

MINUTES
SC Board of Architectural Examiners
Conference Call
10:00 a.m., April 2, 2012
Synergy Business Park, Kingtree Building
110 Centerview Drive, Room 108
Columbia, SC

Call to Order and Introduction of Board Members and All Other Persons Attending

Chairman Brad Smith called the meeting to order at 10:05 a.m. Board members participating in the conference call included Anthony Lawrence, W. Barry Jenkins and Katherine Schwennsen. C. Tyson Nettles and Stephen Russell notified the Administrator in advance that they would be unable to participate in this conference call.

Other persons attending included: Jan B. Simpson, Administrator; Alice DeBorde, Administrative Assistant; Sherri Moorer, Program Assistant, James Saxon, Advice Counsel, and Jennifer Cooper, Assistant to Advice Counsel.

Statement of Public Notice

Mr. Smith stated that public notice of this meeting was properly posted at the S.C. Board of Architectural Examiners office, Synergy Business Park, Kingtree Building, and provided to all requesting persons, organizations and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

New Business

1. Review Chapter 11 of the SC Code of Regulations.

MOTION: To approve proposed revisions including a fee schedule to ensure conformity with Title 40, Chapter 3. (See attached revised Regulations). Jenkins/Schwennsen/approved.

Notice of Next Meeting

The next meeting of the SC Board of Architectural Examiners will be held on Tuesday, May 22, 2012, at 9:30 a.m.; Synergy Business Park, Kingtree Building, 110 Centerview Drive, Room 204, Columbia, SC.

Adjourn

MOTION: To adjourn the conference call. Jenkins/Schwennsen/approved.

The conference call adjourned at 10:25 a.m.

Respectfully Submitted,



Alice M. DeBorde, Administrative Assistant

BOARD OF ARCHITECTURAL EXAMINERS
CHAPTER 11

Statutory Authority: 1976 Code Sections 40-1-70 and 40-3-60

- 11-2. Officers.
- 11-3. Meetings.
- 11-5. Applications and Fees.
- 11-8. Renewals.
- 11-8.1. Continuing Education.

Synopsis:

To satisfy the requirements of licensure in the field of architecture, Regulations 11-2 through 11-3, 11-5, and 11-8 through 11-8.1 are updated in conformance with the current Board of Architectural Examiners Practice Act.

The Notice of Drafting was published in the *State Register* on November 25, 2011.

Instructions:

The following sections of Chapter 11 are modified as provided below. All other items and sections remain unchanged.

~~Indicates Matter Stricken~~

Indicates New Matter

Text:

11-2. Officers.

A. Officers of this Board shall be chairman, vice-chairman, and secretary, and shall be elected annually. The chairman shall exercise general supervision of the Board's affairs, except such as are placed under the Director of the Department of Labor, Licensing and Regulation, and shall preside at all meetings of the Board when present. The vice-chairman shall possess all the powers and perform all the duties of the chairman in the event of the absence, disability, refusal or failure to act of the chairman. The secretary shall act as its recording secretary; cause written minutes of every meeting of this Board to be kept in the Book of Minutes; affix the Board's Seal to such instruments as require it; and sign all instruments and matters that require attestation or approval of this Board.

B. No members may serve more than two (2) consecutive one-year terms in the office of chairman or vice-chairman, but election to fill an unexpired term shall not bar the serving of two (2) succeeding terms. A member must have served one (1) calendar year on the Board to be eligible for the office of chairman and vice-chairman.

11-3. Meetings.

Notice of all meetings shall be distributed to each member at least five (5) days in advance of such meeting, giving the time, place, and general purpose of the meeting. The Annual meeting shall be held within ninety (90) days of the end of the fiscal year. Public notice of the meetings shall be made in accordance with the Freedom of Information Act.

11-5. Applications and Fees.

A. All applications must be accompanied by an application fee in the form of a credit card or check or money order made payable to South Carolina Board of Architectural Examiners. Applications will be reviewed by the Board within ninety (90) days of receipt. If after review by the Board an application is approved, the applicant shall be advised in writing.

B. The Board may charge the following fees:

Application Fee	
Individuals	Not to exceed \$150
Firms	Not to exceed \$150
Examination	Not to exceed \$150
Annual fee	Not to exceed \$150
Renewal Fees – Individuals	
In-state Renewal Fee (annual)	Not to exceed \$150
Out-of-state Renewal Fee (annual)	Not to exceed \$200
Late Renewal Penalty Fees	Not to exceed \$200
Renewal Fees – Firms	
Late Renewal Penalty Fees	Not to exceed \$200
Miscellaneous	
File Transfer	Not to exceed \$50
Duplicate Wall Certificate	Not to exceed \$50
Roster	Not to exceed \$50

(1) Individual Fees

(a) Application fee	\$105
(b) Initial licensure fee	\$85
(c) Biennial renewal fee	\$130
(d) Penalty late fees	\$50 during first month
<u>after expiration date; total of \$150 during remainder of the year after expiration. Late penalty fees are assessed in addition to the renewal fee.</u>	
(e) Reinstatement application fee	\$105
(f) Reinstatement licensure fee	\$85

(2) Firm Fees

(a) Application and licensure fee	\$100
(b) Biennial renewal fee	\$200
(c) Penalty late fees	\$50 during first month
<u>after expiration date; total of \$150 during remainder of the year after expiration. Late penalty fees are assessed in addition to the renewal fee.</u>	
(d) Reinstatement application and licensure fee	\$100

(3) Other Fees

(a) File transfer fee	\$50
(b) Electronic list of licensees	\$10

11-8. Renewals.

A. Certificates of Registration issued to individuals expire biennially. They must be renewed for the following licensure period by payment of the renewal fee and by reporting completion of the required continuing education hours. Certificates shall become invalid unless renewed.

B. Certificates of Authorization issued to firms expire biennially. They must be renewed for the following licensure period by payment of the renewal fee and shall become invalid unless renewed.

C. Lapsed Certificates may be ~~reinstated~~renewed by the Board ~~at any time during the remainder of the licensure period at any time within one year from the date of expiration~~ on demonstration of qualification and payment of the renewal fee plus late penalties. In case of failure to ~~reinstated-renew by the end of the licensure period~~renew by the end of the licensure period within one year from the date of expiration, the Certificate cannot be reissued except by a new application accompanied by the application fee and approval by the Board.

11-8.1. Continuing Education.

A. These requirements shall apply to every South Carolina registered architect as a condition for renewal of registration.

B. Exemptions: A registrant may be exempt from the continuing education requirements for one of the following reasons:

- (1) A first-time new registrant by examination or reciprocity will be exempt for the first renewal.
- (2) A registrant is exempt from completing continuing education requirements for his profession while serving on active military duty.
- (3) Hardship cases may be considered on an individual basis.
- (4) Emeritus architects will be exempt from the continuing education requirements.

C. Requirements.

(1) Each South Carolina Registered architect shall complete a minimum of twenty-four (24) continuing education hours each biennial licensure period in topics related to ~~safeguarding life, health, property safety and promoting public welfare.~~

(2) Each registrant shall submit, on a form provided by the board, a signed affidavit attesting to the fulfillment of continuing education requirements during the preceding period. Carry-over of a maximum of twenty-four (24) continuing education hours per renewal period is permitted.

(3) Each affidavit may be subject to audit for verification of compliance with requirements. Registrants shall retain proof of fulfillment of requirements for a period of two (2) years after submission in the event the affidavit is selected for audit. Registrants must comply with audit deadlines and requirements.

(4) The Board may disallow claimed credit for continuing education hours. The registrant shall have one hundred eighty (180) calendar days after notification of disallowance of credit to substantiate the original claim or earn other continuing education credit which fulfills minimum requirements.

D. Noncompliance and Sanctions. Failure to fulfill the continuing education requirements, to file the required report, properly completed and signed, or to comply with audit and verification requests shall be considered a violation of the Architectural Registration Law.

Fiscal Impact Statement:

There will be no cost incurred by the State or any of its political subdivisions.

Statement of Rationale:

These regulations are updated in conformance with the current Board of Architectural Examiners Practice Act.