

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) The following definitions apply throughout this article:

(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 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-architect" 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.

(23) "Valid certificate-landscape architect" 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 landscape architecture in Indiana subject to IC 25-4-2.

(24) "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.)

(25) "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; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2377; filed May 22, 2008, 10:39 a.m.: 20080618-IR-804070661FRA; filed Nov 28, 2012, 2:46 p.m.: 20121226-IR-804120275FRA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

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 and IC 25-4-2, an application for original registration will be accepted by the board from any person desiring to engage in the practice of architecture or landscape architecture or use the title of "architect" or "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 may apply through NCARB. It shall be the responsibility of the applicant to ensure that NCARB furnishes the record to the board.

(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 may 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.

(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) 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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA*)

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 (g) 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 includes the following:

(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).

(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) 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).

(g) One (1) year of the minimum three (3) years of practical experience must be obtained in settings described in 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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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 requirements for registration and the board's approval of the application, the board shall:

- (1) order a certificate of registration to be issued to the applicant; and
- (2) 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 any applicant to pay the issuance 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) Each registrant shall keep the board advised of his or her current address. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-5; filed Mar 25, 1980, 9:15 a.m.: 3 IR 952; filed Jan 8, 1982, 10:10 a.m.: 5 IR 393; filed Apr 26, 1983, 9:31 a.m.: 6 IR 1077; filed Nov 14, 1985, 8:39 a.m.: 9 IR 759; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; filed Nov 22, 2010, 9:56 a.m.: 20101222-IR-804090908FRA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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.

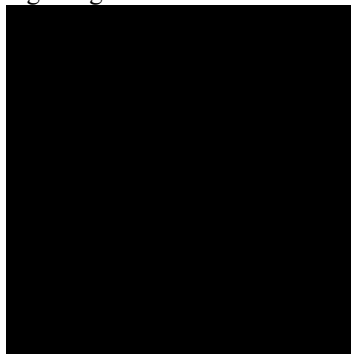
(d) A failure to renew in the time allowed in IC 25-4-1-14 (five (5) years) shall cause termination of the registration so that it cannot be renewed thereafter. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-2-6; filed Apr 26, 1983, 9:31 am: 6 IR 1080; filed Nov 14, 1985, 8:39 am: 9 IR 760; readopted filed May 10, 2001, 2:40 p.m.: 24 IR 3235; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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

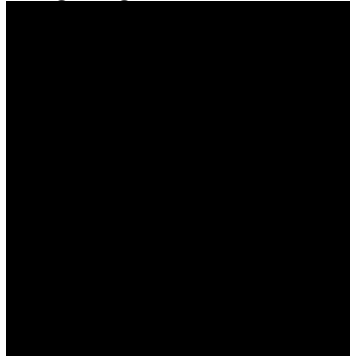
Sec. 7. (a) The architect seal shall be not less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design:



(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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

Rule 3. Fees

804 IAC 1.1-3-1 Fees charged by board (*Repealed*)

Sec. 1. (*Repealed by Board of Registration for Architects and Landscape Architects; filed Nov 28, 2012, 2:46 p.m.: 20121226-IR-804120275FRA*)

804 IAC 1.1-3-1.1 Fees charged by board

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

Affected: IC 25-1-8-6; IC 25-4-1-16; IC 25-4-2-8

Sec. 1. (a) The board shall charge and collect the following fees:

Application and Issuance

By Examination	\$150
Reciprocity with CLARB or NCARB	\$200
Reciprocity without CLARB or NCARB	\$500
Renewal per biennium (prior to November 30 of odd-numbered years)	\$100

(b) Fees for the reinstatement of an expired registration to practice as an architect or landscape architect shall be paid in accordance with IC 25-1-8-6.

(c) In addition to the application/issuance fee and renewal fees, each applicant and registrant shall pay a fee of twenty dollars (\$20) for deposit in the registered architects and registered landscape architects investigative fund.

(d) All fees are nonrefundable and nontransferable. (*Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-3-1.1; filed Nov 28, 2012, 2:46 p.m.: 20121226-IR-804120275FRA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-804090775RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

804 IAC 1.1-4-2 Competence; impairment

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

Affected: IC 25-4-1-17

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

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

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA*)

804 IAC 1.1-6-3 Admission to examinations (*Repealed*)

Sec. 3. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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. The architect examination shall include the following subjects:

- (1) Practice management.
- (2) Project management.
- (3) Programming and analysis.
- (4) Project planning and design.
- (5) Project development and documentation.
- (6) Construction and evaluation.

(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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)

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. The landscape architect examination shall include the following subjects:

- (1) Project and construction management.
- (2) Inventory and analysis.
- (3) Design.
- (4) Grading, drainage, and construction documentation.

(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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)

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 *(Repealed)*

Sec. 6.1. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-6-7 Reexaminations *(Repealed)*

Sec. 7. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-6-7.1 Reexaminations; tests required to be taken *(Repealed)*

Sec. 7.1. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-6-8 Architect examination; written portions *(Repealed)*

Sec. 8. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-6-9 Architect examination; graphic portions *(Repealed)*

Sec. 9. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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 *(Repealed)*

Sec. 11. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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 25-4-1-6; IC 25-4-1-7.5

Sec. 1. This rule implements IC 25-4-1-6 and IC 25-4-1-7.5 by establishing the training and experience requirements for registration as an architect. *(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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; filed Nov 22, 2010, 9:56 a.m.: 20101222-IR-804090908FRA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-7-1.1 Experience requirements

Authority: IC 25-4-1-3

Affected: IC 25-4-1-6; IC 25-4-1-7.5

Sec. 1.1. An applicant shall complete an intern development program that includes a minimum of three thousand seven hundred forty (3,740) hours of experience. As used in this rule, "intern development program" means a program that meets the requirements of the architectural experience program described in the NCARB Architectural Experience Program Guidelines, pages 7 through 29, published by NCARB and dated July 2019.*

*This document is incorporated by reference. Copies may be obtained from NCARB, www.ncarb.org, or are available for review at the Indiana Professional Licensing Agency, Indiana Government Center South, 402 West Washington Street, Room W072, Indianapolis, Indiana 46204. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-7-1.1; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-2 "Intern" defined *(Repealed)*

Sec. 2. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-3 "Office of a registered architect" defined *(Repealed)*

Sec. 3. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-4 "Organization engaged in construction" defined *(Repealed)*

Sec. 4. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-5 "Principal" defined *(Repealed)*

Sec. 5. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-6 "Registered architect" defined *(Repealed)*

Sec. 6. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-7 Completion of training and experience *(Repealed)*

Sec. 7. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-8 Training and experience descriptions *(Repealed)*

Sec. 8. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-9 Experience and training categories and areas; required value units *(Repealed)*

Sec. 9. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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

Sec. 10. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-11 Value units; full-time and part-time work *(Repealed)*

Sec. 11. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-12 Value units; education required before earning *(Repealed)*

Sec. 12. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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

Sec. 13. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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

Sec. 14. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-15 Value units; supplementary education (Repealed)

Sec. 15. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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

Sec. 16. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-17 Experience; limitation of acquisitions (Repealed)

Sec. 17. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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

Sec. 18. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-19 Foreign training and experience (Repealed)

Sec. 19. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

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; readopted filed Oct 4, 2007, 3:37 p.m.: 20071031-IR-804070042RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

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

Sec. 21. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-22 Programming; client contact *(Repealed)*

Sec. 22. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-23 Site and environmental analysis *(Repealed)*

Sec. 23. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-24 Schematic design *(Repealed)*

Sec. 24. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-24.1 Engineering systems coordination *(Repealed)*

Sec. 24.1. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-25 Building cost analysis *(Repealed)*

Sec. 25. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-26 Code research *(Repealed)*

Sec. 26. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-27 Design development *(Repealed)*

Sec. 27. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-28 Construction documents *(Repealed)*

Sec. 28. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-29 Specifications and material research *(Repealed)*

Sec. 29. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-30 Documents checking and coordination *(Repealed)*

Sec. 30. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-31 Bidding and contract negotiation *(Repealed)*

Sec. 31. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-32 Construction phase; office *(Repealed)*

Sec. 32. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-33 Construction phase; observation *(Repealed)*

Sec. 33. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-33.1 Project management *(Repealed)*

Sec. 33.1. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-34 Office management *(Repealed)*

Sec. 34. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-35 Professional and community services *(Repealed)*

Sec. 35. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

804 IAC 1.1-7-36 Related special activities *(Repealed)*

Sec. 36. *(Repealed by Board of Registration for Architects and Landscape Architects; filed Jan 13, 2020, 2:07 p.m.: 20200212-IR-804190427FRA)*

Rule 8. Continuing Education

804 IAC 1.1-8-1 Continuing education

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 1. This rule establishes the continuing education requirements for registered architects and landscape architects. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-1; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-2 Definitions

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Contact hour" means one (1) sixty (60) minute clock hour of an educational activity with no less than fifty (50) minutes

of instructional content within the hour.

(c) "Continuing education unit" or "CEU" means the number of continuing education credits, measured in contact hours. The provider of the material or activity may determine the number of CEUs or credits. For the entities listed in section 7(b) of this rule, the board will accept the hours established by each organization. Where the number of CEUs are established by others, the board may require additional evidence supporting the CEUs claimed.

(d) "Health, safety, and welfare" means the planning and designing of buildings and structures and the spaces within and surrounding the buildings and structures that:

- (1) minimize the risk of injury to persons or property and comply with applicable building and safety codes;
- (2) are durable, environmentally friendly, cost effective, and conserve resources;
- (3) are aesthetically appealing;
- (4) function properly in all relevant respects; and
- (5) enhance the public's overall sense of well-being, harmony, and community and integrate effectively with the surrounding environment.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-2; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2378; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

804 IAC 1.1-8-3 Continuing education requirements

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-4

Sec. 3. (a) Registered architects and landscape architects must complete during each two (2) year licensure period twenty-four (24) hours of continuing education in order to qualify for renewal of an active license.

(b) Continuing education is first required for the December 1, 2007, renewal.

(c) No credit will be given for courses completed before June 1, 2005. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-3; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-4 First-time registrants exempted

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 4. First-time registrants are not required to comply with these continuing education requirements at the first renewal. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-4; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-5 Waiver of continuing education requirements

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-1-12; IC 25-4-1; IC 25-4-2

Sec. 5. (a) An applicant for license renewal who was unable to fulfill the continuing education requirements in section 3 of this rule may be granted a waiver of the continuing education requirement by the board.

(b) An applicant requesting a waiver of the continuing education requirements in section 3 of this rule must certify under penalty of perjury that the applicant was unable to fulfill the continuing education due to hardship resulting from any of the following:

- (1) Service in the armed forces of the United States under IC 25-1-12.
- (2) An incapacitating illness or injury.
- (3) Other circumstances determined by the board or agency.

(c) An individual who applies for a waiver of the continuing education requirements must request the waiver in writing.

(d) The board may seek verification of the applicant's request for a waiver of continuing education requirements under this rule. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-5; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-6 Continuing education from another jurisdiction

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 6. The board may accept for credit toward the Indiana architect and landscape architect continuing education requirement, courses that are accepted for credit toward the continuing education requirements for architects and landscape architects in another state. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-6; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-7 Mandatory and elective topics

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 7. (a) Credit may be granted for education offerings that cover architecture and landscape architecture and related technical and professional topics and contribute directly to the improvement of the professional knowledge and competence to practice architecture and landscape architecture.

(b) Continuing education activities or courses may be provided by any of the following organizations:

- (1) Accredited colleges, universities, or other postsecondary educational institutions.
- (2) American Institute of Architects.
- (3) American Society of Landscape Architects.
- (4) American Planning Association.
- (5) Board of Registration for Architects and Landscape Architects.
- (6) Council of Landscape Architectural Registration Boards.
- (7) Construction Specifications Institute.
- (8) National Council of Architectural Registration Boards.
- (9) Other related technical or professional societies, organizations, or institutions.

The board shall not preapprove continuing education activities or courses.

(c) At least sixteen (16) hours of the required continuing education requirements for architects and landscape architects must pertain to technical and professional topics related to the protection of the public health, safety, and welfare. These topics include, but are not limited to, the following:

- (1) Codes, statutes, and administrative regulations governing the practice of architecture or landscape architecture.
- (2) Environmental and ecological resources.
- (3) Professional ethics.
- (4) Indiana licensing statutes and rules.
- (5) Legal aspects of contracts, documents, insurance, bonds, and project administration.
- (6) Construction documents and services.
- (7) Materials and methods.
- (8) Mechanical, plumbing, electrical, and life safety.
- (9) Structural technology.
- (10) Energy efficiency.
- (11) Project administration.
- (12) Accessibility issues.
- (13) Security and safety issues.
- (14) New technical and professional skills.

(d) The following types of activities may qualify to fulfill the requirements for a minimum of sixteen (16) contact hours to be acquired in structured educational activities (all twenty-four (24) hours may be acquired in such activities):

- (1) Contact hours in attendance at short courses or seminars dealing with architectural or landscape architectural subjects and sponsored by college or universities.
- (2) Contact hours in attendance at presentations on architectural or landscape architectural subjects that are held in conjunction with meetings, conferences, or conventions of architect or landscape architect professional organizations recognized by the board to the extent that contact hours are credited only to that portion of the meeting, conference, or convention that comprises the educational program.
- (3) Contact hours in attendance at short courses or seminars relating to professional practice or new technology and offered by colleges, universities, professional organizations, or system suppliers.
- (4) Teaching or instructing an architectural or landscape architectural course, seminar, lecture, presentation, or workshop shall constitute three (3) contact hours for each hour spent in the actual presentation. Teaching credit shall be valid for the initial presentation only. A maximum of nine (9) hours may be accumulated over a two (2) year licensure period.
- (5) Contact hours spent in architectural or landscape architectural research that is published or is formally presented to the profession or public. A maximum of nine (9) total contact hours may be accumulated over the two (2) year licensure period.
- (6) Successfully completing structured architectural or landscape architectural self-study courses, presented by correspondence, Internet, television, video, or audio, ending with an examination or other verification process. The contact hours acquired for this activity shall be established by the program sponsor.
- (7) College or university credit courses dealing with architectural or landscape architectural subjects. Each academic semester hour shall equal fifteen (15) contact hours. Each academic quarterly hour shall equal ten (10) contact hours.
- (8) Contact hours spent in educational tours of architecturally or landscape architecturally significant projects, where the tour is sponsored by a college, university, professional organization, or system supplier. A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.
- (9) Contact hours spent in professional services to the public that draw upon the licensee's professional architectural or landscape architectural expertise on boards and commissions, such as, serving on any of the following:

- (A) Planning commissions.
- (B) Building code advisory boards.
- (C) Urban renewal boards.
- (D) Code study committees.
- (E) Regulatory boards.
- (F) Professional accreditation teams.

A maximum of eight (8) total contact hours may be accumulated over the two (2) year licensure period.

(e) The following types of activities in individually planned educational activities that are self-directed may qualify for the maximum of eight (8) contact hours over the two (2) year licensure period:

- (1) Contact hours for serving as an architectural mentor or supervisor for the Intern Development Program (IDP) required to satisfy that diversified professional training requirements under 804 IAC 1.1-7. Such service to an intern or interns shall be consistent with the responsibilities set forth in the NCARB IDP Guidelines for an intern's mentor and supervisor, which is hereby incorporated by reference.
- (2) Contact hours spent in planned activities, related to the practice of architecture or landscape architecture, which include the following:
 - (A) Business and practice efficiency.
 - (B) Business development.
 - (C) Personal improvement.
 - (D) New skills.

(3) Actively participating in a technical or professional society or organization shall be the equivalent to two (2) contact hours. An individual shall serve as an officer or actively participate in a committee of the organization to receive credit for this activity. Contact hours shall be limited to two (2) per organization and shall not be acquired until the completion of each year of service.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-7; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2379; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-

804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

804 IAC 1.1-8-8 Retention of certificates of completion

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 8. Registered architects and landscape architects must retain certificates of completion for continuing education courses for three (3) years after the end of the licensing period for which the continuing education applied. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-8; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-9 No carry over to next license period

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 9. Hours for continuing education units earned in one (1) license period may not be used in a subsequent license period. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-9; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2380; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-10 Inactive status

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 10. Registered architects or landscape architects may apply to the board to renew their licenses in an inactive status. No continuing education is required to renew inactive. An inactive registered architect or landscape architect may not practice architecture or landscape architecture while in an inactive status. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-10; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

804 IAC 1.1-8-11 Reactivation of inactive, expired, or retired license

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 11. (a) In order to reactivate an inactive, expired, or retired license, the registered architect or landscape architect must have obtained all twenty-four (24) hours of continuing education units, which would have been required had the license been active.

(b) In order to reactivate an inactive, expired, or retired license during a two (2) year licensure period, the registered architect or landscape architect must:

(1) apply to the board for reactivation on the application form supplied by the board; and

(2) submit evidence of completion of twenty-four (24) CEU hours within the two (2) year period immediately before the date the reactivation application is filed.

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-11; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

804 IAC 1.1-8-12 Continuing education required after reactivation

Authority: IC 25-4-1-31; IC 25-4-2-13

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

Sec. 12. This section applies to all registered architects or landscape architects who reactivate an inactive, expired, or retired license by establishing the number of hours of continuing education required for the time period between reactivation and the following renewal date in order to qualify to renew active. Registered architects or landscape architects must complete the mandatory continuing education required in section 7 of this rule unless the requirement in the table in this section is zero (0). Additional hours of continuing education required in this table may be met by taking courses that meet the requirements of section 7 of this rule.

Date of Activation	Hours Required to Renew Active
January 1 – March 31 of first 12 months of license period	24
April 1 – June 30 of first 12 months of license period	21
July 1 – September 30 of first 12 months of license period	18
October 1 – December 31 of first and second months of license period	15
January 1 – March 31 of second 12 months of license period	12
April 1 – June 30 of second 12 months of license period	9
July 1 – September 30 of second 12 months of license period	6
October 1 – December 31 of second 12 months of license period	0

(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-12; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)

804 IAC 1.1-8-13 Audits of continuing education compliance

Authority: IC 25-4-1-31; IC 25-4-2-13

Affected: IC 25-1-11; IC 25-4-1-31; IC 25-4-2-13

Sec. 13. (a) The board shall conduct audits of registered architects under IC 25-4-1-31 and landscape architects under IC 25-4-2-13 for continuing education compliance. The board may audit continuing education providers. For purposes of this section, the board may designate a board member or staff member to act on behalf of or in the name of the board.

(b) If, as a result of an audit or other review, the board determines that hours of continuing education units a registered architect or landscape architect has claimed do not meet the continuing education requirements of this article, the board shall notify the registered architect or landscape architect of that determination.

(c) A registered architect or landscape architect, who has been notified under subsection (b), may, within thirty (30) days, submit information to the board giving all the substantive reasons in support of the registered architect's or landscape architect's position that an adequate number of hours of continuing education have been completed.

(d) A registered architect or landscape architect that submits false information shall be subject to sanctions provided for under IC 25-1-11.

(e) Registered architects or landscape architects that are found not to be in compliance shall be subject to discipline under IC 25-1-11. *(Board of Registration for Architects and Landscape Architects; 804 IAC 1.1-8-13; filed Mar 18, 2005, 10:50 a.m.: 28 IR 2381; readopted filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-804110365RFA; readopted filed Nov 25, 2013, 9:19 a.m.: 20131225-IR-804130276RFA; readopted filed Nov 26, 2019, 3:41 p.m.: 20191225-IR-804190181RFA)*

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