

# BOARD OF ARCHITECTS

Secretary of State, Office of Professional Regulation  
National Life Building, North, Floor 2, Montpelier, VT 05620-3402

## UNAPPROVED MINUTES

June 18, 2008

1. The meeting was called to order at 10:07 AM.

Members present: Ed Wolfstein, Chairman, Arnold Ahlstrom, Rebecca Arnold, Frank Guillot, Robert Meyer, Janet Stackpole, and Heidi Pasalacqua.

OPR Personnel: Kristi Kemp, Staff Secretary and Carl Preston, Unit Administrator.

2. The Chair called for approval of the Minutes of the April 16<sup>th</sup> and May 6<sup>th</sup> meetings. On page 2, the last sentence under item 8(B) was amended to remove the word "credited". Another sentence was added to the first paragraph on page 3 (8B): "In all cases completion of IDP is required. A few grammatical corrections were made." Mr. Guillot made a motion, seconded by Ms. Stackpole, to approve the Minutes of the April 16, 2008 meeting as presented. The question was called and the motion passed unanimously.

Minutes of the May 6<sup>th</sup> meeting were reviewed. The 4<sup>th</sup> sentence under item 3, A was amended to read: "...which simply reference their NCARB file application (Blue cover) rather than providing the request information." Mr. Guillot made a motion, seconded by Mr. Meyer, to approve the Minutes of the April 16, 2008 meeting as presented. Motion passed unanimously, 5-0. Mr. Wolfstein and Ms. Pasalacqua were not present for this special phone conference meeting.

3. **Reports**

4. **Hearings/Stipulations/Reports of Concluded Investigations** - None

5. **Legislation/Rulemaking**

The Board discussed sections of the rules that need to be updated to agree with current or soon to be current National Council of Architecture Registration Boards (NCARB) requirements, including reporting periods, responsible control (versus direct supervision), electronic seals, electronic signatures, and so on. During this discussion the Board also mentioned amending its requirements to eliminate the "Nine year Rule" method of application together and require an architectural degree. The Board agreed at the very least provisions for non-degree applicants needed to be strengthened.

The Board recognizes that changes in qualifications such as the elimination of the experiential method of application would require statutory changes. The Board agreed to review its current rules to identify areas that need to be updated. This process would also highlight statutory changes necessary to accomplish it. Proposed changes could be included in the Office of Professional Regulation's Office bills submitted to the legislature during each session.

Currently, only eight states (including Vermont and New York) allow candidates to qualify to sit for the Architectural Registration Examination and subsequent licensure without any formal education or training. Years ago when that requirement was approved by the legislature there were no accredited architectural schools in Vermont. The Board mentioned an upcoming accreditation review conference to be held in October to discuss accreditation, the Intern Development Program (IDP), and the Architecture Registration Examination.

6. **Applications for review and consideration:**

The Board reviewed and approved the following applicants for licensure on the basis of their NCARB Certification, or having met Vermont's requirements.

**Andrew M. Brockway** (Blue Book)  
**John S. Cohen** (Endorsement)  
**Zbigniew Lewantowicz** (Blue Book)  
**Alan Jackson Toland** (Blue Book)  
**Valeriano C. Zarro** (Blue Book)

**Jay Caroli** (Endorsement)  
**Christopher J. Drobat** (Blue Book)  
**Steven M. Pedro** (Blue Book)  
**James E. Turner** (Blue Book)

The Board reviewed and discussed the following applications and took action as indicated. The applicants will be advised of the Board's conclusions regarding their inquiry or of documents needed to complete their applications.

**Jane A. Alessandra** – The Board reviewed Ms. Alessandra's May 22, 2008 letter updating the status of her situation and additional hours to be added to her NCARB IDP record. She has not yet completed certain required units of the IDP. The Board noted that Ms. Alessandra may find it helpful to request an updated IDP record from NCARB or an updated accounting of the units remaining to be fulfilled.

**Alan P. Benoit** – At its April 16<sup>th</sup> meeting, the Board found that based on NCARB's calculation, he had 7 years and 2 months experience, thus would not be eligible to sit for the ARE until November of 2008 (eighty years of combined education and experience). Mr. Benoit indicated that he has additional experience for which he has not received credit and asked the Board to again review his application. According to his NCARB record, as of January 2008 he had earned 1206 of the 1400 training units (TU's) required for the equivalent of eight years. Mr. Benoit has completed IDP including all of its required retraining components. The Board would be happy to review any experience he wishes to submit that was not submitted or considered by NCARB. To document and verify any experience not represented in his IDP record, completed Architect Employer Reference Form(s) must be provided. He will be notified of the Board's findings.

**Anne L. T. Connell** (Examination) – The Board reviewed Ms. Connell's inquiry concerning which remaining divisions of the ARE would be applicable to her licensing clock. Any portion of the ARE taken prior to January of 2006 is not applicable. The time frame in which the ARE must be completed begins with the first completed division after January of 2006. She will be advised.

**Penapa W. Hildebrand** (Examination Transfer) – The Board noted that Ms. Hildebrand resides in Massachusetts, completed IDP in March of 2007, and that she completed the ARE in May of 2008 for Texas. Texas allows applicants to begin sitting for the ARE prior to completion of IDP. Due to the timing of her submission to Vermont her NCARB green cover book did not verify her ARE scores. Copies of her scores were provided from Texas which indicated that she had successfully completed the ARE. Mr. Guillot made a motion, seconded by Mr. Meyer, to obtain verification of Ms. Hildebrand's examination scores directly from NCARB. Once the official transcript of her scores are received and favorably reviewed by a Board member, she would be approved for licensure. The question was called and the motion passed unanimously.

**Edward L. Pepin** (Reinstatement) – The Board reviewed the documentation provided by Mr. Pepin which included an updated application, fee, work experience since his license lapsed, and the list of continuing education credits he completed. Questions arose about this CE because he did not provide actual documentation, thus it was difficult to verify whether the courses were in the area of public health safety and welfare. Mr. Pepin showed licensure in several states including Massachusetts and New Hampshire whose licensing and renewal requirements are substantially equivalent.

6. Applications - continued

Based on the information provided, Ms. Arnold made a motion, seconded by Mr. Wolfstein, to reinstate Mr. Pepin's license as an Architect. The question was called and the motion passed, 6-for, 1-opposed.

7. **Newsletter Topics!** -tabled

8. **Miscellaneous Correspondence:**

a. The Board reviewed the May 19, 2008 E-Mail from Susan Powers concerning electronic seals/signatures. An electronic seal is acceptable; an electronic signature is not acceptable. Documents must be signed by hand (wet signature).

9. **National Council of Architectural Registration Boards (NCARB) Correspondence**

- a. The Board reviewed and discussed the 2008 NCARB Resolution to be discussed at the National Meeting.
- b. The Board reviewed and noted the May 6, 2008 E-Mail from Douglas Morgan verifying that a correction had been made to questions #37 on NCARB's Website regarding Vermont's requirements.
- c. The Board reviewed and noted miscellaneous correspondence. No action required.

10. **Public Comment**

11. **Other Business Introduced:**

A. The Board is hosting the regional meeting of the New England Council of Architectural Registration Boards (NECARB) in Burlington from October 31 to November 2<sup>nd</sup>. Members discussed dates and other arrangements.

12. The next meeting is scheduled for **August 20, 2008** at 10:00 AM. The following meetings in 2008 are scheduled for October 15<sup>th</sup>, and December 17, 2008.

11. The meeting was adjourned at 1:19 PM.

Respectfully submitted,

Carla Preston  
Unit Administrator  
Office of Professional Regulation