



# SC Architect

LLR A newsletter published by the South Carolina Board of Architectural Examiners

July 2007



## Individual Renewals – Were Due by June 30, 2007!!

All currently licensed architects were required to renew their license on or before by June 30, 2007, in order to continue practicing in South Carolina (SC). This year all renewals will be conducted through this online system.

Licensees across the SC Department of Labor, Licensing, and Regulation (LLR) boards have asked for more technological access for services and payment options. Online renewals

are faster, can be done at any hour and on any day, are more accurate for updating information, and provide easy payment options for licensees.

To renew online, go to <https://renewals.llronline.com>. You will be able to request that your userid and password be e-mailed directly to you. If you have any problems obtaining your userid or password, e-mail [Alice Richardson](mailto:Alice.Richardson). Payment must be made with a VISA or MasterCard card (credit or debt).

If you cannot renew online, you will need to contact the Board's office by mail to request a paper renewal form be mailed to you. We will not accept requests by phone, fax or e-mail. It will take approximately one week to mail the renewal form. Emeritus architects must renew by requesting a paper renewal form.

It is critical that the Board has your current mailing address so your pocket card can be mailed to you. You can e-mail address changes to [archbd@llr.sc.gov](mailto:archbd@llr.sc.gov) prior to renewing online.

In order to renew your South Carolina license, you must have completed at least 12 hours of continuing education between July 1, 2006, and June 30, 2007. However, continuing education activities completed after July 1, 2005, which were not needed for credit for last year's renewal, will also be accepted. A minimum of eight CE hours must include the study of relevant technical and professional architectural subjects related to safeguarding life, health and property, and promoting the public welfare. A maximum of four CE hours may consist of elective topics related to any other area in the practice of architecture. NOTE: You must have completed the required 12 hours of continuing education prior to renewing.

On the Board Web site [www.llr.state.sc.us/pol/architects](http://www.llr.state.sc.us/pol/architects) you will find frequently asked questions regarding CE. Please review this information to see if you have any questions about CE or renewing your license online before calling the Board office.

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## 2007 Board Meeting

September 11, 2007

9:30 a.m.

Room 111-Kingstree Bldg., Columbia, S.C.

November 13, 2007

9:30 a.m.

Room 111-Kingstree Bldg, Columbia, S.C.

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## Applications Available on the Web

You may now download applications and instructions on the [Board's Web site](#). If you have any questions regarding these forms, please contact [Alice Richardson](#), Licensing Coordinator.

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## Moving? Be Sure To Notify The Board

The Board gets many pieces of returned mail due to incorrect addresses. Please remember to send the Board your change of address by fax, mail or e-mail. Unfortunately, we cannot accept address changes over the telephone. A change of address form can be downloaded from the [Board Web site](#) or you may e-mail the information to [Alice Richardson](#).

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## Policy Regarding Specialty Systems

The South Carolina Board of Architectural Examiners has adopted the following policy regarding “specialty system” drawings and/or specifications prepared by suppliers, vendors, subcontractors or others when bound as a part of bid or contract documents.

Examples of “specialty systems” include, but are not limited to, the following:

1. food service
2. acoustical systems
3. auditorium or stadium seating
4. science equipment
5. stage performance equipment
6. wiring schematics
7. control diagrams
8. fire/smoke seals

## Policy on Specialty Systems

Architects shall not seal “specialty system” drawings and/or specifications which are not prepared under their direct supervision and review (Regulation 11-12.D.1). To do so constitutes a violation of the South Carolina Board of Architectural Examiners Regulation 11-11 (B), Seals.

Drawings and/or specifications for “specialty systems” may be included as a part of the bid or contract documents provided that the following conditions are adhered to:

- Documents must bear originators’ firm name, address, date and title block.
- Technical “specialty system” designs which require the seal of a South Carolina registered engineer must bear such seals.
- “Specialty Systems” documents must be listed in the project Drawing Index and/or Table of Contents under a heading or subscript clearly indicating that they were not prepared under the supervision of the design professional in responsible charge.
- Information contained in the “specialty system” documents must have been reviewed by the “design professional in responsible charge” who must verify that the specialty system is appropriate for the use intended and meets all applicable code requirements.

Questions about the policy should be sent to the Board office.

IDP/ARE sequencing is a hot topic for debate, particularly among interns. Board members are interested in hearing your opinion regarding whether individuals should be able to begin taking the ARE prior to completion of IDP. What do you think? Send your comments to: No address listed to send to

Please do not send form letters. We want to hear your thoughts.

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## Disciplinary Actions

Final disciplinary actions taken by the Board since publication of the last newsletter in May 2005 may be viewed on the Board's Web site under Disciplinary Actions. While we have made every effort to include all final actions, some may have inadvertently been omitted.

[Documents on the Web site](#) are in PDF format; if you need a "true copy," or if you need a copy of an action not

posted on the Web site, please contact [Alice Richardson](#).

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### News for South Carolina Examination Candidates and Interns

For many years, South Carolina has had a four-year “rolling window,” also referred to as a “rolling clock,” that affected credit retention of the A.R.E. divisions candidates had passed. In June 2004, NCARB adopted a uniform national standard of a five-year “rolling clock” that affects all candidates nationwide. It was implemented in January 2006. NCARB’s adoption of a national rolling clock requirement will implement a uniform standard for all jurisdictions, thus facilitating reciprocity. South Carolina law has been changed to adopt the NCARB five-year rolling clock.

Please refer to the letter, “Attention Interns,” in the box on the Web site for more information

### Transitional Rules

Three basic rules will guide the implementation of the rolling clock:

- For applicants who passed all divisions of the ARE by January 1, 2006, regardless of the time taken, such applicants will have passed the ARE.
- For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division will be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period will commence after January 1, 2006, on the date when the first passed division is administered.
- For applicants who had passed no divisions of the ARE by January 1, 2006, such applicants will be governed by the above five-year requirement. The five-year period begins on the date when the first passed division is administered.

If you are an exam candidate affected by this change, you should have received a letter from the South Carolina Board explaining the implementation in S.C. and how the change directly affects you. The Board realizes this change may result in some confusion, and we urge you to contact the Board office if you have questions regarding your exam status.

Additional information is available on [NCARB’s Web site](#).

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## Newly Registered Architects

Congratulations to the following individuals who have passed the Architect Registration Examination since publication of our last newsletter:

Scott W. Anderson, Charleston  
Richard E. Bain, Greenwood  
Eugene M. Bell, Columbia  
Marcus J. Brown, Charleston  
Andrew W. Burnett, Seattle, WA  
Anthony J. Carmola, Charleston  
Andrew M. Clark, Mt. Pleasant  
Hugh R. Clements, Greenville  
Scott W. G. Crichton, Greenville  
Megan S. Durlach, Mt. Pleasant  
James B. Garland, Greenville  
Lynden Garland, Jr., Tampa, FL  
Karen T. Godsey, Columbia  
Jennifer J. Gosnell, Greenville  
William Francis Harris, Beaufort  
Gregory L. Huddy, Beaufort  
Kermit C. Huggins, III, Hilton Head  
Nancy L. Jenkins, Charleston  
Luke Z. Jarrett, Charleston  
Glenn P. Johnson, Charlotte, NC  
Jeffrey A. Johnston, Mt. Pleasant  
Jennifer A. Kerl-Schutte, Charleston  
Anna K. King, Greenville  
Carmella C. Kisner, Greenville  
Marjorie S. Longshore, Mt. Pleasant  
Chad D. McDonald, Charleston  
John C. McLean, Columbia  
Scott Meade, Clinton  
Laura K. Middleton, Greenville  
Gretchen Naylor, Charleston  
Nicholas C. Nye, Myrtle Beach  
Emily L. Peterson, Myrtle Beach  
Brian K. Powell, Columbia  
Daniel D. Schuh, Knoxville, TN  
Nathan J. Schutte, Charleston  
Tyler A. Smyth, Johns Island  
Heather B. Stallworth, Columbia

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Gregory L. Strickland, Chicago, IL  
Margaretta L. Terry, Greenville  
David F. Thompson, Charleston  
Rosemary Welle, Charleston  
Jason M. White, Charleston  
Christopher H. Wilson, Hickory, NC

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## Regulations Review

The Board will review all Regulations at a workshop in late June with an eye toward revisions for clarity and change. Once the Board drafts language for these changes, the draft will be posted on the Board's Web site, and we will ask for your input. Please take time to let us know what you think of the

proposed changes. Revisions will be considered by the Legislature in 2008.

If you have topics you believe should be considered for revision, please send those, too. Some of the topics to be considered are electronic seals and signatures, CE requirements and issues that fall under Professional Conduct/Code of Ethics. [Download current Regulations.](#)

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## A.R.E. 4.0 Exams

The Architect Registration Examination is changing for the better. In July 2008, NCARB will launch [ARE 4.0](#). The latest version of the exam updates and

improves the current format by combining graphic and multiple-choice content. ARE 4.0 integrates the exam format while emphasizing the problem-solving skills architects regularly use in day-to-day practice.

The Council has continuously worked toward improving the ARE's content, delivery, grading and administration. The evolution of to ARE 4.0 has been guided by the 2001 Practice Analysis survey conducted by NCARB that provided a comprehensive analysis of the architecture profession.

Benefits of ARE 4.0:

- Seven divisions instead of nine
- Reduced number of trips to the test center
- Better assessment of your knowledge, skills and abilities
- Condensed subject matter — study for a subject all at once
- Integration of multiple choice and graphic content
- Slightly less testing time

Visit [NCARB](#) for more information regarding the ARE 4.0.

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## Firm Renewal Reminder!

Firm registrations expired on December 31, 2007. If your firm's license has NOT been renewed, please e-mail [Alice Richardson](#) or call her at (803) 896-4408. Continuing to practice in South Carolina with a

lapsed license is a violation of the law.

If your firm has moved since December 2006, please send us your new address if you have not already done so. If architects employed by the firm use the firm's mailing address, they must also notify the Board in writing before the address change can be made to their individual files.

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## Audit Results

In August 2006, a number of architects were selected randomly by computer for a continuing education compliance audit. The Board sent memos to each architect requesting submittal of documentation proving that the required 12 hours (of which 8 hours were to be related to health, safety and welfare) had been obtained during the appropriate time period and that the activities met Board requirements.

Most architects promptly submitted acceptable documentation, and the Board very much appreciated their quick response.

Of the group audited, three architects submitted insufficient documentation, or obtained the continuing education after signing the renewal form, or obtained no continuing education at all. They were issued an Order to Cease and Desist from practicing architecture in South Carolina until they complied with the requirements. As of March 1, 2007, all three have provided documentation of compliance. (See Disciplinary Actions on the Board's Web site.)

Here are some tips that might be helpful as you accrue CE hours for the next renewal period:

- If you are not a member of AIA, get a certificate from the sponsor of any CE event you attend that shows your name, title of the event, date of attendance, number of hours of CE credit (and whether or not they are h/s/w), and the name of the sponsoring organization or speaker. File this certificate, related brochures, and notes you may have taken during the event.
- If you are a member of AIA, check your transcript periodically to ensure activities in which you participated are listed.
- If you have a legitimate hardship that prevents you from obtaining the required continuing education, you may request a waiver for the renewal period, explaining your circumstances in writing. At its discretion, the Board may grant a waiver or give you an extension of time to obtain the required hours.
- You are not eligible to renew your license until you have obtained the required 12 hours of continuing education. DO NOT RENEW ONLINE UNTIL you have actually attended or completed the event. Planning to attend an activity prior to June 30 is unacceptable.
- If you have not completed the required 12 hours prior to June 30, your license will lapse, but it will be reinstated immediately upon receipt of your renewal form, documentation of completed continuing education, and the applicable fee.
- Keep all pertinent documents related to continuing education in a file that is easily accessed if you are chosen for audit. The turnaround reporting time is about two weeks, so being organized will help you meet that deadline. The law requires that you maintain records for one year. If you change employers, and someone at the firm you left was responsible for maintaining your records, be sure to get the documentation for your records.

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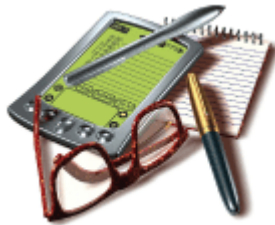
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## Architects and Architectural Firms Listed on Web Site!

Architects and architectural firms currently licensed in South Carolina are listed on [Licensee Lookup](#). This site is updated daily. If you would like to verify that a firm or individual has a current license, please access this site. Board staff will also be glad to verify licensure

for individuals or firms over the phone.

If you have any questions regarding this site, please e-mail us at [richardsona@llr.sc.gov](mailto:richardsona@llr.sc.gov) or call us at (803) 896-4408.

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(FIRM)

## Firm License Required

Since 1974, South Carolina has licensed firms. If you are practicing architecture in South Carolina through a firm, as a firm's employee, the firm must be licensed. Firm license periods are from January 1 to December 31; the license fee is \$100 annually. Firms must designate at least one South Carolina-licensed architect who will be "in responsible charge" of the firm's architecture work in this state. Design documents

must be sealed with the individual architect's seal as well as the corporate seal.

Many architects incorrectly believe they can "just use my personal seal" and not put the company name on the title block for a project for which the firm is contracted for services. This is a violation of South Carolina law. If the project is a firm's project, the firm must be licensed in South Carolina.

You may learn more about firm licensure and download forms and instructions on the [Board's Web site](#).

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- W. Barry Jenkins, Chairman
- José Caban, Vice Chair
- V. Stokes Browning, Secretary
- Stephen Russell, Member
- Dennis S. Ward, Member
- D. Thomas Johnson, Esq., Public Member

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July 2007

## Board Members News

### Stephen Russell

Governor Mark Sanford appointed architect Stephen Russell to the Board in May 2005. Russell, who practices in Mt. Pleasant holds a master of architecture degree from Clemson University. He is President of Stephen Russell & Associates, Ltd., which he founded in 1979.

Russell served as president of AIA Charleston in 2002 and was awarded the AIA Presidential Citation in 2005 for a project he led for Habitat for Humanity. He served as president of the East Cooper Kiwanis Club and was a member of the Mt. Pleasant Economic Development Advisory Board and the Chamber of Commerce Economic Outlook Board. Since his appointment to the Board of Architecture, Russell has taken an active interest in ongoing initiatives, volunteering to research issues such as statutory language on free services and reciprocity issues. The Board welcomes Russell as a vital member of the Board.

### Jane Frederick

The Board says good-bye to Jane Frederick, who served as a Board member from September 1999 until December 2004. She served as secretary, vice chair and chair of the Board and secretary and chairperson of Region 3, the Southern Region of NCARB.

Frederick served as a member of the national writing committee for the ARE, the architectural licensing exam. She continues to serve on the ARE cut score committee. An Auburn University graduate with a bachelor of architecture degree, Frederick and her husband, Michael, also an architect, have practiced in Beaufort for 18 years. The Board members extend their appreciation for her years of dedicated service.

### James Eugene (Gene) Matthews

The Board also says good-bye to James Eugene (Gene) Matthews, who served on the Board from May 1999 until May 2005. A lifelong resident of Sumter, and a Clemson University graduate in architecture, Matthews was a principal in the firm of James DuRant Matthews and Shelley, Inc.

While on the Board, Matthews held the position of secretary for three years and also served as vice chairman and chair of the Board. He attended NCARB regional and national meetings to ensure South Carolina had a voice in national decisions. Matthews was a staunch supporter of professional ethics and worked tirelessly to ensure legislative passage of the Emeritus Architect Act, one of a few such acts in the country. The Board members also extends to Mr. Matthews its appreciation for his years of dedicated, active service.

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