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**TITLE 55. THE BOARD OF GOVERNORS OF THE ARCHITECTS,
LANDSCAPE ARCHITECTS AND LICENSED INTERIOR DESIGNERS OF OKLAHOMA**

**CHAPTER 10. LICENSURE AND PRACTICE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND LICENSED INTERIOR DESIGNERS**

Effective August 3, 2026

SUBCHAPTER 1. GENERAL PROVISIONS

Section

- 55:10-1-1. Purpose
- 55:10-1-2. Terms defined by statute
- 55:10-1-3. Definitions
- 55:10-1-4. Statutory charges of the Board
- 55:10-1-5. Severability clause
- 55:10-1-6. Operations of the Board
- 55:10-1-7. Service of process

55:10-1-1. Purpose

The Rules of this Chapter are set forth for the purpose of interpreting and implementing the Act, establishing the Board and conferring upon it responsibility for licensing Architects, Landscape Architects and Licensed Interior Designers. The Act and Rules also requires regulating the practice of architecture, landscape architecture, and licensed interior design, and enforcement of the Act. The Rules of this Chapter are known and cited as OAC 55:10.

55:10-1-2. Terms defined by statute

Terms defined in the Act shall have the same meanings when used in this Chapter.

55:10-1-3. Definitions

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Act" means the currently enacted and effective legislation codified at 59 O.S., Section 46.1, et seq.

"Applicant" means an individual who has submitted an application for a License to the Board.

"Architect" means any person who is licensed in the practice of architecture by the State of Oklahoma as hereinafter defined.

"Architect(s) of Record" means a Licensee currently licensed as an Architect and in good standing with this Board, that has met statutory and OAC 55:10 requirements, who is directly responsible to the Board for the firm practice, filings, paying all fees, penalties and submitting all documents.

"ARE" means the current architect registration examination prepared by NCARB or its successor_and adopted by the Board as the examination to be used in determining a Candidate's qualifications to practice architecture.

"AXP" means Architectural Experience Program, as defined by NCARB.

"Board" means the Board of Governors of the Architects, Landscape Architects and Licensed Interior Designers of Oklahoma.

"Building types" means the types of buildings found in O.S. 59, Section 46.21b of the Act.

"Candidate" means an individual who has been approved to sit for the examinations given by the Board, or who has passed said examinations, but has not been issued a License.

"CE" means continuing education.

"Certificate of Authority" means the authorization granted by the Board for individuals to practice or offer to practice architecture, landscape architecture, or licensed interior design in the State through an Entity.

"CEU" means a continuing education unit of one Contact Hour.

"CIDA" means Council of Interior Design Accreditation or its successor.

"CIDQ" means Council for Interior Designers Qualification, the organization administering examinations and setting model practice standards for Licensed Interior Designers, or its successor.

"CLARB" means Council of Landscape Architectural Registration Boards or its successor.

"Contact Hour" means one unit of continuing education of not less than 50 minutes.

"Entity" means any group of individuals joined together to offer or contract for services to practice architecture, landscape architecture, or licensed interior design. Entity shall include individuals, partnerships, firms, associations, corporations, limited liability companies and limited liability partnership and any other business or professional group recognized under the Act and approved by the Board.

"Examination" means the current licensing examinations administered by this Board, or its designee, for Architects, Landscape Architects or Licensed Interior Designers.

"Fiscal Year" means July 1 through June 30.

"IDEP" means the Interior Design Experience Program, as defined by CIDQ.

"Intern Architect" or **"Architectural Intern"** means an individual in the process of obtaining training acceptable to the Board in order to complete requirements and/or is currently testing to pursuing licensure.

"Intern Landscape Architect" or **"Landscape Architectural Intern"** means an individual in the process of obtaining credits acceptable to the Board in order to complete requirements and is currently testing to pursue licensing as a Landscape Architect.

"Issuing jurisdiction" means the state where the license record of an Applicant, Candidate, or Licensee is kept.

"LAAB" means Landscape Architectural Accrediting Board or its successor.

"LARE" means the current Landscape Architect Registration Examination prepared by CLARB or its successor and adopted by the Board as the licensing examination to be used in determining a Candidate's qualifications to practice landscape architecture.

"Landscape Architect" means an individual licensed to practice landscape architecture in Oklahoma.

"Landscape Architect of Record" means a Licensee currently licensed as a Landscape Architect and in good standing with this Board, that has met statutory and OAC 55:10 requirements, who is directly responsible to the Board for the firm practice, filings, paying all fees and penalties, and submitting all documents.

"License" means License to practice architecture, landscape architecture, or licensed interior design issued by the Board and permission to use the title Architect, Landscape Architect, or Licensed Interior Designer.

"Licensed Interior Designer" means an individual licensed to practice licensed interior design in Oklahoma.

"Licensed Interior Designer of Record" means a Licensed Interior Designer in good standing with this Board, that has met statutory and OAC 55:10 requirements, and who is directly responsible to the Board for the activities, filings, paying all fees and penalties, and submitting all documents for the Entity having been issued a Certificate of Authority to practice licensed interior design.

"Licensed services" means the practice of or offer to practice architecture, landscape architecture, or licensed interior design in Oklahoma.

"Licensee" means an Architect, Landscape Architect, or Licensed Interior Designer that practices architecture, landscape architecture, or licensed interior design.

"NAAB" means the National Architectural Accrediting Board or its successor.

"NASAD" means the National Association of the Schools of Art and Design or its successor.

"NCARB" means National Council of Architectural Registration Boards or its successor.

"NCIDQ" means the current National Council of Interior Design Qualification exam, prepared by CIDQ or its successor and adopted by this Board used in determining a Candidate's qualifications for licensure as a Licensed Interior Designer.

"Professional Consultant" means an individual or firm, exhibiting subject matter expertise in the applicable field, retained by an Architect, Landscape Architect, or Licensed Interior Designer who prepares or assists in the preparation of technical design documents issued by the Licensee for use in connection with their technical submissions.

"Prototypical Building" means any commercial building or space within a commercial building that is intended to be constructed in multiple locations and which conveys an owner's intended uniform business program, plan or image.

"Prototypical Plans" means plans for prototypical buildings that are prepared by and under the responsible control of an architect licensed in any jurisdiction in the United States for use in the State of Oklahoma.

"Reciprocal License" means a License granted by the Board to an individual to practice architecture, landscape architecture, or licensed interior design and granting use of the term Architect, Landscape Architect, or Licensed Interior Designer or any derivation of the word based on a current License in good standing in another jurisdiction meeting the requirements for licensing in this State.

"Registered Interior Designer" or **"Registered Commercial Interior Designer"** means an individual previously registered by the Board to use the title.

"Rules" means this Oklahoma Administrative Code, Title 55, Chapter 10 Rules.

"Sole proprietorship" means the only owner of a firm, licensed as an individual by the Board.

"Sponsor" means an individual, organization, association, institution or other entity that provides an educational activity for the purpose of fulfilling the continuing educational requirements of the Board.

"UNE" means the former Landscape Architect licensing examination, prepared by CLARB and adopted by the Board as the licensing examination.

55:10-1-4. Statutory charges of the Board

Provisions of the Act charge the Board with enforcement and adoption of all reasonable and necessary Rules which it may deem advisable and empowers the Board with authority to deny, suspend, revoke or refuse to renew Licenses and Certificates of Authority for certain causes. The Act also empowers the Board with civil fining power and does not preclude the Board from using any necessary legal proceedings to enforce its decisions.

55:10-1-5. Severability clause

Any part of the Rules in this Chapter, found by a Court or the Attorney General to be inconsistent with the provisions thereof as presently exist or are hereafter amended, shall be interpreted so as to comply with such statutes as they presently exist or are hereafter amended and the partial or total invalidity of any section or sections of these Rules shall not affect its valid section. These Rules go through the legislative process, thereby giving them the same effect as law.

55:10-1-6. Operations of the Board

Whenever the operation of the Board, the statutes applying thereto, or the Rules in this Chapter are inconsistent with the Oklahoma Administrative Procedures Act, 75 O.S., Sections 250, et. seq, the provisions of the Oklahoma Administrative Procedures Act shall govern.

55:10-1-7. Service of process

Service of process may be served in judicial procedures on the Secretary-Treasurer of the Board or Executive Director at the Board's current address.

SUBCHAPTER 3. ADMINISTRATIVE OPERATIONS

Section

- 55:10-3-1. Conduct of Board meetings
- 55:10-3-2. Duties of Board Officers
- 55:10-3-3. Duties of the Executive Director
- 55:10-3-4. Reimbursement for travel [REVOKED]
- 55:10-3-5. Official seal [REVOKED]
- 55:10-3-6. Official records
- 55:10-3-7. Inactive records
- 55:10-3-8. Public records
- 55:10-3-9. Confidential records
- 55:10-3-10. Filing and disposition of petitions for declaratory rulings
- 55:10-3-11. NCARB, CLARB and CIDQ memberships and programs
- 55:10-3-12. Method of payments to Board
- 55:10-3-13. Fees and penalties

55:10-3-1. Conduct of Board meetings

- (a) The Board may meet at such place within the State of Oklahoma as may be directed by the Chair or provided in the notice of call for any regular or special meeting and subject to the requirements of the Oklahoma Open Meeting Act, 25 O.S., Sections 301, et seq.
- (b) All meetings shall be conducted in accordance with the current edition of "Robert's Rules of Order".
- (c) A quorum shall consist of six (6) members but official action may not be taken upon any question unless five (5) members vote in accord.
- (d) In the absence of a quorum at any regular or special meeting those members of the Board in attendance shall recess such meeting to any later date.

55:10-3-2. Duties of Board Officers

- (a) The duties of the Chair and the Secretary-Treasurer are as defined in the Act.
- (b) The Vice Chair shall, in the absence of the Chair, fulfill all responsibilities of the Chair. If necessary, the Vice Chair shall succeed the Chair without election during the then current year, and shall perform such other duties as the Board may prescribe.

55:10-3-3. Duties of the Executive Director

The Board shall designate an Executive Director who shall have possession, on behalf of the Board, of all the official records of the Board and who shall, under the supervision of the Board, perform such duties as the Board authorizes. The Executive Director shall keep updated information on the examinations and policies of NCARB, CLARB or CIDQ or their successors and report any and all other important information to the Board for consideration, review and action.

55:10-3-4. Reimbursement for travel [REVOKED]**55:10-3-5. Official seal [REVOKED]****55:10-3-6. Official records**

Among other official records required by law, or by rules of other agencies in support of law, there shall be maintained by the Board accurate and current records including, but not limited to:

- (1) Minutes of all meetings of the Board.
- (2) Records of Licensees containing the name, the License number, and the date of original issuance.
- (3) Files for each current Licensee, Applicant or Candidate containing relevant verification and evaluation data, a record of examination grades, and the last known address.
- (4) Certificate of Authority files containing the name of each current Entity holding a current certificate, the Architect(s), Landscape Architect(s), or Licensed Interior Designer(s) of Record, relevant information of the Entity and the last known address.

- (5) Financial records of funds budgeted, committed, spent, remaining and projections of appropriate request for consideration in budget development.

55:10-3-7. Inactive records

All records of the Board over three (3) years old may be deemed inactive and shall be maintained according to state records management requirements.

55:10-3-8. Public records

Except confidential records, records of the Board are open to public inspection and copying at any time during normal business hours. A nominal fee may be charged for copying. If extensive time consuming copying or records searches are required, the individual requiring such information or copying must supply personnel to do the tasks required. All records copied or searched shall be kept in the order found and shall be put back in the files as such.

55:10-3-9. Confidential records

(a) The Act, at Section 46.24E, provides for certain records of the Board to be confidential and not open to the public for copying or viewing. They are:

- (1) Examination materials, before and after the examination is given;
- (2) File records of examination problem solutions;
- (3) Letters of inquiry and reference concerning Applicants;
- (4) Board inquiry forms concerning Applicants; and
- (5) Investigation files, including the original informal complaint, complainant's information, and any files not presented in a formal public hearing.

(b) Upon request, the Board will examine its investigation files to determine the extent to which material contained in the file should be deemed not confidential and, therefore, may be disclosed. In all cases, the Board, upon inquiry, will confirm a complaint has or has not been received and that an investigation is pending or has been completed.

(c) Information obtained during an investigation but not introduced in administrative proceedings shall not be subject to subpoena or discovery in any civil or criminal proceeding except that the Board may give such information to law enforcement and other state agencies as necessary and appropriate in the discharge of the duties of the Board and only under circumstances that ensure against unauthorized access to information.

55:10-3-10. Filing and disposition of petitions for declaratory rulings

(a) Any individual may file a request for a declaratory ruling by the Board as to the application or enforcement of any Rules or statute to a given set of circumstances. Such requests shall be in writing, signed by the individual seeking the ruling, state the Rule or statute involved and contain a brief and concise statement of facts to which the ruling shall apply. Requests shall be submitted to the Board at its office, either in person or by mail and may be in any form that meets the requirements stated. The Board will consider the request at its next regular or special meeting unless the question has been resolved by prior ruling of the Board, in which event the petitioner shall be promptly notified of the prior ruling.

(b) The Board may defer action or hold such requests on its agenda pending any investigation or hearing which the Board might conduct. The Board shall issue the requested

rulings promptly upon the determination thereof or send an explanation to the petitioner stating why a ruling will not be issued. Unless a ruling states otherwise, rulings contemplated herein shall constitute precedent for the purpose of the Board's application and enforcement of the Rule in this Chapter and statutes until revoked or overruled by the Board or the Courts. Such rulings shall be indexed by statute section or Rules and shall be available for inspection by members of the public at the Board office. With respect to indexed rulings, the Board may delete nonessential or repetitive information and may edit any ruling to protect proprietary or confidential information.

55:10-3-11. NCARB, CLARB and CIDQ memberships and programs

The Board may maintain membership in NCARB, CLARB and/or CIDQ or their successors and their regional conferences. It is the intention of the Board, to the extent permitted under Oklahoma law, to support NCARB, CLARB and/or CIDQ or their successors programs. This Board will cooperate with NCARB, CLARB and/or CIDQ in furnishing transcripts of records, administering examinations and rendering assistance in establishing uniform standards of professional qualification.

55:10-3-12. Method of payments to Board

Payment of monies shall be made by personal check, money order, credit card, if applicable or cashiers check made payable to "Board of Architects". Notations, explaining the payment remitted, should be on the face of the check or within cover letters of submittal. A fee shall be charged for any payment returned for insufficient funds.

55:10-3-13. Fees and penalties

(a) Schedule of fees and penalties are as follows:

- (1) Initial, reciprocal and subsequent biennial License or renewal fee -- \$325.00
- (2) Application fee -- \$100.00
- (3) Examination application fee -- \$50.00
- (4) Late payment penalty -- \$25.00
- (5) Returned (insufficient funds) check fee -- \$25.00
- (6) Reinstatement penalty -- \$200.00
- (7) Certificate of Authority application or renewal fee -- \$325.00; revisions--\$100.00
- (8) Duplicate certificate -- \$25.00
- (9) Roster -- \$.25 per page or electronic copy \$25.00
- (10) Transcript of hearing -- Actual Cost plus \$25.00
- (11) Copy of public records -- \$.25 per page
- (12) Emeritus -- All fees waived
- (13) CE noncompliance penalty -- \$1000.00 (per biennial renewal period of noncompliance)
- (14) Civil penalties -- Set by the Act
- (15) Manual processing fee -- \$25.00 per transaction
- (16) File Transfer fee -- \$75.00

(b) Fee exemption based on temporary military deployment. The Board shall waive all fees, penalties and continuing education, if applicable, during the time Licensees or Candidates are called to active military duty in the armed forces of the United States and deployed to a

temporary military assignment. In order to obtain this exemption, the Licensees or Candidates are required to submit to the Board office military documentation of such deployment. Upon receipt, the staff shall make a note to the file and the Licensees–or Candidates shall be placed on active military status for the duration of the above-mentioned deployment. At the end of the temporary deployment, the Licensees or Candidates shall submit to the Board office within ninety (90) days, military documentation that the individual has returned from deployment. The individual will then be returned to regular active status. All fees, penalties and continuing education, if applicable, will be waived until the beginning of the next biennial License period. This exemption from fees and penalties shall also apply to the Certificate of Authority or the Certificate of Title if the Licensee is the only Architect of Record, Landscape Architect of Record, or Licensed Interior Designer of Record associated with the Entity.

(c) **Fee exemption for active-duty military personnel and spouses.** The Board shall waive the application and license fee for active-duty military personnel and their spouse for the first period of issuance upon satisfactory documentation of formal notice, orders for military transfer or honorable discharge to this state.

(d) **Fee exemption based on low income.** The Board shall grant a one-time waiver of any fees associated with the license upon presentation of satisfactory documentation that an applicant is a low-income individual. This waiver shall not include fees charged by NCARB, CLARB, CIDQ or any other outside organization, nor shall it include any fines or costs assessed as a result of any disciplinary action. Documentation must verify that the individual is enrolled in a state or federal public assistance program, including but not limited to, the Temporary Assistance for Needy Families, Medicaid or the Supplemental Nutrition Assistance Program, or whose household adjusted gross income is below one hundred forty percent (140%) of the federal poverty line or a higher threshold to be set by the executive branch department that oversees business regulation.

(e) **Reinstatement penalty.** This fee applies to individuals who apply to reinstate their License for any reason or to firms who are reinstating their Certificate of Authority.

SUBCHAPTER 5. APPLICATION AND ELIGIBILITY FOR LICENSING

Section

- 55:10-5-1. Availability of forms
- 55:10-5-2. Documents required for a License
- 55:10-5-3. Board action required
- 55:10-5-4. Evaluation criteria
- 55:10-5-5. Registered Interior Designer application deadlines [Revoked]
- 55:10-5-6. Active and inactive applications [Revoked]
- 55:10-5-7. Qualifications for an Architect License
- 55:10-5-8. Qualification for a Landscape Architect License
- 55:10-5-9. Revoked
- 55:10-5-10. Qualifications for a Licensed Interior Designer License
- 55:10-5-11. Qualifications for a Reciprocal License

55:10-5-1. Availability of forms

All forms required for submission to the Board are available online.

55:10-5-2. Documents required for a License

(a) Every individual applying for an initial or reciprocal License shall submit:

(1) an application to the Board, accompanied by the applicable fees in 55:10-3-13, a passport quality photograph, original college transcript, letter of good standing and examination grades from initial state, proof of citizenship or alien status, and the required reference forms verifying all training experience, or

(2) transmit a record through NCARB, CLARB or CIDQ or their successors.

(b) Information submitted will be verified and evaluated, and subsequent submissions may be required of the Applicant.

(c) Applications will not be considered complete until all requested information has been received. Incomplete applications expire after one (1) year from the date of receipt by the Board and the Applicant will be required to reapply.

55:10-5-3. Board action required

All applications submitted for an initial or reciprocal License shall be approved or disapproved by the Secretary-Treasurer of the Board, by Board staff, or by Board action. Applications may be approved by the Secretary-Treasurer of the Board only if the application meets all requirements of the Act and these Rules. When Board staff approves an initial or reciprocal application, it shall be ratified by the Board.

55:10-5-4. Evaluation criteria

(a) In the Board's evaluation of education and experience credits required, the application shall be subject to the following education and training requirement standards for the applicable profession:

(1) for Architects, current standards as established by NCARB or its successor, the Act, and these Rules, including equivalent standards. See OAC 55:10-5-7 and 55:10-5-7.1.

(2) for Landscape Architects, current standards as established by CLARB or its successor, the Act, and these Rules, including equivalent standards determined by the Board. See OAC 55:10-5-8 and 55:10-5-8.1.

(3) for Licensed Interior Designers, current standards as established by CIDQ or its successor, the Act, and these Rules, including equivalent standards determined by the Board. See OAC 55:10-5-10.

(b) Rejections of applications will include evaluation reports and instructions for completing requirements.

(c) The order upon which an Applicant completes education, examination, and training may, at the sole discretion of the Board, be considered to have met or not met their requirements.

55:10-5-4.1. Equivalent education and training standards for Architects. [REVOKED]

**55:10-5-4.2. Equivalent education and training standards for Landscape Architects
[REVOKED]**

55:10-5-5. Registered Interior Designer application deadlines [Revoked]

55:10-5-6. Active and inactive applications [Revoked]

55:10-5-7. Qualifications for an Architect License

(a) **General requirements.** The standard for an initial or reciprocal License to practice architecture in Oklahoma shall be:

(1) Completion of a professional degree from an NAAB (or its successor) accredited program in a school of architecture (Individuals lacking an NAAB accredited professional degree may obtain required education credits through additional experience. See 55:10-5-7.1.);

(2) Completion of NCARB's experience/training program; and

(3) Passage of the NCARB examinations or equivalent examinations prior to licensing.

(b) **State Exam Required.** All Applicants shall take and pass an examination on the Act and these Rules.

55:10-5-7.1. Equivalent standards for architects

(a) **Education and training equivalent requirements for licensing.** A person seeking initial or reciprocal licensure through equivalent standards is required to have five years of professional education credits as established below, to have completed NCARB's experience/training program or equivalent practical training acceptable to the Board in its sole discretion, and to have passed the NCARB examinations or equivalent examinations prior to licensing.

(1) Education credits earned from non-NAAB accredited degree programs

(A) Education credits allowed toward the first professional degree in architecture, or credits toward the first professional degree, where the degree program has been accredited by the National Architectural Accrediting Board (NAAB) not later than two (2) years after termination of enrollment.

(i) 75% credit allowed first two (2) years

(ii) 100% credit allowed succeeding years

(B) Education credits allowed toward the first professional degree in architecture, or credits toward that degree, where the degree program has not been accredited by NAAB within two (2) years of graduation.

(i) 75% credit allowed first two (2) years

(ii) 75% credit allowed succeeding years

(C) Education credits allowed toward a foreign bachelor's degree in architecture: three (3) years maximum credit allowed

(D) Education credits allowed toward any other pre-professional related bachelor degree: three (3) years maximum credit allowed

(2) Education credits earned from training

(A) Education credits allowed for diversified experience directly related to architectural work as an employee in the office of a licensed architect.

(i) 50% credit allowed for all years of training that are being applied towards education credits

(ii) 100% training credits allowed once five education credits have been met

(B) Education credits allowed for diversified experience, practicing as a principal, with verified record of substantial practice, directly related to architectural work.

(i) 50% credit allowed for all years of training that are being applied towards education credits

(ii) 100% training credits allowed once five education credits have been met

(C) Education credits allowed for diversified experience as an employee of an organization (other than offices of licensed architects) when the experience is related to architectural work and is under the personal supervision of a licensed architect.

(i) 50% credit allowed for all years of training that are being applied towards education credits

(ii) 100% training credits allowed; once five education credits have been met with a two (2) year maximum limit

(D) Education credits allowed for experience as an employee of an organization (other than offices of licensed architects) when the experience is in a foreign country or on a military installation and directly related to architectural work but is not under direct supervision of a licensed architect in good standing in the United States or Canada, but rather a foreign credential entity or the military. And equates to (a)(2)(A) of this section by the Board in its sole discretion.

(i) 50% credit allowed for all years of training that are being applied towards education credits

(ii) 100% training credits allowed once five education credits have been met

(b) Explanation of Requirements.

(1) Licensing Standards

(A) To be granted licensure, an applicant must:

(i) Hold a high school diploma or equivalent;

(ii) Hold an NAAB accredited degree in architecture or have at least five (5) years of education credits using these standards and the Board's current Rules;

(iii) Have at least three (3) years of diversified acceptable training credits;

(iv) Have passed the NCARB Architect Registration Examination (ARE), the NCARB Professional Examination (and the Qualifying Test or the Equivalency Examination when applicable by NCARB standards) or the NCARB 7-part, 36-hour Examination;

(v) Have passed an acceptable foreign examination comparable to the United States examinations at the sole discretion of the Board; and

(vi) Take and pass an examination on the Oklahoma Act and these

Rules.

(B) Licensing standard deficiencies: Applicants who have not met the education requirements stated in 55:10-5-7.1 (b)(1)(A)(ii) may nonetheless be granted licensure if the applicant has accumulated ten or more years of training credits, in addition to the three (3) years required for training experience, and has passed an examination as determined by the Board.

(2) Examination Deficiencies.

(A) The Board may waive deficiencies in the applicant's examination procedure arising from examination transitions, if, in its judgment, such deficiencies are minor in nature or, if substantial, have been adequately compensated for by some equivalent proof of the applicant's competency.

(B) The transition rules relating to the implementation of any NCARB examinations will be followed by this Board.

(3) Education credits. Education credits shall be subject to the following conditions: Thirty-two (32) Semester credit hours or forty-eight (48) quarter credit hours are considered to be one (1) year. Fractions of a year of one-half or greater will be considered one-half year, and smaller fractions will not be counted.

(4) Training Credits. Training credits shall be subjected to the following conditions:

(A) No training credits may be earned prior to accumulating three (3) education credits

(B) Every applicant must earn at least one (1) year of training credit under a licensed Architect, and must earn it after earning five (5) years of education credits

(C) A maximum of one year of training credit will be given for one year in a Master or Doctoral degree in architecture or for one year of full-time teaching or research in a NAAB-accredited architecture program.

(D) No credit used as an education credit may be used as a training credit

(5) General evaluation criteria.

(A) To earn full education and/or training credits under, an applicant must work at least thirty-two (32) hours per week for a minimum period of six (6) consecutive weeks. An applicant may earn one-half the credit specified under (a)(2)(A) of this section for work of at least fifteen (15) hours per week in periods of six (6) or more consecutive weeks; no credit will be given for part-time work in any category other than (a)(2)(A-C) of this section.

(B) Other education and training may be substituted for the requirements outlined above, only insofar as the Board considers them to be equivalent to the required qualifications.

(C) In evaluation credits, the Board may, prior to licensure, require substantiation of the quality and character of the applicant's experience, notwithstanding the fact that the applicant has complied with the technical education and training requirements set forth above.

55:10-5-8. Qualifications for a Landscape Architect License

(a) Qualifications for licensure. To obtain a license to practice landscape architecture, an applicant must:

(1) Education: Either hold a degree in landscape architecture accredited by the Landscape

Architectural Accreditation Board (LAAB), Canadian Society of Landscape Architects Accreditation Council (LAAC), or their international equivalent; or satisfy the alternative

education requirements as set forth in 55:10-5-8.1; and

(2) Experience: Have completed two (2) years of experience in the regulated practice of

landscape architecture under the direct supervision of a licensed landscape architect or a

licensed professional in a related field as set forth in 55:10-5-8.1; and

(3) Examination: Pass the licensure examination developed and administered by CLARB.

(b) State Exam Required. All Applicants shall take and pass an examination on the Act and these Rules and an examination on Oklahoma plant materials.

55:10-5-8.1. Explanation of licensure requirements

(a) **Obtaining education and work experience.** The eight years of education and experience must be documented and may be obtained in combination with education and/or work experience as outlined below:

(1) LAAB- or Landscape Architecture Accreditation Council-accredited Bachelor's or Master's degree in landscape architecture: six (6) years credit of education experience plus two (2) years of work experience.

(2) Non-accredited Bachelor's degree in Landscape Architecture: four (4) years credit of education experience plus four (4) years of work experience.

(3) 2-Year non-accredited Master's degree in Landscape Architecture: two (2) years credit of education experience plus six (6) years of work experience.

(4) 2-Year Certificate in Landscape Architecture: two (2) years credit of education experience plus six (6) years of work experience.

(5) Other Bachelor's degree: two (2) years credit of education experience plus six (6) years of work experience.

(6) Other 2-year Master's degree: one (1) year credit of education experience plus seven (7) years of work experience.

(7) 2-Year Associate's degree: one (1) year credit of education experience plus seven (7) years of work experience.

(8) 2-Year certificate: one (1) year credit of education experience plus seven (7) years of work experience.

(9) No secondary degree: zero (0) years credit of education experience plus eight (8) years of work experience.

(b) **Work experience requirements.**

(1) Work experience credits must be gained in the following categories to ensure competency necessary to protect the public and the environment:

(A) Project and Construction Management: includes pre-project management, project management, bidding, construction, and maintenance;

- (B) Inventory and Analysis: includes site inventory, physical analysis, and contextual analysis;
 - (C) Design: includes stakeholder process, master planning, and site design;
 - (D) Grading, Drainage, and Construction Documentation: includes site preparation plans, general plans and details, specialty plans, and specifications.
- (2) To earn full work experience credits, an Applicant must work at least thirty-two (32) hours per week for a minimum of two consecutive months. A Candidate may earn one-half the credit specified for work of at least fifteen (15) hours per week for a minimum of four consecutive months.
- (3) All work experience credits must be obtained while working under a licensed Landscape Architect, a licensed Architect, a civil engineer, or a credentialed urban planner.
- (4) Work experience credits may also be earned by any person who works outside the U.S. or Canada if the person is under the Responsible Control of a person credentialed to practice landscape architecture, architecture, engineering or urban planning and the supervision person is not registered in a U.S. or Canadian jurisdiction.
- (5) No credit used as an education credit may be used as a work experience credit.

55:10-5-9. Revoked

55:10-5-10. Qualifications for a Licensed Interior Designer License

(a) **General requirements.** All individuals applying for an initial or reciprocal Licensed Interior Designer license shall:

- (1) Complete a professional degree from a CIDA (or its successor) accredited program.
- (2) Complete CIDQ's experience/training program, and
- (3) Pass the NCIDQ examinations or equivalent examinations prior to licensing.

(b) **State Exam Required.** All Applicants shall take and pass an examination on the Act and these Rules.

55:10-5-10.1 Explanation of Requirements

(a) Education Standards

- (1) Educational instruction shall be equivalent to the current Council for Interior Design Accreditation Professional Standards (CIDA) or its successor.
- (2) Individuals lacking a CIDA accredited professional degree may obtain required education credits through additional experience hours. See 55:10-5-10.1(d).

(b) Training and experience requirements.

(1) Training and experience categories. Training and experience credits shall be awarded for work performed in the following areas:

- (A) Programming/Pre-Design
- (B) Schematic Design
- (C) Design Development
- (D) Contract Construction Documents

(E) Contract Administration

(F) Professional Practice

(2) The Board may accept as evidence of diversified training and experience for a Licensed Interior Designer as stated in this Subsection:

(A) Training and experience shall be under the Responsible Control of a Licensed Interior Designer, an NCIDQ-certified interior designer registered or licensed in another jurisdiction, or an Architect licensed in any jurisdiction.

(B) Training verified by a sponsor will not be accepted.

(C) If the Applicant is not registered or licensed in any jurisdiction then all training and experience shall be under the Responsible Control of a NCIDQ-certified interior designer.

(D) Training and experience hours shall be submitted on a form determined by the Board or CIDQ. It is the responsibility of the Applicant to obtain all required signatures. All Board forms are to be returned directly to the Board office by the professional with Responsible Control, as they are confidential records.

(E) Training outside the U.S. or Canada must be under the Responsible Control of an individual credentialed by entities like CIDQ or NCARB or their successors in a foreign jurisdiction or country.

(c) **Examination Deficiencies:** The Board may waive deficiencies in the applicant's examination procedure arising from examination transitions, if, in its judgment, such deficiencies are minor in nature or, if substantial, have been adequately compensated for by some equivalent proof of the applicant's competency.

(d) **Education and training equivalent requirements for licensing.** The following alternative education paths, when combined with additional training and passage of the NCIDQ examination, may be considered to be equivalent to the requirements of OAC 55:10-5-10(a) as determined by the Board in its sole discretion. Training verified by a sponsor will not be accepted:

(1) Education credits earned from a non-CIDA accredited bachelor's or master's degree in interior design; complete CIDQ's experience/training program of 3,520 hours under the direct supervision of an NCIDQ certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

(2) Education Credits earned from a bachelor's or master's degree in any major other than interior design along with an interior design certificate, degree or diploma; complete CIDQ's experience/training program of 3,520 hours under the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

(3) Education credits earned from an Associate degree with a certificate or diploma in interior design; complete CIDQ's experience/training program of 5,280 hours under the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

(4) Education credits earned from a NAAB accredited bachelor's or master's degree in architecture; complete CIDQ's experience/training program of 5,280 hours under

the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

(5) Education credits earned from a non-accredited bachelor's or master's degree in architecture, or bachelor's or master's degree in any other major; complete CIDQ's experience/training program of 7,040 hours under the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

(6) If no education credits have been completed, an individual may substitute

(A) Eight (8) years of full-time experience under the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction;

(B) Complete CIDQ's experience/training program of 3,520 hours under the direct supervision of an NCIDQ-certified interior designer licensed or registered in any jurisdiction, or an Architect licensed in any jurisdiction.

55:10-5-11. Qualifications for a Reciprocal License or Registration [REVOKED]

SUBCHAPTER 7. EXAMINATION

Section

55:10-7-1. Examination required for Candidates

55:10-7-2. Examination notifications [Revoked]

55:10-7-3. Examination [Revoked]

55:10-7-4. Examination Applications and Fees

55:10-7-5. Examination fee refunds [Revoked]

55:10-7-6. Grading

55:10-7-7. Reexamination [REVOKED]

55:10-7-8. Examination grades

55:10-7-9. Transfers of examination grades prior to licensing for equivalent candidates [REVOKED]

55:10-7-1. Examination required for Candidates

(a) **Architect Candidates.** All Architect Candidates are required to take the ARE exam. Candidates with an accredited NAAB degree shall apply directly to NCARB to begin testing. Once all sections of the exam have been passed and AXP hours have been satisfied, Candidates shall submit an initial application for licensure with this Board. Candidates applying with equivalent standards are required to apply with this Board for approval prior to testing and must already be enrolled in AXP by establishing a council record with NCARB. For ADA testing accommodation a candidate must apply directly to NCARB.

(b) **Landscape Architect Candidates.** All Landscape Architect Candidates are required to take the LARE exam. Candidates with an accredited LAAB degree shall apply directly to CLARB to begin testing. Once all sections of the exam have been passed and the training requirement

as stated in section 55:10-5-8 have been satisfied, Candidates shall submit an initial application for licensure with the Board. Candidates applying with equivalent standards are required to apply with this Board for approval prior to testing and must establish a council record with CLARB. For ADA testing accommodation a candidate must apply directly to CLARB.

(c) **Licensed Interior Design Candidates.** All Candidates for licensure as a Licensed Interior Designer must take the NCIDQ exam, as developed by CIDQ. All Candidates shall apply directly to CIDQ to begin testing. Upon completing the examination and satisfying the training requirements as stated in section 55:10-5-10, the candidate shall submit an initial application for licensure with this Board. For ADA testing accommodation a candidate must apply directly to CIDQ.

55:10-7-2. Examination notifications [Revoked]

55:10-7-3. Examination [Revoked]

55:10-7-4. Examination applications and fees for equivalent candidates

(a) Equivalent Architect, Landscape Architect, and Licensed Interior Designer Candidate applications and fees must be submitted prior to testing.

(b) All incomplete candidate applications are withdrawn after one (1) year from the date of receipt by the Board and the Applicant will be required to reapply.

55:10-7-5. Examination fee refunds [Revoked]

55:10-7-6. Grading

Minimum passing scores on the landscape architectural plant material and the Act and Rules examinations shall be 75%.

55:10-7-7. Reexamination for equivalent candidates [REVOKED]

55:10-7-8. Examination grades

(a) The Board will not review any sections of the examinations.

(b) The Board will retain the final valid test scores on individual sections of the examinations taken and passed for Architect, Landscape Architect or Licensed Interior Design Candidates as determined by 55:10-7-1. Final passing scores will be placed in the Candidate's file and retained permanently.

55:10-7-9. Transfers of examination grades prior to licensing for equivalent candidates [REVOKED]

SUBCHAPTER 9. LICENSING

Section

- 55:10-9-1. The License
- 55:10-9-2. Term of License or Registration [REVOKED]
- 55:10-9-3. Required display of the License [REVOKED]
- 55:10-9-4. Duplicate License
- 55:10-9-5. Suspension, revocation, or refused renewal of a License
- 55:10-9-6. Biennial License required
- 55:10-9-7. Emeritus status requirements
- 55:10-9-8. Failure to biennially renew
- 55:10-9-9. Reinstating License from emeritus status to active practice
- 55:10-9-10. Reinstatement of canceled License
- 55:10-9-11. Reinstatement of a License based on cause

55:10-9-1. The License

A License shall identify the individual by name, state the License number, designate an effective date, confirm the individual's qualifications, and acknowledge the individual's right, in this State, to practice architecture, landscape architecture or licensed interior design and use the titles Architect, Landscape Architect, Licensed Interior Designer or other restricted titles defined by the Act or the Rules.

55:10-9-2. Term of License or Registration [REVOKED]

55:10-9-3. Required display of the License [REVOKED]

55:10-9-4. Duplicate License

A duplicate License may be issued to an individual provided:

- (1) the current License is in good standing;
- (2) a written request for a replacement or duplicate License is received; and
- (3) the fee is paid as prescribed in 55:10-3-13.

55:10-9-5. Suspension, revocation, or refused renewal of a License

Upon notice of the Board, Licenses shall be suspended, revoked, or refused by the Board to be renewed for cause, as listed in 55:10-15-2.

55:10-9-6. Biennial License required

(a) All Licenses must be renewed biennially, in order to practice or use the professional titles in Oklahoma. Notices may be sent to all Licensees at the last known address or email address of record; however, it is the responsibility of each individual Licensee to ensure the renewal fees and completed applications are received at the Board office by mail or hand delivery by 4:30 p.m. or online by 11:59p.m. CST on June 30th of the renewal year to avoid penalties. Late postmarks will not be accepted. Upon receipt of the renewal forms, continuing education

forms, if applicable, and fees, the License shall be renewed. No License will be issued for longer than a two (2) year period.

(b) Licensees called to active military duty in the armed forces of the United States and deployed to a temporary military deployment shall comply with OAC 55:10-3-13.

55:10-9-7. Emeritus status requirements

Licensees who are current residents of Oklahoma and who have been licensed in this State for ten (10) consecutive years, are sixty-five (65) years of age or older, and are retired from active practice may request emeritus status by filing the application showing compliance with this Section. If the Rules of this Chapter have been met, all fees and penalties for biennial License shall be waived by the Board as long as Emeritus status is maintained. Emeritus status Licensees are also exempt from continuing education requirements unless they reinstate their License to active status in accordance with OAC 55:10-9-9.

55:10-9-8. Failure to biennially renew

(a) Failure to biennially renew the License and satisfy all continuing education requirements, if applicable, remit renewal fees, submit properly completed and acceptable forms with pertinent information and pay penalties where applicable in 55:10-3-13, as prescribed by the Act and the Board's current Rules in this Chapter, will result in automatic suspension and revocation of the License and/or Certificate of Authority on July 1st of the renewal year.

(b) Notices of automatic suspension and/or revocation will be sent to the last known address and/or email address of the Licensee or Entity. If a License or Certificate of Authority is not renewed for any reason, the Licensee must immediately cease the practice of architecture, landscape architecture or licensed interior design. An Architect, Landscape Architect or Licensed Interior Designer shall cease using these professional titles or other titles restricted by the Act or the Rules. Individuals who continue to practice architecture, landscape architecture or licensed interior design during the time of suspension and/or revocation are subject to the fines, penalties and civil remedies contained in the Act and these Rules.

55:10-9-9. Reinstating License from emeritus status to active practice

(a) Reinstatement from emeritus status to active practice within three (3) years. An individual desiring to reinstate a License to an active status may do so within three (3) years of being approved for emeritus status. The individual may return to active status. Additionally, the individual must take and pass the current version of the Act & Rules examination and shall submit twelve hours of Continuing Education completed within twelve (12) months prior to reinstatement. The individual shall pay the current License and reinstatement fee as set forth in 55:10-3-13.

(b) Reinstatement from emeritus status to active practice after three (3) years. The individual shall submit a reinstatement application and pay an application fee. The Board has full discretion as to how to reinstate the License or to determine not to reinstate the License. Upon approval of reinstatement, the individual must take and pass the current

version of the Act & Rules examination and shall pay the current License and a reinstatement fee set forth in 55:10-3-13.

55:10-9-10. Reinstatement of canceled License

(a) **Reinstatement of Registered Interior Designer or Registered Commercial Interior Designer.** A registration that was canceled prior to August 29, 2024 will not be reinstated. An initial license application must be submitted.

(b) **Reinstatement of any License within three (3) years.** Licenses canceled for nonpayment of fees and/or failure to comply with continuing education requirements, if applicable, may be reinstated at any time within three (3) years, from the date of the cancellation, after paying all fees and penalties as prescribed in 55:10-3-13, and meeting all continuing education requirements. Reinstatements may be approved by the Board's staff upon compliance with the Act and Rules without Board action.

(c) **Reinstatement of initial Architect or Landscape Architect License after three (3) years.** Architects or Landscape Architects licensed initially in Oklahoma that allow their License to remain cancelled for a period exceeding three (3) consecutive years, the License may be reinstated in a manner as determined by the Board consistent with the Act and these Rules, after reapplying and paying an application fee. Additionally, the Licensee shall meet all continuing education requirements where applicable, that would have been otherwise required, and pay all back fees and penalties.

(d) **Reinstatement of initial Licensed Interior Designer license after three (3) years.** Licensed Interior Designers licensed on or after August 29, 2024 in Oklahoma that allow their License to remain cancelled for a period exceeding three (3) consecutive years, the License may be reinstated in a manner as determined by the Board consistent with the Act and these Rules, after reapplying and paying an application fee. Additionally, the Licensee shall meet all continuing education requirements where applicable, that would have been otherwise required, and pay all back fees and penalties.

(e) **Reinstatement of Reciprocal Licenses after three (3) years.** Any Architect, Landscape Architect, or Licensed Interior Designer licensed to practice in Oklahoma by reciprocity, after their reciprocal License has been canceled for more than three (3) years, must re-apply for licensure and demonstrate a current License in another jurisdiction.

(f) **Returning from temporary military deployment.** Licensees returning from temporary military deployment shall notify the Board office consistent with OAC 55:10-3-13(b).

55:10-9-11. Reinstatement of a License based on cause

A License suspended, refused to be renewed, or revoked for cause may be reinstated only by Board action and in the manner determined by the Board. Requests for reinstatement of a license revoked for cause shall be addressed to the Board, showing why such reinstatement is justified.

SUBCHAPTER 11. RULES OF PROFESSIONAL CONDUCT

Section

- 55:10-11-1. General requirements
- 55:10-11-2. Good moral character [Revoked]
- 55:10-11-3. Competence
- 55:10-11-4. Conflict of interest
- 55:10-11-5. Full disclosure
- 55:10-11-6. Compliance with laws
- 55:10-11-7. Professional conduct
- 55:10-11-8. Architect, landscape architect, and licensed interior designer seal
- 55:10-11-9. Authorized use of seal [Revoked]
- 55:10-11-10. Required use of seal, signature and date on documents and retention period [Revoked]
- 55:10-11-11. Prohibition on submitting documents without seal, date and signature [Revoked]
- 55:10-11-12. Prohibited use of seal [Revoked]
- 55:10-11-13. Registered commercial interior designer seal [REVOKED]

55:10-11-1. General requirements

A Licensee or Entity shall above all, serve and promote the public interest in the effort to improve the human environment and shall act in a manner to bring honor and dignity to the professions of architecture, landscape architecture, and licensed interior design.

55:10-11-2. Good moral character [Revoked]

55:10-11-3. Competence

(a) In engaging in the practice of architecture, landscape architecture, or licensed interior design, a Licensee or Entity shall act with care and competence, and shall apply the technical and tactical knowledge and skill which is ordinarily applied by licensed Architects, Landscape Architects, and Licensed Interior Designers of good standing. The Licensee or Entity shall not directly or indirectly indulge in exaggerated, misleading, deceptive or false statements or claims about professional qualifications.

(b) Licensees shall not delegate critical decision-making responsibilities to automated systems or technological tools and must retain professional judgment and responsible control over all design decisions. The use of technology does not absolve licensees from their responsibility for ensuring compliance with applicable laws, codes, and standards.

(c) In designing a project, an Architect, Landscape Architect, or Licensed Interior Designer shall follow all applicable State and municipal building laws, codes and regulations. While a Licensee of these professions may rely on the advice of other professions as to the intent and meaning of such laws, codes and regulations, the Licensee shall not intentionally or negligently design a project in violation of such laws, codes and regulations. When two or more codes are in conflict, the standard of practice is to use the most restrictive.

(d) An Architect, Landscape Architect, or Licensed Interior Designer shall undertake to perform professional services only when they, together with those engaged as consultants, are qualified by licensing, education, training and experience in the specific technical and tactical areas required. The Licensee shall establish by agreement, the nature and extent of services to be provided and the compensation to be paid.

(e) No individual shall be permitted to engage in the practice of architecture, landscape architecture, or licensed interior design if, in the Board's judgment, determined during a formal hearing, such individual's professional competence is found to be substantially impaired by mental disabilities. An individual may apply for reinstatement through the procedures established by the Rules in this Chapter.

55:10-11-4. Conflict of interest

(a) Licensees shall make full prior disclosures to their employers or clients of all known or potential conflicts of interest or other circumstances which could influence or appear to influence their judgment or the quality of their services.

(b) Licensees shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project unless the circumstances are fully disclosed to, and agreed to, in writing by all parties who compensate the licensee. Compensation shall be deemed anything of value and shall not be limited to the payment of money.

(c) Licensees shall not solicit or accept financial or other valuable consideration, directly or indirectly, from any party, including contractors, suppliers, manufacturers, distributors, or an agent of any party in consideration for specifying or influencing others to use or select services, products, or processes in connection with work for which the licensee is responsible or work undertaken by a firm or entity in which licensee is an employee, officer, director, or owner.

(d) Licensees shall not use confidential information received in the course of their assignments as a means of making personal profit without the consent of the party from whom the information was obtained.

(e) A licensee serving as a direct supervisor for a candidate for licensure shall not have, nor enter into, any relationship with the candidate that would interfere with the objectivity of the direct supervisor's certification of the candidate's experience.

(f) A licensee serving in a public capacity, whether paid or voluntary, shall not accept payments or gifts that are intended to influence the licensee's professional judgment.

55:10-11-5. Full disclosure

(a) A Licensee or Entity making public statements on architectural, landscape architectural, or licensed interior design questions, shall disclose when they are being compensated for making such statements.

(b) A Licensee or Entity shall not misrepresent their qualifications, capabilities, and experience or that of the firm.

(c) If, in the course of their work on a project, the Licensee or Entity becomes aware of a decision taken by their employer or client, against such Licensee's or Entity's advice, which violates applicable State or municipal building laws, codes or regulations, and which will, in the Licensee's or Entity's judgment, materially and adversely affect the health, welfare and safety to the public of the finished project, the Licensee or Entity shall:

(1) report the decision to the local building inspector or other public official charged with the enforcement of the applicable State or municipal building laws, codes or regulations;

(2) refuse to consent to the decision;

(3) in circumstances where the Licensee or Entity reasonably believes that other such decisions will be taken, notwithstanding their objection, terminate services with respect to the project. In the case of a termination in accordance with (c) of this Section, the Architect, Landscape Architect, Licensed Interior Designer, or Entity shall have no liability to their client or employer.

(d) A Licensee or Entity shall not deliberately make a materially false statement or fail deliberately to disclose a material fact requested in connection with an application for a License, renewal, or contract with a client/owner.

(e) A Licensee or Entity shall not assist the application for an individual or Entity who they believe to be unqualified in respect to education, training, experience or character.

(f) It is the professional duty of the licensee or Entity to report knowledge of possible violations of the Act or these Rules to the Board.

55:10-11-6. Compliance with laws

(a) A Licensee or Entity shall not, while engaging in the practice of their profession, knowingly violate any State or federal criminal law.

(b) A Licensee or Entity shall neither offer nor cause to be offered any payment or gift to a government official, elected or appointed, with the intent of influencing the official's judgment in connection with a prospective or existing project in which the Licensee or Entity is interested.

(c) A Licensee or Entity shall comply with the licensing laws, rules and/or regulations governing their professional practice in any jurisdiction.

(d) A Licensee or Entity shall, to the best of their ability, comply with all city, county, municipal, or state laws and codes, including codes adopted by the Oklahoma Uniform Building Code Commission. Failure to comply with the laws and codes of the authority having jurisdiction may be deemed grounds for a violation and subject to disciplinary action.

55:10-11-7. Professional conduct

(a) A licensee or Entity shall preserve the confidences of the client or employer.

(b) A Licensee or Entity shall neither offer nor make any gifts (other than gifts of nominal value including, for example, reasonable entertainment and hospitality) with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the Licensee or Entity is interested.

(c) A Licensee or Entity shall not engage directly or indirectly with or as an agent or representative to solicit work on their behalf whose compensation is contingent, in whole or

in part, upon obtaining professional work for the Entity, Architect, Landscape Architect, or Licensed Interior Designer.

(d) A Licensee or Entity shall not make false statements about the professional work, or maliciously injure or attempt to injure the prospects, practice or employment position of others.

(e) A Licensee or Entity shall not furnish limited services in such a manner as to enable owners, draftsmen, or others to evade public health and safety requirements.

(f) A Licensee, Entity, or unlicensed individual or entity shall not use or reproduce the work of a licensed professional without their knowledge and approval.

55:10-11-8. Architect, landscape architect, and licensed interior designer seal

(a) **Seal required.** Every individual authorized to practice architecture, landscape architecture, or licensed interior design by a License shall procure a seal with which to identify all technical submissions, addenda, field orders and other documents of service issued by the Licensee for use in this State.

(1) **Type of seal.** The seal required shall be of a type that makes an image on the surface of original documents and duplications of original documents. Both the use of a rubber stamp or electronic image is permissible.

(2) **Design of seal.** The seal of an Architect shall be a circle and shall contain their name, Oklahoma License number and the words, "Licensed Architect, State of Oklahoma." The seal of a Landscape Architect shall be a circle and shall contain their name, Oklahoma License number and the words, "Licensed Landscape Architect, State of Oklahoma." The seal of a Licensed Interior Designer shall be a circle and shall contain their name, Oklahoma license number and the words, "Licensed Interior Designer, State of Oklahoma."

(b) **Seal declares responsible control.** The seal appearing on any technical submission shall be prima facie evidence, as described in 55:10-15-1, that said technical submission was prepared by or under the individual named on said seal. The Licensee is responsible for its security when not in use.

(1) A Licensee or Entity is only responsible for the design of the facility represented by the products and/or drawings they completed, signed, sealed, and dated for a specific client and location.

(2) Should the client or any other individual modify or change locations of the facility or make changes to the design without the authorization of the Licensee, the Licensee is only responsible and liable for the project as they signed, sealed, and dated it and the site at the original location.

(c) **Location of seal, signature and date.** The handwritten or electronically generated date shall be affixed across their seal.

(1) All Licensees shall affix their seal, signature and date, to all technical submissions and to the original cover sheet and the page identifying all specification pages covered, including all addenda and field changes. If incomplete, the Licensee shall clearly identify that the plans are incomplete and not for construction.

(2) In the absence of sheets or covers identifying all sheets, all original contract documents of service must have the seal, date and signature of the Licensee responsible.

(d) **Use or attempted use of seal by unauthorized individuals.** No individual, other than the Licensee represented, shall use or attempt to use the prescribed seal, and no unregistered individual or Entity shall be authorized to use the prescribed seal. Restricted actions include:

(1) using a set of construction documents to construct a structure on another site without the permission of the original Licensee

(2) making unauthorized copies, modifications or incorporating any portion of the specifications into another work without the use of a Licensee's seal, signature and date authorizing such modifications.

(e) **Prototypical plans.** Prototypical plans are not required to carry the seal, signature, and date of the original Licensee, but must prior to their issue in Oklahoma be marked and qualified by a written statement to the effect of: "Prototypical submissions not for regulatory approval or construction." These submissions do not comprise a final, comprehensive set of design and construction documents and are not intended for use on any specific project without the appropriate review, modifications and integration into the work of a licensed architect engaged to provide professional architectural services for the specific project.

(f) **Technical submissions.**

(1) Technical submissions may include:

(A) Plans, elevations, sections, and details thereof communicating design intent, site layout, occupied space layout, circulation, life safety, accessibility, building components, systems, and finishes;

(B) Written specifications, analyses, instructions, master plans, and reports further communicating, documenting, or clarifying design intent;

(C) Documentation provided by consultants and fabricators for components and systems to be integrated into the contract documents; and

(D) Any other forms of documentation having legitimate bearing on the construction or modification of a property or building as defined by this Act.

(2) Architects, Landscape Architects, and Licensed Interior Designers are permitted to review and adapt portions of technical submissions if:

(A) the seal of the original Architect, Landscape Architect, or Licensed Interior Designer appears on the submissions to authenticate authorship.

(B) the succeeding Architect, Landscape Architect, or Licensed Interior Designer clearly identifies all modifications to the submissions.

(C) the succeeding Architect, Landscape Architect, or Licensed Interior Designer assumes responsibility and liability for the adequacy of the design on the modifications.

(D) Any Architect, Landscape Architect, or Licensed Interior Designer signing and sealing technical submissions that integrate the work of another into the licensee's own work as permitted above, shall maintain that such review and integration met the required professional standard of care. In applying his or her seal, the Oklahoma licensee assumes full responsibility in its entirety for

the documents, as if fully prepared by or under the Oklahoma licensee's responsible control.

(g) **Retention period.** An Architect, Landscape Architect, Licensed Interior Designer or Entity shall retain a copy of all technical submissions produced for a minimum of ten (10) years following the date of preparation.

(h) **Prohibition on sealing documents.** No Licensee shall affix or attempt to affix the seal, signature or dates to sketches, drawings, specifications or other documents developed by unlicensed persons that are not employees in their offices or professional consultants except as stated in OAC 55:10-11-8(f).

(i) **Prohibited acts using seal.** No Licensee shall affix the seal, signature or date to documents unless:

- (1) such documents were developed and prepared under a Licensee's Responsible Control;
- (2) the Licensee had full authority to determine their development; and
- (3) the Licensee has reviewed and adopted, in whole or in part, architectural, landscape architectural, or licensed interior design portions and has either coordinated their preparation or integrated them into the work.

55:10-11-9. Authorized use of seal [REVOKED]

55:10-11-10. Required use of seal, signature and date on documents and retention period [REVOKED]

55:10-11-11. Prohibition on submitting documents without seal, date and signature [REVOKED]

55:10-11-12. Prohibited use of seal [REVOKED]

55:10-11-13. Registered commercial interior designer's seal [REVOKED]

SUBCHAPTER 13. ORGANIZATIONAL PRACTICE

Section

- 55:10-13-1. Individual and group practice [REVOKED]
- 55:10-13-2. Licensee required in each office [Revoked]
- 55:10-13-3. Licensees accountable [REVOKED]
- 55:10-13-4. Certificate of Authority or Certificate of Title required [Revoked]
- 55:10-13-5. Certificate of Authority required
- 55:10-13-6. Biennial renewals required for Certificate of Authority
- 55:10-13-7. Failure to biennially renew a Certificate of Authority
- 55:10-13-8. Reinstatement of canceled Certificate of Authority

- 55:10-13-9. Compliance with laws, Rules, regulations and orders
- 55:10-13-10. Investigations, hearings and penalties
- 55:10-13-11. Surrender of Certificate of Authority or Certificate of Title [REVOKED]
- 55:10-13-12. Notification of changes in firm practice required
- 55:10-13-13. Authority to use professional titles and offer licensed services
- 55:10-13-14. Certificate of Authority or Certificate of Title index maintained; restriction on similar names [REVOKED]
- 55:10-13-15. Limited partnerships and corporations required to file with Secretary of State
- 55:10-13-16. Firm Names
- 55:10-13-17. Use of multiple surnames in titles of firm name [REVOKED]
- 55:10-13-18. Use of full name in title of firm name [REVOKED]
- 55:10-13-19. Use of departed surname in title of firm name [REVOKED]
- 55:10-13-20. Use of fictitious name in title of firm name [REVOKED]
- 55:10-13-21. Use of single surname in title of firm name [REVOKED]

55:10-13-1. Individual and group practice [REVOKED]

55:10-13-2. Licensee required in each office [Revoked]

55:10-13-3. Licensees accountable [REVOKED]

55:10-13-4. Certificate of Authority or Certificate of Title required [Revoked]

55:10-13-5. Certificate of Authority required

In order for a firm or entity to contract for or offer licensed services in Oklahoma, a Certificate of Authority is required. The Board may grant a Certificate of Authority to practice architecture, landscape architecture or licensed interior design to those Entities meeting the following criteria:

- (1) An application for any entity, including branch offices, is filed and approved by the Secretary-Treasurer or the Board.
- (2) At least one general partner, or director, officer, shareholder, manager, member or principal is an Architect, Landscape Architect, or License Interior Designer and is designated as being responsible for the practice of the profession in the State of Oklahoma. If a firm is offering multiple professions, the firm shall have at least one general partner, director, officer, shareholder, principal or for a limited liability company, a manager or member who is licensed in each profession and is designated as being responsible for the activities of each profession, as the Architect, Landscape Architect, or Licensed Interior Designer of Record.
- (3) All technical submissions, original drawings, original cover sheet and the page identifying all specification pages covered, all addenda and field changes shall be signed, sealed and dated by an Architect, Landscape Architect, or Licensed Interior Designer.
- (4) Compliance with the Board's Rules in this Chapter and the Act shall not alleviate other members, officers, shareholders, managers, principals, directors, partners or

employees from direct responsibility and liability by reason of employment or relationship with the Entity to the Board.

(5) The Certificate of Authority issued by the Board is subject to powers of renewal, suspension, revocation, denial, refusal to renew, levying criminal or civil penalties, vested in the Board by the Act and does not preclude the Board from using any other legal procedures necessary to carry out its powers and duties.

55:10-13-6. Biennial renewals required for Certificate of Authority

(a) **Biennial renewal requirements.** An Entity desiring to practice Architecture, Landscape Architecture, or Licensed Interior Design, or use the title Architect, Landscape Architect, or Licensed Interior Designer through a Certificate of Authority, must submit the proper fees and applicable penalties in 55:10-3-13 and forms for application and renewal biennially. No Certificate of Authority shall be issued for longer than a two (2) year period. The renewal forms, required information, and fees shall be due with the Licensee's individual renewal which are due by mail or hand delivery to the Board office by 4:30 p.m. or online by 11:59p.m. CST on or before June 30 of the renewal year to avoid penalties. Postmarks after June 30 will not be accepted.

(b) **Renewal exemption based on temporary military deployment.** The exemption from fees and penalties shall apply to the Certificate of Authority if a Licensee is the only Architect, Landscape Architect, or Licensed Interior Designer of Record associated with the Entity. Licensees who are called to active military duty in the armed forces of the United States and deployed to a temporary military assignment are exempt from paying all renewal fees and penalties in OAC 55:10-3-13.

55:10-13-7. Failure to biennially renew a Certificate of Authority

(a) Failure to biennially renew the Entity and remit payment of the renewal fee and applicable penalties, submit an acceptable and complete application and other required documents or information for the Certificate of Authority on June 30 of the renewal year will result in automatic cancellation and revocation of the certificate.

(b) Automatic cancellation and revocation of the Certificate of Authority will result in the Entity paying a late payment and reinstatement penalties in order to reinstate the Certificate.

(c) Notices of suspension or revocation will be sent to the last known address of the Entity failing to biennially license and remit renewal fees and penalties.

55:10-13-8. Reinstatement of canceled Certificate of Authority

(a) **Reinstatement within three (3) years.** A Certificate of Authority canceled for nonpayment of fees may be reinstated at any time within three (3) years, after paying all fees and penalties accrued at time of reinstatement. Reinstatements may be approved by Board staff upon compliance with the Act and Rules without Board action.

(b) **Reapplication after three (3) years.** Entities whose Certificate of Authority has been cancelled for three years or more shall submit a new Certificate of Authority application, along with all required documents and fees.

(c) **Reinstatement for cause.** A Certificate of Authority suspended, denied, refused to be renewed, penalties levied, orders issued or revoked for cause may be reinstated only by Board action and only then in the manner determined by such Board action. Requests for

reinstatement of the Certificate of Authority revoked for cause shall be addressed to the Board and shall show cause why such reinstatement is justified.

(d) **Reinstatement based on temporary military deployment.** Entities given an exemption from paying fees and penalties because the only Architect, Landscape Architect, or Licensed Interior Designer of Record was deployed on a temporary military deployment in the armed forces of the United States, shall notify the Board office consistent with OAC 55:10-3-13.

55:10-13-9. Compliance with laws, Rules, regulations and orders

All entities shall comply with all laws, Rules, regulations and orders issued, which apply to an individual Architect, Landscape Architect or Licensed Interior Designer.

55:10-13-10. Investigations, hearings and penalties

The Board shall investigate complaints, hold hearings, issue orders and determine penalties against entities in the same manner, procedure and with the same rights and offenses as an individual Architect, Landscape Architect or Licensed Interior Designer as designated in the Rules of this Chapter.

55:10-13-11. Surrender of Certificate of Authority or Certificate of Title [REVOKED]

55:10-13-12. Notification of changes in firm practice required

Entities shall notify the Board office within thirty (30) days of any or all changes that affect the Certificate of Authority. Notification shall be on the Board's form, signed by an Architect, Landscape Architect, or Licensed Interior Designer of Record and accompanied by the fees in 55:10-3-13. Failure to properly and promptly notify the Board of these changes may be cause for penalties, orders issued, revocation, refusal to renew or suspension of the Certificate of Authority, as designated in the Rules of this Chapter.

55:10-13-13. Authority to use professional titles and offer licensed services

Only entities holding a current Certificate of Authority issued by the Board are authorized to use the titles Architecture, Landscape Architecture, or Licensed Interior Design or any derivation of these words to describes services offered by the entity. Further, only entities holding a current Certificate of Authority may offer, contract for, or perform licensed services.

55:10-13-14. Certificate of Authority or Certificate of Title index maintained; restriction on similar names [REVOKED]

55:10-13-15. Limited partnerships and corporations required to file with Secretary of State

(a) Limited partnerships, limited liability companies, limited liability partnerships, foreign and domestic corporations are required by law to file for a certificate of incorporation or domestication and maintain same with the Secretary of State.

(b) Failure of an Entity to properly file or register with the Oklahoma Secretary of State and maintain said Entity in good standing with the Oklahoma Secretary of State may result in

revocation of the Certificate of Authority and disciplinary action pursuant to the Act and Rules in this Chapter.

55:10-13-16. Firm Names

- (a) **Use of names of deceased or retired individuals.** Use of the names of deceased or retired licensed or registered partners or directors in a firm name is permissible.
- (b) **Multiple surnames.** Use of multiple surnames in titles of firms is permissible so long as one surname is an Architect, Landscape Architect or Licensed Interior Designer. Other surnames shall be names of related licensed professions (e.g., engineer - structural, mechanical, electrical, civil, or land surveyor).
- (c) **Full names.** Use of a full name in the title of a firm is permissible so long as the full name is the name of an Architect, Landscape Architect, or a Licensed Interior Designer or a deceased Architect, Landscape Architect, or Licensed Interior Designer.
- (d) **Fictitious names.** Fictitious names of firms are permissible so long as at least one Architect, Landscape Architect, or Licensed Interior Designer of Record as defined in 55:10-1-3, has Responsible Control for the activities of the firm.
- (e) **Single Surname.** Use of a single surname is permissible so long as that surname is an Architect, Landscape Architect, Licensed Interior Designer, or related professional (e.g., engineer, structural, mechanical, electrical, or civil, or land surveyor).
- (f) **Same or similar names.** The name of the Entity shall not be the same or deceptively similar to the name of any other Entity then existing or which has existed within the preceding three (3) years, without the written consent of the previously existing Entity.

55:10-13-17. Use of multiple surnames in titles of firm name [REVOKED]

55:10-13-18. Use of full name in title of firm name [REVOKED]

55:10-13-19. Use of departed surname in title of firm name [REVOKED]

55:10-13-20. Use of fictitious name in title of firm name [REVOKED]

55:10-13-21. Use of single surname in title of firm name [REVOKED]

SUBCHAPTER 15. VIOLATIONS

Section

- 55:10-15-1. Prima facie evidence
- 55:10-15-2. Grounds for violations and penalties
- 55:10-15-3. Additional penalties for violations
- 55:10-15-4. Fraud or misrepresentation
- 55:10-15-5. Gross incompetence
- 55:10-15-6. Recklessness
- 55:10-15-7. Dishonest practice

- 55:10-15-8. Duty to refer alleged violations to Secretary-Treasurer
- 55:10-15-9. Filing a complaint; forms and evidence
- 55:10-15-10. Informal resolution
- 55:10-15-11. Investigation committee
- 55:10-15-12. Investigation report and recommendations [REVOKED]
- 55:10-15-13. Investigator
- 55:10-15-14. Civil and formal proceedings
- 55:10-15-15. Hearings
- 55:10-15-16. Hearing disqualification procedures
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- 55:10-15-20. Issuing of orders
- 55:10-15-21. Final orders
- 55:10-15-22. Procedures to file exceptions to proposed orders
- 55:10-15-23. Rehearing, reopening or reconsideration
- 55:10-15-24. Effect of illegal activity or violations on licensure or certification
- 55:10-15-25. Emergency hearings and orders

55:10-15-1. Prima facie evidence

(a) Prima facie evidence shall be construed or attempting to construe to practice, perform or offer architecture, landscape architecture, or licensed interior design within the meaning and intent of the Act by display or verbal claim, sign, advertisement, contract, card or other printed, engraved, or written instrument or device, or by electronic means bearing an individual's or entities name or in any other way represent to be licensed or registered under the Act. Prima facie evidence is also defined as an individual or Entity representing as able to contract, offer, perform services or use the restricted titles defined under the Act as requiring a License or a Certificate of Authority. Any such action noted by this Section shall be sufficient to justify an injunction or any other order or a conviction without evidence of a general course of conduct. The Board shall determine if other legal procedures and penalties are necessary and shall have the power to proceed with any and all legal procedures in addition to the injunction or other such orders issued.

(b) The following actions shall not be violations under 59 O.S. 46.1 et seq. and the Rules of the Board: Advertising in national publications or electronic media, provided there is no offering of professional services in jurisdictions where not licensed.

55:10-15-2. Grounds for violations and penalties

Grounds for probation, denial, revocation, suspension, refusal to renew, orders, injunctions, civil and/or criminal penalties are as follows:

- (1) Fraud, deception or misrepresentation in applying for a License, Certificate of Authority, or in taking the examinations (see 55:10-15-4);
- (2) Violating the Act, or any Rule or order issued by the Board, including the unlicensed practice of architecture or landscape architecture;
- (3) Conviction of a felony;

- (4) Violating any jurisdiction's registration or licensing laws, requirements or rules and regulations;
- (5) Mental impairment;
- (6) Gross incompetence (see 55:10-15-5);
- (7) Recklessness on the part of the Licensee in designing, planning, or observing the construction or alteration of a project or building (see 55:10-15-6);
- (8) Dishonest practice (see 55:10-15-7);
- (9) Failure to maintain a License or Registration in good standing in one additional jurisdiction for reciprocal Licensees;
- (10) Loss of NCARB, CLARB or CIDQ certification for reciprocal Licensees based on cause;
- (11) Nonpayment of fees, penalties, failure to complete continuing education requirements, when applicable, or failure to file acceptable and properly completed required documents with the Board will result in automatic revocation;
- (12) Unauthorized or misuse of seal which shall include sealing, dating, and signing any or all documents not prepared under a Licensee. Prototype plans are an exception to this rule as noted in OAC 55:10-11-9 (e) (f).
- (13) Aiding and/or abetting unlicensed practice of architecture, landscape architecture, or licensed interior design.
- (14) Sealing, signing and/or dating plans and/or specifications not prepared in accordance with the Act and/or these Rules.
- (15) Submitting false or forged evidence or documents to the Board or in the practice of architecture, landscape architecture, or licensed interior design.
- (16) Presenting the License of another as the individual's or Entity's own.
- (17) Concealing information relative to any violation of the Act or the Board's Rules.
- (18) Inappropriate behavior on the part of an Applicant during the examination period.

55:10-15-3. Additional penalties for violations

Investigation costs incurred by the Board, including reasonable attorney fees to prosecute the case, may be levied by the Board separately or in addition to civil or any 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.

55:10-15-4. Fraud or misrepresentation

Any Architect, Landscape Architect, Licensed Interior Designer, Entity or any other party who shall make oral or written fraudulent, false or misleading statements on any document, report, statement, examination, investigation, plans or specifications shall, upon conviction, be deemed guilty of fraud or misrepresentation. Fraud shall include copying any documents from an employer without specific written authorization.

55:10-15-5. Gross incompetence

The Board expects each Licensee or Entity to undertake only those professional assignments they are qualified, competent, and lawfully authorized to perform. The following practices, among others, may be deemed gross incompetence:

- (1) Failure to use due diligence and proper restraint in planning and observation procedures, thus endangering the safety and welfare of the public.
- (2) Failure to engage other licensed design professionals, competent and authorized through this or other Oklahoma statutes to practice in related planning disciplines, when the Architect, Landscape Architect, or Licensed Interior Designer is otherwise responsible for obvious technical or tactical error jeopardizing the success or safety of the project, the public, the client and/or contractor.
- (3) Failure to clearly, accurately and completely develop plans, drawings, specifications and other instruments of service in practice that properly qualify the requirements intended and insure against misunderstandings jeopardizing the client and/or contractor.
- (4) Failure to use diligence and available counsel in preparing documents for the protection of a client in construction agreements involving the Licensee's responsibility.
- (5) Practicing architecture, landscape architecture, or licensed interior design while mentally impaired.

55:10-15-6. Recklessness

- (a) The Architect, Landscape Architect, or Licensed Interior Designer is responsible for technical and tactical judgments relating to construction materials, techniques and systems processes. Their education, training and experience should enable them to make such determinations with confidence in a successful result.
- (b) The Board expects of its Licensees, Entities, or individuals representing same, prudent and deliberate consideration in such decisions, made only after responsible and thorough investigation, research and when necessary, expert advice and assistance.
- (c) When the result anticipated in such decisions is not reasonably predictable, each Licensee, Entity, or individual representing same, is expected to so advise the client, fully disclosing the implications involved.
- (d) When such decisions promote procedures, techniques, materials, systems, etc., unfamiliar to the planning and/or building team involved, the Licensee, Entity, or individual representing same, is expected to exercise extraordinary care and attention to the process, ensuring as best they can the result sought.
- (e) If, in the judgment of the Board, a Licensee, Entity, or individual representing same, does not demonstrate concern, attention and involvement stated in this Section, and failure to do so brings jeopardy to the project, public or client, the Board may deem such neglect to be recklessness.
- (f) A Licensee or Entity shall not aid or abet any unlicensed party in practicing architecture, landscape architecture, or licensed interior design. Aiding and abetting shall include furnishing limited services in such a manner as to enable owners or unlicensed parties to evade the requirements of the Act or Rules in this Chapter. Incomplete plans shall be clearly

marked as incomplete and not for construction if services are terminated during the contract.

55:10-15-7. Dishonest practice

The following practices, among others, may be deemed dishonest practice:

- (1) Acts which evidence violation, or attempts to violate, any laws or Rules of this or any other state relating to licensing or the practice architecture or landscape architecture.
- (2) Acts which evidence disregard or neglect in complying with regulations, codes, ordinances and recognized standards regulating construction at the place of building.
- (3) Acts which evidence attempts through commission or omission, to mislead or defraud any party.
- (4) Acts which evidence attempts or success in efforts violating Rules in this Chapter regarding the use of an Architect's, Landscape Architect's, or Licensed Interior Designer's seal, signature and date.
- (5) Acts which evidence attempts or success in efforts to bribe any party, who may influence the selection of any Architect, Landscape Architect, Licensed Interior Designer, or Entity. Kickbacks, donations, or forgiveness offered or paid to gain improper advantage in selection will be considered bribes.
- (6) Acts which evidence attempts or success to conceal a Licensee's or Entity's interests in conflict with responsibilities of service to a client.
- (7) Acts which evidence improper partiality as arbiter or interpreter in matters relating to client/contractor agreements resulting in or from unauthorized waivers, deviations, or disregard of provisions in such agreements.
- (8) Acts evidenced by exaggerated, misleading, deceptive or false statements or claims about professional qualifications.
- (9) Falsifying any documents submitted to the Board or required to be kept by the Licensee or Entity or generated in the practice of architecture or landscape architecture.
- (10) Copying any documents or programs from the employer's files in violation of federal or state law.
- (11) Submitting forged documents or evidence to the Board.

55:10-15-8. Duty to refer alleged violations to Investigation Committee

When information comes to the Board or its employees concerning alleged violations of the Act or these Rules, whether through formal or informal channels or by reason of other information, the information shall be referred to the investigation committee.

55:10-15-9. Filing a complaint; forms and evidence

(a) When filing an informal complaint, the party shall document the allegations of violations with evidence available and shall submit it to the Board. The Board Investigator shall make

appropriate inquiry to verify such information, including retaining the services of expert witnesses, if necessary, and shall present the findings to the Investigation Committee.

(b) A Board member shall not discuss with any individual, any facts or circumstances concerning any investigation or formal complaint prior to holding a formal hearing.

55:10-15-10. Informal disposition

Those matters in which informal disposition is sought may be referred to the investigation committee or terminated as provided in OAC 55:10-15-9. Any final disposition of an informal complaint by the investigation committee must be reported to and approved by the Board.

55:10-15-11. Investigation committee

(a) **Appointment; officers.** The investigation committee, appointed by the Chair, shall investigate such cases referred to it. The investigation committee shall consist of, including but not limited to, the Secretary-Treasurer, the Executive Director, and any other Board members appointed by the Chair. The committee shall be appointed for terms as designated by the Chair. At least a majority of the members of the committee shall be licensed and in good standing with the Board.

(b) **Duties.**

(1) It shall be the duty of the investigation committee to investigate to determine whether there exists probable cause to believe a violation has occurred as to justify formal or civil proceedings. The investigation shall be conducted with reasonable dispatch. The committee may or may not, in its sole discretion, afford the accused party involved an opportunity to be heard in the course of preliminary investigation.

(2) Before a report adverse to the accused party is made, the investigation committee may or may not, in its sole discretion, notify him/her or it in writing of the complaint and allow not less than ten (10) days to reply in writing. At this level of the proceedings, the accused party shall not be entitled to a hearing before the investigation committee as a matter of right, but may submit, in writing, a response for consideration by the investigation committee.

(c) **Actions.** Based upon the information and inquiries made during the course of the investigation, the Investigation Committee shall proceed to one of the following courses:

- (1) Terminate the investigation when it appears no violation has occurred or there is insufficient evidence to support any violation; or
- (2) Attempt informal resolution of the matter; or
- (3) Attempt formal resolution; or
- (4) Refer directly to Board.

55:10-15-12. Investigation report and recommendations [REVOKED]

55:10-15-13. Investigator

Investigations may, at the discretion of the Investigation Committee, be assigned to individual investigators who are employed or retained on a full or part-time basis by the Board for such purpose.

55:10-15-14. Civil and formal proceedings

Civil or formal proceedings in matters involving violations shall be brought by Counsel or the investigation committee of the Board. The formal complaint shall be signed by Counsel to the Board and/or Executive Director and shall include a concise statement of the allegations and particular sections of statutes and Rules in this Chapter involved.

55:10-15-15. Hearings

(a) General provisions.

(1) The Board shall set a time and place for the hearing of charge, provided that such hearing shall not be set less than thirty (30) days from mailing of notice of the proceeding to the last known address of the accused party according to Board records or information.

(2) All hearings will be held in accordance with the Administrative Procedures Act, 75 O.S. § 250, *et seq.*

(3) Unless precluded by law, informal disposition may be made of any proceeding by stipulation, agreed settlement, consent order, or default.

(4) At any hearing, the party charged with misconduct or violation of the Act or Rules shall enjoy the following rights:

(A) against self-incrimination in testimony before the Board. However, any previous testimony before a court or inquiry of public record may be used in evidence; and

(B) of confidential communication with a spouse, attorney, clergyman, priest and/or physician; and

(C) of withholding such other records and files of any official or agency of any state or of the United States which, by any statute of such state or of the United States, are made confidential or privileged; and

(D) of cross examination; and

(E) of counsel.

(5) All motions must be filed seven (7) days prior to the scheduled date of the hearing. Responses to Motions, if any, must be filed two (2) days prior to the hearing.

(6) The parties shall exchange names of all witnesses they anticipate testifying and the exhibits they plan to introduce ten (10) days prior to the hearing. Additional witnesses may be called and exhibits entered subject to the approval of the Board.

(7) The first motion for a continuance filed on behalf of a party may be granted by the Executive Director. Any additional requests for a continuance must be presented to, and approved by, the Board.

(8) No provision in the Rules of this Chapter shall be construed as prohibiting the Board from suspending or holding in abeyance any formal or civil proceeding pending the outcome of informal negotiation or informally agreed upon terms.

(b) Methods of hearings. Hearings shall be conducted by one of the following methods, as determined by the Board:

(1) By the Board;

(2) By any member of the Board or its designee acting as hearing examiner;

(3) By any attorney licensed to practice before the Supreme Court of the State of Oklahoma acting as hearing examiner.

55:10-15-16. Hearing disqualification procedures

A hearing examiner or any Board member shall withdraw from any proceeding in which they cannot afford a fair and impartial hearing or consideration. Any party may request such disqualification by filing an affidavit, promptly upon discovery of the alleged disqualification, stating the particular grounds for objection. The issue shall be referred to the Board to be determined promptly and, upon disqualification, the Board shall assign another hearing examiner and if necessary, as provided by 75 O.S., Section 316, seek appointment of an additional member or members pro-tem.

55:10-15-17. Powers of hearing authority

A hearing authority shall require the furnishings of information; the attendance of witnesses; and the production of books, records, papers or other objects as may be necessary and proper for the purposes of the hearing. Any party to a proceeding may take depositions of witnesses in the same manner as provided by law in any civil actions before courts of record and such depositions may be admitted into evidence subject to the right of objection at the time of hearing in accordance with the law.

55:10-15-18. Findings of the Board and penalties

(a) The Board may find:

- (1) The charges are dismissed for insufficient evidence;
- (2) The charges are dismissed without prejudice;
- (3) The charges are dismissed with prejudice;
- (4) The defendant is found not guilty;
- (5) The defendant is found guilty;

(b) If the finding is guilty, the Board shall then determine the penalty to be imposed. The penalty resulting from a finding of guilty shall be one or more of the following:

- (1) Reprimand: The formal notice of the Board, subject to public notice, that the accused party has been found guilty of violations which can and must be corrected as instructed; failure for which may result in suspension, revocation, probation or a civil penalty.
- (2) Censure: The formal notice of the Board, subject to public notice, that the accused party has been found guilty of violations which cannot be corrected, and which if repeated may result in suspension, revocation, probation, denial, refusal to renew, or civil penalty.
- (3) Suspension: The formal notice of the Board, subject to public notice, that the finding of guilt had resulted in suspension, denial, probation, or refusal to renew the accused party's License or Certificate of Authority for a stated period. In addition, a civil penalty may also be imposed.
- (4) Revocation: The formal notice of the Board, subject to public notice, that the finding of guilt has resulted in revocation of the accused party's License or Certificate of Authority. In addition, a civil penalty may also be imposed.

(5) Civil Penalty: The formal notice of the Board may be subject to public notice that the finding of guilt of the accused party has resulted in a civil penalty, as provided by the Act.

(6) Probation: The formal notice of the Board, subject to public notice, that the accused party has been found guilty of violations which cannot be corrected, and which if repeated may result in suspension, revocation, denial or refusal to renew and/or civil penalty.

(c) All disciplinary actions including formal or informal disposition are subject to the Oklahoma Open Records Act and may be reported to the public and to professional organizations.

55:10-15-19. Notice of formal complaint and hearing

A formal notice of complaint and hearing will be served upon the Respondent and an opportunity will be afforded to each party adversely affected to file exceptions and present briefs and oral argument to the Board. The formal notice shall be accompanied by statements of the reasons and of each issue of fact or law necessary to the proposed order, prepared by the Board's counsel. The parties may, by written stipulation waive compliance with this Section.

55:10-15-20. Issuing of orders

All orders, whether proposed or final, shall be issued within one hundred twenty (120) days of a hearing. Final orders shall be effective upon signing by the Chair or presiding officer of the Board.

55:10-15-21. Final orders

A final order adverse to a party in a proceeding shall be in writing, as stated in the record. A final order shall include findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. A copy of the final order shall be delivered or mailed to each party and to the attorney of record.

55:10-15-22. Procedures to file exceptions to proposed orders

(a) Exceptions shall be filed with the Executive Director within ten (10) days of mailing the proposed order to the party. If exceptions are filed, the Executive Director shall set the time and place for the Board to consider the proposed order and the exceptions to it and cause notice of such time and place to be mailed to the party. Such time shall not be less than twenty (20) days after such notice is mailed.

(b) Briefs in support of exceptions must be filed with the Board at least seven (7) days before such hearing. The party may individually or through counsel be present and present oral argument to the Board in support of the exceptions. If no exceptions are filed, the Board will consider the proposed order at its next regular or special meeting, or at such other time as is convenient to the Board.

55:10-15-23. Rehearing, reopening or reconsideration

(a) A decision by the Board shall be subject to rehearing, reopening, or reconsideration by the Board if requested within ten (10) days from the date of its entry. The grounds for requesting such action shall be either:

- (1) Newly discovered or newly available evidence relevant to the issues; or
 - (2) Need for additional evidence adequately to develop the facts essential to proper decision; or
 - (3) Probable error committed by the Board or hearing examiner in the proceeding or in its decision such as would be grounds for reversal on judicial review or the order; or
 - (4) Need for further consideration of the issues and the evidence in the public interest; or
 - (5) A showing that issues not previously considered should be examined in order to properly dispose of the matter; or
 - (6) Fraud practiced by the prevailing party or of procurement of the order by perjured testimony or fictitious evidence.
- (b) The order of the Board granting rehearing, reconsideration, or review, or the petition of a party, shall set forth the grounds that justify such action.
- (c) The Board will consider past violations taken against any party found guilty in any present proceeding. Such past violation shall not be evidence of guilt in the present proceeding but will be considered only in determining appropriate sanctions or penalties to be imposed by the Board in the present proceeding.
- (d) Unless precluded by law, any party may waive rights and proceed by stipulation, agreed settlement, consent order or default.

55:10-15-24. Effect of illegal activity or violations on licensure or certification

When it comes to the Board's attention that a party may be engaged in any illegal activity in Oklahoma that might be determined as a violation of the Act, these Rules, penalties or orders issued by the Board, the Board may take any necessary legal action permitted pursuant to the provisions of 59 O.S., Sections 46.1 et seq. and may, in addition, bar the individual or Entity and/or their employers from obtaining a License or Certificate of Authority.

55:10-15-25. Emergency hearings and orders

- (a) If the Board shall find an emergency to exist which, in the opinion of the Board, poses an immediate danger to the public health, welfare, or safety or which threatens irreparable harm to any party, the Board may order hearings as provided in this Section upon the giving of twenty-four (24) hour notice to the parties concerned, and may enter such temporary orders as will, in the judgment of the Board, maintain or restore the public health, welfare, and safety.
- (b) Whenever in the judgment of the Board any party has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of the Act or these Rules, the Board may make application to the appropriate court for an order enjoining such acts or practices, and upon a showing by the Board that such party has engaged, or is about to

engage, in any such acts or practices, an injunction, restraining order, or such other order may be granted by such court, without bond.

(c) Nothing in the Rules of this Chapter dealing with violations, penalties or findings of facts shall preclude the Board from proceeding through any legal proceedings necessary to enforce its findings, orders or penalties.

SUBCHAPTER 17. CONTINUING EDUCATION REQUIREMENTS

Section

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- 55:10-17-2. Continuing education requirements
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55:10-17-1. Purpose

The purpose of continuing education requirements is to maintain a continuing level of professional knowledge and competency in order to safeguard the health, safety, and welfare of the public. Every licensee shall meet these requirements for professional development as a condition for licensure renewal.

55:10-17-2. Continuing education requirements

(a) 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 for renewal. One CEU shall represent one Contact Hour. No credit will be allowed for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(b) If a Licensee attests that they have met the CEU requirements on a biennial renewal and it is discovered that they have not, the Licensee will face disciplinary action and the possible revocation of the license.

55:10-17-3. Exemptions

A person may be exempt from participating in the continuing education program required by these Rules for one of the following reasons:

- (1) A first-time Licensee, issued a license by examination or reciprocity, shall be exempt for their first renewal period if the first renewal period is less than two years from the original date of licensure.
- (2) A person whose status is emeritus, per OAC 55:10-9-7, and is not actively practicing their profession shall be exempt from obtaining the continuing education required for renewals.
- (3) A person called to active military duty in the armed forces of the United States shall be exempt from obtaining the continuing education required for the duration of the temporary deployment and all penalties, if applicable and shall comply with OAC 55:10-3-13.
- (4) A person experiencing physical disability, illness or other extenuating circumstances may request exemption from the continuing education requirements prior to the renewal of the license. The individual shall provide supporting documentation for the Board's review. Such hardship cases will be considered by the Board on an individual basis.

55:10-17-4. Licensee responsibilities

The continuing education requirements contained in this Section will apply to every Architect, Landscape Architect, and Licensed Interior Designer. Failure to fulfill the continuing education requirements, as a condition of the biennial license renewal, by June 30th of the renewal year shall result in the CE noncompliance penalty of \$1,000 and may result in the non-renewal of an Architect's, Landscape Architect's, or Licensed Interior Designer's License.

- (1) The Architect, Landscape Architect and Licensed Interior Designer is responsible for retaining proof of participation in continuing education activities. Such verification includes the following as applicable:
 - (A) A log or transcript showing activity claimed, sponsoring organization, location, duration, etc. signed by the Sponsor; or
 - (B) Attendance certificates; or
 - (C) Signed attendance receipts; or
 - (D) Sponsor's list of attendees (signed by an individual in responsible charge of the activity).
- (2) These records must be retained for two calendar years following the filing of an application for License renewal. Copies shall be furnished to the Board for audit purposes if requested.
- (3) The Architect, Landscape Architect and Licensed Interior Designer must be present for the entire duration of the course for all approved course Contact Hours.

55:10-17-5. Board responsibilities

- (a) The Board shall:
 - (1) Perform continuing education audits of all professionals.
 - (2) Determine if courses address the health, safety and welfare of the public through an audit.
 - (3) Discipline Architects, Landscape Architects and ~~Registered Commercial~~ Licensed Interior Designers if the requirements for Continuing Education have not been met.

(b) Members of the Board may attend courses for purposes of auditing the content and compliance with this rule.

55:10-17-6. Disallowance

(a) If the Board determines through an audit, that continuing education hours are to be disallowed, an Architect, Landscape Architect, or a Licensed Interior Designer shall have 30 calendar days after notification to substantiate the original claim or earn other continuing education hours to meet minimum requirements and submit documentation to the Board office. This section only applies to persons who met the requirements by the biennial deadline.

(b) Fraud or misrepresentation in certification of course attendance or any other aspect of fulfilling continuing education requirements will be disciplined in accordance with the Act, including a noncompliance penalty, revocation, or denial of the renewal of a License and/or Certificate of Authority, if applicable.

55:10-17-7. Noncompliance and sanctions

The continuing education requirements contained in this Section will apply to every Architect, Landscape Architect, and Licensed Interior Designer. Failure to fulfill the continuing education requirements, as a condition of the biennial license renewal, by June 30th of the renewal year shall result in the CE noncompliance penalty of \$1,000 and may result in the non-renewal of an Architect's, Landscape Architect's, or Licensed Interior Designer's License.

55:10-17-8. Instructional guidelines [REVOKED]

55:10-17-9. Computation of credits

(a) Continuing education credits can be obtained in person or online, shall be measured in CEUs, and shall be computed as follows:

(1) One CEU for each Contact Hour of:

(A) attending professional or technical presentations at meetings, conventions or conferences;

(B) attending programs sponsored by corporations or other organizations;

(C) completing seminars, tutorials, short courses, webinar, or online courses;

(D) making professional or technical presentations at meetings, conventions or conferences;

(2) teaching or instructing a qualified presentation shall constitute two CEUs for each hour spent in the classroom. Teaching credit shall be valid for teaching a course or seminar in its initial presentation only. Teaching credit may be claimed by faculty at a college, university or other educational institution for the initial presentation only and shall be related to health safety, welfare issues only;

(3) authoring a published paper, article, writing a continuing education course or a book shall be the equivalent of 24 CEUs (No CEU's will be approved for newspaper, blogs, social media, or similar news articles);

(4) successfully completing one university semester hour of credit shall be the equivalent of 12 CEUs.

(b) Architects, Landscape Architects, and Licensed Interior Designers cannot obtain partial credit for portions of courses taken.

(c) Brief absences or tardiness during a course are discouraged, however, if necessary, the total of the absence of the attendee from the course should not exceed 10% of the course Contact Hours.

55:10-17-10. General course/program requirements

(a) All programs and courses are subject to auditing and the Board may disapprove any course not meeting the intended continuing education criteria set forth in this Subchapter.

(b) All courses sponsored by NCARB, CLARB, The American Institute of Architects, the American Society of Landscape Architects, Interior Design Continuing Education Council, American Society of Interior Designers and International Interior Design Association or their successors will count for the required continuing education requirements if they met the requirements of this Subchapter and the intent of the Board.

(c) Continuing education courses must be at least one Contact Hour in length, meet the topic area guidelines described in this Subchapter, and must result in a certificate of completion, which includes participant's name, provider's name, course title, number of contact hours, and the date the course was given.

(d) Continuing education courses will be approved or disapproved by the Board based upon the information presented at the time of audit.

(e) To qualify for continuing education, the course must:

(1) include technical and practical applications which impact public health, safety and welfare
and,

(A) maintain, improve, expand or enhance the quality of the existing technical knowledge;

(B) fill voids that may exist in the professional education and internship training; or

(C) develop new and relevant technical profession skills and knowledge.

(2) have clear purposes and objectives;

(3) be presented by individuals who are well-qualified by education or experience in the field being taught; and

(4) provide individual participant documentation for record keeping and reporting.

(f) Subject content acceptable for purposes of architecture continuing education shall be limited to:

(1) Study of Codes including safety codes, and laws and regulations governing the practice of architecture.

(2) Environmental Issues.

(3) Design proficiency.

(4) Study within planning, engineering, interior design, construction contracting and related disciplines.

(5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.

(6) Specialization, preservation, adaptive reuse, building types) etc.

(7) Construction Documents and Services.

- (8) Materials and Methods.
 - (9) Mechanical, Plumbing, Electrical and Life Safety.
 - (10) Structural technology.
 - (11) Energy efficiency.
 - (12) Project administration.
 - (13) Professional ethics.
 - (14) Americans with Disabilities Act guidelines.
- (g) Subject content acceptable for purposes of landscape architecture continuing education shall be limited to:
- (1) Study of Codes including safety codes, and laws and regulations governing the practice of landscape architecture;
 - (2) Environmental issues;
 - (3) Design proficiency;
 - (4) Study within planning, engineering, horticulture, construction contracting and related disciplines;
 - (5) Legal aspects of contracts, documents, insurance, bonds, project administration,
- etc.
- (6) Specialization in areas of concentration;
 - (7) Construction documents and sources;
 - (8) Project administration;
 - (9) Professional ethics;
 - (10) Safety guidelines (Playgrounds, trails, etc.);
 - (11) Herbicide and pesticide use;
 - (12) American Disability Act Guidelines;
 - (13) Irrigation system design;
 - (14) Grading and drainage.
- (h) Subject content acceptable for purposes of licensed interior design continuing education shall be limited to:
- (1) Legal: codes, including life-safety codes and standards, laws and regulations governing the practice of interior design; professional ethics, zoning, insurance to protect owners and public
 - (2) Environmental: energy efficiency, sustainability, natural resources, hazardous materials, weather proofing, insulation and natural hazards
 - (3) Design: interior building design, interior specifications, accessibility, safety and security measures
 - (4) Study within planning, interior design, construction contracting and related disciplines
 - (5) Legal aspects of contracts, documents, insurance, bonds, project administration, etc.
 - (6) Preservation: historic, adaptation, reuse, building types
 - (7) Construction Documents and Services
 - (8) Materials and Methods: building systems, products, finishes, furnishings, equipment
 - (9) Technical: structural, mechanical, electrical, communications, fire protection, controls

- (10) Pre-design: programming, project analysis, survey of existing conditions, including materials and configuration of the interior space of a project
- (11) Occupant Safety: indoor air quality, lighting, acoustics, ergonomics
- (12) Project administration
- (13) Americans with Disabilities Act guidelines

55:10-17-11. Biennial report and affidavit [REVOKED]

55:10-17-12. Requirements and responsibilities [REVOKED]