



MINUTES OF A MEETING OF THE  
TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
Davy Crockett Tower  
Nashville, Tennessee  
Thursday, June 4, 2015

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**CALL TO ORDER**

Robert Campbell, Vice-Chair, called the regular meeting of the Tennessee Board of Architectural and Engineering Examiners to order at 9:40 a.m. on June 4, 2015, at the Davy Crockett Tower in Nashville, Tennessee. A quorum was declared present.

The following **Board members** were present:

Susan Ballard	Registered Interior Designer
Hal Balthrop	Professional Engineer
Wilson Borden	Public Member
Robert Campbell, Jr.	Professional Engineer
Jerome Headley	Registered Architect
Philip Lim	Professional Engineer
Frank Wagster	Registered Architect

The following **Board members** were absent:

Bill Lockwood	Registered Landscape Architect
Rick Thompson	Registered Architect

The following **Associate Engineer members** were present:

Richard Bursi	Professional Engineer
Stephen King	Professional Engineer
Laura Reinbold	Professional Engineer

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Phillips	Office Manager
Wanda Garner	Administrative Assistant

The following **guests** were present for part or all of the meeting:

Kasey Anderson, Tennessee Society of Professional Engineers/American Council of Engineering Companies of Tennessee (TSPE/ACEC-TN)  
Nathan Ridley, American Society of Landscape Architects-Tennessee (ASLA-TN)

Don Baltimore, Tennessee Interior Design Coalition (TIDC)

Guests were introduced.

Approval of a resolution for staff member Joyce Shrum, who retired on April 3, 2015, was added to the agenda. Motion was made by Mr. Borden and seconded to approve the resolution. Motion carried.

**CONSENT AGENDA** (attached)

Motion was made by Ms. Ballard and seconded to approve the minutes of the April 9, 2015 meeting. The motion passed unanimously.

Motion was made by Mr. Lockwood and seconded to approve the Complaints for Board Decision. The motion carried unanimously.

**PROFESSIONAL SOCIETY REPORTS**

Kasey Anderson reported on activities of the TSPE/ACEC-TN and announced that the Annual Conference of TSPE/ACEC-TN will meet in Murfreesboro on September 17-18, 2015.

Nathan Ridley reported on activities of the ASLA-TN and announced that the ASLA-TN Conference will be held in Nashville on October 15-16, 2015.

Don Baltimore reported activities of the TIDC.

Mr. Cothron read an e-mail from Ashley Cates in which activities of the American Institute of Architects-Tennessee (AIA-TN) were reported. The AIA-TN convention is scheduled for July 29-31, 2015, in Knoxville.

**LEGAL CASE REPORT** (presented by Ellery Richardson) (attached)

1. *Case No. L15-AEL-RBS-2015007201* *Complaint #201500720*  
The case was deferred to the August meeting.
  
2. *Case No. L14-AEL-RBS-2014022151* *Complaint #201402215*
3. *Case No. L15-AEL-RBS-2015010141* *Complaint #201501014*  
Motion was made by Mr. Wagster and seconded to close the complaints. The motion carried unanimously.
  
4. *Case No. L13-AEL-RBS-2013005781* *Complaint #201300578*  
Motion was made by Mr. Lim and seconded to authorize an informal conference. The motion carried unanimously.

**DIRECTOR'S REPORT**

1. Mr. Cothron reported his activities and those of his staff and Board members. He noted that the Board is scheduled to sunset on June 30, 2016, unless extended by the General Assembly. A sunset hearing is scheduled for June 17, 2015, before the Government Operations Joint Subcommittee on Commerce, Labor, Transportation and Agriculture. The subcommittee will make a recommendation to the full committee regarding the Board's extension.

2. *Legislative Update* (attached)

- Senate Bill (SB) 0081/House Bill (HB) 0071 passed.  
This bill authorizes the Board to deny certain certificates of registration to persons with felony convictions and removes certain board notifications to governmental entities when revoking or suspending certificates of registration. The bill also amends the engineering statutes to remove the requirement for engineer intern candidates to apply for admission to the Fundamentals of Engineering (FE) examination, and to delete an obsolete provision regarding payment of a reexamination fee.
- SB0095/HB0084, regarding cooperative purchasing agreements, passed with an amendment excluding architectural and engineering services.
- SB0474/HB0787 passed with an amendment allowing local governments to adopt sprinkler requirements for townhouses.
- SB0978/HB0823 passed with an amendment raising the threshold for public works projects that require a registered architect, engineer, or landscape architect to \$50,000.
- Public Chapter 427, the appropriations bill (SB1399/HB1374), earmarks \$350,000 for the Board's grants program.

3. *Complaint Data* was presented for informational purposes only. (attached)

4. *Financial Data* was presented for informational purposes only. (attached)

**ENGINEER COMMITTEE REPORT**

The Engineer Committee, through Mr. Balthrop, reported on topics discussed. The minutes of the Engineer Committee meeting follow these minutes.

Mr. Balthrop announced that Middle Tennessee State University now offers a Mechatronics Engineering program in which one may earn a Bachelor of Science degree. The program is under evaluation by ABET (Accreditation Board for Engineering and Technology) and expects to be accredited by 2018.

The Engineer Committee, through Mr. Balthrop, moved to accept the amended *Policy for Review of Sprinkler Shop Drawings*. Motion carried unanimously. (Policy is attached.)

Potential legislation to change the statute to allow decoupling of the experience and examination requirements for engineer applicants will be discussed with Kasey Anderson of TSPE/ACEC-TN.

**PUBLICATIONS COMMITTEE REPORT**

The Publications Committee, through Mr. King, reported that work continues on revisions to the *Reference Manual for Building Officials and Design Professionals*.

## LAW AND RULES/POLICIES COMMITTEE REPORT

The Law and Rules/Policies Committee, through Mr. Campbell, reported on topics discussed. The minutes of the Law and Rules/Policies Committee meeting follow these minutes.

### 1. *Qualifications-Based Selection (QBS)*

Ms. Richardson presented an informal legal opinion to the committee (attached) concluding that local education systems are bound by the QBS requirements of *Tennessee Code Annotated* (T.C.A.) § 12-4-107(a). Consequently, Ms. Richardson recommended that no changes should be made to questions #1, #4, and #5 of the *Frequently Asked Questions about Qualifications-Based Selection for Public Projects as Defined by T.C.A. § 12-4-107(a)*. Mr. Bursi suggested that Ms. Richardson may wish to add a paragraph to her opinion regarding energy-related services that include engineering services [T.C.A. § 49-2-203(a)(3)(F)], which require QBS.

By consensus, the committee recommended that no changes be made to questions #1, #4, and #5 of the *Frequently Asked Questions About Qualifications-Based Selection For Public Projects As Defined By T.C.A. § 12-4-107(a)*.

The Law and Rules Committee, through Mr. Campbell, moved, and the Board approved unanimously, to accept the following changes made to the following *Frequently Asked Questions about Qualifications-Based Selection for Public Projects as Defined by T.C.A. 12-4-107(a)*:

#### **#3 - Does T.C.A. § 12-4-107(a) encompass studies and other services that do not involve the preparation of sealed plans?**

Any study or service that requires professional architectural, engineering, or landscape architectural services and expertise that requires the seal of a registrant, or if these professional services are offered by the proposer, would fall under the scope of the statute.

#### **#6 - Does T.C.A. § 12-4-107(a) apply to landscape architectural services?**

Yes. Although the statute does not specifically reference landscape architectural services, it may be safely assumed that such services are included due to the overlap among the architectural, engineering, and landscape architectural professions, and the fact that similar qualifications and standards apply to all three design professions. Additionally, Rule 0120-02-.02(6) does reference landscape architectural services.

#### **#9 - Is it permissible for a registrant to submit hourly rates and an estimate of man-hours required to complete a design project in response to a RFQ/RFP for a public project?**

No. T.C.A. § 12-4-107(a) and Rule 0120-02-.02(6) preclude a registrant from submitting any information that could be used to determine compensation in response to a RFQ/RFP for a public project. However, it is permissible to submit hourly rates if an estimate of man-hours is not provided.

**#11 - Does the following procedure comply with T.C.A. § 12-4-107 and Rule 0120-02-.02(6)?**

***A jurisdiction requests responses to a RFQ. Responses are evaluated to prequalify firms for participation in the RFP process. Prequalified proposers then submit formal proposals (RFPs)—including fees—for consideration and final selection.***

No. The prequalification procedure outlined above would not comply. In accordance with T.C.A. § 12-4-107(a), once the public body (client) has selected the most qualified design professional/firm, it may request a fee proposal from that firm. The agency may then negotiate a satisfactory contract with the selected firm. If an agreement cannot be reached and the negotiations are formally terminated, the agency may then proceed to select the next most qualified design professional/firm on the list and continue negotiations until an agreement is reached. However, a procedure in which the agency wishes to contract with as many qualified respondents as possible, multiple firms are selected, and a contract is negotiated with each firm separately following selection based on qualifications would be in compliance.

**#19 - What is an appropriate way for a registrant to respond to a request for a price?**

If a registrant becomes aware of a state or local agency that is requesting a fee in a proposal for a public project, this should be brought to the attention of the Board office. In such cases, Board staff will send a letter to the agency issuing the RFP asking them to eliminate fees from their request. The Board has no jurisdiction over state and local government agencies, but, in most cases, the issuing agency will voluntarily remove the requirement to submit fees and reissue the request. Registrants may wish to provide information on Tenn. Code Ann. § 12-4-107(a) and Rule 0120-02-.02(6) to prospective clients so they will understand why submittals for public projects are non-responsive on the issue of fees. State professional societies may also offer assistance in educating government agencies regarding qualifications-based selection.

Ms. Richardson was asked to add a sentence to the Frequently Asked Questions for consideration in August stating that the responses should not be viewed as comprehensive and urging registrants to contact the Board office for questions that are not addressed in the document.

**2. *Definitions of Practice***

This topic will be further discussed at the Board Retreat in October.

**3. *Comity Statute Revision***

The Law and Rules Committee, through Mr. Campbell, moved to pursue the comity statute revision as a legislative proposal for 2016. The proposed revision would amend the comity

statute (Tenn. Code Ann. § 62-2-304) to state that applicants for registration as an architect who hold a like unexpired certificate of qualification or registration issued to such person by any state, territory or possession of the United States, or of any country, and who hold an unexpired national certificate issued by the National Council of Architectural Registration Boards (NCARB), may be deemed to have met the registration requirements of the law and the rules established by the Board. Motion carried unanimously.

## **ARCHITECT COMMITTEE REPORT**

The Architect Committee, through Mr. Wagster, reported on topics discussed. The minutes of the Architect Committee meeting follow these minutes.

## **UNFINISHED BUSINESS**

- *Action Items (attached)/Update on Rule Changes*

The action items taken from the April meeting were reviewed and the required action had either been taken or is in process.

- a. Ms. Richardson reported that proposed rules have been submitted to the proper authorities.
- b. Ms. Richardson presented an informal legal opinion regarding discipline of a non-registrant who adds a title to plans (attached). Motion was made by Mr. Borden and seconded to give information to a District Attorney for possible action against the third party who added a title to a document in case #L14-AEL-RBS-2014026091. During discussion, Ms. Richardson was asked to reconsider her opinion in light of the fact that the Board views a title block as an integral part of a design document. In response to discussion, Mr. Borden withdrew his motion pending Ms. Richardson's reconsideration of her informal legal opinion on the subject.

Break—11:38 to 11:58 a.m.

- c. Ms. Ballard reported that the effort to establish a state fee schedule for interior designers is on hold.

## **NEW BUSINESS**

1. *Officer Nominations*

The Nominations Committee, through Mr. Borden, moved to elect the following as Board officers to serve from July 1, 2015 – June 30, 2016:

Chair – Robert Campbell  
Vice Chair – Susan Ballard  
Secretary – Frank Wagster

Motion carried unanimously.

2. *2016 Legislative Proposals*

- Mr. Cothron reviewed the comity statute legislative proposal previously discussed in this meeting.

- Motion was made by Mr. Headley and seconded to submit a legislative proposal to amend the law to state that architect and landscape architect applicants will retain credit for exams passed in accordance with the policies of NCARB and the Council of Landscape Architectural Registration Boards (CLARB). The motion carried unanimously.

3. *Authorization of Travel and Speakers*

Motion was made by Mr. Lim and seconded to authorize Mr. Campbell to speak at a meeting of the Technical Society of Knoxville on June 15, 2015. The motion carried unanimously.

Mr. Borden announced that he is not seeking reappointment and commended the Board members for their professionalism and dedication to the protection of the public health, safety, and welfare. Mr. Campbell thanked him for this service and contribution of common sense to Board discussions.

The Chair adjourned the meeting at 12:00 noon.

**Attachments**



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
ENGINEER COMMITTEE MEETING  
Davy Crockett Tower- Conference Room 1B  
Nashville, Tennessee  
Wednesday, June 3, 2015

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**CALL TO ORDER**

Hal Balthrop, P.E., Committee Chair, called the Engineer Committee meeting to order at 1:00 p.m. on June 3, 2015 in Room 1B of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Hal Balthrop, P.E.	Chair, Middle TN Member
Robert Campbell, P.E.	East TN Member
Ricky Bursi, P.E.	West TN Associate Member
Stephen King, P.E.	East TN Associate Member
Laura Reinbold, P.E.	Middle TN Associate Member

A quorum was present.

The following **Board staff** was present:

John Cothron	Executive Director
Ellery Richardson	Legal Counsel
Wanda Phillips	Administrative Manager

**NEW BUSINESS**

**PRESENTATION ON MECHATRONICS ENGINEERING PROGRAM AT MTSU**

Walter W. Boles, Ph.D., P.E., Chair of the Department of Engineering Technology at Middle Tennessee State University, and Assistant Professor Erica Hu delivered a presentation on the department's Mechatronics Engineering program. The program is under evaluation by the Engineering Accreditation Commission (EAC) of ABET and is expected to be accredited by 2018 (accreditation will be retroactive to 2016). Dr. Boles expressed his commitment to preparing

students for the Fundamentals of Engineering (FE) exam, and it is anticipated that students will be required to sit for the FE exam.

### **APPLICATIONS FOR DISCUSSION**

- **Glenn Alford Church, II** (Comity) – Applicant’s degree is an engineering technology degree. Registration was denied; however, if the University of Florida can provide proof that he has met all course work required for an EAC/ABET accredited degree, the Board may reconsider.
- **Nabil Milad Youssef Gerges** (Comity) – Applicant’s degree is from Ain Shams University and is deficient 13 hours in general education. He passed both the FE and PE exams at the American University in Cairo and has obtained PE registration in the state of Colorado. He currently lives overseas. He is requesting that the Board schedule an interview with him so that he may obtain a visa to come to the United States. The committee denied the request and stated that he must complete course work to make up the deficiency.
- **Joao Eugenio Lucena** (Reapply) – Applicant’s undergraduate degree is from Portugal and was never evaluated. When he was registered in 1979 the Board based his education on his graduate engineering degree from Newark College of Engineering. Registration was approved.

### **ENGINEERING EXAM RESULTS**

The committee reviewed Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examination results for January-April 2015. Mr. Cothron noted that the number of applicants sitting for the FE exam has increased since last year. Mr. Balthrop asked Mr. Cothron to obtain the number of enrolled seniors from each school in order to calculate the percentage of seniors sitting for the FE exam.

### **REPORT ON NCEES JOINT INTERIM MEETING**

The committee reviewed a written report on the 2015 NCEES Southern/Western Zone Joint Interim Meeting, held in Scottsdale, Arizona, on May 14-16.

**GENERAL EDUCATION (HUMANITIES/SOCIAL SCIENCES) DEFICIENCIES**

Committee members studied a survey of how other states address general education (humanities/social sciences) deficiencies for applicants without an EAC/ABET-accredited degree. An excerpt from the *ABET Criteria for Accrediting Engineering Programs* addressing general education outcomes, as well as recommendations from John W. Smith, Ph.D., P.E., were reviewed, as well. By consensus, the committee asked Board staff to present possible revisions to the “Criteria for Fulfillment of the ABET Humanities/Social Sciences Requirement” policy for consideration at the next meeting.

**ENERGY SERVICE COMPANIES AND ENGINEERING REGISTRATION LAWS**

Mr. Bursi expressed concern about the services offered by energy service companies. In some cases, these firms are offering engineering services in violation of engineering registration laws and have been disciplined in other states. The committee agreed to keep this issue as a standing item on future committee agendas.

**INCLUSION OF STATEMENT ON REFERENCE FORMS RELEASING REFERENCES FROM LIBEL AND SLANDER CLAIMS**

Mr. Campbell requested that the committee consider adding a statement to reference forms that would release references from libel and slander claims (as included on Council of Landscape Architectural Registration Boards professional reference forms); he stated that this may result in the receipt of more valuable and candid references. It was noted that the reference forms already state that the information provided is considered confidential. The committee asked Ms. Richardson to review the language on the Council of Landscape Architectural Registration Boards professional reference form and provide a recommendation regarding adding this statement to reference forms at the next meeting.

In response to questions from Mr. Cothron, the committee agreed that complaints should be opened against registrants who fail to submit continuing education documentation for audit purposes, and that tours of facilities conducted as part of the American Council of Engineering Companies of Tennessee (ACEC-TN) Leadership PE program would be acceptable for continuing education credit.

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**UNFINISHED BUSINESS**

**REVISED SPRINKLER SHOP DRAWINGS REVIEW POLICY**

Motion was made by Mr. Campbell and seconded to recommend approval of the revised Sprinkler Shop Drawings Review policy. The motion passed unanimously.

**DECOUPLING OF EXPERIENCE & EXAMINATION REQUIREMENTS FOR PE REGISTRATION**

The committee discussed strategies for pursuing a law change to decouple the experience and examination requirements for PE registration. Motion was made by Ms. Reinbold and seconded to support the introduction of legislation by the Tennessee Society of Professional Engineers (TSPE) and the American Council of Engineering Companies of Tennessee (ACEC-TN) to decouple the experience and examination requirements. The motion passed, with Mr. Campbell abstaining. Potential legislation to change the statute to allow decoupling will be discussed with Kasey Anderson of TSPE/ACEC-TN.

**CORRESPONDENCE FROM JOSEPH TOMASELLO, P.E. RE: PRE-ENGINEERED SYSTEMS**

Following discussion of correspondence from Joseph Tomasello, P.E., regarding pre-engineered systems (specifically, whether such systems must be sealed by a registered architect or engineer), the committee concluded that Rule 0120-02-.08(6)(a)(5) would apply to pre-engineered elements. Mr. Cothron was asked to reply accordingly.

**Adjourn.** The Chair adjourned the meeting at 4:00 p.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
PUBLICATIONS COMMITTEE MEETING  
Davy Crockett Tower  
Nashville, Tennessee  
Thursday, June 4, 2015

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**CALL TO ORDER**

Stephen King, Committee Chair, called the Publications Committee meeting to order at 8:00 a.m. on June 4, 2015, in Room 1A of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Ricky Bursi, P.E., Associate Member  
Stephen King, P.E., Associate Member

A quorum was present.

The following **Board staff** was present:

John Cothron                      Executive Director  
Ellery Richardson              Legal Counsel

**UNFINISHED BUSINESS**

**REFERENCE MANUAL REVISIONS**

Mr. Bursi reviewed his proposed revisions to Appendix E (Cover Sheet for Plans Submissions), the Standard of Care for Fire Sprinkler System Design (Appendix F), and Appendix G (Engineering Exemption Policy for Fire Sprinkler System Design), which the committee accepted.

Mr. King reviewed proposed Most Commonly Asked Questions #32, #33, and #34. The committee agreed to include questions #32 and #34 as written, but to delete question #33 regarding the use of calculations as plans for construction work.

Mr. Cothron reviewed Bill Lockwood's proposed revision to Most Commonly Asked Question #24 and Appendix D (Example of a Properly Signed and Dated Seal). The committee members agreed that the citation from Rule 0120-02-.08(8) should be added to question #24 rather than Appendix D.

Mr. Cothron also reviewed his proposed revisions to the Requirements for Building Design section (adding occupancy definitions) and noted that several portions of the manual will need to be updated to reflect the recent change in the law raising the threshold for public works projects that require a registered architect, engineer, or landscape architect to \$50,000.

It was noted that additional changes are needed for Appendix E (Cover Sheet for Plans Submissions), which has been assigned to Rick Thompson, and Appendix H (Design and Practice Policies). These changes will be discussed at the next scheduled meeting.

**Adjourn.** The Chair adjourned the meeting at 8:28 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
LAW AND RULES/POLICIES COMMITTEE MEETING  
Davy Crockett Tower  
Nashville, Tennessee  
Thursday, June 4, 2015

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**CALL TO ORDER**

Robert Campbell, Jr., called the Law and Rules/Policies Committee meeting to order at 8:30 a.m. on June 4, 2015, in Room 1A of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Susan Ballard, R.I.D.  
Wilson Borden, Public Member  
Robert Campbell, Jr., P.E.  
Jerry Headley, R.A.  
Laura Reinbold, P.E., Associate Member

A quorum was present.

The following **Board staff** was present:

John Cothron                      Executive Director  
Ellery Richardson              Legal Counsel

**NEW BUSINESS**

**DISCUSSION RE: QUALIFICATIONS-BASED SELECTION (QBS) AS IT RELATES TO PUBLIC SCHOOL SYSTEMS**

Ms. Richardson presented an informal legal opinion to the committee concluding that local education systems are bound by the QBS requirements of Tennessee Code Annotated (T.C.A.) § 12-4-107(a). Consequently, Ms. Richardson recommended that no changes should be made to questions #1, #4, and #5 of the *Frequently Asked Questions about Qualifications-Based Selection for Public Projects as Defined by T.C.A. § 12-4-107(a)*, and the committee, by consensus, agreed with her analysis.

The committee reviewed other proposed changes to the *Frequently Asked Questions about Qualifications-Based Selection for Public Projects as Defined by T.C.A. § 12-4-107(a)* and agreed by consensus to recommend approval of all changes (excluding changes regarding public schools), using the “Version 2” language for question #3.

Ms. Richardson was asked to add a sentence to the Frequently Asked Questions for consideration in August stating that the responses should not be viewed as comprehensive and urging registrants to contact the Board office for questions that are not addressed in the document.

### **UNFINISHED BUSINESS**

#### **DEFINITIONS OF PRACTICE**

Mr. Cothron reported that the American Institute of Architects of Tennessee (AIA-TN) supports the adoption of a uniform definition of the practice of architecture. The committee members agreed to discuss this topic further at the Board Retreat in October.

#### **PROPOSED COMITY STATUTE REVISION**

Mr. Cothron reported that AIA-TN supports the adoption of revised comity language to facilitate reciprocity for architects. Motion was made by Mr. Headley and seconded to recommend that the Board pursue the comity statute revision as a legislative proposal for 2016. The motion carried unanimously.

**Adjourn.** The Chair adjourned the meeting at 9:00 a.m.



MINUTES  
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
ARCHITECT COMMITTEE MEETING  
Davy Crockett Tower  
Nashville, Tennessee  
Thursday, June 4, 2015

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**CALL TO ORDER**

Frank W. Wagster called the Architect Committee meeting to order at 9:02 a.m. on June 4, 2015, in Room 1A of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee.

The following **Board members** were present:

Jerry Headley, R.A.

Frank W. Wagster, R.A.

A quorum was present.

The following **Board staff** was present:

John Cothron                      Executive Director

Ellery Richardson              Legal Counsel

**NEW BUSINESS**

**DISCUSS PROPOSED NCARB RESOLUTIONS**

Committee members reviewed the following resolutions to be considered at the 2015 NCARB Annual Meeting:

- Resolution 2015-1—Amends the *Certification Guidelines* to discontinue the Broadly Experienced Architect (BEA) Program and replace it with alternative education and experience requirements for certification.
- Resolution 2015-2—Amends the *Certification Guidelines* to establish an alternative path to NCARB certification for foreign architects, replacing the current Broadly Experienced

Foreign Architect (BEFA) Program with a new set of requirements for experience and education.

- Resolution 2015-3—Amends the *Bylaws* to modify the qualifications for public director candidates nominated to NCARB’s Board of Directors, which will allow public members serving on member boards to serve on the NCARB Board of Directors.

By consensus, the committee agreed to support all three resolutions.

**Adjourn.** The Chair adjourned the meeting at 9:30 a.m.