

Changes to Regulations

Please note that several changes to the regulations for the SC Board of Architectural Examiners became effective on June 28, 2013. The purpose of these changes were to make necessary updates to conform with the current Board of Architectural Examiners Practice Act. The changes include:

11-2. Officers.

A. Officers of this Board shall be chairman, vice -chairman, and secretary, and shall be elected annually. The chairman shall exercise general supervision of the Board's affairs, except such as are placed under the Director of the Department of Labor, Licensing and Regulation, and shall preside at all meetings of the Board when present. The vice-chairman shall possess all the powers and perform all the duties of the chairman in the event of the absence, disability, refusal or failure to act of the chairman. The secretary shall act as its recording secretary; cause written minutes of every meeting of this Board to be kept in the Book of Minutes; affix the Board's Seal to such instruments as require it; and sign all instruments and matters that require attestation or approval of this Board.

B. No members may serve more than two (2) consecutive one-year terms in the office of chairman or vice-chairman, but election to fill an unexpired term shall not bar the serving of two (2) succeeding terms. A member must have served one (1) calendar year on the Board to be eligible for the office of chairman and vice-chairman.

11-3. Meetings.

Notice of all meetings shall be distributed to each member at least five (5) days in advance of such meeting, giving the time, place, and general purpose of the meeting. The Annual meeting shall be held within ninety (90) days of the end of the fiscal year. Public notice of the meetings shall be made in accordance with the Freedom of Information Act.

11-5. Applications and Fees.

A. All applications must be accompanied by an application fee in the form of a credit card or check or money order made payable to South Carolina Board of Architectural Examiners. Applications will be reviewed by the Board within ninety (90) days of receipt. If after review by the Board an application is approved, the applicant shall be advised in writing.

B. The Board may charge the following fees:

(1) Individual Fees

(a) Application fee	\$105
(b) Initial licensure fee	\$85
(c) Biennial renewal fee	\$130
(d) Penalty late fees	\$50 during first month after expiration date; total of \$150 during remainder of the year after expiration. Late penalty fees are assessed in addition to the renewal fee.
(e) Reinstatement application fee	\$105
(f) Reinstatement licensure fee	\$85

Board Members

Stephen A. Russell, Chairman
Anthony Lawrence, Member
Brad B. Smith, Member
C. Tyson Nettles, Esq., Public Member
Katherine Schwennsen, Member
Charles Muldrow, Member

Board Meeting Dates

Meetings of the SC Board of Architectural Examiners begin at 9:30 a.m. at the SC Department of Labor, Licensing and Regulation, Synergy Business Park, Kingtree Building, 110 Centerview Drive, Columbia, SC on the following dates:

November 12, 2013
January 14, 2014
May 13, 2014
September 16, 2014
November 18, 2014

Office Staff

Lenora Addison-Miles, Administrator
Alice DeBorde, Administrative Assistant

Board Office Hours

Monday – Friday, 8:30 a.m. to 5 p.m.

Board Contact Information:

Synergy Business Park, Kingtree Building
110 Centerview Drive
Post Office Box 11419
Columbia, SC 29211-1419
Telephone: (803) 896-4408
FAX (803) 896-4427
E-mail: archelp@llr.sc.gov
Web: www.llronline.com/POL/Architects

(2) Firm Fees

- (a) Application and licensure fee \$100
- (b) Biennial renewal fee \$200
- (c) Penalty late fees \$50 during first month after expiration date;

total of \$150 during remainder of the year after expiration. Late penalty fees are assessed in addition to the renewal fee.

- (d) Reinstatement application and licensure fee \$100

(3) Other Fees

- (a) File transfer fee \$50
- (b) Electronic list of licensees \$10

11-8. Renewals.

A. Certificates of Registration issued to individuals expire biennially. They must be renewed for the following licensure period by payment of the renewal fee and by reporting completion of the required continuing education hours. Certificates shall become invalid unless renewed.

B. Certificates of Authorization issued to firms expire biennially. They must be renewed for the following licensure period by payment of the renewal fee and shall become invalid unless renewed.

C. Lapsed Certificates of Registration may be renewed by the Board at any time within one year from the date of expiration on payment of the renewal fee plus late penalties and demonstration of twenty-four (24) hours of continuing education in health, safety and welfare topics. In case of failure to renew within one year from the date of expiration, the Certificate cannot be reissued except by a new application accompanied by the application fee and approval by the Board.

D. Lapsed Certificates of Authorization may be renewed by the Board at any time within one year from the date of expiration on payment of the renewal fee plus late penalties. In case of failure to renew within one year from the date of expiration, the Certificate cannot be reissued except by a new application accompanied by the application fee and approval by the Board.

11-8.1. Continuing Education.

A. These requirements shall apply to every South Carolina registered architect as a condition for renewal of registration.

B. Exemptions: A registrant may be exempt from the continuing education requirements for one of the following reasons:

(1) A first-time new registrant by examination will be exempt for the first renewal.

(2) A registrant serving on active military duty may be exempt for some or all of the continuing education requirements.

(3) Hardship cases may be considered by the Board on an individual basis upon submittal of relevant documentation acceptable to the Board in its discretion.

(4) Architects in Emeritus status as defined in Section 40-3-20.

C. Requirements.

(1) Each South Carolina Registered architect shall complete a minimum of twelve (12) continuing education hours each calendar year in topics related to health, safety and welfare. No carry-over of continuing education hours into the next biennial licensure period is permitted. However, carry-over within the licensing period is allowed.

(2) Each registrant shall submit, on a form provided by the board, a signed affidavit attesting to the fulfillment of continuing education requirements for the two calendar years preceding the calendar year in which the license is set to expire.

(3) Each affidavit may be subject to audit for verification of compliance with requirements. Registrants shall retain proof of fulfillment of requirements for a period of two (2) years after submission in the event the affidavit is selected for audit. Registrants must comply with audit deadlines and requirements.

(4) The Board may disallow claimed credit for continuing education hours. The registrant shall have forty-five (45) calendar days after notification of disallowance of credit to substantiate the original claim or earn other continuing education credit which fulfills minimum requirements.

D. Noncompliance and Sanctions. Failure to fulfill the continuing education requirements shall be considered a violation of the Architectural Registration Law. Failure to file the required report, properly completed and signed, or to comply with audit and verification requests within thirty (30) days of notice shall be considered a violation of the Architectural Registration Law.

Continuing Education Frequently Asked Questions

What are the benefits of adopting 12 health/safety/welfare continuing education hours per calendar year?

This change in continuing education requirements reflect the NCARB changes to the model law and model regulations and bring South Carolina in line with half the state boards of architecture. The benefits are:

- Consistency among jurisdictions
- Less confusion for architects registered in multiple jurisdictions
- A simpler process for architects and state boards when renewing

Currently an architect registered in five jurisdictions may have five different CE requirements to keep all of his or her licenses active. Differences in the number of hours required, timeframe for earning hours, and types of hours (HSW, SD, ADA, etc.) accepted are variables that an architect may encounter. Twelve continuing education hours in health, safety, and welfare subjects each calendar is simpler to process.

Will the change impact interns?

No. This will only affect architects if it is adopted by a jurisdiction in which they are licensed.

Does this separate the continuing education requirement from licensure renewal?

No. The major change in this recommendation relates to having an architect complete continuing education each calendar year rather than each renewal cycle. However, an architect would still report continuing education when renewing the license. For example: If you renew your license in April, you would document hours earned between January and December of the previous year rather than from the previous April.

Why did NCARB decide to examine continuing education requirements among states?

This issue developed at the grassroots level among NCARB's member boards. The boards asked the Council to examine the complex problem to see if there was a way to create a simplified CE standard that is less confusing for both architects and the state boards.

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Board Policies

The Board will be examining the benefits of simplifying and/or consolidating relevant policies and their online availability. These policies were developed starting in 1962 to address registrant inquiries about sections of the law or regulations, and are reviewed and updated periodically by the Board. The aim of this effort is two-fold: to assure current policies are consistent with current laws, codes, and practice; and that language is easily understood by practitioners. Although Board staff is able to address many questions and concerns that do not necessarily need formal Board approval, these updated policies will help minimize confusion.

Meet LLR's Director Holly Gillespie Pisarik



Holly Gillespie Pisarik was appointed LLR Director by Governor Nikki R. Haley on March 2, 2012, and confirmed by the Senate on March 29, 2012.

At the time of her appointment, Mrs. Pisarik was serving as LLR's Chief Advice Counsel. At LLR, Mrs. Pisarik advised professional and occupational licensing boards on statutory and regulatory matters, provided legal advice to staff, drafted legislation for the boards and other agency programs, and managed a team of attorneys.

Before coming to LLR, Mrs. Pisarik worked at Nelson Mullins Riley & Scarborough, LLP, practicing primarily in the area of health care, and representing clients before federal, state, and administrative law courts and administrative agencies.

Prior to law school, Mrs. Pisarik worked for the Florida Department of Health as a public information officer and program manager.

Mrs. Pisarik graduated from the University of South Carolina Law School in May 2007, where she earned the Bronze Compleat Lawyer Award. She earned her undergraduate degree in business administration, with an emphasis on health care administration, from Winthrop University in Rock Hill, in 1999.

Mrs. Pisarik is a member of the South Carolina Bar, the South Carolina Women Lawyers Association, the American Bar Association, and Trenholm Road United Methodist Church in Columbia. She is married and has two children.

W. Barry Jenkins , AIA, Resigns from the Board of Architectural Examiners

W. Barry Jenkins resigned from the Board effective July 1, 2012. Mr. Jenkins was appointed to the Board on May 12, 2004, by Governor Mark Sanford and was reappointed by Governor Sanford in 2009. Mr. Jenkins major focus on the Board was to work with NCARB to standardize continuing education requirements throughout the jurisdictions.

The Board wishes to extend gratitude to Mr. Jenkins for his service to the State of South Carolina.

Meet Charles Muldrow

Charles Muldrow was recently appointed to the SC Board of Architectural Examiners. Muldrow earned his master of architecture from Clemson University in 1984 and is a founding partner of Stubbs Muldrow Herin Architects Inc (SMHa). He was named *Architect of the Year* by the Charleston Contractor's Association in 2002 and 2010, and received the Chamber of Commerce *Leadership Charleston* award in 2000. Muldrow also serves on the Daniel Island Architectural Review Board, Building Enclosure Council Charleston Board (Past Chair, Net Zero Energy House), East Cooper Breakfast Rotary (Secretary), Hibben United Methodist Church, AIA Charleston (Past President), and AIA South Carolina (Past Section Director).



We welcome Muldrow to the Board!

Administrator Jan Simpson Retires

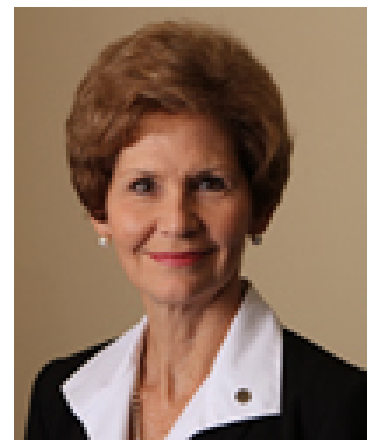
Jan Simpson, Administrator for the Board of Architectural Examiners, Landscape Architectural Examiners, Professional Engineers and Surveyors, and the Soil Classifiers Advisory Council, retired effective June 30, 2013.

Simpson has actively participated in NCARB regional and annual meetings since 1994, serving as a workshop presenter and panelist. Her NCARB committee service included membership on the Member Board Executives Committee, chair in 2004; the Committee on the Intern Development Program (IDP); NCARB Impediments Task Force; IDP Advisory Committee; and the Committee on Procedures and Documents. Simpson was the Member Board Executive Director of the National Council of Architectural Registration Boards in 2011-2013.

NCARB Past President Frank Guillot (2004-2005) awarded Simpson the NCARB President's Medal for Distinguished Service in 2005. NCARB's highest honor, the medal signifies her commitment to the architectural profession and to the Council's mission to protect the public's health, safety, and welfare by leading the regulation of standards for licensure and credentialing.

Simpson graduated from Wesleyan College in Macon, GA, with a bachelor of arts in English. She was recently awarded the American Institute of Architects Presidential citation for Distinguished Service to the Profession as Administrator of the South Carolina Board of Architectural Examiners 1994-2013.

The Board wishes her the best in her retirement and future endeavors.



Meet New Administrator Lenora Addison-Miles

Lenora Addison-Miles is the new Administrator for the Boards of Architectural Examiners, Landscape Architectural Examiners, Professional Engineers and Surveyors, and the Soil Classifiers Advisory Council, effective July 1, 2013.

Addison-Miles graduated from Columbia College in 1993 with a bachelor of arts in public affairs, and a minor in business administration. She graduated from South University with high honors in 2011 with a master's of business administration and earned her Certified Public Manager credential from the South Carolina Budget and Control Board in 2005.

Addison-Miles began her career with state government in 1993 as an employee with the South Carolina Board of Nursing. She was hired as a full-time employee with the Residential Builders Commission in May 1994, and since that time has also worked with the Building Codes Council and the Board of Registration for Professional Engineers and Surveyors, and as an administrative coordinator for the health and medically related boards. She most recently served as the Administrator for the Auctioneer's Commission, the Board of Registration for Foresters, and the Board of Registration for Geologists for 11 years, and the Environmental Certification Board for 3 years. She brings expertise in initial licensing, renewals, board meetings, compliance, administration, and management support to this position.



The Board welcomes Addison-Miles and looks forward to many years of service and support to the profession.

Meet Sara McCartha

Sara McCartha serves as legal counsel to the SC Board of Architectural Examiners.

McCartha received a bachelor of science degree in psychology with a minor on legal studies from Clemson University in 2003 and her J.D. degree from the University of South Carolina School of Law in 2006. After receiving her J.D., McCartha clerked for The Honorable James W. Johnson, and assisted the bench on many criminal and civil cases, including cases related to the Carolina Investors/HomeGold investigation. McCartha was an Assistant Attorney General from 2007 to 2012, concentrating on complex Medicaid fraud investigations. She was a 2010 and 2011 recipient of the U.S. Office of Inspector General's Integrity Award for her work on United States vs. Saroj Parida and other state and federal cases. She provides advice to 10 professional and occupational licensing boards at LLR, and assists the Office of Governmental Affairs in legislative matters. McCartha looks forward to bringing her experience to the Board and the profession.



The Board welcomes McCartha and looks forward to many years of service to the profession.

NCARB Launches Cloud-Based ARE Practice Programs Service

After a successful beta test, the National Council of Architectural Registration Boards (NCARB) is offering a cloud-based practice programs service to ARE candidates. The service is available for \$10 a year to all My NCARB account holders.

Historically only accessible on 32-bit computers, the new service gives subscribers with Macs and 64-bit Windows operating systems unlimited access to the practice programs. In a survey of beta test users, 75 percent strongly agreed or agreed that the service would be a valuable resource.

In addition to the new paid service, the original ARE practice programs will remain available for free download. Candidates who do not wish to subscribe to the cloud-based service—and are using a 64-bit machine running the Windows 7 Professional, Enterprise, or Ultimate editions—should be able to create a virtual machine to install the various practice programs. Learn how to install a Virtual PC here.

For the latest information about the ARE practice programs service, visit the NCARB [FAQs page](#).

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My Examination – A New Service for ARE Candidates

In late August 2013, the National Council of Architectural Registration Boards (NCARB) will launch a new service within My NCARB for Architect Registration Examination® (ARE®) candidates to access their examination information and schedule appointments. **The service—called *My Examination*—will be located within your online NCARB Record and will offer several new benefits, such as easy access to exam history, authorization to test information, rolling clock dates, score reports, and more.**

In order to support this new service, as announced in December 2012, there will be an estimated eight-week blackout period for candidates beginning 1 July 2013. During this time:

- Exams cannot be administered.
- Exams cannot be scheduled for July 1 or later, until the blackout ends.
- Registration boards cannot enter/create eligibilities.

IMPORTANT: To access My Examination, all ARE candidates will need an active NCARB Record. This will allow you to schedule exam appointments and access score reports when the service launches.

Here's what you need to know in order to access My Examination CURRENT NCARB RECORD HOLDERS

- *Already testing?* If you're already testing for the ARE and hold an active NCARB Record, you will have access to My Examination, and all of its benefits, when it launches.
- *Need to establish exam eligibility?* You will simply submit your eligibility request through your NCARB Record once the new service launches. After your eligibility request is approved, you will be able to access the My Examination service through your NCARB Record.

DON'T HAVE AN NCARB RECORD?

*For those who began testing for the ARE before an NCARB Record was required for all candidates, NCARB will provide one year of free access to My Examination, after which a \$75 annual Record renewal fee will apply. This fee waiver will be available **post** launch.*

NCARB RECORD EXPIRED?

When My Examination launches, NCARB will waive any past due renewal fees for a limited time when you reactivate your expired Record. The cost to reactivate your NCARB Record will be only \$75 **post** launch.

- *Already testing?* Once the new service launches, simply reactivate your Record in order to access My Examination.
- *Need to establish exam eligibility?* Reactivate your Record to submit your exam eligibility request and access My Examination.

In the coming months, NCARB will continue to provide important updates about the changes to the exam process and the benefits that the new My Examination service will offer ARE candidates.

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Authorization to Test Policy Change

As of 1 January 2011, exam candidates must take a division of the ARE (pass or fail) once every five years to keep their Authorization to Test (ATT) valid.

Authorization will not become inactive if an applicant tests and fails; it will only become inactive if the applicant does not take at least one division every five years. Candidates whose authorizations have become inactive will need to establish new eligibilities under the then current procedures of their registration boards.

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ARE Divisions Passed Prior to 2006

When the ARE Rolling Clock was implemented on January 1, 2006, all exam divisions passed prior to January 1, 2006, were exempt from the rolling clock. In June 2009, NCARB's Member Boards voted to have all exempt divisions expire on July 1, 2014 if the candidate hadn't passed all divisions of the ARE.

If you have divisions that are currently exempt because you passed them prior to 1 January 2006, you will need to complete all divisions of the ARE by July 1, 2014, to prevent them from being affected by this policy.

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Disciplinary Actions on Board Website

Final disciplinary actions taken by the Board after July 2004 may be viewed on the Board's website at www.llronline.com/POL/architects/index.asp?file=finalorders.htm. While the Board staff makes every effort to include all final actions, some may have inadvertently been omitted. If you need a copy of a document related to a final action that is not posted on the website, please contact the Board at archelp@llr.sc.gov.

Address Changes

Please note that if you have two licenses (an individual and a firm license) you must indicate that you wish to change the address for each license if your firm address changes. Address changes can be made through [Online Services](#) or can be sent by email to archelp@llr.sc.gov.

Funding for Education

The SC Board continues to support architecture students at Clemson University, both in the undergraduate program and in the NAAB-accredited masters degree program. Since May 2010 the Board has contributed \$17,300 to enroll 38 undergrads in IDP and pay the full IDP fee for 41 graduate students, to fund speakers for seminars and lectures, to increase architecture-related holdings in the Architecture Library and to provide low-cost continuing education in ethics for licensed architects *without* increasing license renewal fees. It is architects' fees that are being used to assist future architects and licensees.

E-mail Addresses

The Board uses e-mail as a primary method of communication with licensees; therefore, it is vitally important that the Board has current e-mail addresses on file. Please send e-mail changes to the Board at archelp@llr.sc.gov or make changes online at www.verify.llronline.com/SecurePortal/Index.aspx as soon as they are effective. This will ensure you receive important information in a timely manner.

LLR offers licensees [online services](#). Services available on this site include entering a change of address and printing licensure cards. Licensees will need a username and password to access the system, provided on the renewal notice mailed to licensees, or can be requested by clicking on "I do not know my UserID/Password."

Quick Facts

- The statutes and regulations governing the practice of architecture may be found at www.llronline.com/pol/architects. The Board recommends using the “comprehensive booklet.”
- For building code information, go to www.llronline.com/pol/bcc.
- To check for current licenses (yours or others’), use [Licensee Lookup](#) on the Board’s website. Licensure information for other regulated professionals in South Carolina may be accessed using the drop-down box under the Licensee Lookup feature.

Office Closings

The Board office will be closed in observance of the following State holidays:

- November 11, 2013 for Veteran’s Day.
- November 28-29, 2013 for Thanksgiving Day.
- December 24, 2013 for Christmas Eve.
- December 25-26, 2013 for Christmas Day.

Licensure Statistics as of October 1, 2013

Architects	3,637
Partnerships	12
Business Corporations	174
Professional Associations	85
Sole Proprietorships	24
Architectural Firms	1,031