Chapter 308-12 WAC
ARCHITECTS

WAC

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308-12-015 Powers and duties of the board. [Rule 5, filed 10/26/62.] Repealed by Order PL-132, filed 9/25/72.

308-12-020 Qualifications for examination. [Rule 6, filed 10/26/62; amended by filing dated 11/19/64.] Repealed by Order PL-132, filed 9/25/72.

308-12-030 Examinations. [Statutory Authority: RCW 18.08.130. WSR 79-01-058 (Order PL-294), § 308-12-030, filed 12/27/78; Order PL 205, § 308-12-030, filed 11/5/75; Order PL 178, § 308-12-030, filed 10/23/74; Order PL-132, § 308-12-030, filed 9/25/72; Rule 7, filed 10/26/62; amended by filing date 11/19/64.] Repealed by WSR 83-04-071 (Order PL 422), filed 2/2/83. Statutory Authority: RCW 18.08.130.

308-12-040 Appeal of examinations. [Statutory Authority: RCW 18.08.360(2). WSR 97-03-121, § 308-12-040, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.360. WSR 89-12-052 (Order PM 843), § 308-12-040, filed 6/5/89. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-040, filed 2/11/85; WSR 83-04-071 (Order PL 422), § 308-12-040, filed 2/2/83; Order PL 178, § 308-12-040, filed 10/23/74; Order PL-132, § 308-12-040, filed 9/25/72; Rule 8, filed 10/26/62.] Repealed by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086.

308-12-060 Certificate, seals. [Rule 10, filed 10/26/62.] Repealed by Order PL-132, filed 9/25/72.

308-12-070 Withdrawal of registrant. [Rule 11, filed 10/26/62.] Repealed by Order PL-132, filed 9/25/72.

308-12-080 Approved schools of architecture. [Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-080, filed 10/17/85. Statutory Authority: RCW 18.08.130. WSR 83-04-071 (Order PL 422), § 308-12-080, filed 2/2/83; WSR 79-01-058 (Order PL-294), § 308-12-080, filed 12/27/78; Order PL 178, § 308-12-080, filed 10/23/74; Order PL-132, § 308-12-080, filed 9/25/72.] Repealed by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086.

308-12-082 Corporate practice. [Statutory Authority: RCW 18.08.-130. WSR 83-04-071 (Order PL 422), § 308-12-082, filed 2/2/83.] Repealed by WSR 85-21-065 (Order PL 560), filed 10/17/85. Statutory Authority: 1985 c 37 § 5.

308-12-083 Identification of registrant. [Statutory Authority: RCW 18.08.420 and 18.08.310. WSR 87-19-095 (Order PM 676), § 308-12-083, filed 9/17/87.] Repealed by WSR 95-04-080, filed 1/31/95, effective 3/3/95. Statutory Authority: RCW 18.08.340.

308-12-090 Equivalents for education, training and experience. [Order PL 178, § 308-12-090, filed 10/23/74; Order PL-132, § 308-12-090, filed 9/25/72.] Repealed by WSR 79-01-058 (Order PL-294), filed 12/27/78. Statutory Authority: RCW 18.08.130.

308-12-100 Transition to new examination. [Order PL 178, § 308-12-100, filed 10/23/74; Order PL-132, § 308-12-100, filed 9/25/72.] Repealed by WSR 79-01-058 (Order PL-294), filed 12/27/78. Statutory Authority: RCW 18.08.130.

308-12-110 Architect listings. [Statutory Authority: RCW 18.08.-130. WSR 85-05-010 (Order PL 517), § 308-12-110, filed 2/11/85; WSR 84-04-028 (Order PL 458), § 308-12-110, filed 1/25/84; WSR 83-04-071 (Order PL 422), § 308-12-110, filed 2/2/83; Order PL 178, § 308-12-110, filed 10/23/74; Order PL-132, § 308-12-110, filed 9/25/72.] Repealed by WSR 85-21-065 (Order PL 560), filed 10/17/85. Statutory Authority: 1985 c 37 § 5.

308-12-111 Board member rules of conduct—Activities incompatible with public duties—Financial interests in transactions. [Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-111, filed 2/15/07, effective 3/18/07.] Decodified and amended by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-016.

308-12-115 Definitions. [Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-115, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-115, filed 5/14/02, effective 6/14/02; WSR 98-20-061, § 308-12-115, filed 10/2/98, effective 11/2/98; WSR 91-12-061, § 308-12-115, filed 6/5/91, effective 7/6/91. Statutory Authority: RCW 18.08.320. WSR 87-19-095 (Order PM 676), § 308-12-115, filed 9/17/87. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-115, filed 10/17/85.] Decodified and amended by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-005.

308-12-120 Definition of principal. [Statutory Authority: RCW 18.08.130. WSR 83-04-071 (Order PL 422), § 308-12-120, filed 2/2/83; WSR 79-01-058 (Order PL-294), § 308-12-120, filed 12/27/78; Order PL 178, § 308-12-120, filed 10/23/74.] Repealed by WSR 85-21-065 (Order PL 560), filed 10/17/85. Statutory Authority: 1985 c 37 § 5.

308-12-130 Definition of supervision. [Statutory Authority: RCW 18.08.130. WSR 83-04-071 (Order PL 422), § 308-12-130, filed 2/2/83; WSR 79-01-058 (Order PL-294), § 308-12-130, filed 12/27/78; Order PL 178, § 308-12-130, filed 10/23/74.] Repealed by WSR 85-21-065 (Order PL 560), filed 10/17/85. Statutory Authority: 1985 c 37 § 5.

308-12-140 Examination—Qualifications of candidates. [Statutory Authority: RCW 18.08.340 and 18.08.350 (3)(a). WSR

86-04-088 (Order PL 579), § 308-12-140, filed 2/5/86.] Repealed by WSR 97-03-121, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.360(2).

308-12-145 Acceptable work experience. [Statutory Authority: RCW 18.08.340 and 18.08.350 (3)(a). WSR 86-04-088 (Order PL 579), § 308-12-145, filed 2/5/86.] Repealed by WSR 97-03-121, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.350(2).

308-12-150 Work experience defined. [Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-150, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.350. WSR 87-19-095 (Order PM 676), § 308-12-150, filed 9/17/87. Statutory Authority: RCW 18.08.340 and 18.08.350 (3)(a). WSR 86-04-088 (Order PL 579), § 308-12-150, filed 2/5/86.] Repealed by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086.

308-12-180 Brief adjudicative proceedings. [Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-180, filed 2/15/07, effective 3/18/07.] Decodified by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-345.

308-12-190 Records required for the brief adjudicative proceeding. [Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-190, filed 2/15/07, effective 3/18/07.] Decodified by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-350.

308-12-210 Application of brief adjudicative proceedings. [Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-210, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-210, filed 1/21/97, effective 2/21/97.] Repealed by WSR 07-05-040, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.96.060.

308-12-220 Preliminary record in brief adjudicative proceedings. [Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-220, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-220, filed 1/21/97, effective 2/21/97.] Repealed by WSR 07-05-040, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.96.060.

308-12-230 Conduct of brief adjudicative proceedings. [Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-230, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-230, filed 1/21/97, effective 2/21/97.] Decodified by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-355.

308-12-300 Registration renewal fee. [Order PL 205, § 308-12-300, filed 11/5/75; Order PL 163, § 308-12-300, filed 3/18/74.] Repealed by WSR 81-18-044 (Order PL 383), filed 8/28/81. Statutory Authority: RCW 43.24.085.

308-12-310 Fees. [Order PL 205, § 308-12-310, filed 11/5/75.] Repealed by WSR 79-01-058 (Order PL-294), filed 12/27/78. Statutory Authority: RCW 18.08.130.

308-12-311 Fees. [Statutory Authority: RCW 43.24.085. WSR 81-18-044 (Order PL 383), § 308-12-311, filed 8/28/81; WSR 79-04-024 (Order PL-300), § 308-12-311, filed 3/21/79.] Repealed by WSR 83-05-006 (Order PL 425), filed 2/3/83. Statutory Authority: RCW 18.08.130.

308-12-312 Fees. [Statutory Authority: RCW 18.08.130. WSR 83-05-006 (Order PL 425), § 308-12-312, filed 2/3/83.] Repealed by WSR 87-10-028 (Order PM 650), filed 5/1/87. Statutory Authority: RCW 43.24.086.

308-12-320 Renewal of licenses. [Statutory Authority: RCW 18.96.-060. WSR 07-05-040, § 308-12-320, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-320, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.430 (1) and (2), 43.24.086 and 43.24.140. WSR 99-08-062, § 308-12-320, filed 4/2/99, effective 5/3/99. Statutory Authority: RCW 18.03.350. WSR 97-06-064, § 308-12-320, filed 2/27/97, effective 3/30/97. Statutory Authority: RCW 18.08.430. WSR 90-17-097, § 308-12-320, filed 8/21/90, effective 9/21/90. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-320, filed 2/11/85; WSR 83-04-071 (Order PL 422), § 308-12-320, filed 2/2/83; Order PL 262, § 308-12-320, filed 1/13/77.] Decodified and amended by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-215.

308-12-321 Competence. [Statutory Authority: RCW 18.08.340. WSR 00-20-062, § 308-12-321, filed 10/2/00, effective 11/2/00. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-321, filed 10/17/85.] Repealed by WSR 02-11-082, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340.

308-12-322 Conflict of interest. [Statutory Authority: RCW 18.08.340. WSR 00-20-062, § 308-12-322, filed 10/2/00, effective 11/2/00. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-322, filed 10/17/85.] Repealed by WSR 02-11-082, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340.

308-12-323 Full disclosure. [Statutory Authority: RCW 18.08.340. WSR 00-20-062, § 308-12-323, filed 10/2/00, effective 11/2/00. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-323, filed 10/17/85.] Repealed by WSR 02-11-082, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340.

308-12-324 Compliance with laws. [Statutory Authority: RCW 18.08.340. WSR 00-20-062, § 308-12-324, filed 10/2/00, effective 11/2/00; WSR 97-03-121, § 308-12-324, filed 1/21/97, effective 2/21/97. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-324, filed 10/17/85.] Repealed by WSR 02-11-082, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340.

308-12-325 Professional conduct. [Statutory Authority: RCW 18.08.340. WSR 00-20-062, § 308-12-325, filed 10/2/00, effective 11/2/00. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-325, filed 10/17/85.] Repealed by WSR 02-11-082, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340.

308-12-326 Architect fees. [Statutory Authority: RCW 18.08.430 (1) and (2), 43.24.086 and 43.24.140. WSR 99-08-062, § 308-12-326, filed 4/2/99, effective 5/3/99. Statutory Authority: RCW 43.24.086. WSR 98-12-064, § 308-12-326, filed 6/1/98, effective 7/2/98. Statutory Authority: RCW 43.24.086. WSR 97-13-095, § 308-12-326, filed 6/18/97, effective 7/19/97. Statutory Authority: RCW 18.03.350. WSR 97-06-064, § 308-12-326, filed 2/27/97, effective 3/30/97. Statutory Authority: RCW 18.08.340 and 18.08.370. WSR 91-13-055, § 308-12-326, filed 6/14/91, effective 7/15/91. Statutory Authority: RCW 43.24.086. WSR 90-03-032, § 308-12-326, filed 1/12/90, effective 2/12/90; WSR 87-10-028 (Order PM 650), § 308-12-326, filed 5/1/87.] Decodified and amended by WSR 11-11-019, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340 and 43.24.086. Recodified as § 308-12-205.

WAC 308-12-005 Definitions. (1) "Architect of record" is the architect whose name appears on the building permit.

(2) "ARE" or "examination" means the architect registration examination written and administered by NCARB.

(3) "Building" means "structure" as defined in RCW 18.08.320.

(4) "Direct supervision," as in the phrase "under the direct supervision of an architect," as used in connection with architectural work experience for qualification and eligibility for the examination shall refer to any of the following conditions or situations:

(a) The supervising architect is an employer who is knowledgeable of the performance and competence of the applicant.

(b) The supervising architect works for the same employer as the applicant, and is either the direct superior of the applicant, or a co-worker knowledgeable and responsible for the efforts of the applicant.

(c) The supervising architect is licensed in an NCARB-recognized jurisdiction.

(5) "Entire examination" as referred to in RCW 18.08.-360(3) means all divisions of the ARE.

(6) "Institution of higher education" as used in RCW 18.08.320 means a college or school recognized by the

National Architectural Accreditation Board (NAAB) as having accredited programs in architecture.

(7) "Intern development program" or "IDP" is a structured internship training program designed to provide a profession-wide, comprehensive program that contributes to the development of competent architects.

(8) "NCARB" means the National Council of Architectural Registration Boards, of which the Washington board is a member.

(9) "Practical architectural work experience" means performing activities involved in the practice of architecture, as defined in RCW 18.08.320 and meeting the criteria in RCW 18.08.350.

(10) Professional development equivalents:

(a) One professional development hour (PDH) is equal to no less than fifty minutes of instruction.

(b) For professional development through an institution of higher education:

(i) One semester hour equals forty-five PDH.

(ii) One quarter hour equals thirty PDH.

(11) "Technical submission" means designs, drawings, specifications, studies, and other technical documents prepared in the course of practicing architecture.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, amended and recodified as § 308-12-005, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-115, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-115, filed 5/14/02, effective 6/14/02; WSR 98-20-061, § 308-12-115, filed 10/2/98, effective 11/2/98; WSR 91-12-061, § 308-12-115, filed 6/5/91, effective 7/6/91. Statutory Authority: RCW 18.08.320. WSR 87-19-095 (Order PM 676), § 308-12-115, filed 9/17/87. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-115, filed 10/17/85.]

WAC 308-12-010 How does the state board function? The Washington state board for architects, hereafter called the board, shall hold quarterly regular public meetings each year. Additional public meetings may be held at such times and places as the board may deem necessary. At its regular meeting during the second quarter of the calendar year, the board will elect a chair, a vice-chair and a secretary for the upcoming year.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-010, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.-060. WSR 07-05-040, § 308-12-010, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-010, filed 5/14/02, effective 6/14/02. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-010, filed 10/17/85. Statutory Authority: RCW 18.08.130. WSR 83-04-071 (Order PL 422), § 308-12-010, filed 2/2/83; Order PL-132, § 308-12-010, filed 9/25/72; filed 4/28/67; Rule 1, filed 11/19/64; Rules 2, 4, filed 10/26/62; Rule 1, filed 10/26/62.]

WAC 308-12-016 What are the board member rules of conduct? (1) When a member of the board either owns a beneficial interest in or is an officer, agent, employee, or member of an entity; or individual which is engaged in a transaction involving the board, the member shall:

(a) Recuse him or herself from the board discussion regarding the specific transaction;

(b) Recuse him or herself from the board vote on the specific transaction; and

(c) Refrain from attempting to influence the remaining board members in their discussion and vote regarding the specific transaction.

(2) The prohibition against discussion and voting set forth in subsection (1)(a) and (c) of this section shall not prohibit the member of the board from using his or her general expertise to educate and provide general information on the subject area to the other members.

(3) "Transaction involving the board":

(a) Means a proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other similar matter that the member in question believes, or has reason to believe:

(i) Is, or will be, the subject of board action; or

(ii) Is one to which the board is or will be a party; or

(iii) Is one in which the board has a direct and substantial proprietary interest.

(b) Does not include the following:

Preparation, consideration, or enactment of legislation, including appropriation of moneys in a budget, or the performance of legislative duties by a member; or a claim, case, lawsuit, or similar matter if the member did not participate in the underlying transaction involving the board that is the basis for the claim, case, or lawsuit. Rule making is not a "transaction involving the board."

(4) "Board action" means any action on the part of the board, including, but not limited to:

(a) A decision, determination, finding, ruling, or order; and

(b) A grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or failure to act with respect to a decision, determination, finding, ruling, or order.

(5) The following are examples of possible scenarios related to board member rules of conduct.

(a) **EXAMPLE 1:**

The state board for architects disciplines licensed architects in Washington. The board is conducting an investigation involving the services provided by a licensed architect. One of the members of the board is currently serving a subcontractor to that architect on a large project. The board member must recuse himself or herself from any board investigation, discussion, deliberation and vote with respect to disciplinary actions arising from licensed architect services.

(b) **EXAMPLE 2:**

The state board for architects makes licensing decisions on applications for licensure. An applicant for licensure owns a school construction business which employs licensed architects, including one of the board members. The board member must recuse himself or herself from any board investigation, discussion, deliberation and vote with respect to his employer's application for licensure.

(c) **EXAMPLE 3:**

The state board for architects makes licensing decisions on applications from registered architects in another state or territory of the United States, the District of Columbia, or another country. The board can grant licensure if that individual's qualifications and experience are equivalent to the qualifications and experience required of a person registered under

Washington law. An out-of-state applicant is employed as an architect by a multinational corporation that is planning to build its world headquarters in Washington and has hired a board member's firm as the architect for the project. The board member must recuse himself or herself from any board investigation, discussion, deliberation and vote with respect to the sufficiency of the out-of-state architect's qualifications and experience.

(6) Recusal disclosure. If recusal occurs pursuant to this rule, the member of the board shall disclose to the public the reasons for his or her recusal from any board action whenever recusal occurs. The board staff shall record each recusal and the basis for the recusal.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, amended and recodified as § 308-12-016, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-111, filed 2/15/07, effective 3/18/07.]

WAC 308-12-023 How do I become a licensed architect? You need to fulfill three general requirements before getting your license: Education, examination, and experience. If you are already licensed in another NCARB-recognized jurisdiction, you will need to verify you have met these requirements before being licensed in Washington. The board may request additional information or an oral interview, if necessary. You must also satisfactorily complete a review of laws related to the practice of architecture as determined by the board.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-023, filed 5/9/11, effective 7/1/11.]

WAC 308-12-025 What qualifications do I need to meet if I am not already licensed? If you are not licensed in another jurisdiction, your combination of education and experience will determine what you need to do to get your license (see the chart below).

Education type	**Accredited professional degree** (typically five-year bachelor of architecture or six-year master of architecture)	**An equivalent degree, awarded by EESA** (education evaluation services for architects) for candidates from a nonaccredited U.S. architectural school or a foreign architectural school	**A preprofessional degree in architecture** (typically four-years) from a program offering an accredited degree	**Postsecondary study in architecture or related fields,** with passing grades, in increments of one year, will receive up to three years credit	**A degree in architectural technology** (typically a two-year community college or trade school degree)	**High school diploma** or equivalent
Practical architectural work experience	Gained during IDP		Two years under the direct supervision of an architect	Three or more years depending on your education credit	Four years	Six years
				Three of these years must be under the direct supervision of an architect		
IDP	Contact NCARB to find out when you can enroll in IDP		You can't enroll in IDP until you complete the practical architectural work experience			
When to apply to take the ARE	You can start taking the ARE through NCARB while enrolled in IDP	Apply to the board after you have completed the practical architectural work experience and IDP				
When can you get your license	Apply to the board after you have completed your IDP and ARE	Apply to the board after you have completed the ARE				
Additional materials	All candidates must complete the Washington law review					

If you have an accredited architectural degree, you need to complete IDP and the ARE. If you choose, you can take the exams while you are completing IDP. NCARB will register and guide you through both IDP and the ARE. The board also requires a review of Washington's laws and rules relating to the practice of architecture.

If you do not have an accredited architectural degree, you must have a high school diploma or equivalent and at least nine years' practical architectural work experience.

(1) You must have at least six years of practical architectural work experience before enrolling in IDP.

(a) At least three of these years must be under the direct supervision of a licensed architect.

(b) The remaining three years can be any combination of the following as approved by the board:

(i) Postsecondary education courses in architecture, architectural technology or a related field.

(A) Related fields may include the following:

(I) Environmental design;

(II) Urban planning;

(III) Landscape architecture;

(IV) Construction management;

(V) Civil engineering;

(VI) Naval architecture;

(VII) Interior architecture;

(VIII) Other fields as determined by the board.

(B) With a passing grade, thirty semester credit hours or forty-five quarter hours are considered to be one year. Any fraction, one-half year or greater, will be counted one-half year, and less than one-half year will not be counted.

(ii) Practical architectural work experience may be accrued simultaneously while educational credit is being accrued and will receive credit if it is as follows:

(A) At least thirty-five hours per week for at least ten consecutive weeks - One hundred percent.

(B) At least twenty hours per week for at least six continuous months - Fifty percent.

(2) After you complete IDP, apply to the board to take the ARE. When your application is approved, board staff will register you to take the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(3) The board also requires a review of Washington's laws and rules relating to the practice of architecture.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-025, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-025, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 98-20-061, § 308-12-025, filed 10/2/98, effective 11/2/98. Statutory Authority: RCW 18.08.350(2). WSR 97-03-121, § 308-12-025, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.340. WSR 95-04-080, § 308-12-025, filed 1/31/95, effective 3/3/95. Statutory Authority: RCW 18.08.360. WSR 89-17-038 (Order PM 857), § 308-12-025, filed 8/10/89, effective 9/10/89. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-025, filed 10/17/85.]

WAC 308-12-028 What is the application process if I am not already licensed? (1) If you have an accredited architectural degree:

(a) Contact NCARB to register for IDP and the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(b) When you have finished IDP and the ARE:

(i) Have NCARB transmit evidence of your qualifications, experience and successful completion of the ARE, as shown by your council record, directly to the Washington board office.

(ii) Complete the board's official application form with the application fee and initial license fee and submit it to the board office. The application fee is not refundable.

(iii) Complete a review of Washington's laws and rules relating to the practice of architecture.

(2) If you do not have an accredited architectural degree:

(a) Complete the board's official application form with the application fee and submit it to the board office. The application fee is not refundable.

(b) Using the board's application forms, have the licensed architects who have reviewed your practical work experience provide verification of your experience directly to the board office.

(c) Once your application is approved, contact NCARB to register for IDP.

(d) Complete IDP and have NCARB transmit your council record directly to the Washington board office. Board staff will register you for the ARE. You will pay the fees for examination and reexamination directly to NCARB.

(e) Successfully complete the ARE.

(f) Submit the initial license fee to the board office.

(g) Complete a review of Washington's laws and rules relating to the practice of architecture.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-028, filed 5/9/11, effective 7/1/11.]

WAC 308-12-031 Who manages the required intern training program and examination? The National Council of Architectural Registration Boards (NCARB) maintains and validates the continuing, comprehensive record of internship training and the board has adopted NCARB's Intern Development Program (IDP) as the board-approved structured intern training program.

The board has adopted the NCARB Architect Registration Examination (ARE) and grading procedure prepared by NCARB as the state examination for licensure. NCARB administers the entire examination for Washington candidates, and collects examination and reexamination fees accordingly. Candidates with an accredited architectural degree may take portions of the examination concurrently while enrolled in IDP. No review or appeal of failed examinations is accepted by the department or the board.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-031, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-031, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.360(2). WSR 97-03-121, § 308-12-031, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.340 and 18.08.360. WSR 90-11-062, § 308-12-031, filed 5/15/90, effective 6/15/90. Statutory Authority: RCW 18.08.360. WSR 89-17-038 (Order PM 857), § 308-12-031, filed 8/10/89, effective 9/10/89; WSR 88-17-085 (Order PM 767), § 308-12-031, filed 8/22/88. Statutory Authority: RCW 18.08.340 and 18.08.360. WSR 88-01-035 (Order PM 694), § 308-12-031, filed 12/11/87. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-031, filed 10/17/85. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-031, filed 2/11/85; WSR 84-04-028 (Order PL 458), § 308-12-031, filed 1/25/84; WSR 83-04-071 (Order PL 422), § 308-12-031, filed 2/2/83.]

WAC 308-12-050 What qualifications do I need to meet if I am already licensed? If you hold an active architect license in good standing in any jurisdiction recognized by NCARB, you can apply for a Washington license if your qualifications and experience meet one of the following:

(1) You have an NCARB certificate. The board recognizes NCARB certification to include certification through the broadly experienced architect and/or broadly experienced foreign architect programs;

(2) You do not have an NCARB certificate, but you have satisfactorily completed the ARE or an examination as approved by the board, including a test component or licensing requirement addressing seismic structure as determined by the board; and

(a) Have been licensed as an architect nine or more years; or

(b) Have an NAAB-degree and have completed IDP.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-050, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-050, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-050, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-050, filed 1/21/97, effective 2/21/97. Statutory Authority: RCW 18.08.360. WSR 89-17-038 (Order PM 857), § 308-12-050, filed 8/10/89, effective 9/10/89. Statutory Authority: RCW 18.08.340(1) and 18.08.400. WSR 88-09-066 (Order PM 720), § 308-12-050, filed 4/20/88. Statutory Authority: RCW 18.08.340 and 18.08.350 (3)(a). WSR 86-04-088 (Order PL 579), § 308-12-050, filed 2/5/86. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-050, filed 10/17/85. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-050, filed 2/11/85; WSR 84-04-028 (Order PL 458), § 308-12-050, filed 1/25/84; WSR 83-04-071 (Order PL 422), § 308-12-050, filed 2/2/83; Order PL-132, § 308-12-050, filed 9/25/72; Order 691102, § 308-12-050, filed 11/26/69; Rule 9, filed 11/19/64, 10/26/62.]

WAC 308-12-055 What is the application process if I am already licensed? (1) If you are currently licensed and have an NCARB certificate:

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.

(b) Have NCARB transmit evidence of your certification directly to the Washington board office.

(c) Complete a review of Washington's laws and rules relating to the practice of architecture.

(2) If you are licensed in an NCARB-recognized jurisdiction and don't have an NCARB certificate:

(a) Complete the board's official application form and submit it to the board office with the reciprocity application fee and the initial license fee. The application fee is not refundable.

(b) Request certification be sent directly from the issuing jurisdiction to the Washington board office, verifying you have successfully passed the ARE, and:

(i) Have held an active license for nine or more years; or

(ii) Have held an active license for less than nine years and have one or more of the following:

(A) An NAAB-degree and have completed IDP, as shown by your IDP record sent directly to the Washington board office from NCARB;

(B) A combination of education and experience, as shown by:

(I) An official sealed transcript showing any applicable courses you have taken from a community college, technical college, or university. The transcript must be sent directly from the college or university to the board office; and

(II) Verification of practical architectural work experience, on the board's application forms, completely by licensed architects who have reviewed your practical work experience and sent directly to the board office.

(3) Complete a review of Washington's laws and rules relating to the practice of architecture.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-055, filed 5/9/11, effective 7/1/11.]

WAC 308-12-065 What if I don't finish the licensing process? If you fail to complete the licensing process and your records show no activity for five consecutive years, the board will consider your application abandoned. No activity includes, but is not limited to:

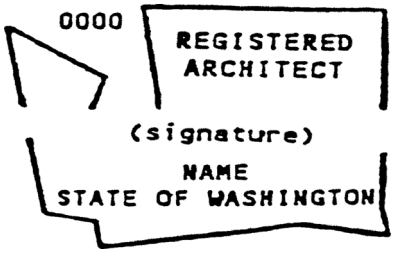
• Failure to submit the required documents and other information requested by the board within five consecutive years from the last date the board requested the documents or other information.

• Failure to provide the board with any written communication during five consecutive years indicating you are attempting to complete the licensing process.

If your application is considered abandoned, it may be archived or destroyed, and you will be required to reapply for licensure and comply with the licensing requirements in effect at the time of reapplication.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-065, filed 5/9/11, effective 7/1/11.]

WAC 308-12-081 Do I need a stamp or seal? Every architect licensed in the state of Washington must have a seal of design authorized by the board, bearing the registrant's name, license number and the legend "Registered architect, state of Washington." An example of the board-authorized seal appears below. Deviations are not allowed.



You must sign and seal all technical submissions required for building permits or regulatory approvals that are filed with authorities having jurisdiction.

(1) Drawings prepared by you must be signed and sealed on each sheet.

(2) Specifications and other technical submissions need only be sealed on the cover, title page, and all pages of the table of contents.

You may only sign and seal drawings prepared by you, or in one of the following ways:

• By your regularly employed subordinates and reviewed by you;

• By an individual or firm under direct subcontract with you;

• In collaboration with an architect licensed in a jurisdiction recognized by the board provided there is a contractual agreement between you and that architect.

By signing and sealing drawings or specifications, you become the architect of record and are responsible to the same extent as if you prepared the drawings or specifications yourself.

Without exception, these stamping requirements apply to all work filed with public authorities you prepare or review, or that is prepared under your personal supervision by persons under your direction and control, regardless whether the work is exempt from the licensing requirements found in RCW 18.08.410.

(3) The term "signature" or "signed" as used in chapters 18.08 RCW and/or 308-12 WAC, means the following:

(a) A handwritten identification or a digital representation of your handwritten identification that represents the act of putting your name on a document to attest to its validity. The handwritten or digital identification must be:

(i) Original and written by hand, or a scanned image of an original, handwritten identification;

(ii) Permanently affixed to the document(s) being certified;

(iii) Applied to the document by the identified licensee;

(iv) Placed across the seal/stamp of the licensee.

(b) A digital identification that is an electronic authentication process attached to or logically associated with an electronic document. The digital identification may include a scanned or digitized signature. The digital identification must be:

(i) Unique to the licensee using it;

(ii) Capable of independent verification;

(iii) Under the exclusive control of the licensee using it.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-081, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-081, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-081, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.340 and 18.08.-350 (3)(a). WSR 86-04-088 (Order PL 579), § 308-12-081, filed 2/5/86. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-081, filed 10/17/85. Statutory Authority: RCW 18.08.130. WSR 83-04-071 (Order PL 422), § 308-12-081, filed 2/2/83.]

WAC 308-12-085 Does my business need to register with the board? If your business offers architectural services in Washington state, you must apply for and be granted a certificate of authorization from the board.

(1) To apply for a certificate of authorization, register your business with the master license service by submitting:

(a) The certificate of authorization application and fee. The application fee is not refundable.

(b) A certified copy of a resolution, if a corporation, or a formal statement naming the designated architect(s) of your business. In lieu of a certified copy of the resolution, the board will accept a formal statement in a documented format provided by the board.

(2) The designated architect(s):

(a) Is responsible for the practice of architecture by your business and provides the full authority to make all final architectural decisions on behalf of your business with respect to work performed by your business in Washington.

(b) Is responsible for the practice of architecture by your business and must be regularly employed in the office having direct knowledge and supervisory control of such work.

(3) If your business changes designated architects, you must notify the board on a form provided by the board of the new designated architect within thirty days of the effective date of the change.

(4) Your architect certificate of authorization renewal is due annually. The expiration date is the same as your renewal date for your business registration from Washington's secretary of state's office or department of licensing's master licensing service. The department will send a courtesy renewal notice.

(5) You must notify the board in writing of any address changes.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-085, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.-340. WSR 02-11-082, § 308-12-085, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.420. WSR 87-19-095 (Order PM 676), § 308-12-085, filed 9/17/87. Statutory Authority: 1985 c 37 § 5. WSR 85-21-065 (Order PL 560), § 308-12-085, filed 10/17/85.]

WAC 308-12-205 Architect fees. (1) Suspension of fees. Effective July 1, 2013, the listed fees shown in subsection (2) of this section are suspended and replaced with the following:

Title of Fee	Fee
Individuals:	
Examination application	$50.00
Reciprocity application	250.00
Initial licensure	75.00
License renewal (2 years)	75.00
Late renewal penalty	25.00
Duplicate license	15.00
Business entities:	
Certificate of authorization	100.00
Certificate of authorization renewal	50.00

The fees set forth in this section shall revert back to the fee amounts shown in subsection (2) of this section on July 1, 2015.

(2) The following fees shall be charged by the business and professions division of the department of licensing:

Title of Fee	Fee
Examination application	$100.00
Reciprocity application	390.00
Initial licensure	99.00
License renewal (2 years)	99.00
Late renewal penalty	33.00
Duplicate license	15.00
Business entities:	
Certificate of authorization	278.00
Certificate of authorization renewal	139.00

[Statutory Authority: RCW 18.220.040 and 43.24.086. WSR 13-16-018, § 308-12-205, filed 7/26/13, effective 8/26/13. Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, amended and recodified as § 308-12-205, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.-430 (1) and (2), 43.24.086 and 43.24.140. WSR 99-08-062, § 308-12-326, filed 4/2/99, effective 5/3/99. Statutory Authority: RCW 43.24.086. WSR 98-12-064, § 308-12-326, filed 6/1/98, effective 7/2/98. Statutory Authority: RCW 43.24.086. WSR 97-13-095, § 308-12-326, filed 6/18/97, effective 7/19/97. Statutory Authority: RCW 18.03.350. WSR 97-06-064, § 308-12-326, filed 2/27/97, effective 3/30/97. Statutory Authority: RCW 18.08.340 and 18.08.370. WSR 91-13-055, § 308-12-326, filed 6/14/91, effective 7/15/91. Statutory Authority: RCW 43.24.086. WSR 90-03-032, § 308-12-326, filed 1/12/90, effective 2/12/90; WSR 87-10-028 (Order PM 650), § 308-12-326, filed 5/1/87.]

WAC 308-12-215 How do I renew my license? The architect license renewal period is two years. Your expiration date is your birthday. You must notify the board in writing of any address changes.

You are responsible for renewing your license regardless of receiving a renewal notice from the department. If you fail to renew your license, your license is delinquent and you are prohibited from offering and/or providing professional architect services until your license is reinstated.

(1) If your license has been delinquent less than two years, send to the department:

(a) A letter requesting reinstatement, including certification of having met current professional development requirements; and

(b) The current renewal fee plus the late penalty fee.

(2) If your license has been delinquent over two years but less than five years, send to the department:

(a) A letter requesting reinstatement, including certification of having met current professional development requirements; and

(b) Payment from the previous renewal cycle, the current renewal fee, and the late penalty fee.

(3) If your license has been delinquent five or more years, send to the department:

(a) A letter of application requesting reinstatement;

(b) Payment from all previous renewal cycles, the current renewal fee, and the late penalty fee;

(c) A review of Washington's laws and rules relating to the practice of architecture; and

(d) Evidence of completion of thirty-six PDH within the previous three years. See WAC 308-12-260 for qualifying activities.

(4) If your license has been delinquent five or more years, the board will review all of your reinstatement materials. They may request additional information if necessary.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, amended and recodified as § 308-12-215, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-320, filed 2/15/07, effective 3/18/07. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-320, filed 5/14/02, effective 6/14/02. Statutory Authority: RCW 18.08.430 (1) and (2), 43.24.086 and 43.24.140. WSR 99-08-062, § 308-12-320, filed 4/2/99, effective 5/3/99. Statutory Authority: RCW 18.03.-350. WSR 97-06-064, § 308-12-320, filed 2/27/97, effective 3/30/97. Statutory Authority: RCW 18.08.430. WSR 90-17-097, § 308-12-320, filed 8/21/90, effective 9/21/90. Statutory Authority: RCW 18.08.130. WSR 85-05-010 (Order PL 517), § 308-12-320, filed 2/11/85; WSR 83-04-071 (Order PL 422), § 308-12-320, filed 2/2/83; Order PL 262, § 308-12-320, filed 1/13/77.]

WAC 308-12-225 How do I obtain retired status? If you are a licensed architect, you may be eligible to obtain retired status if you are at least age sixty-five and have discontinued active practice. If granted, your ongoing licensing renewal fees and professional development requirements are waived.

(1) To obtain retired status, submit a request in writing to the board office. If the board determines you are eligible, the retired status would become effective on the first scheduled license renewal date that occurs on or after you reach age sixty-five. You do not need to renew an expired license to be eligible for this status. The board will not provide refund of renewal fees if the application for retired status is made and granted before the expiration date of the license.

(2) Privileges. In addition to the waiver of the renewal fee, as a retired licensee, you are permitted to:

(a) Retain the board-issued wall certificate of licensure;

(b) Use the title "architect," provided you also use the term "retired," the abbreviation "ret," "emeritus architect," or similar language in written or verbal communications to indicate you are no longer in active practice;

(c) Provide experience verifications and references for persons seeking licensure under chapter 18.08 RCW. If using your professional seal, you must place the word "retired" or "emeritus" after your signature;

(d) Provide services as a technical expert before a court, or in preparation for pending litigation, on matters directly related to architectural work you performed before you were granted retired status;

(e) Serve in an architectural capacity as a "good Samaritan," as set forth in RCW 38.52.195 and 38.52.1951, provided said work is otherwise performed in accordance with chapter 18.08 RCW.

(3) Restrictions. As a retired licensee, you are not permitted to:

(a) Perform any architectural activity, as provided for in chapter 18.08 RCW, unless said activity is under the direct supervision of a Washington state licensed architect who has an active license in the records of the board;

(b) Apply your professional stamp, as provided for in RCW 18.08.370, to any drawing, specification, or report, except as provided for in subsection (2)(c) of this section.

(4) Certificate of licensure reinstatement. As a retired licensee, you may resume active architectural practice upon written request to the board and payment of the current renewal fee. At that time, you shall be removed from retired status and placed on active status in the records of the board. All rights and responsibilities of an active license status will be in effect. At the date of expiration of the reinstated certificate of licensure, you may choose to either continue active licensure or may again apply for retired status in accordance with the provisions of this chapter.

(5) Exemptions. Under no circumstances shall you be eligible for a retired licensure if your certificate of licensure has been revoked, surrendered, or in any way permanently terminated by the board under chapter 18.08 RCW. If you have been suspended from practice and/or are subject to terms of a board order at the time you reach age sixty-five, you shall not be eligible for retired status until such time that the board has removed the restricting conditions.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-225, filed 5/9/11, effective 7/1/11.]

WAC 308-12-235 How do I withdraw from active practice? You can withdraw from active practice by requesting in writing your license be placed on either inactive or retired status. Your license must be in good standing before you can request it be placed in inactive status. See WAC 308-12-225 for information about obtaining retired status.

Under inactive status, you are not permitted to perform any architectural activity, as provided for in RCW 18.08.320, unless said activity is under the direct supervision of a Washington state licensed architect who has an active license in the records of the board.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-235, filed 5/9/11, effective 7/1/11.]

WAC 308-12-240 How do I reactivate my inactive license? (1) If you are returning to active status from less than five years of inactive status, send to the department:

(a) A letter of application requesting reactivation;

(b) The current renewal fee;

(c) Evidence of completion of twenty-four PDH within the previous two years. See WAC 308-12-260 for qualifying activities.

(2) If you are returning to active status after five years of inactive status, send to the department:

(a) A letter of application requesting reinstatement;

(b) The current renewal fee plus the late penalty fee;

(c) A review of Washington's laws and rules relating to the practice of architecture;

(d) Evidence of completion of thirty-six PDH within the previous three years. See WAC 308-12-260 for qualifying activities.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-240, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-240, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-240, filed 1/21/97, effective 2/21/97.]

WAC 308-12-250 Do I need ongoing professional development to maintain my license? (1) To maintain active practice, you must accumulate twenty-four professional development hours (PDH) for the upcoming two-year renewal period.

(2) The PDH you accumulate are subject to audit by the board.

(3) Up to twelve PDH over the required hours can be carried forward from the second year of your previous renewal period.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-250, filed 5/9/11, effective 7/1/11.]

WAC 308-12-260 What activities qualify as professional development? (1) You are responsible to seek out qualifying activities that can be demonstrated to the board as relevant to professional development.

(a) Activities are not preapproved by the board.

(b) Activities must be relevant to the practice of architecture and may include technical, ethical or managerial content.

(i) At least sixteen PDH must address public health, safety and welfare.

(ii) All activities must have a clear purpose and objective that will maintain, improve or expand skills and knowledge relevant to the practice of architecture.

(2) The board is the final authority with respect to claimed qualifying activities and the respective PDH credit.

(3) The qualifying activity becomes eligible for credit upon completion of the given activity.

(4) Examples of qualifying activities:

Sample Activities (one PDH is equal to no less than fifty minutes of activity)	Maximum Per Renewal Cycle
One hour of preparation and subsequent presentation per subject of a professional development program at seminars, professional/technical meetings, conventions or conferences. This credit does not apply to full-time faculty.	16 PDH
For publication or presentation of an authored technical paper or article.	8 PDH
For publication or presentation of an authored book.	8 PDH
Serving as an elected officer or appointed member for one of the following: • A committee in a professional society or organization; • A professional board or commission; • A regulatory board for the practice of architecture. Up to four PDH shall be earned upon the completion of each year of service per organization.	8 PDH
Professional examination grading or writing: Serving as an exam grader or on a committee writing exam materials for a professional licensure examination.	8 PDH
One hour of attendance at meetings or hearings of the board. This credit does not apply to existing board members or to parties or witnesses in hearings before the board.	8 PDH
One hour of work, outside normal duties of employment that involves participation in other recognized professional activities.	4 PDH
One hour of self-study relevant to the practice of architecture.	8 PDH
One hour of participation in organized courses relevant to the practice of architecture, including those provided by your employer, trade organizations, technical or professional societies, or the board.	No limit
One hour of attendance at professional or technical society meetings with an informational program.	8 PDH
Pro bono service that has a clear purpose and objective and maintains, improves, or expands the professional knowledge or skill of the registrant. Four hours of service is equal to one PDH.	8 PDH
One hour of participation in an activity involving substantial and organized peer interaction, excluding time spent during regular employment.	8 PDH

(5) The following activities do not qualify as professional development:

(a) Activities that were conditions of a board order;

(b) Attendance or testimony at legislative hearings, at city or county council meetings/hearings, or at civil or criminal trials;

(c) Time spent fund-raising for scholarships or other society purposes or lobbying for legislation;

(d) Attendance at gatherings that are primarily social in nature;

(e) Membership and/or attendance in service club meetings.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-260, filed 5/9/11, effective 7/1/11.]

WAC 308-12-270 How do I record and report my professional development activities? (1) You must maintain the records of your professional development activities. The records must include the date of the activity, the provider's name, a description of activity and its location and the number of PDH.

(2) You must keep your records for the cumulative time in the current renewal period plus the three years before the last renewal (five years total).

(3) By renewing your professional architect license, you attest you have completed the required professional development for that renewal period.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-270, filed 5/9/11, effective 7/1/11.]

WAC 308-12-280 How does the board verify I have completed my professional development? (1) The board will audit a random sample of licensees yearly. If you are selected for an audit, the board will provide instructions about how to respond.

(2) You may face disciplinary action for failing to complete your professional development requirement or falsifying your records.

(3) If an audit disqualifies credits that you reported to the board and results in you failing to complete the PDH requirements, the board may require the shortage to be made up over a period of time established by the board.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-280, filed 5/9/11, effective 7/1/11.]

WAC 308-12-290 Are there any exemptions from the professional development requirement? (1) The board may waive the professional development requirement under the following circumstances. The waiver would only be in effect for the current renewal period. If your professional development is audited, the board will require documentation of:

(a) Physical disability, prolonged illness, or other extenuating circumstances that pose a personal hardship, as determined by the board.

(b) Active military duty for at least one hundred twenty days.

(2) You are exempted from the professional development requirements if you withdraw from active practice and place your license in inactive or retired status.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-290, filed 5/9/11, effective 7/1/11.]

WAC 308-12-330 What are the standards of professional practice? (1) **Competence.**

(a) When practicing architecture, you must act with reasonable care and competence, and must apply the technical knowledge and skill which is ordinarily applied by architects of good standing, practicing in the same locality.

(b) When designing a project, you must take into account all applicable state and municipal building laws and regulations. You may rely on the advice of other professionals (e.g., attorneys, engineers, and other qualified persons) as to the intent and meaning of such regulations. You must not knowingly design a project in violation of such laws and regulations.

(c) You must perform professional services only when you, together with those you may engage as consultants, are qualified by education, training, and experience in the specific technical areas involved.

(d) You will not be permitted to practice architecture if, in the board's judgment, your professional competence is substantially impaired by physical or mental disabilities.

(2) **Conflict of interest.**

(a) You must not accept compensation for services from more than one party on a project unless the circumstances are fully disclosed and agreed to in writing by all interested parties.

(b) You must fully disclose in writing to your client or employer the nature of any business association or direct or indirect financial interest which is substantial enough to influence your judgment in connection with the performance of professional services. If your client or employer objects to such association or financial interest, you must either terminate such association or interest or offer to give up the commission or employment.

(c) You must not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.

(d) When acting as the interpreter of building contract documents and the judge of contract performance, you must render decisions impartially, favoring neither party to the contract.

(3) **Full disclosure.**

(a) You must disclose any compensation received for making public statements on architectural questions.

(b) You must accurately represent qualifications and scope of responsibility to prospective or existing clients or employers for work for which you are claiming credit.

(c) In the course of work on a project, if you become aware of a decision made by your employer or client, against your advice, which violates applicable state or municipal building laws and regulations and which will, in your judgment, materially and adversely affect the safety to the public of the finished project:

(i) You must report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building laws and regulations, refuse to consent to the decision, and terminate services on the project when you reasonably believe decisions will be made against your objection. In the case of a termination in accordance with (c)(i) of this subsection, you shall have no liability to your client or employer because of such termination.

(ii) You must not deliberately make a materially false statement or deliberately fail to disclose a material fact in connection with your application for registration or renewal.

(iii) You must not assist a person in applying for registration when you know the applicant is unqualified in education, training, experience, or character.

(iv) If you possess knowledge of a violation of these rules by another architect, you must report such knowledge to the board.

(4) **Compliance with laws.**

(a) You must not, in the conduct of architectural practice, knowingly violate any state or federal criminal law.

(b) You must not offer or make any payment or gift to a government official (whether elected or appointed) with the intent of influencing the official's judgment in connection with a prospective or existing project in which you are interested.

(c) You must comply with the registration laws and regulations governing your professional practice.

(5) **Professional conduct.**

(a) An office maintained for the purpose of providing architectural services must have an architect resident regularly employed in that office with direct knowledge and supervisory control of such work.

(b) You must not offer or provide any gifts, other than gifts of nominal value (including, for example, reasonable entertainment and hospitality), with the intent of influencing the judgment of an existing or prospective client in connection with a project in which you are interested.

(c) You must not engage in conduct involving fraud or wanton disregard of the rights of others.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-330, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.-340. WSR 02-11-082, § 308-12-330, filed 5/14/02, effective 6/14/02.]

WAC 308-12-335 When can I call myself an architect if I don't have a Washington license? You can use the title "architect" without an active Washington license when you are identifying your profession under the following circumstances:

(1) You are a United States government employee or officer engaged in architectural activities solely for said government and you are currently licensed in any U.S. jurisdiction.

(2) You are an instructor at an accredited architectural degree program in architecture engaged solely in teaching activities and you are currently licensed in any U.S. jurisdiction.

(3) You are offering to practice architecture as defined in RCW 18.08.310(2), including participation in design competition.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-335, filed 5/9/11, effective 7/1/11.]

WAC 308-12-340 How do I apply the exemptions contained in RCW 18.08.410? For the purposes of clarifying the exemptions to licensing contained in RCW 18.08.410, the following brief summaries and definitions apply:

(1) RCW 18.08.410(5) grants exemption for any person to design and prepare construction documents for any residential building, regardless of area, up to but not greater than four dwelling units; or a farm building; or a structure as described in RCW 18.08.410(5).

(2) RCW 18.08.410(6) grants exemption for any person to design a building of any occupancy for up to a total building size of four thousand square feet.

(3) RCW 18.08.410(7) grants exemption for any person to design and prepare construction documents for alteration of, or repairs to, a project not greater than four thousand square feet in a building greater than four thousand square feet and when the contemplated work does not affect life safety or structural systems. The combined square footage of simultaneous projects allowances under this section shall not exceed four thousand square feet.

(4) Life safety is affected if the work contemplated includes, but is not limited to:

(a) Alteration of any fire rated construction;

(b) Alteration of any means of egress including barrier free provisions defined by the building codes;

(c) Alteration of a building such that the number of occupants in the affected space(s) would be increased.

(5) Project size is defined as the cumulative square footage of all spaces that contain altered construction in the design under consideration.

(6) Simultaneous projects are projects which have an open permit in the same building, designed or prepared by nonarchitects, the total of which may not exceed four thousand square feet.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, § 308-12-340, filed 5/9/11, effective 7/1/11.]

WAC 308-12-345 Brief adjudicative proceedings. (1) The board will conduct brief adjudicative proceedings as provided for in RCW 34.05.482 through 34.05.494 of the Administrative Procedure Act. Brief adjudicative proceedings may be used whenever a statement of charges, notice of intent to issue a cease and desist order, or temporary cease and desist order alleges violations of chapters 18.08 and 18.235 RCW, administrative rules in Title 308 WAC or any statutes or rules that specifically govern the defined practices of architects. Brief adjudicative proceedings may also be used in place of formal adjudicative hearings whenever the board issues a statement of charges, notice of intent to issue a cease and desist order, or temporary cease and desist order alleging that an applicant or licensee's conduct, act(s), or condition(s) constitute unlicensed practice or unprofessional conduct as that term is defined under chapter 18.235 RCW, the Uniform Regulation of Business and Professions Act.

(2) Brief adjudicative proceedings may be used to determine the following issues, including, but not limited to:

(a) Whether an applicant has satisfied terms for reinstatement of a license after a period of license restriction, suspension, or revocation;

(b) Whether an applicant is eligible to sit for a professional licensing examination;

(c) Whether a sanction proposed by the board is appropriate based on the stipulated facts;

(d) Whether an applicant meets minimum requirements for an initial or renewal application;

(e) Whether an applicant has failed the professional licensing examination;

(f) Whether an applicant or licensee failed to cooperate in an investigation by the department;

(g) Whether an applicant or licensee was convicted of a crime that disqualifies the applicant or licensee from holding the specific license sought or held;

(h) Whether an applicant or licensee has defaulted on educational loans;

(i) Whether an applicant or licensee has violated the terms of a final order issued by the board or the board's designee;

(j) Whether a person has engaged in false, deceptive, or misleading advertising; or

(k) Whether a person has engaged in unlicensed practice.

(3) In addition to the situations enumerated in subsection (2) of this section, the board may conduct brief adjudicative proceedings instead of formal adjudicative hearings whenever the parties have stipulated to the facts and the only issues presented are issues of law, or whenever issues of fact exist but witness testimony is unnecessary to prove or disprove the relevant facts.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, recodified as § 308-12-345, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-180, filed 2/15/07, effective 3/18/07.]

WAC 308-12-350 Records required for the brief adjudicative proceeding. The records for the brief adjudicative proceeding shall include:

(1) Renewal or reinstatement of a license:

(a) All correspondence between the applicant and the board about the renewal or reinstatement;

(b) Copies of renewal notice(s) sent by the department of licensing to the licensee;

(c) All documents received by the board from or on behalf of the licensee relating to information, payments or explanations that have been provided to the board.

(2) Applicants for certification/licensing:

(a) Original complete application with all attachments as submitted by applicant;

(b) Copies of all supplementary information related to application review by staff or board member;

(c) All documents relied upon in reaching the determination of ineligibility;

(d) All correspondence between the applicant and the board about the application or the appeal.

(3) Default of student loan payments:

(a) Copies of notices to the board showing the name and other identification information of the individual claimed to be in default on student loan payments;

(b) Copies of identification information corresponding to the person who is certified/licensed by the board that relate to the identity of the individual in default;

(c) All documents received by the board from or on behalf of the licensee relating to rebutting such identification;

(d) Certification and report by the lending agency that the identified person is in default or nonpayment on a federally or state-guaranteed student loan or service-conditional scholarship; or

(e) A written release, if any, issued by the lending agency stating that the identified person is making payment on the loan in accordance with a repayment agreement approved by the lending agency.

(4) Determination of compliance with previously issued board order:

(a) The previously issued final order or agreement;

(b) All reports or other documents submitted by, or at the direction of, the license holder, in full or partial fulfillment of the terms of the final order or agreement;

(c) All correspondence between the license holder and the program regarding compliance with the final order or agreement; and

(d) All documents relied upon by the program showing that the license holder has failed to comply with the previously issued final order or agreement.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, recodified as § 308-12-350, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-190, filed 2/15/07, effective 3/18/07.]

WAC 308-12-355 Conduct of brief adjudicative proceedings. (1) Brief adjudicative proceedings shall be conducted by a presiding officer appointed by the current board chair in accordance with RCW 34.05.485. The presiding officer for brief adjudicative proceedings shall have agency expertise in the subject matter but must not have personally participated in the decision to issue the initiating document.

(2) The parties or their representatives may present written documentation. The presiding officer for brief adjudicative proceedings shall designate the date by which written documents must be submitted by the parties.

(3) The presiding officer for brief adjudicative proceedings may, at his or her discretion, entertain oral argument from the parties or their representatives.

(4) No witnesses may appear to testify.

(5) In addition to the record, the presiding officer for brief adjudicative proceedings may employ agency expertise as a basis for decision.

(6) The presiding officer for brief adjudicative proceedings will not issue an oral order. Within ten days of the final date for submission of materials or oral argument, if any, the presiding officer for brief adjudicative proceedings will enter an initial written order.

[Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, recodified as § 308-12-355, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.08.340. WSR 02-11-082, § 308-12-230, filed 5/14/02, effective 6/14/02; WSR 97-03-121, § 308-12-230, filed 1/21/97, effective 2/21/97.]