

APELSCIDLA Board
TENTATIVE Agenda

February 8, 2023, 10:00 a.m.

Board Room 2

Department of Professional & Occupational Regulation

9960 Mayland Drive

Richmond, Virginia 23233

804-367-8506

1. Call to Order
2. Emergency Evacuation
3. Announcements
4. Approval of Agenda
5. Approval of Minutes
 - APELSCIDLA Board Meeting, November 15, 2022
 - Professional Engineers & Land Surveyors Section Meeting, January 23, 2023
6. Public Comment
7. File Review
 - File Number 2022-01751 Scott Alley
IFF (Eldridge) – Licensing
IFF (Zmuda) – Licensing
 - File Number 2022-00392 Mahesh Prasad Adhikari
IFF (Zmuda & Kelly) – Disciplinary
8. Landscape Architects
 - CLARB Update
9. Professional Engineers
 - NCEES Update
 - i. 2023 NCEES Member Board Administrators (MBA) Meeting – Occurred
January 9 – January 11
 - ii. 2023 NCEES Zone Interim Meeting, April 27 – 29
 - iii. NCEES announces CEO succession plan – Emailed October 1, 2022
 - iv. NCEES PE Mechanical PAKS Survey – Survey Open Until March 15,
2023

10. Land Surveyors

- NCEES Update (as above)
- VAS – IFB No. 23-2309-0855 – Lidar Data for GIS – Emailed October 28, 2022

11. Architects

- AIA
 - i. AIA Virginia December Member Newsletter – Emailed December 7, 2022
 - ii. AIA Virginia January Member Newsletter – Emailed January 19, 2023
- NCARB Update
 - i. 2023 NCARB Regional Summit, March 3 – 4
 - ii. 2023 Annual Business Meeting, June 15 – June 18
 - iii. October Member Board Report – Emailed November 17, 2022
 - iv. NCARB November Fast Facts – Emailed December 20, 2022
 - v. November NCARB Update – Emailed December 20, 2022
 - vi. ARE Update – PSI System Update – Emailed January 17, 2023
 - vii. NCARB’s FY22 in Review – Emailed January 23, 2023
 - viii. December Member Board Reports – Emailed January 25, 2023
 - ix. National Architect: One Woman’s Story Supporting Indigenous Architects – Emailed January 27, 2023
 - x. English as a Second Language (ESL) Test Takers – NCARB Follow-up from Maurice Brown

12. Certified Interior Designers

- CIDQ Update

13. Use of Lidar Systems – Guidance Document 4426: Requirements for the Use of Topographic Surveys, Orthographic Maps or other Geospatial Data in Virginia

14. Reference Form Sample

15. Regulatory Update

16. Statutory Review Committee

17. General Assembly Update

18. Licensed and Certified Population

19. Financial Statements

20. Other Business

21. Conflict of Interest and Travel Vouchers

22. Adjourn

NEXT MEETING SCHEDULED FOR *May 16, 2023*

Agenda materials available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.

**Five minute public comment, per person, with the exception of any open disciplinary or application files.*

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8514 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA

Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position

DRAFT AGENDA

- **Call to Order**
- **Emergency Evacuation**
- **Announcements**

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DRAFT AGENDA

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE
ARCHITECTS MEETING MINUTES

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on November 15, 2022 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Architects

Tim Colley
April Drake
Mel Price

Professional Engineers

James Kelly
Christopher Stone

Land Surveyors

Doyle Allen
Vickie Anglin
Mike Zmuda

Interior Designers

Caroline Alexander

Landscape Architects

Frank Hancock, III
Ann Stokes

Citizen Members

Karen Reynes
Hypatia Alexandria

Vinay Nair and Cameron Stiles were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Demetrious J. Melis, Director
Tom Payne, CID Deputy Director
Steve Kirschner, LRPD Deputy Director
Kathleen (Kate) Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Breanne Henshaw, Licensing Operations Administrator
Michelle Couch, Lead Legal Analyst – CAR
Chris Goulding, Legal Analyst – CAR

Members of the audience:

Georg Dahl, Virginia Society of Professional Engineers (VSPE) STEM and Educational Outreach Lead for Tidewater/Hampton Roads Chapter
Thomas Roberts, PE, CFM, VLWA
Andy Zoutewelle, PLS, Vice President of the NCEES Southern Zone
Paul Battaglia, Vice President of AIA Virginia

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Finding a quorum of the Board present, Ms. Stokes, Chair, called the meeting to order at 10:08 a.m.

Call to Order

Ms. Stokes advised the Board of the emergency evacuation procedures.

Emergency Evacuation

Ms. Nosbisch introduced Steve Kirschner as the Deputy Director of the Licensing and Regulatory Programs Division. Ms. Nosbisch introduced members of the audience and Mr. Colley introduced Paul Battaglia as the new Vice President of the American Institute of Architects (AIA) Virginia. Ms. Nosbisch informed the Board that Bonnie Davis has transitioned from BMAW Board Operations Administrator to the APELSCIDLA Regulatory Operations Administrator and Breanne Henshaw has been promoted from Administrative Coordinator to Licensing Operations Administrator.

Announcements

Mr. Stone moved to approve the agenda as presented. Mr. Kelly seconded the motion which was unanimously approved by: Alexander, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stokes, Stone, and Zmuda.

Approval of Agenda

Mr. Stone moved to approve the May 11, 2022, Board meeting minutes, the May 11, 2022, Land Surveyors Section meeting minutes, and the August 3, 2022, Regulatory Review Committee meeting minutes. Mr. Kelly seconded the motion which was approved by: Alexander, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stokes, Stone, and Zmuda.

Approval of Minutes

Mr. Dahl discussed VSPE and stated they are investigating localities in Maryland, West Virginia, and Virginia whose Building Officials exercise an exemption of requiring a Registered Design Professional (RDP) for accessory use structures.

Public Comment Period

Mr. Roberts discussed the use of lidar systems in terms of land surveying and how professional engineers should have the ability to perform this task instead of requiring a licensed land surveyor to perform the work.

Mr. Battaglia discussed his new role with AIA Virginia as the Vice President and shared his teaching background in regards to architecture along with his background within the profession.

Ms. Alexandria arrived to the meeting at 10:42 a.m.

Arrival of Board Member

Mr. Stone recused himself from the meeting for discussion and deliberation of the file.

Recusal of Board

Regarding **File Number 2022-01036, Musab Al-Tamimi**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference. Mr. Kelly moved to accept the recommendation of the presiding officer and deny Mr. Al-Tamimi's application for professional engineer by comity. Ms. Anglin seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stokes, and Zmuda.

Member

File Number 2022-01036, Musab Al-Tamimi

Mr. Stone returned to the meeting.

Return of Board Member

Mr. Zmuda recused himself from the meeting for discussion and deliberation of the file.

Recusal of Board Member

Regarding **File Number 2022-00672, James Michael Powers**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference. Ms. Anglin moved to accept the recommendation of the presiding officer and approve Mr. Power's application for land surveyor by comity. Ms. Price seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, and Stokes.

File Number 2022-00672, James Michael Powers

Mr. Zmuda returned to the meeting.

Return of Board Member

Regarding **File Number 2022-02168, Frank Pajaro**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference. Mr. Stone moved to accept the recommendation of the presiding officer and approve Mr. Pajaro's application for professional engineer license reinstatement. Mr. Kelly seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

File Number 2022-02168, Frank Pajaro

Regarding **File Number 2022-01751, Scott Alley**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference.

File Number 2022-01751, Scott Alley

Mr. Alley was present at the meeting and informed the Board that he is in

support of the presiding officer's recommendation, and he thanked the Board for their consideration.

After consideration, Ms. Anglin moved to accept the recommendation of the presiding officer. Mr. Stone seconded the motion.

The Board discussed the file and whether or not the Board could look into Mr. Alley's qualifications. Board Counsel provided guidance and indicated the Board could only look at the criminal convictions which were discussed during the Informal Fact-Finding Conference at this time. Ms. Peay continued by stating the Board could vote to remand the file back to an Informal Fact-Finding Conference in order to discuss Mr. Alley's qualifications.

The motion was approved by members Alexander, Drake, and Hancock. Alexandria, Allen, Anglin, Colley, Kelly, Price, Reynes, Stone, and Stokes opposed and the motion did not pass.

Mr. Stone moved to remand Mr. Alley's application for land surveyor license reinstatement back to an Informal Fact-Finding Conference to look into Mr. Alley's qualifications along with confirming the qualifications were met for land surveyor license reinstatement. Mr. Allen seconded the motion which was approved by members: Alexandria, Allen, Anglin, Colley, Kelly, Price, Reynes, Stone, and Stokes. Alexander, Drake, and Hancock opposed.

Mr. Kelly recused himself from the meeting for discussion and deliberation of the file.

Recusal of Board Member

Regarding **File Number 2022-01610, Negussu Solomon**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Solomon.

File Number 2022-01610, Negussu Solomon

Mr. Stone moved to accept the Consent Order which cites the following violation of the Board's regulations: 18VAC10-20-790.8 (Count 1), 18VAC10-20-760.B.1. (Count 2), 18VAC10-20-790.7. (Count 3), and 18VAC10-20-760.A.1. (Count 4). For these violations, Mr. Solomon agrees to pay the following monetary penalties: \$1,000.00 for the violation contained in Count 1; \$500.00 for the violation contained in Count 2; \$750.00 for the violation contained in Count 3; \$1,500.00 for the violation contained in Count 4; and \$150.00 in Board costs, for a total monetary penalty of \$3,900.00. In addition, Mr. Solomon agreed to complete the open book examination on the Regulations approved by the Board and provide proof of successful completion within six months of the effective date of the Consent Order. Further, Mr. Solomon agrees to complete at least two hours of continuing education pertaining to ethics and/or other equivalent course approved by the Board and provide proof of attendance and completion within six months of the effective date of the Consent Order.

Mr. Allen seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Price, Reynes, Stone, Stokes, and Zmuda.

Mr. Kelly returned to the meeting.

Regarding **File Number 2022-01941, Matthew Charles Bolick**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Bolick.

Mr. Stone moved to accept the Consent Order which cites the following violation of the Board's regulations: 18VAC10-20-790.1. (Count 1). For this violation, Mr. Bolick agrees to pay the following monetary penalties: \$150.00 in Board costs. In addition, Mr. Bolick agrees to revocation of his license. Ms. Price seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

Ms. Nosbisch stated the landscape architect update items were provided for informational purposes.

Mr. Zoutewelle addressed the Board regarding updates for the NCEES Southern Zone. Mr. Zoutewelle provided information on initiatives taken on by NCEES currently along with upcoming meeting dates.

Ms. Nosbisch indicated that in addition to the NCEES update, the Virginia Association of Surveyors items were provided for informational purposes.

Ms. Nosbisch stated the NCARB and AIA information was provided for informational purposes.

The Board was provided with two handouts regarding NCARB's United States and United Kingdom Reciprocity Agreement for Architects. The reciprocity agreement would allow architects registered with the UK's Architects Registration Board to gain licensure in the US through reciprocity. Mr. Colley made a motion to support the US and UK reciprocity agreement from NCARB. Ms. Price seconded the motion, which was approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stokes, and Zmuda. Mr. Stone abstained and stated he does not have enough information to support the agreement at this time.

Ms. Nosbisch stated the certified interior designer update items were provided for informational purposes.

Return of Board Member

File Number 2022-01941, Matthew Charles Bolick

Landscape Architect Update

Professional Engineer Update

Land Surveyor Section Update

Architect Section Update

NCARB US and UK Reciprocity Agreement

Certified Interior Designer Section

Update

The Board recessed from 11:28 a.m. to 11:54 a.m.

Recess

The Board was provided with correspondence from the Alliance for Responsible Professional Licensing (ARPL). NCARB, CLARB, and NCEES are all members.

**Communication
from Alliance for
Responsible
Professional
Licensing
(NCARB, CLARB,
and NCEES are all
members)**

The Board was provided with the proposed language for the fee adjustment. Mr. Allen made a motion to accept the language as proposed. Mr. Stone seconded the motion, which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

Regulatory Update

The Board was provided with a regulatory update packet with recommendations from the Regulatory Review Committee.

The Committee provided an interpretation of 18VAC10-20-640., which states that the only entities that do not have to apply for business registrations are sole proprietorships that do not employ licensed professionals. Mr. Stone made a motion to accept the interpretation. Ms. Alexander seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

The Committee provided a recommended change to 18VAC10-20-780. The recommendation was to remove the word “resident” as many brick-and-mortar businesses have not re-opened after COVID-19. The Board discussed concern over not requiring a licensed individual to be at the physical location for businesses that are still operating with a brick-and-mortar location. Mr. Kirschner encouraged the Board to consider the risk of harm to the health, safety, and welfare of the public. After further discussion, Mr. Kelly made a motion to send the regulation back to the Regulatory Review Committee for additional review. Mr. Stone seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

The Committee provided recommended changes to the land surveyor regulations

for the purpose of clarifying requirements and making corrections to the following regulations: 18VAC10-20-310., 18VAC10-20-370., 18VAC10-20-380., and 18VAC10-20-382. Mr. Stone made a motion to accept the recommended changes and file a Notice of Intended Regulatory Action (NOIRA). Ms. Anglin seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

The Committee provided recommended changes to the professional engineer regulations by adding the four year education and 20 year experience path to licensure option to 18VAC10-20-210.B., which was previously listed in the regulations. The Committee also recommended adding 18VAC10-20-190. back into the regulations as it was previously repealed. Mr. Stone made a motion to accept the recommended changes and file a Notice of Intended Regulatory Action (NOIRA). Mr. Kelly seconded the motion which was unanimously approved by members: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

The Board was provided with the number of APELSCIDLA cases closed with no violation between January 1, 2022 – July 25, 2022 for informational purposes.

**Cases Closed with
No Violations
Update**

The licensee counts as of October 1, 2022:

APELSCIDLA Businesses	4,806
Architects	7,682
Professional Engineers	30,458
Land Surveyors	1,223
Land Surveyors B	63
Land Surveyor Photogrammetrists	97
Certified Interior Designers	474
Landscape Architects	951

**Licensed and
Certified
Population**

Ms. Nosbisch stated the financial statements were provided for informational purposes only.

**Financial
Statements**

Ms. Nosbisch informed the Board how the election of officers has been completed previously for the Board, which would typically have the Vice Chair rotate to Chair; however, Mr. Stone's second term expired on June 30, 2022, which means a new Chair and Vice Chair will be needed.

Election of Officers

Ms. Nosbisch opened the floor for nominations for Board Chair. Mr. Stone

nominated Mr. Kelly as Board Chair. Ms. Anglin seconded the motion. Mr. Kelly accepted the nomination. Ms. Nobsch asked if there were any additional nominations for Board Chair. There being none, Ms. Nobsch closed the floor for nominations. The motion was unanimously approved by: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda. By acclamation, Mr. Kelly was named Board Chair.

Ms. Nobsch opened the floor for nominations for Board Vice Chair. Mr. Stone moved to nominate Ms. Reynes as Board Vice Chair. Mr. Allen seconded the motion. Ms. Reynes accepted the nomination. Ms. Nobsch asked if there were any additional nominations for Board Vice Chair. There being none, Ms. Nobsch closed the floor for nominations. The motion was unanimously approved by: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda. By acclamation, Ms. Reynes was named Board Vice Chair.

The Board was presented with 2023 Board Meeting dates. Ms. Alexander made a motion to accept the dates as presented. Ms. Price seconded the motion which was unanimously approved by: Alexander, Alexandria, Allen, Anglin, Colley, Drake, Hancock, Kelly, Price, Reynes, Stone, Stokes, and Zmuda.

Approval of 2023 Meeting Dates

Ms. Nobsch congratulated Ms. Price for winning an Award of Merit and Adaptive Reuse from AIA Virginia.

Other Business

Conflict of Interest forms and Travel Vouchers were completed by all Board members present.

Conflict of Interest Forms / Travel Vouchers

There being no further business, the meeting was adjourned at 12:58 p.m.

Adjourn

Ann Stokes, Chair

Demetrios J. Melis, Secretary

**PROFESSIONAL ENGINEER & LAND SURVEYOR
SECTION MEETING**

MINUTES

The Professional Engineer and Land Surveyor Section of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on January 23, 2023, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Doyle B. Allen (LS)
Vickie Anglin (LS)
James Kelly (PE)
Vinay Nair (PE)
Christopher M. Stone (PE)
Michael Zmuda (LS)

Staff present for all or part of the meeting were:

Stephen Kirschner, Licensing & Regulatory Programs Division Deputy Director
Kathleen (Kate) R. Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Breanne Henshaw, Licensing Operations Administrator
Anthony Sharpenstein, Licensing Specialist

No representative was present from the Office of the Attorney General.

Members of the Public present for all or part of the meeting were:

Georg Dahl, Virginia Society of Professional Engineers (VSPE) STEM and Educational
Outreach Lead for Tidewater/Hampton Roads Chapter
Thomas Roberts, PE, CFM, VLWA

Mr. Kelly, Chair, called the meeting to order at 10:03 a.m.

Call to Order

Mr. Kelly advised the Section members of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Allen moved to approve the agenda. Mr. Stone seconded the motion which was unanimously approved by members: Allen, Anglin, Kelly, Nair, Stone, and Zmuda.

**Approval of
Agenda**

Mr. Roberts discussed the use of lidar systems and metadata in relation to his viewpoint that professional engineers should have the ability to perform certified flood plane management for dam breaking inundation zone maps.

**Public Comment
Period**

Mr. Dahl, VSPE Executive Director, thanked the Section members for the change to question ten of the Professional Engineer Reference Form. The question previously asked about the “business relationship” and now only asks about the “relationship” between the applicant and the individual providing the reference.

Mr. Dahl asked that the Board consider making this change to the reference forms used by the other professions within the APELSCIDLA Board.

Ms. Nobsch read a letter submitted to the Board on behalf of Dr. William Knocke, Associate Department Head and Graduate Program Director of the Department of Civil and Environmental Engineering with Virginia Tech. This letter was also contributed to by Ms. Betsy Dulin, prior ABET program evaluator, and Mr. Jim Lowe, prior Board member of the APELSCIDLA Board. Dr. Knocke indicated an alumnus of Virginia Tech submitted a professional engineer application to the Board and the Board was not willing to accept the applicant's master's in environmental engineering degree as one year of experience towards the four-year requirement. Dr. Knocke is concerned that the Board did not accept this information due to the master's program not being ABET accredited and per the Board's regulations, that is not a requirement for the master's degree. Dr. Knocke referred to 18VAC10-20-240.B. of the regulations and indicated the ABET accreditation is not a requirement per the Board's regulations. Dr. Knocke would like to Board to consider changing how they approach applications with a master's degree that is not accredited by ABET. After reading the letter, Ms. Nobsch informed the Board that the master's program at Virginia Tech was ABET accredited until 2011, when a business decision was made to discontinue maintaining the accreditation.

Ms. Anglin informed the Section members that the use of lidar systems is not a part of the Board's regulations, but is addressed under statute § 54.1-402.C. Ms. Anglin and other Section members provided background information regarding the reason this section was included within statute. In addition, the Section members discussed the health, safety, and welfare of the public in regards to using remote sensing products and how overlap can occur, which does not provide an accurate image as shadows of buildings can be included or other discrepancies. The Section members agreed that this is a legislative issue that would need to be addressed during the General Assembly if Mr. Roberts would like to do so.

Use of Lidar Systems

Mr. Roberts indicated he did not agree with the Section members and asked no action to be taken at this time. Mr. Roberts stated he will bring federal, state, and other officials to the next Board meeting where he will provide additional information on this topic. Mr. Roberts also indicated that he will find where the information is listed on the DPOR website and provide it to the Board for review.

Ms. Nobsch informed the Section members that the letter included in the agenda was provided by Mr. Dahl at the November 15, 2022, APELSCIDLA Board meeting. Mr. Stone informed the Section members that this is a Code of Virginia discussion and is not a regulatory issue. Mr. Dahl stated he recognized that this issue lies within the Code of Virginia and VSPE will bring their concerns to the legislature.

Registered Design Professionals and Accessory Use Structures

Ms. Nobsch informed the Section members that Board staff will bring a sample of the reference form to the February 8, 2023, Board meeting for input from other sections. The sample reference form will have a change to the question regarding "business relationship" and the sample will state the term, "relationship" as listed

Reference Form

on the Professional Engineer Reference form.

The Section members considered the prospect of adding the term “four-year” to regulation 18VAC10-20-210.B.1. due to questions Board staff receive about the degree requirement. The Section members discussed the regulation and pointed to regulation 18VAC10-20-160., which are the definitions for professional engineers and the four-year requirement is listed under the definition titled, “Approved engineering program.” By consensus, this regulation will be tabled until regulatory review is conducted. Mr. Stone recommended review of statute, before completing a line-by-line regulatory review as this will assist the Board in deciding what legislation may be considered for DPOR’s legislative package in advance of reviewing regulations. During discussion, Mr. Stone agreed to be Chair of the Statutory Review Committee and Ms. Anglin agree to represent the land surveyors. Mr. Kirschner encouraged the Section members to consider the ABET accreditation as part of the regulatory review, in addition to discussing the continuing education requirement for the professions overseen by the APELSCIDLA Board.

Regulation
18VAC10-20-210

The Section members discussed house bill 2180 and senate bill 1213, which is an agency bill that was submitted for universal licensing in Virginia. Mr. Kirschner informed the Section members that services defined as professional services will be exempt from the universal licensing bill. The professional services include architects, professional engineers, land surveyors, and landscape architects.

Other Business

The Section members also discussed senate bill 1480, which would deregulate landscape architects and certified interior designers. Mr. Kelly advised the Section members that if the bill is approved, then the Board may need to consider what aspects of certified interior design work and landscape architect work might require an architect of professional engineer’s involvement to protect the health, safety, and welfare of the public. Ms. Nobsch and Mr. Kelly informed the Section members that this is also an agency bill that is supported by the administration and therefore supported by the Board. If any of the Board members wish to discuss this bill, they must do so a private citizen and not as a member of the Board.

Ms. Nobsch informed the Board members of the Statement of Economic Interest (SOEI) form that must be completed by February 1, 2023.

Conflict of Interest forms and travel vouchers were completed by all Section members present.

Conflict of
Interest / Travel
Vouchers

There being no further business, the meeting was adjourned at 11:56 a.m.

Adjourn

Jim Kelly, Chair

Demetrios Melis, Secretary

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➤ **Public Comment**

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➤ **Landscape Architects**

- **CLARB Update**

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➤ Professional Engineers

○ NCEES Update

- **2023 NCEES Member Board Administrators (MBA) Meeting - Occurred January 9 - January 11**
- **2023 NCEES Zone Interim Meeting, April 27 - 29**
- **NCEES announces CEO succession plan - Emailed October 1, 2022**

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From: Stefani Goodenow <sgoodenow@ncees.org>

Sent: Wednesday, January 11, 2023 12:02 PM

Subject: PE Mechanical PAKS Survey

NCEES is still seeking licensed mechanical engineers to participate in a professional activities and knowledge study, or PAKS, for the PE Mechanical exams. The results of this online survey will be used to update the content of the PE exam, which is used throughout the United States. The survey can be completed in 20–40 minutes.

For access to the online survey, visit ncees.org/PEMechanicalPAKS.

The survey will be open until **March 15, 2023**. Please help us spread the word about this important study by sharing this email with any colleagues who are licensed mechanical engineers.

For more information, contact NCEES Exam Development Engineer Don Colman, P.E., at dcolman@ncees.org.

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➤ **Land Surveyors**

○ **NCEES Update**

● **VAS - IFB No.**

**23-2309-0855 - Lidar Data
for GIS - Emailed October
28, 2022**

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➤ **Architects**

○ **AIA**

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○ **NCARB Update**

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 - **National Architect: One Woman's Story Supporting Indigenous Architects - Emailed January 27, 2023**

RE: Non-native English test takers

Brown, Maurice <MBrown@ncarb.org>

Wed 11/16/2022 9:25 AM

To: Nosbisch, Kate (DPOR) <kate.Nosbisch@dpor.virginia.gov>; Henshaw, Breanne (DPOR) <Breanne.Henshaw@dpor.virginia.gov>; Davis, Bonnie (DPOR) <Bonnie.Davis@dpor.virginia.gov>

Cc: NCARB Council Relations <council-relations@ncarb.org>; Batkin, Joshua <JBatkin@ncarb.org>

Hello Kate,

Thanks for reaching out about the ESL accommodation. We're here to answer any questions your Board may have regarding the policy or its implementation. Here are responses to your initial questions:

1. What other states are doing to accommodate non-native English speakers if you have any information available?

All NCARB jurisdictions except New York are currently accepting the ESL accommodation as outlined by NCARB. New York currently has policy impediment to accepting ESL accommodated exams, but we know AIA New York is working to have their policy amended. As for what the current ESL policy allows for, ESL candidates are allowed 20% extra testing time and/or the ability to use a word-for-word translation dictionary while testing. This is an "and/or" accommodation option because not all candidates may want the extra time and others may not want to bother with the word-for-word translation dictionary. Candidates identify the accommodation(s) they are requesting as part of the application process.

2. Also, who will be providing the bi-lingual dictionaries for the ARE and how it will be determined who is eligible for the accommodations?

The candidates are required to provide their own word-for-word translation dictionary. With the countless variations of native languages and dialects, it was decided that it best to allow candidates to self-serve to ensure they bring a dictionary that meets their language needs. One important aspect of this option within the ESL accommodation is that the ability to use the word-for-word translation dictionary is limited to in-center testing only. The text that the candidate brings must not have any additional markings in the text (NO extra clues, tips, or notes can be added). The text is inspected by the test center administrator prior to allowing the candidate to enter the testing room. If the text is altered in any way, it is disqualified and cannot be used.

We hope this helps clarify the policy and its implementation. Please let us know if you have any additional questions.

Best regards,
Maurice

Maurice Brown

Assistant Vice President, Advocacy and External Engagement

National Council of Architectural Registration Boards

1401 H Street NW Suite 500

Washington, DC 20006

Direct: 202/879-0515

Customer Service: 202/879-0520

Connect with us: www.ncarb.org

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From: NCARB Council Relations <council-relations@ncarb.org>

Sent: Monday, November 14, 2022 12:42 PM

To: Brown, Maurice <MBrown@ncarb.org>

Subject: FW: Non-native English test takers

Hi Maurice,

I wanted to forward the email below from Kate in Virginia.

Please let me know if you are not the correct person to send it to and I will forward it.

Best,

Kendal Gabor (She/her/hers)

Council Relations Coordinator, Council Relations



National Council of Architectural Registration Boards

1401 H Street NW Suite 500

Washington, DC 20005

Direct: 202-469-4569

Customer Service: 202-879-0520

Connect with us: www.ncarb.org

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From: Nosbisch, Kate (DPOR) <kate.Nosbisch@dpor.virginia.gov>

Sent: Wednesday, November 9, 2022 11:04 PM

To: NCARB Council Relations <council-relations@ncarb.org>

Cc: Henshaw, Breanne (DPOR) <Breanne.Henshaw@dpor.virginia.gov>; Davis, Bonnie (DPOR) <Bonnie.Davis@dpor.virginia.gov>

Subject: Non-native English test takers

Hello,

My board would like to know what other states are doing to accommodate non-native English speakers if you have any information available. Also, who will be providing the bi-lingual dictionaries for the ARE and how it will be determined who is eligible for the accommodations?

Thank you,

Kate Nosbisch (she/her/hers)

Kathleen R. Nosbisch, Hon. AIA Virginia

Executive Director

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA)

[APELSCIDLA Centennial Book 1920-2020](#)

Athlete Agent Registration Program

Auctioneers Board

Board for Branch Pilots

Board for Professional and Occupational Regulation

Board for Professional Soil Scientists, Wetland Professionals, and Geologists

Boxing, Martial Arts and Professional Wrestling Advisory Board

SERVICE START TO FINISH

 DPOR logo - full color

9960 Mayland Dr.

Suite 400

Richmond, VA 23233

804-367-8514

866-465-6206 fax

Governmental email is generally subject to disclosure pursuant to the Virginia Freedom of Information Act. However, if you have received this message in error, please notify the Sender and delete the message as well as all attachments.

➤ **Certified Interior Designers**

- **CIDQ Update**

DRAFT AGENDA

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And are not to be construed as regulation or official board position

DRAFT AGENDA

Guidance Document

To: Regulants & Other Members of the Public
From: Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA Board)
Date: June 30, 2011 (*Revised September 15, 2015*)
Re: *Requirements for the Use of Topographic Surveys, Orthographic Maps or other Geospatial Data in Virginia*

Purpose

The purpose of this document is to clarify 18VAC10-20-382.B.11 of the Board's regulations, performance standards for conducting topographic surveys, and the use of these maps and other geospatial data.

Statement Requirement for Surveys

Currently, Board regulations require that a certification statement be included with all topographic surveys:

18VAC10-20-382.B.11

"A statement, in the following form, shall be shown on or contained in plats, maps, or digital geospatial data including metadata:

This _____ (provide description of the project) was completed under the direct and responsible charge of, _____ (Name of Surveyor or Surveyor Photogrammetrist) from an actual Ground or Airborne (check the one that is applicable) survey made under my supervision; that the imagery and/or original data was obtained on _____ (Date); and that this plat, map, or digital geospatial data including metadata meets minimum accuracy standards unless otherwise noted."

The statement indicates that the "Name of Surveyor or Surveyor Photogrammetrist" is required. The individuals authorized to perform topographic surveys are land surveyors and surveyor photogrammetrists licensed pursuant to 54.1-400 (et seq.) of the *Code of Virginia*. However, licensed architects and professional engineers are also authorized by Virginia statute to perform topographic surveys provided the survey is incidental to the architectural or engineering project, respectively:

§ 54.1-401. Exemptions.

"The following shall be exempted from the provisions [surveyor license] of this chapter:

1. Practice of professional engineering and land surveying by a licensed architect when such practice is incidental to what may be properly considered an architectural undertaking.
2. Practice of architecture and land surveying by a licensed professional engineer when such practice is incidental to an engineering project."

It is the intent of the Board's regulations that the statement required by 18VAC10-20-382.B.11 of the Board's regulations be signed by whichever professional completed the survey- surveyor, surveyor photogrammetrist, architect, or professional engineer.

Survey Performance Standard

Board regulations also require that any licensed professional, authorized to perform a survey, must perform the survey to the standards contained in 18VAC10-20-382 of the Board's regulations:

18VAC10-20-730.C

"The professional shall adhere to the minimum standards and requirements pertaining to the practice of his own profession, as well as other professions if incidental work is performed."

When a licensed surveyor or surveyor photogrammetrist performs a topographic survey, or if an architect or professional engineer performs a topographic survey incidental to an architectural or engineering project, respectively, he must seal, sign, and date the survey per Board regulations:

18VAC10-20-382.A

"The minimum standards and procedures set forth in this section are to be used for topographic surveys performed in the Commonwealth of Virginia pursuant to Chapter 4 (§ [54.1-400](#) et seq.) of Title 54.1 of the Code of Virginia. The application of the professional's seal, signature and date as required by these regulations shall be evidence that the topographic survey is correct to the best of the professional's knowledge and belief, and complies with the minimum standards and procedures."

Board regulations also require a seal, signature, and date even in situations where a license is not required:

18VAC10-20-760.B.4

"The seal of each professional responsible for each profession shall be used and shall be on each document that was prepared under the professional's direction and for which that professional is responsible. If one of the exemptions found in § [54.1-402](#) of the Code of Virginia is applicable, a professional licensed or certified by this board shall nevertheless apply his seal to the exempt work."

Use of Unregulated Topographic Surveys

The *Code of Virginia* requires that a topographic survey be performed by a professional who is duly licensed by the Board. Topographic surveys used in the design, modification, construction of improvements to real property, or for flood plain determination must be sealed, signed, and dated by the licensed professional who performed the survey or directly supervised the person who performed the survey. A topographic survey that is not sealed, signed, and dated by a professional must only be used for general information pursuant to Virginia statute:

§ 54.1-402.C Further exemptions from license requirements for architects, professional engineers, and land surveyors.

(third paragraph) "Any person not licensed pursuant to subsection B of § 54.1-404 or 54.1-406 preparing documentation pursuant to subsection C of § 54.1-402 shall note the following on such documentation: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination."

Use of Unregulated Geospatial Data

In 2012, a state-wide orthographic database for general use by the public was created. Since that time, it has come to the attention of the APELSCIDLA Board that these maps may have been used, or may currently be being used, for professional design services, including, but not necessarily limited to, design of improvements to real property, flood plain determination for the determination of flood zone limits, downstream flood inundation zones below regulated dams and the design of public roads. That noted, pursuant to §54.1-402.C, all regulants are advised that these maps do not approach the level of accuracy for use in providing design services; therefore, design professionals are cautioned that the use of this public data may be deemed a violation, as this data does not meet the minimum standards of accuracy required for use by design professionals and may be injurious to the health, safety and welfare of the public.

Summary

The excerpts from Virginia statutes and Board regulations are provided above for your convenience to help you locate the text from the administrative and positive law that establishes the Board's authority. To conclude the information above, the following summaries of this document are provided:

1. Although the Board's regulations indicate that the survey statement requires the "Name of Surveyor or Surveyor Photogrammetrist", the architect or engineer who performed the survey, or directly supervised the individual who performed the survey, must place his name on the statement required by the regulations.
2. Surveys must be performed to the standards established in the Board's regulations whether the survey is performed by a licensed surveyor, surveyor photogrammetrist, architect, or professional engineer as indicated in this document. All surveys, regardless of whether exempt from statutory licensure requirements, must be sealed, signed, and dated by the professional who performed the survey or directly supervised the individual who performed the survey.
3. Any professional licensed by the Board, who utilizes a topographic survey to perform professional work, must ensure that the survey is sealed, signed, and dated properly as indicated above.
4. USGS quad sheets and GIS data, unregulated orthographic surveys, or other unregulated topographic surveys prepared pursuant to §54.1-402.C of the *Code of Virginia*, may be used for general information and need not be signed and sealed. The use of unsigned information must include a statement clearly depicting the use of those documents and their origin.



**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL ENGINEER REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed Professional Engineer** serving as your reference. The individual providing this reference must have known you within the **last five years** (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers:

Social Security Number or **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--

3. Mailing Address (PO Box accepted)

City State Zip Code

4. Contact Numbers

Primary Telephone Alternate Telephone

5. Applicant's Signature

Date

REFERENCE SECTION

*This reference can only be completed by a **licensed professional engineer** who has personal knowledge of the applicant's experience that demonstrates the applicant's **competence and integrity**.*

6. Reference's Name

7. Reference's Contact Numbers

Primary Telephone Alternate Telephone

8. Reference's Email Address

(Email address will only be used for communication from the Board staff.)

9. Professional Engineer License Information:

State/Jurisdiction License Number Expiration Date

10. **What is your relationship to the applicant?**

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes If yes, have you known the applicant for at least one year? No Yes

12. In your opinion, is the applicant competent in the practice of engineering?

No If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit integrity in the practice of engineering?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 ENGINEER-IN-TRAINING REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to one of the following: **a licensed Professional Engineer, the dean, or his dean's designee**, of the engineering school attended by the applicant **or an immediate work supervisor**. The individual providing this reference must have known you within the last five years (from the date of this application) and for at least one year. **One reference is required.**

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers:

Social Security Number or **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--

3. Mailing Address (PO Box accepted)

 City State Zip Code

4. Contact Numbers

 Primary Telephone Alternate Telephone

5. Applicant's Signature

 Date

REFERENCE SECTION

*This reference can only be completed by a **licensed professional engineer, the dean, or the dean's designee**, of the engineering school attended by the applicant or an **immediate work supervisor**.*

6. Reference's Name

7. Reference's Contact Numbers

 Primary Telephone Alternate Telephone

8. Reference's Email Address

 (Email address will only be used for communication from the Board staff.)

9. License Information (If applicable):

State/Jurisdiction _____ License Number _____ Expiration Date _____

10. What is your business relationship to the applicant? _____

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes If yes, have you known the applicant for at least one year? No Yes

12. In your opinion, is the applicant competent in the practice of engineering?

No If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

- No If no, give a brief description below:
Yes

14. Does the applicant exhibit integrity in the practice of engineering?

- No If no, give a brief description below:
Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
ARCHITECT REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed architect** serving as your architectural reference. The individual providing this reference must have known you within the last five years (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers:

Social Security Number or **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--	--	--

3. Mailing Address (PO Box accepted)

City State Zip Code

4. Contact Numbers

Primary Telephone Alternate Telephone

5. Applicant's Signature

Date

REFERENCE SECTION

*This reference can only be completed by a **licensed architect** who has personal knowledge of the applicant's experience that demonstrates the applicant's **competence and integrity**.*

6. Reference's Name

7. Reference's Contact Numbers

Primary Telephone Alternate Telephone

8. Reference's Email Address

(Email address will only be used for communication from the Board staff.)

9. Architect License Information:

State/Jurisdiction _____ License Number _____ Expiration Date _____

10. What is your business relationship to the applicant? _____

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes If yes, have you known the applicant for at least one year? No Yes

12. In your opinion, is the applicant competent in the practice of architecture?

No If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit integrity in the practice of Architecture?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____

Date _____



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 LANDSCAPE ARCHITECT REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed landscape architect** serving as your reference. The individual providing this reference must have known you within the **last five years** (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

_____ Last (required) _____ First (required) _____ Middle _____ Generation _____

2. Provide **one** of the following identification numbers :

Social Security Number or **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--

3. Mailing Address (PO Box accepted)

_____ City _____ State _____ Zip Code _____

4. Contact Numbers

_____ Primary Telephone _____ Alternate Telephone _____

5. Applicant's Signature _____

Date _____

REFERENCE SECTION

*This reference can only be completed by a **licensed landscape architect** who has personal knowledge of the applicant's architectural experience that demonstrates the applicant's **competence and integrity**.*

6. Reference's Name _____

7. Reference's Contact Numbers

_____ Primary Telephone _____ Alternate Telephone _____

8. Reference's Email Address _____

(Email address will only be used for communication from the Board staff.)

9. Landscape Architect License Information :

State/Jurisdiction _____ License Number _____ Expiration Date _____

10. **What is your business relationship to the applicant?** _____

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes If yes, have you known the applicant for at least one year? No Yes

12. In your opinion, is the applicant competent in the practice of landscape architecture?

No If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit integrity in the practice of landscape architecture?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____



**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
LAND SURVEYOR REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed land surveyor** serving as your reference. The individual providing this reference must have known you within the **last five years** (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

- Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)
Last (required) _____ First (required) _____ Middle _____ Generation _____
- Provide **one** of the following identification numbers :
 Social Security Number or **Virginia DMV Control Number**

--	--	--	--	--	--	--	--	--	--
- Mailing Address (PO Box accepted) _____
City _____ State _____ Zip Code _____
- Contact Numbers
Primary Telephone _____ Alternate Telephone _____
- Applicant's Signature _____ Date _____

REFERENCE SECTION

*This reference can only be completed by a **licensed land surveyor** who has personal knowledge of the applicant's experience that demonstrates the applicant's **competence and integrity**.*

- Reference's Name _____
- Reference's Contact Numbers
Primary Telephone _____ Alternate Telephone _____
- Reference's Email Address _____
(Email address will only be used for communication from the Board staff.)
- Land Surveyor License Information :
State/Jurisdiction _____ License Number _____ Expiration Date _____
- What is your business relationship to the applicant? _____
- Have you known or been associated with the applicant within the last 5 years?
No
Yes If yes, have you known the applicant for at least one year? No Yes
- In your opinion, is the applicant **competent** in the practice of **land surveyor**?
No If no, give a brief description below:
Yes

13. In your opinion, is the applicant of **good moral character**?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit **integrity** in the practice of **land surveyor**?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506
www.dpor.virginia.gov



**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
SURVEYOR PHOTOGRAMMETRIST REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed Land Surveyor** serving as your reference. The individual providing this reference must have known you within the **last five years** (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

- Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)
 Last (required) _____ First (required) _____ Middle _____ Generation
- Provide **one** of the following identification numbers :
 Social Security Number or **Virginia DMV Control Number**
- Mailing Address (PO Box accepted) _____
 City _____ State _____ Zip Code _____
- Contact Numbers
 Primary Telephone _____ Alternate Telephone _____
- Applicant's Signature _____ Date _____

REFERENCE SECTION

*This reference can only be completed by a **licensed land surveyor** who has personal knowledge of the applicant's experience that demonstrates the applicant's **competence and integrity**.*

- Reference's Name _____
- Reference's Contact Numbers
 Primary Telephone _____ Alternate Telephone _____
- Reference's Email Address _____
 (Email address will only be used for communication from the Board staff.)
- Land Surveyor's** License Information :
 State/Jurisdiction License Number Expiration Date _____
- What is your business relationship to the applicant? _____
- Have you known or been associated with the applicant within the last 5 years?
 No
 Yes If yes, have you known the applicant for at least one year? No Yes
- In your opinion, is the applicant competent in the practice of **surveyor photogrammetry**?
 No If no, give a brief description below:
 Yes

13. In your opinion, is the applicant of good moral character?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit integrity in the practice of **surveyor photogrammetry**?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____

- **Regulatory Update**
- **Statutory Review Committee**
- **General Assembly Update**

DRAFT AGENDA

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And are not to be construed as regulation or official board position

DRAFT AGENDA

➤ **Licensed and Certified Population**

As of January 1, 2023

APELSCIDLA Businesses	4,901
Architects	7,695
Professional Engineers	30,637
Land Surveyors	1,229
Land Surveyors B	63
Land Surveyor Photogrammetrists	101
Certified Interior Designers	467
Landscape Architects	948

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**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Board for APELSCIDLA
954160**

2022-2024 Biennium

December 2022

	December 2022 Activity	Biennium-to-Date Comparison	
		July 2020 - December 2020	July 2022 - December 2022
Cash/Revenue Balance Brought Forward			184,558
Revenues	184,570	738,717	759,420
Cumulative Revenues			943,978
Cost Categories:			
Board Expenditures	23,890	65,519	83,232
Board Administration	94,695	331,470	382,649
Administration of Exams	2,366	19,602	9,719
Enforcement	9,537	29,805	40,563
Legal Services	0	2,110	0
Information Systems	30,998	219,560	175,462
Facilities and Support Services	16,326	87,987	80,199
Agency Administration	55,732	152,006	259,501
Other / Transfers	0	-	0
Total Expenses	233,544	908,059	1,031,326
Transfer To/(From) Cash Reserves	(26,333)	0	(87,348)
Ending Cash/Revenue Balance			(0)

Cash Reserve Beginning Balance	1,387,792	0	1,448,807
Change in Cash Reserve	(26,333)	0	(87,348)
Ending Cash Reserve Balance	1,361,459	0	1,361,459

Number of Regulants

Current Month	46,041
Previous Biennium-to-Date	43,705

Department of Professional and Occupational Regulation
Supporting Statement of Year-to-Date Activity
Board for APELSCIDLA - 954160
Fiscal Year 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal YTD Charges	Planned Annual Charges	Current Balance	Projected Charges at 6/30	Projected Variance Favorable (Unfavorable)	
																	Amount	%
Board Expenditures	23,671	7,958	5,005	11,085	11,624	23,890	0	0	0	0	0	0	83,232	180,726	97,494	161,024	19,702	10.9%
Board Administration	86,026	58,727	57,244	30,502	55,454	94,695	0	0	0	0	0	0	382,649	900,479	517,831	694,043	206,437	22.9%
Administration of Exams	2,126	1,468	1,541	752	1,466	2,366	0	0	0	0	0	0	9,719	50,323	40,604	15,360	34,963	69.5%
Enforcement	8,900	6,407	6,313	3,109	6,296	9,537	0	0	0	0	0	0	40,563	91,510	50,947	73,895	17,614	19.2%
Legal Services	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0	2,000	100.0%
Information Systems	23,469	37,205	28,768	20,628	34,394	30,998	0	0	0	0	0	0	175,462	478,152	302,690	343,385	134,767	28.2%
Facilities / Support Svcs	9,547	15,938	12,553	11,408	14,428	16,326	0	0	0	0	0	0	80,199	217,331	137,131	155,150	62,181	28.6%
Agency Administration	42,847	30,254	60,621	29,974	40,074	55,732	0	0	0	0	0	0	259,501	534,371	274,870	484,785	49,587	9.3%
Other / Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Charges	196,585	157,959	172,044	107,458	163,736	233,544	0	0	0	0	0	0	1,031,326	2,454,892	1,423,566	1,927,642	527,250	21.5%

- **Other Business**
- **Conflict of Interest Forms /
Travel Vouchers**
- **Adjourn**

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Materials contained in this agenda are proposed topics for discussion
And are not to be construed as regulation or official board position

DRAFT AGENDA