

TITLE 804 BOARD OF REGISTRATION FOR ARCHITECTS AND LANDSCAPE ARCHITECTS

NOTE: Under IC 25-4-1-2, the name of the Board of Registration for Architects is changed to Board of Registration for Architects and Landscape Architects, effective July 1, 2000.

ARTICLE 1. REGISTRATION; CODE OF CONDUCT FOR ARCHITECTS (REPEALED)

(Repealed by Board of Registration for Architects and Landscape Architects; filed Mar 25, 1980, 9:15 am: 3 IR 956)

ARTICLE 1.1. REGISTRATION; CODE OF CONDUCT FOR ARCHITECTS

Rule 1. General Provisions

804 IAC 1.1-1-1 Definitions and abbreviations

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-8

Sec. 1. (a) NCARB Appendix A, Circular of Information #1, Table of Equivalents for Education, Training, and Experience will be used by the board as a guide. The following definitions apply throughout this rule:

- (1) "Accredited degree program" means a program leading to a professional degree which is accredited by the NAAB or the LAAB or certified equivalent by NCARB or CLARB guidelines.
- (2) "Act" means IC 25-4 creating a board to regulate the practice of architecture and the practice of landscape architecture in Indiana.
- (3) "Applicant" means an individual whose application has been received by the board for registration as an architect or a landscape architect.
- (4) "Approved department, school, or college of architecture or landscape architecture" means a department, school, or college with an architecture or landscape architecture professional degree program recognized by the board at the time of an applicant's graduation.
- (5) "Architect" means a person registered under IC 25-4-1 and this article and thereby entitled to use the title architect and engage in the practice of architecture in Indiana.
- (6) "A.R.E." means the architect registration examination prepared by NCARB.
- (7) "Board" means the board of registration for architects and landscape architects.
- (8) "CLARB" means the Council of Landscape Architectural Registration Boards.
- (9) "Council record-CLARB" means a detailed, authenticated record of an applicant's activities and accomplishments, factual data of education, training, practice, character, examination, and registration.
- (10) "Council record-NCARB" means a detailed, authenticated record of an applicant's education, training, experience, examination, registration, and character. Council record prepared by NCARB.
- (11) "Degree in a design discipline", as used in IC 25-4-1-8, means a preprofessional bachelor degree with a major in architecture such as would admit the applicant to an accredited professional master of architecture degree program of four (4) semesters or shorter.
- (12) "EESA" means a program approved by NCARB known as Education Evaluation Services for Architects.
- (13) "IDP" means Intern Development Program.
- (14) "LAAB" means the Landscape Architectural Accreditation Board.
- (15) "LARE" means the landscape architect registration examination prepared by CLARB.
- (16) "Landscape architect" means a person registered under IC 25-4-2 and this article and thereby entitled to use the title landscape architect and engage in the practice of landscape architecture in Indiana.
- (17) "NAAB" means the National Architectural Accrediting Board.
- (18) "NCARB" means the National Council of Architectural Registration Boards.
- (19) "Professional examination" means the former architects registration examination prepared by NCARB.
- (20) "Qualifying test" means the examination formerly prepared by NCARB to qualify applicants without an accredited architectural degree for admission to the professional examination.
- (21) "Registrant" means a registered architect or landscape architect, unless the context clearly indicates otherwise, whose qualifications have been examined by the board and a certificate of registration granted.
- (22) "Valid certificate" means a certificate of registration held by an individual that is current and in good standing. A

certificate shall have the effect of a license to practice architecture in Indiana, subject to IC 25-4-1. A certificate shall have the effect of a license to use the title landscape architect in Indiana subject to IC 25-4-1.

(23) "Week" means a thirty-five (35) hour work week. (No more than thirty-five (35) hours shall be counted toward requirements in any given calendar week.)

(24) "Year" means fifty (50) calendar weeks not including vacation.

(b) When the masculine pronoun is used, it shall include the feminine. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-1-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 949; filed Jan 8, 1982, 10:10 a.m.: 5 IR 387; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1075; filed Nov 14, 1985, 8:39 a.m.: 9 IR 752; filed Oct 28, 1998, 3:35 p.m.: 22 IR 756; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Jan 24, 2002, 12:05 p.m.: 25 IR 1903; filed Sep 5, 2003, 8:25 a.m.: 27 IR 180*)

804 IAC 1.1-1-2 Organization; meetings; officers

Authority: IC 25-4-1-3

Affected: IC 5-14-1.5

Sec. 2. (a) Procedure: Roberts Rules of Order are adopted as the rules for conducting the business of the board to the extent not in conflict with applicable law.

(b) Meetings: A minimum of two (2) regular meetings will be held in each calendar year and special meetings as the board in its discretion may deem necessary or advisable.

(1) The first meeting of the board, the annual meeting, shall be as soon as practicable after the start of the calendar year.

(2) The other regular meeting as near as practicable to the middle of the calendar year.

(3) Special meetings shall be at the request of the chairman or any three (3) members by presenting a request to the secretary of the board.

(4) Time and place of meetings shall be determined by the chairman.

(5) Notice of all meetings by the secretary setting out the time and place of the meeting and including a proposed agenda of the items for action at the meeting are to be mailed to all board members not less than 10 days prior to the date of such meeting, unless such notice has been waived by the chairman with any such waiver subject to the public notice which must be given as required by IC 5-14-1-5 [*Repealed by P.L.19-1983, SECTION 12. See IC 5-14-1.5.*].

(6) Five (5) members of the board shall constitute a quorum for the transaction of any and all business which may come before the board. Approval by a majority of all members of the board present shall be required for action to be taken.

(c) Election of officers: The board shall elect from its members a chairman and a vice-chairman at the annual meeting. Each officer shall serve for a term of one (1) year, or until a successor has been duly elected. In event a vacancy occurs in any office, such office shall be filled at the next meeting of the board and the person so elected shall hold office until the next annual election of officers. No member shall serve more than two (2) consecutive terms in the same office.

(1) The chairman presides at all meetings, appoints all committees, and performs such other duties as may be directed by the board. The chairman shall be an "ex-officio" member of all committees.

(2) The vice-chairman performs the duties of the chairman during any absence or disability of the chairman and such other duties as may be directed by the board.

(3) The secretary, with the assistance of such clerical help as may be required, shall be responsible for the minutes of all meetings and correspondence of the board. The secretary shall perform the customary duties of the office and such other duties as may be directed by the board.

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-1-2; filed Mar 25, 1980, 9:15 am: 3 IR 950; filed Jan 8, 1982, 10:10 am: 5 IR 388; filed Apr 26, 1983, 9:31 am: 6 IR 1077; filed Nov 14, 1985, 8:39 am: 9 IR 754; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 2. Certificate of Registration; Application, Examination, Reciprocity

804 IAC 1.1-2-1 Applications

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1; IC 25-4-2-4; IC 25-4-2-6

Sec. 1. (a) In keeping with the purpose of IC 25-4-1, an application for original registration will be accepted by the board from any person desiring to engage in the practice of architecture or use the title "landscape architect" in Indiana.

(b) Reciprocity registration shall be as follows:

(1) For an architect, a person who is currently a licensed architect in good standing in another state or territory of the United States, foreign country, or province and who wishes to be considered for registration in Indiana will be required to apply through NCARB. It shall be the responsibility of the applicant to ensure that NCARB furnishes the record to the board, and no reciprocal application will be considered in the absence of the NCARB record or its equivalent.

(2) For a landscape architect, a person who is currently a licensed or certified landscape architect in good standing in another state or jurisdiction and who wishes to be considered for registration in Indiana will be required to apply through CLARB. It shall be the responsibility of the applicant to ensure that CLARB furnishes the record to the board and to request an application from the Indiana board. No reciprocal application will be considered in the absence of the CLARB record or its equivalent.

(c) All applications shall be made on forms prescribed by the board. The application form shall be completed in accordance with instructions furnished with it. An application form shall be considered incomplete if all information is not furnished. The applicant shall be given notice of omissions or deficiencies, and, if the information required is not provided by the applicant within six (6) months of the notice, the application will be terminated.

(d) Applications for registration of landscape architects other than by reciprocity shall be received ninety (90) calendar days prior to the applicable examination date.

(e) All materials in support of any application that are not in English must be fully translated into English, and the translation must be certified in an appropriate fashion. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 950; filed Jan 8, 1982, 10:10 a.m.: 5 IR 388; filed May 24, 1982, 8:45 a.m.: 5 IR 1403; filed Sep 22, 1983, 3:30 p.m.: 6 IR 2411; filed Nov 14, 1985, 8:39 a.m.: 9 IR 754; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-2 Landscape architects; experience requirements

Authority: IC 25-4-1-3

Affected: IC 25-4-2-1; IC 25-4-2-3

Sec. 2. (a) This section establishes the actual practical experience requirements under IC 25-4-2-3(a)(2)(B) and IC 25-4-2-3(a)(6) for applicants for registration as a landscape architect. Subsection (b) establishes the requirements for IC 25-4-2-3(a)(2)(B) as an alternative to graduation from an accredited curriculum of landscape architecture presented by a college or school approved by the board. Subsections (c) through (i) establishes [*sic., establish*] the requirements for IC 25-4-2-3(a)(6).

(b) Experience of a grade and character satisfactory to the board, which would be used in lieu of an accredited degree in landscape architecture as follows:

(1) work under the direct supervision of a registered landscape architect which falls within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1(b); and

(2) has attained before January 1, 2003, at least eight (8) years of satisfactory experience as described in subdivision (1).

(c) Before January 1, 2003, experience of a grade and character satisfactory to the board to be used in combination with an accredited degree in landscape architecture, and satisfactorily passing the LARE in order to establish licensure as a registered landscape architect, consists of all work which falls within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1. Applicants who accrue experience allowed under this subsection will not lose credit for that experience even if their applications are filed after December 31, 2002.

(d) After December 31, 2002, experience of a grade and character satisfactory to the board to be used in combination with an accredited degree in landscape architecture, and satisfactorily passing the LARE in order to establish licensure as a registered landscape architect, includes the following:

(1) Work in a landscape architecture firm or other locations under the direct supervision of a registered landscape architect.

(2) Teaching landscape architecture in an accredited program.

(3) Work in an architect's office, under a registered landscape architect or architect.

(4) Work in an engineer's office, under a registered landscape architect or professional engineer.

(5) Work in a land surveyor's office, under a registered landscape architect or land surveyor.

(6) Work in a government agency's office, under a registered landscape architect, registered professional engineer, registered architect, registered land surveyor, or planner certified by the American Institute of City Planners.

(e) The work performed under subsection (d)(1) through (d)(6) must:

(1) be within the scope of the services described in the definition of landscape architecture found in IC 25-4-2-1; and

(2) cover work as addressed in the definition of landscape architecture in IC 25-4-2-1(b).

(f) Applicants who were admitted to the landscape architect examination on an application filed before July 1, 2000, shall not be required to obtain the three (3) year experience required by IC 25-4-2-3(a)(6) and by subsections *[sic., subsection]* (c) or (d).

(g) Applicants who were admitted to the landscape architect examination on an application filed after June 30, 2000, shall be required to obtain the three (3) year experience required by IC 25-4-2-3(a)(6) and by subsection (c) or (d).

(h) A maximum of twelve (12) months of actual practical experience as listed in subsection (d) may be acquired prior to receiving an accredited degree in landscape architecture. An applicant for registration as a landscape architect must acquire a minimum of two (2) years of actual practical experience after having graduated with an accredited degree from a school or college of landscape architecture in a setting described in subsection (d). This subsection does not apply to individuals who take the examination without a degree as allowed by subsection (b) and IC 25-4-2-3(a)(2)(B).

(i) One (1) year of the minimum three (3) years of practical experience must be obtained in settings described in subsections *[sic., subsection]* (d)(1) or (d)(3) through (d)(6). (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-2; filed Mar 25, 1980, 9:15 a.m.: 3 IR 950; filed Jan 8, 1982, 10:10 a.m.: 5 IR 389; filed May 24, 1982, 8:45 a.m.: 5 IR 1404; filed Sep 22, 1983, 3:30 p.m.: 6 IR 2411; filed Nov 14, 1985, 8:39 a.m.: 9 IR 755; filed Sep 16, 1987, 9:15 a.m.: 11 IR 789; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1051; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Jan 24, 2002, 12:05 p.m.: 25 IR 1904*)

804 IAC 1.1-2-2.1 Architects; training and experience requirements (Repealed)

Sec. 2.1. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592*)

804 IAC 1.1-2-3 Examinations (Repealed)

Sec. 3. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2283*)

804 IAC 1.1-2-4 Reciprocal registration (Repealed)

Sec. 4. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592*)

804 IAC 1.1-2-4.1 Temporary certificate of registration; landscape architects (Expired)

Sec. 4.1. (*Expired under IC 4-22-2.5, effective January 1, 2002.*)

804 IAC 1.1-2-4.2 Waiver of examination—grandfather clause (Repealed)

Sec. 4.2. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Apr 26, 1983, 9:31 am: 6 IR 1083*)

804 IAC 1.1-2-4.3 Waiver of examination—grandfather clause (Repealed)

Sec. 4.3. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Nov 14, 1985, 8:39 am: 9 IR 765*)

804 IAC 1.1-2-5 Issuance of certificate of registration

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-10; IC 25-4-2-2

Sec. 5. (a) Upon successful completion of the examination or reciprocity process, the board shall order a certificate of registration to be issued to the applicant and designate the date of the certificate. Upon receipt of the registration fee, the board will assign a certificate number to the registrant. Thereafter, the board will issue a registration card and provide a certificate of registration.

(b) If the board does not approve the application, the applicant shall be notified in writing of the grounds for its action. Notification shall be mailed to the last address furnished by the applicant.

(c) Failure of the applicant to pay the registration fee will cause the application to be terminated one (1) year after the board's action granting registration provided the board shall have sent a second notice to the applicant.

(d) The original registration fee for the reciprocal license must be paid by the applicant within sixty (60) days of approval thereof by the board or the license shall not be issued.

(e) The secretary is authorized to order for engrossment a duplicate or replacement certificate of registration. Such new certificate of registration shall be assigned the original certificate number with the word "duplicate" inserted above the number and shall be signed by the qualified board members and secretary. A fee shall be paid before engrossment of the certificate.

Each registrant shall keep the board advised of current address. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-5; filed Mar 25, 1980, 9:15 am: 3 IR 952; filed Jan 8, 1982, 10:10 am: 5 IR 393; filed Apr 26, 1983, 9:31 am: 6 IR 1077; filed Nov 14, 1985, 8:39 am: 9 IR 759; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-6 Renewal of registration

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-1-2-6; IC 25-4-1-14; IC 25-4-1-22

Sec. 6. (a) Certificates of registration shall be renewable every two years with the renewal fee payable in advance.

(b) A renewal notice will be sent to each registrant at least sixty (60) days prior to December 1st of each odd numbered year and it will designate the amount of renewal fee and the date payment is due.

A renewal notice shall be sent to each holder of an expired registration delinquent no more than two (2) renewal periods. The notice will designate the total amount of the renewal and the delinquent fees and the date payments are due in order to restore the certificate of registration to good standing for the succeeding biennial period.

All renewal notices and other communications will be sent to the last address given by the registrant to the board and failure to receive a notice, so addressed, shall not relieve the registrant from his obligation to pay the renewal fee at the proper time subject to IC 25-1-2-6.

(c) When the renewal fee is not paid on time, the certificate of registration expires and the holder of the expired certificate of registration cannot lawfully practice or offer to practice as an architect or practice under the title "landscape architect" and his name will be deleted from future rosters until the renewal fee and required restoration fee shall have been paid.

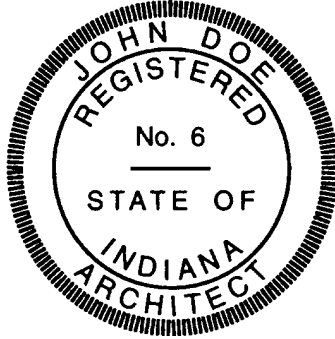
(d) A failure to renew in the time allowed in IC 25-4-1-14 (five (5) years) shall cause termination of the registration so that it cannot be renewed thereafter. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-6; filed Apr 26, 1983, 9:31 am: 6 IR 1080; filed Nov 14, 1985, 8:39 am: 9 IR 760; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-7 Architect's seal

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-22

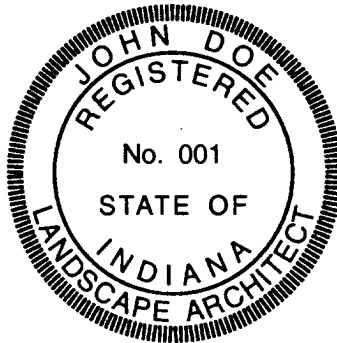
Sec. 7. (a) The architect seal shall be not less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design:



(b) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (a). The seal may have a milled edge, as shown, or two (2) concentric circles with outer and inner circles corresponding with the respective edgings of the milling.

(c) The name and registration number of the registrant inscribed on the seal shall correspond to the name and registration number inscribed on the certificate of registration. However, "AR" may be excluded in the certificate number.

(d) The landscape architect seal shall not be less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design:



(e) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (d). The seal may have a milled edge, as shown, or two (2) concentric circles with the outer and inner circles corresponding with the respective edgings of the milling.

(f) The name and registration number of the registrant inscribed on the seal shall correspond to the name and certificate number inscribed on the certificate. However, "LA" may be excluded in the certificate number.

(g) The seal shall be affixed to documents and instruments only during the time the registration is current and in good standing, and then only on such documents and instruments which have been created by the registrant, regularly employed subordinates, or subordinates under the direct supervision of the registrant. The registrant shall be responsible for seeing that the seal, however affixed, shall be legible on the document.

(h) Whenever the seal is affixed, it shall include the person's original signature directly adjacent thereto (not across the seal) or the signature may be at another location on the sheet provided it is inscribed, "This document is certified by _____".

(i) The architect or landscape architect in responsible charge of architectural work or landscape architectural work, as applicable, for which specifications, plans, and drawings are required to be submitted for review by the appropriate governmental body shall apply the seal and signature as described in this section on the title or cover page of the specifications and each sheet of the drawings.

(j) A person who is not in responsible charge of the entire work, but assumes responsibility for portions of the work shown on any drawing sheet, may apply the seal and signature and denote the part of the work inserted as follows:

COVERING _____ DESIGN.

(k) The seal and signature on any drawings, documents, or instruments signifies acceptance of full responsibility for the professional work represented thereon, except where another shall have assumed a limited responsibility for portions of the work in accordance with subsections (g) through (j).

(l) Predesigned, preengineered, or prefabricated equipment, products, components, or systems which have become established as acceptable for the proposed use may be included when such items:

- (1) meet standards established by nonprofit trade organizations and applicable code requirements;
- (2) meet the requirements for the proposed use as indicated by tests performed by a competent, unbiased testing agency; or
- (3) are certified by the manufacturer for the designated use.

When such items affect electrical, mechanical, or structural integrity of the project, the manufacturer shall give proof of appropriate design by qualified professionals. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-7; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1080; filed Nov 14, 1985, 8:39 a.m.: 9 IR 760; filed Mar 1, 1995, 3:15 p.m.: 18 IR 1833; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-2-8 Firm, partnership, or corporate practice

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-22

Sec. 8. A firm, partnership or corporation offering architectural service shall have a registrant who is a principal of the firm or partnership or officer of the corporation and all work shall be performed under the responsible direction and supervision of said registrant.

The name of such principal or officer who is registered shall appear whenever the name of the firm, partnership or corporation is used in professional practice to indicate to clients or prospective clients that registrant is in responsible charge and is validly registered as determined by the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-8; filed Apr 26, 1983, 9:31 am: 6 IR 1081; filed Nov 14, 1985, 8:39 am: 9 IR 762; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 3. Fees

804 IAC 1.1-3-1 Fees charged by board

Authority: IC 25-1-8-2; IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-16; IC 25-4-2-8

Sec. 1. (a) The state board of registration for architects and landscape architects shall charge and collect the following fees:

- (1) For submitting an application for examination for registration as an architect or landscape architect, a fee of fifty dollars (\$50).
- (2) For the examination or reexamination of an applicant for registration to practice as an architect or landscape architect, a fee in an amount determined by the board which may not exceed the cost of the examination administration thereof and grading thereof which is charged to the board plus twenty percent (20%) of such charge.
- (3) For the processing and review of qualifications for registration as an architect or landscape architect by reciprocity with a NCARB or CLARB record, one hundred dollars (\$100).
- (4) For the processing and review of qualifications for registration as an architect or landscape architect by reciprocity in the absence of a NCARB or CLARB record, four hundred dollars (\$400).
- (5) For issuance of the original certificate of registration to practice as an architect or landscape architect either following passage of the examination or approval as a reciprocal applicant:
 - (A) When the certificate of registration is dated between December 1 of an even-numbered year and November 30 of the following odd-numbered year, inclusive, fifty dollars (\$50).
 - (B) When the certificate of registration is dated between December 1 of an odd-numbered year and November 30 of the following even-numbered year, inclusive, one hundred dollars (\$100).
- (6) For the biennial renewal of the registration to practice as an architect or landscape architect, one hundred dollars (\$100) payable prior to November 30 of each odd-numbered year.
- (7) For the restoration of an expired registration to practice as an architect or landscape architect, one hundred dollars (\$100) for each license year or part of a license year of delinquency, plus all unpaid renewal fees.
- (8) For the replacement or duplicate certificate of registration to practice as an architect or landscape architect, ten dollars (\$10).

(9) For the proctoring of examinations taken in this state for purposes of registration in other states, a fee of seventy-five dollars (\$75). This fee shall be in addition to the examination fee.

(b) All fees are nonrefundable, nontransferable and all examination fees are nonapplicable in any case to succeeding examinations. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-3-1; filed Mar 25, 1980, 9:15 a.m.: 3 IR 954; filed Oct 19, 1981, 10:30 a.m.: 4 IR 2845; filed Jan 8, 1982, 10:10 a.m.: 5 IR 395; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1082; filed Sep 22, 1983, 3:30 p.m.: 6 IR 2415; filed Nov 14, 1985, 8:39 a.m.: 9 IR 762; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3085; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; filed Sep 27, 2002, 2:28 p.m.: 26 IR 370; errata, 26 IR 793*)

804 IAC 1.1-3-2 Cost of examination

Authority: IC 25-1-8-2; IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-16; IC 25-4-2-8

Sec. 2. An applicant shall pay the cost of the examination directly to the examination provider. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-3-2; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed Jul 15, 2003, 5:15 p.m.: 26 IR 3960*)

Rule 4. Code of Professional Conduct

804 IAC 1.1-4-1 Standards of competent practice

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-17; IC 25-4-2-9

Sec. 1. An architect or landscape architect shall serve and promote the public interest in the effort to improve human environment, acting in a manner to bring honor and dignity to the profession of architecture and landscape architecture with proper regard for the health and safety of the public in the performance of his duties. A practitioner in the conduct of his practice of architecture or landscape architecture shall abide and comply with the following standards of competent practice. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-1; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Sep 22, 1983, 3:30 pm: 6 IR 2415; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-2 Competence; impairment

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-17; IC 25-4-2-9

Sec. 2. (a) In practicing architecture or landscape architecture, a registrant shall act with reasonable care and competence, and shall apply the technical knowledge and skill which is ordinarily applied by registrants of good standing, practicing in the same locality.

(b) In designing a project, a registrant shall take into account all applicable state and municipal building laws and regulations. While a registrant may rely on the advice of other professionals (e.g. attorneys, engineers, and other qualified persons) as to the intent and meaning of such regulations, once having obtained such advice, a registrant shall not knowingly design a project in violation of such laws and regulations.

(c) A registrant shall undertake to perform professional services only when he, together with those whom the architect or landscape architect may engage as consultants, is qualified by education, training, and experience in the specific technical areas involved.

(d) No person shall be permitted to practice architecture or landscape architecture if, in the board's judgment, such person's professional competence is substantially impaired by physical or mental disabilities. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-2; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-3 Conflict of interest; financial disclosures

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-2-9

Sec. 3. (a) A registrant shall not accept compensation for his services from more than one party on a project unless the circumstances are fully disclosed to and agreed to (such disclosure and agreement to be in writing) by all interested parties.

(b) If a registrant has any business association, or financial interest, direct or indirect which is substantial enough to influence his judgment in connection with his or her performance of professional services, the registrant shall fully disclose in writing to his client or employer the nature of the business association or financial interest, and if the client or employer objects to such association or financial interest, the registrant shall either terminate such association or interest or offer to relinquish the commission or employment.

(c) A registrant shall not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.

(d) When acting as the interpreter of contract documents and the judge of contract performance, a registrant shall render decisions impartially, favoring neither party to the contract. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-3; filed Mar 25, 1980, 9:15 am: 3 IR 954; filed Jan 8, 1982, 10:10 am: 5 IR 396; filed Nov 14, 1985, 8:39 am: 9 IR 763; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-4 Disclosure of compensation and qualifications; reporting violations; false statements

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-1-17; IC 25-4-2-9

Sec. 4. (a) A registrant, making public statements on architectural or landscape architectural questions, shall disclose when he is being compensated for making such statement.

(b) A registrant shall accurately represent to a prospective or existing client or employer his qualifications and the scope of his responsibility in connection with work for which he or she is claiming credit.

(c) If in the course of his work on a project, a registrant becomes aware of a decision taken by his employer or client, against the registrant's advice, which violates applicable state or municipal building codes, laws and regulations and which will, in the registrant's judgment, adversely affect the safety to the public of the finished project, the registrant shall,

(1) report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building codes, laws and regulations

(2) refuse to consent to the decision, and in circumstances where the registrant reasonably believes that other such decisions will be taken notwithstanding his objection, terminate his services with reference to the project.

(d) A registrant shall not deliberately make a materially false statement or fail deliberately to disclose a material fact requested in connection with his application for registration or renewal.

(e) A registrant shall not assist the application for registration of a person known to be unqualified in respect to education, training, experience, or character.

(f) A registrant possessing knowledge of a violation of 804 IAC 1.1 by another registrant, materially affecting the health, safety and welfare of the public, shall report such knowledge to the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-4; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-5 Compliance with laws and regulations; gifts to government officials

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4-1-3; IC 25-4-2

Sec. 5. (a) A registrant shall not, in the conduct of professional practice, knowingly violate any state or federal criminal law.

(b) A registrant shall neither offer nor make any payment or gift to a government official (whether elected or appointed) with intent of influencing the official's judgment in connection with a prospective or existing project in which he is interested.

(c) A registrant shall comply with the registration laws and regulations governing his professional practice in any United States

jurisdiction. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-5; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-4-6 Supervisory control; use of signature and seal; gifts; fraud

Authority: IC 25-4-1-3; IC 25-4-2

Affected: IC 25-4

Sec. 6. (a) Each office maintained for the preparation of drawings, specifications, reports, or other professional work, which according to IC 25-4 must be performed by a registrant, shall have a registrant regularly employed in that office having direct knowledge and supervisory control of such work.

(b) A registrant shall not sign or seal drawings, specifications, reports or other professional work for which he does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the registrant's consultant, registered under this or another professional registration law of this state, the registrant may sign or seal that portion of the professional work if the registrant has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy but not otherwise.

(c) A registrant shall neither offer nor make any gifts, other than gifts of nominal value (including, for example, reasonable entertainment and hospitality) with the intent of influencing the judgment of an existing or prospective client in connection with the project in which the registrant is interested.

(d) A registrant shall not engage in conduct involving fraud or wanton disregard of the rights of others.

(e) The act of affixing the seal and signature to any drawings, documents or instruments in any manner other than specifically set out in Rule 804 IAC 1.1-2-7, whether such act is performed by the person or by some person to whom the registrant shall have released custody of his seal, shall constitute aiding and abetting a person not duly authorized to practice architecture or landscape architecture. Such unprofessional and unethical conduct is commonly called "plan stamping". (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-4-6; filed Mar 25, 1980, 9:15 am: 3 IR 955; filed Jan 8, 1982, 10:10 am: 5 IR 397; filed Apr 26, 1983, 9:31 am: 6 IR 1082; filed Nov 14, 1985, 8:39 am: 9 IR 764; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 5. Disciplinary Proceedings (Repealed)

(*Repealed by Board of Registration for Architects and Landscape Architects; filed Nov 14, 1985, 8:39 am: 9 IR 765*)

Rule 6. Examinations

804 IAC 1.1-6-1 Scope

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 1. Unless otherwise indicated, this rule applies to both the architect and the landscape architect examinations. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-1; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1589; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-2 Examinations administered

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 2. (a) The examination for registration as an architect shall be the Architect Registration Examination prepared by the National Council of Architectural Registration Boards.

(b) The examination for registration as a landscape architect shall be the Landscape Architect Registration Examination (formerly known as the Uniform National Examination) prepared by the Council of Landscape Architectural Registration Boards. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-2; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1011; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-3 Admission to examinations

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9

Sec. 3. The board will admit an applicant to an examination only if the applicant otherwise qualifies for the registration for which application has been made including the meeting of the applicable education and experience requirements. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-3; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-4 Architect examination; content

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 4. (a) The architect examination shall consist of the following divisions:

- (1) Pre-design.
- (2) Site planning.
- (3) Building planning.
- (4) Building technology.
- (5) General structures.
- (6) Lateral forces.
- (7) Mechanical and electrical.
- (8) Materials and methods.
- (9) Construction documents and services.

(b) An applicant who failed the written part of what was formerly known as Division B prior to January 1, 1997, shall have to pass the entire division designated as site planning. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-4; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-5 Landscape architect examination; content

Authority: IC 25-4-1-3; IC 25-4-2-4

Affected: IC 25-4-2-4

Sec. 5. (a) The landscape architect examination shall consist of the following tests as of January 1, 1999:

- (1) Section A. Legal and administrative aspects of practice.
- (2) Section B. Analytical aspects of practice.
- (3) Section C. Planning and site design.
- (4) Section D. Structural considerations and materials and methods of construction.
- (5) Section E. Grading, drainage, and storm water management.

(b) An applicant who failed what was formerly known as Test 2 or 7 prior to January 1, 1997, shall have to pass the analytical aspects of the practice test.

(c) An applicant who failed either what was known as the conceptualization and communication test or what was known as the design synthesis test prior to January 1, 1999, shall have to pass the planning and site design test. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-5; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2281; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1011; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; filed Jan 22, 2001, 9:24 a.m.: 24 IR 1651; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-6 Examinations; portions required to be taken on first taking (Repealed)

Sec. 6. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1592*)

804 IAC 1.1-6-6.1 Transfer of credit

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-8; IC 25-4-2-6

Sec. 6.1. (a) An applicant for registration as an architect or landscape architect who has taken the examination required by section 2 of this rule in another state, a foreign country, or a province of a foreign country shall be given credit for any division or test passed in the other jurisdiction, provided that the score made on any such division or test of the examination in the other jurisdiction would be passing in Indiana, and therefore will not be required to retake any such division or test in Indiana.

(b) This section does not apply to out-of-state (or reciprocity) applicants under IC 25-4-1-8 or IC 25-4-2-6. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-6.1; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2864; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1590; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-7 Reexaminations

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 7. (a) An applicant who does not pass a division or test of an examination in the first attempt shall be entitled to retake that division or test as many times as the applicant requests reexamination and pays the applicable fees. However, no division of the architect examination may be taken sooner than six (6) months after the previous attempt.

(b) Under the reexaminations allowed by subsection (a), an applicant shall not be required to retake any division or test of the examination previously passed.

(c) In the reexaminations allowed by subsection (a), the applicant may choose, in a particular examination sitting, to not take all of the divisions or tests the applicant has yet to pass; however, all divisions or tests of the examination must be passed before the individual may be registered.

(d) An applicant who lost credit for passing one (1) or more divisions or tests under:

(1) 804 IAC 1.1-2-3(a) as it read before being repealed effective September 2, 1989; or

(2) this subsection as it read from September 2, 1989, through October 31, 1993;

and therefore took or would have had to have taken divisions or tests previously passed shall be entitled to credit on any examination taken after October 31, 1993, for those divisions or tests previously passed. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-7; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1012; filed Sep 10, 1993, 5:00 p.m.: 17 IR 198, eff Nov 1, 1993; errata filed Dec 10, 1993, 5:00 p.m.: 17 IR 783; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-6-7.1 Reexaminations; tests required to be taken

Authority: IC 25-4-1-3; IC 25-4-1-9; IC 25-4-2-4

Affected: IC 25-4-1-9; IC 25-4-2-4

Sec. 7.1. (a) Section 7 of this rule applies to the landscape architect examination even though its parts were changed effective with the June 1992 examination. For the purposes of section 7(b) of this rule, subsection (b) identifies the tests an individual must take beginning with the June 1992 examination based on sections of the examination the individual had not passed prior to June 1992.

(b) The retake requirements are as follows:

<u>Sections not passed prior to June 1992</u>	<u>Tests required to be taken beginning with June 1992 examination</u>
1	1
2	2
3	2, 3, and 4
4	5 and 7
5	6

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-7.1; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1012; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-6-8 Architect examination; written portions

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 8. (a) This section and section 9 of this rule apply only to the architect examination.

(b) This section applies to the following:

- (1) Pre-design.
- (2) General structures.
- (3) Lateral forces.
- (4) Mechanical and electrical.
- (5) Materials and methods.
- (6) Construction documents and services.

(c) The portions of the examination covered by this section are based upon the knowledge and application of the principles of design and physical science to the professional practice of architecture. They are devoted primarily to the applicant finding solutions to problems designed to test the applicant's ability to apply knowledge, skills, and judgment to problems and situations that demonstrate minimal competence in the practice of architecture.

(d) The applicant must achieve a passing score on each division of the examination. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-8; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-6-9 Architect examination; graphic portions

Authority: IC 25-4-1-3; IC 25-4-1-9

Affected: IC 25-4-1-9

Sec. 9. (a) This section applies to the following:

- (1) Site planning.
- (2) Building planning.
- (3) Building technology.

(b) The site planning division requires applicants to apply programmatic and environmental requirements and demonstrate an ability to create coherent concepts for the placements of buildings and/or other improvements on a site.

(c) The building planning division requires applicants to apply programmatic and environmental requirements and demonstrate an ability to create coherent concepts for:

- (1) the arrangement of buildings on their site;
- (2) the arrangement of rooms and other spaces within a building; and
- (3) the arrangement of walls, furniture, and fixtures within rooms and other spaces.

(d) The building technology division requires applicants to:

- (1) apply programmatic and environmental requirements; and
- (2) demonstrate an ability to create coherent concepts for the arrangement of building components within a building or buildings.

(e) The applicant must achieve a passing score on each division of the examination. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-9; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2282; filed Jan 23, 1997, 3:00 p.m.: 20 IR 1591; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-6-10 Landscape architect examination; description of tests (Repealed)

Sec. 10. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Oct 28, 1998, 3:35 p.m.: 22 IR 758)*

804 IAC 1.1-6-11 Landscape architect examination evaluation; passing score

Authority: IC 25-4-1-3; IC 25-4-2-4

Affected: IC 25-4-2-4

Sec. 11. (a) All graphic portions of the landscape architect examination are blind graded by a minimum of one (1) trained landscape architectural professional following detailed instructions using national evaluator guides, and training for all evaluators.

(b) To pass the examination, applicants must achieve a passing score on each section. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-6-11; filed Aug 3, 1989, 9:30 a.m.: 12 IR 2283; filed Jan 24, 1992, 11:30 a.m.: 15 IR 1013; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

Rule 7. Training and Experience Requirements for Architect Registration

804 IAC 1.1-7-1 Scope of rule

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7; IC 25-4-1-8

Sec. 1. (a) This rule implements IC 25-4-1-7(a)(2) by establishing the training and experience requirements for admission to the examination for registration as an architect.

(b) This rule applies to admission to examinations conducted after May 1991.

(c) Individuals who:

(1) were admitted to an examination conducted before June 1991; and

(2) failed to pass that examination;

shall not be required to comply with the requirements of this rule in order to retake the examination after May 1991.

(d) Out-of-state architects applying for registration under IC 25-4-1-8(c)(2)(A)(i) must meet the requirements of this rule if they would have had to meet them under the provisions of subsections (b) and (c) if they had been initially registered in Indiana.

(e) Out-of-state architects applying for registration under IC 25-4-1-8(c)(2)(A)(i) who have practiced architecture for five (5) years after registration in another state do not need to comply with subsection (d). (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-1; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; filed Oct 28, 1998, 3:35 p.m.: 22 IR 757; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-2 “Intern” defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 2. As used in this rule, “intern” means an individual obtaining the training and experience required by IC 25-4-1-7(a)(2) and this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-2; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-3 “Office of a registered architect” defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 3. For the purposes of this rule, an organization will be considered to be “an office of a registered architect” if all of the following are met:

(1) The architectural practice of the organization in which the applicant works is in the charge of a person practicing as a principal and the applicant works under the direct supervision of a registered architect.

(2) The architectural practice of the organization encompasses the comprehensive process of the practice of architecture, including each of the categories composing such practice as set forth in section 9(b) of this rule.

(*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-3; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1053; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR*

3235)

804 IAC 1.1-7-4 “Organization engaged in construction” defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 4. For the purposes of this rule, an organization (or an affiliate) is engaged in construction if it customarily engages in either of the following activities:

(1) Undertakes to provide labor and/or material for all or any significant portion of a construction project, whether on lump sum, cost plus, or other basis of compensation.

(2) Agrees to guarantee to an owner the maximum construction cost for all or any significant portion of a construction project.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-4; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-5 “Principal” defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 5. For the purposes of this rule, an individual practices as a “principal” by being:

(1) a registered architect; and

(2) the individual in charge of the organization's architectural practice, either alone or with other registered architects.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-5; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-6 “Registered architect” defined

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 6. As used in this rule, a “registered architect” means an individual who is registered to practice architecture in the jurisdiction in which the individual practices. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-6; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-7-7 Completion of training and experience

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 7. (a) Regardless of the acquisition of value units under this rule, the required training and experience may not be completed in a period of less than three (3) years.

(b) The required training and experience shall be completed no less than ninety (90) days prior to the applicable examination date. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-7; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)*

804 IAC 1.1-7-8 Training and experience descriptions

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 8. Training and experience must be obtained in one (1) or more of the following descriptions:

(1) Experience in architecture as an employee in the office of a registered architect.

(2) Experience in architecture as an employee of an organization (other than offices of registered architects) when the experience is under the direct supervision of a registered architect.

- (3) Experience directly related to architecture when under the direct supervision of a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.
- (4) Experience, other than subdivisions (1) through (3) experience, in activities involving the design or construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities and the like) when the applicant is under the direct supervision of a person experienced in the activity.
- (5) A post-professional degree in architecture, or teaching or research in a school or college of architecture recognized by the board.
- (6) Experience in architecture outside the United States or Canada, under the direct supervision of a person practicing architecture who is registered neither in a United States jurisdiction nor in a Canadian jurisdiction.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-8; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-9 Experience and training categories and areas; required value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 9. (a) An applicant must acquire a total of seven hundred (700) value units to satisfy the experience and training requirements. One (1) value unit equals eight (8) hours of acceptable activity.

(b) The following chart lists the experience and training categories and areas and the value unit requirements for each:

CATEGORY A

Design and Construction Documents	Minimum VUs Required
Programming	10
Site and environmental analysis	10
Schematic design	15
Building cost analysis	10
Code research	15
Engineering systems coordination	15
Design development	40
Construction documents	135
Specifications and materials research	15
Documents checking and coordination	10
Minimum total value units required	350*

CATEGORY B

Construction Administration	
Bidding and contract negotiation	10
Construction phase—office	15
Construction phase—observation	15
Minimum total value units required	70*

CATEGORY C

Management	
Project management	15
Office management	10
Minimum total value units required	35*

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* The differences between the minimum total value units required in each of categories A, B, and C and the sum of the minimums required for each training area within the category must be acquired by earning value units from training areas within the same category.

CATEGORY D

Related activities	
Professional and community service	10
Other related activities	0
Minimum total value units required	10

(c) The required minimums in categories A, B, C, and D, as listed in subsection (b), total four hundred sixty-five (465) value units, allowing for two hundred thirty-five (235) additional value units to be acquired in any of the listed categories. All of the two hundred thirty-five (235) additional value units may be acquired in one (1) category or distributed among the categories. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-9; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1054; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1013; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2864; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-10 Scope of sections 11 through 20 of this rule; specific requirements for obtaining value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 10. Sections 11 through 20 of this rule establish specific requirements concerning the obtaining of value units. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-10; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-11 Value units; full-time and part-time work

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 11. Experience under section 8(1), 8(2), 8(3), 8(4), and 8(6) of this rule may be acquired only if the applicant works at least thirty-five (35) hours per week for a minimum period of ten (10) consecutive weeks. An applicant may earn one-half ($\frac{1}{2}$) of the credits specified under section 8(1) through 8(4) of this rule for work of at least twenty (20) hours per week in periods of six (6) or more consecutive months. Value units may be acquired in category D in section 9(b) of this rule only if the activity is substantial and continuous. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-11; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; errata filed Apr 5, 1990, 11:01 a.m.: 13 IR 1416; filed Nov 29, 1995, 8:00 a.m.: 19 IR 666; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-12 Value units; education required before earning

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 12. No value units may be acquired prior to satisfactory completion of:

- (1) three (3) years in a bachelor's degree program from a school or college of architecture recognized by the board;
- (2) the third year of a four (4) year preprofessional degree program in architecture accepted for direct entry to a master's degree program; or
- (3) one (1) year in a master's degree program.

Thirty-two (32) semester credit hours or forty-eight (48) quarter credit hours shall equal one (1) year in an academic program. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-12; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-13 Value units; education credits do not qualify

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 13. No experience used to meet education requirements may be used to earn training credits. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-13; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-14 Value units; post-professional degrees qualify

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 14. (a) A post-professional degree in architecture qualifies for two hundred thirty-five (235) value units under category D in section 9(b) of this rule.

(b) To earn credit for a post-professional degree, the applicant's credit hours must be in subjects directly related to architecture. Twenty (20) semester credit hours or thirty (30) quarter credit hours of teaching or equivalent time in research will qualify for two hundred thirty-five (235) value units. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-14; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1055; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-15 Value units; supplementary education

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 15. An applicant may earn value units by completing approved supplementary education programs. Supplementary education cannot be used to satisfy the minimum value unit requirements in categories A, B, C, and D of section 9(b) of this rule. No value units may be earned for supplementary education prior to graduation with a professional degree from a school or college of architecture recognized by the board, or while enrolled in a post-professional degree program in architecture. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-15; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; errata filed Apr 5, 1990, 11:01 a.m.: 13 IR 1416; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3086; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-16 Post-professional degrees; supplementary education; maximum value units

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 16. The value units which may be earned under sections 14 and 15 of this rule may not exceed in the aggregate two hundred thirty-five (235) value units. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-16; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-17 Experience; limitation of acquisitions

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 17. (a) To satisfy category A of section 9(b) of this rule, value units (including value units earned from supplementary education in those categories) must be acquired when employed in the settings described in section 8(1), 8(2), or 8(6) of this rule. The maximum credit for training acquired under section 8(6) of this rule shall be two hundred thirty-five (235) value units.

(b) Value units earned under section 8(3) of this rule may be used to satisfy categories B, C, and D of section 9(b) of this rule. The maximum credit for training acquired under section 8(3) of this rule shall be two hundred thirty-five (235) value units.

(c) Value units earned under section 8(4) of this rule may be used to satisfy categories C and D of section 9(b) of this rule. The maximum credit for training acquired under section 8(4) of this rule shall be one hundred seventeen (117) value units.

(d) Value units earned for teaching and research under section 8(5) of this rule may be used to satisfy category D of section 9(b) of this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-17; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; errata filed Jan 31, 1996, 3:30 p.m.: 19 IR 1373; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3087; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-18 Experience as an employee in architect's office; minimum requirements after graduation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 18. A minimum of two hundred thirty-five (235) value units must be acquired in the setting described in section 8(1) of this rule after having graduated with a professional degree from a school or college of architecture recognized by the board. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-18; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-19 Foreign training and experience

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 19. The maximum credit for training as an employee of an individual practicing architecture who is not an architect registered in a United States jurisdiction shall be two hundred thirty-five (235) value units. No credit will be granted for foreign training other than as an employee of an individual practicing architecture. However, an individual with five (5) years of foreign training under section 8(2) of this rule shall be deemed to have satisfied the training requirements. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-19; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; errata, 13 IR 1862; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-20 Board evaluation of training; substantiation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 20. In evaluating training, the board may require substantiation of the quality and character of the training notwithstanding the fact that the applicant has complied with the technical training requirements set forth in this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-20; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-21 Scope of sections 22 through 36 of this rule; detail of qualifying categories and areas

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 21. Sections 22 through 36 of this rule detail the specific categories and areas of experience and training provided for in section 9(b) of this rule. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-21; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1056; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235*)

804 IAC 1.1-7-22 Programming; client contact

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 22. (a) Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include:

- (1) establishing goals;
- (2) considering a budget;

- (3) collecting, organizing, and analyzing data;
- (4) isolating and developing concepts; and
- (5) determining needs in general.

The American Institute for Architects (AIA) Owner Architect Agreements presume that the owner will furnish the program and that any involvement of the architect in writing the program will be an additional service not covered in the basic agreement. However, many owners are employing the architect to assist them in this effort. The project will also be affected by the mortgage lender, public officials involved in health, welfare, and safety, future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential in order to maintain an orderly design process.

(b) Possible intern activities include the following:

- (1) Participating in office conferences with clients regarding programming, periodic reviews, and formal presentations, and assisting in preparing minutes or reports for future reference.
- (2) Assisting with presentations at zoning and variance hearings, and at meetings with financial and government agencies.
- (3) Taking part in visits to existing projects similar to the client's and participating in interviews with the owners and consultants of these projects.
- (4) Assisting in preparing the summary and evaluation of data and requirements obtained from all sources. The summary is the basis for the final written program.
- (5) Researching current literature pertaining to architectural programming.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-22; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 667; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-23 Site and environmental analysis

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 23. (a) Site analysis includes land planning, urban design, and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic, and social impact of proposed land use on the environment, ecology, traffic, and population patterns. Governmental agencies frequently require documentation on the results construction will have on its surroundings (i.e., environmental impact studies). Decisions relating to site analysis must involve the selection, organization, and evaluation of pertinent data that will lead to a resolution of the owner's program while conforming to legal requirements.

(b) Possible intern activities include the following:

- (1) Assisting in analyzing several sites to assess the feasibility of their use for a proposed project.
- (2) Helping to analyze the feasibility of using a specific site for the project.
- (3) Assisting in the analysis of the impact of specific land use and location for a project.
- (4) Assisting in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- (5) Researching site restrictions such as zoning, easements, utilities, etc.
- (6) Participating in public hearings about land use issues and preparing reports for future reference.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-23; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-24 Schematic design

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 24. (a) From the owner-approved program, the architect develops alternative solutions to satisfy technical and aesthetic requirements. Preferred schemes are presented until owner and architect can agree on one (1) scheme.

(b) Possible intern activities include the following:

- (1) Participating in the development and preparation of preliminary design concepts to determine the spatial relationships that best satisfy the owner's program.
- (2) Participating in the development and coordination of program requirements with consultants.

- (3) Assisting in the preparation of presentation drawings and models.
- (4) Assisting in the analysis and selection of engineering systems.
- (5) Participating in design review and approval meetings with clients, user groups, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-24; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1057; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-24.1 Engineering systems coordination

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 24.1. (a) The architect is usually responsible for the selection, design, and coordination of all building systems, including the engineering systems. The emphasis of this training requirement is to develop an understanding of the integration of the engineering systems normally designed by consultants and provided by product suppliers under the direct supervision and control of the architect. These traditionally have included structural, mechanical, and electrical subsystems as well as newer technical innovations and special requirements, such as telecommunications and computer applications. Architects must know how engineering systems work, including system benefits and limitations, availability, cost, and the space requirements necessary to provide the basis for system design, selection, and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

(b) Possible intern activities include the following:

- (1) Becoming familiar with construction methods and performance of different engineering systems.
- (2) Understanding safety requirements and selection process for engineering systems.
- (3) Assisting in research, analysis, and selection process of engineering systems during the schematic design and design development phases.
- (4) Helping coordinate engineering systems documents provided by consultants into the construction documents produced by the architect.
- (5) Reviewing consultants' drawings for conceptual understanding of systems, space requirements, and possible conflicts or interference of structure, ductwork, plumbing lines, or electrical fixtures.
- (6) Assisting in checking shop drawings, evaluation of samples, and maintenance of records.
- (7) Visiting the job site and observing installation and integration of engineering systems, construction details, and space requirements.
- (8) Attending systems start up, operation, and maintenance meetings required for acceptance and utilization by the owner.
- (9) Obtaining and studying manufacturers' literature for engineering systems and components.
- (10) Becoming aware of relevant codes and regulatory standards applicable to various engineering systems.
- (11) Checking maintenance manuals and warranties submitted by contractors for conformance with contract documents.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-24.1; filed Jul 28, 1994, 4:00 p.m.: 17 IR 2865; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-25 Building cost analysis

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 25. (a) An important responsibility of the architect is to evaluate the probable project construction cost. Accurate estimates are crucial to the client. They influence decisions involving basic design, selection of building products and systems, and construction scheduling. Long term maintenance, as well as tax impact of material and system selection (value engineering), are additional factors which bear on development of the project. For their own preliminary analysis, most architects use computations based on area and/or volume. Such methods require a limited amount of experience to adjust the unit cost to special conditions of the project. Estimates of cost provided later in the design process are frequently made on the basis of labor and material requirements (quantity surveys), a method which requires a more specialized knowledge of construction costs.

(b) Possible intern activities include the following:

- (1) Calculating the area and volume of a project in accordance with AIA Document D101 "Architectural Area and Volume

of Buildings”.

- (2) Making a simplified quantity takeoff of selected materials and preparing comparative cost analyses.
- (3) Assisting in the preparation of cost estimates of each stage of a project.
- (4) Reviewing various references and text utilized in cost estimating.
- (5) Assisting in the preparation of cost analyses for current projects, using a variety of indices (cost/square foot, cost/cubic foot, unit use, etc.).
- (6) Conducting a survey of current cost per square foot of various types of projects, using local Dodge Reports, Builder's Exchange reports, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-25; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 668; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-26 Code research

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 26. (a) Building inspectors as well as officials in zoning, environmental, and other agencies relating to the health, welfare, and safety of the public, oversee the enforcement of federal, state, and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process, and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

(b) Possible intern activities include the following:

- (1) Assisting in searching and documenting codes, regulations, ordinances, etc., for one (1) or more specific projects.
- (2) Studying procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- (3) Calculating certain variables (i.e., numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- (4) Determining a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-26; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-27 Design development

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 27. (a) Based on the owner-approved schematic design, the architect fixes and details, for the owner's further approval, the size and character of the entire project, including selection of materials and engineering systems.

(b) Possible intern activities include the following:

- (1) Participating in the preparation of detailed development drawings from schematic design documents.
- (2) Assisting in developing of various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time, and construction cost.
- (3) Helping to coordinate engineering systems proposed for the project.
- (4) Participating in design review and approval meetings with clients, user groups, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-27; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-28 Construction documents

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 28. (a) The working drawings phase of construction documents preparation constitutes the major activity in an architect's office. These drawings describe in graphic form all of the essentials of the work to be done:

- (1) location;
- (2) size;
- (3) arrangement; and
- (4) details;

of the project. As the successful and timely execution of these documents can be equated closely with an office's financial success, architects constantly search for more efficient ways to produce construction documents. No matter what the method of preparation, it is extremely important that the documents be accurate, consistent, complete, and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of the drawings of consultants is essential to avoid conflicts between the various trades during construction.

(b) Possible intern activities include the following:

- (1) Working in the preparation of detail drawings, developing technical skills in drafting accuracy, completeness, and clarity.
- (2) Assisting in the correlation and coordination of all documents produced by the architect and the consultants.
- (3) Developing a knowledge of professional responsibilities and liabilities arising out of the issuance of construction documents.
- (4) Participating in the mechanics of reproducing and assembling the finished construction documents.
- (5) Assisting the job captain (or equivalent) in routine administrative/control tasks.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-28; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1058; filed Nov 29, 1995, 8:00 a.m.: 19 IR 669; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-29 Specifications and material research

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 29. (a) Well-grounded knowledge of specification writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts, and construction procedures cannot be communicated successfully to the ultimate users. A cardinal principle of specification writing requires the architect to understand, very clearly, the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of materials or products to be used in a project:

- (1) appropriateness;
- (2) durability;
- (3) aesthetic quality;
- (4) first cost; and
- (5) maintenance, etc.

To avoid future problems, it is extremely important that the architect recognizes the ultimate function of each item to be specified. The architect must carefully assess new or untried materials as well as new or unusual applications of familiar items regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the owner and expose the architect to liability.

(b) Possible intern activities include the following:

- (1) Reviewing construction specifications organization, purpose, and format, and assisting in writing specifications. Reviewing and analyzing bidding forms, insurance aspects, bonding requirements, liens, supplementary and special conditions.
- (2) Researching and evaluating data for products to be specified, including information regarding product availability, cost, code acceptability, and manufacturers' reliability. Attending sales presentations in connection with this research.
- (3) Researching industry standards and guidelines for specific classes of products (e.g., curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project. Researching construction techniques and systems and understanding workmanship standards such as poured-in-place concrete, masonry construction, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-29; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1059; filed Nov 29, 1995, 8:00 a.m.: 19 IR 670; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-30 Documents checking and coordination

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 30. (a) Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings and specifications must be checked and cross-checked for accuracy and compatibility.

(b) Possible intern activities include the following:

- (1) Assisting in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- (2) Checking drawings prepared by other draftspersons for accuracy of dimensions, notes, abbreviations, and indications.
- (3) Assisting in developing a schedule of lead time required for proper coordination with other disciplines.
- (4) Checking consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interferences of plumbing lines, ductwork, electrical fixtures, etc.
- (5) Assisting in the final project review for compliance with applicable codes, regulations, etc.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-30; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1059; filed Nov 29, 1995, 8:00 a.m.: 19 IR 670; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-31 Bidding and contract negotiation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 31. (a) The architect assists in establishing and administering the following:

- (1) Bidding procedures.
- (2) Issuing addenda.
- (3) Evaluating proposed substitutions.
- (4) Reviewing the qualifications of bidders.
- (5) Analyzing bids or negotiated proposals.
- (6) Making recommendations for the selection of the contractor(s).

(b) The construction contract and related documents are the formal instruments which bind the major parties in the construction phase together. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

(c) Possible intern activities include the following:

- (1) Carefully reviewing the bidding/award stages of previous projects. Developing an understanding of problems encountered and how they were resolved.
- (2) Preparing sample bids using quantity takeoffs from the building cost analysis.
- (3) Assisting in the prequalification of bidders.
- (4) Assisting in the receipt, analysis, and evaluation of bids, including any alternates.
- (5) Learning what information and submittals are required prior to issuance of notice to proceed.
- (6) Assisting in evaluating equal product considerations in preparing addenda.
- (7) Meeting with contractors and material suppliers to better understand problems they encounter with bid packages and construction contract documents. Understanding the role of the lending institution during the bidding process.
- (8) Assisting in the preparation and negotiation of construction contracts and becoming familiar with the Conditions of the Contract for construction in order to identify the architect's, contractor's, owner's, bonding company's, and insurer's roles in the administration of the construction phase.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-31; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1060; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-32 Construction phase; office

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 32. (a) During the construction phase there are many related tasks which do not directly involve field observations:

- (1) processing contractors' Applications for Payment;
- (2) change orders;
- (3) shop drawings and samples; and
- (4) adjudicating disputes; etc.

The architect's handling of these matters will usually have a direct bearing on the smooth functioning of the work in the field. For example, prompt processing of the contractor's Application for Payment, including review of any substantiating data that may be required by the contract documents, helps the contractor maintain an even flow of funds.

(b) Items such as shop drawings, samples, and test reports submitted for the architect's review must be acted upon promptly to expedite the construction process. Changes in the work which may affect the time of construction or modify the cost are accomplished by change orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

(c) Possible intern activities include the following:

- (1) Assisting in processing Applications for Payment and preparing Certificates for Payment.
- (2) Assisting in checking shop drawings, evaluating samples submitted, and maintaining records.
- (3) Assisting in evaluating requests for changes, interpretation of documents, and preparation of Change Orders.
- (4) Participating in the resolution of disputes and interpretation of conflicts relating to the contract documents.
- (5) Participating in the assembly of evidence and preparation of testimony to be used before an arbitration panel or in court.
- (6) Researching the legal responsibilities of owners, contractors, and architects by attending seminars and using other supplementary education resources.
- (7) Participating in the preparation of record documents at project completion.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-32; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1060; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-33 Construction phase; observation

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 33. (a) In administering the Construction Contract, the architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of materials and workmanship, the architect must be thoroughly familiar with all of the provisions of the Construction Contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall Project Schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The architect must determine through observation the Date of Substantial Completion and receive all data, warranties, and releases required by the contract documents prior to final inspection and final payment. In addition to these construction-related functions, the architect interprets contract documents when disagreements occur, judging the dispute impartially, even when the owner is involved. Dissatisfaction with the architect's decision can lead to arbitration or the courts.

(b) Possible intern activities include the following:

- (1) Visiting the job site and participating in observation of the work in place and materials stored, and preparing field reports of such routine inspections.
- (2) Reviewing and analyzing construction time schedules. Understanding the various network methods (e.g., critical path method) potentially available to the contractor.
- (3) By review of the contract documents and through professional development programs, developing an awareness of the contractual obligations related to observation of construction.
- (4) Attending periodic job site construction meetings and assisting in recording and documenting all actions taken and agreed to at such meetings.

(5) Participating in the substantial completion inspection and assisting in the punch list verification.

(6) Participating in the final acceptance inspection with the owner and other involved parties.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-33; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1061; filed Nov 29, 1995, 8:00 a.m.: 19 IR 671; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-33.1 Project management

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 33.1. (a) The economic and professional health of a firm depends on an orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives, and other key decision makers (financial experts, developers, lawyers, and contractors). The project manager defines consensus goals and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members. A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavors. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan yardstick, assess all discrepancies, and take the corrective action necessary to maintain project control. The project manager also:

(1) maintains design quality during bidding, contract negotiation, and construction phases through administration of the project file;

(2) oversees the firm's construction representative; and

(3) monitors scheduled on-site quality reviews.

Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

(b) Possible intern activities include the following:

(1) Review the firm's project management manual or all important forms, checklists, and other practice aids if a manual doesn't exist.

(2) Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.

(3) Participate in the development of a project work plan, including identifying goals, client requirements, responsibilities, a first-cut schedule, and the project record.

(4) Review a work plan against all project-related contractual agreements.

(5) Become familiar with team management, including role assignments, team communication methods, and frequency and maintaining the project file.

(6) Review design documentation standards and understand expected levels of documentation at each phase of the project.

(7) Attend quality reviews at project development milestones identified in the work plan.

(8) Assist in preparing project status assessments, including schedule and scope variances and actions required to maintain project budget control.

(9) Review the project management file for close-out activities, including contractual fulfillments, final fee for services, invoicing, and modifications, for example, change orders.

(10) Attend post-occupancy evaluation trips to completed project sites.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-33.1; filed Jun 28, 1996, 9:45 a.m.: 19 IR 3087; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-34 Office management

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 34. (a) Although architecture is a creative profession, current techniques of practice require that the architect's office

operate in almost the same manner as a commercial enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability, essential to a successful practice, can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of this information. Profitable use of manpower requires budgeting of time and the development of schedules which are adhered to rigidly. The architect's relationship to the owner is established by contractual agreement. A contract establishes the duties and obligations of the parties. In order for a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for a lawful purpose and accomplishable within an established time frame.

(b) Possible intern activities include the following:

- (1) Reviewing the process of internal accounting and cost control systems for operation of the firm.
- (2) Participating in allocation of time to all elements involved in a total project from preliminary design through construction.
- (3) Reviewing professional service contracts for their structure, content, determination of responsibility, and enforcement procedures.
- (4) Reviewing the compensation structure as related to types of service rendered by the firm.
- (5) Reviewing current contractual relationships with consultants.
- (6) Researching legal obligations, limitations, and liabilities of professional service contracts.
- (7) Reviewing the firm's professional liability insurance policy and developing an awareness of potential practices and procedures which are not covered by the policy.
- (8) Assisting in the development of programs to publicize the firm's professional services and its expertise.
- (9) Participating in the firm's program for securing commissions for professional services through assisting in market research, prospect list preparation, and information gathering activities.
- (10) Assisting in developing firm brochures and advertising as elements of promotion.
- (11) Accompanying marketing staff on cold calls to prospects.
- (12) Participating in presentations to prospective clients and formal selection interviews.
- (13) Participating in the firm's internal budgeting (profit planning) process.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-34; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1061; filed Nov 29, 1995, 8:00 a.m.: 19 IR 672; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-35 Professional and community services

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 35. (a) To strengthen the profession's image, the architect must participate in public service programs. The architect must also maintain a supportive role with others involved in the construction industry. The various professional societies and other public service opportunities offer viable means of serving the profession and the community. Meaningful involvement requires participation beyond attendance at regular meetings.

(b) Possible intern activities include the following:

- (1) Participating in the work of professional societies through committee activity.
- (2) Providing service to the public by contribution of expertise toward environment, planning, zoning, housing, and codes.
- (3) Participating in civic programs and organizations.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-35; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1062; filed Nov 29, 1995, 8:00 a.m.: 19 IR 672; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

804 IAC 1.1-7-36 Related special activities

Authority: IC 25-4-1-3

Affected: IC 25-4-1-7

Sec. 36. (a) The intern development program is not intended to be narrow or restrictive, but to bring into proper perspective the broad aspects of architectural practice. In addition, new areas of concern and involvement which do not fall within more traditional practice are opening to architects. This category of related activities will allow the intern, while developing basic practice

skills, to develop expertise in allied areas.

(b) Possible related activities include the following:

- (1) Energy conservation.
- (2) Computer applications.
- (3) Planning.
- (4) Interior design.
- (5) Landscape architecture.
- (6) Construction management.
- (7) Environmental and structural engineering.
- (8) Applied and theoretical research.
- (9) Teaching.
- (10) Historical restoration.
- (11) Professional delineation.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-36; filed Jan 22, 1990, 5:00 p.m.: 13 IR 1062; filed Nov 29, 1995, 8:00 a.m.: 19 IR 673; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235)

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