



MARYLAND STATE BOARD OF ARCHITECTS

FY24 ANNUAL REPORT

15 August 2024

Executive Summary

This Fiscal Year-2024 Annual Report is submitted as a summary of the activities and accomplishments of the Maryland State Board of Architects for the period of July 1, 2023 – June 30, 2024, and issued on behalf of the Maryland State Board of Architects.

History, Purpose, and Mission of the Board

- **Board History:** The Maryland State Board of Architects was established in 1935 as the Board of Examiners and Registration of Architects. The Board became the Maryland Architectural Registration Board in 1968 and acquired its current name in 1989. The Board was created to serve the citizens of Maryland by acting on their behalf with the mission to preserve and protect the public's health, safety, and welfare in the built environment.
- **Board Purpose:** The Board preserves and protects the public's health, safety, and welfare in the built environment by ensuring that architectural services are provided only by licensed or certified professionals who meet the standards of training and competence established by the laws of the State of Maryland. On behalf of the public, the Board provides essential administration to safeguard laws ensuring that individuals designing structures or sites for human use or habitation have the necessary training and skills to do so safely.

The Board protects the public health and safety by establishing education, experience, and examination requirements for all licensed architects; ensuring that all licensees meet these requirements. The Board investigates complaints against licensees, as well as complaints related to unlicensed practice. The Board may issue a reprimand, suspend or revoke a license or permit, and/or impose fines.

- **Board Mission:** The protection of the public health, safety, and welfare of the public, encompass the Board’s mission in administering the rules governing how architects design the built environment to protect and improve the quality of life in the State of Maryland:
 - Health: Aspects of architecture that have beneficial effects on occupants and users of buildings or sites, including those that address environmental concerns.
 - Safety: Aspects of architecture intended to provide the safe use of private and public spaces and limit or prevent accidental injury or death of occupants and users of buildings or sites.
 - Welfare: Aspects of architecture in forming private and public spaces that cause and demonstrate positive civic responses from, or enable equal access to, users of buildings or sites.

Actions of the Board

- **Qualifications for Licensure:** At regular monthly meetings, the Board reviews and adjudicates qualifications for individuals seeking license to practice architecture in the State of Maryland. Individuals may apply for licensure as an initial registration through State requirements for education, experience, and the Architectural Registration Examination or apply for reciprocal registration for those licensed to practice in a jurisdiction meeting National Council of Architectural Registration Boards (NCARB) requirements. These meetings are open to the public in accordance with Maryland regulations.
- **Professional Practice:** The Board requires individuals licensed to practice architecture maintain technical currency and professional proficiency through an annual continuing education process that is reviewed as each license is renewed. Licensed architects are required to submit transcripts of continuing education courses completed annually and may be audited for coursework submitted. In this way, the Board encourages practitioners to be

knowledgeable of best practices and current professional standards by reviewing and approving continuing education.

- **Complaints from the Public:** Through the Board’s Complaint Committee, the Board Chair delegates initial review of complaints from the public submitted to the Department of Labor (MD Labor). The Complaint Committee is composed of one Public Member and one Architect Member of the Board and refers complaints of unlicensed practice, unprofessional practice, and other violations of Maryland law for administrative or court action. Complaint Committee actions may be referred to the full Board as needed for action. Through these administrative or legal processes, the Board counters both physical and financial harm to the general public by monitoring and disciplining unlicensed practice. The Board also provides accountability within the profession and helps safeguard consumers against fraudulent or unethical practice that may threaten the Health, Safety, and Welfare of the public.
- **Standards Review:** Periodically the Board reviews publications, commentary, and complaints from the public and professionals regarding the current practice of architecture, emerging technologies, and education to propose revisions to ensure that regulatory requirements remain up-to-date with new developments in architecture and the building industry. The Board may collaborate with organizations such as NCARB and local chapters of the American Institute of Architects to remove barriers to practice and streamline licensure across jurisdictions to encourage competition within the profession.

National Council of Architectural Registration Boards

The Maryland Board is a member of NCARB a nonprofit organization comprised of the architectural regulatory boards of the 55 jurisdictions, which include the 50 U.S. states, and 5 territories (the District of Columbia, Guam, the U.S. Virgin Islands, Puerto Rico, and the Northern Mariana Islands. NCARB, on behalf of the member boards, develops uniform education, experience, and examination requirements for architects across the United States. The Maryland Board has adopted NCARB’s model examination for licensure, and NCARB’s AXP process for documenting experience as requirements for licensure in Maryland.

As an NCARB member Board, the Maryland Board was actively engaged in both NCARB national level activities and in regional activities under NCARB Region 2.* The Board ensures Maryland architectural practice and public safety perspectives are considered in the development of standards for the practice of architecture. Board members leverage extensive volunteer service within their profession and lend additional expertise and insight into the regulation of architecture.

**Region 2 jurisdictions: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia*

Board Composition

The Maryland State Board of Architects consists of seven members who are residents of Maryland, in good standing in their chosen profession, including:

- Five licensed architect members engaged in practice for at least 10 years
- Two public members representing consumer perspective and interests

Board members are directly appointed by the Governor for a five-year term. Members may be reappointed for additional five-year terms and serve until their successor has been appointed. Members serve on a citizen-volunteer basis and are not financially compensated for their work on the Board.

Board Membership - FY-2024

- Cynthia Shonaiya, AIA, LEED AP – Architect Chair (July 2024-July 2029)
 - Principal, Hord | Coplan | Macht
 - NCARB committee member
 - Morgan State University (M-Arch)
 - University of Jos (B-Arch)
 - Howard County, MD
- Paul Edmeades, AIA, NCARB – Architect Vice Chair (July 2022~~1~~⁶-July 2027)
 - Principal, Edmeades & Stromdahl, Ltd.
 - Past Chair of NCARB Region 2, NCARB committee member.
 - Past Regional Director of the NCARB Board of Directors - Region 2
 - Yale University, (M-Environmental Design)
 - University of Virginia, (B-Arch)
 - Harford County, MD
- Kevin Sneed, FAIA, NCARB, LEED AP BD+C, Architect, (July 2023-July 2028)
 - Senior Principal/Senior Director of Architecture - OTJ Architects
 - Council for Interior Design Qualifications (CIDQ) committee
 - Past Board Member, Maryland Board of Certified Interior Designers
 - University of Texas – Arlington (BS-Arch)
 - Montgomery County, MD

- Doug Polt, AIA, Architect Member, (July 2022-July 2027)
 - President, Polt Design Group, Inc.
 - Region 1 Director for CLARB; committee member
 - University of Lincoln-Nebraska (B-Arch)
 - Harford County, MD

- Mark Flemming, AIA, NCARB - Architect Member, (July 2020-July 2025)
 - Senior Advisor, United States Department of State
 - NCARB committee member
 - Colonel (Ret), Maryland Air National Guard
 - Tulane University, School of Architecture (BArch, M Arch)
 - Calvert County, MD

- Stephanie Hopkins, Consumer Member (July 2019-August 2024)
 - Executive Assistant (Ret) Baltimore City State's Attorney
 - NCARB National Board – Public Director (June 2023 – Present)
 - Baltimore City, MD

- Casey Dawkins, Consumer Member (July 2024-July 2029)
 - Professor, Urban Studies and Planning at University of Maryland
 - Georgia Institute of Technology, (PhD)
 - Montgomery County, MD

Board Administration

- **Maryland Department of Labor:** The work of the Maryland Board of Architects is supported through the Division of Occupational and Professional Licensing as one of the twenty-five licensing boards and commissions of the Maryland Department of Labor (www.labor.maryland.gov).
- **Administrative Staff:** Within the Division of Occupational and Professional Licensing, there are eight permanent staff members available to assist the Board in carrying out its duties. The Board Secretary position is exclusive to the Architects Board. All other positions, including the executive director, an assistant executive director, an investigator, and board administrators— an office secretary are shared among all the design boards. The Board receives legal assistance from the Maryland Office of the Attorney General and other clerical and licensing assistance from the central staff of the Division of Occupational and Professional Licensing within MD Labor. Agendas and minutes for past Board meetings can be read on the Board’s website: <https://www.labor.maryland.gov/license/arch/>

Architectural Licensure and Practice

In Maryland, an individual applies for a license to practice architecture either by examination or through reciprocity. An applicant who is seeking licensure by examination must apply to the board prior to taking the Architectural Registration Examination (“ARE”). An applicant who has already passed the ARE and is licensed in another jurisdiction may apply for licensure by reciprocity. Applicants for licensure by reciprocity may choose to submit with their application proof of licensure in another state or proof of certification with NCARB.

Licensure by Examination: For an individual to receive a license by examination, he or she must first apply to the board prior to taking ARE. Generally, a candidate for ARE must have a college degree in architecture from a school that is accredited by the National Architecture Accrediting Board (NAAB) as well as practical experience or additional education considered appropriate by the board. A candidate may also have a college degree from a

foreign school of architecture that the board determines is comparable to a school that is US-accredited. Although most new candidates have a traditional degree in architecture, an individual who does not meet the standard educational requirement can instead substitute other types of education and work experience. In addition, candidates for ARE must either be enrolled in or have completed the Architectural Experience Program (AXP) which is a training program administered by NCARB that takes an average of three years to complete. An individual must complete 3,740 training hours to satisfy the requirements of the training program (this standard is set by NCARB). Once an application has been approved by the board, the individual is notified directly and receives authorization to take the ARE. Once an individual has passed all divisions of the ARE and completed the AXP training, he or she is qualified to apply for licensure in the State.

Licensure by Reciprocity: An applicant applying for licensure by reciprocity can choose reciprocity with another state or NCARB certification. Applicants using either method must pay a reciprocity fee. For reciprocity through another state, the applicant must submit official college transcripts, submit three letters of character reference, and provide verification of a license in another state. For reciprocity through NCARB, the applicant must submit with the application a certification from NCARB that the individual is a licensed architect in a state other than Maryland.

Firm Permits: Firms must apply for a permit to practice architectural services in Maryland. To qualify for a permit, two-thirds of the partners (for partnerships), directors (for corporations), or members (for limited liability companies) must be licensed in Maryland or any other state to practice architecture, engineering, or landscape architecture. In addition to this requirement, one partner, director, or member must be a licensed architect and be in charge of architecture practiced by the firm.

Renewal Requirements: Maryland architects must renew their licenses every two years. A licensed architect seeking renewal or reinstatement of a license must complete twenty-four hours of continuing education during each biennial licensing period. Twenty-four hours must relate to upholding the health, safety, and welfare (HSW) of the general public.

Maryland Board of Architects Statistics for 2024

- Initial Licenses: 3,157
- Reciprocal Licenses: 4,870
- Total Licenses issued in FY-2024 - 344 (Initial - 59 & Reciprocity - 285)
- Total Certificate of Authorizations 533
- Total Certificate of Authorizations issued in FY-2024 - 39
- Renewals:
 - Total Active Licensees: 8,027
 - Expired, Inactive, Retired or Reinstatement Pending: 9,636

- Disciplinary Cases:
 - 1. Sanctions Imposed/ All Actions: 5 Settlement Letters
 - 2. Penalties/ Fines Imposed: \$21,500.00 assessed with \$2,500.00 stayed

Outreach Efforts

- Forum April 18, 2024, in collaboration with NCARB and AIA Baltimore.

Recent Updates and Improvements

Please note that starting on August 1, 2024, the Maryland Board of Architects will change its fee structure based on amendments to COMAR 09.21.04 General Regulations. Maryland design boards have agreed to average their direct and indirect expenses, based on the calculation costs performed by the Secretary in consultation with the design boards. Based on these calculations, the Board of Architects sets the following fees:

TYPE OF LICENSE	Fee	Application/Late Fee	Total Fee	Cycle
		(Non-refundable)		
Original License	\$ 86.00	\$ 39.00	\$ 125.00	2 years
Renewal Fee	\$ 86.00	-	\$ 86.00	2 years
Reinstatement	\$ 86.00	\$ 112.00	\$ 198.00	2 years

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Emeritus License	\$ 56.00	-	\$ 56.00	100 years
Reciprocal License	\$ 86.00	\$ 56.00	\$ 142.00	2 years
Firm Permit (Original)	\$ 112.00	\$ 39.00	\$ 151.00	2 years
Firm Permit (Renewal/Reinstatement License Verification/Certification	\$ 112.00	-	\$ 112.00	2 years
	\$ 10.00	-	\$ 10.00	-
Wall Certificate (Replacement fee)	\$ 39.00		\$ 39.00	-

Please make check or money order payable to MD Board of Architects.

Significant Board Actions FY-2024

July 2023

- No scheduled Board meeting

August 23, 2023

- Casey Dawkins was introduced as a new Consumer Board Member to the position vacated by Gary Ey.
- Stephanie Hopkins was named to the Complaint Committee to the position vacated by Gary Ey.
- Complaint Committee: three complaints pending action
- Applications Review
 - ARE: 15 administratively approved; 4 were approved by the Board.
 - Reciprocity: approved 1 application
 - Two applications not approved
- Approved CPC Committee request to deny Society of American Registered Architects application for continuing education as not meeting criteria.
- NCARB mutual recognition agreement (MRA) with UK in progress – no Board action necessary.
- Advisory issued to Maryland architects on fraudulent use of seal and registrations.
- Counsel notified new provisions under Servicemembers Civil Relief Act (SCRA) for reciprocal and expedited licensing to active duty and spouses.

September 27, 2023

- Complaint Committee: three complaints pending action
- Applications Review
 - ARE: 6 administratively approved; 3 were approved by the Board.
 - Reciprocity: approved 2 applications.
- Code Officials Handbook under review
- NCARB mutual recognition agreement (MRA) with UK Architects Registration Board in progress – no Board action
- Board Training Manual issued

October 25, 2023

- Complaint Committee: four complaints pending action
- Applications Review
 - ARE: 4 administratively approved; 6 were approved by the Board.
 - Reciprocity: approved 2 applications.

November 2023

- No scheduled Board meeting

December 13, 2023

- Complaint Committee: four complaints pending action
- Applications Review
 - ARE: 12 administratively approved; 3 were approved by the Board.
 - Reciprocity: approved 3 applications.
- NCARB Region 2 Strategic Plan Review

January 24, 2024

- Complaint Committee: none
- Applications Review
 - ARE: 7 administratively approved; 3 were approved by the Board.
 - Reciprocity: approved no applications.
- DEI Committee meeting January 10 planning for Maryland Diversity Licensure Forum planned for May 2024.

February 21, 2024

- Cynthia Shonaiya named Board Chair.
- Complaint Committee: seven complaints pending action; 01-AR-24 closed.
- Mark Flemming named to Complaint Committee to the position vacated by Cynthia Shonaiya.
- Applications Review
 - ARE: 13 administratively approved; 4 were approved by the Board.
 - Reciprocity: approved 3 applications.

- Fee increase regulations forwarded to the Secretary's Office
- Legislature the Military Training and Military Spouses Act.

March 20, 2024

- Complaint Committee: seven complaints pending action; 01-AR-24 closed
- Applications Review
 - ARE: 8 administratively approved and 3 were approved by the Board.
 - Reciprocity: the Board approved 11 applications.
- Approved the amended Architects Board 12% fee increase as presented.
- Reviewed 2024 NCARB Annual Business Meeting Draft Resolutions
- Committee Reports:
 - DEI (Diversity, Equity, and Inclusion): the DEI Forum is moving forward with the presentation which is scheduled for April 18, 2024.
 - Code Officials: committee to receive an edited copy of the Code Officials Handbook with Board Chair comments.
 - Board Responsibilities: updating the latest version and coordinate with Board Counsel.
 - Strategic Plan: referred to NCARB Regional Committee for review.
- US Congress Bill H.Con.Res.96 which expresses the sense of Congress regarding the public health, safety, and welfare implications of licensure of design professionals.
- Seven members of the Board and staff confirmed their attendance at the NCARB Annual meeting June 13 -15, 2023 in Chicago, Illinois.

April 24, 2024

- Complaint Committee: seven complaints pending action; 07-AR-24 opened. Request for closed session discussion for 04-AR-23.
- Applications Review
 - ARE: 12 administratively approved.
 - Reciprocity: no applications.
- NCARB draft resolutions reviewed by the Board.
- Morgan State presentation on April 18th was well received.
- Legislative session ended April 8, 2024.

May 22, 2024

- Complaint Committee: five complaints closed; four complaints pending action. Executive session requested for 04-AR-23.
- Applications Review
 - ARE: 12 administratively approved and 4 were approved by the Board. One denial for incomplete work experience.
 - Reciprocity: no applications.
- NCARB at-large director polled for consensus for NCARB ABM vote
- Sunset provision for Architects Board review is July 1, 2028, to be discussed with Legislative Task Force.
- Six-month window for Complaint Committee hearing process.
- Interorganizational Council on Regulation (ICOR) training on overlapping practices available May 23rd.

June 26, 2024

- Complaint Committee: four complaints pending action.
- Applications Review
 - ARE: 4 administratively approved and 3 were approved by the Board.
 - Reciprocity: no applications.
- Legislative Task Force formed with Edmeades, Dawkins, and Venuti.
- IPAL (Integrated Path to Licensure) Program to be included in an updated ARE application form.
- Recap of NCARB Annual Business Meeting (ABM) including Singh and Polk elected as at-large Directors.
- Outreach opportunity for recognition of newly licensed architects in coordination with AIA-Baltimore.
- Exceptions and Hearing request for 04-AR-23 scheduled for August 21, 2024 after Board Meeting.