Monceaux, Walter George Monsour, III, and David C. Wiesendanger of Baton Rouge, LA; Kevin S. Dunham of State College, PA; James Robert Ellis of West Monroe, LA; Kimberly Finney, Byron John Mouton, Stephanie Calamari Parent, Darin M. Pierce and Jay Walter Seastrunk, III of New Orleans, LA; Holly Theress Flake of Madisonville, LA; Joshua Francois Gallet of Kaplan, LA; Bradley Christopher Guerin of Plaquemine, LA; Les Jordan, Jr., of Austria, EU; Gregory Louviere of Atlanta, GA; Michael A. McClure of Lafayette, LA; Bonnie Mitchell of Mandeville, LA; R. Cherri Pitts of Birmingham, AL; Tina Triche of Dallas, TX.

## Architects recently honored at Special Luncheons



**2008 PROFESSIONAL LICENSEE PRESENTATION**  
(*Standing from left*) Cory Callegan, Thibodaux, LA; Brent Guilbeau, Baton Rouge, LA; Brian Anderson, Metairie, LA; John Burgess, New Orleans, LA; Derryl Didier and Eric Parnell, Baton Rouge, LA; (*Seated from left*) Maria Papacharalambous, Catherine P. Smith and Anna Maria Batista Borden, New Orleans, LA



**2007 PROFESSIONAL LICENSEE PRESENTATION**  
(*Seated left to right*) N. Claire Pickering, New Orleans, LA; Deanie W. Galloway, Bossier City, LA; Ashley King- Morton, New Orleans, LA; Kate Balfour-McLean, Baton Rouge, LA; Karen Solieau-McKinney, Washington, LA; and Teeny Simmons, (Executive Director of the LSBAE); (*Standing*) Julian White, 2006 Board President, Robert K. Holford, Baton Rouge, LA; Joshua Luke Hoffpauir, Baton Rouge, LA; Charles J. Neyrey, Metairie, LA; Van Edwin Lee, Baton Rouge, LA; Mark P. Matthews, Baton Rouge, LA; Michael Holly, Board member, Pierre Elie Theriot, Jr., Hammond, LA; Allen Bacque, Board member, Ronald Blicht, Board member, Edward D. Gaskin, Baton Rouge, LA; John Cardone, Jr., 2007 Board President and guest speaker, Robert Ivy, Editor-in-Chief Architectural Record

**NOTICE OF INTENT  
OFFICE OF THE GOVERNOR  
BOARD OF ARCHITECTURAL EXAMINERS**

Under the authority of La. R.S. 37:144(C) and in accordance with the provisions of La. R.S. 49:951 et seq., the Board of Architectural Examiners ("board") gives notice that rule making procedures have been initiated for the amendment of LAC 46:1 Chapter 21, §2117. This rule sets forth a procedure for filling a vacancy which occurs concerning any person *elected* to the Louisiana Architects Selection Board ("LASB"). However, the board currently has no rule concerning any vacancy on the LASB that may occur if no one submits a nomination for election to the LASB at all, or if the nominee withdraws his or her nomination before being elected or appointed. The proposed rule will allow the board to fill such vacancies. In addition, if only one qualified architect seeks nomination to the LASB so that his or her nomination is unopposed, the proposed rule will allow the executive director to notify that architect of his or her appointment to the LASB without any further board action. The proposed amendment has no known impact on family formation, stability, or economy, as described in La. R.S. 49:972.

Title 46

PROFESSIONAL AND OCCUPATIONAL STANDARDS

Part I. Architects

Chapter 21. Vacancies

§2117. Vacancies

- A. Any vacancy occurring with respect to any person elected shall be filled in the following manner
1. The executive director shall give notice of the vacancy to any person who has previously requested such notice in writing; and
  2. the executive director shall also publish in the official journal of the state an advertisement which will appear for a period of not less than 10 calendar days.
    - a. The advertisement in the official journal of the state need not appear more than three times during the 10 day period.
    - b. The executive director may publish other such advertisements in his or her discretion.
    - c. The advertisements shall:
      - i. identify the district in which a vacancy has occurred; and
      - ii. state that any resident architect in that district holding a current Louisiana license desiring nomination
        - (a). must furnish a nomination signed by not less than 10 resident architects holding current Louisiana license by certified mail to the board office
        - (b). that a sample of the nomination may be obtained upon request from the board office, the deadline for filing the nomination; and
        - (c). any other information the board may consider necessary.
    3. The deadline for filing a nomination to fill a vacancy shall be at least 10 calendar days subsequent to the expiration of the last advertisement appearing in the official journal of the state.
    4. The board shall appoint one of the nominees to fill the vacancy, which appointee shall serve the unexpired term. If only one qualified architect submits a nomination to fill the vacancy, the executive director shall send a letter to that architect advising of his or her appointment to the Architects Selection Board, and no further board action shall be necessary to confer such appointment.

B. If the deadline for submission of nominations has passed and (i) the board has not received a nomination from a qualified architect for election to a district that will become vacant on September 15 or (ii) no person has been nominated or elected to fill a vacancy on the Architects Selection Board that will occur on September 15 for some other reason, the board shall fill the upcoming vacancy by the procedures described in the preceding paragraph.

**ARCHITECTS REGISTRATION EXAMINATION  
NUMBER & PERCENT PASSING REPORT FOR 2007**

DIVISION		# TAKING	# PASSING	% PASSING
	Louisiana	7	7	100%
<b>PRE DESIGN</b>	LA Direct Registration	23	20	87%
	All Boards	4817	3829	79%
	Southern Conference	1005	818	81%
	Louisiana	2	2	100%
<b>SITE PLANNING</b>	LA Direct Registration	24	13	54%
	All Boards	5255	3486	66%
	Southern Conference	1088	730	67%
	Louisiana	3	2	67%
<b>BUILDING PLANNING</b>	LA Direct Registration	20	16	80%
	All Boards	5123	3348	65%
	Southern Conference	1057	674	64%
	Louisiana	4	3	75%
<b>BUILDING TECHNOLOGY</b>	LA Direct Registration	18	11	61%
	All Boards	5181	3591	69%
	Southern Conference	975	697	71%
	Louisiana	6	6	100%
<b>GENERAL STRUCTURES</b>	LA Direct Registration	26	16	62%
	All Boards	4581	3469	76%
	Southern Conference	1018	743	73%
	Louisiana	4	4	100%
<b>LATERAL FORCES</b>	LA Direct Registration	24	18	75%
	All Boards	4293	3389	79%
	Southern Conference	951	717	75%
	Louisiana	2	1	50%
<b>MECHANICAL &amp; ELECTRICAL</b>	LA Direct Registration	30	23	77%
	All Boards	5474	3764	69%
	Southern Conference	1231	779	63%
	Louisiana	2	1	50%
<b>MATERIALS &amp; METHODS</b>	LA Direct Registration	30	25	83%
	All Boards	4998	3935	79%
	Southern Conference	1096	834	76%
	Louisiana	5	4	80%
<b>CONSTRUCTION DOCUMENTS</b>	LA Direct Registration	40	30	75%
	All Boards	5301	4089	77%
	Southern Conference	1153	872	76%

## ARCHITECT REGISTRATION EXAMINATION AND IDP SIX-MONTH NEWS FROM NCARB

Louisiana allows early access to the ARE. You are able to take advantage of NCARB's new online system to request an Authorization to Test. You must have an active NCARB Record and have fulfilled Louisiana's requirement of graduation from an NAAB (National Architectural Accrediting Board) accredited university and enrolled in the Intern Development Program. You can place your request through the "[My NCARB Record](#)" section of our web site. It's quick and easy!

Here's what you do:

1. Log into your account at [www.ncarb.org](http://www.ncarb.org).
2. Click "Request Transmittal of Record".
3. Check the box "Do you want to take the ARE?"
4. Select the jurisdiction in which you would like to test and click transmit.
5. If you fulfill all of your jurisdiction's requirements, an e-mail will be sent instantly to your state board for them to grant their authorization. **For NCARB Direct Registration states, notification will be sent to NCARB to grant your authorization to test.** \*
6. You will receive an e-mail notification and your Authorization to Test number will be sent to you directly (by mail) if you are eligible. You may wish to review the Registration Requirements link on our web site or contact your board to determine the criteria required to test.

This new online tool should be used by all interns requesting an Authorization to Test. It was specifically built to speed up the process for jurisdictions that have adopted early eligibility rules, but will ultimately enhance all requests for this service.

Applicants will be required to pay the full \$285 Record fee prior to completion of the request for an Authorization to Test.

### IDP REPORTING "Six-Month Rule"

In June, the National Council of Architectural Registration Boards' (NCARB) Member Boards passed a rule requiring interns to submit their training units in reporting periods of no longer than six months. The "Six-Month Rule," as it has been nicknamed, will go into effect on 1 July 2009 for interns who begin an NCARB Record on or after that date and 1 July 2010 for all interns regardless of application date. All training unit reports must be submitted electronically and within two months of completion of each reporting period.

#### Things Supervisors and Interns Should Know:

- The "Six-Month Rule" is designed to improve both the accuracy of reporting and the overall IDP experience.

- The IDP Guidelines have long recommended that interns submit reports to NCARB every four months. Under the new rule, interns will be required to report training units earned in intervals of no more than six months. However, they can submit reports more often if they wish.
- Regular reporting will provide an opportunity for interns and supervisors to review progress made over reporting periods and develop a plan for acquiring training in the remaining areas. This benefit should help prevent interns from being surprised by falling short of required training units as they near the end of their internship. Supervisors will also be more familiar with the work documented and therefore would be more likely to approve training reports.
- Implementation of the "Six-Month Rule" is dependent on an online reporting system. The electronic Experience Verification Reporting system (e-EVR) will be available by the end of December, but the "Six-Month Rule" will not go into effect until at least six months after the online reporting system is launched. **Should the new system not be fully tested and operational by 31 December 2008, each implementation date will be pushed back and will go into effect six months after the system is operational.**
- Once interns have submitted their training units by entering them into their Record online, those units are protected while any loose ends are tied up. Interns will not be affected by any delay caused by their supervisor or NCARB. However, submitted training units can be lost if they are deemed invalid by their supervisor, or if they are not earned in accordance with the rules of IDP.
- The "Six-Month Rule" allows a parent of newborn infants or newly adopted children to receive a six-month extension of the reporting deadline upon proper application. Extensions for active military service and serious medical conditions are also available.

All of the provisions of the "Six-Month Rule" are designed to make every internship experience more constructive and valuable. The rule will greatly improve the accuracy of reporting, which should help reduce the amount of time it takes interns to complete the IDP.

## ONLINE RENEWALS anytime of the day or night

Online Renewals will begin November 1, 2008. You will need to go to the Board website [www.lastbdarchs.com](http://www.lastbdarchs.com) to renew. You can login using your License Number and the last 4 digits of your SSN as your PIN. Your license must be **ACTIVE** or **EMERITUS** to access the Online Services.

The following services are offered online:

1. View/Update your Current Information with the Board
2. Print a Copy of your current PocketCard/Renewal Certificate
3. Renew online using VISA/MasterCard/AMEX/Discover

Renewals paid by credit card will be processed instantly and you may print your PocketCard/Renewal Certificate online the same day. You can check the status of your Renewal online at anytime. You can also print your current Pocket Card/Renewal Certificate online at any time.

No paper renewals will be mailed. You will need to contact the Board Office for any special needs. For those who wish to pay by check, please complete the Renewal Form Online and mail the print out of your confirmation to the Board Office along with your check. Renewals paid by check will require 7-10 business days to be processed. If you have not renewed your license by midnight on December 31, 2008, your license will be delinquent. Beginning January 1, 2009 you will be able to renew your delinquent renewal online. Any architect who currently has a **delinquent license** must call the board office and request a 2008 delinquent renewal form.

## REQUIREMENTS FOR RENEWAL

Licenses for individual architects expire at midnight December 31, 2008, unless renewed on or before that date. Licenses must be renewed by completing the online renewal process. To renew for 2009, the licensee must have completed twelve hours of continuing education in Health, Safety and Welfare by December 31, 2008. Licensees are exempt from continuing

education requirements for their first renewal cycle. If your initial registration date is January 1, 2008 or thereafter you are automatically exempt from reporting continuing education when you renew for 2009; however, when you renew for 2010 you must provide proof of 12 hrs continuing education in Health, Safety and Welfare. Emeritus status is also exempt from continuing education requirements unless the emeritus architect returns to practice.

Individuals may also apply for an exemption from the continuing education requirement for the following reasons: military or any hardship due to serious illness, injury or extenuating circumstances which prevent the architect from complying with the Board rule, however, **prior approval is needed from the Board.**

## CONTINUING EDUCATION RULE

Louisiana' Mandatory Continuing Education rules have been in effect since January 1, 1999. Since then all Louisiana registered architects have been required to complete 12 hours of Mandatory Continuing Education in Health Safety and Welfare. For a list of approved topics please visit the Louisiana State Board of Architectural Examiners website; [www.lastbdarch.com](http://www.lastbdarch.com).

**Resident architects** – Resident (Louisiana) architects must complete a minimum of twelve (12) continuing education hours (CEH) in HSW during each calendar year. Rule 1315.D.2. The twelve (12) CEH must be obtained in either Structured Educational activities or Individually Planned Educational Activities, as defined in the rules. Of the twelve (12) required CEH, a minimum of eight (8) CEH must be obtained in Structured Educational Activities. No more than four (4) may be obtained in Individually Planned Educational Activities. *If* an architect exceeds the requirements in any renewal period (January 1 - December 31), the architect may carry-over a maximum of twelve (12) CEH to the subsequent renewal period. Rule 1315.F.3.

**Non-resident architects** - Non-resident architects must complete either (a) the mandated requirements for continuing education of any jurisdiction in which he or she is registered, provided that a minimum of eight (8) hours of CEH are obtained in HSW educational activities and also provided that the other jurisdiction accepts Louisiana continuing education requirements as meeting its own, or (b) the requirement for Louisiana resident architects. Rule 1315.D.3

**Evidence of Compliance** will be maintained by the architect and presented upon request to the Louisiana State Board of Architectural Examiners during the annual Continuing Education Audit. Acceptable evidence of compliance:

- The AIAICES Transcript of Continuing Education Activities
- Attendance certificates from program sponsors
- Attendance receipts, canceled checks, transcripts issued by universities, letters or reports from sponsors (NCARB, AIA, CSI, etc.) of the education activity, a sponsor's list of attendees, or other such evidence proving your participation in the activity
- Any combination of the above.

### Personal Information

**Please make sure that the board has your most current mailing address, email and telephone number so we may send important information to you in a timely manner. You may update your contact information with the Board online at [www.lastbdarchs.com](http://www.lastbdarchs.com) or by emailing the board at [bd@lsbae.brcoxmail.com](mailto:bd@lsbae.brcoxmail.com).**

## **FAILURE TO COMPLY With Continuing Education Rule**

**Failure to comply with the Board's Mandatory Continuing Education rules will result in the following continuing education disciplinary actions:**

- 1. Architect has hours but lacks in accepted setting or subject matter – by rule 1315.G(4), architect will be allowed six months to get needed hours. Architect will be audited next year.**
- 2. Architect certified renewal, has obtained some, but not all hours needed as of December 31 – Fine \$750, and architect must obtain required hours before renewing. Architect will be audited annually next three years. For second offense within 5 years – Fine \$1500, architect's license suspended for six months, and architect must obtain required hours before renewing. Architect will be audited annually next three years.**
- 3. Architect certified renewal but has not obtained any continuing education hours and fails to do so within 6 months – Fine up to \$5000, and architect's license will be suspended until architect obtains necessary hours. Architect will be audited annually next five years.**

## **“The Office of State Fire Marshal**

is presently recruiting Louisiana State Licensed Architects and Engineers for Plan Review positions, interns may apply. Positions in 'satellite offices' across the state will be available. Possible satellite office locations are New Orleans, Lafayette, Lake Charles, Alexandria, Slidell, Shreveport and Monroe. Other locations are under consideration. Please contact Chief Architect Don Zeringue of the State Fire Marshal's Office for more information at (225) 925-4911." <http://www.dps.louisiana.gov/sfm/>

### **Welcome New Registrants**

**The Board is please to announce that the following individuals have been licensed by examination since October 01, 2007.**

Evan Parker Brinkman  
David F. Campisi  
Carey Clouse  
Matthew R. Daigrepoint  
Walker Thomas Dauzat  
Paul F. Dimitrios  
Brent Albert Frick  
Steven J. Girouard  
Gregory J. Hackenberg  
Vicki Kathryn Harper  
Derek James Hoeflerin  
Jennifer G. Inman  
Ann Liu  
Blayne Corey McRae  
Thomas E. Ryan, II  
Andrew E. Sanders  
Robert Ashton Segura  
Michael Jacob Sievers  
Kevin Robert Stewart  
Christopher Thomas  
Galen D. Wilson  
Lindsay Nicole Woolf

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