



SC Architect

ALR A newsletter published by the South Carolina Board of Architectural Examiners

November 2007

From the Administrator's Desk



In August 2007, a small number of architects were selected randomly by computer for a continuing education compliance audit. We sent memos to each architect requesting submittal of documentation proving that the required 12 hours (of which eight hours were to be related to health, safety and welfare) had been obtained during the appropriate time period and that the activities met Board requirements. Most architects promptly

submitted acceptable documentation. Our thanks to them for their quick response.

Some of the most upsetting conversations I experience are with architects who cannot comply with the audit for continuing education requirements. These individuals have not completed the continuing education, or cannot find documentation of events they attended, or they completed the continuing education activity AFTER they submitted their renewal. Because of this, they are subject to a public reprimand and payment of a hefty fine. Attorneys call it "application fraud" because technically the applicant provided false information to obtain a license. I call it "avoidable."

There are many sources of continuing education. Some credits are easy to obtain: CES articles in Architectural Record magazine, NCARB monographs, and local events sponsored by AIA or vendors. Some are more difficult or expensive to obtain: two- and three-day seminars that require hotel stays and travel costs. Optimally, the opportunities that appeal to you or meet your schedule requirements should be beneficial to you and your practice.

Even though the next renewal is seven months away, please heed these simple tips so you will not be faced with the difficult situation in which some architects find themselves when they are audited:

- If you have not actually completed the required 12 hours, do not renew until you have done so.
- Maintain a paper copy of your certificates of attendance. You might also scan the certificates for electronic back-up, but sometimes computers crash and files are irretrievable. Please do not rely solely on computer files to prove you attended an event.
- If you attend an event that qualifies for CE credit, insist that the provider

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give you written proof of attendance. Sign-in sheets have a way of disappearing; insist that the speaker or the sponsor's representative provide you with written confirmation including the title of the course, date, sponsor, your name and number of hours of credit.

- If certificates are kept for you by your employer, it is a good idea to maintain a copy in your files.
- If you are not a member of AIA, it is especially important that you archive your certificates or other proof that you attended continuing education events. If you read Architectural Record articles and pass the test, retain **PROOF** that you did so. A copy of the test that you took is **NOT** acceptable documentation.



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Tips for Individual Renewals

- Review the renewal form for correct answers to all questions prior to signing it. Electronic submittals are still considered to be "signed."
- If you renew online, you may do it as late as June 30 without paying a late fee, giving yourself extra time for obtaining continuing education.
- Do NOT rely on administrative staff to renew your license. YOU ALONE are responsible for renewing on time and accurately answering the questions.

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Continuing Education Audit Results

Of the group audited, 6 architects submitted insufficient documentation, or obtained the continuing education after signing the renewal form, or obtained no continuing education at all. They were issued an Order to Cease and Desist from practicing architecture in South Carolina until they complied with the requirements. See Disciplinary actions for more information.

If you think you will not be audited, THINK AGAIN. Every licensee is subject to the random selection, and when your time comes, please be ready to

submit documentation to prove your claim of CE activities. The Board sends one notice that includes a deadline for submittal of proof; we send a reminder notice to anyone who does not respond by the deadline. If you do not respond to the second notice, we issue an Order to Cease and Desist from the practice of architecture in South Carolina. If and when compliance is determined, the Order to Cease and Desist will be lifted.

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Disciplinary Actions

Final disciplinary actions taken by the Board since publication of the last newsletter in May 2005 may be viewed on the Board's Web site under Disciplinary Actions. While we have made every effort to include all final actions, some may have inadvertently been omitted.

[Documents on the Web site](#) are in PDF format; if you need a "true copy," or if you need a copy of an action not

posted on the Web site, please contact [Alice Richardson](#).

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4.0 Architect Registration Examination (A.R.E.)

The Architect Registration Examination is changing for the better. In July 2008, NCARB will launch ARE 4.0. The latest version of the exam updates and

improves the current format by combining graphic and multiple-choice content. ARE 4.0 integrates the exam format while emphasizing the problem-solving skills architects regularly use in day-to-day practice.

The Council has continuously worked toward improving the ARE's content, delivery, grading and administration. The evolution to ARE 4.0 has been guided by the 2001 Practice Analysis survey conducted by NCARB that provided a comprehensive analysis of the architecture profession.

Benefits of ARE 4.0:

- Seven divisions instead of nine
- Reduced number of trips to the test center
- Better assessment of your knowledge, skills and abilities
- Condensed subject matter—study for a subject all at once
- Integration of multiple choice and graphic content
- Slightly less testing time

In June 2007, NCARB approved the concept of taking the ARE prior to completion of IDP requirements. In South Carolina, however, the law has not yet changed to allow this. Current law requires applicants to complete IDP prior to applying to the Board to take the ARE.

In January 2008, the Board plans to submit proposed changes to the S.C. legislature. One of these changes will allow interns who meet specific requirements to begin taking the ARE prior to completion of IDP. This proposed change will not go into effect until the Legislature approves it, possibly by May 2008. Please continue to check this Web site for updates and for the language of the proposed changes. As always, the Board encourages your feedback.

For more information on this examination transition, go to NCARB's Web site at www.ncarb.org

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(INDIVIDUAL)



(FIRM)

Firm License Required

Since 1974, South Carolina has licensed firms. If you are practicing architecture in South Carolina through a firm, whether as a member of the firm or as an employee, the firm must be licensed.

Firm license periods are from

January 1 until December 31; the license fee is \$100 annually. Firms must designate at least one South Carolina-licensed architect who will be "in responsible charge" of the firm's architecture work in this state. Design documents must be sealed with the individual architect's seal as well as the firm seal.

Many architects incorrectly believe they can "just use my personal seal" and not put the firm name on the title block for a project for which the firm is contracted for services. This is a violation of South Carolina law. If the project is a firm's project, the firm must be licensed in South Carolina.

You may learn more about firm licensure and download forms and instructions on this Web site.

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Successor Architect Policy

In response to inquiries from architects who are hired to assume responsibility for projects begun by another architect, the Board proposes the following policy and welcomes comments.

A registrant is prohibited from sealing plans originally prepared by a person not under the registrant's responsible charge, whether or not that person is another registrant. In special circumstances, specifically where the first registrant has changed employment or is deceased, a second registrant may perform work on a set of plans originally prepared by another registrant. If the plans are incomplete (are at a stage prior to submittal to a reviewing official), the second registrant may not seal the set of drawings prepared by the first registrant; rather, the second registrant must take all steps necessary to ensure that the drawings were prepared under his or her responsible charge. If the plans are complete and have been submitted to a reviewing official, the second registrant may prepare and seal addenda sheets if revisions are necessary. The Board will not become involved in contractual issues related to successor architects.

Please send your comments to [Melissa Jones](#).

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Legislation

The Board is working to finalize language for proposed changes to the statutes. Proposed changes include allowing individuals enrolled in IDP and who have completed an accredited degree program to take the ARE prior to completion of IDP. Other changes will affect the Code of Ethics, the use of electronic seals, and allowing the use of

the term Intern Architect. Once the language is final, we will post the proposed changes on the Board's Web site. We welcome your comments and suggestions.

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Architects and Architectural Firms Listed on Web!

Architects and architectural firms currently licensed in South Carolina are listed on the Licensee Lookup Web site. You can use this lookup to make sure that your licenses are up-to-date. This site is updated daily.

The Web site address is

www.llr.state.sc.us/POL/Architects/ . Click on "Licensee lookup." If you believe a firm or individual was recently licensed but you are unable to locate them on this site, please e-mail us at Richardsona@llr.sc.gov or call us at 803-896-4408.

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Newly Registered Architects

Congratulations to the following individuals who recently passed the Architect Registration Examination:

Matthew Thomas Deierlein, Bluffton
April Murray Fisher, Hilton Head
Aaron Michael Jeffers, Anderson
Reshma Shah Johnson, Bluffton
Erin McLenaghan, N. Myrtle Beach
Elizabeth L. Montgomery, West New York, NJ
Daniel James Schaeffer, Charleston
Tammy Smith Thompson, Atlanta, GA
Laura F. Altman, Charleston
Christopher D. Altman, Charleston
Kevin M. Wienke, Easley

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Moving? Be Sure To Notify The Board

A change of address form can be downloaded from the web at www.llr.state.sc.us/POL/Architects/ or you may simply send the changes to the Board by e-mail, fax or through the mail. Please type or neatly print changes so that they may be entered into the database correctly. The Board cannot accept address changes over the telephone. Please send address changes to the attention of Alice Richardson, administrative assistant, or e-mail changes to archbd@llr.sc.gov

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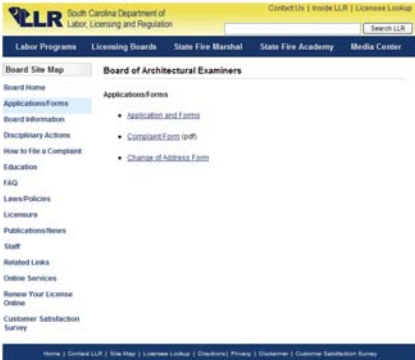
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Applications Available on the Web

You may now download applications and instructions on the [Board's Web site](#). If you have any questions regarding these forms, please contact [Alice Richardson](#), Licensing Coordinator.

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The S.C. Department of Labor, Licensing and Regulation is pleased to provide various publications in portable document format (PDF). You will need Adobe Reader to view and print these publications.



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[Jan B. Simpson](#)

Administrator

[Alice D. Richardson,](#)

Admin Assistant

Licensing, Renewals, Examinations

Office Hours

8:30 a.m. – 5 p.m. Monday – Friday

Voice mail is activated after 5 p.m.

Telephone (803) 896-4408, Fax (803) 896-4410

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Important Dates

2008 Board Of Architecture Meeting Dates

January 29, 2008
March 18, 2008
May 7, 2008
September 16, 2008
November 13, 2008

The Board office will be closed for the following state holidays:

Tuesday, January 1, 2008
Monday, January 21, 2008
Monday, February 18, 2008
Friday, May 9, 2008
Monday, May 26, 2008
Friday, July 4, 2008
Monday, September 1, 2008
Tuesday, November 11, 2008
Thursday, November 27, 2008
Friday, November 28, 2008
Thursday, December 25, 2008
Friday, December 26, 2008

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- Stephen A. Russell, Chairman
- W. Barry Jenkins, Vice Chair
- V. Stokes Browning, Secretary
- Dennis S. Ward, Member
- Jose R. Caban, Member
- Tom Johnson, Esq., Public Member

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