

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS  
AND REGISTERED INTERIOR DESIGNERS

Virtual Meeting via Zoom

*(This virtual meeting is being held consistent with the amendments to the Open Meeting Act, 25 O.S.2011, § 301 et seq, signed into law by Governor Stitt on Wednesday, February 10, 2021. See SB1031.)*

February 17, 2021

9:30 a.m.

<https://us02web.zoom.us/j/85719909350?pwd=STdhOGlCYUdFQUhscVhGN000NE43dz09>

Meeting ID: 857 1990 9350

Passcode: 687093

+13462487799,,85719909350#,,,,\*687093# US (Houston)

+16699009128,,85719909350#,,,,\*687093# US (San Jose)

### Agenda

#### Call meeting to order - declare quorum present.

"The Board of Architects, Landscape Architects and Registered Interior Designers are meeting pursuant to notice filed with the Secretary of State. The agenda was posted outside the Board Offices and on the Board's website twenty-four hours prior to the meeting setting forth thereon the date, time, place and business for the meeting. *Pursuant to the applicable statutes, rules and code, the Board is reminded to refrain from utilizing their personal tablet, portable computers or phone for any purpose other than reviewing offered materials or agenda matters. It is requested that during enforcement hearings you do not look at or utilize the Internet for any information pertaining to the hearing.*"

1. WELCOME/PUBLIC COMMENTS ON CURRENT AGENDA ITEMS ONLY. Time limit to five (5) minutes per individual with sign-in required five (5) minutes prior to meeting beginning.

#### 2. CONSENT AGENDA

A. Board action as necessary on consent agenda items.

1. Minutes from the November 4, 2020 meeting.

2. Financial documents from October, November, and December 2020, and January 2021.

#### 3. ADMINISTRATIVE

A. Board discussion and action as necessary regarding a name exemption request from Tommy Hood for "Cash Flow Architects."

B. Legal Review presentation.

C. Legislative Update from Executive Director about bills introduced in the 2021 session.

1. Discussion and action as necessary regarding Kristen Brumley's January 26, 2021 email, concerning RID law clarification.

a. HB1147—Interior Design Licensing Act of 2021

D. Update from Executive Director on the transition to the new Thentia database.

E. Executive Director's presentation regarding the findings of the State Auditor.

F. Report from Licensing Manager

1. Licenses issued.
2. Certificates of Authority issued.
3. Candidates eligible to test.
4. Emeritus Applications:
  - a. Stephen Tresemer
  - b. Christopher Cordry

G. Discussion and possible actions on the following committee reports:

1. University/Scholarship Committee: Chair, Taylor
  - a. Thank you letters from 2020-2021 scholarship recipients.
2. Investigations Committee: Chair, Gaskins, Secretary-Treasurer
  - a. Complaints Received.
  - b. Investigations closed.
  - c. Actions taken.
3. Arch/Engineers Joint Committee: Chair, Howard
4. Finance Committee: Chair, Gaskins, Secretary-Treasurer
  - a. Executive Director Purchase Card Statement, November 2020-January 2021—no purchases to report.
5. Act & Rules/Legislative: Chair, Baker

4. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

A. Report from NCARB activities

1. Virtual Regional Summit—March 4-5, 2021
2. Board of Directors summary (Hornbeek)
3. Board action as necessary regarding NCARB PCC Survey. (Baker)
4. ARE Update (Glasgow)
5. NCARB Special Meeting—May 12-14, 2021
  - a. Board action as necessary to determine voting delegates.

B. Report from CLARB/ASLA activities

C. Report from CIDQ/OIDC/ASID activities

NEW BUSINESS

Adjourn

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE  
ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

220 N. E. 28<sup>th</sup>

Board Room

Oklahoma City, OK 73105

November 4, 2020

9:30 a.m.

**Minutes**

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met virtually via Zoom on Wednesday, November 4, 2020 with the following members and guests present:

Elizabeth Windel, Architect, Chair  
Scott Howard, Landscape Architect, Vice Chair  
M. Bradley Gaskins, Architect, Secretary Treasurer  
Nate Baker, Architect  
Betsy Guthrie-Brunsteter, Architect  
Jim Hasenbeck, Architect  
David Hornbeek, Architect  
Brian Dougherty, Landscape Architect  
J. Mark Taylor, Registered Interior Designer  
David Blackburn, Public Member  
Brad Klepper, Board Counsel  
Leslie Hanska, Executive Director  
Ellen White, Licensing Manager  
Janie Hollars, Communications & Information Manager  
Lauren Vaughan, Enforcement and Compliance Officer

Jim Bruza, Architect was absent.

1. There were no public comments.

CONSENT AGENDA

3. Mr. Taylor motioned to approve all consent agenda items. Motion seconded by Mr. Gaskins. Voting aye: Messrs. Taylor, Hasenbeck, Gaskins, Hornbeek, Dougherty, Baker, Blackburn and Mses. Brunsteter and Windel. Voting nay: None. Voting abstain: Mr. Howard. Motion approved. See attachment A.

ADMINISTRATIVE

3. A. The Board discussed the authorized use of seal on plan revisions. Comments from board members are to be emailed to Ms. Hanska by December 1, 2020 and comments are to be forwarded to the Act and Rules Committee.

3. B-1. Ms. Vaughan reported on the Administrative Rules Process Interim Study.

3. B-2. Board discussed possible changes to the Board's composition purposed by the Interior Designer's Bill.

3. B-3. Ms. Hanska reported on the recent A.R.E. online proctoring complaints received from Candidate's. Mr. Baker stated that NCARB has removed questions from the exam since the new white board takes more time to use than scratch paper. Mr. Hornbeek stated that NCARB has also extended all rolling clocks due to COVID-19.

3. D. Ms. Hanska presented a report on the transition to the new online licensing database. Production on Thentia's end will begin November 18, 2020. We will begin testing right before Christmas and go live is currently scheduled for January 2021.

3. E (1-4). Ms. White presented a report of all licenses/registrations and firms that have been issued between September 2, 2020 to present, along with a list of newly approved testing candidates. The 2021 Newly Licensed/Registered Pinning Ceremony has been postponed due to COVID-19. A new date will be considered once large in-person gatherings can resume. See attachment B.

3. F-1. University/Scholarship Committee: Mr. Taylor reported that scholarship presentations will begin virtually with Oklahoma Christian's interior design class scheduled for November 9<sup>th</sup>; University of Central Oklahoma interior design class scheduled for November 10<sup>th</sup>; Oklahoma State architecture and landscape architecture class will be sometime in January; University of Oklahoma (all classes) is tentatively scheduled for February 1<sup>st</sup>. A date for Oklahoma State interior design class has not been confirmed.

3. F-2 (a-c). Investigations Committee: Mr. Gaskins reported the following: four (4) complaints have been received; one (1) investigation has been closed and currently there are ten (10) active investigations.

3. F-3. Arch/Engineers Joint Committee: No report given.

3. F-4. Finance Committee: Ms. Hanska gave a presentation regarding the financial impact that COVID-19 has had on the agency.

3. F-4 (a). Ms. Hanska reported that FY22 Budget Request and Strategic Plan has been submitted to OMES. No Action taken.

3. F-5. Act & Rules/Legislative: Mr. Baker reported that currently the focus has been on the interior design bill as discussed in agenda item 3. B-2.

3. G. Mr. Howard motioned to approve the regular scheduled board meeting dates for calendar year 2021: February 17<sup>th</sup>, April 7<sup>th</sup>, June 2<sup>nd</sup>, September 1<sup>st</sup>, and November 3<sup>rd</sup>. Motion seconded by Mr. Baker. Voting aye: Messrs. Taylor, Hasenbeck, Gaskins, Hornbeek, Howard, Baker, Blackburn and Ms. Brunsteter and Windel. Voting nay: None. No response given: Mr. Dougherty. Motion approved.

#### NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORT

5. A. NCARB – Mr. Hornbeek reminded board members to complete NCARB's survey that was previously sent out October 23, 2020.

5. B. CLARB – Ms. White reported that CLARB will begin online proctoring for the L.A.R.E. in December for sections one (1) and two (2).

5. C. CIDQ – Mr. Taylor reported that CIDQ's annual meeting will take place on November 12<sup>th</sup> and will be attended virtually.

Board of Architects  
Minutes  
November 4, 2020  
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NEW BUSINESS  
None

Adjourned at 12:03 p.m.

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS  
AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA

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Elizabeth Windel, Chair

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M. Bradley Gaskins, Secretary-Treasurer

## CASH BALANCE SHEET FY21

7/1/2020 - 6/30/2021

Cash Balance

\$851,400.28

DATE	INCOME	GRF	TRF-200	EXPENSES	CASH BALANCE
<b>7/1/2020</b>					\$851,400.28
Jul-19	\$7,550.00	\$687.50	\$ 6,862.50	\$43,164.90	\$815,097.88
Aug-19	\$8,697.66	\$740.00	\$ 7,957.66	\$59,841.93	\$763,213.61
Sep-19	\$8,875.00	\$820.00	\$ 8,055.00	\$63,425.78	\$707,842.83
<b>1st. Qtr.</b>	<b>\$ 25,122.66</b>	<b>\$ 2,247.50</b>	<b>\$ 22,875.16</b>	<b>\$ 166,432.61</b>	<b>\$ 707,842.83</b>
DATE	INCOME	GRF	TRF-200	EXPENSES	CASH BALANCE
Covid Reimburse	\$ 2,618.22				
Oct-19	\$12,650.00	\$1,200.00	\$11,450.00	\$56,476.39	\$665,434.66
Nov-19	\$10,725.00	\$1,050.00	\$9,675.00	\$58,047.20	\$617,062.46
Dec-19	\$11,475.00	\$1,687.50	\$9,787.50	\$54,962.90	\$571,887.06
<b>2nd Qtr.</b>	<b>\$ 37,468.22</b>	<b>\$3,937.50</b>	<b>\$30,912.50</b>	<b>\$169,486.49</b>	<b>\$571,887.06</b>
<b>TOTAL YTD</b>	<b>\$ 62,590.88</b>	<b>\$ 6,185.00</b>	<b>\$ 53,787.66</b>	<b>\$ 335,919.10</b>	<b>\$ 571,887.06</b>
DATE	INCOME	GRF	TRF-200	EXPENSES	CASH BALANCE
Jan-20	\$6,375.37	\$595.00	\$ 5,780.37	\$45,120.44	\$532,546.99
Feb-20					
Mar-20					
<b>3rd Qtr.</b>	<b>\$ 6,375.37</b>	<b>\$ 595.00</b>	<b>\$ 5,780.37</b>	<b>\$ 45,120.44</b>	
<b>TOTAL YTD</b>	<b>\$ 68,966.25</b>	<b>\$ 6,780.00</b>	<b>\$ 59,568.03</b>	<b>\$ 381,039.54</b>	
DATE	INCOME	GRF	TRF-200	EXPENSES	CASH BALANCE
Apr-20					
May-20					
Jun-20					
<b>4th QTR.</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL YTD</b>	<b>\$ 68,966.25</b>	<b>\$ 6,780.00</b>	<b>\$ 59,568.03</b>	<b>\$ 381,039.54</b>	

Deceber 2020 (FY21) 587.5 was added to GRF to correct May 2020 (FY20) shortage to GRF

January 2021



State of Oklahoma  
Allotment Budget and Available Cash  
As Of January 31, 2021

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Business Unit	Class	Dept	Bud Ref	Allocations	Pre Encumbered	Encumbered	Current Yr Exp	Prior Yr Exp	Allotment Budget	Available Cash
04500										
	200									526,766.62
	20000	10	19	937,416.40	.00	.00	.00	545,873.76	391,542.64	
	20000	10	20	850,781.90	.00	175,099.15	8,244.09	537,128.83	130,309.83	
	20000	10	21	799,016.36	.00	224,834.40	321,628.42	.00	252,553.54	
	20000	88	19	37,494.00	.00	.00	.00	23,183.12	14,310.88	
	20000	88	20	107,273.00	1,128.55	7,463.05	4,031.82	69,377.58	25,272.00	
	20000	88	21	121,984.95	858.04	33,136.27	47,135.21	.00	40,855.43	
				<u>2,853,966.61</u>	<u>1,986.59</u>	<u>440,532.87</u>	<u>381,039.54</u>	<u>1,175,563.29</u>	<u>854,844.32</u>	
Business Unit Totals				2,853,966.61	1,986.59	440,532.87	381,039.54	1,175,563.29	854,844.32	526,766.62

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532546.99  
 (LH)  
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State of Oklahoma

2/1/2021

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	
04500	510000	PERSONAL SERVICES				
		511000				
			511110 Sals-Regular Pay	21,958.33	168,708.31	
			511210 Longevity Pay-State Employees	0.00	1,900.00	
			511400 Compensation - Brd-Com Members	0.00	2,034.00	
			511420 Excess Benefit Allowance	20.25	348.27	
			<b>Sub Class 511000 Total</b>	<b>21,978.58</b>	<b>172,990.58</b>	
		512000				
			512110 Insur.Prem-Hlth-Life-State Pln	4,943.10	34,400.10	
			512210 Unemployment Compen.-Payroll	193.77	214.11	
			512310 Insur.Prem-Workers Comp.	0.00	427.57	
			<b>Sub Class 512000 Total</b>	<b>5,136.87</b>	<b>35,041.78</b>	
		513000				
			513110 Employer Share-FICA	1,267.87	10,166.66	
			513120 Employer Share-MQFE/FICA	296.52	2,377.70	
			513230 Employer Share OPERS	2,924.62	22,435.84	
			513280 Employer Match-AdFeeSt.Annuity	88.77	621.39	
			513290 St.Match-Ad Fee-Def Contr	255.57	2,088.99	
			513300 Ret.Savings-Def Contr Plan	444.50	3,636.50	
			<b>Sub Class 513000 Total</b>	<b>5,277.85</b>	<b>41,327.08</b>	
		515000				
			515010 Offices Of Lawyers	5,300.00	24,850.00	
			515060 Acctg,Tax,Books,Payroll Svc	210.00	16,145.00	
			515380 Other Computer Related Svc	2,879.42	20,025.48	
			515580 Business Support Services	960.00	6,510.00	
			515610 Business Service Centers	157.70	2,846.95	
			515650 Investigation-Security Svcs	12.50	214.90	
			<b>Sub Class 515000 Total</b>	<b>9,519.62</b>	<b>70,592.33</b>	
		519000				
			519130 Flexible Benefits-Adminis.	190.82	616.16	





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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	510000		PERSONAL SERVICES		
			Sub Class 519000 Total	190.82	616.16
			Major Class 510000 Total	42,103.74	320,567.93
04500	520000		TRAVEL		
		521000			
			521310 Travel Reimb.-Non-State Empls.	0.00	126.30
			Sub Class 521000 Total	0.00	126.30
		522000			
			522150 Registration - Agency Direct	0.00	1,125.00
			Sub Class 522000 Total	0.00	1,125.00
			Major Class 520000 Total	0.00	1,251.30
04500	530000		ADMINISTRATIVE EXPENSE		
		531000			
			531110 Freight Expenses	0.00	315.15
			531130 Telecommunication Services	208.60	1,629.20
			531150 Printing & Binding Contrs	0.00	1,053.37
			531170 Informational Service	0.00	21,898.00
			531180 Bank Service Charges	32.00	112.00
			531230 ERP System Services	26.00	288.00
			531260 Membership in Organizations	215.00	17,765.00
			531310 Prem-Property or Liab.Insur.	312.00	312.00
			Sub Class 531000 Total	793.60	43,372.72
		532000			
			532110 Rent of Office Space	1,127.50	7,892.50
			532160 Rent-Elec Data Processing Eq.	789.06	3,518.70
			532170 Rent-Data Processing Software	0.00	622.10
			Sub Class 532000 Total	1,916.56	12,033.30



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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	530000		ADMINISTRATIVE EXPENSE		
		533000			
			533140 Mtcc-Rep.-DP Equip-Vendor	220.08	1,175.84
			Sub Class 533000 Total	220.08	1,175.84
		536000			
			536130 Office Supplies Non-Expendable	86.46	725.49
			536140 Office Supplies (Expendable)	0.00	817.84
			536150 Data Processing Supplies	0.00	149.92
			536170 Food and Catering Service	0.00	43.87
			Sub Class 536000 Total	86.46	1,737.12
			Major Class 530000 Total	3,016.70	58,318.98
04500	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
			541120 Data Processing Equipment	0.00	890.38
			Sub Class 541000 Total	0.00	890.38
			Major Class 540000 Total	0.00	890.38
04500	550000		GEN ASST, AWDS, PROG-DIRECTED		
		553000			
			553190 Refunds-Overpayment Charges	0.00	-25.00
			Sub Class 553000 Total	0.00	-25.00
			Major Class 550000 Total	0.00	-25.00
04500	560000		TRANSFERS & OTHER DISBURSMNTS		
		561000			
			561130 Employee Reimb.-Non-Travel	0.00	10.95
			Sub Class 561000 Total	0.00	10.95



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6 Digit Object of Expenditure Report  
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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
	Major Class 560000 Total			0.00	10.95
Business Unit 04500 Total				45,120.44	381,014.54
Grand Total by Business Unit				45,120.44	381,014.54

December 2020



State of Oklahoma  
Allotment Budget and Available Cash  
As Of December 31,2020

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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
04500										562,099.56
	200									
	20000	10	19	937,416.40	.00	.00	.00	545,873.76	391,542.64	
	20000	10	20	850,781.90	.00	175,099.15	8,244.09	537,128.83	130,309.83	
	20000	10	21	799,016.36	.00	233,279.54	280,749.60	.00	284,987.22	
	20000	88	19	37,494.00	.00	.00	.00	23,183.12	14,310.88	
	20000	88	20	107,273.00	1,128.55	7,463.05	4,031.82	69,377.58	25,272.00	
	20000	88	21	121,984.95	858.04	37,377.89	42,893.59	.00	40,855.43	
				<u>2,853,966.61</u>	<u>1,986.59</u>	<u>453,219.63</u>	<u>335,919.10</u>	<u>1,175,563.29</u>	<u>887,278.00</u>	
Business Unit Totals				2,853,966.61	1,986.59	453,219.63	335,919.10	1,175,563.29	887,278.00	562,099.56

*Trans + 9187.50*  
571,887.06



State of Oklahoma

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	
04500	510000	PERSONAL SERVICES				
		511000				
			511110 Sals-Regular Pay	21,958.33	146,749.98	
			511210 Longevity Pay-State Employees	0.00	1,900.00	
			511400 Compensation - Brd-Com Members	339.00	2,034.00	
			511420 Excess Benefit Allowance	54.67	328.02	
			<b>Sub Class 511000 Total</b>	<b>22,352.00</b>	<b>151,012.00</b>	
		512000				
			512110 Insur.Prem-Hlth-Life-State Pln	4,909.50	29,457.00	
			512210 Unemployment Compen.-Payroll	3.39	20.34	
			512310 Insur.Prem-Workers Comp.	0.00	427.57	
			<b>Sub Class 512000 Total</b>	<b>4,912.89</b>	<b>29,904.91</b>	
		513000				
			513110 Employer Share-FICA	1,308.49	8,898.79	
			513120 Employer Share-MQFE/FICA	306.03	2,081.18	
			513230 Employer Share OPERS	2,924.62	19,511.22	
			513280 Employer Match-AdFeeSt.Annuity	88.77	532.62	
			513290 St.Match-Ad Fee-Def Contr	255.57	1,833.42	
			513300 Ret.Savings-Def Contr Plan	444.50	3,192.00	
			<b>Sub Class 513000 Total</b>	<b>5,327.98</b>	<b>36,049.23</b>	
		515000				
			515010 Offices Of Lawyers	1,800.00	19,550.00	
			515060 Acctg,Tax,Books,Payroll Svc	210.00	15,935.00	
			515380 Other Computer Related Svc	2,879.42	17,146.06	
			515580 Business Support Services	960.00	5,550.00	
			515610 Business Service Centers	213.85	2,689.25	
			515650 Investigation-Security Svcs	12.50	202.40	
			<b>Sub Class 515000 Total</b>	<b>6,075.77</b>	<b>61,072.71</b>	
		519000				
			519130 Flexible Benefits-Adminis.	0.00	425.34	



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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	510000		PERSONAL SERVICES		
			Sub Class 519000 Total	0.00	425.34
			Major Class 510000 Total	38,668.64	278,464.19
04500	520000		TRAVEL		
		521000			
			521310 Travel Reimb.-Non-State Empls.	0.00	126.30
			Sub Class 521000 Total	0.00	126.30
		522000			
			522150 Registration - Agency Direct	0.00	1,125.00
			Sub Class 522000 Total	0.00	1,125.00
			Major Class 520000 Total	0.00	1,251.30
04500	530000		ADMINISTRATIVE EXPENSE		
		531000			
			531110 Freight Expenses	6.76	315.15
			531130 Telecommunication Services	358.26	1,420.60
			531150 Printing & Binding Contrs	0.00	1,053.37
			531170 Informational Service	10,848.00	21,898.00
			531180 Bank Service Charges	16.00	80.00
			531230 ERP System Services	26.00	262.00
			531260 Membership in Organizations	3,500.00	17,550.00
			Sub Class 531000 Total	14,755.02	42,579.12
		532000			
			532110 Rent of Office Space	1,127.50	6,765.00
			532160 Rent-Elec Data Processing Eq.	287.88	2,729.64
			532170 Rent-Data Processing Software	0.00	622.10
			Sub Class 532000 Total	1,415.38	10,116.74
		533000			



State of Oklahoma

6 Digit Object of Expenditure Report  
 From : July 01, 2020 To: December 31, 2020  
 From Business Unit: 04500 To Business Unit: 04500

1/4/2021  
 8:15:42 AM  
 Page 4

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	530000		ADMINISTRATIVE EXPENSE		
		533140	Mtce-Rep.-DP Equip-Vendor	0.00	955.76
		Sub Class 533000 Total		0.00	955.76
	536000				
		536130	Office Supplies Non-Expendable	0.00	639.03
		536140	Office Supplies (Expendable)	112.91 ✓	817.84
		536150	Data Processing Supplies	0.00	149.92
		536170	Food and Catering Service	0.00 ✓	43.87
		Sub Class 536000 Total		112.91	1,650.66
	Major Class 530000 Total			16,283.31	55,302.28
04500	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
		541120	Data Processing Equipment	0.00	890.38
		Sub Class 541000 Total		0.00	890.38
	Major Class 540000 Total			0.00	890.38
04500	550000		GEN ASST, AWDS, PROG-DIRECTED		
		553000			
		553190	Refunds-Overpayment Charges	0.00	-25.00
		Sub Class 553000 Total		0.00	-25.00
	Major Class 550000 Total			0.00	-25.00
04500	560000		TRANSFERS & OTHER DISBURSMNTS		
		561000			
		561130	Employee Reimb.-Non-Travel	10.95 ✓	10.95
		Sub Class 561000 Total		10.95	10.95



State of Oklahoma

6 Digit Object of Expenditure Report  
From : July 01, 2020 To: December 31, 2020  
From Business Unit: 04500 To Business Unit: 04500

1/4/2021  
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Page 5

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>
	Major Class 560000 Total		
Business Unit 04500 Total			
Grand Total by Business Unit			

<u>Current Month</u>	<u>Fiscal YTD</u>
10.95 ✓	10.95
54,962.90	335,894.10
54,962.90	335,894.10

✓  
OK  
JLS



November 2020



State of Oklahoma  
 Allotment Budget and Available Cash  
 As Of November 30,2020

12/1/2020  
 10:15:04 AM  
 Page 1

Business Unit	Class	Dept	Bud Ref	Allocations	Pre Encumbered	Encumbered	Current Yr Exp	Prior Yr Exp	Allotment Budget	Available Cash
04500	200									607,387.46
	20000	10	19	937,416.40	.00	.00	.00	545,873.76	391,542.64	
	20000	10	20	850,781.90	.00	175,099.15	8,244.09	537,128.83	130,309.83	
	20000	10	21	799,016.36	.00	241,134.01	240,202.26	.00	317,680.09	
	20000	88	19	37,494.00	.00	.00	.00	23,183.12	14,310.88	
	20000	88	20	107,273.00	1,128.55	7,463.05	4,031.82	69,377.58	25,272.00	
	20000	88	21	121,984.95	.00	51,793.45	28,478.03	.00	41,713.47	
				<u>2,853,966.61</u>	<u>1,128.55</u>	<u>475,489.66</u>	<u>280,956.20</u>	<u>1,175,563.29</u>	<u>920,828.91</u>	
Business Unit Totals				2,853,966.61	1,128.55	475,489.66	280,956.20	1,175,563.29	920,828.91	607,387.46

TRANS 9675.00  
 617,062.46  
 - 587.50  
 Correction GR  
 616,474.96  
 (66)



State of Oklahoma

6 Digit Object of Expenditure Report  
 From : July 01,2020 To: November 30, 2020  
 From Business Unit: 04500 To Business Unit: 04500

12/1/2020  
 11:47:18 AM  
 Page 2

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	
04500	510000	PERSONAL SERVICES				
		511000				
			511110	Sals-Regular Pay	21,958.33	124,791.65
			511210	Longevity Pay-State Employees	0.00	1,900.00
			511400	Compensation - Brd-Com Members	678.00	1,695.00
			511420	Excess Benefit Allowance	54.67	273.35
		Sub Class 511000 Total			<u>22,691.00</u>	<u>128,660.00</u>
		512000				
			512110	Insur.Prem-Hlth-Life-State Pln	4,909.50	24,547.50
			512210	Unemployment Compen.-Payroll	6.78	16.95
			512310	Insur.Prem-Workers Comp.	0.00	427.57
		Sub Class 512000 Total			<u>4,916.28</u>	<u>24,992.02</u>
		513000				
			513110	Employer Share-FICA	1,329.53	7,590.30
			513120	Employer Share-MQFE/FICA	310.94	1,775.15
			513230	Employer Share OPERS	2,924.62	16,586.60
			513280	Employer Match-AdFeeSt.Annuity	88.77	443.85
			513290	St.Match-Ad Fee-Def Contr	255.57	1,577.85
			513300	Ret.Savings-Def Contr Plan	444.50	2,747.50
		Sub Class 513000 Total			<u>5,353.93</u>	<u>30,721.25</u>
		515000				
			515010	Offices Of Lawyers	3,550.00	17,750.00
			515060	Acctg,Tax,Books,Payroll Svc	14,885.00	15,725.00
			515380	Other Computer Related Svc	2,879.42	14,266.64
			515580	Business Support Services	960.00	4,590.00
			515610	Business Service Centers	174.25	2,475.40
			515650	Investigation-Security Svcs	0.00	189.90
		Sub Class 515000 Total			<u>22,448.67</u>	<u>54,996.94</u>
		519000				
			519130	Flexible Benefits-Adminis.	139.11	425.34



State of Oklahoma

6 Digit Object of Expenditure Report  
 From : July 01,2020 To: November 30, 2020  
 From Business Unit: 04500 To Business Unit: 04500

12/1/2020  
 11:47:18 AM  
 Page 4

<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	530000		ADMINISTRATIVE EXPENSE		
			533140 Mice-Rep.-DP Equip-Vendor	0.00	955.76
			Sub Class 533000 Total	0.00	955.76
		536000			
			536130 Office Supplies Non-Expendable	0.00	639.03
			536140 Office Supplies (Expendable)	0.00	704.93
			536150 Data Processing Supplies	0.00	149.92
			536170 Food and Catering Service	0.00	43.87
			Sub Class 536000 Total	0.00	1,537.75
			Major Class 530000 Total	2,498.21	39,018.97
04500	540000		PROP,FURN,EQUIP & RELATED DEBT		
		541000			
			541120 Data Processing Equipment	0.00	890.38
			Sub Class 541000 Total	0.00	890.38
			Major Class 540000 Total	0.00	890.38
04500	550000		GEN ASST, AWDS, PROG-DIRECTED		
		553000			
			553190 Refunds-Overpayment Charges	0.00	-25.00
			Sub Class 553000 Total	0.00	-25.00
			Major Class 550000 Total	0.00	-25.00
Business Unit 04500 Total				58,047.20	280,931.20
Grand Total by Business Unit				58,047.20	280,931.20

Report Name: OCGL0060  
 Query Title: OCP\_GLA060 and OCP\_GLB060

*Handwritten initials*

*Handwritten circle around the total values*

**From:** [Leslie Hanska](#)  
**To:** [tommy@tlhood.com](mailto:tommy@tlhood.com)  
**Cc:** [Lauren Vaughan](#)  
**Subject:** RE: [EXTERNAL] Tommy Hood re:Trade Name  
**Date:** Tuesday, February 2, 2021 8:48:23 AM

---

Good Morning Tommy,  
Thank you for getting this to me so quickly. I will add this to the Board's agenda. Either myself or our Compliance Officer, Lauren Vaughan will be in touch following the board meeting per our discussion.  
Kind Regards,

**Leslie Hanska**  
**Executive Director**

Oklahoma Board of Architects, Landscape Architects  
And Registered Interior Designers

220 NE 28<sup>th</sup> Street, Suite 150  
Oklahoma City, OK 73105  
405-949-2383 (office)  
405-479-4482 (mobile)  
[www.ok.gov/architects](http://www.ok.gov/architects)

*This message and attachments are intended only for the addressee(s) and may contain information that is privileged and/or confidential.*

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**From:** tommy@tlhood.com <tommy@tlhood.com>  
**Sent:** Monday, February 1, 2021 5:28 PM  
**To:** Leslie Hanska <Leslie.Hanska@boardofarch.ok.gov>  
**Subject:** [EXTERNAL] Tommy Hood re:Trade Name

Hi Leslie,

It was good visiting with you on the phone earlier.

I am hoping for approval from the Board, on February 17th, to be allowed to use the Trade Name/DBA, "Cash Flow Architects".

Our mission is to help individuals design a stronger financial future through Financial Literacy and Education.

I believe using the words "Cash Flow" in the name establishes that we are not, nor should be confused with, a normal Architecture company, rather a business that designs/builds financial growth strategies.

Thank you for your time,  
Tommy Hood

**2021 Legislative Session Bills**

1. Professions and Occupations Modernization Acts—HB1228, HB1229, HB1230, HB1231, HB1232, HB1730, HB1731, HB1905, HB1938, HB1939, HB2071, HB2124, HB2164, HB2197, HB2289, HB2305, HB2306, HB2470, HB2529
2. Design Professionals Services Agreements—HB1926 & HB1934
3. Occupational Certification Opportunity Act—SB0756
4. Universal Licensing Recognition Acts—HB1981 & HB2873
5. Professional Licensing Act of 2021—HB1871
6. Right to Earn a Living Act—SB0542
7. Interior Design Licensing Act of 2021—HB1147
8. Administrative Rules Process Acts—SB0539, SB0913, SB0928
9. State Government Consolidation Reform Act—HB2045
10. Bills that would affect state agencies in some way: HB1090, HB1289, HB1290, HB1291, HB1292, HB1293, HB2107, HB2185, HB2248, HB2339, HB2530, HB2629, SB0430, SB0452, SB0484, SB0827, SB0875, SB0885, SB0896, SB0913, SB0921, SB0924, SB0928

<b>Bill Number</b>	<b>Paraphrase</b>	<b>Author</b>
HB1871	<b>Professional Licensing Act of 2021</b> —shell bill	Gerrid Kendrix
HB1981	<b>Universal Licensing Recognition Act</b> —allows a person living in Oklahoma to apply for licensing or certification if there is no conflict with any interstate compact or state-to-state reciprocity or equivalency agreement as determined by the Oklahoma regulatory entity.	Mark Lepak
HB2045	State Government Consolidation Reform Act—shell bill	Charles McCall
HB2873	<b>Universal Licensing Recognition Act</b> —allows a person living in Oklahoma to apply for licensing or certification if there is no conflict with any interstate compact or state-to-state reciprocity or equivalency agreement as determined by the Oklahoma regulatory entity.	Kevin Wallace
SB0539	<b>Agency Administrative Rules procedure</b> —reduces the time period to 30 calendar days from 90 days in which the agency must respond to a request from the governor or either chamber of the Legislature to review its rules to determine whether or not the rules in question should be amended, repealed or redrafted AND permits the Legislature to amend an agency administrative rule by joint resolution, in whole or in part. It also permits the Legislature to provide further instructions to the agency that promulgated the rule.	Nathan Dahm
SB0542	<b>Right to Earn a Living Act</b> —requires all occupational regulations be limited to those demonstrably necessary and carefully tailored to fulfill legitimate public health, safety or welfare objectives. It requires, within one year of the bill's enactment, every agency conduct a comprehensive review of all occupational regulations and occupational licenses within their jurisdictions. It establishes standards for the review. It provides that an agency which finds any regulation that does not satisfy the standards for review repeal the occupational	Nathan Dahm

	regulation or modify the occupational regulation to conform with the standards if such action is within the agency's authority to do so or recommend to the Legislature actions necessary to repeal or modify the occupational license or occupational regulation to conform to the standards if such action as it relates to an occupational regulation is not within the agency's authority.	
SB0756	Occupational Certification Opportunity Act—provides for voluntary private occupational certifications and registration.	Michael Bergstrom
HB1147	<b>Interior Design Licensing Act of 2021</b> —the language is the same as the last edit done by the Act & Rules committee/the Board, which was sent to Osburn in November.	Mike Osburn

**From:** [Kristen Brumley](#)  
**To:** [Leslie Hanska](#)  
**Cc:** [Jennifer Jones](#); [Sarah Green \(SGreen@fsb-ae.com\)](mailto:SGreen@fsb-ae.com)  
**Subject:** [EXTERNAL] RE: RID LAW CLARIFICATION  
**Date:** Tuesday, February 9, 2021 7:34:17 PM

---

Hi Leslie,

Below I've listed our interpretation of the way the law is currently written. Let us know if you need anything else.

Thanks again for getting us the board's interpretation!

**KRISTEN BRUMLEY, RID, NCIDQ, IIDA**  
Oklahoma Interior Design Coalition | Past President

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**AN ARCHITECT IS REQUIRED FOR THE FOLLOWING CODE USE GROUPS, AND REGISTERED INTERIOR DESIGNERS CANNOT SOLELY PRODUCE:**

- Group I — Institutional;
- Group R-2 – Residential, limited to dormitories, fraternities and sororities, and monasteries and convents;
- Group A-1 – Assembly and theaters;
- Group A-4 – Assembly, arenas and courts;
- Group A-5 – Assembly, bleachers and grandstands; and
- Buildings for which the designated Code Use Group changes

**THE FOLLOWING ARE ALLOWANCES FOR THE GENERAL PUBLIC, WHICH INCLUDES INTERIOR DESIGNERS, WITHOUT AN ARCHITECT:**

- Construction/addition/alteration on the first or second floor, with no more than 50 people in:
  - A-2 (assembly), A-3 (assembly), and (E) Education
- Construction/addition/alteration on the first or second floor, with no more than 64 transient lodging units in:
  - Group R1 — Residential, including, but not limited to, hotels and motels
- Construction/addition/alteration on the first or second floor, with no more than 100,000 square feet in:
  - B- Business
- Construction/addition/alteration on the first or second floor, with no more than 200,000 square feet in:
  - M – Mercantile
- Construction/addition/alteration on the first or second floor in:
  - U – Utility
  - F – Factory and Industrial
  - H- High Hazard
  - S – Storage
  - R2 — Residential, including apartments containing no more than thirty-two (32) dwelling units or thirty-two (32) guest units per building,

- R3 and R4 — Residential,
- all buildings used by a municipality, county, state, public trust, public agency or the federal government
  - with a construction value under One Hundred Fifty-eight Thousand Dollars (\$158,000.00)
- all uninhabitable, privately owned agricultural buildings.

We've taken this information and answered our more specific questions below in **blue**.

---

**From:** Leslie Hanska <[Leslie.Hanska@boardofarch.ok.gov](mailto:Leslie.Hanska@boardofarch.ok.gov)>

**Sent:** Thursday, January 28, 2021 9:23 AM

**To:** Kristen Brumley <[kbrumley@officeinteriorsok.com](mailto:kbrumley@officeinteriorsok.com)>

**Cc:** Jennifer Jones <[Jennifer.Jones@spur-design.com](mailto:Jennifer.Jones@spur-design.com)>; Sarah Green ([SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)) <[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>; Beth Windel <[beth@sdg-architects.com](mailto:beth@sdg-architects.com)>; [brad@klepperlaw.com](mailto:brad@klepperlaw.com)

**Subject:** FW: RID LAW CLARIFICATION

Good Morning Kristen,

Thank you for the email. As requested, I am putting this item on the agenda for our February 17<sup>th</sup> Board meeting. To assist the Board in review, can you please identify the building types and scenarios you understand interior designers are allowed to work on (without an Architect's involvement) under the Act as currently written.

I will need your response by February 9<sup>th</sup> in order to include it in the board member packets sent out in advance of the meeting.

Kind Regards,

Leslie

**Leslie Hanska**

**Executive Director**

Oklahoma Board of Architects, Landscape Architects  
And Registered Interior Designers

220 NE 28<sup>th</sup> Street, Suite 150

Oklahoma City, OK 73105

405-949-2383 (office)

405-479-4482 (mobile)

[www.ok.gov/architects](http://www.ok.gov/architects)

*This message and attachments are intended only for the addressee(s) and may contain information that is privileged and/or confidential.*

---

**From:** Leslie Hanska

**Sent:** Tuesday, January 26, 2021 5:02 PM



**To:** Kristen Brumley <[kbrumley@officeinteriorsok.com](mailto:kbrumley@officeinteriorsok.com)>

**Cc:** Jennifer Jones <[Jennifer.Jones@spur-design.com](mailto:Jennifer.Jones@spur-design.com)>; Sarah Green (<[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>  
<[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>

**Subject:** RE: RID LAW CLARIFICATION

Kristen,

Happy New Year to you too!

I just wanted to drop you a quick note, since it's already the end of the day!...to let you know that I got your email and that I'll get back with you ASAP with a response per below.

Kind Regards,

Leslie

**Leslie Hanska**

**Executive Director**

Oklahoma Board of Architects, Landscape Architects

And Registered Interior Designers

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---

**From:** Kristen Brumley <[kbrumley@officeinteriorsok.com](mailto:kbrumley@officeinteriorsok.com)>

**Sent:** Tuesday, January 26, 2021 9:38 AM

**To:** Leslie Hanska <[Leslie.Hanska@boardofarch.ok.gov](mailto:Leslie.Hanska@boardofarch.ok.gov)>

**Cc:** Jennifer Jones <[Jennifer.Jones@spur-design.com](mailto:Jennifer.Jones@spur-design.com)>; Sarah Green (<[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>  
<[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>

**Subject:** [EXTERNAL] RID LAW CLARIFICATION

Happy New Year Leslie! I hope this email finds you healthy and well.

My office is in the process of moving to the 19<sup>th</sup> floor downtown. The space had too many offices, so we wanted to take some walls down, and put a few up to create a smaller number of offices. Other than that, the changes were to interior finishes, lighting, new acoustical ceiling/grid, and some electrical changes. We also removed some built-in millwork, and added some new millwork. We didn't touch the structure or the core. When my co-worker called the city, they said that any work above the second floor would require an architect. Therefore, we had to hire an architect in order to receive permits, even though we had already created all the drawings in-house.

This brought up the question again, what are we allowed to do without an architect? Would you please help to clarify from the board's perspective so that we can better understand? Is the answer that we are only able to do what the general public can do? At one point you

mentioned a clause that would allow us to do TI work, but it may help for you to re-explain that please.

Here are some other scenarios that we'd like for you to help us out with, just so we have a better understanding on how to educate other RID's on what they're able to do at this time.

If a Registered Interior Designer submitted the following types of drawings to the authority holding jurisdiction in their area, would they be considered for permit? Would an architect be required?

- Drawings replacing flooring materials (carpet, tile, LVT) updating wall materials, ceiling acoustical tiles, and complete furniture overhaul of a daycare facility for 25 students under age 5 in the first floor of a two-story building 99,000 sq ft.

**Permit:** Yes, a permit would be required.

**Architect:** No, an Architect would not be required per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT.

- Would your answer change if it was 150,000 sq ft?

No

- Would your answer change if it was 51 students?

Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

- Would your answer change if it was a 3 story building?

Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

- A layout for the 2<sup>nd</sup> floor of an existing office building, code use group M, office furniture including systems furniture with 54" high partitions, appliances, break room millwork and lounge furniture 199,000 sq ft. Plans would include a life safety plan for egress.

**Permit:** Yes, a permit would be required.

**Architect:** No, an Architect would not be required per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT.

- Would your answer change if this was on the 3<sup>rd</sup> floor?

Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

Would your answer change if this was 200,001 sq. ft.?

Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

- A layout for the 2nd floor of an existing office building, code use group B, showcasing new office layouts including the relocation of interior non-load bearing walls with doors including conference rooms with 49 persons and private and open offices, with the corresponding life safety plan for interior horizontal egress of 99,000 sq. ft

**Permit:** Yes, a permit would be required.

**Architect:** No, an Architect would not be required per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT.

- Drawings replacing flooring materials (carpet with laminate flooring), updating wall coverings, and a complete furniture overhaul in a restaurant for 50 people on the third floor of a three-story building.

**Permit:** Yes, a permit would be required if furniture is fixed.

**Architect:** Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

- Drawings replacing furniture in an elevator lobby of the 4<sup>th</sup> floor of an office building with new egress plan, and ADA clearances.

**Permit:** Yes, a permit would be required if any of the existing furniture was fixed.

**Architect:** Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

- Replacing a built-in reception desk on the 6<sup>th</sup> floor of an office building with new egress plan and ADA clearances.

**Permit:** Yes, a permit would be required.

**Architect:** Yes, per Section 46.21b-C of the OKLAHOMA STATE ARCHITECTURAL AND REGISTERED COMMERCIAL INTERIOR DESIGNERS ACT an architect would be required. A Registered Interior Designer is no more qualified than the general public.

Thanks again for your help! We hope that this is something we can share with other designers when they would like clarification from us.

**KRISTEN BRUMLEY, RID, NCIDQ, IIDA**  
Oklahoma Interior Design Coalition | Past President



**From:** [Leslie Hanska](#)  
**To:** [Kristen Brumley](#)  
**Cc:** [Jennifer Jones](#); [Sarah Green \(SGreen@fsb-ae.com\)](mailto:SGreen@fsb-ae.com); [Beth Windel](#); [brad@klepperlaw.com](mailto:brad@klepperlaw.com)  
**Bcc:** [Ellen White](#); [Lauren Vaughan](#)  
**Subject:** FW: RID LAW CLARIFICATION  
**Date:** Thursday, January 28, 2021 9:23:00 AM

---

Good Morning Kristen,

Thank you for the email. As requested, I am putting this item on the agenda for our February 17<sup>th</sup> Board meeting. To assist the Board in review, can you please identify the building types and scenarios you understand interior designers are allowed to work on (without an Architect's involvement) under the Act as currently written.

I will need your response by February 9<sup>th</sup> in order to include it in the board member packets sent out in advance of the meeting.

Kind Regards,  
Leslie

**Leslie Hanska**  
**Executive Director**

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---

**From:** Leslie Hanska  
**Sent:** Tuesday, January 26, 2021 5:02 PM  
**To:** Kristen Brumley <kbrumley@officeinteriorsok.com>  
**Cc:** Jennifer Jones <Jennifer.Jones@spur-design.com>; Sarah Green (SGreen@fsb-ae.com) <SGreen@fsb-ae.com>  
**Subject:** RE: RID LAW CLARIFICATION

Kristen,

Happy New Year to you too!

I just wanted to drop you a quick note, since it's already the end of the day!...to let you know that I got your email and that I'll get back with you ASAP with a response per below.

Kind Regards,  
Leslie

**Leslie Hanska**

**Executive Director**

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405-479-4482 (mobile)  
[www.ok.gov/architects](http://www.ok.gov/architects)

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**From:** Kristen Brumley <[kbrumley@officeinteriorsok.com](mailto:kbrumley@officeinteriorsok.com)>  
**Sent:** Tuesday, January 26, 2021 9:38 AM  
**To:** Leslie Hanska <[Leslie.Hanska@boardofarch.ok.gov](mailto:Leslie.Hanska@boardofarch.ok.gov)>  
**Cc:** Jennifer Jones <[Jennifer.Jones@spur-design.com](mailto:Jennifer.Jones@spur-design.com)>; Sarah Green ([SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)) <[SGreen@fsb-ae.com](mailto:SGreen@fsb-ae.com)>  
**Subject:** [EXTERNAL] RID LAW CLARIFICATION

Happy New Year Leslie! I hope this email finds you healthy and well.

My office is the process of moving to the 19<sup>th</sup> floor downtown. The space had too many offices, so we wanted to take some walls down, and put a few up to create a smaller number of offices. Other than that, the changes were to interior finishes, lighting, new acoustical ceiling/grid, and some electrical changes. We also removed some built-in millwork, and added some new millwork. We didn't touch the structure or the core. When my co-worker called the city, they said that any work above the second floor would require an architect. Therefore, we had to hire an architect in order to receive permits, even though we had already created all the drawings in-house.

This brought up the question again, what are we allowed to do without an architect? Would you please help to clarify from the board's perspective so that we can better understand? Is the answer that we are only able to do what the general public can do? At one point you mentioned a clause that would allow us to do TI work, but it may help for you to re-explain that please.

Here are some other scenarios that we'd like for you to help us out with, just so we have a better understanding on how to educate other RID's on what they're able to do at this time.

If a Registered Interior Designer submitted the following types of drawings to the authority holding jurisdiction in their area, would they be considered for permit? Would an architect be required?

- Drawings replacing flooring materials (carpet, tile, LVT) updating wall materials, ceiling acoustical tiles, and complete furniture overhaul of a daycare facility for 25 students under age 5 in the first floor of a two-story building 99,000 sq ft.

- Would your answer change if it was 150,000 sq ft?
- Would your answer change if it was 51 students?
- Would your answer change if it was a 3 story building?
- A layout for the 2<sup>nd</sup> floor of an existing office building, code use group M, office furniture including systems furniture with 54" high partitions, appliances, break room millwork and lounge furniture 199,000 sq ft. Plans would include a life safety plan for egress.
  - Would your answer change if this was on the 3<sup>rd</sup> floor?
  - Would your answer change if this was 200,001 sq. ft.?
- A layout for the 2nd floor of an existing office building, code use group B, showcasing new office layouts including the relocation of interior non-load bearing walls with doors including conference rooms with 49 persons and private and open offices, with the corresponding life safety plan for interior horizontal egress of 99,000 sq. ft
- Drawings replacing flooring materials (carpet with laminate flooring), updating wall coverings, and a complete furniture overhaul in a restaurant for 50 people on the third floor of a three-story building.
- Drawings replacing furniture in an elevator lobby of the 4<sup>th</sup> floor of an office building with new egress plan, and ADA clearances.
- Replacing a built-in reception desk on the 6<sup>th</sup> floor of an office building with new egress plan and ADA clearances.

Thanks again for your help! We hope that this is something we can share with other designers when they would like clarification from us.

**KRISTEN BRUMLEY, RID, NCIDQ, IIDA**

Oklahoma Interior Design Coalition | Past President

**COMMITTEE AMENDMENT**  
HOUSE OF REPRESENTATIVES  
State of Oklahoma

SPEAKER:

CHAIR:

I move to amend HB1147 \_\_\_\_\_  
Of the printed Bill  
Page \_\_\_\_\_ Section \_\_\_\_\_ Lines \_\_\_\_\_  
Of the Engrossed Bill

By striking the Title, the Enacting Clause, the entire bill, and by inserting in lieu thereof the following language:

**AMEND TITLE TO CONFORM TO AMENDMENTS**

Amendment submitted by: Mike Osburn \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Reading Clerk



1 STATE OF OKLAHOMA

2 1st Session of the 58th Legislature (2021)

3 PROPOSED COMMITTEE  
4 SUBSTITUTE  
5 FOR  
6 HOUSE BILL NO. 1147

By: Osburn

7  
8 PROPOSED COMMITTEE SUBSTITUTE

9 An Act relating to professions and occupations;  
10 amending 59 O.S. 2011, Sections 46.1, as amended by  
11 Section 1, Chapter 234, O.S.L. 2014, 46.2, as amended  
12 by Section 2, Chapter 234, O.S.L. 2014, 46.3, as  
13 amended by Section 3, Chapter 234, O.S.L. 2014, 46.4,  
14 as last amended by Section 1, Chapter 116, O.S.L.  
15 2020, 46.7, as last amended by Section 1, Chapter 24,  
16 O.S.L. 2015, 46.9, as amended by Section 7, Chapter  
17 234, O.S.L. 2014, 46.10, 46.12, 46.14, as last  
18 amended by Section 3, Chapter 363, O.S.L. 2019,  
19 46.17, 46.18, as amended by Section 10, Chapter 234,  
20 O.S.L. 2014, 46.19, 46.21, as amended by Section 12,  
21 Chapter 234, O.S.L. 2014, 46.21b, as amended by  
22 Section 13, Chapter 234, O.S.L. 2014, 46.24, as last  
23 amended by Section 4, Chapter 363, O.S.L. 2019,  
24 46.25, 46.28, as amended by Section 17, Chapter 234,  
O.S.L. 2014, 46.31, as last amended by Section 5,  
Chapter 363, O.S.L. 2019, 46.34, as amended by  
Section 23, Chapter 234, O.S.L. 2014, 46.38, as  
amended by Section 25, Chapter 234, O.S.L. 2014,  
46.39, as amended by Section 26, Chapter 234, O.S.L.  
2014, 46.40 and 46.41, as amended by Section 27,  
Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
Sections 46.1, 46.2, 46.3, 46.4, 46.7, 46.9, 46.14,  
46.18, 46.21, 46.21b, 46.24, 46.28, 46.31, 46.34,  
46.38, 46.39 and 46.41), which relate to the State  
Architectural and Registered Interior Designers Act;  
modifying short title; modifying purpose of act;  
modifying various references to name of act;  
modifying definitions; defining terms; re-creating  
Board of Governors of the Licensed Architects,

1 Landscape Architects and Registered Commercial  
2 Interior Designers of Oklahoma; modifying membership  
3 of Board; modifying powers and duties of the Board;  
4 modifying registration of commercial interior  
5 designers; providing for use of interior designer  
6 seal; providing exceptions; making certain acts  
7 unlawful; prohibiting transfer of registration;  
8 providing for restoration of registration; providing  
9 for codification; providing an effective date; and  
10 declaring an emergency.

11 BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

12 SECTION 1. AMENDATORY 59 O.S. 2011, Section 46.1, as  
13 amended by Section 1, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
14 Section 46.1), is amended to read as follows:

15 Section 46.1 Section 46.1 et seq. of this title shall be known  
16 and may be cited as the "State Architectural and Registered  
17 Commercial Interior Designers Act".

18 SECTION 2. AMENDATORY 59 O.S. 2011, Section 46.2, as  
19 amended by Section 2, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
20 Section 46.2), is amended to read as follows:

21 Section 46.2 In order to safeguard life, health and property  
22 and to promote ~~the~~ public welfare, the professions of architecture,  
23 ~~and~~ landscape architecture and registered commercial interior design  
24 are declared to be subject to regulation in the public interest. It  
is unlawful for any person to practice or offer to practice  
architecture or landscape architecture in this state, as defined in

1 the provisions of the State Architectural and Registered Commercial  
2 Interior Designers Act, use in connection with the person's name, or  
3 otherwise assume the title of architect, landscape architect or  
4 registered commercial interior designer, or advertise any title or  
5 description tending to convey the impression that the person is a  
6 licensed architect or landscape architect or registered commercial  
7 interior designer unless the person is duly licensed or exempt from  
8 licensure or registration under the State Architectural and  
9 Registered Commercial Interior Designers Act. The practice of  
10 architecture and landscape architecture and the use of the titles  
11 architect, landscape architect and registered commercial interior  
12 designer are privileges granted by the state through the Board of  
13 Governors of the Licensed Architects, Landscape Architects and  
14 Registered Commercial Interior Designers of Oklahoma based upon the  
15 qualifications of the individual as evidenced by a certificate of  
16 licensure or registration which shall not be transferable.

17 SECTION 3. AMENDATORY 59 O.S. 2011, Section 46.3, as  
18 amended by Section 3, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
19 Section 46.3), is amended to read as follows:

20 Section 46.3 As used in the State Architectural and Registered  
21 Commercial Interior Designers Act:

22 1. "Architect" means any person who is licensed in the practice  
23 of architecture in the State of Oklahoma as hereinafter defined;

24

1        2. "Practice of architecture" means rendering or offering to  
2 render certain services, in connection with the design and  
3 construction, enlargement or alteration of a building or a group of  
4 buildings and the space surrounding such buildings, including  
5 buildings which have as their principal purpose human occupancy or  
6 habitation. The services referred to include planning, providing  
7 preliminary studies, designs, drawings, specifications,  
8 investigations and other technical submissions, the administration  
9 of construction contracts, and the coordination of any elements of  
10 technical submissions prepared by other consultants including, as  
11 appropriate and without limitation, consulting engineers and  
12 landscape architects; provided, that the practice of architecture  
13 shall include such other professional services as may be necessary  
14 for the rendering of or offering to render architectural services;

15        3. "Registration" or "license" means a certificate of  
16 registration or license issued by the Board. The definition of  
17 "license" shall apply to those persons licensed under a practice  
18 act. The definition of "registration" shall apply to those persons  
19 registered under the title registered commercial interior designer  
20 under this act;

21        4. "Building" means a structure consisting of a foundation,  
22 walls, all floors and roof, with or without other parts;

23  
24

1       5. "Board" means the Board of Governors of the Licensed  
2 Architects, Landscape Architects and Registered Commercial Interior  
3 Designers of Oklahoma;

4       6. "Certificate of authority" means the authorization granted  
5 by the Board for persons to practice or offer to practice  
6 architecture, or landscape architecture, through a partnership,  
7 firm, association, corporation, limited liability company or limited  
8 liability partnership;

9       7. "Certificate of title" means the authorization granted by  
10 the Board for a partnership, firm, association, corporation, limited  
11 liability company or limited liability partnership to use the title  
12 registered commercial interior designer or any modification or  
13 derivation of these terms;

14       8. "Technical submissions" means drawings, plans,  
15 specifications, studies and any other technical reports or documents  
16 which are issued in the course of practicing architecture or  
17 landscape architecture with the intent that they be considered as  
18 formal or final documents but shall not include record drawings.  
19 Prototypical plans are not technical submissions;

20       9. "Responsible control" means the amount of direct control and  
21 personal supervision of architectural, landscape architectural or  
22 registered commercial interior designer's work and detailed  
23 knowledge of the content of tactical and technical submissions  
24 during their preparation as is ordinarily exercised by licensed

1 architects ~~or~~, landscape architects or registered commercial  
2 interior designers applying the required professional standard of  
3 care. The terms direct control and personal supervision, whether  
4 used separately or together, mean active and personal management of  
5 the firm's personnel and practice to maintain charge of, and  
6 concurrent direction over, architecture, landscape architecture or  
7 the work of a registered commercial interior designer's decisions  
8 and the instruments of professional services to which the licensee  
9 or registrant affixes the seal, signature, and date;

10 10. "Landscape architect" means a person licensed to practice  
11 landscape architecture as provided in the State Architectural and  
12 Registered Commercial Interior Designers Act;

13 11. "Landscape architecture" means the performance of  
14 professional services defined as teaching, consultations,  
15 investigations, reconnaissance, research, planning, design,  
16 preparation of construction drawings and specifications,  
17 construction observation and the coordination of any elements of  
18 technical submissions prepared by others in connection with the  
19 planning and arranging of land and the elements thereon for public  
20 and private use and enjoyment, including the design and layout of  
21 roadways, service areas, parking areas, walkways, steps, ramps,  
22 pools, parks, parkways, trails and recreational areas, the location  
23 and site of improvements including buildings and other structures,  
24 and the grading of the land, surface and subsoil drainage, erosion

1 control, planting, reforestation, and the preservation of the  
2 natural landscape, in accordance with accepted professional  
3 standards, and to the extent that the dominant purpose of such  
4 services or creative works is the preservation, conservation,  
5 enhancement, or determination of proper land uses, natural land  
6 features, ground cover and plantings, or naturalistic and aesthetic  
7 values.

8       The practice of landscape architecture shall include the  
9 location and arrangement of tangible objects and features as are  
10 incidental and necessary to the purpose outlined for landscape  
11 architecture. The practice of landscape architecture shall not  
12 include the design of structures or facilities with separate and  
13 self-contained purposes for habitation or industry, or the design of  
14 public streets, highways, utilities, storm and sanitary sewers and  
15 sewage treatment facilities, that are statutorily defined as the  
16 practice of engineering or architecture;

17       12. "Code" means the nationally recognized codes adopted by the  
18 Uniform Building Code Commission of the State of Oklahoma;

19       13. "Applicable building official" means the official  
20 responsible for the application of the adopted building code as  
21 implemented by the local, municipal or county jurisdiction in which  
22 a building is located. Where no building code has been adopted by  
23 the local, municipal or county jurisdiction, the applicable building  
24 official shall be defined as the State Fire Marshal;

1 14. "Registered commercial interior designer" means a person  
2 recognized by this state who is registered, qualified by ~~education,~~  
3 ~~experience and~~ examination and meeting all the requirements set  
4 forth in the State Architectural and Registered Commercial Interior  
5 Designers Act and the Board's rules;

6 15. "Plans" means technical documents issued by the licensed  
7 and/or registered professionals intended to meet all current and  
8 applicable codes as adopted by the Uniform Building Code Commission  
9 of the State of Oklahoma, other statutory codes and applicable  
10 federal codes and which shall be submitted to all required building  
11 code and/or permit offices required by the State of Oklahoma,  
12 county, municipal and/or federal government; ~~and~~

13 16. "Equivalent standards" means those standards adopted by the  
14 Board intended to be used as alternative equivalents to determine  
15 competency for education, training and testing for licensing  
16 architects and/or landscape architects and registering commercial  
17 interior designers and for complying with the ~~Post~~-Military Service  
18 Occupation, Education and Credentialing Act for military personnel  
19 and their spouses;

20 17. "Commercial interior design" means the rendering of or the  
21 offering to render designs, consultations, studies, planning,  
22 drawings, specifications, contract documents, or other technical  
23 submissions and the administration of interior construction and  
24 contracts relating to nonstructural interior construction by a



1 Registered Commercial Interior Designer in a new constructed or  
2 existing building when the core and shell elements are not going to  
3 be changed;

4 18. "Nonstructural commercial interior construction" means the  
5 construction of elements which do not include exterior components of  
6 a building such as exterior walls, any load-bearing wall, any load-  
7 bearing column, or any other load-bearing elements of a building  
8 essential to the structural integrity of the building such as wind  
9 loads and seismic loads and to any element which must be designed  
10 for wind loads and seismic loads; and

11 19. "Fire and life safety systems" means those systems and  
12 construction that do not pertains to fire and life safety  
13 protection, such as fire sprinklers, fire alarms, smoke evacuation  
14 systems, fire walls, fire barriers, or smoke barriers as defined by  
15 the current International Building Code adopted by the Oklahoma  
16 Uniform Building Code Commission.

17 The definitions in the State Architectural and Registered  
18 Commercial Interior Designers Act shall have the same meaning when  
19 applicable to any rule promulgated pursuant to such act.

20 SECTION 4. AMENDATORY 59 O.S. 2011, Section 46.4, as  
21 last amended by Section 1, Chapter 116, O.S.L. 2020 (59 O.S. Supp.  
22 2020, Section 46.4), is amended to read as follows:

23 Section 46.4 There is hereby re-created, to continue until July  
24 1, 2023, in accordance with the provisions of the Oklahoma Sunset

1 Law, a board to be known as the "Board of Governors of the Licensed  
2 Architects, Landscape Architects and Registered Commercial Interior  
3 Designers of Oklahoma", hereinafter referred to as the Board. The  
4 Board shall be composed of eleven (11) members, including ~~seven~~ six  
5 persons who are duly licensed to practice architecture and are in  
6 good standing in this state, two persons who are duly licensed to  
7 practice landscape architecture and are in good standing in this  
8 state, ~~one person as a~~ two persons who are registered commercial  
9 interior ~~designer~~ designers and ~~is~~ who are active and in good  
10 standing and one lay member. Each member of the Board shall be a  
11 qualified elector of this state, and the architect, landscape  
12 architect and registered commercial interior designer members shall  
13 have had five (5) years' licensing or registration experience as the  
14 professional position requires in this state. Re-creation of the  
15 Board shall not alter existing staggered terms. Board members,  
16 other than the lay member, shall be appointed for a period of five  
17 (5) years thereafter; provided, that nothing herein shall affect the  
18 tenure of office of anyone who is a member of the Board on May 31,  
19 1957. A member may be reappointed to succeed such membership. The  
20 licensed architect, landscape architect or the registered commercial  
21 interior designer members may be appointed by the Governor from a  
22 list of nominees submitted by respective professional societies of  
23 this state. Membership in a professional society shall not be a  
24 prerequisite to appointment to the Board. The lay member of the

1 Board shall be appointed by the Governor to a term coterminous with  
2 that of the Governor. The lay member shall serve at the pleasure of  
3 the Governor. Provided, the lay member may continue to serve after  
4 the expiration of the term of the member until such time as a  
5 successor is appointed. Vacancies which may occur in the membership  
6 of the Board shall be filled by appointment by the Governor. Each  
7 person who has been appointed to fill a vacancy shall serve for the  
8 remainder of the term for which the member the person shall succeed  
9 was appointed and until a successor, in turn, has been appointed and  
10 shall have qualified. Each member of the Board, before entering  
11 upon the discharge of the duties of the member, shall make and file  
12 with the Secretary of State a written oath or affirmation for the  
13 faithful discharge of official duties. Each member of the Board and  
14 staff shall be reimbursed for travel expenses pursuant to the State  
15 Travel Reimbursement Act.

16 SECTION 5. AMENDATORY 59 O.S. 2011, Section 46.7, as  
17 last amended by Section 1, Chapter 24, O.S.L. 2015 (59 O.S. Supp.  
18 2020, Section 46.7), is amended to read as follows:

19 Section 46.7 In addition to the other powers and duties imposed  
20 by law, the Board shall have the power and duty to:

- 21 1. Prescribe such rules and to make such orders, as it may deem  
22 necessary or expedient in the performance of its duties;
- 23 2. Prepare, conduct, and grade examinations of persons who  
24 shall apply for the issuance of licenses and registrations to them,

1 and to promulgate such rules with reference thereto as it may deem  
2 proper as a portion used to determine competency for the issuance of  
3 licenses or registrations;

4 3. Work with nationally recognized licensing and registration  
5 organizations to prepare, conduct, and grade examinations, written  
6 or oral, of persons who shall apply for the issuance of licenses or  
7 registrations;

8 4. Determine the satisfactory passing score on examinations and  
9 issue licenses and registrations to persons who shall have passed  
10 examinations, or who shall otherwise be entitled thereto;

11 5. Determine eligibility for licenses and certificates of  
12 authority and issue them;

13 6. Determine eligibility for registration as a registered  
14 commercial interior designer and for certificate of title and issue  
15 them;

16 7. Promulgate rules to govern the issuing of reciprocal  
17 licenses and registrations;

18 8. Upon good cause shown, as hereinafter provided, deny the  
19 issuance of a license, registration, certificate of authority or  
20 certificate of title or suspend, revoke, refuse to renew or issue  
21 probation orders for licenses or registrations, and/or require  
22 additional educational ~~course work~~ coursework and determine when the  
23 objectives have been met;

24

1       9. Upon proper showing, reinstate or conditionally reinstate  
2 licenses, registrations, certificates of title or certificates of  
3 authority previously issued;

4       10. Review, affirm, reverse, vacate or modify its order with  
5 respect to any such denial, suspension, revocation, probation and/or  
6 educational ~~course-work~~ coursework requirements or refusal to renew;

7       11. Prescribe rules governing proceedings for the denial of  
8 issuance of a license, registration, certificate of authority or  
9 certificate of title, suspension, revocation or refusal to renew, to  
10 issue probation orders and/or require additional educational ~~course~~  
11 ~~work~~ coursework and determine when the objectives have been met for  
12 cause, and reinstate them;

13       12. Prescribe such penalties, as it may deem proper, to be  
14 assessed against holders of licenses, registrations, certificates of  
15 authority or certificates of title for the failure to pay the  
16 biennial fee hereinafter provided for;

17       13. Levy civil penalties plus the legal costs incurred by the  
18 Board to prosecute the case against any person or entity who shall  
19 violate any of the provisions of the State Architectural and  
20 Registered Commercial Interior Designers Act, or any rule  
21 promulgated pursuant thereto;

22       14. Obtain an office, secure such facilities, and employ,  
23 direct, discharge and define the duties and set the salaries of such  
24

1 office personnel and set the salaries of such unclassified and  
2 exempt office personnel as deemed necessary by the Board;

3 15. Initiate disciplinary action, prosecute and seek  
4 injunctions against any person or entity who has violated any of the  
5 provisions of the State Architectural and Registered Commercial  
6 Interior Designers Act or any rule of the Board promulgated pursuant  
7 to said act and against the owner/developer of the building type not  
8 exempt;

9 16. Investigate alleged violations of the State Architectural  
10 and Registered Commercial Interior Designers Act or of the rules,  
11 orders or final decisions of the Board;

12 17. Promulgate rules of conduct governing the practice of  
13 licensed architects ~~and~~, landscape architects and registered  
14 commercial interior designers;

15 18. Keep accurate and complete records of proceedings, and  
16 certify the same as may be appropriate;

17 19. Whenever it deems it appropriate, confer with the Attorney  
18 General or the Attorney General's assistants in connection with all  
19 legal matters and questions. The Board may also retain an attorney  
20 who is licensed to practice law in this state. The attorney shall  
21 serve at the pleasure of the Board for such compensation as may be  
22 provided by the Board. The attorney shall advise the Board and  
23 perform legal services for the Board with respect to any matters  
24 properly before the Board. In addition to the above, the Board may

1 employ hearing examiners to conduct administrative hearings under  
2 the provisions of the Administrative Procedures Act;

3 20. Prescribe by rules, fees to be charged as required by this  
4 act;

5 21. Adopt rules providing for a program of continuing education  
6 in order to ensure that all licensed architects or landscape  
7 architects and registered commercial interior designers remain  
8 informed of those technical and professional subjects that the Board  
9 deems appropriate. The Board may by rule describe the methods by  
10 which the requirements of such program may be satisfied. Failure to  
11 meet such requirements of continuing education shall result in  
12 nonrenewal of the license issued to the architect or landscape  
13 architect or nonrenewal of the registration issued to the registered  
14 commercial interior designer;

15 22. Adopt rules regarding requirements for intern development  
16 as a prerequisite for licensure or registration;

17 23. Give scholarships, as determined by the Board, to an  
18 individual or individuals advancing toward obtaining an accredited  
19 National Architectural Accreditation Board, Landscape Architectural  
20 Accreditation Board or Council for Interior Design Accreditation  
21 degree in one of these three professions in an Oklahoma higher  
22 education institution; and

23 24. Take such other action as may be reasonably necessary or  
24 appropriate to effectuate the State Architectural and Registered

1 Commercial Interior Designers Act. The Board may, at its  
2 discretion, contract with other state agencies and nonprofit  
3 corporations for the endowment, management, and administration of  
4 scholarships. The requirements of such scholarships shall be  
5 determined by the Board. However, nothing contained herein shall be  
6 construed as requiring the Board to endow or award any scholarship.

7 SECTION 6. AMENDATORY 59 O.S. 2011, Section 46.9, as  
8 amended by Section 7, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
9 Section 46.9), is amended to read as follows:

10 Section 46.9 A. The practice of architecture or landscape  
11 architecture or offering to practice these professions for others by  
12 persons licensed under this act through a partnership, firm,  
13 association, corporation, limited liability company or limited  
14 liability partnership as directors, partners, officers,  
15 shareholders, employees, managers, members or principals is  
16 permitted, subject to the provisions of the State Architectural and  
17 Registered Commercial Interior Designers Act, provided:

18 1. One or more of the directors, partners, officers,  
19 shareholders, managers, members or principals of said partnership,  
20 firm, association, corporation, limited liability company or limited  
21 liability partnership is designated as being responsible for the  
22 entity's activities and decisions of said partnership, firm,  
23 association, corporation, limited liability company or limited  
24 liability partnership;



1        2. Such director, partner, officer, shareholder, manager,  
2 member or principal is duly licensed under the State Architectural  
3 and Registered Commercial Interior Designers Act;

4        3. All personnel of said partnership, firm, association,  
5 corporation, limited liability company or limited liability  
6 partnership which act ~~in~~ on behalf of the entity for these  
7 professions in the state are licensed under the State Architectural  
8 and Registered Commercial Interior Designers Act; and

9        4. Said partnership, firm, association, corporation, limited  
10 liability company or limited liability partnership has been issued a  
11 certificate of authority by the Board.

12        B. The Board shall have the power to issue, revoke, deny, or  
13 refuse to renew a certificate of authority for a partnership, firm,  
14 association, corporation, limited liability company or limited  
15 liability partnership as provided for in the State Architectural and  
16 Registered Commercial Interior Designers Act.

17        C. A partnership, firm, association, corporation, limited  
18 liability company or limited liability partnership desiring to  
19 practice architecture or landscape architecture shall file with the  
20 Board an application for a certificate of authority for each office  
21 location performing work on Oklahoma projects on a form approved by  
22 the Board which shall include the names, addresses, state of  
23 licensure and license number of all partners, directors, officers,  
24 members, managers or principals of the partnership, firm,

1 association, corporation, limited liability company or limited  
2 liability partnership legally responsible for the entity's practice.  
3 The form shall name an individual having the practice of  
4 architecture in such person's charge who is a director, partner,  
5 officer, member, manager or principal. The person shall be duly  
6 licensed as an architect to practice architecture or licensed as a  
7 landscape architect to practice landscape architecture in this state  
8 through said partnership, firm, association, corporation, limited  
9 liability company or limited liability partnership legally  
10 responsible for the entity's practice or services offered and other  
11 information required by the Board. In the event there shall be a  
12 change in any of these persons during the term of the certification,  
13 such change shall be filed with the Board within thirty (30) days  
14 after the effective date of said change. If all of the requirements  
15 of this section and the Board's current rules have been met, the  
16 Board shall issue a certificate of authority to such partnership,  
17 firm, association, corporation, limited liability company or limited  
18 liability partnership.

19 D. Any other person licensed pursuant to the State  
20 Architectural and Registered Commercial Interior Designers Act, not  
21 practicing these professions as a partnership, firm, association,  
22 corporation, limited liability company or limited liability  
23 partnership, shall practice as an individual.

24

1 E. No such partnership, firm, association, corporation, limited  
2 liability company or limited liability partnership shall be relieved  
3 of responsibility for the conduct or acts of its agents, employees,  
4 partners, directors, officers, managers, members or principals by  
5 reason of its compliance with the provisions of this section, or  
6 shall any individual practicing these professions be relieved of  
7 responsibility for professional services performed as an individual  
8 by reason of such person's employment or relationship with such  
9 partnership, firm, association, corporation, limited liability  
10 company or limited liability partnership.

11 F. The Secretary of State shall not issue a certificate of  
12 incorporation or register a foreign corporation or any other entity  
13 which includes among the objectives for which it is established any  
14 of the words "Architect", "Architectural", "Architecture",  
15 "Landscape Architect", "Landscape Architecture" or any modification  
16 or derivation of these words, unless the Board has issued for said  
17 applicant either a certificate of authority for an entity, or a  
18 letter indicating eligibility for an exemption pursuant to the State  
19 Architectural and Registered Commercial Interior Designers Act. The  
20 entity applying shall supply such certificate or letter from the  
21 Board with its application for incorporation or registration.

22 G. The Secretary of State shall not register any trade name or  
23 service mark which includes such words, as set forth in subsection F  
24 of this section, or modifications or derivatives thereof in its firm

1 name or logotype except those entities or individuals holding  
2 certificates of authority issued under the provisions of this  
3 section or letters of eligibility issued by the Board.

4 H. The use of the title "Registered Commercial Interior  
5 Designer" by a partnership, firm, association, corporation, limited  
6 liability company or limited liability partnership is allowed to  
7 those entities listed, provided:

8 1. One or more of the directors, partners, officers,  
9 shareholders, members, managers or principals is registered with the  
10 Board as a registered commercial interior designer and is in good  
11 standing with the Board; and

12 2. The partnership, firm, association, corporation, limited  
13 liability company or limited liability partnership has been issued a  
14 certificate of title by the Board.

15 I. The Board shall have the power to issue, revoke, deny or  
16 refuse to renew a certificate of title for a partnership, firm,  
17 association, corporation, limited liability company or limited  
18 liability partnership as provided for in the State Architectural and  
19 Registered Commercial Interior Designers Act.

20 J. A partnership, firm, association, corporation, limited  
21 liability company or limited liability partnership shall file with  
22 the Board an application for a certificate of title on a form  
23 approved by the Board which shall include the names, addresses,  
24 state of registration and registration number of all directors,

1 partners, officers, shareholders, members, managers, or principals  
2 of the partnership, firm, association, corporation, limited  
3 liability company or limited liability partnership. In the event  
4 there shall be a replacement of any of these persons during the term  
5 of certification, the change shall be filed with the Board within  
6 thirty (30) days after the effective date of the change. If all the  
7 requirements of this section, this act and the current rules of the  
8 Board have been met, the Board shall issue a certificate of title to  
9 such partnership, firm, association, corporation, limited liability  
10 company or limited liability partnership.

11 K. The Secretary of State shall not issue a certificate of  
12 incorporation or register a foreign corporation or any other entity  
13 which includes among the objectives for which it is established any  
14 of the words "Registered Commercial Interior Designer" or any  
15 modification or derivation of these words, unless the Board has  
16 issued for the applicant either a certificate of title for an  
17 entity, or a letter indicating the eligibility for an exemption  
18 pursuant to the State Architectural and Registered Commercial  
19 Interior Designers Act. The firm applying shall supply such  
20 certificate of title or letter from the Board with its application  
21 for incorporation or registration.

22 L. The Secretary of State shall not register any trade name or  
23 service mark which includes such words as set forth in subsection K  
24 of this section, or modification or derivatives thereof in its firm

1 name or logotype except those entities or individuals holding  
2 certificates of title issued under the provisions of this section or  
3 letters of eligibility issued by the Board.

4 M. Upon application for renewal and upon compliance with the  
5 provisions of the State Architectural and Registered Commercial  
6 Interior Designers Act and the rules of the Board, a certificate of  
7 title shall be renewed as provided in this act.

8 N. Upon application for renewal and upon compliance with the  
9 provisions of the State Architectural and Registered Commercial  
10 Interior Designers Act and the rules of the Board, a certificate of  
11 authority shall be renewed as provided in this act.

12 SECTION 7. AMENDATORY 59 O.S. 2011, Section 46.10, is  
13 amended to read as follows:

14 Section 46.10 Every licensed architect, landscape architect and  
15 registered commercial interior designer shall pay to the Board a fee  
16 as prescribed by the rules of the Board. Upon receipt of the fee  
17 the Board shall issue a renewal of the license or registration,  
18 which shall authorize the person to practice architecture, landscape  
19 architecture or use the title registered commercial interior  
20 designer, as the case may be, in this state. The license of an  
21 architect or landscape architect or the registration of a registered  
22 commercial interior designer which has been canceled by the Board  
23 for nonpayment of dues may be renewed at any time within three (3)  
24 years from the date of the cancellation, upon payment to the Board

1 of the fees which had accrued at the time of the cancellation and  
2 which would have been paid at the time of reinstatement had not the  
3 license or registration been suspended, together with payment of the  
4 amount of penalties which may have been prescribed by the Board. If  
5 a license or registration remains canceled for a period exceeding  
6 three (3) consecutive years, it shall not be reinstated unless the  
7 licensee or registrant has taken or submitted to a test or a quiz or  
8 a Board review or an examination as the circumstances of the  
9 individual case may warrant and as may be prescribed by the Board in  
10 order to determine continued competency of the licensee or  
11 registrant. A partnership, firm, association, corporation, limited  
12 liability company or limited liability partnership shall pay to the  
13 Board the fee prescribed and in the manner provided by the rules of  
14 the Board for the renewal of the certificate of authority or  
15 certificate of title for such partnership, firm, association,  
16 corporation, limited liability company or limited liability  
17 partnership.

18 SECTION 8. AMENDATORY 59 O.S. 2011, Section 46.12, is  
19 amended to read as follows:

20 Section 46.12 After the expiration of a period of six (6)  
21 months and upon payment to the Board of a fee as prescribed by the  
22 rules of the Board, a person or entity whose license, registration  
23 or certificate of authority has been suspended or revoked for cause,  
24 pursuant to the provisions of the State Architectural and Registered

1 Commercial Interior Designers Act, may file an application with the  
2 Board for the reinstatement of said license, registration,  
3 certificate of authority or certificate of title. After a showing  
4 has been made by the applicant to the Board that the interests of  
5 the public will not suffer by reason of reinstatement, the Board in  
6 its discretion may order the reinstatement of the license,  
7 registration, certificate of authority or certificate of title upon  
8 the payment of a sum equal to the fees which would have accrued had  
9 not the license, registration, certificate of authority or  
10 certificate of title of the applicant been suspended or revoked.

11 SECTION 9. AMENDATORY 59 O.S. 2011, Section 46.14, as  
12 last amended by Section 3, Chapter 363, O.S.L. 2019 (59 O.S. Supp.  
13 2020, Section 46.14), is amended to read as follows:

14 Section 46.14 A. The Board of Governors of the Licensed  
15 Architects, Landscape Architects and Registered Commercial Interior  
16 Designers of Oklahoma shall have power to suspend, to revoke or  
17 refuse to renew a license, registration, certificate of authority or  
18 certificate of title issued by it, pursuant to the provisions of the  
19 State Architectural and Registered Commercial Interior Designers  
20 Act, when the holder thereof:

21 1. Has been convicted of a felony crime that substantially  
22 relates to the practice of architecture, landscape architecture or  
23 interior design and poses a reasonable threat to public safety;

24 2. Has been guilty of fraud or misrepresentation;



1       3. Has been guilty of gross incompetence or recklessness in the  
2 practice of architecture relating to the construction of buildings  
3 or structures, or of dishonest practices;

4       4. Has been guilty of gross incompetence or recklessness in the  
5 practice of landscape architecture, or of dishonest practices;

6       5. Presents the license, registration or certification of  
7 another as his or her own;

8       6. Gives false or forged evidence to the Board;

9       7. Conceals information relative to any inquiry, investigation  
10 or violation of this act or rules promulgated under this act; or

11       8. Has been found to be guilty of a violation of a provision of  
12 the State Architectural and Registered Commercial Interior Designers  
13 Act, or the rules of the Board; provided, that a person or entity  
14 complained of shall be afforded the opportunity for a formal hearing  
15 carried out as described under the current Administrative Procedures  
16 Act or settled by the Board with a consent order or final order  
17 approved by the Board.

18       The Board shall keep a record of the evidence in, and a record  
19 of each proceeding for the suspension, revocation of or refusal to  
20 renew a license or certificate of authority and shall make findings  
21 of fact and render a decision therein. If, after a hearing, the  
22 charges shall have been found to have been sustained by the vote of  
23 a majority of the members of the Board it shall immediately enter  
24 its order of suspension, revocation, penalties, probation,

1 educational ~~course work~~ coursework and objectives or refusal to  
2 renew, as the case may be.

3 B. As used in this section:

4 1. "Substantially relates" means the nature of criminal conduct  
5 for which the person was convicted has a direct bearing on the  
6 fitness or ability to perform one or more of the duties or  
7 responsibilities necessarily related to the occupation; and

8 2. "Poses a reasonable threat" means the nature of criminal  
9 conduct for which the person was convicted involved an act or threat  
10 of harm against another and has a bearing on the fitness or ability  
11 to serve the public or work with others in the occupation.

12 SECTION 10. AMENDATORY 59 O.S. 2011, Section 46.17, is  
13 amended to read as follows:

14 Section 46.17 Any person or entity convicted of violating any  
15 provision of the State Architectural and Registered Commercial  
16 Interior Designers Act shall be guilty of a misdemeanor. The  
17 continued violation of any provision of the State Architectural and  
18 Registered Commercial Interior Designers Act during each day shall  
19 be deemed to be a separate offense. Upon conviction thereof the  
20 person or entity shall be punished by imprisonment in the county  
21 jail not to exceed one (1) year, or by a fine of not more than One  
22 Thousand Dollars (\$1,000.00), or by both such fine and imprisonment  
23 for each offense. The Board may request the appropriate district  
24

1 attorney to prosecute such violation and seek an injunction against  
2 such practice.

3 SECTION 11. AMENDATORY 59 O.S. 2011, Section 46.18, as  
4 amended by Section 10, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
5 Section 46.18), is amended to read as follows:

6 Section 46.18 A. Any person or entity who has been determined  
7 by the Board to have violated any provision of the State  
8 Architectural and Registered Commercial Interior Designers Act or  
9 any rule or order issued pursuant to the provisions of the State  
10 Architectural and Registered Commercial Interior Designers Act may  
11 be liable for a civil penalty of not more than One Hundred Dollars  
12 (\$100.00) for each day that said violation continues plus the legal  
13 costs incurred by the Board to prosecute the case. The maximum  
14 civil penalty shall not exceed Ten Thousand Dollars (\$10,000.00) for  
15 any violation plus the legal costs incurred by the Board to  
16 prosecute the case.

17 B. The amount of the penalty shall be assessed by the Board  
18 pursuant to the provisions of subsection A of this section, after  
19 notice and hearing. In determining the amount of the penalty, the  
20 Board shall include but not be limited to consideration of the  
21 nature, circumstances, and gravity of the violation and, with  
22 respect to the person or entity found to have committed the  
23 violation, the degree of culpability, the effect on ability of the  
24 person or entity to continue to do business, and any show of good

1 faith in attempting to achieve compliance with the provisions of the  
2 State Architectural and Registered Commercial Interior Designers  
3 Act. All monies collected from such civil penalties shall be  
4 deposited with the State Treasurer of Oklahoma and placed in the  
5 Board of ~~Architects~~ Architects' Fund.

6 C. Any license, registration, certificate of authority or  
7 certificate of title holder may elect to surrender the license,  
8 registration, certificate of authority or certificate of title in  
9 lieu of said fine but shall be forever barred from obtaining a  
10 reissuance of said license, registration, certificate of authority  
11 or certificate of title.

12 SECTION 12. AMENDATORY 59 O.S. 2011, Section 46.19, is  
13 amended to read as follows:

14 Section 46.19 All monies which shall be paid to the Board  
15 pursuant to the provisions of the State Architectural and Registered  
16 Commercial Interior Designers Act shall be deposited with the State  
17 Treasurer of Oklahoma and placed in a separate and distinct fund to  
18 be known as the "Board of Architects' Fund". At the end of each  
19 fiscal year hereafter such unexpended balance remaining in the Board  
20 of Architects' Fund shall be carried over and continued therein.  
21 All sums of money now or hereafter to be or to come into the fund  
22 are hereby appropriated for the purpose of effectuating the purposes  
23 of the State Architectural and Registered Commercial Interior  
24

1 Designers Act, and to pay all costs and expenses heretofore and  
2 hereafter incurred in connection therewith.

3 SECTION 13. AMENDATORY 59 O.S. 2011, Section 46.21, as  
4 amended by Section 12, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
5 Section 46.21), is amended to read as follows:

6 Section 46.21 A. The State Architectural and Registered  
7 Commercial Interior Designers Act shall not apply to any persons,  
8 firms, corporations, limited liability companies or limited  
9 liability partnerships that do not hold a license, registration or  
10 certification in any jurisdiction for exempted Code Use Groups  
11 defined by the State Architectural and Registered Commercial  
12 Interior Designers Act, providing such persons and/or entities shall  
13 not represent such person or entity to be an architect or other  
14 title of profession or business using a form of the word,  
15 "Architect". This act shall not prevent such persons and/or  
16 entities from advertising or selling their ~~service~~ services.

17 Any architect, landscape architect or registered commercial  
18 interior designer from any jurisdiction that contracts, provides or  
19 holds out to the public that they are able to provide professional  
20 services in Oklahoma is required to hold a license, registration or  
21 certificate of authority or certificate of title as needed from the  
22 Board, even on exempt Code Use Groups, and an architect or landscape  
23 architect is required to sign, seal and date all construction  
24 documents and technical submissions.

1 B. Nothing in this act shall be construed to prevent the  
2 preparation of technical submissions or the administration of  
3 construction contracts by employees of a person or entity lawfully  
4 engaged in the practice of architecture when such employees are  
5 acting under the responsible control of a licensed architect.

6 C. The following shall govern design competitions in the state:

7 1. Nothing in this act shall prohibit a person or firm from  
8 participating in an architectural design competition involving only  
9 architectural programming, planning, schematic design or design  
10 development information provided to a sponsor; and

11 2. The competition winner, prior to seeking the commission for  
12 architectural services on the proposed project, shall apply for  
13 licensing in this state within ten (10) days of notification of  
14 winning the competition and complete the process within thirty (30)  
15 days.

16 SECTION 14. AMENDATORY 59 O.S. 2011, Section 46.21b, as  
17 amended by Section 13, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
18 Section 46.21b), is amended to read as follows:

19 Section 46.21b A. An architect shall be required to plan,  
20 design and prepare plans and specifications for the following Code  
21 Use Groups except where specifically exempt from the provisions of  
22 the State Architectural and Registered Commercial Interior Designers  
23 Act. All Code Use Groups in this section are defined by the current  
24 International Building Code.

1 B. The construction, addition or alteration of a building of  
2 any size or occupancy in the following Code Use Groups shall be  
3 subject to the provisions of the State Architectural and Registered  
4 Commercial Interior Designers Act:

5 1. Code Use Group I - Institutional;

6 2. Code Use Group R-2 - Residential, limited to dormitories,  
7 fraternities and sororities, and monasteries and convents;

8 3. Code Use Group A-1 - Assembly and theaters;

9 4. Code Use Group A-4 - Assembly, arenas and courts;

10 5. Code Use Group A-5 - Assembly, bleachers and grandstands;

11 and

12 6. Buildings for which the designated Code Use Group changes  
13 are not exempt from the State Architectural and Registered  
14 Commercial Interior Designers Act.

15 C. The following shall be exempt from the provisions of the  
16 State Architectural and Registered Commercial Interior Designers  
17 Act; provided that, for the purposes of this subsection, a basement  
18 is not to be counted as a story for the purpose of counting stories  
19 of a building for height regulations:

20 1. The construction, addition or alteration of a building no  
21 more than two stories in height and with a code-defined occupancy of  
22 no more than fifty (50) persons for the Code Use Groups A-2 and A-3  
23 - Assembly and Code Use Group E - Education;

1        2. The construction, addition or alteration of a building no  
2 more than two stories in height and no more than sixty-four  
3 transient lodging units per building for the Code Use Group R1 -  
4 Residential, including, but not limited to, hotels and motels;

5        3. The construction, addition or alteration of a building no  
6 more than two stories in height and with a gross square footage not  
7 exceeding one hundred thousand (100,000) in the Code Use Group B -  
8 Business;

9        4. The construction, addition or alteration of a building no  
10 more than two stories in height and with a gross square footage not  
11 exceeding two hundred thousand (200,000) in the Code Use Group M -  
12 Mercantile; and

13        5. The construction, addition or alteration of a building no  
14 more than two stories in height in the following Code Use Groups or  
15 buildings:

- 16            a. Code Use Group U - Utility,
- 17            b. Code Use Group F - Factory and Industrial,
- 18            c. Code Use Group H - High hazard,
- 19            d. Code Use Group S - Storage,
- 20            e. Code Use Group R2 - Residential, including apartments  
21                containing no more than thirty-two dwelling units or  
22                thirty-two guest units per building,
- 23            f. Code Use Groups R3 and R4 - Residential,

24



- 1           g. all buildings used by a municipality, county, state,  
2           public trust, public agency or the federal government  
3           with a construction value under One Hundred Fifty-  
4           eight Thousand Dollars (\$158,000.00),  
5           h. incidental buildings or appurtenances associated with  
6           paragraphs 1 through 5 of this subsection, and  
7           i. all uninhabitable, privately owned agricultural  
8           buildings.

9           D. The addition, renovation or alteration of buildings where  
10          the use was exempt as new construction shall remain exempt if the  
11          Code Use Group does not change.

12          E. Upgrades, repairs, replacements and changes made on projects  
13          in Code Use Groups found in this title requiring an architect are  
14          exempt from hiring an architect if the upgrades, repairs,  
15          replacements or changes do not affect the existing primary  
16          structural, mechanical, or electrical systems, life-safety systems,  
17          fire codes or exit passageways and/or egress as determined by the  
18          applicable building official having jurisdiction.

19          SECTION 15.           AMENDATORY           59 O.S. 2011, Section 46.24, as  
20          last amended by Section 4, Chapter 363, O.S.L. 2019 (59 O.S. Supp.  
21          2020, Section 46.24), is amended to read as follows:

22           Section 46.24 A. Except as otherwise provided in the State  
23          Architectural and Registered Commercial Interior Designers Act, no  
24

1 license shall be issued to any person to practice architecture in  
2 this state unless the person:

3 1. Is twenty-one (21) years of age or over;

4 2. Is the holder of an accredited professional degree in  
5 architecture and shall have had such practical training as this act  
6 and the Board, by rule, shall deem appropriate. In lieu of the  
7 requirement of an accredited professional degree, the Board may  
8 license an applicant who demonstrates in accordance with such  
9 standards and requirements as determined by this act and/or the  
10 Board's rules that the person has such other educational experience  
11 as the Board deems equivalent to an accredited professional degree  
12 in architecture or in any case the Board decides the interest of the  
13 public will be served and the person is determined to be qualified  
14 and competent by equivalent standards for architects and in  
15 compliance with this act and rules or in compliance with the ~~Post~~  
16 Military Service Occupation, Education and Credentialing Act;

17 3. Has paid to the Board a fee as prescribed by the rules of  
18 the Board plus the actual cost of the examination given by the  
19 Board; and

20 4. Has passed the examinations prescribed by the Board for the  
21 issuance of a license.

22 B. Upon meeting the requirements of subsection A of this  
23 section and payment of an initial fee as may be prescribed by the  
24 rules of the Board, the Board shall issue to the applicant a license

1 which shall authorize the applicant to engage in the practice of  
2 architecture in this state. The Board has the authority to issue  
3 temporary licenses while qualifying the applicant in compliance with  
4 the ~~Post~~-Military Service Occupation, Education and Credentialing  
5 Act or with any declared state of emergency.

6 C. The examination for a license to practice architecture in  
7 this state shall be held not less than once each year, shall cover  
8 such subjects as may be prescribed by the Board and shall be graded  
9 on such basis as the Board shall prescribe by rule. The Board may  
10 adopt the examinations, requirements for admission to the  
11 examinations and the grading procedures of the National Council of  
12 Architectural Registration Boards or its successor. Notice of the  
13 time and place for the holding of examinations shall be given in the  
14 manner and form prescribed by the Board and may be administered  
15 electronically.

16 D. The license certificate shall be in a form prescribed by the  
17 Board. The certificate shall be signed by the chair and by the  
18 secretary-treasurer of the Board and shall bear the impress of the  
19 seal of the Board. All papers received by the Board relating to an  
20 application for a license, to an examination and to the issuance of  
21 a license shall be electronically retained by the Board and  
22 originals destroyed. If it was incomplete, it shall only be  
23 retained for one (1) year from the date of submission and then  
24 destroyed.

1 E. The following Board records and papers are of a confidential  
2 nature and are not public records: Examination material for  
3 examinations before and after they are given, file records of  
4 examination problem solutions, letters of inquiry and reference  
5 concerning applicants, Board inquiry forms concerning applicants,  
6 and investigation files.

7 SECTION 16. AMENDATORY 59 O.S. 2011, Section 46.25, is  
8 amended to read as follows:

9 Section 46.25 Each licensed architect shall have a seal, the  
10 image of which must contain the name of the architect, the person's  
11 license number and the words, "Licensed Architect, State of  
12 Oklahoma".

13 All technical submissions prepared by such architect, or under  
14 the responsible control of the architect, shall be sealed, signed  
15 and dated, which shall mean that the architect was in responsible  
16 control over the content of such technical submissions during their  
17 preparation and has applied the required professional standard of  
18 care. No licensed architect may sign or seal technical submissions  
19 unless they were prepared by or under the responsible control of the  
20 architect, ~~and~~ except that:

21 1. The person may sign or seal those portions of the technical  
22 submissions that were prepared by or under the responsible control  
23 of persons who are licensed under the State Architectural and  
24 Registered Commercial Interior Designers Act if the architect has

1 reviewed and adapted in whole or in part such portions and has  
2 either coordinated their preparation or integrated them into the  
3 work; and

4 2. The person may sign or seal those portions of the technical  
5 submissions that are not required to be prepared by or under the  
6 responsible control of an architect if the architect has reviewed  
7 and adapted in whole or in part such submissions and integrated them  
8 into the work. The seal may be a rubber stamp or may be generated  
9 electronically, pursuant to rules adopted by the Board.

10 SECTION 17. AMENDATORY 59 O.S. 2011, Section 46.28, as  
11 amended by Section 17, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
12 Section 46.28), is amended to read as follows:

13 Section 46.28 The State Architectural and Registered Commercial  
14 Interior Designers Act shall not require the licensing or  
15 registration of practitioners of the following professions and  
16 occupations to practice landscape architecture:

17 1. A professional civil engineer, as defined in Section 475.2  
18 of this title, certified to practice the profession in this state  
19 under any act to regulate the practice of that profession. Nothing  
20 contained in the State Architectural and Registered Commercial  
21 Interior Designers Act shall be construed as precluding an architect  
22 or engineer from performing services included within the definition  
23 of "landscape architecture" when incidental, meaning less than ten  
24

1 percent (10%) of the total project cost, to the performance of his  
2 or her normal practice as an architect or engineer;

3 2. A landscape contractor building or installing what was  
4 designed by a landscape architect;

5 3. An agriculturist, horticulturist, forester as defined in  
6 Section 1202 of this title, nursery operator, gardener, landscape  
7 gardener, garden or lawn caretaker and grader or cultivator of land  
8 involved in the selection, placement, planting and maintenance of  
9 plant material;

10 4. Persons who act under the supervision of a licensed  
11 landscape architect or an employee of a person lawfully engaged in  
12 the practice of landscape architecture and who, in either event,  
13 does not assume responsible charge of design or supervision;

14 5. Regional planners or urban planners, who evaluate and  
15 develop land-use plans to provide for community and municipal  
16 projections of growth patterns based on demographic needs;

17 6. A landscape designer or contractor whose business is  
18 choosing types of plants, planning their location and the design of  
19 landscapes for those projects or whose work is limited to projects  
20 for a single-family residential home. Landscape design or  
21 installation work may also be performed by an owner or occupant on  
22 the single-family residence of the owner or occupant;

23

24

1       7. Persons other than landscape architects who prepare details  
2 and shop drawings for use in connection with the execution of their  
3 work; and

4       8. Builders or their superintendents in the supervision of  
5 landscape architectural projects.

6       SECTION 18.        AMENDATORY        59 O.S. 2011, Section 46.31, as  
7 last amended by Section 5, Chapter 363, O.S.L. 2019 (59 O.S. Supp.  
8 2020, Section 46.31), is amended to read as follows:

9       Section 46.31 A. Except as otherwise provided in the State  
10 Architectural and Registered Commercial Interior Designers Act, no  
11 license shall be issued to any person to practice landscape  
12 architecture in this state unless the person:

- 13       1. Is twenty-one (21) years of age or older;
- 14       2. Holds a degree from an accredited landscape architecture  
15 program and has such practical training as this act and the Board's  
16 rules deem appropriate;
- 17       3. Has passed the examinations prescribed by the Board  
18 including the Oklahoma Plant Materials Exam; and
- 19       4. Has paid all applicable fees.

20       B. If the Board determines the interest of the public will be  
21 served and the person is deemed by the Board to be qualified and  
22 competent by equivalent standards as the Board sets by rule or in  
23 compliance with the ~~Post~~-Military Service Occupation, Education and  
24 Credentialing Act, the application shall be approved by the Board

1 after the person has fulfilled all requirements of this act and  
2 rules of the Board.

3 C. Examinations may be administered by an electronic method and  
4 shall be held not less than once each year. Notices of the time and  
5 place for the holding of examinations shall be given in the manner  
6 and form as prescribed by the Board. All landscape architects are  
7 required to take and pass the Oklahoma Plant Materials Exam.

8 D. The Board shall establish rules for examination of landscape  
9 architects and may elect to follow the recommendations of the  
10 Council of Landscape ~~Architects~~ Architectural Registration ~~Board~~  
11 Boards (CLARB) or its successor. The examinations shall be designed  
12 to determine the qualifications of the applicant to practice  
13 landscape architecture. The examination shall cover such technical,  
14 professional and practical subjects as relate to the practice of the  
15 profession of landscape architecture. The examination shall also  
16 cover the basic arts and sciences and knowledge of material which is  
17 necessary to the proper understanding, application and qualification  
18 for practice of the profession of landscape architecture. The  
19 minimum passing grade in all subjects of the examination shall be as  
20 established by the Board. An applicant receiving a passing grade on  
21 a subject included in the examination will be given credit, subject  
22 to CLARB's provisions and subject to the rules of the Board.  
23 Applicants for readmittance to the examination shall pay the  
24 application fee.



1       Upon passage of the examination, completion of the Board's  
2 requirements as prescribed by this act and rules, and the payment of  
3 all applicable fees prescribed by the rules of the Board, the Board  
4 shall issue to the applicant a license which shall authorize the  
5 person to engage in the practice of landscape architecture in this  
6 state.

7       E. Pursuant to such rules as it may have adopted, the Board  
8 shall have the power to issue licenses without requiring an  
9 examination to persons who have been licensed to practice landscape  
10 architecture in states other than the State of Oklahoma, in a  
11 territory of the United States, in the District of Columbia, or in a  
12 country other than the United States provided that the state,  
13 territory, district or country has a similar reciprocal provision to  
14 authorize the issuance of licenses to persons who have been licensed  
15 in this state. If a person who has been licensed in a state other  
16 than the State of Oklahoma, in a territory of the United States, in  
17 the District of Columbia, or in a country other than the United  
18 States complies with this act and rules of the Board, the secretary-  
19 treasurer, in the exercise of his or her discretion, or upon the  
20 order of the Board and upon the receipt of all applicable fees  
21 prescribed by the Board, shall issue to the person a license to  
22 practice landscape architecture in this state.

23  
24

1 F. The Board has the authority to issue temporary licenses  
2 while qualifying the applicant in compliance with Section 4100 et  
3 seq. of this title or with any declared state of emergency.

4 G. The following shall govern design competitions in the state:

5 1. Nothing in this act shall prohibit a person or firm from  
6 participating in a landscape architectural design competition  
7 involving only programming, planning, schematic design or design  
8 development information provided to a sponsor; and

9 2. The competition winner, prior to seeking the commission for  
10 services on the proposed project, shall apply for licensing in this  
11 state within ten (10) days of notification of winning the  
12 competition and complete the process within thirty (30) days.

13 SECTION 19. AMENDATORY 59 O.S. 2011, Section 46.34, as  
14 amended by Section 23, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
15 Section 46.34), is amended to read as follows:

16 Section 46.34 A. Each licensed landscape architect shall have  
17 a seal, the image of which shall contain the name of the landscape  
18 architect, the person's license number and the words "Licensed  
19 Landscape Architect, State of Oklahoma". All technical submissions  
20 prepared by such landscape architect, or under the responsible  
21 control of the landscape architect, shall be sealed, signed and  
22 dated, which shall mean that the landscape architect was in  
23 responsible control over the content of such technical submissions  
24 during their preparation and has applied the required professional

1 standard of care. No licensed landscape architect may sign or seal  
2 technical submissions unless they were prepared by or under the  
3 responsible control of the landscape architect, except that:

4 1. The person may sign or seal those portions of the technical  
5 submissions under the responsible control of persons who are  
6 licensed under the State Architectural and Registered Commercial  
7 Interior Designers Act if the landscape architect has reviewed and  
8 adapted in whole or in part such portions and has either coordinated  
9 their preparation or integrated them into the work; and

10 2. The person may sign or seal those portions of the technical  
11 submissions that are not required to be prepared by or under the  
12 responsible control of a landscape architect if the landscape  
13 architect has reviewed and adapted in whole or in part such  
14 submissions and integrated them into the work. The seal may be a  
15 rubber stamp or may be generated electronically pursuant to rules  
16 adopted by the Board.

17 B. All drawings, specifications, plans, reports or other papers  
18 or documents involving the practice of landscape architecture, shall  
19 be dated and bear the signature and seal of the landscape architect  
20 or landscape architects who prepared or approved them. It is  
21 permissible to only sign, seal and date documents on the first sheet  
22 of bound sets of drawings, with index of drawings included, title  
23 page of specifications, and other drawings and contract documents in  
24 a manner consistent with this act and rules of the Board.

1 C. The seal, signature and date of the landscape architect may  
2 be applied to tracings to produce legible reproduction of the  
3 drawings or to reprints made from the tracings. This provision,  
4 however, does not in any manner modify the requirements of the other  
5 subsections of this section.

6 D. The license of a landscape architect shall not permit the  
7 practice of architecture, engineering or land surveying, except that  
8 which is incidental, meaning less than ten percent (10%) of the  
9 total cost of the total project, to the practice of landscape  
10 architecture. No landscape architect shall permit his or her seal  
11 to be affixed to any plans, specifications or drawings if such  
12 portions thereof as are involved in the practice of his or her  
13 particular profession were not prepared by or under the landscape  
14 architect's responsible control.

15 SECTION 20. AMENDATORY 59 O.S. 2011, Section 46.38, as  
16 amended by Section 25, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
17 Section 46.38), is amended to read as follows:

18 Section 46.38 A. ~~On July 1, 2007, the effective date of~~  
19 ~~registration of interior designers began.~~

20 ~~B.~~ Except as otherwise provided in the State Architectural and  
21 Registered Commercial Interior Designers Act, no registration shall  
22 be issued to any person to represent that the person is a  
23 "registered commercial interior designer" nor shall any person be  
24 allowed to use the term unless the person pays to the Board the

1 required fees and/or penalties if applicable as established by the  
2 rules of the Board and:

3 1. Holds an accredited professional degree in interior design  
4 from an interior design program accredited by the Council for  
5 Interior Design Accreditation or its successor, or from an interior  
6 design program determined by the Board to be substantially  
7 equivalent to an accredited program;

8 2. Provides proof of a minimum of two (2) years of full-time  
9 diversified and appropriate experience within established standards  
10 as the Board shall prescribe; and

11 3. Provides to the Board proof of passage of the examination  
12 administered by the Council for Interior Design Qualification or its  
13 successor or an equivalent examination as determined by the Board.

14 ~~E.~~ B. The Board may waive the requirements of the State  
15 Architectural and Registered Commercial Interior Designers Act for  
16 an individual who holds a current valid registration from another  
17 state, jurisdiction or foreign country where the requirements for  
18 registration are substantially equivalent to those required for  
19 registration in this state and pays the required fees and/or  
20 penalties, if applicable, to the Board.

21 ~~D.~~ C. This section does not apply to a person licensed to  
22 practice architecture pursuant to the laws of this state.

23 ~~E.~~ D. Nothing in this act shall be construed to authorize the  
24 Board to regulate or prohibit persons who are rendering interior

1 design services and are not a registered commercial interior  
2 ~~designer~~ designers under the provisions of this act or to adopt  
3 regulations that would exceed the powers and responsibilities  
4 expressly authorized under this act.

5 ~~F.~~ E. Certificate of title shall be subject to the following:

6 1. The use of the title "Registered Commercial Interior  
7 Designer" by a partnership, firm, association, corporation, limited  
8 liability company or limited liability partnership is allowed to  
9 those entities listed, provided:

10 a. one or more of the directors, partners, officers,  
11 shareholders, members, managers, or principals is a  
12 registered commercial interior designer and is in good  
13 standing with the Board, and

14 b. the partnership, firm, association, corporation,  
15 limited liability company or limited liability  
16 partnership has been issued a certificate of title by  
17 the Board;

18 2. The Board shall have the power to issue, revoke, deny or  
19 refuse to renew a certificate of title for a partnership, firm,  
20 association, corporation, limited liability company or limited  
21 liability partnership as provided for in this act;

22 3. A partnership, firm, association, corporation, limited  
23 liability company or limited liability partnership shall file with  
24 the Board an application for a certificate of title on a form

1 approved by the Board which shall include the names, addresses,  
2 state of registration and registration number of all directors,  
3 partners, officers, shareholders, members, managers or principals of  
4 the partnership, firm, association, corporation, limited liability  
5 company or limited liability partnership. In the event there shall  
6 be a change in any of these persons during the term of  
7 certification, the change shall be filed with the Board within  
8 thirty (30) days after the effective date of the change. If all the  
9 requirements of this section and the Board's current rules have been  
10 met, the Board shall issue a certificate of title to the  
11 partnership, firm, association, corporation, limited liability  
12 company or limited liability partnership;

13 4. The Secretary of State shall not issue a certificate of  
14 incorporation or register a foreign corporation or any other entity  
15 which includes among the objectives for which it is established the  
16 words "Registered Commercial Interior Designer" or any modification  
17 or derivation of these words, unless the Board has issued for the  
18 applicant either a certificate of title for an entity, or a letter  
19 indicating the eligibility for an exemption pursuant to the  
20 requirements of this act. The firm applying shall supply the  
21 certificate of title or letter from the Board with its application  
22 for incorporation or registration;

23 5. The Secretary of State shall not register any trade name or  
24 service mark which includes such words as set forth in paragraph 4

1 of this subsection, or modification or derivatives thereof in its  
2 firm name or logotype except those entities or individuals holding  
3 certificates of title issued under the provisions of this section or  
4 letters of eligibility issued by the Board; and

5 6. Upon application for renewal and upon compliance with the  
6 provisions of this act and the rules of the Board, a certificate of  
7 title shall be renewed as provided by this act.

8 ~~G. F.~~ No registration for registered interior designers or a  
9 certificate of title for a partnership, firm, association,  
10 corporation, limited liability company or limited liability  
11 partnership, shall be issued or renewed for longer than two (2)  
12 years. A registration or certificate of title may be renewed upon  
13 application, compliance with the rules of the Board and payment of  
14 fees prior to or on June 30 of alternate years. The registration  
15 for registered commercial interior designers shall begin July 1,  
16 2007, and shall end June 30, 2009, unless renewed every two (2)  
17 years thereafter. A new registration to replace a lost, destroyed  
18 or mutilated registration shall be issued by the Board upon payment  
19 of a fee established in accordance with the rules of the Board.

20 SECTION 21. AMENDATORY 59 O.S. 2011, Section 46.39, as  
21 amended by Section 26, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
22 Section 46.39), is amended to read as follows:

23 Section 46.39 Any person who applies to become a registered  
24 commercial interior designer and remits the application and initial



1 fees after July 1, 2007, shall be registered by the Board of  
2 Governors of the Licensed Architects, Landscape Architects and  
3 Registered Commercial Interior Designers if:

4 1. ~~In lieu of the requirement of an accredited professional~~  
5 ~~degree,~~ an applicant demonstrates, in accordance with this act, or  
6 in compliance with the ~~Post~~-Military Service Occupation, Education  
7 and Credentialing Act and requirements as the Board adopts by rule,  
8 that the applicant has the interior design education and training  
9 that the Board deems equivalent to an accredited professional degree  
10 in interior design and the applicant has passed the examination of  
11 the Council for Interior Design Qualification or its successor, or  
12 an equivalent examination as determined by the Board; and

13 2. In lieu of the requirement of any professional degree, an  
14 applicant may provide documented proof of diversified and  
15 appropriate experience in the practice of interior design for a  
16 period of six (6) years and the applicant has passed the examination  
17 of the Council for Interior Design Qualification or its successor,  
18 or an equivalent examination as determined by the Board.

19 The Board has the authority to issue temporary registrations  
20 while qualifying the applicant in compliance with the ~~Post~~-Military  
21 Service Occupation, Education and Credentialing Act.

22 SECTION 22. AMENDATORY 59 O.S. 2011, Section 46.40, is  
23 amended to read as follows:

24

1 Section 46.40 A. The Board of Governors of the Licensed  
2 Architects, Landscape Architects and Registered Commercial Interior  
3 Designers of Oklahoma may waive the educational and examination  
4 requirements of the State Architectural and Registered Commercial  
5 Interior Designers Act for persons with diversified and appropriate  
6 experience in the practice of interior design for a period of  
7 fifteen (15) years prior to July 1, 2007, if the person is not  
8 registered under the State Architectural and Registered Commercial  
9 Interior Designers Act and not exempt from the requirement for  
10 registration in order to use the title "Registered Commercial  
11 Interior Designer".

12 B. The State Architectural and Registered Commercial Interior  
13 Designers Act shall not be construed to prohibit or interfere with  
14 the ability of a licensed architect to perform those activities that  
15 are associated with his or her practice as provided under the  
16 provisions of the State Architectural and Registered Commercial  
17 Interior Designers Act.

18 SECTION 23. AMENDATORY 59 O.S. 2011, Section 46.41, as  
19 amended by Section 27, Chapter 234, O.S.L. 2014 (59 O.S. Supp. 2020,  
20 Section 46.41), is amended to read as follows:

21 Section 46.41 A. It shall be unlawful for any person or entity  
22 to use the title "Registered Commercial Interior Designer" or any  
23 other derivation of these words to indicate that the person or  
24 entity is registered under the provisions of ~~this act~~ the State

1 Architectural and Registered Commercial Interior Designers Act, if  
2 the person is not registered under this act.

3 B. Any person who holds himself or herself out as a registered  
4 commercial interior designer, advertises, puts out any sign, card or  
5 drawings in this state designating himself or herself as a  
6 "Registered Commercial Interior Designer" or uses some form of the  
7 term in the title of a profession or business without first having  
8 complied with the provisions of the State Architectural and  
9 Registered Commercial Interior Designers Act shall be deemed guilty  
10 of a misdemeanor.

11 SECTION 24. NEW LAW A new section of law to be codified  
12 in the Oklahoma Statutes as Section 46.42 of Title 59, unless there  
13 is created a duplication in numbering, reads as follows:

14 Each registered interior designer shall have a seal, the image  
15 of which must contain the name of the registered interior designer,  
16 the person's registration number and the words, "Registered  
17 Commercial Interior Designer, State of Oklahoma". All interior  
18 technical submissions prepared by such registered interior designer,  
19 or under the responsible control of the registered interior  
20 designer, shall be sealed, signed and dated, which shall mean that  
21 the registered interior designer was in responsible control over the  
22 content of such interior technical submissions during their  
23 preparation and has applied the required professional standard of  
24 care. No registered interior designer may sign or seal interior

1 technical submissions unless they were prepared by or under the  
2 responsible control of the registered interior designer, except  
3 that:

4 1. The person may sign or seal those portions of the technical  
5 submissions that were prepared by or under the responsible control  
6 of persons who are registered under the State Architectural and  
7 Registered Commercial Interior Designers Act if the interior  
8 designer has reviewed and adapted in whole or in part such portions  
9 and has either coordinated their preparation or integrated them into  
10 the work. The seal may be a rubber stamp or may be generated  
11 electronically, pursuant to rules adopted by the Board; and

12 2. Registered commercial interior designers may submit  
13 technical submissions, excluding Fire and Life Safety Systems, for  
14 nonstructural interior construction for the code use groups as  
15 defined and listed in Section 46.21b of title 59 of the Oklahoma  
16 Statutes.

17 SECTION 25. NEW LAW A new section of law to be codified  
18 in the Oklahoma Statutes as Section 46.43 of Title 59, unless there  
19 is created a duplication in numbering, reads as follows:

20 It shall be unlawful for a registered commercial interior  
21 designer to accept or to receive compensation, directly or  
22 indirectly, from another other than his or her client in connection  
23 with the reparation, alteration or construction of a building  
24

1 interior in relation to which he or she shall have accepted  
2 employment in any manner.

3 SECTION 26. NEW LAW A new section of law to be codified  
4 in the Oklahoma Statutes as Section 46.44 of Title 59, unless there  
5 is created a duplication in numbering, reads as follows:

6 It shall be unlawful for an registered commercial interior  
7 designer, at any time, to bid or hold a financial interest in any  
8 entity competitively bidding for a contract for the reparation,  
9 alteration or erection of a building or other structure for which he  
10 or she has prepared the plans and specifications unless the contract  
11 is a design/build contract.

12 SECTION 27. NEW LAW A new section of law to be codified  
13 in the Oklahoma Statutes as Section 46.45 of Title 59, unless there  
14 is created a duplication in numbering, reads as follows:

15 The privilege of engaging in practice as a registered commercial  
16 interior designer is personal based upon the qualifications of the  
17 individual and evidenced by the individual's registration. The  
18 registration is not transferable.

19 SECTION 28. NEW LAW A new section of law to be codified  
20 in the Oklahoma Statutes as Section 46.46 of Title 59, unless there  
21 is created a duplication in numbering, reads as follows:

22 The Board of Governors of the Licensed Architects, Landscape  
23 Architects and Registered Commercial Interior Designers of Oklahoma  
24 may restore a registration to any person whose registration has

1 | lapsed or has been revoked or suspended. Application for the  
2 | reissuance of a registration shall be made in the manner as the  
3 | Board may direct. The fees prescribed by the rules shall accompany  
4 | the application for reissuance.

5 | SECTION 29. NEW LAW A new section of law to be codified  
6 | in the Oklahoma Statutes as Section 46.47 of Title 59, unless there  
7 | is created a duplication in numbering, reads as follows:

8 | Registration under the State Architectural and Registered  
9 | Commercial Interior Designers Act shall not authorize a registered  
10 | commercial interior designer to engage in the practice of  
11 | architecture or landscape architecture as described herein.

12 | SECTION 30. This act shall become effective July 1, 2021.

13 | SECTION 31. It being immediately necessary for the preservation  
14 | of the public peace, health or safety, an emergency is hereby  
15 | declared to exist, by reason whereof this act shall take effect and  
16 | be in full force from and after its passage and approval.

17 |

18 | 58-1-7394 LRB 02/05/21

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# OKLAHOMA BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

## Operational Audit

For the Period July 1, 2014 through June 30, 2019

**Cindy Byrd, CPA**  
State Auditor & Inspector

**Audit Report of the  
Oklahoma Board of Architects, Landscape Architects and  
Registered Interior Designers**

**For the Period  
July 1, 2014 through June 30, 2019**





Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | [www.sai.ok.gov](http://www.sai.ok.gov)

January 5, 2021

**TO THE OKLAHOMA BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS.**

We present the audit report of the Oklahoma Board of Architects, Landscape Architects and Registered Interior Designers for the period July 1, 2014 through June 30, 2019. The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

This report is a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.) and shall be open to any person for inspection and copying.

Sincerely,

A handwritten signature in blue ink that reads "Cindy Byrd".

CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR



**Background**

The Oklahoma Board of Architects, Landscape Architects and Registered Interior Designers (the Agency) was created in 1925 to serve both the professions of architecture, landscape architecture and interior design and the public. Its mission is to protect the citizens of the State of Oklahoma by regulating the professions of architecture and landscape architecture and registering interior designers to promote quality practice.

Oversight is provided by a board (the Board) composed of eleven members, including seven licensed architects, two licensed landscape architects, one registered interior designer, and one lay member.

Board members as of November 2020 are:

Elizabeth Windel..... Chair  
Scott Howard..... Vice-Chair  
M. Bradley Gaskins..... Secretary/Treasurer  
Brian Dougherty..... Member  
James Hasenbeck..... Member  
J. Mark Taylor..... Member  
David Hornbeek..... Member  
Nate Baker..... Member  
David Blackburn..... Member  
Betsy Guthrie..... Member  
Jim Bruza..... Member

**Oklahoma Board of Architects, Landscape Architects and Registered Interior Designers  
Operational Audit**

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The following table summarizes the Agency’s sources and uses of funds for fiscal years 2018 and 2019 (July 1, 2018 through June 19, 2019).

**Sources and Uses of Funds for FY 2018 and FY 2019**

	2018	2019
<b>Sources:</b>		
Licenses, Permits, Fees	\$ 292,330	\$ 1,065,440
Fines, Forfeits, Penalties	49,500	9,300
Sales and Services	2,654	810
<b>Total Sources</b>	<b>\$ 344,484</b>	<b>\$ 1,075,550</b>
<b>Uses:</b>		
Personnel Services	\$ 299,934	\$ 363,008
Assistance, Payments to Local Govn'ts	225,000	-
Professional Services	110,546	116,117
Administrative Expenses	52,147	64,391
Travel	15,594	18,203
Other Uses	4,260	3,421
<b>Total Uses</b>	<b>\$ 707,481</b>	<b>\$ 565,140</b>

*Source: Oklahoma statewide accounting system (unaudited, for informational purposes only)*

- Regarding “Licenses, Permits and Fees”, licensing renewals are due by June 30 of each odd year. Due to FY2019 being the renewal year, the amount of licensing revenues is much higher.
- Regarding “Assistance, Payments to Local Governments,” in accordance with statute 59 OS § 46.7(24) establishing the Path to Licensure Scholarship, this is a budget line item and evaluated annually. The Agency chose to include it in 2018 and 2020 but not 2019.

**Scope and  
Methodology**

Our audit was conducted in response to 74 O.S. § 212, which requires the State Auditor and Inspector’s office to audit the books and accounts of all state agencies whose duty it is to collect, disburse, or manage funds of the state.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In planning and conducting our audit, we focused on the major financial-related areas of operations based on assessment of materiality and risk for the period July 1, 2014 through June 30, 2019. Our audit procedures included inquiries of appropriate personnel, research and analysis, and inspections of documents and records. Further details regarding our methodology are included in Appendix A.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, errors or fraud may occur and not be detected. Also, projections of any evaluation of internal control to future periods are subject to the risk that conditions may change or compliance with policies and procedures may deteriorate.

***Internal Control Considerations***

The Government Accountability Office (GAO) emphasizes the importance of internal controls at all levels of government entities. Their *Standards for Internal Control*<sup>1</sup> outline the five overarching components of internal control: the control environment, risk assessment, information and communication, monitoring, and detailed control activities. Each of these components, listed in Appendix B for your reference, includes a subset of principles that are expected to be operating at government entities.

The *Standards for Internal Control* underscore that an internal control system is effective only when the five components of internal control are effectively designed, implemented, and operating together in an integrated manner. As required by *Government Auditing Standards*<sup>2</sup>, we have identified the aspects of internal control significant to each audit objective in this engagement; and our assessments are detailed in Appendix B.

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<sup>1</sup> *Standards for Internal Control in the Federal Government*, or the “Green Book,” sets standards and the overall framework for an effective internal control system in federal agencies and is treated as best practices for other levels of government. Last update 2014, accessible online at <https://www.gao.gov/products/GAO-14-704G>.

<sup>2</sup> *Government Auditing Standards*, or the “Yellow Book,” also promulgated by the GAO, guides our performance and operational audits. Last version 2018, accessible online at <https://www.gao.gov/products/GAO-18-568G>.

**OBJECTIVE** Determine whether effective internal control activities are in place to ensure all funds received by the agency are deposited, in line with GAO Standards for internal control and Oklahoma’s Statewide Accounting Manual.

**Conclusion** The Agency does not have effective internal control activities in place to ensure all funds received by the agency are deposited in line with GAO *Standards for Internal Control* and Oklahoma’s Statewide Accounting Manual.

**Scope and Methodology** To accomplish our objective, we performed the following:

- Evaluated the revenue process and identified significant internal controls related to deposits and licensing.
- Compared the Agency’s process to applicable governmental internal control standards and Oklahoma’s Statewide Accounting Manual.

**FINDINGS AND RECOMMENDATIONS**

**Process Improvements Needed to Ensure All Funds Received Are Deposited** Oklahoma’s Statewide Accounting Manual<sup>1</sup> emphasizes the importance of segregation of duties to ensure no individual is in a position to initiate, approve, undertake, and review the same action (such as receipting funds). The GAO *Standards for Internal Control* also note that if segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

The GAO *Standards for Internal Control* further emphasize that management should establish and operate monitoring activities to monitor the internal control system and evaluate the results. In addition, management should remediate identified internal control deficiencies on a timely basis.

There are two individuals responsible for opening the mail, however they do not log or document the incoming checks. The licensing manager is responsible for making entries in the licensing database, printing licenses, entering deposits in the state-wide accounting system, and taking the deposits to the bank. The licensing manager also has the ability to make changes in the licensing database. The licensing database has a function to track the changes that have been made; however, this function does not produce a report and is not reviewed by management. This creates the opportunity for the licensing manager to misappropriate funds received and to conceal the misappropriation by improperly recording deposits or

licensing activity. These are concerns that were reported in our previous audit of the agency.

The director reconciles the information from the licensing database to deposits in the state-wide accounting system. However, due to the lack of segregation of duties associated with the licensing manager and her ability to modify licensing records, the information the director is reviewing may not be reliable. The agency has written detailed policies and procedures that entail the processes that are in place. However, those policies and procedures do not establish appropriate control activities.

### **Recommendation**

We recommend that the individuals opening the mail document all checks received in a log. This log should be included in the director's reconciliation to ensure the checks received by the Agency are deposited to the bank in the correct amounts. In addition, given that the licensing manager performs all the key revenue processes, the director should also review the modified records in the licensing database periodically. These changes should be reflected in the agency's internal policies and procedures.

To ensure an overall effective internal control system, agency management and the board should routinely monitor key duties and responsibilities, evaluate for control deficiencies, and remediate those deficiencies in a timely manner.

### **Views of Responsible Officials**

The Board of Architects, Landscape Architects & Registered Interior Designers received approval from OMES IS, in late 2019, to replace the aging licensing database system with a new cloud based regulatory platform. As of date, all agency business processes have been reviewed and redeveloped as necessary, with an anticipated launch in early 2021. This will shift the manual process of accepting checks to an online payment portal. To ensure effective internal control the new system will provide extensive audit log and reporting capabilities. The administrative workbench will document changes made by staff. It will contain an audit history log to record all field changes and will include the old value, new value along with the date and user that made the change. Any changes made online, through the "Application/Licensee Portal" will be real time into the administrative workbench with its own audit log. This includes all payment records. Consequently, the robust reporting system will help facilitate the regular review of modified records. Additionally, in consideration of the State Auditor's findings and recommendations, all checks received will be logged in separately from the licensing process and will be included in the director's monthly reconciliation. While the

agency's goal is to move to online payments, we will continue to maintain the process of manual logs on the occasion a check is received.

### **APPENDIX A: Detailed Methodology**

In gaining an understanding of the agency and developing our detailed objectives, in addition to routine discussions, analysis, research, and prior audit follow-up, we performed the following:

- Reviewed revenue, expenditure, and asset-related data from the State-Wide Accounting System and gathered information from Agency personnel to assess the related financial processes and trends for any notable risks.
- Reviewed the Agency's transfers made to the state's general revenue fund as required by 59 O.S. § 46.20 and confirmed they materially reflected 10% of Agency deposits.
- Reviewed the Agency's HR All Actions Report from the State-Wide Accounting System to assess the changes that had a financial impact during the audit period.

We documented our understanding of the agency-wide components and underlying principles of internal controls significant to our objectives, as outlined further in Appendix B. In doing so, we obtained an internal control self-assessment completed by management and assessed the results, along with further discussions and review of documentation to verify and confirm as necessary. We analyzed the design and operating effectiveness of the significant principles and determined there is room for improvement relating to control activities, as addressed in our finding in the previous section.

## APPENDIX B: Internal Control Components and Principles

The table below outlines the components and principles of internal control, identifies those considered significant to our specific objectives in this engagement, and notes whether those principles were found to be operating effectively. For those *not* operating effectively, further discussion and related recommendations are included in the report.

As recommended by *Government Auditing Standards* section 9.32, the full outline of the fundamental components of internal control and their underlying principles is included for your reference.

Internal Control Component/Principle	Significant to Audit Objective I	Operating Effectively?
<b>Control Environment Component</b> – Foundation that provides processes and structure to help an entity set expectations and achieve its objectives.		
1. The oversight body and management should demonstrate a commitment to integrity and ethical values.		
2. The oversight body should oversee the entity's internal control system.		
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.		
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.		
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.		
<b>Risk Assessment Component</b> – Dynamic process of identifying, analyzing, and managing risks facing the entity.		
6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.		
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.		
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.		
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.		
<b>Control Activities Component</b> – Actions management establishes through policies and procedures to protect against risks.		
10. Management should design control activities to achieve objectives and respond to risks.	✓	No



**Oklahoma Board of Architects, Landscape Architects and Registered Interior Designers  
Operational Audit**

11. Management should design the entity's information system and related control activities to achieve objectives & respond to risks.		
12. Management should implement control activities through policies.	✓	<b>No</b>
<b>Information and Communication Component</b> – Quality information communicated and used to support the internal control system.		
13. Management should use quality information to achieve the entity's objectives.		
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.		
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.		
<b>Monitoring Component</b> – Activities to assess the quality of performance and promptly correct any deficiencies.		
16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.	✓	<b>No</b>
17. Management should remediate identified internal control deficiencies on a timely basis.	✓	<b>No</b>

The GAO emphasizes that each of the five components of internal control must be effectively designed, implemented, and operating. For an internal control system to be effective, the components must operate together in an integrated manner. They further stress that documentation is a necessary part of an effective internal control system. The level and nature of documentation vary based on the size of the entity and the complexity of the operational processes the entity performs. Documentation is required to demonstrate the design, implementation, and operating effectiveness of an entity's internal control system.

O·K·L·A·H·O·M·A  
S·A·I  
STATE AUDITOR & INSPECTOR



**Cindy Byrd, CPA | State Auditor & Inspector**

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | [www.sai.ok.gov](http://www.sai.ok.gov)

**BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS  
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA**  
220 NE 28th Street, Suite 150, Oklahoma City, OK 73105  
**PHONE (405) 949-2383**

Date: 12/09/2020

Name: Stephen M Tresemer  
Address: 4107 24<sup>th</sup> Avenue NE  
City: Norman State: OK Zipcode:73071

**APPLICATION FOR EMERITUS STATUS FOR RENEWAL YEARS OF  
2019-2021**

**This application is valid according to the terms expressed herein.**

Name: Stephen M Tresemer

License Type: Architect; Landscape Architect; Registered Interior Designer

License Number: 8033

Date of Birth: 08/10/1953

I certify that I have met the Rules of OAC 55:10-9, that I am a resident of Oklahoma who has been licensed in this state for ten (10) consecutive years, sixty-five (65) years of age or older and **retired from active practice** or other related professional activities.

I certify that I understand to reinstate a License to an active status I may do so by re-applying and paying a readmission application fee. The Board has full discretion as to how to reinstate the License or determine not to reinstate the License. If the Board, in its sole discretion reinstates the License, I shall pay the current License fee in 55:10-3-13. I shall also complete the continuing education requirements, if applicable, for the current License period and comply with all other Board requirements.

In order for exemptions to be granted, this application must be renewed biennially by the filing of this application. I hereby apply for EMERITUS status for the years of 2019-2021.

Stephen M Tresemer \_\_09DEC2020\_\_\_\_\_  
(Signature and Date)

**PLEASE NOTE:**

After Board approval, you will no longer receive renewal notices. Should you desire to return to active practice, please contact the Board Office for a License Reinstatement. It will be your responsibility to keep us up to date with your mailing and email address.

Thank You,  
Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma

**BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS  
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA**  
220 NE 28th Street, Suite 150, Oklahoma City, OK 73105  
**PHONE (405) 949-2383**

Date: 12/16/2020

Name: Christopher D. Cordry  
Address: 11931 N. Mustang Rd.  
City: Yukon State:OK Zipcode:73099

**APPLICATION FOR EMERITUS STATUS FOR RENEWAL YEARS OF  
2019-2021**

**This application is valid according to the terms expressed herein.**

Name: Christopher D. Cordry

License Type: Architect; Landscape Architect; Registered Interior Designer

License Number: 2386

Date of Birth: 12/10/1954

I certify that I have met the Rules of OAC 55:10-9, that I am a resident of Oklahoma who has been licensed in this state for ten (10) consecutive years, sixty-five (65) years of age or older and **retired from active practice** or other related professional activities.

I certify that I understand to reinstate a License to an active status I may do so by re-applying and paying a readmission application fee. The Board has full discretion as to how to reinstate the License or determine not to reinstate the License. If the Board, in its sole discretion reinstates the License, I shall pay the current License fee in 55:10-3-13. I shall also complete the continuing education requirements, if applicable, for the current License period and comply with all other Board requirements.

In order for exemptions to be granted, this application must be renewed biennially by the filing of this application. I hereby apply for EMERITUS status for the years of 2019-2021.



12-16-20

---

(Signature and Date)

**PLEASE NOTE:**

After Board approval, you will no longer receive renewal notices. Should you desire to return to active practice, please contact the Board Office for a License Reinstatement. It will be your responsibility to keep us up to date with your mailing and email address.

**Thank You,**  
**Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma**

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## Executive Summary

President/Chair of the Board Robert M. Calvani, FAIA, NCARB, virtually convened the winter session of the FY21 Board of Directors meeting on January 21 – 23, 2021. During the meeting, the Board engaged with leadership from the Council for Interior Design Qualification (CIDQ) and the Council of Landscape Architectural Registration Boards (CLARB) as well as with an equity, diversity, and inclusion (EDI) consultant to discuss opportunities identified during focus groups recently conducted with Council members. The Board also discussed performance on the Council's Strategic Plan, met with the investment advisors, and conducted a blue-sky session to identify opportunities and risks for further discussion and future study.

The Board set the passing score for one division of the Architect Registration Examination® (ARE®), approved a recommendation from the Professional Conduct Committee (PCC) to reinstate a previously revoked NCARB Certificate, established a “special membership meeting” to take place in May 2021, and approved Resolution 2021-01 to be presented during the special meeting. The Board also approved the release of eight additional draft resolutions for Member Board consideration. In other actions, the Board passed an amendment to the Council's agreement with its Lineup® subsidiary, updated the Council's investment policy, approved several funding requests, and discussed developing a slate of nominees to the board of directors for the National Architectural Accrediting Board (NAAB).

President Calvani and CEO Michael Armstrong updated the Board on recent and upcoming activities including the agenda for the March 2021 Regional Summit and plans for a hybrid Annual Business Meeting that will provide full engagement for both in-person and virtual attendees. Treasurer Jon Alan Baker, FAIA, NCARB, LEED AP, reported on the state of the Council's financial funds, and Secretary/NCARB liaison to the Lineup® Board of Directors (NCARB's for-profit subsidiary) Kenneth R. Van Tine, AIA, NCARB, LEED AP, provided a financial update on subsidiary activities. The Board also provided feedback regarding a Credentials Committee proposal to increase transparency for Board elections.

The Executive Committee met the day before the Board meeting to review financial outcomes and trends for the first six months of the fiscal year and to engage with the investment advisors for the annual review of the Council's investment strategy. The committee also developed recommendations related to financial actions to be proposed for Board consideration.

## Generative and Strategic Discussions

NCARB strategic consulting partner—Jay Younger, President and CEO of McKinley Advisors—led the Board of Directors through an assessment of NCARB's Strategic Plan performance including review of two metric dashboards and a summary of current special initiatives executing on the plan. Younger indicated that the plan provides a necessary framework while the goals of facilitating licensure, fostering collaboration, and maximizing value are sufficiently broad, providing flexibility for the organization to adapt to changing environments while simultaneously serving as a catalyst for identifying new opportunities and priorities.

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## Program Highlights: Linking Strategy to Execution

Program and Service Excellence	Awareness in the Architecture Community	Stakeholder Systems, Tools, and Resources	Data Analysis and Thought Leadership	Advocacy Support, Outreach, and Influence	Future Focused Research & Development
<ul style="list-style-type: none"> <li>• Online proctoring for the ARE</li> <li>• International reciprocity opportunities (APEC, US/UK MRA)</li> <li>• Fairness in Licensure study</li> <li>• Ethics: FY21 volunteer workgroup</li> </ul>	<ul style="list-style-type: none"> <li>• Licensure Advisory Forum engagements</li> <li>• Launch of ProPEL with ACSA</li> <li>• Baseline on Belonging Survey efforts with NOMA</li> <li>• Member Board Pipeline Project</li> <li>• Think Tanks</li> </ul>	<ul style="list-style-type: none"> <li>• Member Board Chairs/Executives Leadership Summit</li> <li>• Expedited transmittal process for initial licensure</li> <li>• Continued enhancements to Licensing System</li> <li>• Redesign / expansion of CE catalog</li> </ul>	<ul style="list-style-type: none"> <li>• CEO Op-Ed on four-year degree</li> <li>• Staff North Star visioning exercises</li> <li>• Fairness in Licensure studies</li> <li>• <i>NCARB by the Numbers</i></li> <li>• Lineup</li> <li>• CE auditing system</li> <li>• Diversity Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>• K-12 Initiative</li> <li>• Board engagement with external organizations (collaterals and ICOR organizations)</li> <li>• Partnerships with ACSA, AIAS, NOMA, and ICOR members</li> <li>• ARPL</li> </ul>	<ul style="list-style-type: none"> <li>• Futures Collaborative</li> <li>• Advocacy research</li> <li>• Analysis of Practice</li> <li>• Continued growth in NOMA data partnership</li> <li>• NBTN enhancements</li> <li>• Boyer Study</li> </ul>

*A sample of recent NCARB initiatives sorted by the Strategic Plan objective they support.*

President Calvani facilitated a “What If” blue-sky session focused on opportunities and risks, building off of a study conducted by the Board of Directors in the previous fiscal year. A key theme that emerged was promotion of NCARB alternative paths to support underrepresented populations and those without resources for an accredited degree. Topics included emphasizing the role of community colleges, seeking collaborative clarification on the role of interior designers, enhancing firm outreach, and designing an architectural census, as well as new opportunities for continuing education that meet health, safety, and welfare criteria.

### Diversity, Inclusion, and Board Governance

The thread of elevating the commitment to diversity, inclusion, and equity in the volunteer leadership context was woven throughout several other Board activities including the discussion with Younger, an engagement with CLARB, resolutions from the Diversity Collaborative, and a session with consultant Effenus Henderson, President and CEO of HenderWorks, Inc. and Co-Director of the Institute for Sustainable Diversity and Inclusion. Henderson’s services were included as part of NCARB’s sponsorship of the National Organization of Minority Architects (NOMA). He provided feedback to the Board regarding his facilitation of recent focus groups composed of Member Board Members from underrepresented groups, along with results of an EDI “best corporate practices” survey he issued to the Board.

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Henderson outlined several areas of focus for future Board efforts including: identifying and mentoring individuals as candidates for state licensing boards; helping provide diverse candidate slates for Member Board appointments; recruiting diverse candidates for critical access points in NCARB's governance structure; examining gaps in governance structure, processes, and practices and providing ways to close those gaps; building outreach to influence future leaders to participate in NCARB activities; and developing a more intentional approach highlighting why there is a need to have increased diversity in the governance structure.

## Collateral Regulatory Organization Engagement

CIDQ President Aandra Currie Shearer, President-elect Scott MacMeekin, and CEO Thom Banks joined the Board for an inaugural conversation acknowledging current joint efforts and future opportunities between the two organizations, which jointly share support for many of the same Member Boards and a mutual mission to protect the public. CIDQ is a member of the Interorganizational Council on Regulation (ICOR) along with NCARB, the National Council of Examiners for Engineering and Surveying (NCEES), and CLARB, as these organizations jointly support a number of multi-disciplinary boards and share a common mission. Discussion topics included scope of practice and joint efforts stemming from the NCARB Interiors Task Force to compare analyses of practice and test specifications from each organization. Following the engagement, the Board agreed to continue growing the partnership with CIDQ including exploring how the role of CIDQ could be elevated within the advocacy arena.

CLARB CEO Matthew Miller and Chief Strategy Officer Veronica Meadows presented on the results of CLARB's recent governance restructure initiative. The restructure was designed to address a shrinking leadership pool, leadership diversity, and deliver an agile, balanced governance structure that can adapt to meet changing needs while maintaining focus on smart regulation of landscape architects.

The Board of Directors discussed a slate of nominees to be submitted for a seat on the NAAB's board of directors to fill a seat that will be vacated in October by former Utah Member Board Member Jeanne R. Jackson, FAIA, NCARB, LEED AP. The Board will make a final decision on the list of nominees to be submitted in early-March.

## Resolutions

The Board of Directors approved *Resolution 2021-01: NCARB Bylaws Amendment—Remote Meetings* for release to Member Boards. The Board also approved holding a special meeting of the membership in May 2021 to take action on this resolution so that the resolution is implemented ahead of the June Annual Business Meeting.

When passed, this resolution will allow electronic voting on resolutions and elections during the June Annual Business Meeting. Currently, Iowa law, under which the Council is incorporated, allows meetings to be conducted in this manner only if permitted within the Council's Articles of Incorporation or *Bylaws*. Currently, neither document permits remote meetings.

Secretary Van Tine submitted eight additional draft resolutions, which the Board cleared for initial release for membership review. These resolutions, released in early-February, will be introduced during the March Regional Summit. Feedback from Member Boards will be considered by the Board of Directors during the April 2021 Board meeting, at which time the Board will determine the final resolutions to be released for the June 2021 Annual Business Meeting.

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The eight draft resolutions include:

- Three resolutions that were previously planned for the FY20 Annual Business Meeting: *NCARB Certification Guidelines Amendment – Qualifications for Education Alternative; Sunset of Resolution 2000-1 (Opposition to Interior Design Licensing); and the Amendment and Restatement of the NCARB Legislative Guidelines and Model Law/Model Regulations*
- A *Certification Guidelines Amendment* to address unintended impediments for foreign architects pursuing the foreign alternative path to certification
- An *omnibus resolution* to sunset several historical resolutions that are out of alignment with current Council policies and practices
- *Two governance adjustment resolutions* submitted by the Diversity Collaborative Task Force
- A *Member Board dues reduction resolution* to reduce dues from \$6,500 to \$1,000; and further, to change the *Bylaws* requirement for three-year notice about Member Board dues changes to apply only to dues increases so that the dues reduction can be implemented on July 1, 2021

## FY21 Annual Business Meeting

CEO Armstrong and NCARB's Vice President of Marketing & Communications Andy McIntyre presented early concepts for holding a hybrid Annual Business Meeting in June 2021. Pending the passage of Resolution 2021-01 (above), the goal of the hybrid meeting would be to ensure that attendees can engage in debate, put forward motions, and take action on resolutions and elections in real time whether attending in person or online.

Acknowledging that the experience will be different from years past, Armstrong noted that the hotel contract provides that business sessions can take place with strict social distancing rules within an over-sized ballroom for in-person attendees and that audio-visual enhancements can provide an improved experience for online attendees. However, he stressed that travel to and attendance at these events would be promoted as optional for in-person participation based upon the safety parameters expressed by health experts and by participants themselves, including staff. He cautioned that research is in early stages and that it is expected that some extracurricular events will likely not take place due to the need to protect the health and safety of in-person attendees. Staff will continue to work with President Calvani and the Board of Directors before final decisions are made.

## Committee Recommendations

The Board of Directors considered three committee recommendations:

- **Examination Committee:** The Board of Directors approved the committee's recommendation to set the passing score for the Practice Management division of the ARE based on statistical analysis conducted by the Council's examination vendor and review by the committee. Scores for all divisions of the ARE have been on hold since the launch of updates on December 14, 2020, which included the option to test via online proctoring. Scores for the Practice Management division were released to candidates following the Board meeting.



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In a follow-up call on February 2, the Board approved the committee recommendations for the remaining five divisions. Scores for these divisions will be released on Friday, February 5, 2021, and provisional score reporting will return to the test centers on Saturday, February 6, 2021. More information about this process can be found in [a detailed explanation on NCARB's blog](#).

- **Professional Conduct Committee:** The Board approved the committee's recommendation to reinstate a previously revoked NCARB Certificate.
- **Credentials Committee:** The Board provided guidance on a Credentials Committee recommendation that will allow for more transparency in elections for the NCARB Board of Directors.

## Finances

Treasurer Baker and NCARB's investment advisors reported on the healthy state of the Council's Short-term and Strategic Reserve funds. CEO Armstrong also reported that the Operating Fund is within Board-defined target allocations and reviewed financial activities for the first six months of the fiscal year. All indications are that as a result of adopting a "minimized expenses budget" effective July 2020, and even with reincorporating some additional expenditures in September 2020, financial outcomes for FY21 will exceed budget allocations by at least \$2 million—largely due to ongoing travel restrictions and better-than-expected customer service demands. Armstrong reminded the Board that the FY21 budget was adopted in June 2020, in the first quarter of the pandemic when all test centers were closed. The approved budget included 18 percent reductions in original revenue and expense projections as a hedge against unknown ramifications of the pandemic. Following these reviews, the Board of Directors made several financial decisions:

- Approved investment advisor-recommended changes to target asset allocations of the Council's Strategic Reserve portfolio
- Released Strategic Reserve funds to reinstate delayed initiatives including the Analysis of Practice, a partnership with the American Institute of Architects (AIA) to update the Boyer study, and funds for consultants for data analytics and a staff compensation benchmark study
- Released operating funds for previously frozen staff benefits
- Revised the cost-sharing agreement with Lineup® LLC, NCARB's for-profit subsidiary
- Released the next round of funding from Strategic Reserves for Lineup®

## Reports

To provide more time for generative and strategic activities, President Calvani reduced time spent on reports to the Board, noting that all reports were included in pre-reading materials. Separately, Calvani provided additional insights on recent external engagements, noting that he had attended the fall **Licensing Advisors Retreat Week** and that he had spent a day with CEO Armstrong and committee staff liaisons during the week preceding the Board meeting for updates on the current state of committee charges.

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He also reported that he had held an inaugural meeting with the American Indian Council of Architects and Engineers; attended virtual annual meetings of NOMA, CIDQ, and the American Institute of Architecture Students (AIAS). Additionally, he participated in annual engagements with the NAAB and Association of Collegiate Schools of Architecture (ACSA) boards of directors, joined by President-elect Alfred Vidaurri, Jr., FAIA, NCARB, AICP; Second Vice President Bayliss Ward, NCARB, AIA; and CEO Armstrong.

Armstrong reported on pending services for customers and Member Boards, including an expedited transmittal process for initial licensure candidates; upcoming Member Board engagements; and enhancements to the Council's media outreach strategy and priorities, as well as the planned approach to the 2021 legislative season.

Hi Candidate,

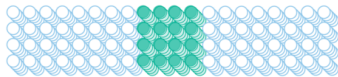
In this issue: Score reports released, new data about the online exam, and how we can help with technical issues.

ARE® 5.0 ONLINE PROCTORING

## EXAM DATA

**400**

ADMINISTRATIONS REQUIRED  
*per division to set a cut score*

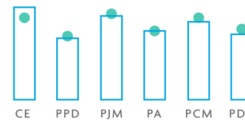


**20%**

OF ALL EXAMS TAKEN ONLINE

### PASS RATES

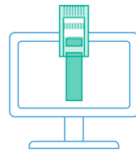
HAVE RISEN SLIGHTLY  
*for five divisions in early testing*



□ Previous Pass Rates  
● Current Pass Rates

### NO DIFFERENCE

IN CANDIDATES' PERFORMANCE:

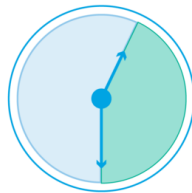


WHEN  
**TESTING ONLINE**  
*versus in person*



WHEN USING THE  
**WHITEBOARD TOOL**  
*versus scratch paper to answer questions*

CANDIDATES ABLE TO SPEND  
**MORE TIME**  
ON COMPLEX QUESTIONS



**+1.5 MINUTES**  
AVERAGE TIME CANDIDATES USE  
*when answering calculation questions  
and case studies*



**13%**  
OF CANDIDATES REPORTING  
TECHNICAL ISSUES

## Cut Scores Set for All Exam Divisions

The [updated cut scores](#) for all six ARE® 5.0 divisions have been set, and score reports have been released. Starting tomorrow, candidates will have the option to view provisional scores at the end of each exam. Thank you to all the candidates who were part of the early testing process!

Based on early results, pass rates rose slightly for five divisions and decreased slightly for one division. Early findings also reveal that candidates generally perform equally well whether testing online or in person. Updates to the exam's timing have also been positive: Candidates are taking advantage of the flexible break option, plus spending less time answering some questions (like the new three-option multiple choice), and more time answering complex questions that require calculations. Plus, performance on questions that require calculations hasn't dropped—and in the majority of cases, has increased slightly. These initial findings demonstrate that the exam's latest updates help ensure the ARE is a test of competency, not speed.

## How We Can Help With Technical Issues

We're sorry that the recent increase in technical issues is causing additional stress and uncertainty for candidates. Unfortunately, NCARB—along with other organizations who use the same testing software—has seen an increase in reported technical issues (now up to about 13%). These issues range from error messages that don't impact the exam delivery, to more serious interruptions that prevent a candidate from completing their exam. Monitoring and addressing these issues continues to be a top priority for NCARB, and we are actively working with our vendors to resolve them as soon as possible.

If you experience a technical issue, please follow these steps so we can log your incident and provide next steps:

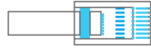
- Immediately notify your test center administrator or online proctor
- [Contact us](#) in writing within 15 days
- If you were unable to complete the exam due to a major technical issue, we will work with you to reschedule the division at no cost

## ARE Prep and Troubleshooting Tips

# TECH TIPS

To prepare for exam day, schedule a 30-minute test run appointment and practice using the whiteboard tool through NCARB's demo exam.

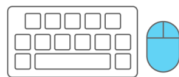
## DO



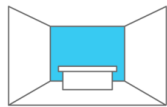
**ETHERNET  
INTERNET CONNECTION**  
*(at least 3 mpbs)*



**EXTERNAL  
AUTOFOCUS WEBCAM**

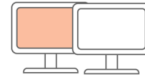


**EXTERNAL MOUSE  
AND KEYBOARD**



**PRIVATE AND "CLEAN"  
TESTING SPACE**

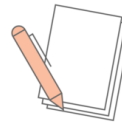
## DON'T



**DUAL MONITORS  
OR DOCKING STATION**



**HEADPHONES, STYLUS  
PENS, OR TABLETS**



**PEN OR PAPER**

To facilitate your check-in and testing experience, review [NCARB's Online Proctoring Requirements](#) and keep these helpful tips in mind.

- Schedule a free, 30-minute test run before your exam appointment through your NCARB Record to confirm you meet online testing requirements
- Practice using the whiteboard and navigation tools through our 75-question [demo exam](#)
- Make sure your [external webcam](#) can automatically focus on your ID up close
- Adjust the volume up before your appointment, since [headphones](#) aren't permitted
- Download and install [Prometric's ProProctor](#) app before your appointment
- Watch our step-by-step guide to setting up an [online testing space](#)
- Post your questions (and study tips!) on the [ARE 5.0 Community](#)

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## Hi Candidate,

NCARB would like to update you regarding the ongoing delivery of the Architect Registration Examination® (ARE®) 5.0.

NCARB continuously monitors exam delivery performance, including all reported technical issues. Our ongoing audit has identified an uptick in the number of technical issues reported since the updated exam launched. However, our test delivery vendors have confirmed that this increase in technical issues is not isolated to the ARE, as it is impacting candidates across multiple programs. Currently, around 13 percent of ARE candidates are reporting technical issues, including both in-person and online exams. These “technical issues” range from a simple error message that may appear on screen and needs to be cleared before continuing, to more serious interruptions when the exam stops responding completely and must be restarted. NCARB has made it clear to our vendors that this performance level is unacceptable. We are working with our vendors to identify and resolve the cause of these issues as quickly as possible.

Should you experience a technical issue with the exam, please report it to the test proctor and to us by contacting our Customer Relations team at [ncarb.org/contact](https://ncarb.org/contact), so that we can address your situation as necessary and include an assessment of your incident in our system diagnosis and refinement.

We know that technical issues can be stressful and distracting—especially under pressure—even if they do not impact your ability to complete the exam administration. Please report any technical issue you experience both to Prometric during your appointment, and to NCARB after your appointment. NCARB will continue to use all candidate-reported data and work with our vendors to identify and troubleshoot all exam delivery issues.

Thank you for sharing your feedback.



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