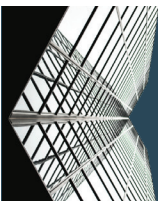


License can now be paid via ACH

The LSBAE now allows you to pay your firm certificate or license renewal fees via ACH. ACH payments are electronic payments between bank accounts. If you'd like to use this option, please follow these steps once you reach the "Payment" section of your renewal application:

1. Choose "Pay by ACH"
2. Enter ACH Account Details:
 - a. Full Name
 - b. Email Address
3. Click "Search for your bank"
4. Click "Agree" and "Continue"
5. Select your bank
6. Select your account
7. Click "Connect account"
8. Click "Done"
9. Click "Submit Application"



Earn HSW: LSBAE Laws & Rules QUIZ

You can earn one (1) HSW continuing education hour by scoring 80% or higher on the [Louisiana Laws & Rules Quiz](#).

**The board provides this quiz to licensees at no cost. It may be applied toward your continuing education requirements once each calendar year.

TIME TO RENEW



Renew your firm's certificate by June 30!

The firm registration renewal period runs from May 1 through June 30 each year. To access your firm's renewal application, please sign in to the [LSBAE Licensing Portal](#) and select the "Firm Profile" tab in the blue header at the top of the page. You can then update your "Point of Contact" for the firm and begin the application.

Renewal applications must be submitted with payment by June 30, 2024. Applicants can pay in one of several ways: with a credit card, a check (payable to LSBAE) mailed to the board office, or, new this year, an ACH payment through your bank. Paper applications are no longer available. Applications not completed on or before June 30, 2024, will be assessed a delinquent fee equal to the renewal fee of \$75 (in-state) or \$150 (out-of-state) in addition to the regular renewal fee for a total of \$150 (in-state) or \$300 (out-of-state) respectively.

Firms that continue to practice while delinquent may also be subject to fines in addition to the delinquent fees and will need to complete a firm reinstatement application.

Below is some important information you should know as you prepare to renew your certificate of authority.

Professional Architectural Corporations:

The Professional Architectural Corporation Law (R.S. 12:1086-1101) establishes owner and director requirements, which must be met for registration with the board. The Licensing Portal has been designed to validate that your firm meets these requirements. Please be sure to have information regarding the number of shares authorized for your firm, the total number of shares the firm has issued, the total number of shares owned by Louisiana-licensed architects, the total number of directors, and the directors licensed to practice architecture in Louisiana.

(continued on page 2)

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CHAIR'S REPORT

By Kevin Singh - AIA, LEED AP BD+C, NCARB

Good news and celebrations

New Initiatives: It's been a busy spring for the licensing board, as we have continued our work while also working on new initiatives.

During my six years on the board, I have learned about the tremendous past history and leadership our members have provided to Louisiana architects, LSBAE, and NCARB. We have always been driven to be a top-tier state board that helps shape NCARB programs and maintains appropriate regulation of architects. Our current board members continue this commitment and leadership, and I am inspired by their work.

SB 396: Senate Bill 396 (Civil Engineer Exemption) passed!

This bill will still allow civil engineers to design water/sewer treatment facilities, pump houses, storage, high hazard, and utility classified buildings. This change in our licensing law will protect the public's health, safety, and welfare by ensuring that those designing and sealing contract documents have the appropriate education and experience, and passed the appropriate examination. LSBAE will now have the ability to discipline civil engineers that practice architecture in violation of the new provisions in the law (we were not able to do this in the past). LSBAE would like to thank the bill's sponsor, Senator Patrick McMath, AIA Louisiana Executive Director Kathleen Gordon, and all Louisiana architects that contacted their senators and representatives to get this bill passed. This was decades overdue, and we made this happen by working together!

New Licensee / Emeritus Celebration: Later this year, we will honor newly licensed architects and recent emeritus architects with their own ceremony. Our board wanted this to be a special ceremony for these architects and their family members to celebrate this important career milestone. We have a committee working on the planning. Stay tuned if you are a newly licensed or emeritus architect. The board looks forward to celebrating your milestone.

On the Road: The board will be on the road (so to speak) this August. We made the decision to host one of our four yearly board meetings outside of Baton Rouge. I'm looking forward to hosting in Ruston in Hale Hall (Louisiana Tech's Architecture building). This will be an opportunity for board members to see in-person the student work that has been supported via LSBAE funding through our Architecture Education and Research Fund (AERF). AERF funding supports Louisiana's four architecture schools by connecting students' educational experience with the realities of practice. Each school has the opportunity to apply to support initiatives and programming unique to their situation. This funding is made possible by using a portion of license renewal and delinquent fees each fiscal year. When you renew, you also support future Louisiana architects.



Jojo's Beloved Cocktail Lounge
Bell Butler Design & Architecture

Renew your firm's certificate by June 30!

(continued from page 1)

Architectural-Engineering Corporations and Architectural Firms

The Architectural-Engineering Corporation Law (R.S. 12:1171-1181) and the board rules for architectural-engineering corporations and architectural firms require you to designate one or more supervising professional architect(s). The supervising professional architect is responsible for performing or directly supervising the performance of all architectural services provided by the firm. This means unrestricted, unchecked, and unqualified command of, and legal accountability for, the architectural services performed. Specifications, drawings, or other related documents will be deemed to have been prepared by the supervising professional architect or under such architect's direct supervision only when the requirements of the board rules have been fully satisfied. Only individuals **licensed** by the board who are **full-time active** employees of the firm and whose **primary occupation** is with the firm may be designated as supervising professional architects.

Updating a firm's point of contact

During renewal, firms may update their Point of Contact (POC), the person who will act as their agent to receive communications regarding their registration and to conduct business with the board on their behalf.

To update a POC, a firm must do the following:

- Log in to the [LSBAE Licensing Portal](#).
- Click the "Firm Profile" tab at the top of the page.
- Click the blue "Update Point of Contact" button to access the renewal application.
- Confirm or update the POC information to begin the renewal application.

If a new POC is attached to the firm, an email message will be generated and sent to the newly designated POC.

- The new POC should then visit the [LSBAE Licensing Portal](#) and create an account (The User ID must be the e-mail address for the POC).
- Once the account has been created and their email address confirmed, the POC can log in to access the firm's record and complete the renewal application.



EXECUTIVE DIRECTOR'S REPORT

By Tyson J. Ducote, Executive Director

A couple of months ago, we invited architects and points of contact to participate in the biennial Licensee Satisfaction Survey. The Board continues to feel that it is important to gauge your satisfaction with the services we provide to you related to your license and practice of architecture in Louisiana.

The survey was distributed to 4,130 individuals. We received responses from 432 participants; 52% of the respondents reside in-state, and 48% reside out-of-state. Again, this year, we received a majority of Satisfied or Very Satisfied rankings for the following services:

- Customer Service - (83%)
- Application / Renewal Process - (94%)
- Website (www.lsbae.com) - (87%)
- Communications – (88%)

I wanted to take this opportunity to address some of the questions and comments that were raised in the survey's open-ended sections. Your feedback is invaluable to us, and I want to assure you that we take your concerns seriously. I noticed that my article was one of the most-read portions of our newsletter, and I appreciate your interest. I will strive to provide you with important information in a concise and meaningful way. Here are a few key points that I would like to highlight.

- 64% of respondents were unaware of the LSBAE Laws & Rules Quiz, which offers one free HSW hour for passing an open-book quiz on the board's laws and rules. A link to the quiz is on page one of this newsletter.

Answers to your questions in LSBAE 2024 Licensee Satisfaction Survey

- Of the eligible architects, nearly 25% said they had considered serving on the LSBAE board. This is a significant number and a positive trend. Board members serve for 6-year terms, and we advertise these positions when the end of each term approaches. The average age of the board members has dropped since I started in 2017 and continues to fall. There was concern over time commitments for board service. Typically, there are 4-5 in-person meetings a year, with some committee work surrounding those meetings, and travel to two NCARB meetings. The board encourages engagement with NCARB volunteer committees as well. Most of that work is virtual. I am always available to discuss questions about board service with those interested.

- Several comments requested that LSBAE pursue more enforcement, specifically plan-stamping and the unlicensed practice of architecture. Our Deputy Director, Justin Owens, continuously has a full slate of cases he is working on. You can read about recently concluded cases in his article on page 7. The board's staff relies on you, the architect on the ground, to alert us to any possible plan stamping or unlicensed practice. **In fact, Section 1901(C)(9) of the rules requires architects with knowledge of a violation to report it to the board.** Other commenters urged the development of relationships with the State Fire Marshal's Office and local CBOs. Justin recently began contacting CBOs around the state, and we look forward to fostering a closer relationship with this group. As for the SFMO, we already maintain a good relationship with Joe Delaune,

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GOALS

Laws and Rules

Reorganize and streamline Louisiana laws and rules to improve understanding and remove impediments to licensure while maintaining public safety

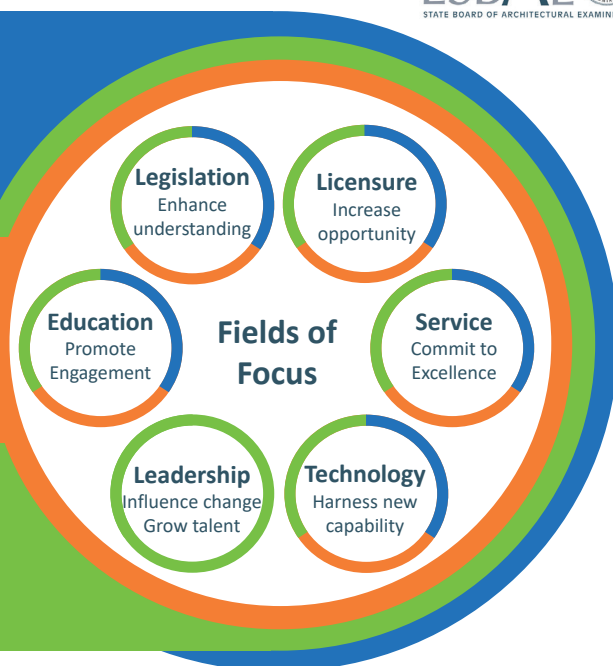
Communication

Proactive outreach to schools, students, licensees, legislators, and industry organizations to facilitate licensure and nurture diversity, equity, inclusion and belonging.

NCARB

Actively foster strong relationships at the national level to be at the forefront of changes in the regulation of architects

Strategic Plan



EXECUTIVE DIRECTOR'S REPORT

(continued from page 3)

Chief Architect, and his plan review staff, and we expect that relationship to grow in the coming months.

- Want to know about recent law and rule changes that may impact you as a licensee? Board attorney Paul Spaht's articles usually explain current rule changes in the pipeline or ones that have recently been adopted. In this newsletter, his article details several law changes in front of the legislature during this session, including a bill that impacts the Civil Engineering exemption in the LSBAE law.

- One last item. The LSBAE mainly communicates with licensees via email. This is our first and preferred method of contacting you. It is **vital** that you keep your email address current. Please utilize an email address that you have access to and check frequently. This will allow you to receive updates for license renewals, newsletters, audit notifications, and other time-sensitive information.

I hope everyone has a safe and happy summer. As always, if you have any questions, concerns, or comments, please feel free to contact me.

Is your Louisiana architectural license current?

Following the 2023 architect renewal cycle, which ended on December 31, 2023, it was noted that 90 architects still needed to renew their Louisiana licenses. The break-down is as follows:

In-State:

Architects – 11

Emeritus Architects - 3

Out-of-State:

Architects – 74

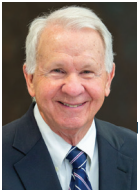
Emeritus Architects - 2

Please verify the status of your Louisiana architectural license by using the [Find an Architect](#) search function on our website, www.lsbae.com.

La. R.S. 37:152(B), La. R.S. 37:153(A)(3), and La. R.S. 37:154(A) prohibit the practice and/or offering to practice architecture in Louisiana with an expired license. An individual practicing architecture with an expired license is in violation of the licensing law and is subject to discipline.



Jena Band of Choctaw Indians Administration Center
Yeager, Watson & Associates



BOARD ATTORNEY'S REPORT

By Paul H. Spaht, LSBAE Board Attorney

Legislative bills have significant impact on practice of architecture

The 2024 legislative session has been unusually busy for licensing issues. A number of bills have been introduced which have the potential to significantly impact the practice of architecture in Louisiana. Each bill is on its own track, and it is presently unknown which of these bills will become law. Nonetheless, a brief discussion of the most important bills seems appropriate.

Proposed legislation seeking to modify the exemption of civil engineers – Since 1946, licensed civil engineers have been exempted from the architect licensing law, provided such engineers do not use the designation “architect” or any term derived therefrom. When the exemption was originally enacted, LSU and Tulane both offered bachelor of science degrees in “Architectural Engineering.” This degree is no longer offered by either university. Around 1960-62 the schools separated the educations and training curricula, but the exemption has remained.

In 2019, a bill was introduced seeking to repeal the exemption. The bill was strongly opposed by the engineering societies and others, and it died in the House Commerce Committee (HCC).

In 2023, a bill was introduced seeking to sunset the exemption. Representatives of the American Council of Engineering Companies (ACEC) and the Louisiana Engineering Society (LES)

testified at an HCC meeting that they were willing to work with the architects and asked that a Task Force be engaged to come up with a compromise. A Task Force, composed of representatives of engineering societies, AIA Louisiana, and the licensing boards of both professions, met for six months. No compromise was reached.

Senate Bill #396 of 2024 (McMath) seeks to modify the exemption. It provides that the exemption will exist, or not, depending upon the occupancy classification and occupant load of the subject building. Very broadly, civil engineers will be allowed to continue to design buildings such as water/sewer treatment facilities, pump houses, and industrial storage buildings, but not buildings such as hospitals, schools, nursing homes, and the like. To see the exact text and for additional information regarding SB #396, [visit the 2024 Louisiana State Legislature website](#) where the exact text, amendments, digests, and other information are available. At the time of writing this article, SB #396 has passed the Senate Committee on Commerce, Consumer Protection, and International Affairs, the full Senate, the HCC, and the full House. Upon signature by the Governor, SB #396 will become law.

Proposed legislation seeking to establish universal licensure – HB #716 (Owen) introduced in the House and SB #60 (Pressly) introduced in the Senate are both parts of the “Welcome Home Act,” purportedly designed to encourage former residents and others to relocate or return to Louisiana. The legislation

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SMH Ochsner Cancer Care Clinic
Sizeler Thompson Brown Architects

BOARD ATTORNEY'S REPORT

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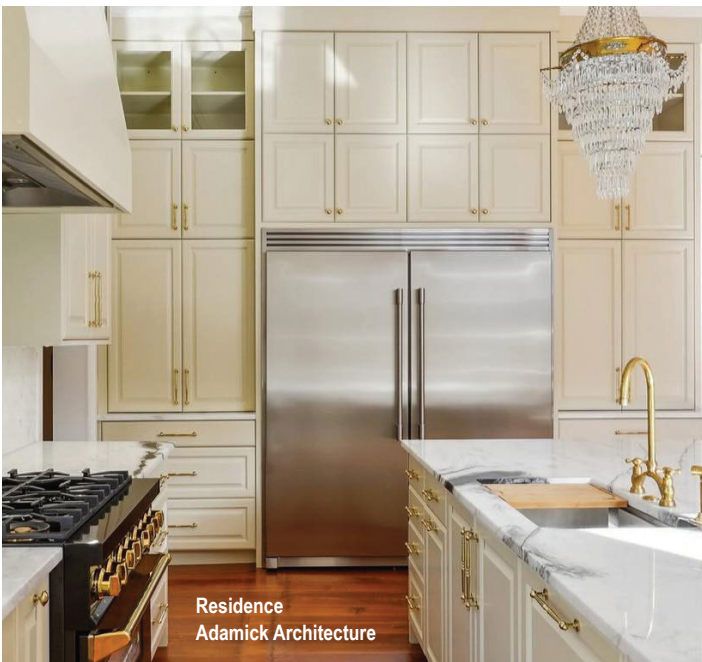
proposed will allow the “universal” recognition of occupational and professional licenses and certifications. The trades and professions affected will range from florists and hair braiders to accountants.

Very broadly, these bills will require the Louisiana State Board of Architectural Examiners (LSBAE) to issue a license to any person upon application who:

- a. Holds a current and valid architectural license in another state;
- b. Has held the license for at least one year;
- c. Was required by the other state to pass an examination, or to meet education, training, or experience standards;
- d. Is held in good standing by the other state;
- e. Does not have a disqualifying criminal record as determined by the LSBAE;
- f. Does not have a disciplinary action or investigation pending in another state;
- g. Pays all applicable fees, and
- h. Lives in Louisiana and provides proof of residency as set forth in the Act.

The license issued may contain the statement, “Licensed by Endorsement, R.S. 37:51 et seq.” and is only valid in Louisiana. These bills have been favorably received by both chambers of the legislature, and enactment of at least one of these bills is likely.

Proposed legislation seeking to sunset licenses – As originally introduced, HB #959 (Deshotel) sought to sunset or “expire” the licenses issued by over twenty professional and occupational departments and boards, including the LSBAE, within the next few years. The departments and boards targeted were varied and seemingly unrelated. After introduction, the author substituted another bill for HB #959. The substitute bill does not seek to sunset or “expire” any licenses. At least for the current session, the licenses issued by the LSBAE to architects appear safe.



Congratulations to our new licensees by examination

The LSBAE is pleased to announce that the following individuals were licensed by examination between December 7, 2023 and May 9, 2024.

| NAME | CITY | NAME | CITY |
|--------------------------------|----------------|------------------------------|-----------------|
| Mr. Alex Barthel | New Orleans LA | Mr. Bryan C. Lee Jr | New Orleans LA |
| Mr. Nicholas Dubuc | Metairie LA | Mrs. Shelby Mills Lynn | New Orleans LA |
| Mr. Guy Dugas Jr | Baton Rouge LA | Mr. Trenton Mays | Lake Charles LA |
| Mr. Rene Duplantier | Meraux LA | Ms. Lisa K. Peddy | Bossier City LA |
| Mr. Calvin Gallion III | New Orleans LA | Mr. Sebastian Pierre | New Orleans LA |
| Miss Julia Scheuermann Hodgins | Metairie LA | Mr. Todd St. Julien | Youngsville LA |
| Mr. Andrew Hutcheson | Lafayette LA | Mr. Christopher Henry Savoie | Mandeville LA |
| Mrs. Lane Rapier Kozicz | New Orleans LA | Ms. Andrea Thigpen | New Orleans LA |



ENFORCEMENT REPORT

By Justin Owens, Deputy Director

LSBAE disciplinary and enforcement actions taken by the Board

One important function of the Board is to investigate alleged violations of the statutes and rules which regulate the practice of architecture in Louisiana. Substantiated violations result in disciplinary or enforcement action being taken either through a Consent Order or by Board Order following a formal hearing. The following are summaries of the disciplinary actions taken by the Board since the previous issue of our newsletter.

Continuing Education Violations

Martin K. Johnson (hereinafter "Respondent"), an architect (license #6652), was subject to disciplinary action by the Board for (a) failing to comply with the Board's audit of his continuing education hours ["CEH"] requirements in violation of La. R.S. 37:145(B), to wit LAC Title 46: I §1315(D)(2) and (3) and §1315(G)(1) and (3); (b) using the title "architect," or any term derived therefrom, to indicate that he practiced or offered to practice architecture, or rendered architectural services, or was an architect, when his license was expired in violation of La. R.S. 37:145(A); (c) fraud or material misstatement in applying for a renewal certificate with the Board in violation of La. R.S. 37:153(A)(7), and (d) engaging in an act constituting the practice of architecture at a time when a current renewal of a Louisiana

architect license had not been obtained in violation of La. R.S. 37:153(A)(3).

In November 2020, Respondent submitted to the Board his renewal application for CY2021, certifying thereon that he had completed 12 CEH in Health, Safety and Welfare ["HSW"] subjects during CY2020. In April 2021, the Continuing Education Committee of the Board attempted to audit Respondent's CE records for CY2020. Despite repeated requests, no response to the Board's communications was ever received. Though Respondent's Louisiana architect license has been in an "expired" status since January 1, 2022, he has continued to use the term "architect" in connection with his name and his business activities in Louisiana, and he has continued to practice architecture. The matter was assigned Case No. 2022-04 and multiple attempts to reach Respondent by certified mail, email and telephone in connection with the case were made. No response was received to any communication attempt. At the direction of the Complaint Review Committee of the Board ("CRC"), subsequent attempts were made to resolve the matter informally via personal service of a Consent Order upon Respondent, but no response was received. Having received no response, the CRC voted

(continued on page 8)



Residence
Gossen Architects



ENFORCEMENT REPORT

(continued from page 7)

unanimously to make a formal administrative complaint and prefer formal charges against Respondent. That administrative complaint was personally served upon Respondent. No response to the administrative complaint was received.

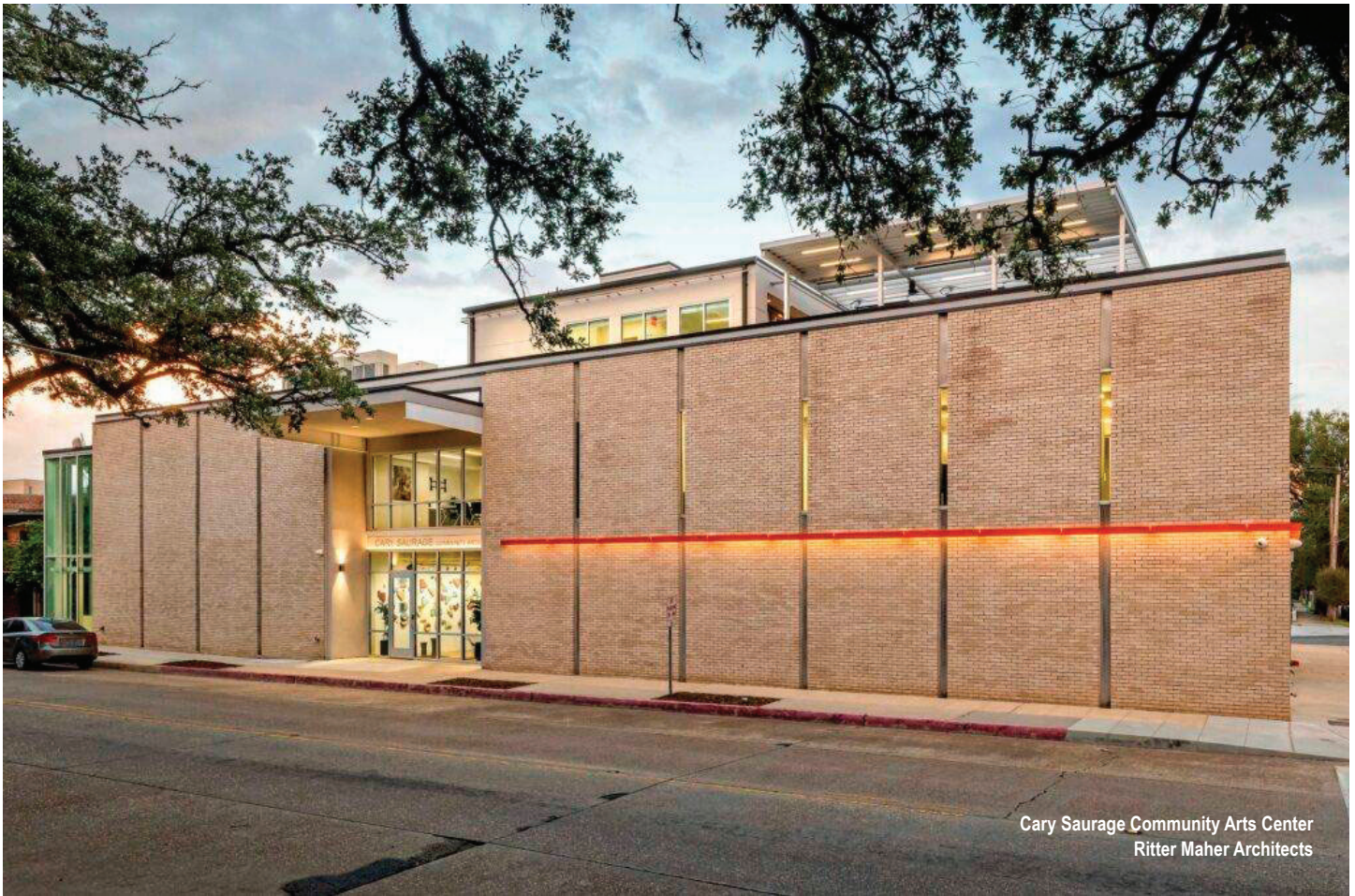
A formal hearing of the matter was then scheduled, and Respondent was personally served notice of the hearing. Respondent did not appear for the formal hearing, which occurred in Respondent's absence.

On the basis of the testimony and other evidence presented, the Board rendered Findings of Fact, Conclusions of Law, and Order ("Findings and Order"). It found that Respondent was guilty of violating La. R.S. 37:145(B), to wit LAC Title 46: I §1315(D)(2) and (3) and §1315(G)(1) and (3); La. R.S. 37:145(A); La. R.S. 37:153(A)(7); and La. R.S. 37:153(A)(3). The Board ordered that (i) Respondent's registration in Louisiana and Louisiana license be revoked; (ii) Respondent pay a fine of \$5,000.00 and pay administrative costs of \$12,428.57; (iii) Respondent cease and desist from representing himself as an architect publicly and privately, including but not limited to in his social media, and provide an acknowledgement from his employer that he is not a licensed architect to the reasonable satisfaction of the Board; (iv) these Findings and Order be published on the Board's website; (v) a summary of this matter be printed in the official newsletter of the Board, Louisiana Architect, identifying Respondent by name, and (vi) this matter be reported to the National Council of Architectural Registration Boards ("NCARB") Disciplinary

Database, identifying Respondent by name.

Ernesto Cercas, (hereinafter "Respondent"), an architect (license #7600) was subject to disciplinary action by the Board for (a) failing to comply with the Board's audit of his continuing education hours ["CEH"] requirements in violation of La. R.S. 37:145(B), to wit LAC Title 46: I §1315(D)(2) and (3) and §1315(G)(1) and (3); and (b) fraud or material misstatement in applying for a renewal certificate with the Board in violation of La. R.S. 37:153(A)(7). On or about February 8, 2022, Respondent submitted to the Board his renewal application for CY2022, certifying thereon that he had completed 12 CEH in Health, Safety and Welfare ["HSW"] subjects during CY2021. In April of 2022, the Continuing Education Committee of the Board attempted via two separate emails to audit Respondent's CE records for CY2021. After receiving no response to those emails, Board staff made contact with Respondent by telephone, during which conversation Respondent advised that he had not received the Board's notifications or requests because he had failed to provide the Board with a current email address. Respondent then verbally provided Board staff with a different email address, which Board staff used to again request the CE records. During the conversation, the LSBAE Deputy Director asked Respondent to email the documents to him at his earliest convenience. Subsequent attempts to reach Respondent via the updated email address were unsuccessful, as automated responses to those emails were received which stated that the emails were undeliverable because the email address did not exist. Further attempts to reach Respondent by telephone resulted in voicemails being left to which no response was received.

(continued on page 8)



ENFORCEMENT REPORT

(continued from page 8)

The matter was assigned Case No. 2022-27, and multiple attempts to reach Respondent by certified mail and telephone in connection with the case were made. No response was received to any communication attempt. At the direction of the Complaint Review Committee of the Board (“CRC”), an additional request for Respondent’s CE records for CY2021 was sent via certified mail. The certified mail delivery card was returned to the Board’s offices, with Respondent’s first name handwritten below the signature on the card. When no response to this request was received, still another attempt to obtain Respondent’s CE records for CY2021 was made by telephone. No response to this request was received. Having received no response, the CRC voted unanimously to make a formal administrative complaint and prefer formal charges against Respondent. No response to the administrative complaint was received.

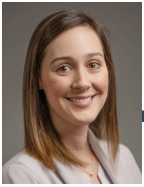
A formal hearing was scheduled and notice of the hearing was personally served upon Respondent. Respondent did not appear for the formal hearing, which occurred in Respondent’s absence. On the basis of the testimony and other evidence presented, the Board rendered Findings of Fact, Conclusions of Law, and

Order (“Findings and Order”). It found that Respondent was guilty of violating La. R.S. 37:145(B), to wit LAC Title 46: I §1315(D) (2) and (3), and La. R.S. 37:153(A)(7). The Board ordered that (i) Respondent’s registration in Louisiana and Louisiana license be revoked; (ii) Respondent pay a fine of \$2,500.00 and pay administrative costs of \$7,131.27; (iii) these Findings and Order be published on the Board’s website; (iv) a summary of this matter be printed in the official newsletter of the Board, Louisiana Architect, identifying Respondent by name, and (v) this matter be reported to the National Council of Architectural Registration Boards (“NCARB”) Disciplinary Database, identifying Respondent by name.

Disclaimer: Every effort has been taken to ensure that the aforementioned information is correct; however, it should not be relied upon without verification from the Board office. Please note that the names of companies and individuals listed may be similar to other parties who have not had disciplinary or enforcement

By the numbers... as of May 9, 2024

| | | | |
|-------------------------|--------------|---------------------|--------------|
| Total Architects | 3,487 | Total Firms | 1,234 |
| Residents | 1,283 | Residents | 462 |
| Non-Resident | 2,204 | Non-resident | 772 |



LICENSING ADVISOR'S REPORT

By Lindsay Trisler Stewart, AIA, NCARB

Many ways that firms can, and should, support licensure candidates

Supporting our future architects is becoming more important as NCARB by the Numbers 2023 reported a historically low number of new architects since the pandemic's onset. This led to a decline in the overall number of licensed architects in the U.S. Firms can help combat this by implementing support systems that incentivize and encourage candidates to complete their licenses.

ARE

NCARB and NOMA's Baseline on Belonging report tells us that 70% of firms do offer support towards the cost of exams. The report also confirms candidates who receive financial support are more likely to complete their path to licensure than their peers who don't. There are a few additional ways to offer financial support. Firms could offer to reimburse for all testing attempts, pass or fail. Pass rates for 2/3 of the exams are 55% or less, so retakes are inevitable. This motivates candidates to keep pressing on after getting negative results. In addition to covering the cost of exams, firms can pay to start and renew candidates' NCARB Records. Another form of financial compensation would be allowing candidates to test on company time and not require them to take their PTO.

If your firm is unable to provide financial support, consider providing a study materials library, setting up an empty office or

conference room for online proctoring, and giving recognition to candidates who pass exams. Recognition can have a positive impact on morale and create a firm culture that shows candidates that their efforts toward licensure are supported by management and their peers.

AXP

In a survey conducted by NCARB and NOMA, only half of the candidates indicated that their firm was very supportive of their AXP progress. Firms can be more supportive by staying connected to candidates' progress. It was reported that only 20% of firms have monthly check-ins with candidates. Check-ins provide opportunities for dialogue on challenges so that supervisors can be more proactive in their roles. Candidates are more likely to log their hours in a timely fashion when they have scheduled check-ins.



Scan to connect with Lindsay for advisor updates and answers to your AXP and ARE questions.

(continued on page 11)



LICENSING ADVISOR'S REPORT

(continued from page 10)

Younger candidates report that Construction and Evaluation is the toughest area to gain experience in since most firms don't have junior staff running construction administration, and it can be inefficient to have multiple team members frequently driving to site visits. Help your candidates gain competency in this experience area by having them review engineers' field reports, RFIs, and shop drawings. Video portions of a site visit and review it with the candidate back at the office. Hold lunch-and-learns about lessons learned in the field.

Firms need to support licensure candidates. Decide what works for your firm and formalize a support system. Let candidates know what that support system is so that they can take advantage of it. Today's licensure candidates represent the future of our profession and will soon be needed to fill important roles in our firms. It is up to all firms, large or small, to support their growth on the path to becoming architects.



Residence
Lionel F. Bailey Architect



La. Music and Heritage Experience Museum
Eskew+Dumez+Ripple

Top 10 resources for AXP Supervisors

As an Architectural Experience Program® (AXP®) supervisor, you play an important role in helping candidates complete the path to licensure. To support your candidates' career goals and professional development, it's essential that you provide work assignments that will empower them to build up their competency.

Understanding the AXP's rules, requirements, and tasks will help you identify work opportunities that will bring your candidates closer to their career goals. That's why NCARB has developed a suite of free resources for AXP supervisors and mentors. Below are some of our most popular resources, including HSW continuing education (CE) courses, video tutorials, and more!

CE Courses

NCARB offers several free CE courses that can help you better understand your role as a supervisor and help you meet your annual CE requirement.

AXP Supervisor Training

NCARB's AXP Supervisor Training CE course will help you understand your responsibility as a supervisor while also earning free CE credit! This course explains NCARB's requirements for AXP supervision, as well as practical and ethical considerations for supervisors and mentors. This free course also offers 1.5 HSW learning units.

Supervising With Impact

Learn more about how to best support candidates with NCARB's Supervising With Impact course for AXP supervisors. This interactive training course covers what candidates gain through their education, what is assessed on the licensing exam, and how to navigate the AXP's 96 tasks to create a whole picture of how to support candidates. This free course offers 1.5 HSW learning units.

AXP Portfolio Supervisor Training

Required for all supervisors of candidates completing the AXP Portfolio path, this free CE course will help you navigate the process of reviewing and approving an AXP Portfolio. This course offers 0.5 HSW learning units.

Candidate Check-In Resources

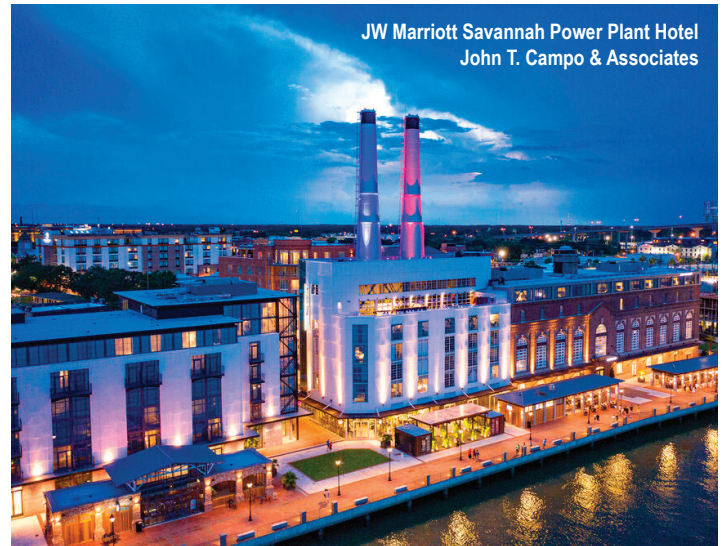
Whether you're new to supervising or are working to build a better relationship with your candidate, these resources can help you have productive discussions and one-on-ones.

AXP Candidate and Supervisor Expectations Guide

A healthy relationship starts with shared expectations. Review this guide with your candidate and discuss common questions like how often you want to meet, when to submit experience reports, and areas for growth.

Licensure Progress Worksheet

Use our Licensure Progress Worksheet to guide check-ins with your candidate and better understand what steps they need to



take to earn a license. This worksheet covers the AXP as well as other licensing requirements, including the Architect Registration Examination® (ARE®).

Understanding the AXP

AXP Guidelines

The AXP Guidelines is essential reading for all candidates and supervisors. This document provides a breakdown of the experience program, including requirements for each experience opportunity, the full list of tasks, and other expectations for licensure candidates.

Your Guide to the AXP

Looking for a quick overview of the program? Our Guide to the AXP is perfect for beginners. It covers the basic details of the AXP without getting into the nitty gritty—but be sure to refer back to the AXP Guidelines later to understand the finer points.

Supervisor How-to Videos

Need help setting up your supervisor account or reviewing experience reports? Our how-to videos walk you through understanding your role, establishing your supervisor access (tip—you don't need to have a paid NCARB Record to be a supervisor!), and reviewing your candidate's report.

Webinars

NCARB also offers a series of webinar recordings that cover relevant topics, including how to work with your candidate and tips to make your role as a supervisor more impactful.

Supervisor Update

Finally, don't forget to sign up for our bi-monthly Supervisor Update newsletters! We'll share the latest program updates, helpful resources, and more so you can guide your candidate along the path to licensure.



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