

**Policies
of
The State Board of Licensure for Architects,
Professional Engineers and Professional Land Surveyors**

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ABET – Accreditation Board for Engineering and Technology

B.L.M – Bureau of Land Management

CAB – Canadian Accreditation Board

C.R.C.P. – Colorado Rules of Civil Procedure

C.R.S. – Colorado Revised Statutes

EAC – Engineering Accreditation Commission

ECPD – Engineers’ Council of Professional Development

EI – Engineer-Intern

EIT – Engineer-in-training (term no longer used)

FE – Fundamentals of Engineering Examination

G.L.O – General Land Office

NCEES – National Council of Examiners for Engineering and Surveying

ILC – Improvement Location Certificate

LSI – Land Surveyor-Intern

PE – Professional Engineer

PLS – Professional Land Surveyor

PLSM – Public Land Survey Monument

PLSS – Public Land Survey System

RAC – Related Accreditation Commission

SIT – Surveyor-in-Training (term no longer used)

TAC – Technology Accreditation Commission

30.0 – Reserved.

40.0 – Policies Concerning Administrative Procedure

40.1 – Board-Approved Degrees

40.1.1 – Validity of ABET/EAC Accreditation for Engineering Graduates. Pursuant to Rule 4.7.1.1 of the State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors’ (“Board”) Bylaws and Rules, board-approved degrees are those that have been accredited by the Accreditation Board for Engineering and Technology/Engineering Accreditation Commission (ABET/EAC). In accordance with ABET’s recommendation, the Board will consider an applicant who has graduated from an engineering

curriculum to be a graduate of a board-approved engineering curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

40.1.2 – Validity of ABET/TAC Accreditation for Engineering Technology Graduates. Pursuant to Rule 4.7.1.2 of the Board's Bylaws and Rules, board-approved degrees are those that have been accredited by the Accreditation Board for Engineering and Technology/Technology Accreditation Commission (ABET/TAC). In accordance with ABET's recommendation, the Board will consider an applicant who has graduated from an engineering technology curriculum to be a graduate of a board-approved engineering technology curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

40.1.3 – Validity of ABET Accreditation for Surveying Graduates. Pursuant to Rule 4.7.2.1 of the Board's Bylaws and Rules, board-approved degrees are those that have been accredited by any of the ABET accrediting commissions. In accordance with ABET's recommendation, the Board will consider an applicant who has graduated from a surveying curriculum to be a graduate of a board-approved surveying curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

Adopted 4/17/87; Revised 9/8/00, 7/10/09

40.2 – Engineering Degree Programs Accredited by the Canadian Accreditation Board

40.2.1 – Comparability of Canadian Accreditation Board Engineering Degrees to ABET Degrees. In recognition of the following action taken by the Accreditation Board for Engineering and Technology (ABET), the Board recognizes the accreditation process as administered by the Canadian Accreditation Board (CAB) to be comparable to the accreditation process administered by ABET. Therefore, degrees from CAB accredited programs will be credited in the same manner as ABET accredited programs, as set forth in the Board's Rules.

Adopted 12/12/86; Revised 9/8/00, 1/14/05, 7/10/09

40.3 – Students Eligible to Take Fundamentals of Engineering Examination

40.3.1 – School Must Submit List of Eligible Students. Colleges or universities in Colorado that desire to have the fundamentals of engineering examination administered on campus must submit to the Board office a list of the students eligible to sit for the examination. This eligibility list will be based on the applicable criteria as specified by Section 12-25-112(2)(b)(I) and (II), C.R.S. That is, the student must be in his/her senior year of study in an engineering curriculum of four years or more and the curriculum must be accredited by the Engineering Accreditation Commission (EAC) or the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET). This eligibility list must be received by the Board office no later than six weeks before the administration of the examination.

40.3.2 – Validity of Exam from Ineligible Student. If the Board receives an examination from a student who is not on the list of eligible students submitted by the institution, then that student's examination score will not be released and his/her examination will become void.

40.3.3 – Refund of Examination Fee. If a student submits an application for the fundamentals of engineering examination according to Board Policy 40.3.1 and cancels his/her reservation to take the exam pursuant to Board Rule 4.8.4, the examination fee will be refunded according to the provisions set forth by the Board's exam administration vendor. In order to take the exam subsequently, the applicant must still meet the eligibility requirements of Policy 40.3.1 and reapply to take the exam.

40.3.4 – Forfeiture of Examination Fee. If a student submits an application for the fundamentals of engineering examination according to Board Policy 40.3.1 and does not appear for the exam, or does not cancel pursuant to Board Rule 4.8.4, or fails the exam, the examination fee will be forfeited and the application will be purged from the Board's files. The applicant must submit a new application to again be considered for approval to take the exam.

Adopted 2/24/84; Revised 9/8/00, 9/7/01, 1/14/05

40.4 – Engineering and Surveying Examination Sites

40.4.1 – Location of Examinations. Anyone, other than eligible students as outlined below, wishing to take the fundamentals of engineering, principles and practice of engineering, fundamentals of surveying, principles and practice of surveying, or the state specific land surveying examination must take the exam in Denver (Spring and Fall exams), Grand Junction (Fall exam only), or Durango (Spring exam only). Also, any out-of-state examinee must take his/her exam at one of these sites.

40.4.2 – Students Eligible to Take FE Examination on Their Campus. Only students who are eligible to take the fundamentals of engineering examination as outlined in Board Policy 40.3.1 may take said examination on their college or university campus. All other examinees that have been approved by the Board to sit for the exam must take the examination at an examination site designated by the Board.

40.4.2.1 – Failure to Comply with Policy. Failure of an examinee to comply with this policy shall result in the voiding of his/her examination score.

Adopted 2/24/84; Revised 9/8/00, 1/14/05, 7/10/09

40.5 – Reserved. Repealed 11/12/2010.

40.6 – Review of Examinations

40.6.1 – Objectively Scored Examinations. Examination questions that are entirely in an objectively scored format (multiple-choice questions) will not be subject to review by examinees. The scores of objectively scored exams, as provided by NCEES and NCARB shall be final.

Adopted 7/8/88; Revised 1/27/92, 2/23/92, 9/12/97, 6/9/00, 9/8/00, 1/14/05, 7/10/09

40.7 – Discipline Exams Required for Endorsement. In order to qualify for licensure by endorsement pursuant to provisions set forth in Section 12-25-114(1)(a), C.R.S., an applicant who took and passed the NCEES principles and practice of engineering examination in April 1990 or on any subsequent date shall have taken that exam in a specific engineering discipline.

Adopted 6/24/91; Revised 2/24/92, 9/8/00

40.8 – Validity of the Colorado State Specific Land Surveying Examination.

40.8.1 – Original Licensure. The passing score of an applicant's Colorado state specific land surveying examination is valid for licensing purposes for a period of no more than two years commencing with the date of notification of the passing score. Within such time, if the applicant does not also pass the NCEES principles and practice of land surveying examination, said applicant must retake the Colorado state specific land surveying examination and pay the re-examination fee.

40.8.2. – Renewal of Expired License. It is the policy of the Board that a licensee whose Professional Land Surveyor license has expired for more than six years shall be required to re-take the Colorado state specific land surveying examination, in addition to all other current requirements for a complete reinstatement application at the time of submittal.

Adopted 12/9/94; Revised 9/8/00, 2/11/11

40.9 – Disciplinary Action Regarding Expired Licenses. It is the policy of the Board to take disciplinary action when the Board finds that a licensee practiced or offered to practice architecture, engineering, or land surveying with an expired license.

- (a) If a licensee fails to renew a license to practice architecture, engineering, or land surveying by the license expiration date, a penalty fee will be due upon renewal of the license. From the date of expiration, a licensee will have 60 days within which to renew a license during which the license will be deemed active. 61 days after expiration of the license, the license will be deemed to have expired.

- (b) If the Board finds that a licensee practiced or offered to practice with an expired license for a period of 61 days up to one year, it is the policy of the Board to issue a confidential letter of concern.
- (c) If the Board finds that a licensee practiced or offered to practice with an expired license for a period of one to two years, it is the policy of the Board to issue a Letter of Admonition, which is a disciplinary action recorded on the license history.
- (d) If the Board finds that a licensee practiced or offered to practice with an expired license for more than two years, the licensee must apply for reinstatement of the license pursuant to the requirements in Board Rule 4.9.1 and the Board may levy a fine in addition to a Letter of Admonition, or such other disciplinary action as the Board deems appropriate.

Adopted 12/13/02; Revised 1/14/05, 7/10/09

40.10 – Retention of Confidential Letters of Concern. It is the policy of the Board that complaints that are dismissed with letters of concern are not dismissed as being without merit but rather are dismissed due to no reasonable cause to warrant further action at that time. Cases that are dismissed with a confidential letter of concern will be retained in the Board files for a period of five (5) years.

The Board may reopen a case that was dismissed with a letter of concern in the face of a change in circumstances. Such a change in circumstances would include but not be limited to:

- Discovery of new evidence supporting the underlying charges
- Evidence that the licensee has engaged in further unprofessional conduct/grounds for discipline following issuance of the letter of concern in which there is a nexus between the new conduct and that which was addressed in the case that was dismissed with the letter of concern.

After five years from the date of the letter of concern, the file will be disposed of in accordance with the Divisions of Registrations' record management procedures. If the licensee has other active cases pending at the end of the five year retention period, the letter of concern may be kept for a longer period of time at the discretion of the Board.

Adopted 9/10/04; Revised 8/8/08, 7/10/09

40.11 – Verification of Recent Experience. An applicant must include verification of work experience within the twelve months prior to submittal of the application in addition to any engineering or surveying experience for which the applicant desires credit toward qualification for licensure.

40.12 – Board Member Complaints. It is the policy of the Board that any signed complaint received by the Board against a current licensee who is a member of the Board or one who has served on the Board within the past five years, or a licensee who has an ongoing formal relationship with the Board will be handled as follows:

- If the complaint alleges a violation of Title 12, Article 25, of the Colorado Revised Statutes, Board Rules, or Board Policies the complaint will be sent to the Office of Investigations within the Division of Registrations for a formal investigation.
- If the complaint alleges substandard practice, the Office of Investigations will also have the case reviewed by an independent consultant selected by the Office of Investigations.

Upon completion of the investigation, the report will be referred to the Board for appropriate action. If the complaint is against a current board member, they shall recuse from all discussions regarding the complaint and physically leave the meeting room during these discussions.

All other customary procedures for the handling of a complaint by the Board will apply. These may include but are not limited to issuance of a 30-day letter, notification to the licensee and complainant of Board decisions, and the confidentiality of the complaint and investigation as provided by Title 12, Article 25, of the Colorado Revised Statutes, Board Rules, or Board Policies.

Anonymous complaints filed against a current licensee who is a member of the Board or one who has served on the Board within the past five years, or a licensee who has an ongoing formal relationship with the Board will be evaluated by the Board on a case by case basis.

Adopted 8/14/09

50.0 – Policies Concerning the Practice of Engineering

50.1 – Reserved. Repealed 11/12/2010.

50.2 – Reserved. Repealed 11/12/2010.

50.3 – Responsibilities of Professional Engineers Receiving Testimony. It shall not be considered aiding and abetting the unlawful practice of engineering, and therefore a violation of any part of Article 25 of Title 12, C.R.S., for a professional engineer to listen to or receive oral testimony or other oral statements made to a regulatory body or commission, by any person testifying before such a body or commission, or to read written testimony or other written materials delivered to such a regulatory agency or commission by any person.

Notwithstanding the above, it shall be the professional responsibility of any licensed professional engineer to report to the Board, any instance of such testimony which, in the professional opinion of such engineer, is unethical, incompetent or otherwise presents an actual or potential threat to public health, safety or welfare.

Adopted 2/9/01; Revised 1/14/05

60.0 – Reserved. Repealed 11/12/2010.

60.1 – Reserved. Repealed 11/12/2010.

60.2 – Reserved. Repealed 11/12/2010.

60.3 – Reserved. Repealed 11/12/2010.

60.4 – Reserved. Repealed 11/12/2010.

60.5 – Reserved. Repealed 11/12/2010.

70.0 – Board Policies of Procedure

70.1 – Board-Conducted Disciplinary Hearings

70.1.1 – Statutory Basis to Conduct Hearings. Pursuant to Sections 12-25-109(4), 12-25-209(4), and 12-25-309(2), C.R.S., disciplinary hearings shall be conducted by the Board or by a duly appointed administrative law judge and shall be held in the manner prescribed by the State Administrative Procedure Act. The State Administrative Procedure Act specifies that the Rules of Civil Procedure and Rules of Evidence for civil non-jury cases in the District Courts shall apply to administrative hearings and determinations to the extent practicable.

70.1.2 – Purpose of Policy. The Board has concluded that a literal application of the Rules of Civil Procedure governing pre-trial disclosure and discovery is not practicable for board-conducted disciplinary hearings.

70.1.3 – Procedures. Unless otherwise ordered by the Board, the pre-hearing and discovery procedures outlined below shall apply to all board-conducted hearings in lieu of a literal application of Colorado Rules of Civil Procedure 16, 26 and 29-37.

70.1.3.1 – Ministerial Duties Delegated to Program Director. The Board's program director has been delegated the ministerial duty of entering procedural orders consistent with this policy for any case set for a board-conducted hearing.

70.1.3.2 – Pre-Hearing Disclosure Required. A pre-hearing disclosure shall be made in accordance with this policy to conserve the Board's time and administrative resources, to prevent undue surprise at hearing, and to facilitate the prompt and orderly administration of justice.

70.1.3.2.1 – Identification of Witnesses and Exhibits. No less than 45 days before a hearing scheduled before the Board, each party shall file with the Board's program director and promptly serve

upon all parties a written document entitled "Identification of Witnesses and Exhibits" that provides the following information.

- (a) **Lay Witnesses.** The name, address, and telephone number of each individual expected to be called as a lay witness, together with a concise statement of each lay witness' anticipated testimony and an estimate of the length of time required for such testimony.
- (b) **Expert Witnesses.** The name, address, and telephone number of each individual expected to be called as an expert witness, together with a concise statement of each expert's anticipated testimony that identifies each opinion and basis, therefore a recitation of the expert's qualifications, and an estimate of the length of time required for such testimony.
- (c) **List of Exhibits.** A list describing all trial exhibits that should include a specific description of any physical or documentary evidence the party intends to introduce at hearing.

70.1.3.2.2 – Exchange of Exhibits. The parties shall exchange copies of their pre-marked exhibits 45 days prior to the date of hearing. In marking exhibits, the petitioner shall use numbers and the respondent shall use letters. Any objection to the authenticity of any exhibit shall be made in writing and filed with the Board's program director ten days prior to the date of hearing, or such objection shall be considered waived.

70.1.3.3 – Authorization Required for Discovery of Additional Information. Given the scope of required pre-hearing disclosure, no discovery shall be commenced until after such pre-hearing disclosures. Discovery of additional information may be authorized only upon a written application to the Board demonstrating good cause.

70.1.3.3.1 – Criteria for Board Authorization. In determining good cause, the Board shall consider whether the discovery sought is reasonable under the circumstances, whether it is cumulative or duplicative, and whether it is obtainable from a more convenient, less burdensome, or less expensive source.

70.1.3.3.2 – Limitation of Discovery. Discovery, when authorized by the Board, shall be limited to only those matters not privileged that are relevant to the subject matter involved in the pending action, and shall be limited to the following.

- (a) **Depositions.** Deposition upon oral examination of one expert witness.
- (b) **Interrogatories.** Ten interrogatories, each consisting of a single question, to petitioner or respondent.
- (c) **Documents or Items.** A request for production of documents or tangible items is limited to ten in number.

70.1.3.3.3 – Timeframe of Additional Authorized Discovery and Supplements to Previously Filed Documents. Any authorized discovery shall be completed no less than ten working days before the scheduled hearing. Any supplements to the parties' "Identification of Witnesses and Exhibits" lists shall be filed with the Board and served upon opposing parties no less than five working days before the scheduled hearing.

NOTE: Sample Procedural Orders and other information are available from the Board office.

Adopted 2/10/95; Revised 9/8/00, 1/14/05

70.2 – Composition and Duties of the Monitor Panel. The Board, through its survey quorum, has delegated to the monitor panel the review of land surveying work performed by licensees under probation with the Board. The monitor panel is directly charged with this review to determine if the monitoree is meeting the generally accepted standards of surveying practice and the requirements of the Land Surveying Practice Act.

70.2.1 – Mission. At the Board's direction, the monitor panel shall evaluate and advise the Board as to the compliance with surveying standards and statutes of those required to submit surveying work for review.

70.2.2 – Composition. The members of the monitor panel shall be appointed by the Board and shall be comprised of a pool of professional land surveyors divided into two groups representative of the geographical regions of Colorado. Two members shall be designated co-chairs by the Board, each assigned to lead one of the groups. The Board's program director shall direct work to be monitored to one of the groups. The selection for each meeting shall avoid any conflicts of interest.

70.2.3 – Term of Service. Members of the monitor panel shall be appointed to two-year terms, with no such members serving more than two consecutive terms. Appointments shall be staggered to provide for continuity on the monitor panel.

70.2.4 – Preparation for Meetings. Work to be reviewed will be sent to monitor panel members two weeks in advance of the scheduled meeting. Monitor panel members shall review the work in detail prior to the meeting to determine compliance with standards and statutes.

70.2.5 – Meetings. The monitor panel shall meet as necessary in advance of the survey quorum meetings and such meetings shall be open to the public. Each piece of work will be reviewed and discussed. The monitor panel shall evaluate whether the work meets generally accepted surveying standards and the requirements of the statutes, and if not, determine the specific violation(s). In addition, the monitor panel shall state specifically whether the monitored surveyor's practice, as evidenced by the work, falls within generally accepted standards. These advisements shall be recommendations to the Board that the Board may or may not accept.

70.2.6 – Record of Proceedings. Documentation of the activities of the monitor panel shall be in the form of reports submitted to the Board regarding each monitoree's performance. These reports shall be prepared by a monitor panel member designated by the monitor panel co-chair.

70.2.7 – Reports to the Board. The monitor panel shall report to the Board via the reports prepared on each monitoree's performance that shall be forwarded to the survey quorum for review prior to being sent to the monitoree.

70.2.8 – Remuneration and Reimbursement. Monitor panel members shall be paid an hourly rate to be determined by the Board; and, reimbursed for mileage, parking, and meals. The cost of payment shall be borne by the monitoree(s) being reviewed.

Adopted 3/13/98; Revised 7/10/98, 9/8/00, 1/14/05, 2/9/05

70.3 Anonymous Complaints. It is the policy of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors to discourage anonymous complaints. Further, the Board will not automatically investigate anonymous complaints. Rather, they will be subject to review on a case-by-case basis.

Adopted 4/9/10

70.4 Delegation of Authority to Program Director

70.4.1 – Investigative Subpoena Enforcement. When, in the course of investigation of a complaint, a subpoena needs to be enforced pursuant to the Engineering, Land Surveying, or Architecture Practice Acts or the Administrative Procedures Act, the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors specifically authorizes the Program Director to refer such a matter directly to the Office of the Attorney General for enforcement.

70.4.2 – Execution of Board Orders. The Board delegates to the Program Director the authority to sign, on behalf of the Board, the following documents, the terms of which the Board has previously approved: Confidential Letters of Concern, Letters of Admonition, Orders to Show Cause, and Cease and Desist Orders. The signature of such documents by the Program Director shall be considered execution by the Board.

70.4.3 – Execution of Board Procedural Orders. The Board delegates to the Program Director, Section Director or their designee the authority to issue, on behalf of the Board, the adopted "Board Procedural Order Regarding Review of Initial Decision" with the directive that the Order be issued to the parties upon receipt of all initial decisions.

70.4.4 – Review of Initial Decisions Upon Default. The Board will not review initial decisions upon default where no party files exceptions to the initial decision, in the manner and within the time required by the Colorado Administrative Procedure Act. In those instances, the initial decision shall become the order and final agency action of the Board, in accordance with the Administrative Procedure Act, without further action. The Board delegates to the Program Director, Section Director, or their designee authority to issue, on behalf of the Board, written notice to the parties of the final agency action.

Adopted 4/9/10; Revised 10/8/10

70.4.5 – Stipulation Compliance. The Board delegates to the Program Director the authority to accept, on behalf of the Board, the following as meeting the terms of a Stipulation and Final Agency Order: Sex Offender Quarterly Reports that reflect compliance with the respondent's criminal probation with no adverse comments; and proof of completion of Continuing Education that is in compliance with the terms of the respondent's Stipulation and Final Agency Order. If these items are not in compliance, Staff will forward them for review during the Board's regularly scheduled meeting. If all terms of a Stipulation are complete, Staff will advise the respondent in writing and the Board during a regularly scheduled meeting.

Adopted 1/14/11

70.4.6 - Architect Endorsement Applications. The Board delegates authority to the Program Director, or their designee, to approve Architect Endorsement applications for licensure if all items in the application are acceptable. In applications where the applicant uses the word "architect" inappropriately, but all other aspects of the application are acceptable, the Board delegates authority to the Program Director, or their designee, to approve such applications and send a letter to those applicants indicating the Board's concern with the inappropriate use of the word "architect." All other Architect Endorsement applications for licensure shall be presented to the Board for review and consideration.

Adopted 1/14/11

70.4.7 – Engineer Intern and Land Surveyor Intern Applications. The Board delegates authority to the Program Director, or their designee, to approve Engineer Intern and Land Surveyor Intern applications for examination and enrollment if all items in the application are acceptable. In applications where the applicant has had any conviction(s) for alcohol or drugs, but all other aspects of the application are acceptable, the Board delegates authority to the Program Director, or their designee, to approve such applications and send a letter to those applicants indicating the Board's concern with alcohol and drug use related to becoming a professional. All other Engineer Intern and Land Surveyor Intern applications for examination and enrollment shall be presented to the Board for review and consideration.

Adopted 1/14/11; revised 7/8/11

70.4.8 – Disciplinary Action in Other States. The Board delegates to the Program Director the authority to accept, on behalf of the Board, disciplinary documentation from other states involving Colorado licensees who have been disciplined for the following situations that are not a violation of Colorado's statutes and rules: 1) failure to have a business entity certificate of authority and 2) failure to meet continuing education requirements (PE and PLS only). No formal action would be taken in these situations. All other disciplinary documentation will be forwarded to the Board for review.

Adopted 8/12/11

70.5 Issuance of Certain Discipline in Open Session

It is the policy of the Board to issue certain discipline in routine matters without first entering into Executive Session as they are matters on which the Board does not need to confer with its attorney for guidance. Such cases are those that result in the issuance of Letters of Admonition or Cease and Desist Orders, or are referred to the Office of Expedited Settlement with standard parameters. Examples of each respectively are: violation of another state's laws or regulations; a straightforward case of unlicensed practice; and, cases of licensees whose license to practice have been expired more than two years during which individuals practiced or offered to practice under the expired license.

Adopted 11/12/10

80.0 – Policies Concerning the Practice of Architecture

80.1 – Acceptance of Foreign Training Credits. The Board will follow the NCARB's guidelines for evaluating and accepting foreign training.

Adopted 3/24/89; Revised 3/24/95, 7/10/09

80.2 – Notification to Board of any action or arbitration concerning life safety claims. It is the policy of the Board that life safety includes, but is not necessarily limited to, the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards.

Adopted 12/5/03; Revised 7/10/09