Introduction

The profession of architecture is one of the oldest and most respected in the world. The architect as the definer of our built environment bears an enormous responsibility for the comfort and security of our society.

The New Mexico Board of Examiners for Architects (the Board) is charged with the duty to “safeguard life, health, and property and to promote public welfare” by reviewing evidence of professional qualification of any person applying to practice architecture in this state. In addition, the agency has the duty to regulate the architectural profession and otherwise enforce the provisions of New Mexico’s law regarding the licensure of the professional practice of architecture, the Architectural Act, and the Board’s rules drawn from law.

The Board is mandated to assure the citizens of New Mexico quality and safety in the professional design of the built environment. The Board’s oversight of the examination and registration of architects and rule-making are two of the means by which this responsibility is achieved.

The Board is an executive agency under the Office of the Governor. The Board is a licensing authority operating in accordance with the statutory requirements of the Uniform Licensing Act. The Board is a semi-autonomous regulatory agency, in that it is not part of the state’s Regulation and Licensing Department and operates entirely on the revenues it generates from application and registration fees. The Board is responsible for setting its own policies and procedures. All statutory changes and additions must be approved by the State Legislature and signed by the Governor.

The operations and duties are overseen by a Board consisting of seven members appointed by Governor Susana Martinez. Six of the Board members must be registered architects having ten or more years of experience in the profession, with one of the six being in architectural education at an accredited college of architecture. The seventh Board member is a public member.

Education is the watchword of much of what the Board pursues in thought and action. Applicants for registration by examination shall have a professional degree from an accredited architectural program. Licensees shall complete twenty-four credit/hours in continuing education in the subjects of health, safety and welfare, every two years in
order to complete renewal of their registration. The Board also may promote educational activities to fulfill its duty to promote the public welfare. The various methods the Board uses to educate this wide spectrum of society will be explained further in this report. This report was completed February 29, 2016.

Pathways to Architectural Practice

In New Mexico there are two methods through which one may become a registered architect. Stated in the simplest form these are:

- Following the path of the student through obtaining an accredited professional practice degree; registering with the National Council of Architectural Registration Boards (NCARB) to report pre-licensure experience; passing the national Architectural Registration Examination (ARE); completing experience requirements; and applying for licensure through the Board;
- After obtaining licensure in another state/jurisdiction, one can apply for a reciprocal registration through the NCARB certification program.

The first step for the student is to complete the necessary degree requirements. The Board, being a member board of the National Council of Architectural Registration Boards, follows the standards as set out in NCARB’s Education Guidelines.

After obtaining a professional degree from a program accredited by the National Architectural Accrediting Board, the individual must then satisfy NCARB’s standards of training. This requires enrollment in NCARB’s Intern Development Program (IDP) and fulfilling the requirements as specified in the Intern Development Program Guidelines. It usually takes an intern three to five years to obtain the necessary credit hours for completing internship. NCARB proposed streamlining IDP that may cut the time needed to two to four years.

It is not necessary to complete the IDP requirements to be eligible to take the ARE, the national examination, which is required for all architectural registrants in the United States. Each jurisdiction, such as New Mexico, determines the requirements for taking the ARE. In New Mexico the requirements are:

- Obtain an accredited professional degree as specified in the NCARB Education Guidelines;
- Apply for the NCARB internship program (IDP) and obtain an IDP number;
- Apply for eligibility via NCARB to the New Mexico Board.

The ARE now consists of seven divisions, which are designed to test a candidate’s knowledge of a broad range of skills and applications. The ARE has been computerized and may be taken at testing centers throughout the U.S. A candidate must successfully pass all divisions before becoming a registered architect. As in the IDP requirements,
changes have been proposed which would lower the number of exams required in the ARE.

Reciprocal registration via NCARB certification is the method out-of-state architects use to become registered in New Mexico. Certificate holders notify NCARB of their wish to become registered in New Mexico and NCARB then sends on the individual’s certificate and any other required information to the Board. Applications for reciprocal registered are reviewed monthly by the Board’s Examination and Reciprocity Committee to ascertain that all requirements for New Mexico licensure are met. If an applicant meets all requirements the Examination and Reciprocity Committee grants provisional licensure pending approval of the full Board at the next regularly scheduled Board meeting.

Services the Board Provides

Safeguarding life, health and property and promoting public welfare in the practice of architecture requires the Board to be involved in a wide spectrum of activities. As previously mentioned, a major focus for the Board encompasses all aspects of what is required to become a registered architect. And while that is certainly a major determinant in how staff and Board member time is used, as well as the main revenue provider for the Board, there are other activities that play a very important role in fulfilling the Board’s mission.

Enforcement

It is the responsibility of the Board to investigate and, if necessary, to prosecute any violations of the N.M. Architectural Act/Rules and Regulations. This includes alleged violations by registrants and non-registrants. Complaints reported to the NMBEA are subject to preliminary investigation by the Board’s investigator. The Rules and Regulations Committee, through its Enforcement Subcommittee, then determines if further action is required. If necessary, the Board requests a Notice of Contemplated Action to be issued against the respondent – a task done by the Assistant Attorney General designated as prosecutor for the Board. The matter might then move to a hearing before a Board-appointed Hearing Officer, or a Stipulated Agreement may be seen as the appropriate course of action in lieu of issuing a Notice of Contemplated Action or perhaps after an NCA is issued. The results of a hearing might range from dismissal of the alleged violation(s) to revocation of a registrant’s license. A non-registrant may face a fine as provided for under the Uniform Licensing Act. While the Board does not hesitate to prosecute any valid violation of the N.M. Architectural Act, the general philosophy behind enforcement
involving less serious violations is to educate and rehabilitate rather than to simply prosecute and discipline.

In an effort to educate new registrants, the Board requires completion of a jurisprudence examination. This open-book exam is based on the N.M. Architectural Act/Rules and Regulations and must be passed before an individual can become licensed.

The enforcement of the N.M. Architectural Act and the Board’s Rules is often the “proving ground” for the development of statutory changes and new rules. As with most professions, the field of architecture has undergone vast technological change and growth in recent years. With these changes comes the challenge to improve and create new provisions for public protections.

Initially, it is the purview of the Board’s Rules and Regulations Committee to: review new allegations and determine an initial course of action through its Enforcement Subcommittee; analyze current rules and regulations; and recommend changes to the NM Architectural Act to the full board. All new rules and regulations must be presented to the public and approved by the Board in accordance with the Uniform Licensing Act and the Open Meetings Act.

**Education**

Through a wide array of educational activities the Board works to offer information to those associated with the practice of architecture and the general public.

The main conduit of information is the Board’s web site. This is located at [www.nmbea.org](http://www.nmbea.org). (The Board’s website was changed and updated to [www.bea.state.nm.us](http://www.bea.state.nm.us) in FY 15). The site offers information and includes a complete copy of the N.M. Architectural Act/Rules and Regulations, as well as a handbook for consumers, a handbook for permitting officials, and several forms. There is also a roster of all current architectural registrations. Access to the roster enables the public to ascertain whether the person they are working with is registered to practice architecture in New Mexico. A brief description of disciplinary cases which rose to the level of the issuance of a Notice of Contemplated Action was added in FY 10. The Board and the staff are currently working on creating a new website which will provide greater ease of access to the registrants, applicants, and most importantly, the public. It is hoped the new website will allow more information about the Board, and the regulation of architecture, to the public.
The site offers educational opportunities for the general public and registrants through continuing education activities.

The Board has also created the Student Observer position. This is a non-voting, voluntary position, which allows a student at the University of New Mexico School of Architecture and Planning to participate in regularly scheduled Board meetings. Meetings with students and the Student Observer are usually coordinated and overseen by the Board’s architect/educator member.

**Registrants**

The Board offers several services to its registrants. Biennially the Board notifies registrants of their responsibility to renew their license. Staff tracks renewals of registrants’ licenses and inputs new data into the Board’s registrant database.

In January 2000 the Board began to require completion of continuing education for New Mexico registrants. Today, registrants are required to complete 12 credits/hours in health, safety and welfare within each year of the two-year cycle, for a total of 24 contact hours. All of the contact hours must be related to public protection subjects that have direct correlation to safeguarding life, health, property and promoting the public welfare. The purpose of continuing education is to have practitioners aware of current technological advances and changes to the practice of architecture. The addition of continuing education requirements means that registrants need to certify fulfilling the specifics of the requirements as well as offering documentation in the event they are audited by the Board. Beginning in January 2014, registrants are required to acquire 12 credits of health, safety and welfare continuing education each year for a total of 24 credits/hours. The rule regarding continuing education was changed in February 2013 to take effect January 1, 2014.

Registrants are kept informed of changes to the N.M. Architectural Act via communication through mail and the web site.

Another service available to registrants is the option of the continuing education courses offered free of charge on the Board web site. This was the first interactive online continuing education course created by an agency regulating the practice of architecture in the United States.

Finally, Board staff responds to all inquiries from other jurisdictions whenever a New Mexico registrant is seeking reciprocity registration in another locale. Staff has a working relationship with NCARB in this regard as well.

**Examination Candidates**

Upon completing the requirements for registering for internship with NCARB, an individual is eligible to become a candidate for the Architectural Registration...
Examination (ARE). The candidate must successfully pass all seven divisions of the ARE before becoming a registered architect.

The Board’s staff track a candidate’s exam progress, sending examination scores received from the test entity to candidates, usually through email. Staff also provides answers to exam candidates’ questions and address special needs or concerns candidates may have. The Board also works with representatives from NCARB and local chapters of the American Institute of Architects (AIA) to inform candidates of changes to the ARE and IDP.

**Interns**

As individuals working for practicing architects, they must concentrate on acquiring all of the necessary credit units to fulfilling their IDP requirements. In addition, with the ability to take the ARE upon completion of the professional degree and signing up for the intern program, they may also be studying for the ARE and taking it while working. Given that this is a highly mobile population, it is a challenge for the Board to reach out to these individuals when new information on the IDP or ARE becomes available.

The Board seeks to provide current information to interns. And, Board staff will follow up on any concerns or questions that interns may have regarding IDP status and the rolling clock established by NCARB for the ARE. Basically, the rolling clock allows five years to complete all divisions of the ARE and begins once an exam candidate has taken their first exam.

**Board Infrastructure**

**Board Members**

Working under the direction of Governor Martinez and her office of Boards and Commissions, the Board endeavors to enlist its members from all areas of New Mexico. Board member positions are voluntary, with reimbursements for attending Board-related meetings in accordance with the New Mexico Per Diem Act. Board members are appointed to three-year terms by the Governor.

The Board consists of one public member, five architect members, and one architect/educator member who must be a full-time faculty member of the University of New Mexico School of Architecture and Planning.

In Fiscal Year 14
Michael Bodelson – Chair, Architect Member
Raymond Vigil – Vice Chair, Architect Member
Geoffrey Adams – Secretary/Treasurer, Architect/Educator Member
Robert Calvani – Architect Member
Jim Oschwald – Architect Member
Tara Rothwell-Clark – Architect Member
Sam Valencia – Public Member

In Memorium

Architect John Alejandro Sr. of Santa Fe passed away July 11, 2014. Mr. Alejandro was a member of the New Mexico Board of Examiners for Architects for six years, serving as chairman for two years. The generous gift of his time, talent and insight benefited the public, the architectural community, fellow Board members and Board staff. Mr. Alejandro’s leadership, and friendship, is deeply missed.

Committees of the Board

The following are the standing committees for the Board, whose members are appointed by the Chair. All committee activities are reported and discussed during regular Board meetings, with the exception of the necessity of certain committee activities being addressed at special meetings of the Board called for extraordinary circumstances. The committee memberships for FY 14 were:

Rules and Regulations Committee

Chair:  Michael Bodelson
        Robert Calvani
        Sam Valencia (until November 18, 2013)
        Ray Vigil (beginning November 18, 2013)

Enforcement Subcommittee
Chair: Michael Bodelson
        Robert Calvani
        Ray Vigil (beginning November 18, 2013)

The Rules and Regulations Committee responsibilities include: reviewing the N.M. Architectural Act, Rules and Regulations and recommending changes and/or additions to the full Board; and responding to complaints involving the practice of architecture through its Enforcement Subcommittee.

Examination and Reciprocity Committee

Chair: Geoffrey Adams
        Jim Oschwald
        Tara Rothwell-Clark (beginning November 18, 2013)
Responsibilities of the Examination and Reciprocity Committee include: review ARE applicants to determine if they are qualified to take the examination and receive licensure following passage of all the exams, and review and recommend Board action on applications for reciprocity. This committee usually meets monthly.

**Finance and Operations Committee**

Chair: Geoffrey Adams  
Ray Vigil  
Sam Valencia

Committee responsibilities include: review all budget matters; review Board operations for efficiency, economy and security; make regular reports on these matters to the Board.

**Committee for Planning and Development**

Chair: Michael Bodelson  
Jim Oschwald (before November 18, 2013)  
Tara Rothwell-Clark  
Raymond Vigil  
Board Director

For the past two years, this committee has helped provide direction for the Board regarding its future information technology needs. It developed a new strategic plan that ultimately resulted in new internal performance measures for advancement toward greater online accessibility and online license verification for the public, registrants and applicants.

**Joint Practice Committee**

Chair: Jim Oschwald  
John Alejandro

The committee consists of NMBEA, the New Mexico Board of Licensure for Professional Engineers and Professional Surveyors, and the New Mexico Board of Landscape Architects. Board member responsibilities include: attending Joint Practice Committee meetings and reporting to the Board matters discussed at these meetings. The JPC also publishes a Handbook for New Mexico Building Officials and updates this handbook whenever necessary. A new version was published in 2007.

**Board Staff**

Wren Propp  Director
Ms. Propp was appointed director of the Board as of September 2012 and continued to serve as investigator until the hiring of Ms. Kruthaupt in December, 2012. Ms. Propp continues to serve as the Board’s liaison with the Joint Practices Committee, Finance and Operations Committee, and the Planning Committee, as well as serving as the Board’s chief financial officer. She is currently the staff coordinator for ARE candidate activities.

Kathryn Kruthaupt  Investigator
Ms. Kruthaupt is the investigator for all complaints reported to the Board and works as staff liaison with several Board committees, including the Rules and Regulations Committee, the Enforcement Subcommittee, and the Exam and Reciprocity Committee. Ms. Kruthaupt also oversees all reciprocity applicant activities.

Consuelo Pineda  Administrative Assistant
Ms. Pineda is the administrative assistant providing support for other staff members.

Melarie Gonzales  Administrative Services Coordinator/Budget Analyst-O
Ms. Gonzales, after serving as the administrative assistant for a brief period, was hired as the Board’s administrative services coordinator and as such is responsible for maintaining oversight for the needs of the Board’s office operations as well as the day-to-day financial operations of the Board, and coordinates all Board purchases with the Department of Finance and Administration and vendors. In her capacity as administrative assistant until Ms. Pineda was hired, Ms. Gonzales prepared materials for quarterly Board meetings, records and disseminates Board meeting minutes and provides research assistance for the director

All staff members provide service to the public.

Board Legal Representation

The Board does not hire legal representation from the private sector. The Office of the Attorney General assigns attorneys to represent and advise the Board. Currently the Assistant Attorney General acting as legal counsel for the Board is Andrea Buzzard. Also, the Office of the Attorney General assigns a civil prosecutor to represent the Board during disciplinary actions against registrants and unlicensed individuals. Prosecutor Sally Galanter is currently assigned to the Board.

Board Calendar for FY 14

August 2, 2013 – Board Meeting, Santa Fe, NM
September 24, 2013 – Special Board Meeting, Santa Fe, NM
November 8, 2013 – Board Meeting, Santa Fe, NM
National Involvement in Architecture

While New Mexico’s culture, geography and climate are unique, the state maintains a national commitment and involvement in the regulation of architectural practice. Being involved regionally and nationally benefits New Mexico’s citizens by having someone represent their needs and concerns, as well as ensuring that the Board is informed of current trends and policies affecting the practice of architecture.

The Board is a member of the National Council of Architectural Registration Boards (NCARB). The primary purpose of NCARB is to create, and update, the Architectural Registration Examination and to be a clearinghouse for reciprocal registration for all U.S. jurisdictions. NCARB also sets the national standards for internship; and promulgates model law on a variety of regulatory issues. The Board participates in NCARB activities through its Board members and staff volunteering for NCARB committees and by attending the annual NCARB meeting.

The Board is also a member of the Western Conference of Architectural Registration Boards (WCARB). WCARB, representing twelve western states, is one of the largest of the six U.S. regions comprising NCARB. WCARB was the first regional organization of architectural registration boards in the United States and developed the first standardized architect examination. Here, again, Board members and staff participate in regional activities voluntarily and at the annual regional meeting.

In FY 14, Board members were involved in NCARB activities in the following manner:

- **John E. Alejandro**, Architect Member, served on the ARE Item Development Subcommittee for Construction Documents and Services
- **Robert Calvani**, Architect Member, served on the Examination Committee, was chair of the ARE 5.0 Test Specifications Task Force, led the Western Region 6 (WCARB) and served on WCARB’s Executive Committee, and was a member of the Regional Leadership Committee;
- **James Oschwald**, Architect Member, served on the Procedures and Documents Committee, and helped lead WCARB Region 6;
- **Ray Vigil**, Vice Chair of the Board, served on the ARE Item Development Subcommittee for Site Planning and Design.
- **E. Wren Propp**, director, served on the Procedures and Documents Committee.

Board staff participates in other national organizations affiliated with the regulation of professions. For instance, whenever possible staff attends the annual meetings of the Federation of Association of Regulatory Board (FARB). Attending the meetings affords
staff the opportunity to take part in seminars, training and networking with other regulatory professionals.

Operational Planning for Fiscal Year 2014

The following list contains an overview of the Board’s objectives for the past fiscal year. Some of the items listed are ongoing and will likely remain so in perpetuity. Other items are projects of a fixed attainability, and should be easily identifiable.

- Board discussions began in assessing proposed amendments to the Architectural Act;
- Continue implementation of online accessibility for the public, interns, ARE candidates, registrants and applicants.
- Continue staff training in state-wide computerized systems for all financial transactions and human resource input (SHARE) as well as other areas of knowledge, including risk loss prevention.
- Continue the development of the website and monitor its use.
- As necessary, meet with state and city building officials to discuss questions and concerns relating to the practice of architecture in New Mexico.
- Continue communication with the University of New Mexico School of Architecture and Planning and UNM graduate students and interns working in New Mexico.
- Continue to improve enforcement efforts for violations of the Architectural Act.
- Continue to improve communication with the public, architects, applicants, interns, students and other members of the design and construction community.
- Held one meeting of the Board outside of Santa Fe. Meeting held at the UNM School of Architecture and Planning in February 2014.

Board Statistics for Fiscal Year 2014

Registration (all numbers as of the end of FY 14)

| Total Number of Active Registrants | 2,080 |
| In-State Registrants               | 685   |
| Out-of-State Registrants           | 1,395 |
Total number of registrations since 1931 5,281

New Registrations for the Year 112

Resulting from Examination 18
Resulting from Reciprocity 94

Historical Perspective: Active Registrants by Year

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<tr>
<th>FY 03</th>
<th>FY 04</th>
<th>FY 05</th>
<th>FY 06</th>
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<tr>
<td>2,066</td>
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<td>2,098</td>
<td>2,087</td>
<td>2,244</td>
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</table>

FY 11 = 2,207 FY 12 = 2,065
FY 13 = 2,205 FY 14 = 2,080

Applicants in the Examination Process

Total Applicants in the Examination Process for FY 14 Not Tallied

Historical Perspective: Applicants by Year in the Examination Process

<table>
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<th>FY 05</th>
<th>FY 06</th>
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<tr>
<td>173</td>
<td>153</td>
<td>158</td>
<td>207</td>
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FY 13 = 194 FY 14 = Not Tallied

Enforcement in FY 14

| New Cases Involving Registered Architects | 11 |
| New Cases Involving Non-Registrants      | 5  |
| New Cases Involving Applicants           | 2  |
| Total cases for the year                | 18 |
**Enforcement – Historical Perspective of Cases**

![Enforcement Type By Year](chart)

**Financial Report**

- **Beginning Fund Balance for FY 14 (July 1, 2013)**: $891,275.39
- **Total Revenues for FY 14**: $659,902.84
- **Total Expenditures for FY 14**: $285,451.81
- **Projected Revenues for FY 15**: $60,000.00

The primary source for revenues for the Board is license fees. The renewal cycle is on a two-year basis, with renewals occurring by December 31st of every odd-numbered calendar year. The new renewal will be due by December 31, 2015.
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