

# BOARD OF ARCHITECTURAL EXAMINERS

Volume Sixteen, Number One

May 2002

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## BOARD OFFICE HOURS

8:30 a.m. to 5 p.m. Monday – Friday

Voice mail is activated after 5 p.m.

Telephone (803) 896-4408  
Fax (803) 896-4410

## MEETING DATES

Thursday, May 29, 2002  
Wednesday, September 18, 2002  
Wednesday, November 13, 2002

  
South Carolina Department of Labor,  
Licensing and Regulation

## Continuing Education a Must in 2003

Beginning in June 2003, you will need to verify that you have completed 12 hours of continuing education in order to renew your South Carolina license until June 30, 2004. No continuing education is required for renewals this year, in June 2002.

In our October 2001 newsletter, we outlined the requirements and printed the entire text of the regulation. Here again is a synopsis:

- All 12 hours of continuing education must be in structured course study (see below).
- Eight hours must be in topics related to health, safety and welfare; four hours may be in practice-related topics.
- Twelve hours of carry-over will be allowed for a maximum of one year.
- Exemptions will be given for first-time registrants, civilians serving on active duty in the military for 90 consecutive days or more, non-resident architects who must obtain comparable CE in another jurisdiction, and hardship cases.
- The first report of CE obtained will be on renewal forms due by June 30, 2003.
- Noncompliance is considered a violation of the Architect Registration law.

“Structured course study” means education activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. The Board has designated the National Council of Architectural Registration Boards and the American Institute of Architects as two such groups, but the Board will not pre-approve courses or workshops. However, if credit is disallowed, you will have 180 calendar days to substantiate the original claim or earn other continuing education credit which fulfills the requirements.



If you are NOT a resident of South Carolina and are required to obtain CE hours for license renewal by the licensing authority of any state in which you are registered, you do not have to complete additional CE hours to renew your South

Carolina license.

### Quick Facts:

- Licenses are renewed annually on June 30.
- First report of CE is due in 2003.
- Architects whose first license in South Carolina is issued between July 1, 2002, and June 30, 2003, (whether by exam or by reciprocity) are exempt from reporting CE hours until the next renewal in 2004. All first-time registrants are exempt from CE for the first year of licensure.

*Continued on page 6*

## See FAQ on page 6

### Don't Miss

**Proposed Statement of Guidance  
Customer Service: How are we doing?  
Renewal Reminder**

# I Don't Have Time for Continuing Education

This article is reprinted with permission from the author.

by Vance Travis,  
AIA, NCARB



Now you do! A growing number of jurisdictions -21 at last count - are requiring continuing education in order to maintain licensure to practice. You can obtain the annual requirement or contact hours in most jurisdictions without leaving your home or office. And the total cost to you usually will not exceed \$125 if you are a current NCARB Certificate holder.

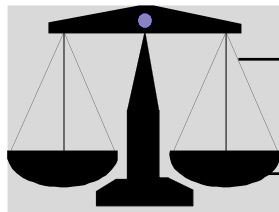
Those who are not aware of the ease and economy associated with NCARB monographs complain about traveling to a faraway city where they have to pay for hotel, food and mileage while being non-productive and out of the office.

NCARB has already published 11 monographs with several more being developed or revised and updated. \*See below for more details!

The successful completion of each monograph provides you with at least 10 professional development units (PDUs) and 10 AIA learning units (LUs) in health, safety and welfare. (The exception to this is Cracking the Codes, NCARB's newest monograph, which offers a two-part quiz. Each quiz is worth eight PDUs/LUs.) All you have to do is read the monograph at the office, on the train, at home or on a plane—whenever and wherever it's most convenient for you.

When you are finished, simply complete the open-book, on-line quiz, and when you pass, you will have earned PDUs/LUs in health, safety and welfare toward your registration board's continuing education requirement. The price includes the monograph, its quiz and the scoring process. (You even receive one free retest should you fail the first time.) NCARB also reports passing

*continued on page 7*



## Disciplinary Actions

**Gus J. Roberts**, Registered Architect, Columbia, SC, entered into a Consent Order with the Board in connection with his involvement in a day care project in Clarendon County, SC. In the Order, Roberts admitted that design drawings he sealed, which were reviewed by the Office of the State Fire Marshal, were incomplete, referred to incorrect editions of the building code, did not meet minimum building code compliance, and reflected a general lack of understanding of how the various components of the project were to be integrated into a safe and habitable structure. Sanctions imposed were a Public Reprimand, \$1,000 fine, and a requirement to attend and complete an eight-hour course on the International Building Code within six months from the date of the Order.

**William C. Malpass, Jr.**, Registered Architect, Dallas, GA, and **Rick Allen Jack**, Registered Architect, Whitesburg, GA, entered into a Consent Order with the Board in connection with their involvement in an automobile parts store project in Travelers Rest, SC. At the time the professional services for the project were rendered, neither Jack nor his firm, **RJD Architects**, were registered to practice in South Caro-

lina. Sanctions imposed were a Public Reprimand, \$500 fine; **Jack and RJD Architects** are now registered to practice in South Carolina.

**David H. Sklar**, unregistered individual, Hilton Head, SC, was issued a Cease and Desist Order for conveying the impression that he is a South Carolina registered architect in connection with his involvement in a proposed residence to be constructed in Hilton Head, SC.

**Keith D. Grice**, unregistered individual, West Columbia, SC, and his company, **The Drawing Board, Inc.**, were issued a Cease and Desist Order in connection with his involvement in the design of an apartment complex in West Columbia, SC.

A North Carolina architectural firm, now registered to practice in South Carolina, entered into a **Private Agreement** with the Board, based upon improper sealing of design documents offered for permit.

**Five Letters of Caution** were issued to South Carolina registrants for violations that occurred in other jurisdictions.

**Five Letters of Caution** were issued to South Carolina registrants for various matters including unregistered firm issues and misrepresentation.

## Newly Registered Architects

Congratulations to the following individuals who recently passed the Architect Registration Examination:

- Victorian M. Baran - Charleston, SC
- Kevin R. Chafin - Holly Hill, SC
- J. Adams Pinckney, III - Greenville, SC
- Cesar A. Rodriguez - Simpsonville, SC
- Darryl A. Cobb - Atlanta, GA



# Inactive Firms In-State and Out-of-State

Certificates of Authorization to practice architecture in South Carolina expired on December 31, 2001, for the firms listed below. In some instances, a successor firm replaced the firm listed; in other instances, the firm ceased to provide architectural services in South Carolina. If you would like to verify that a firm or individual has a current license, please access "Licensee Lookup" on the Board's website: [www.llr.state.sc.us/POL/Architects](http://www.llr.state.sc.us/POL/Architects).

|   |   |   |  |
|---|---|---|--|
| IN-STATE  | B95002<br>The Venable Group Inc<br>Bluffton SC                            | 99121<br>Godwin Associates<br>Atlanta GA                              | B87035<br>Presnell Associates Inc<br>Louisville KY                                 |
| 98002<br>Adagio Inc<br>Cleveland SC                         | OUT-OF-STATE  | 99012<br>Hansen Architects PC<br>Savannah GA                          | 98013<br>The Preston Phillips Partnership Inc<br>Atlanta GA                        |
| 98040<br>Burkart Associates Inc<br>Ninety Six SC            | 01046<br>Allen Hoshell Inc<br>Memphis TN                                  | 00090<br>Harper Partners Inc<br>Atlanta GA                            | 01091<br>Resolution: 4 Architecture<br>New York NY                                 |
| D83001<br>Comprehensive Architects<br>Columbia SC           | B74014<br>Arcadis G & M Inc<br>Highlands ranch CO                         | 98080<br>John Heard Associates Inc<br>Cumming GA                      | 99018<br>Seeberger + Associates LP<br>Houston TX                                   |
| B84030<br>Cooper Corporation<br>Allendale SC                | 97073<br>Bab architecture<br>Denver CO                                    | 99128<br>Hecht Burdeshaw Johnson Kidd And<br>Clark Inc<br>Columbus GA | 01059<br>SHH Architecture LLC<br>Philadelphia PA                                   |
| C80004<br>East Coast Architects PA<br>Hilton Head Island SC | B84008<br>Barlew-Neuhoff Architects &<br>Associates Inc<br>Chattanooga TN | 98082<br>Interplan Practice Ltd<br>Orlando FL                         | B74060<br>Six Associates Inc<br>Asheville NC                                       |
| A89004<br>FMF Architects<br>Beaufort, SC                    | A81001<br>Biberstein Bowles Meacham & Reed<br>Charlotte NC                | D96007<br>Kolman & Smith Architects AIA<br>Savannah GA                | 98086<br>Sizemore Floyd Architects Inc<br>Atlanta GA                               |
| 99108<br>Hallmark Homes Inc<br>Aiken SC                     | 00018<br>Charlan Brock & Associates Inc<br>Maitland FL                    | C91009<br>David Leonard Associates PC<br>Kingsport TN                 | B95027<br>Robert M Stafford Inc<br>Charlotte NC                                    |
| 00137<br>HITT Contracting Inc<br>Charleston SC              | 98034<br>Chelsea Place Design Inc<br>Houston TX                           | 01049<br>The LSV Partnership<br>Fayetteville NC                       | 00016<br>Stoker Architecture Inc<br>Park City UT                                   |
| 00146<br>JMC Partners Inc<br>Greenville SC                  | B78001<br>Clary Architects Inc<br>Charlotte NC                            | 98014<br>Marathon Engineers Architects<br>Planners LLC<br>Appleton WI | 99049<br>Thompson Ventulett Stainback &<br>Associates Inc Architects<br>Atlanta GA |
| C83008<br>McDuffie and Associates PA<br>Orangeburg SC       | B96012<br>Community Tectonics Inc<br>Knoxville TN                         | 98088<br>McKinney Frese Architects Inc<br>Birmingham AL               | 00103<br>Verret Architects<br>Houston TX   |
| B94001<br>Traditional Concepts Inc<br>Greenville SC         | 99023<br>John Cooney Associates Architects<br>PC<br>McLean VA             | 00121<br>MEDARC PLLC<br>Charlotte NC                                  | D96013<br>Mark E Watson & Associates<br>Architects<br>Memphis TN                   |
|   | 00117<br>Design Exchange Architects Inc<br>Newark DE                      | 98103<br>Mega Architecture PA<br>Charlotte NC                         | 99005<br>Wickham Gustafson Architects<br>Ft Collins CO                             |
|   | 00096<br>Design Innovations Architects Inc<br>Knoxville TN                | 97016<br>Peter F Morley Architect Inc<br>Kennesaw GA                  | 00054<br>Wolff-Lyon Architects Inc<br>Boulder CO                                   |
|   | 00046<br>Fowler Design Associates Ltd<br>Atlanta GA                       | C74006<br>PDT + Company Architects/Planners<br>Cincinnati OH          |  |
|   | B96023<br>Giffels Associates Inc<br>Southfield MI                         | B96029<br>Pierce Design Inc<br>Pittsburgh PA                          |  |

# Comments Wanted: Soliciting Work Prior To Licensure

The Board of Architectural Examiners is considering adoption of the following statement as guidance for architects and firms in the practice of architecture under the South Carolina Architectural Practice Act. The purpose of this proposed Statement of Guidance is to clarify the issue of out-of-state architects soliciting business, making presentations to selection committees, or entering design competitions in South Carolina prior to becoming licensed.

For disciplinary purposes in matters before the Board regarding unregistered practice, compliance with this statement will not be considered a violation of the professional licensing law under Section 40-1-110.

The Board has held the

position over many years that an architect who is licensed in another jurisdiction (state or U.S. territory) and who holds a current Certificate from the National Council of Architectural Registration Boards may seek architectural work in South Carolina prior to licensure, provided that, upon being awarded the commission, he or she immediately applies for and obtains a South Carolina license prior to providing architectural services here.

The Board would appreciate receiving your comments by June 30, 2002, regarding the proposed Statement of Guidance.

Comments can be e-mailed to Jan B. Simpson, Administrator, at [Simpsonj@mail.llr.state.sc.us](mailto:Simpsonj@mail.llr.state.sc.us) or mailed to the Board office at P.O. Box 11419, Columbia, SC 29211.

# Proposed Statement Of Guidance

Solicitation, Presentation or Proposal by Qualified Architect Without A South Carolina License

## Individuals

It is the position of the South Carolina Board of Architectural Examiners that individuals wishing to make solicitations, presentations or proposals to provide architectural services in this state may do so without previously obtaining a license in this state, provided the individual who will engage in the practice of architecture in this state:

1. holds a current, active and unrestricted license for the practice of architecture from another state or territory, and

2. holds a current certificate of qualification issued by the National Council of Architectural Registration Boards (NCARB), and

3. applies for a South Carolina license immediately upon being awarded a commission to provide architectural services in this state, and

4. obtains a South Carolina license prior to providing architectural services in this state pursuant to the commission.

## Firms

Section 40-3-270 of the 1976 Code of Laws of South Carolina, as amended, places certain requirements on firms desiring to practice or offer to practice architecture in this state. Accordingly, it should be remembered that, upon being awarded a commission to provide architectural services in this state, any firm involved in the commission should immediately apply for a Certificate of Authorization (firm license). Prior to providing architectural services in this state pursuant to the commission, any firm involved in the commission must obtain a Certificate of Authorization (firm license).

## Individuals and Firms

Although an architect or firm that conducts itself in accordance with this policy may not be disciplined by the Board of Architectural Examiners for unlicensed or unregistered practice, an architect or firm may still face disciplinary action by the Board in other matters and may still face civil liability under some circumstances and, therefore, should consult private counsel where doubt exists as to what actions are appropriate.

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## Renewals Due June 30

Individual Certificates of Registration expire on JUNE 30, 2002. Renewal notices were mailed on May 7, 2002. If you do not receive a renewal notice by June 1, please contact us. We no longer send reminder notices of renewals.

To avoid a late fee and to keep your name out of the Enforcement Report of this newsletter, please read carefully and answer truthfully the questions asked on the renewal

form, sign it, and return it to us by July 1. You are the only person responsible for your answers to these questions. If false or misleading information is provided, the Board will hold you responsible-not your secretary, your assistant, or your office manager.

Reporting of continuing education hours will start with NEXT YEAR'S renewal (June 2003). See the article in this newsletter for details.

### The Board office will be closed for the following state holidays:

Friday, May 10, 2002  
Monday, May 27, 2002  
Thursday, July 4, 2002  
Monday, September 2, 2002  
Monday, November 11, 2002  
Thursday, November 28, 2002  
Friday, November 29, 2002  
Wednesday, December 25, 2002  
Thursday, December 26, 2002

# Customer Service - How Are We Doing?

We live in a world increasingly characterized by less personal service, more automation, and fewer contacts with "real people" who can help us when we have questions or a problem. Realizing that automation has also made our lives easier, we try to strike a balance between providing service to you on a 24-hour basis (via our Web site) and being available to speak with you personally if automation isn't the answer. We are continually fine-tuning our customer service skills so that you get what you need, when you need it. We have streamlined some of our processes and are working toward providing online renewals (within the next 12 months). We now take address changes by e-mail or fax, we have many forms in downloadable format on our Web site, and we have added links to other organizations to make it easier

for you to get information.

If you would like to provide feedback on our service - especially how it might be improved - please access the "Service Satisfaction Survey" at [www.LLR.state.sc.us/POL](http://www.LLR.state.sc.us/POL). Responses go to a third party who collects the data. You do not have to give your name, and you will not be identified in any way to this Board unless you want to be. There is an option for indicating that your responses are for a particular board; suggestions for improvement and other comments are passed on to us anonymously.

We hope you will take time to complete the survey either online or by downloading and mailing it in.

Your feedback will assist us in providing the VERY BEST customer service to you!

## Visit on the web!



[www.llr.state.sc.us](http://www.llr.state.sc.us)

# Reminders

## Rosters Available On Diskette

The roster of licensed architects and architectural firms is now available on diskette in comma delimited, tab delimited or database file formats. Please specify format and listing when ordering.

If you would like to obtain this information, contact the Board office or e-mail Alice Richardson at [richardsona@mail.llr.state.sc.us](mailto:richardsona@mail.llr.state.sc.us).

## Applications Available On The Web

You can now download Board applications and instructions on the web. These forms can be accessed at [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/). If you have any questions regarding these forms, please contact Alice Richardson, licensing coordinator.

## Moving? Be Sure To Notify The Board

A change of address form can be downloaded from the web at [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/) or this information can be mailed, sent by fax or e-mailed to the Board office. Be sure to type or neatly print changes so that they may be entered into the database correctly. The Board cannot accept address changes over the telephone. Please forward address changes to the attention of Alice Richardson, licensing coordinator, or e-mail changes to [Richardsona@mail.llr.state.sc.us](mailto:Richardsona@mail.llr.state.sc.us).

## Architects And Architectural Firms Listed On Web Site!

Architects and architectural firms currently licensed in South Carolina are listed on the "Licensee Lookup" our Web site. You can use this "Lookup" to make sure of that your licenses are up-to-date. This site is updated daily.

The Web site address is [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/) look under licensee lookup. If you believe a firm or individual was recently licensed but are unable to locate them on this site, please e-mail us at [Richardsona@mail.llr.state.sc.us](mailto:Richardsona@mail.llr.state.sc.us) or call us at (803) 896-4408.

**Frequently Asked CE Questions**

**Q: When is the first report due?**

A: The first reporting of CE to the South Carolina Board is due with the renewal form no later than June 30, 2003.

**Q: How will I file? Is there a special form?**

A: The renewal form will contain a section regarding continuing education. No other special form is needed.

**Q: What documentation do I need?**

A: If you are selected for audit, we will ask that you submit documentation of attendance at events for which you claim credit. "Proof" of attendance may be a certificate of attendance issued by the sponsoring organization, an AIA/CES transcript, a letter verifying your attendance from the sponsor, or similar verifiable documentation.

**Q: Can I send in information on CE events I've attended all during the year?**

A: You will need to send in documentation

ONLY if you are selected for a random audit. You do not have to submit proof of attendance unless you are requested to do so.

**Q: What if I'm not a member of the AIA?**

A: Non-AIA members may attend CE events sponsored by the AIA by paying the non-member fee. For information on events sponsored by the South Carolina AIA, access their web site at [www.aiasc.org](http://www.aiasc.org).

There are many opportunities to obtain continuing education credits from national organizations, local businesses, and from publications that include a test of knowledge gained. NCARB monographs are an excellent way to obtain 10-14 hours with successful completion of the test (either online or by paper).

**Q: When may I start obtaining CE?**

A: After July 1, 2001.

**Q: How do I know what classes/events the Board will accept?**

A: The Board will not pre-approve continuing education events. If an event is spon-

sored by the AIA or an AIA-approved sponsor, it will be accepted. If the activity meets the criteria established in the law and regulations, the Board will accept it.

**Q: Will the Board publicize CE events sponsored by other organizations (on a Web site)?**

A: No.

**Q: If I accrue more than the required 12 continuing education hours in one year, may I carry them over to the next reporting period?**

A: Yes, the regulations allow a maximum carryover of 12 hours for one year only.

**Q: May I get CE for attending a trade show?**

A: No. Mere attendance at a trade show will not be acceptable CE. However, if you attend an educational event during the trade show that meets the criteria, and if your attendance can be verified, you may count that time toward continuing education.

**NCARB - Architect Registration Examination**

**Score Results Summary  
January 1, 2001-December 31, 2001**

| Division                | Number<br>(In SC) | SC<br>% Pass | Region<br>% Pass | All Boards<br>% Pass |
|-------------------------|-------------------|--------------|------------------|----------------------|
| Pre-Design              | 21                | 90           | 73               | 76                   |
| Site Planning           | 15                | 67           | 66               | 64                   |
| Building Planning       | 19                | 63           | 62               | 62                   |
| Building Technology     | 13                | 77           | 70               | 67                   |
| General Structures      | 10                | 80           | 70               | 76                   |
| Lateral Forces          | 9                 | 78           | 86               | 90                   |
| Mech and Elec. Systems  | 14                | 71           | 71               | 73                   |
| Materials and Methods   | 16                | 100          | 89               | 90                   |
| Construction Docs/Svcs  | 19                | 89           | 86               | 86                   |
| Total # Divisions Taken | 136               |              |                  |                      |



# I Don't Have Time for Continuing Education -

*Continued from page 2*

scores to the AIA at no additional cost.

The remaining two contact hours can be easily accomplished by reading one of the many articles in magazines such as Architecture, after which you answer a few true/false questions or fill-in-the-blank questions, and then transmit for verification.

Don't misunderstand. Conventions, seminars and conferences are important, instructive and exciting, but do not feel obligated to attend because you have to complete your continuing education requirements. I personally like to do both monographs and conventions; each is important to our profession and the sharing of current ideas that keeps the design community responsible and informed.

Remember that CE requirements vary from jurisdiction to jurisdiction. It is important that you stay abreast of your registration board's current requirements for licensure renewal. If you have any questions about continuing education, contact your board directly.

If you would like more details about NCARB's Professional Development Program monograph series, visit the NCARB Web site at [www.ncarb.org](http://www.ncarb.org) or contact the Council at (202) 783-6500.

\* Each of the following titles equals 10 PDUs/10 AIA LUs in health, safety and welfare: *Why Buildings Fail, Sustainable Design, Professional Conduct, Low-Slope Roofing I, Seismic Mitigation, Subsurface Conditions, Fire Safety in Buildings, and the updated Energy-Conscious Architecture*. Each monograph costs \$125 for current NCARB Certificate holders and \$195 for non-Certificate holders.

\* Each of the following titles equals 14 PDUs/14 AIA LUs in health, safety and welfare: *Low-Slope Roofing II and Wind Forces*. Each monograph costs \$175 for current NCARB Certificate holders and \$245 for non-Certificate holders.

\* *Cracking the Codes* has two quizzes, and the successful completion of each equals eight PDUs/eight AIA LUs in health, safety and welfare. The complete set - monograph and two quizzes - costs \$200 for current NCARB Certificate holders and \$270 for non-Certificate holders. The monograph and one quiz costs \$125 for current NCARB Certificate holders and \$195 for non-Certificate holders. The second quiz may then be purchased for \$75 by current Certificate holders and non-Certificate holders.

## Notice To South Carolina Examination Candidates

Many of you are aware of the "rolling window" which affects credit retention of the A.R.E. divisions you have passed.

You have four years from the date the rolling window provision was implemented to pass all divisions of the examination. Credit for each division passed is retained for four years after which time you must take the section(s) again.

You have unlimited opportunities to retake the examination. Even if you do not sit for an exam, the "clock" is still ticking. If you have any questions about your examination status, please submit a written request for clarification as to how you will be affected.

## New Ordering Information For NCARB Monographs

Effective immediately, NCARB will be working with Nighthawk Communications to fill orders for monographs and study guide orders that are paid for by check. Orders should now be sent to: NCARB Publications, 2009 Beaver Road, Landover, MD 20785. Orders charged to credit cards may be directly faxed to 301-773-9521. On line orders will not be directly affected by these changes.

## Employers Beware!

State-required posters that involve workplace laws are available **free** of charge. You do not have to pay for them.

The posters – now available in an all-in-one poster format – can be obtained from the S.C. Department of Labor Licensing and Regulation, S.C. Employment Security Commission, S.C. Human Affairs Commission or S.C. Workers' Compensation Commission.

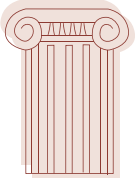
The all-in-one-poster includes:

- Safety and Health Protection on the Job (the OSHA poster)
- Employment Discrimination
- Workers Compensation
- Unemployment Insurance
- Payment of Wages, Child Labor and Right-to-Work Laws

If you want to place an order or have questions, contact one of the following:

- LLR, (803) 896-4380, or by email at [fosterb@mail.llr.state.sc.us](mailto:fosterb@mail.llr.state.sc.us).
- Employment Security, (803) 737-2474
- Human Affairs, (803) 737-7800 or 1-800-521-0725
- Workers Compensation, (803) 737-5700





**S.C. Department of Labor, Licensing and Regulation**

**Board of Architectural Examiners**

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