

**BEFORE THE BOARD OF GOVERNORS
OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND LICENSED INTERIOR DESIGNERS OF OKLAHOMA
STATE OF OKLAHOMA**

IN THE MATTER OF THE COMPLAINT
AGAINST:

JEFFREY SHINKLE
13984 W. 165TH LANE
OLATHE, KANSAS 66062

Respondent.

Case No. 2025-727

FINAL AGENCY ORDER

The Board of Governors of the Architects, Landscape Architects and Licensed Interior Designers of Oklahoma (“Board”) met on Wednesday, September 2, 2026, at the Board’s office, located at 220 N.E. 28th Street, Suite 150, Oklahoma City, Oklahoma at 9:30 a.m., in a properly noticed meeting under the Oklahoma Open Meeting Act, 25 Okla. Stat. § 250 *et seq.* At the meeting, a sufficient number of members of the Board to constitute a quorum held a hearing in the above-captioned matter. Russell C. Lissuzzo III of RUSSELL C. LISSUZZO, III, PLLC, appeared as the Board Prosecutor, and Jeffrey Shinkle, Respondent (“Mr. Shinkle” and/or “Respondent”) appeared via written submission dated June 3, 2026. The proceeding was brought under the provisions of Article II of the Administrative Procedures Act, 75 Okla. Stat. § 250 *et seq.* All testimony was taken under oath. The meeting was recorded electronically. A permanent record of the hearing will be maintained at the Board's office.

The Board, having reviewed the First Amended Notice of Complaint and Hearing, as well as the exhibits thereto, the evidence admitted at the hearing, and Respondent’s June 3, 2026 written submission, and having heard the presentation of the prosecuting attorney and deliberated in executive session, and being fully advised in the premises, the Board FINDS, CONCLUDES, and ORDERS, by a vote of 8-0, as follows:

FINDINGS OF FACT

1. On April 6, 2026, the original Notice of Complaint and Hearing was officially filed with the Board.

2. The First Amended Notice of Complaint and Hearing was officially filed on June 22, 2026. *See* June 22, 2026 First Amended Notice of Complaint and Hearing. Service of the First Amended Notice of Complaint and Hearing was achieved on June 30, 2026. *See* Hearing **Exhibit 1**, Return Receipt No. 589071052704107249253.

3. A quorum of the Board was present at the hearing. *See* Transcript, at pg. 4, lines 9-11.

4. Respondent did not appear in person at the hearing. Respondent submitted his letter response dated June 3, 2026, to stand in his place, and, without objection from the Board's Prosecuting Attorney, was submitted to the Board for consideration. *See id.*, at pg. 5, lines 22-32.

5. June 30, 2025 was the deadline for Architects to submit the necessary information required to renew their License issued by the Board. *See id.*, at pg. 6, lines 20-22.

6. On or about June 27, 2025, Respondent renewed his License through the Board's online portal, and attested that he had complied with the necessary requirements, including obtaining 24 CEU's of acceptable HWS continuing education. *See id.*, at pg. 6, lines 24-26; *see also* June 27, 2025 License Renewal Application, attached to the First Amended Notice of Complaint and Hearing as **Exhibit 1**.

7. Respondent was selected for a CEU audit, which found that Respondent did not complete 24 hours of CEUs by June 30, 2025, and could only verify the completion of 4 hours of CEUs as of June 30, 2025. *See* Transcript, at pg. 6, lines 18-22; *see also* November 12, 2025 Email, attached to the First Amended Notice of Complaint and Hearing as **Exhibit 2**.

8. Respondent's June 3, 2026 Letter states that he takes full responsibility for not having certificates from accredited continuing education presenters for the audited period and accepts any decision the Board makes regarding that failure. *See* Respondent's June 3, 2026 Response Letter.

9. The Board declined to accept, as acceptable continuing education credits for the July 1, 2023 through June 30, 2025 renewal period, the asterisked entries on Exhibit A to Respondent's June 3, 2026 Letter, for which no certificate of completion or attendance verification was provided. *See* Transcript, at pg. 13, lines 24-31 and pg. 14, line 1.

10. The Board likewise declined to accept the uncertified, self-directed project work described in Respondent's Letter (software self-study, code research, and consultant coordination performed in the ordinary course of Respondent's paid practice) as acceptable continuing education. *See id.*, at pg. 10, lines 5-28.

11. Certificates submitted by Respondent bearing completion dates after June 30, 2025 do not count towards the audited period of July 1, 2023 through June 30, 2025. *See id.*, at pg. 10, line 31 – 32 and pg. 11, lines 1-4.

12. By his own account and by the Board's records, Respondent verified the completion of no more than 4 hours of continuing education during the July 1, 2023 through June 30, 2025 period, and in any event, did not complete the twenty-four (24) hours required by OAC 55:10-17-2(a). *See id.*, at pg. 6, lines 18-30, pg. 9, lines 31-32, and pg. 10, lines 1-4. *See also* Respondent's June 3, 2026 response letter.

13. Respondent did not complete twenty-four (24) hours of acceptable continuing education when he submitted his renewal application on June 27, 2025, and had not completed

twenty-four (24) hours as of the June 30, 2025 renewal deadline. *See* Transcript, at pg. 12, lines 31-32 and pg. 13, lines 1-11.

14. Respondent's attestation of June 27, 2025 that he had completed the required continuing education hours was therefore inaccurate when made, and Respondent obtained renewal of his license on the strength of his inaccurate attestation. *See id.*, at pg. 6, lines 25-30.

CONCLUSIONS OF LAW

1. The Board is created and empowered under the State Architectural and Licensed Interior Designers Act, 59 Okla. Stat. § 46.1 *et seq.* (the "Act"), and has promulgated rules recorded in the Oklahoma Administrative Code at OAC 55:10-1-1 *et seq.* (the "Rules").

2. The Board has jurisdiction over the subject matter of this proceed and over Respondent as the holder of a License issued by the Board. 59 Okla. Stat. § 46.3(3); 59 Okla. Stat. §§ 46.7(12), (14), (15), and (20); *see also* Transcript, at pg. 4, lines 9-11.

3. Respondent was afforded Notice and an opportunity for hearing consistent with the Act, the Rules, and the Oklahoma Administrative Procedures Act, 75 Okla. Stat. § 250 *et seq.* Service of the First Amended Notice of Complaint and Hearing was properly achieved by Certified Mail, Restricted Delivery, Return Receipt Requested, and was received by the Respondent on June 30, 2026. *See* Hearing Exhibit 1; *see also* Transcript, at pg. 6, lines 12-16; *see also* OAC 55:10-15-15(1)

4. Respondent elected to appear via written submission and did not appear in person. Respondent's written submission was received and considered by the Board as his written appearance. *See id.*, at pg. 5, lines 22-32.

5. The Rules, at OAC 55:10-9-6(a) provides that "[a]ll Licenses and Registrations must be renewed biennially."

6. The Rules, at OAC 55:10-17-2(a) provides that:

In order to renew a license, which expires on June 30, every odd year, each Architect, Landscape Architect and Licensed Interior Designer shall attest, as prescribed by the Board, that they have completed 24 CEU's of acceptable continuing education requirements during the two-year period immediately preceding the biennial renewal date as a condition of renewal.

7. The Act, at 59 Okla. Stat. § 46.3(3), defines "License" as "a license issued by the Board."

8. The Rules, at OAC 55:10-15-2(1), provide that "fraud, deception or misrepresentation in applying for a License, Certificate of Authority, or in taking the examination," is "[g]rounds for probation, denial, revocation, suspension, refusal to renew, orders, injunctions, civil and/or criminal penalties."

9. The Rules, at OAC 55:10-15-2(11), provide that the "nonpayment of fees, penalties, failure to complete continuing education requirements, when applicable," constitutes "grounds for probation, denial, revocation, suspension, refusal to renew, orders, injunctions, civil and/or criminal penalties."

10. Respondent failed to obtain the twenty-four (24) CEUs of acceptable continuing education credits required during the two year time period between July 1, 2023 through June 30, 2025 prior to submitting his application for renewal of his License on or about June 27, 2025.

11. Respondent represented to the Board in his June 27, 2025 renewal application that he had completed the required continuing education hours when he had not done so, and thereby obtained renewal of his License.

12. The violations charged in Counts I and II are established on this record by clear and convincing evidence, including Respondent's own admissions in his November 5 and November 12, 2025 emails, and his June 3, 2026 Letter.

13. Pursuant to 59 Okla. Stat. § 46.7, in addition to the other powers and duties imposed by law, the Board shall have the power and duty to:

- (12) Levy civil penalties plus the legal costs incurred by the Board to prosecute the case against any person or entity who shall violate any of the provisions of the State Architectural and Licensed Interior Designers Act or any rule promulgated pursuant thereto;

14. Pursuant to 59 Okla. Stat. § 46.18(A), any person or entity who has been determined by the Board to have violated any provision of Act or any rule or order issued pursuant to the provisions of the Act may be liable for a civil penalty of not more than One Hundred Dollars (\$100.00) for each day that said violation continues. The maximum civil penalty shall not exceed Ten Thousand Dollars (\$10,000.00) for any violation.

15. Pursuant to OAC 55:10-15-3, civil penalties may be levied by the Board separately or in addition to other penalties determined by the Board. The Board may seek criminal and injunctive relief through the courts for any violation of the Act, rules in this Chapter, regulation, or to enforce any order issued by the Board.

16. The Board is authorized to impose conditions upon Respondent's License and upon any future renewal of that License, including conditions of audit, as a lesser sanction than revocation or refusal to renew. OAC 55:10-15-2; 59 Okla. Stat. §§ 46.7(10) and (20).

17. Any Finding of Fact more properly characterized as a Conclusion of Law shall be so deemed, and any Conclusion of Law more properly characterized as a Finding of Fact shall be so deemed.

ORDER

It is therefore **ADJUDGED, DECREED, AND ORDERED** by the Board of Governors of Architects, Landscape Architects and Licensed Interior Designers of Oklahoma as follows:

Respondent Jeffrey Shinkle is found GUILTY of failing to obtain twenty-four (24) Continuing Education Units (CEUs) of acceptable continuing education required during the two year time period of July 1, 2023 through June 30, 2025, prior to submitting his application for renewal of his License on or about June 27, 2025; and

Respondent represented to the Board in his June 27, 2025 renewal application that he had completed the required continuing education hours when he had not done so, and thereby obtained renewal of his License.

It is therefore **FURTHER ORDERED**, having weighed all factors under 59 Okla. Stat. § 46.18(B), that:

Respondent Mr. Shinkle is assessed a civil penalty in the amount of Two-Thousand Five Hundred Dollars (\$2,500.00), payable to the Board within sixty (60) days of the mailing date of this Order;

Respondent is PUBLICLY REPRIMANDED;

Respondent, as a condition of the continued validity and any future renewal applications of Respondent's License, shall, within 30 days of the date of mailing of this Final Order, complete the lacking 20 CEUs to meet the standard renewal requirements of 24 CEUs, none of which shall be used to meet the CEU requirements for the 2027 license renewal;

Additionally, Respondent shall complete all twenty-four (24) hours of acceptable CEUs for the July 1, 2025 through June 30, 2027 time period, all of which must meet the Board's health,

safety, and welfare requirements. Four (4) of the Twenty-Four (24) hours required by this Order shall be hours of ethics CEUs;

Only CEUs supported by a certificate of completion or equivalent attendance verification from an accredited provider will be accepted in satisfaction of this Order. Self-guided study, online video content, and project work for which no certificate of completion is issued will not be accepted;

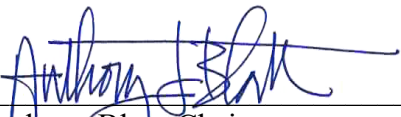
No CEUs completed after June 30, 2025 attached to Respondent's June 3, 2026 Response Letter are applied to cure the deficiency of Respondent's renewal period for July 1, 2023 through June 30, 2025, but may be applied toward the continuing education requirements for the Respondent's biennial renewal period of July 1, 2025 through June 30, 2027; and

Respondent shall be automatically audited for continuing education compliance for the following renewal periods: July 1, 2025 through June 30, 2027, July 1, 2027 through June 30, 2029, and July 1, 2029 through June 30, 2031;

Failure to comply with any term of this Order shall constitute grounds for further disciplinary action, including refusal to renew, suspension, or revocation of Respondent's License, and for the levy of additional civil penalties under OAC 55:10-15-2(11) and 59 Okla. Stat. § 46.18(A); and

This Order shall be effective upon the date of execution by the Chair and shall be mailed to Respondent's address of record and via email to bcsarchitects1@gmail.com

IT IS SO ORDERED this 9th day of October, 2026.



Anthony Blatt, Chair
*Board of Governors of Architects, Landscape
Architects and Licensed Interior Designers*

CERTIFICATE OF MAILING

This is to certify that on the 14 day of October, 2026, a true and correct copy of the above Final Agency Order was sent by Certified Mail, Restricted Delivery, Return Receipt Requested, by regular first-class mail, postage prepaid, and email to:

JEFFREY SHINKLE
13984 W. 165TH LANE
OLATHE, KANSAS 66062
bcsarchitects1@gmail.com
Respondent

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Leslie Hanska
Executive Director