

Design LINES

Tennessee Department of Commerce and Insurance

Spring/Summer 2012

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Revised 2012 Meeting Schedule

August 15-16

Committee/Board Meetings/Hearings

October 10-12

Planning Session/Board Meeting
(Fall Creek Falls State Park)

December 5-6

Committee/Board Meetings/Hearings

Unless otherwise indicated, all meetings are held in Nashville, Tennessee, in the 3rd floor conference room of the Andrew Johnson Tower, 710 James Robertson Parkway. Please contact the Board office at 615-741-3221 or 800-256-5758 to verify times and locations, as the meeting schedule is subject to change. Meeting agendas and minutes are available on the Board's website (www.tn.gov/commerce/boards/ae).



UPCOMING RULEMAKING HEARING

There will be a hearing before the Tennessee State Board of Architectural and Engineering Examiners in the 3rd floor conference room of the Andrew Johnson Tower, located at 710 James Robertson Parkway in Nashville, Tennessee at 1:00 p.m. (Central Time) on Wednesday, August 15, 2012, to hear public comments on the following proposed rule changes:

- Proposed Rules 0120-01-.08 Applications – Landscape Architect and 0120-01-.23 Reexamination – Landscape Architect are amended to delete references to the Board collecting examination fees. The landscape architecture exam will be fully computerized after the June 2012 administration, and fees will be paid directly to the test administrator.
- Proposed Rule 0120-01-.13 Examinations – General is amended by adding a new paragraph outlining the conditions under which the Board may invalidate an applicant's examination results or prohibit the applicant from taking an examination for a period of time determined by the Board.
- Proposed Rule 0120-01-.25 Renewal of Registration is amended to specify that registrants holding a retired certificate may continue to refer to themselves as an architect, engineer, or landscape architect, provided that the word "retired" is used in conjunction with the title.
- Proposed Rule 0120-02-.02 Proper Conduct of Practice is amended by adding a new paragraph prohibiting registrants from competitively bidding professional services on local public works projects. This reflects current law as prescribed at Tenn. Code Ann. § 12-4-106(a)(2)(A) [Contracts for professional services].
- Proposed Rules 0120-02-.07 Misconduct and 0120-04-.10 Professional Conduct are amended to require registrants to report felony convictions and disciplinary actions resulting in revocation, suspension or voluntary surrender to the Board within sixty (60) days of the action and to require registrants to respond to Board requests and investigations within thirty (30) days of the mailing of communications, unless an earlier response is specified. Language is also added stating that a registrant may be deemed by the Board to be guilty of misconduct in his professional practice if he fails to comply with a lawful order of the Board.
- Proposed Rule 0120-02-.08 Seals is amended to clarify the requirements for revising plans prepared by another registrant and to specifically prohibit owners/clients, contractors, subcontractors, other design professionals, or any of their agents, employees or assigns, from making changes to final plans, specifications, drawings, reports or other documents after final revision and sealing by a registrant. The language regarding electronic seals, signatures and dates of signature is also amended to more closely mirror the language in the National Council of Examiners for Engineering and Surveying (NCEES) Model Rules.
- Proposed Rule 0120-04-.08 Renewal of Registration is amended by adding a new paragraph allowing retired registered interior designers to continue use of the title "registered interior designer," provided that the word "retired" is used in conjunction with the title, and to renew such registration without cost.



Legislative Wrap-Up

The 107th General Assembly's session produced the following bills impacting the Board and its registrants:

- Senate Bill (SB) 0867/House Bill (HB) 1741, the Licensed Interior Designers Act, which would, among other things, have amended Tenn. Code Ann. Title 62, Chapter 2, to change the title "registered interior designer" to "licensed interior designer" and would have given licensed interior designers a seal to affix to all design documents. The Board voted to oppose this legislation, which did not become law.
- The Board's sunset legislation (SB2304/HB2520), which extended the Board to June 30, 2016, and altered the Board member appointment process and Board member qualifications. This legislation passed and became Public Chapter 724.
- SB2871/HB3030, which amends T.C.A. § 62-2-107 regarding which public works projects are excluded from the requirement to have plans and specifications prepared by a registered architect, engineer, or landscape architect. The legislation exempts (1) public works projects that cost \$25,000 or less and which do not alter the structural, mechanical, or electrical system of the project, and (2) maintenance projects located in state parks costing \$100,000 or less. The amended bill also allows re-use of existing plans for state parks if the plans are reviewed, revised as necessary, and properly sealed by a registered architect, engineer, or landscape architect. This legislation passed and became Public Chapter 927.

Legislation may be viewed and tracked on the General Assembly's website (www.capitol.tn.gov). Public Acts are available on the Secretary of State's website (www.tn.gov/sos/acts). ■

HELP! I'M BEING **AUDITED** BY THE A&E BOARD!

By Leslie Shankman-Cohn, ASID CAPS, CGP, Former Registered Interior Designer Board Member

It's been a good day, and then you go out to the mailbox only to find a letter that starts off,

"Dear _____:

You have been selected for continuing education audit. Please provide the Board office, within thirty (30) days of the postmark date of this notice, records in support of the continuing education you claimed for the registration renewal period indicated above."

Your first reaction is, "Oh no!! What am I supposed to do? Why ME !!!?!"

Don't panic, it's not that bad, really. Take a deep breath and let's go over the basics of what is expected, what you should be doing to keep up with your continuing education and how to report your hours.

THE BASICS:

First and foremost, what is the difference between a CEU and a PDH?

- A **CEU**, or Continuing Education Unit, is defined as ten hours of participation in a recognized continuing education program, which may be accredited by any one of several organizations, such as AIA, ASID, IDEC, etc.
- A **PDH** is a Professional Development Hour consisting of not less than fifty (50) minutes of instruction or presentation, and which has generally NOT been reviewed and accredited by a particular organization.

The A&E Board will not approve continuing education courses in advance. It is your responsibility to determine which courses meet the criteria of the continuing education rules. The course, however, must be a structured course presented by a well-qualified (either by education or experience) individual or group.

In addition, **PDH** credits are allowed for:

- Authoring published papers, articles or books;
- Active participation in a technical/professional society or organization, or a technical or professional public board, as an officer or committee member;
- Attendance at structured seminars, tutorials, short courses, correspondence courses, televised courses, Internet courses, college or university-sponsored courses or videotaped courses; and
- Teaching or instructing unless teaching or instructing is the registrant's regular employment.

OK, you've attended a course but you don't know how to convert credit from other units of continuing education to a **PDH**. It's basically simple:

- One contact (clock) hour = 1 **PDH**
- A one (1) hour **CEU** is usually listed as 0.1 **CEU**, and would thus be reported as 1 **PDH** (remember that 1 **CEU** = 10 **PDH**).

Some of the other acceptable **PDH**'s are calculated as follows:

- One (1) university semester hour of credit translates to 15 **PDH**'s.
- One (1) university quarter hour of credit translates to 10 **PDH**'s.

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NCEES Introducing New Software Engineering PE Exam

The National Council of Examiners for Engineering and Surveying (NCEES) is preparing to launch its latest Principles and Practice of Engineering (PE) exam, which will be used by engineering licensing boards across the United States, including Tennessee. NCEES will begin offering a PE exam in software engineering in April 2013. After that, the exam will be administered yearly.

Partnering with NCEES as co-sponsor of the exam is the Institute of Electrical and Electronics Engineers USA (IEEE-USA), assisted by the IEEE Computer Society, the National Society of Professional Engineers, and the Texas Board of Professional Engineers.

The NCEES board of directors approved the development of the new PE exam in 2009. In accordance with existing exam development policies, 10 member licensing boards of NCEES presented letters supporting the proposed exam.

Groups representing software engineers have long maintained that software engineering should be licensed because it is increasingly practiced in areas that reach into the everyday lives of the general public, such as traffic control systems and the electrical grid. An IEEE Computer Society survey of software engineers indicated that two-thirds of those employed in the industry support a licensure exam for their profession.

“With software engineering crucial to so many engineering projects, it’s important to regulate its practice in order to protect the health, safety, and welfare of the public,” said NCEES President, Dale Jans, P.E.

For more information on the PE Software exam, visit www.ncees.org/exams. The exam specifications—the test blueprint of knowledge areas to be tested and their relative weights of emphasis—are available at the NCEES website. IEEE is planning to publish study materials for the exam later this year. ■

UPCOMING NCIDQ EXAM CHANGES

The two multiple-choice sections of the NCIDQ Examination are undergoing changes as a result of an ongoing commitment to ensure that the examination is available to the greatest number of qualified individuals. In 2013, NCIDQ will deploy two new multiple choice exams that will be given exclusively in a computer-based format at a network of locations in North America. The Section 3 Practicum exam is not changing and will continue to be administered in a paper-and-pencil format.

Beginning in 2013, the two multiple-choice exam sections given on computer will be the:

- Interior Design Fundamentals Exam (IDFX), available to those who meet NCIDQ’s education requirements, regardless of years of experience. Questions in this section will be at a level appropriate to a recent graduate.
- Interior Design Professional Exam (IDPX), available to those who meet both the education and experience requirements. Questions in this section will be at a level appropriate to a person with at least two years of diverse work experience in interior design in addition to the required education.

Computer-delivered testing will bring with it considerable advantages for test-takers. NCIDQ will be able to offer the exam more than just two days a year, and there will be more choices of locations, reducing travel

expenses for candidates. The details of the test dates and locations are not final at this point and will be announced online later in the year.

In order to earn the NCIDQ Certificate, a person must pass both of the computer-delivered multiple-choice exams or both Section 1 and Section 2 of the current paper-and-pencil exam as well as the practicum drawing exam. There is a time limit on passing the paper-and-pencil Sections 1 and 2, however.

The current Section 1 (Codes, Building Systems, Construction Standards and Contract Administration) and the current Section 2 (Design Application, Project Coordination and Professional Practice) will be administered in their paper-and-pencil format only through 2013. If you have started taking either Section 1 or Section 2 already, you must pass both before the end of 2013 or you will have to take both the IDFX and IDPX on computer because the content will have shifted between the new sections of the exams. Whether you are taking the multiple-choice exams for the first time or you are retaking a section you did not pass previously, you must complete both by the end of 2013 or you will lose credit for the multiple-choice section you previously passed.

More information on the computer-based examination will be available online at www.ncidq.org this fall. ■

EXPIRATION OF MASTER’S DEGREE PROVISION FOR ENGINEER REGISTRATION

In 2007, the Tennessee General Assembly amended Tennessee Code Annotated § 62-2-401(a) to allow individuals with a master’s degree in engineering, but with a bachelor’s degree in another field (or with a non-accredited bachelor’s degree in engineering), to sit for the Principles and Practice of Engineering exam (with four years of experience and engineer intern certification). This provision was effective from January 1, 2008, to June 30, 2012, and has now expired. All applicants for engineer registration must now have an undergraduate engineering degree (four-year minimum) that has been accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) or that has been determined to be substantially equivalent to an EAC/ABET-accredited degree to qualify for registration. The statute offers no alternatives to this requirement. ■

Formal Disciplinary Actions Taken by the Board

*Jeffrey N. Blackledge, R.A. #23153
Germantown, Tennessee*

VIOLATION: Failed to pay the professional privilege tax for two (2) years or more. Tenn. Code Ann. §§ 62-2-308(a)(1)(B) and 67-4-1704.

PENALTY: \$250 civil penalty; pay hearing costs of \$200 (respondent had paid all privilege taxes due).

FINAL ORDER: June 18, 2012

*Samuel K. Carrell, Nonregistrant
McKenzie, Tennessee*

VIOLATION: Unlicensed practice of engineering. Tenn. Code Ann. §§ 62-2-101 and 62-2-105.

PENALTY: \$2,000 civil penalty.

CONSENT ORDER: March 23, 2012

*Terrence Henry Charles, R.A. #103929
Atlanta, Georgia*

VIOLATION: Failed to pay the professional privilege tax for two (2) years or more. Tenn. Code Ann. §§ 62-2-308(a)(1)(B) and 67-4-1704.

PENALTY: \$250 civil penalty; pay hearing costs of \$200 (respondent had paid all privilege taxes due).

FINAL ORDER: June 18, 2012

*Harry Lee Davidson, P.E. #8571
Memphis, Tennessee*

VIOLATION: Practiced engineering on an expired certificate of registration. Tenn. Code Ann. §§ 62-2-101 and 62-2-105.

PENALTY: \$1,500 civil penalty; must take and pass the Board's law and rules exam.

CONSENT ORDER: May 17, 2012

*David W. DeLoach, P.E. #110640
Charleston, South Carolina*

VIOLATION: Failed to pay the professional privilege tax for two (2) years or more. Tenn. Code Ann. §§ 62-2-308(a)(1)(B) and 67-4-1704.

PENALTY: \$250 civil penalty; pay hearing costs of \$200 (respondent had paid all privilege taxes due).

FINAL ORDER: June 18, 2012

*William S. Dunnebacke, Nonregistrant
Columbia, Tennessee*

VIOLATION: Unlicensed practice of engineering. Tenn. Code Ann. §§ 62-2-101 and 62-2-105.

PENALTY: \$1,000 civil penalty.

CONSENT ORDER: March 28, 2012

*Matthew G. Gentry, P.E. #111305
Knoxville, Tennessee*

VIOLATION: Misrepresented the number of professional development hours (PDHs) earned during the preceding renewal period. Tenn. Code Ann. § 62-2-308(a)(1)(E), and rules 0120-02-.02(4), 0120-05-.04(2), and 0120-05-.10.

PENALTY: \$500 civil penalty; obtain the required PDHs within 90 days from receipt of the Consent Order; automatic audit of continuing education hours at next renewal; take and pass the Board's law and rules exam.

CONSENT ORDER: March 12, 2012

*Alan W. Gordon, P.E. #15889
Soddy Daisy, Tennessee*

VIOLATION: Practice outside area(s) of competence. Rule 0120-02-.03.
PENALTY: \$2,000 civil penalty; take and pass the Board's law and rules exam.

CONSENT ORDER: October 1, 2011

*Jorge Londono, P.E. #22065
San Antonio, Texas*

VIOLATION: Failed to pay the professional privilege tax for two (2) years or more. Tenn. Code Ann. §§ 62-2-308(a)(1)(B) and 67-4-1704.

PENALTY: \$250 civil penalty; pay hearing costs of \$200 (respondent had paid all privilege taxes due).

FINAL ORDER: June 18, 2012

*Paul J. Palazolo, P.E. #14862
Cordova, Tennessee*

VIOLATION: Misrepresented the number of professional development hours (PDHs) earned during the preceding renewal period. Tenn. Code Ann. § 62-2-308(a)(1)(E), and rules 0120-02-.02(4), 0120-05-.04(2), and 0120-05-.10.

PENALTY: \$500 civil penalty; obtain the required PDHs within 90 days from receipt of the Consent Order; automatic audit of continuing education hours at next renewal; take and pass the Board's law and rules exam.

CONSENT ORDER: March 10, 2012

*Robert A. Walz, P.E. #19999
Shelby Township, Michigan*

VIOLATION: Disciplined in other jurisdictions. Tenn. Code Ann. § 62-2-308(a)(1)(F).

PENALTY: Revocation, \$1,000 civil penalty, and \$440 in hearing costs.

FINAL ORDER: June 18, 2012

- ANNOUNCEMENTS -

At the June 13, 2012, Board meeting, Philip K. S. Lim, P.E., was elected to serve as Board Chair; Paul W. (Bill) Lockwood, R.L.A., was elected to serve as Vice Chair; and Richard D. Thompson, R.A., was elected to serve as Secretary. All officers will serve from July 1, 2012, to June 30, 2013.

Richard C. Bursi, PE (Memphis, Tennessee) was recently appointed to serve as an associate engineer member of the Board representing West Tennessee, replacing Dennis Henderson. Mr. Bursi will serve until June 30, 2015.

Susan K. Ballard, ASID (Knoxville, Tennessee) was recently appointed to serve as the Board's registered interior designer member, replacing Leslie Shankman-Cohn. Ms. Ballard will serve until June 30, 2016.

Hal Balthrop, PE (Goodlettsville, Tennessee) was recently reappointed to serve as an engineer member of the Board representing Middle Tennessee. Mr. Balthrop will serve until June 30, 2016.



The Board and Staff wish to extend our sympathies to the families and friends of these individuals who have honored their professions:

ARCHITECTS

Bruce Chapman Bower, #15816,
Sevierville, TN

R. Drew Dalton, #103716,
Kinston, NC

Harvey L. Ezekiel, #13908,
Darlington, SC

Louis H. Haglund, #2912,
Farragut, TN

Ben Jordan Harris, Jr., #100085,
Memphis, TN

Lacy R. McCall, Jr., #14380,
Mobile, AL

Gene Stuart Stepp, Jr., #103420,
Flat Rock, NC

H. Gene Strong, #4210,
Ironton, MO

ENGINEERS

Harry G. Arnold, #8024,
Oak Ridge, TN

L. H. Craig, #9616,
Old Hickory, TN

Louis C. Daugherty, #2811,
Nashville, TN

Ronald U. Dunn, #11019,
Brentwood, TN

John M. Epley, #14814,
Tullahoma, TN

James C. Holesapple, #6530,
Dyer, IN

Owen D. Hornby, #8006,
Knoxville, TN

James K. Inabinet, #18321,
Knoxville, TN

William M. Karwisch, Jr., #15910,
Chattanooga, TN

Richard D. Marshall, #22278,
Palmyra, TN

Clyde E. Martin, #9125,
Savannah, GA

Warren D. Merrell, Jr., #7011,
Tallahassee, FL

Thomas A. Mirabito, #13000,
Florence, AL

Clifton H. Philpot, Jr., #7031,
Lawrenceburg, TN

Richard A. Piske, Jr., #7408,
Knoxville, TN

James W. Rogers, #4522,
Signal Mountain, TN

Michael J. Saunders, #21249,
Franklin, TN

Oral T. Smith, #4308,
Nashville, TN

Thomas D. Sullivan, #9008,
Knoxville, TN

George R. Underhill, #20235,
Cumming, GA

John C. Williams, Jr., #10707,
Lafayette Hill, PA

REGISTERED INTERIOR DESIGNERS

Eddie Lee Day, #701, Madison, TN

If you have a name that should be recognized in this section, please contact the Board office.

DID YOU KNOW?

- The Board recently awarded grants totaling \$250,000 to seven state-funded universities. These grant funds allow Tennessee universities to purchase essential and modern instructional, computer and laboratory equipment to enhance education for students in accredited architectural, engineering, landscape architectural, and interior design programs. Grant funding is provided from the Board's revenues or reserve funds. The Board has awarded over \$2 million in grant funds since the inception of the program in 2002.
- Registrants can be disciplined for failure to pay the professional privilege tax, child support, or student loans. Failure to meet these financial obligations could result in the suspension (or, in some cases, even the revocation) of your license.

FREQUENTLY ASKED QUESTIONS

Question: Does Tennessee charge a fee for providing verifications of examination/registration to other states?

Answer: No. Requests for verifications should be sent to Wanda Garner at wanda.garner@tn.gov.

Question: How do I change my address?

Answer: Address changes may be e-mailed to Frances Smith at frances.p.smith@tn.gov. Changes may also be made using the online license renewal system (available at <https://apps.tn.gov/cirens/>).

Question: Can I renew my license online?

Answer: Yes. Online renewal is available at <https://apps.tn.gov/cirens/>. When renewing online, you may receive a message saying that you are not eligible to complete your license renewal online because there is a deficiency and staff processing is required. This message appears because the renewal is considered pending until reviewed by office staff. If all requirements are met, the license is renewed within two business days. You will be notified if any outstanding deficiencies need to be addressed.



Information On Examinations



The Board would appreciate your sharing information about these professional examinations with interns in your office.

ARCHITECTURE

Information about the Architect Registration Examination (ARE) and free practice software are available at the National Council of Architectural Registration Boards' (NCARB's) website: www.ncarb.org.

Interns wishing to sit for the ARE before completing the Intern Development Program (IDP) must file an application with the Board and request that NCARB transmit a record summary to the Board office confirming that they have enrolled in IDP. Applicants applying for early ARE eligibility must also submit transcripts. Upon completion of IDP, a complete NCARB record must be transmitted to the Board and references must be submitted before registration may be granted.

Exam Results (1/3/12-7/6/12)

	Total	Pass	% Pass
Constr. Doc. & Services	25	21	84%
Prog., Planning & Practice	22	14	64%
Structural Systems	20	17	85%
Bldg. Design & Const. Sys.	23	19	83%
Schematic Design	30	22	73%
Site Planning & Design	32	25	78%
Building Systems	22	17	77%

ENGINEERING

• Fundamentals of Engineering Examination (FE) —

Application Deadlines:

	Seniors*	Non-seniors**
Spring Exam	February 1	January 1
Fall Exam	August 15	August 1

*Engineering students with senior status in the engineering curriculum.

**Those who have already been awarded an undergraduate degree in engineering.

The FE exam will be administered in Chattanooga, Cookeville, Nashville, Knoxville, Martin, and Memphis on:

October 27, 2012
April 13, 2013

• Principles and Practice of Engineering Examinations (P&P) —

The application deadline for new applicants for the spring Principles and Practice of Engineering exam is December 1. The fall deadline is June 15. All supporting

documents (references, transcripts, etc.) are due in the Board office within thirty (30) days after the application deadline. The exam will be given in Nashville, Knoxville, and Memphis on:

October 26, 2012
April 12, 2013

To facilitate scheduling of the P&P exams, retake requests and fees should be received by the Board office by February 1 for the spring exam and September 1 for the fall exam. Registrants wishing to take other exam disciplines must submit an application to add an exam discipline (available at the Board's website) with the appropriate exam fee by January 1 for the spring exam and August 1 for the fall exam. The 16-hour Structural exam fee is \$1,020 (\$510 Lateral Forces and \$510 Vertical Forces), and the examination fee for all other disciplines is \$265.

Following approval by the Tennessee Board to sit for an exam, applicants must register with NCEES at www.ncees.org to reserve a seat for the exam. For information regarding exam study materials, which calculators are permitted in the examination room and exam specifications, please visit the NCEES website.

Notice regarding the Industrial PE exam: Following the October 2012 administration of the PE Industrial exam, NCEES is moving the exam to an April administration. The first offering of the exam with this new schedule will be in April 2013. When the exam is offered in April 2013, it will also have new specifications, which indicate the knowledge areas to be tested and their relative weights of emphasis. The new specifications are available at the NCEES website.

Exam Results (April 2012)

	Total	Pass	% Pass
Fundamentals of Engineering	607	469	77%

Principles and Practice of Engineering	Total	Pass	% Pass
Chemical	8	6	75%
Civil	114	58	51%
Electrical & Computer	28	13	46%
Environmental	9	5	56%
Mechanical	30	19	63%
All Disciplines	189	101	53%

Structural Engineering (16-hour)

	Total	Acceptable	% Pass
Vertical Component	5	3	60%
Lateral Component	5	3	60%

Note: To pass the Structural exam, an acceptable result must be obtained on both the vertical and lateral components. Two (2) candidates passed the Structural exam this administration.

National pass rates are available on the NCEES website (www.ncees.org).

LANDSCAPE ARCHITECTURE

Beginning with the September 2012 administration, the Landscape Architect Registration Examination (LARE) will be completely computerized, and candidates will register directly with the Council of Landscape Architectural Registration Boards (CLARB) for all exam sections following approval by the Board to sit for the exam. The LARE is now divided into four sections:

- Section 1—Project and Construction Administration
- Section 2—Inventory and Analysis
- Section 3—Design
- Section 4—Grading, Drainage and Construction Documentation

Additional information regarding the LARE, including current fees and exam dates, is available at CLARB's website (www.clarb.org).

Exam Results (12/11)

	Total	Pass	% Pass
Section C	3	2	67%
Section E	5	1	20%

INTERIOR DESIGN

The Interior Design Qualification exam will be given on:

September 28-29, 2012
April 5-6, 2013
October 4-5, 2013

To obtain an application for the exam, call the National Council for Interior Design Qualification (NCIDQ) at 202-721-0220, or visit www.ncidq.org. The application deadline for the spring exam is December 1,

cont. next page

Examinations ...cont.

and the deadline for the fall exam is June 1. NCIDQ has developed practice tests and design problems to assist exam candidates in preparing for the exam; see the NCIDQ website for details.

See the related article in this newsletter for information regarding upcoming changes to the NCIDQ exam.

Exam Results (Spring 2012)

	Total	Pass	% Pass
Section 1	9	6	67%
Section 2	10	6	60%
Section 3	13	7	54%

NEW REGISTRANTS

The Board and staff congratulate the following registrants who passed their respective professional examinations and were registered between July 1, 2011, and December 31, 2011:

ARCHITECTS

(Architect Registration Exam)

Brian Andrew Adams
Ashley Nicole Belew
Michael James Bridges
Markus Edward Chady
Patrick Russell Core
Venuss M. Gervin
David Leon Grisham
Tanya Renee Guidry
Emily Lynn Hardin
Charles Alexander Hughes
Matthew G. Jordan
Michel Hubert Lebel
William Lee Maffett
Gregory Michael Price
Jennifer Killian Smith
Christopher Lowell Strickland
Edward J. Wansing
Taylor Burton Wells
Holly Young Williams

ENGINEERS

(Principles and Practice of Engineering Examinations)

Christopher A. Azar
Chad Richard Braun
James Andrew Burran
John Paul Chrnalogar
Kevin David Collier
Stewart Oliver Conner
Brett Richard Creasman
William B. Davis
Roy Chon Denney
Jason Eric Dickard
Edward Kenneth Diminick

Amanda R. Dobbs
Patrick A. Dobbs
Julie Diane Duryee
Jason G. Eads
Karen Schwarz Ferency
Vickie Elise Fortner
David Keith Foster
Joel Albert Fulmer
Daniel C. Gibbs
Derek Brandon Godwin
J. Kyle Green
Trevor Alexander Hall
George Robert Harvell, IV
Andrew Phillip Heffner
Christopher William Hevrdeys
John William Honea
Richard David Hopkins, Jr.
Stephen Craig Horne, Jr.
Jonathan R. Hudspeth
Andrew Cleve Hulsey
Alexander Andrew Lee
Mark Stephen Lyttle
Kevin Joseph Mastaw
Blake Alan Mayo
Jocelyn Frosch McInturff
Cortney Lamar McKibben
Joseph Elias Meadows
Mark Robert Morgan
Drew Wesley Muirhead
Kate Soyoo Nartey
David Edward Palmer
Joshua Quenten Perkins
Ryan Todd Rodewald
Jonathan Dale Self
Bradley David Simpson
Ashley Thomas Smith
Brian Nicholas Smith
Kevin Gerald Smith
William Louis Smith
Matthew Garrett Summers
Timothy Damon Talbot
Darryl James Tomlinson
Matthew John Tompany
Michael Lee Twine
David P. Vanderveen
James Daniel Walton
Alan Thomas Watson
Jacob Rabon Weatherly
Jeremy David Weston
Brian H. Wood
Arien Renee Woods
Derrick Lynn Woods

LANDSCAPE ARCHITECTS

(Landscape Architect Registration Exam)

Paul Leslie Darr
Allen William Jones



WHOM DO I CONTACT?

The Board's staff stands ready to assist you with your needs. You may reach our office by calling 615-741-3221 (Nashville area) or 1-800-256-5758 (toll-free), or by email at ce.aeboard@tn.gov. You may also contact the Board's staff directly:

John Cothron, Executive Director,
john.cothron@tn.gov
Board Meeting Agendas
Law, Rule and Policy Inquiries
Registration Status Changes

Wanda Phillips, Administrative Manager,
wanda.phillips@tn.gov
Engineer Applications Coordinator

Sundra Dunlap, Administrative Assistant,
sundra.dunlap@tn.gov
Registration Renewal Inquiries
Continuing Education Inquiries/Audits

Wanda Garner, Administrative Assistant,
wanda.garner@tn.gov
Webmaster
Verifications of Registration or Examination
General Board Information

Joyce Shrum, Administrative Assistant,
joyce.shrum@tn.gov
Architect, Landscape Architect,
Registered Interior Designer
Applications Coordinator

Frances P. Smith, Administrative Assistant,
frances.p.smith@tn.gov
Complaints Coordinator
Address Changes

Cindy Toombs, Administrative Assistant,
cynthia.toombs@tn.gov
Engineer Intern Applications Coordinator
Firm Disclosures

Help, I'm Being Audited...cont.

- Teaching or instructing qualifying courses or seminars will be credited at twice the PDH's earned by a participating student and may be claimed for credit only once.
- Authorship of papers, articles or books cannot be claimed until actually published. Credit earned will equal preparation time spent not to exceed twenty-five (25) PDH's per publication.
- A maximum of eight (8) PDH's per biennium may be claimed for active participation in technical/professional societies or organizations, or technical or professional public boards, as an officer or committee member.

What is the total requirement of PDH's for renewal?

You are required to renew your registration biennially and as a requirement, must submit a total of the PDH hours you have obtained. The continuing education you report is based on the honor system and is accepted by the board per your submittal where you have certified completion of the required hours on the renewal of registration form.

When you renew, you are stating that you have obtained **twenty-four (24) PDH's in the two (2) years immediately preceding application for renewal.** You are allowed to carry over no more than twelve (12) hours, from the preceding renewal period that you may have obtained in excess of what was required. **A majority of the PDH's that you claim (at least thirteen) shall address health, safety and welfare issues.** [Editor's note: Refer to the Policies page of the Board's website for definitions of "health, safety and welfare" for each profession.]

How do I prove my attendance?

It is up to you to be able to prove your attendance or participation at any particular event, class function, or article that you are reporting. (No, merely submitting a canceled check, an agenda, or a product catalogue is not proof!) There must be **evidence of your attendance** at the activity.

To avoid your claim coming under question, be sure you obtain the following:

A transcript or completion certificate

OR

at least two (2) of the following types of documentation:

- attendance verification records in the form of signed attendance receipts;
- paid receipts;
- a copy of a listing of participants signed by a person in responsible charge; or
- other documents supporting evidence of attendance.

For more complete information about the requirements, please refer to Chapter 0120-05 of the Board's Rules.

For how long should I keep my records?

You must maintain documentation of your PDH's for a period of four (4) years. Random audits may go back that far, and you must be able to prove your attendance at all the hours you have claimed.

THE AUDIT!

How is an applicant chosen for audit?

Registrants are randomly chosen for audit by a computer program. Each year, approximately 5% of ALL registrants (Architects, Engineers, Landscape Architects and Registered Interior Designers) are randomly picked.

What happens if I am one of the 5% who will be audited?

You will be asked to submit a "Summary Log of Professional Development Hours (PDH's) Earned" to record your PDH's. This is a form on which you list:

- the date(s) of the activity;
- title, instructor, and description of the activity;
- sponsoring organization's name and address;
- number of PDH's earned; and number of PDH's designated in Health, Safety and Welfare issues.

In addition, you will be asked to provide copies of all of the documentation that you have obtained proving your attendance at these functions.

You will submit these forms to the A&E

office, at which time the staff will review your submission and then present it to the Board members who are assigned to review your audit. It is the responsibility of the Board members to review each of your submitted PDH's, and it is up to their discretion as to whether the materials you submitted meet the requirements set forth by the Board's rules. The review process usually takes approximately 60-90 days.

If the Board members disallow any claimed PDH credits, they will list their reasons and submit those comments to the staff, at which time they will contact you about what additional information/evidence may be requested. You will then have one hundred eighty (180) days after notification to substantiate the original claim or earn other credit to meet the minimum requirements.

What happens if I fail to respond to the audit or just ignore it?

I would like to think that you would NEVER ignore a request from a government agency, but be warned: The Board is a government entity and needs to be taken seriously and dealt with in a respectful, professional manner. If you fail to comply with the continuing education requirements, you may be deemed by the Board to have violated rule 0120-02-.02 (Proper Conduct of Practice) or rule 0120-04-.10 (Professional Conduct), and could be subject to disciplinary action . . . even civil penalties! So don't mess around with this!

See, that wasn't so bad!

So, if you obtain the proper proof as you earn your 24 PDH credits, and maintain your records for a minimum of four (4) years, that letter of audit you might receive from the A&E Board will not ruin your day!

DISCLAIMER: The information provided in this article is used for example purposes only and is not all-inclusive. For more specific definitions and information, go to <http://www.tn.gov/commerce/boards/ae/ceducation.shtml>.

[Editor's Note: This article originally appeared in a Tennessee Interior Design Coalition (TIDC) newsletter, and has been slightly altered to apply to all professions regulated by the Board.] ■

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John Cothron, Executive Director and Editor

Robert Herndon, Legal Counsel

500 James Robertson Parkway

Nashville, TN 37243-1142

<http://www.tn.gov/commerce/boards/ae>

ce.aeboard@tn.gov (e-mail)

615-741-3221 (Nashville)

1-800-256-5758 (toll free)

615-532-9410 (fax)

Rulemaking Hearing...cont.

- New rules are proposed (0120-02-.10 Other Enforcement Actions and 0120-04-.12 Other Enforcement Actions) enhancing the authority of the Board to require passage of a law and rules exam, additional continuing education hours, or probation with peer review of technical work in disciplinary cases.
- Proposed Rules 0120-05-.06 Types of Acceptable Continuing Education and 0120-05-.07 Credits are amended to allow registrants to claim a maximum of eight (8) Professional Development Hours per biennium for attendance at Board meetings and professional society legislative events, and active participation in a technical/professional society or organization, or a technical or professional public board, as an officer or committee member.

The complete rulemaking hearing notice is available on the Board's website (www.tn.gov/commerce/boards/ae). Comments on the proposed rules may be e-mailed to John Cothron, Executive Director, at john.cothron@tn.gov, or mailed to the Board office. ■

NCEES ANNOUNCES CHANGES TO FE EXAM

The current specifications for the Fundamentals of Engineering (FE) exam will change in January 2014 in conjunction with the exam's transition to computer-based testing (CBT). At that time, the FE exam will be seven freestanding, discipline-specific exams: Chemical, Civil, Electrical and Computer, Environmental, Industrial, Mechanical, and Other Disciplines. NCEES has posted the major domains for these exams online, and the complete specifications will be available in 2013.

In 2010, NCEES announced a move toward CBT. The final pencil-and-paper exam will be offered in October 2013. All FE exams administered before CBT will use the exam specifications currently available on the Exams portion of the NCEES website.

For a list of the new FE exam domains for the January 2014 administration, as well as information about the upcoming transition to CBT, go to www.ncees.org/CBT.

The Tennessee Department of Commerce and Insurance is committed to the principles of equal opportunity, equal access, and affirmative action. Contact the EEO Coordinator or ADA Coordinator at 615-741-2177 (TDD).

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NEW DATA FROM NCARB REVEALS KEY TRENDS IN THE PROFESSION

New analytics from the National Council of Architectural Registration Boards (NCARB), available in its *NCARB by the Numbers* publication, reveal exciting information about the profession—including the average time to complete the Intern Development Program (IDP), the average time between graduation and licensure, and the increasing number of women entering the profession.

"Thanks to several years of investment in our information systems, and nearly 100 years' worth of NCARB Record information in our holdings, our data mining capability—and ability to provide insights into the profession as a whole—has dramatically increased," said NCARB CEO Michael J. Armstrong.

"We're thrilled to report that the data 'busts' the myths that have proliferated for years about how long it takes to complete the IDP or to achieve licensure," said Armstrong. According to the data, the median—one measure of central tendency—time to complete the IDP, based on an intern's application year, is about five years, and the median time from graduation to initial licensure is seven years. Looking at NCARB Record applications by gender shows that more women are entering the profession.

Learn more about these trends by downloading *NCARB by the Numbers* at <http://www.ncarb.org/About-NCARB/NCARB-by-the-Numbers.aspx>.