

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,  
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS  
(APELSCIDLA)**

**Friday, November 14, 2025 – 10:00 a.m.  
2<sup>nd</sup> Floor – Board Room 2**

**Department of Professional and Occupational Regulation  
9960 Mayland Drive  
Richmond, Virginia 23233**

**Mission:** Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

**I. CALL TO ORDER**

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

- a. APELSCIDLA Board Meeting, August 14, 2025

**IV. WELCOME, INTRODUCTIONS, AND RESOLUTION**

**V. PUBLIC COMMENT PERIOD \*FIVE MINUTE PUBLIC COMMENT, PER PERSON\***

**VI. CASE FILES**

- a. Licensing
  - i. IFF – 2025-02389 – McBryde, Ethan Paul (Kelly/Frost)
  - ii. IFF – 2025-02906 – Folk, Benjamin David (Frost)
  - iii. IFF – 2026-00034 – Eschman, Melissa (Frost)
  - iv. IFF – 2025-02205 – Averill, Alan Eldredge (Jackson-Bailey)
  - v. IFF – 2025-02794 – Trident Engineering Associates Inc. (Townsend)
  - vi. IFF – 2025-02886 – Hussaini, Sayed Ruhollah (Townsend)

**VII. EDUCATION**

- a. Examination Updates
  - i. Examination Statistics

**VIII. NEW BUSINESS**

- a. Executive Director's Update
- b. Regulatory Update
  - i. General Review of the APELSCIDLA Regulations Update
  - ii. Public Comments – General Review
  - iii. Repeal of Guidance Document 4987: Comity Applicant Criteria of the APELSCIDLA Board's Current Regulations

**IX. OTHER BUSINESS**

- a. NCARB – Mike Armstrong, CEO
- b. Architects Update
  - i. NCARB AXP Changes Effective Nov 18, 2025
- c. Professional Engineers Update
- d. Land Surveyors Update
  - i. Land Surveyors Exam Review
  - ii. Land Surveyors B Exam Review
- e. NCEES Update
  - i. NCEES Exam PE Changes 2026 & 2027
  - ii. Nominations for 2026 NCEES National Service Awards
- f. Certified Interior Designers Update
  - i. CIDQ Annual Meeting
- g. Landscape Architect Update
  - i. CLARB Annual Meeting
- h. Licensed Population
- i. COIA Training

**X. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER**

**XI. ADJOURNMENT**

NEXT MEETING SCHEDULED FOR **WEDNESDAY, FEBRUARY 11, 2026**

- ❖ Agenda materials made 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 file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 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.

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 August 14, 2025, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Members present for all or part of the meeting:

**Architects**

Tim Colley  
Helene Dreiling  
Harry Falconer, Jr.

**Professional Engineers**

Richard Davenport  
Douglas Frost  
Rick Townsend

**Land Surveyors**

John Claytor  
Frank Richardson, II  
Kevin Shreiner

**Interior Designers**

Arjun Kainth

**Landscape Architects**

Susan Dibble

**Citizens**

Troy Arnold, III  
Justina Vasquez

Members absent from the meeting with regrets:

**Interior Designers**

Catherine Christian Stanley

**Landscape Architects**

Ann Stokes

Staff present for all or part of the meeting were:

Jeb Wilkinson, Director  
Steve Kirschner, LRPD Director  
Kate Nosbisch, Executive Director  
Ecila Williams, Licensing Operations Administrator  
Jhustyna McBride-Dunn, Regulatory Operations Administrator  
Davon Jones, Administrative Coordinator  
Tom Payne, CID Director  
Greg Emerson, Director of Examinations  
Patrice Walker, Legal Analyst, Complaint Analysis and Resolution  
Angelena Gismondi, Special Assistant to the Director

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

Members of the audience:

Paul Battaglia, Architect, AIA

Georg Dahl, P.E., Virginia Society of Professional Engineers (VSPE) STEM and Educational Outreach Lead for Tidewater/Hampton Roads Chapter

Jim Kelly, PE

Kelly Kelly

Vickie McEntire Anglin, LS

Erik Bootsma, Architect

Sean Peiffer, LS, VAS

Beth Anne Campbell, LS, VAS

Finding a quorum of the Board present, Mr. Arnold, Vice Chair, called the meeting to order at 10:06 a.m.

**Call to Order**

Mr. Arnold and Ms. Nosbisch advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Davenport moved to approve the agenda. Mr. Colley seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, and Vasquez.

**Approval of  
Agenda**

Mr. Townsend arrived at the meeting at 10:11 am.

**Arrival of Board  
Member**

Mr. Frost moved to approve the minutes for the following dates in block:

- APELSCIDLA Board Meeting, May 7, 2025
- Land Surveyors Section Meeting on May 7, 2025
- APELSCIDLA Ad Hoc Committee Meeting, July 8, 2025
- Land Surveyors Apprenticeship Ad Hoc Committee Meeting, July 9, 2025

**Approval of  
Minutes**

Ms. Vasquez seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

Ms. Nosbisch introduced the new Board members: Mr. Harry Falconer, Jr., Architect; Mr. Frank Richardson, Land Surveyor; and Mr. Richard Davenport, Professional Engineer, along with the Board's new Administrative Coordinator, Mr. Davon Jones. Board members and staff introduced themselves.

**Welcome and  
Introductions**

Mr. Arnold read the following resolution for consideration by the Board:

**Resolution for  
Vickie McEntire  
Anglin, Land**

Resolution for Vickie McEntire Anglin

**Surveyor**

WHEREAS, Vickie McEntire Anglin, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2017 to 2025;

WHEREAS, Vickie McEntire Anglin, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Vickie McEntire Anglin, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this fourteenth day of August 2025, that Vickie McEntire Anglin be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Mr. Arnold read the following resolution for consideration by the Board:

**Resolution for Erik Bootsma, Architect**

Resolution for Erik Bootsma

WHEREAS, Erik Bootsma, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2023 to 2025;

WHEREAS, Erik Bootsma, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Erik Bootsma, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land

Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this fourteenth day of August 2025, that Erik Bootsma be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Arnold read the following resolution for consideration by the Board:

**Resolution for**  
**James “Jim” Kelly,**  
**Professional**  
**Engineer**

Resolution for James L. “Jim” Kelly

WHEREAS, James L. “Jim” Kelly, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2017 to 2025;

WHEREAS, James L. “Jim” Kelly, did devote generously of his time, talent and leadership to the Board;

WHEREAS, James L. “Jim” Kelly, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this fourteenth day of August 2025, that James L. “Jim” Kelly be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Peiffer addressed the Board regarding the importance of reinstating the Land Surveyor Apprenticeship program, citing workforce shortages and the potential of AI-powered virtual training to support the profession. Mr. Peiffer also thanked the Land Surveyor Ad Hoc Committee for their cooperation and for allowing him to participate in the meetings.

**Public Comment  
Period**

Mr. Battaglia addressed the Board expressing his strong support for HB 2154, the Architect Alternative Pathway, highlighting its benefits in creating additional routes to licensure and increasing the number of architects in Virginia. Mr. Battaglia also thanked the APELSCIDLA Ad Hoc Committee for their cooperation and allowing him to participate in the meetings.

Mr. Frost recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board  
Member**

Regarding **File Number 2025-01332, Mumin Cam**, 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 2025-  
01332, Mumin  
Cam**

Mr. Davenport moved to accept the recommendation of the presiding officer and deny Mumin Cam application for a Professional Engineer license by examination. Mr. Colley seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Kainth, Richardson, Shreiner, Townsend, Vasquez

Regarding **File Number 2025-01984, Geraldine Margaret Daniel**, 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 2025-  
01984, Geraldine  
Margaret Daniel**

Mr. Davenport moved to accept the recommendation of the presiding officer and approve Geraldine Margaret Daniel application for a Professional Engineer license by examination. Mr. Townsend seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Kainth, Richardson, Shreiner, Townsend, Vasquez

Regarding **File Number 2025-02389, Ethan Paul McBryde**, 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 2025-02389, Ethan Paul McBryde**

Mr. Davenport moved to accept the recommendation of the presiding officer and deny Ethan Paul McBryde's application for a Professional Engineer license by examination. Mr. Townsend seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Vasquez

Mr. Frost returned to the meeting.

**Return of Board Member**

Mr. Townsend recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board Member**

Regarding **File Number 2025-02391, Christian Alexander Contreras**, 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 2025-02391, Christian Alexander Contreras**

Mr. Davenport moved to accept the recommendation of the presiding officer and deny Christian Alexander Contreras's application for a Professional Engineer license by examination. Mr. Colley seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, and Vasquez.

Regarding **File Number 2025-02387, Joshua Mason Conyers**, 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 2025-02387, Joshua Mason Conyers**

Mr. Frost moved to accept the recommendation of the presiding officer and approve Joshua Mason Conyers' application for a Professional Engineer license by examination. Mr. Kainth seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, and Vasquez.

Regarding **File Number 2025-02101, Gwen Elwood Imeson**, 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 2025-02101, Gwen Elwood Imeson**

Mr. Davenport moved to accept the recommendation of the presiding officer and approve Gwen Elwood Imeson's application for a Professional Engineer license by examination. Ms. Dreiling seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, and Vasquez.

Regarding **File Number 2025-01334, Cristobal Martinez-Sanchez**, 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 2025-01334, Cristobal Martinez-Sanchez**

Mr. Davenport moved to accept the recommendation of the presiding officer and approve Cristobal Martinez-Sanchez's application for a Professional Engineer license by examination. Ms. Kainth seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, and Vasquez.

Mr. Townsend returned to the meeting.

**Return of Board Member**

Ms. Nosbisch provided an update regarding APELS examinations for informational purposes.

**Examination Update**

Mr. Kainth departed the meeting at 10:54 a.m.

**Departure of Board Member**

Ms. Nosbisch stated the Executive Director Report was provided for informational purposes.

**Executive Director Report**

Mr. Kainth returned to the meeting at 10:59 a.m.

**Return of Board Member**

Ms. McBride-Dunn informed the Board that the fee adjustment had been finalized, and the regulations were published in the Virginia Register on June 16. The public comment period ran from June 16 to July 16. The new fee schedule went into effect on August 1, and the Board is not required to respond to the public comments received.

Ms. McBride-Dunn informed the board that the General Regulatory Reduction Initiative is currently in the proposed stage. The regulations were reviewed by the Department of Planning and Budget and the Secretary of Labor on June 30, and by the Office of Regulatory Management and the Governor on July 22. The proposed regulations were published in Volume 41, Issue 26 of the Virginia Register on August 11, 2025. The public comment period is open from August 11 to October 10. A public hearing is scheduled for September 9 at 2:00 p.m. at DPOR. The staff's next step is to incorporate any necessary edits and present a draft of the final language for the Board's review and approval at the November 14 meeting.

**Regulatory Update**

Ms. McBride-Dunn informed the Board that the SB 826 Application Review Matrix had been drafted. This document delegates authority to DPOR staff to conduct predetermination fact-findings and license eligibility determinations for applicants with criminal convictions. It also authorizes staff to approve certain prior criminal convictions and disciplinary actions as specified in the document.

Mr. Shreiner made a motion to approve the APELSCIDLA Application Review Matrix as a guidance document. Mr. Davenport seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

Ms. McBride-Dunn informed the Board on the SB 826 Emergency Action, highlighting key revisions made to the regulations. Section 10 was revised to remove the definition of "Good Moral Character" because the law prohibits using vague or arbitrary terms in licensure determinations. Section 20 was also amended to remove the requirement that applicants be of good moral character, with specific requirements from the former definition moved into subsection B. Finally, subdivision 1 of Section 790, which also required regulants to maintain good moral character, was removed.

Mr. Colley made a motion to authorize DPOR staff to file an emergency action for SB 826 as provided to the Board and allow DPOR Staff to make any necessary technical or stylistic corrections. Mr. Scheiner seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

Ms. McBride-Dunn presented to the Board the HB 2154 Architect Alternative Pathway action. Ms. McBride-Dunn reported that the APELSCIDLA Ad Hoc Committee had met on April 30 and July 8 to finalize the draft language.

**Regulatory Update  
(Cont.)**

Mr. Colley made a motion to accept the committee's recommendation, authorize DPOR staff to file an exempt action for HB 2154 provided to the Board and allow DPOR staff to make any necessary technical or stylistic corrections. Mr. Kainth seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

Ms. McBride-Dunn departed the meeting at 11:42 am.

**Departure of  
DPOR Staff**

Ms. Nosbisch explained the process of Board election of officers.

**Election of Officers**

Ms. Nosbisch opened the floor for nominations for Board Chair. Ms. Vasquez nominated Mr. Arnold as Board Chair. Mr. Colley seconded the motion. Mr. Arnold accepted the nomination. Ms. Nosbisch asked if there were any additional nominations for Board Chair. There being none, Ms. Nosbisch closed the floor for nominations. The motion was unanimously approved by consensus.

By acclamation, Mr. Arnold was named Board Chair.

Ms. Nosbisch opened the floor for nominations for Board Vice Chair. Mr. Townsend nominated Mr. Colley as Board Vice Chair. Mr. Kainth seconded the motion. Ms. Nosbisch asked if there were any additional nominations for Board Vice Chair. There being none, Ms. Nosbisch closed the floor for nominations. The motion was unanimously approved by consensus.

By acclamation, Mr. Colley was named Board Vice Chair.

Ms. Nosbisch reminded the Board of the application review process and asked Board members to notify APELSCIDLA staff when they are unavailable.

**Application Review**

Mr. Arnold informed the Board of the meeting dates for 2026. The Board members agreed to the 2026 meeting dates by consensus. **2026 Meeting Dates**

- i. Wednesday, January 28, 2026
- ii. Wednesday, April 1, 2026
- iii. Tuesday, July 21, 2026
- iv. Wednesday, October 7, 2026

Ms. Nosbisch informed the Board that according to National Council of Architectural Registration Boards the national average time to architect licensure is 12.9 years, and the new alternative pathway may help reduce this timeframe. In Virginia, 55 candidates completed licensure in 2024, with 506 active licensure candidates currently in progress. The state now has 7,861 licensed architects, of which 59% are reciprocal licensees and 41% are resident licensees.

**Architects Update**

Ms. Dreiling congratulated Mr. Colley for his reappointment as the Secretary of Region 2 for NCARB.

Director Wilkinson departed the meeting at 11:38 a.m.

**Departure of DPOR Staff**

Ms. Nosbisch informed the Board that Mr. Kelly is eligible for emeritus status with NCEES. Mr. Davenport moved approve the NCEES Emeritus nomination of Mr. Kelly. Mr. Townsend seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez

**Professional Engineers Update**

Ms. Nosbisch informed the Board that Camden Jones, a Virginia Tech student, was recognized as the recipient of a NCEES scholarship, in the amount of \$5,000.00.

Ms. Nosbisch stated the Profession Engineers Advisory Group application was provided for informational purposes.

Ms. Nosbisch informed the Board that the sole source agreement for the LSC and state-specific examinations has been renewed through June 30, 2026, with the option for a one-year extension.

**Land Surveyors Update**

Ms. Nosbisch informed the Board that Ms. Anglin is eligible for emeritus status with NCEES. Mr. Shreiner moved approve the NCEES Emeritus nomination of Ms. Anglin. Mr. Claytor seconded the motion which was unanimously approved

by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

**Land Surveyors Update (cont.)**

Ms. Nosbisch provided the Board the updated LS Apprenticeship Draft Proposal that was reviewed and finalized by the LS Ad Hoc Committee. Mr. Shreiner made a motion to approve the LS Apprenticeship Draft Proposal. Mr. Davenport seconded the motion which was unanimously approved by: Arnold, Claytor, Colley, Davenport, Dibble, Dreiling, Falconer, Frost, Kainth, Richardson, Shreiner, Townsend, and Vasquez.

Ms. Nosbisch informed the Board that CIDQ Annual Meeting will be in November and more information will be provided at a later date.

**Certified Interior Designer Section Update**

Ms. Nosbisch thanked Ms. Dibble for her time and effort over the summer, particularly for her participation with CLARB to approve the bylaws changes in August.

**Landscape Architect Update**

The Board recessed from 11:59 a.m. to 12:19 p.m.

**Recess**

Ms. Peay, Mr. Haughwout, and Ms. Rengifo departed the meeting at 11:59 am.

**Departure of DPOR Staff**

Mr. Kainth and Ms. Dibble departed the meeting at 12:23 pm.

**Departure of Board Members**

Mr. Kirschner provided Board Member Training to review Robert's Rules.

**Board Member Training**

Ms. McBride-Dunn returned to the meeting at 12:55 p.m.

**Return of DPOR Staff**

Mr. Frost and Mr. Townsend departed the meeting at 1:00 p.m.

**Departure of Board Members**

The licensee counts as of August 1, 2025:

APELSCIDLA Businesses	5,094
Architects	7,861
Professional Engineers	32,035
Certified Interior Designers	476
Land Surveyors	1,228
Land Surveyors B	54
Land Surveyor Photogrammetrists	92
Landscape Architects	993

**Licensed and  
Certified  
Population**

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 1:06 p.m.

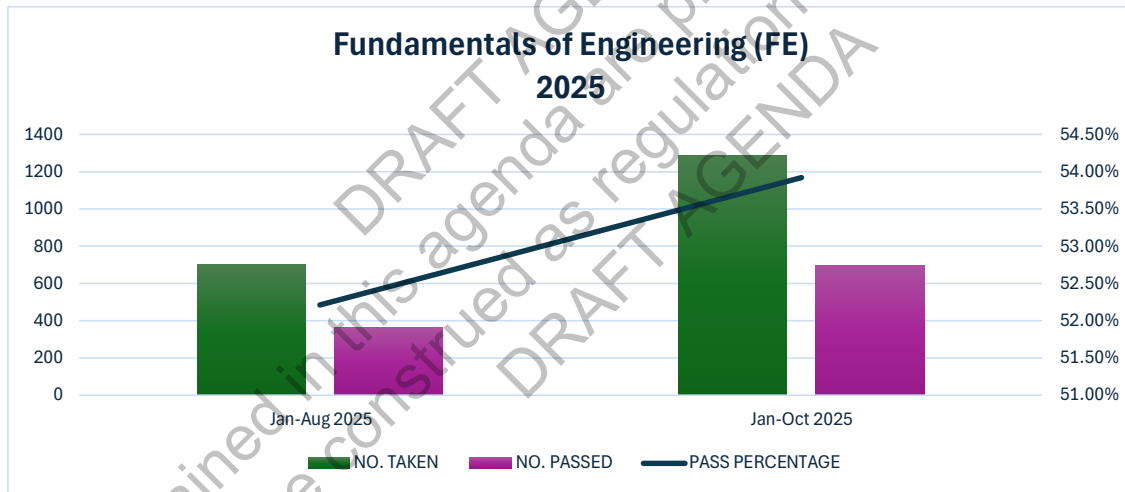
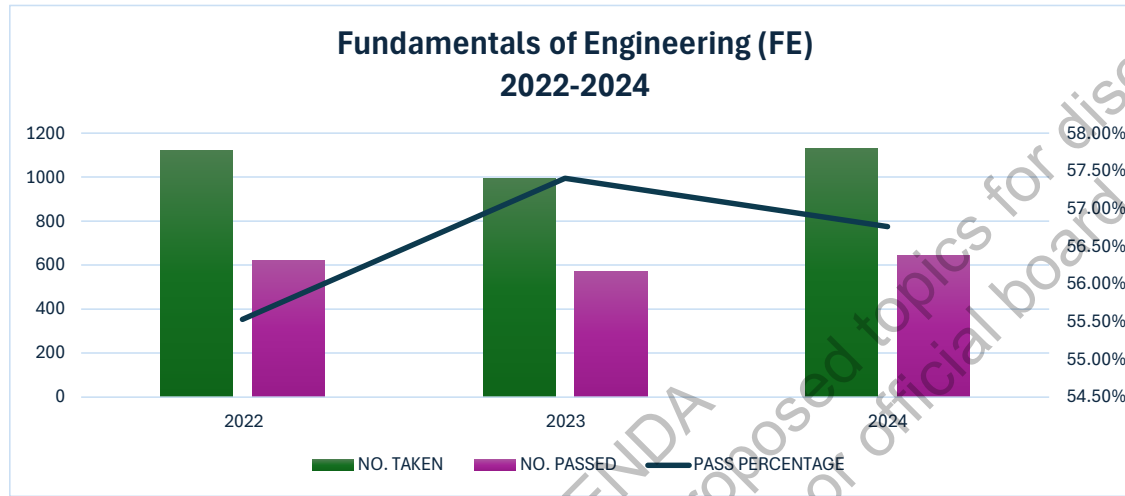
**Adjourn**

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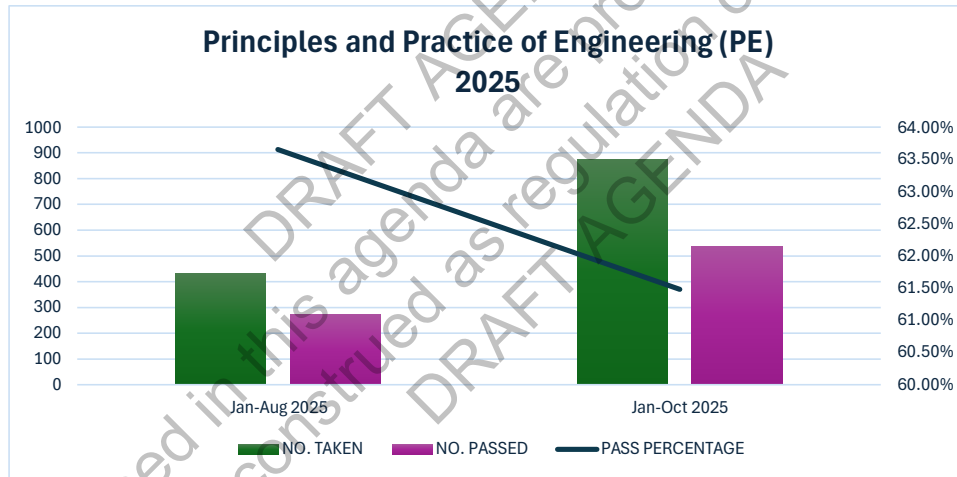
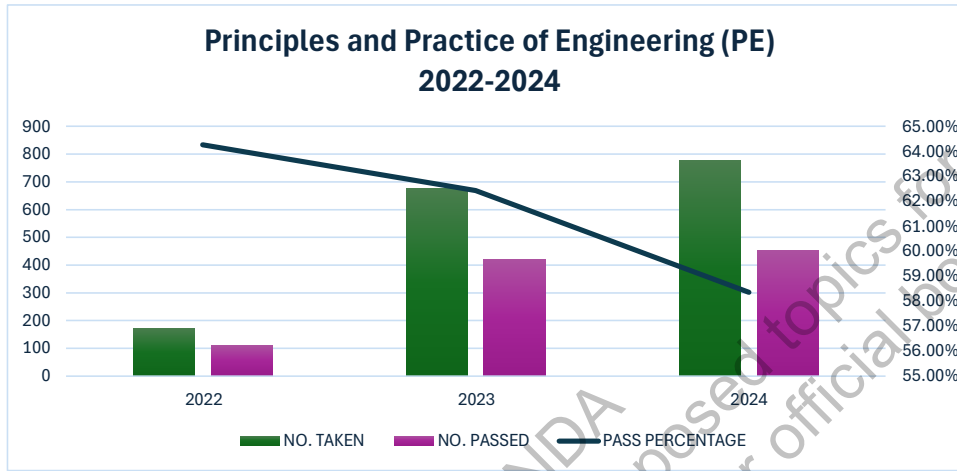
Troy Arnold, III, Chair

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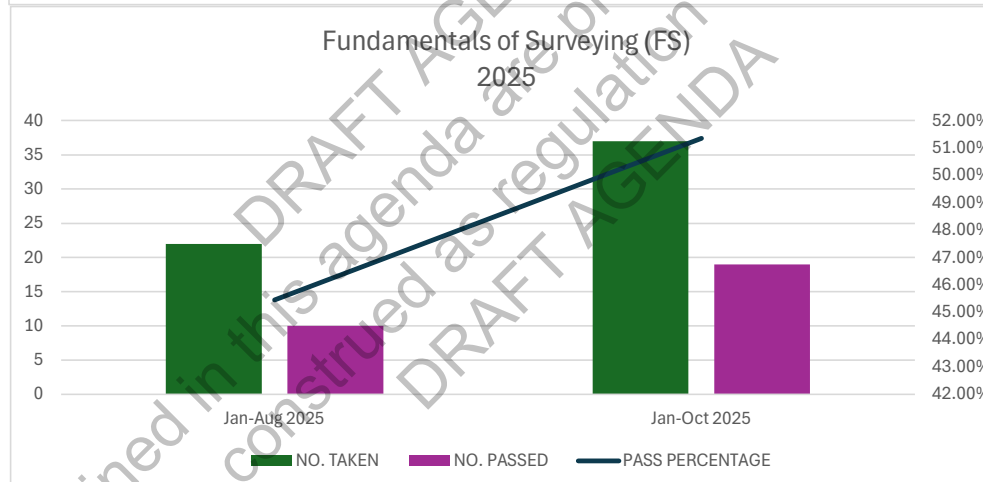
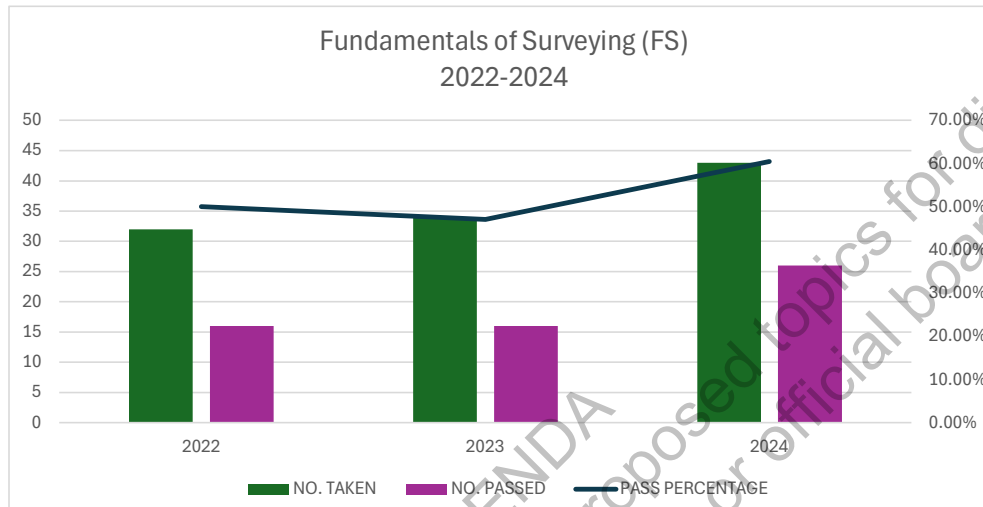
James B. "Jeb" Wilkerson, Jr., Secretary



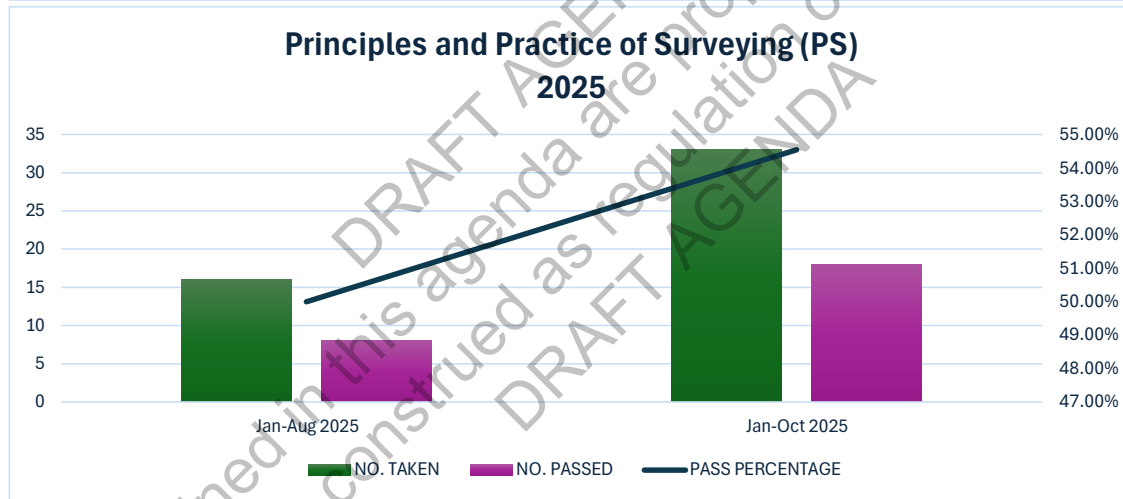
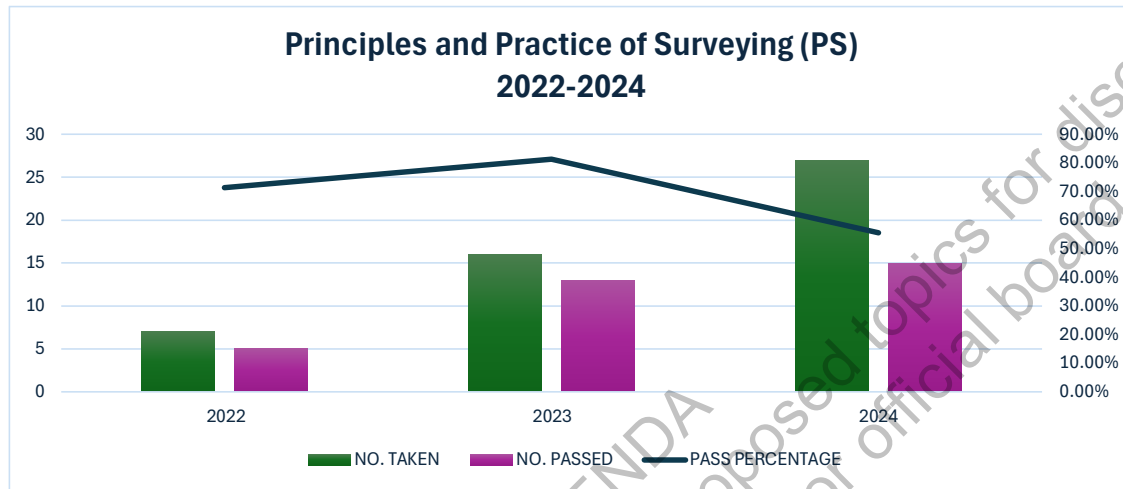
YEAR	NO. TAKEN	NO. PASSED	PASS PERCENTAGE
2022	1120	622	55.53%
2023	993	570	57.40%
2024	1131	642	56.76%
Jan-Aug 2025	699	365	52.21%
Jan-Oct 2025	1287	694	53.92%



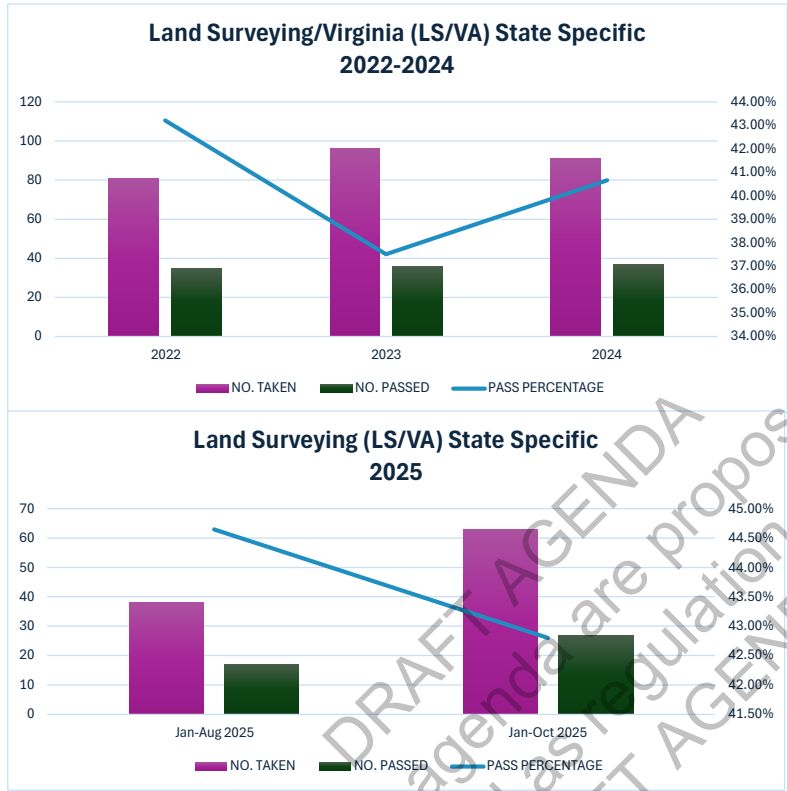
YEAR	NO. TAKEN	NO. PASSED	PASS PERCENTAGE
2022	173	111	64.26%
2023	676	422	62.42%
2024	778	454	58.35%
Jan-Aug 2025	432	275	63.65%
Jan-Oct 2025	875	538	61.48%



YEAR	NO. TAKEN	NO. PASSED	PASS PERCENTAGE
2022	32	16	50.00%
2023	34	16	47.05%
2024	43	26	60.46%
Jan-Aug 2025	22	10	45.45%
Jan-Oct 2025	37	19	51.35%

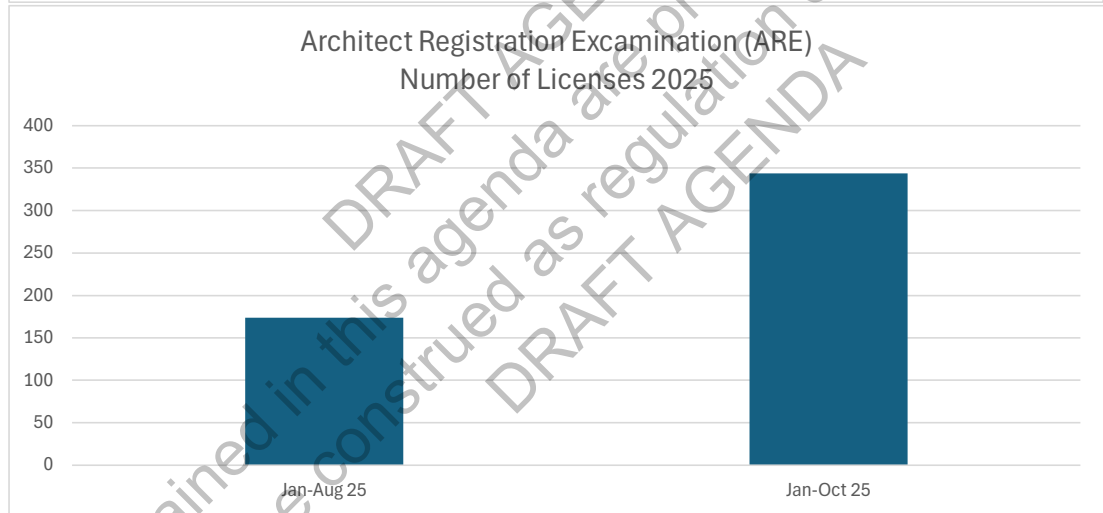
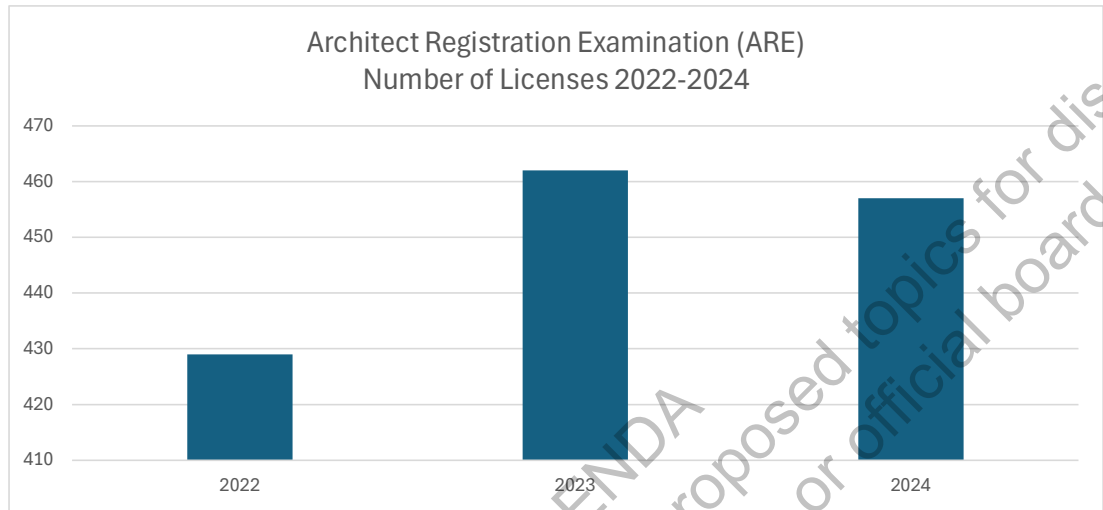


YEAR	NO. TAKEN	NO. PASSED	PASS PERCENTAGE
2022	7	5	71.42%
2023	16	13	81.25%
2024	27	15	55.55%
Jan-Aug 2025	16	8	50.00%
Jan-Oct 2025	33	18	54.54%

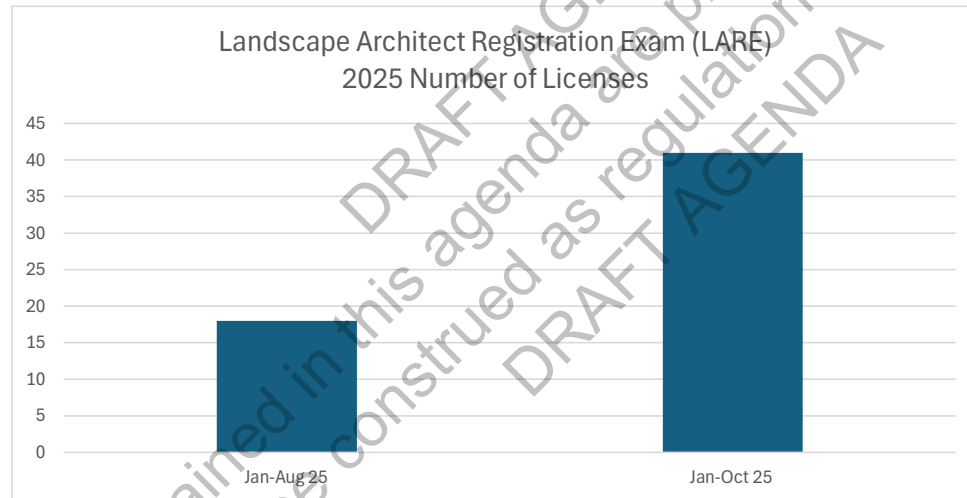
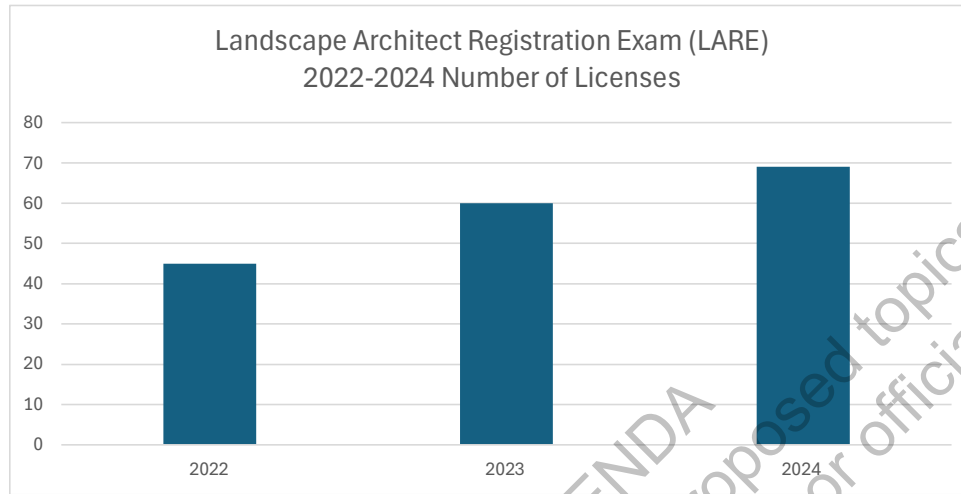


YEAR	NO. TAKEN	NO. PASSED	PASS PERCENTAGE
2022	81	35	43.20%
2023	96	36	37.50%
2024	91	37	40.65%
Jan-Aug 2025	38	17	44.65%
Jan-Oct 2025	63	27	42.80%

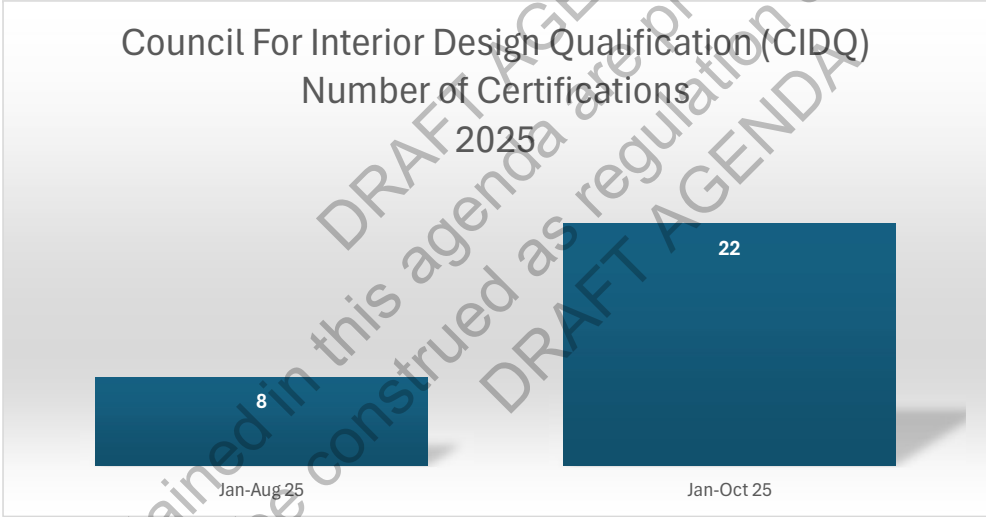
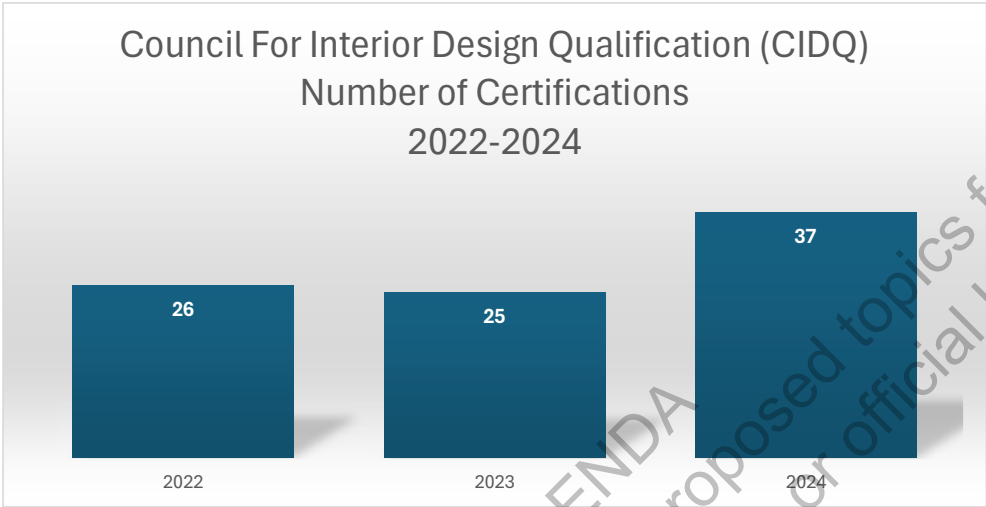
ed



YEAR	LICENSED
2022	429
2023	462
2024	457
Jan-Aug 25	174
Jan-Oct 25	344



YEAR	LICENSED
2022	45
2023	60
2024	69
Jan-Aug 25	18
Jan-Oct 25	41



YEAR	CERTIFICATIONS
2022	26
2023	25
2024	37
Jan-Aug 25	8
Jan-Oct 25	22

**To:** APELSCIDLA Board  
**From:** Kate Nosbisch, Executive Director  
**Subject:** Executive Director Update  
**Date:** November 14, 2025

Data for the last five years of the Board’s activities has been provided.

**Application Statistics**

The table below provides the number of applications approved for the APELSCIDLA Board per calendar year (January 1 – December 31) since 2020.

Applications Approved						
Year	2025*	2024***	2023***	2022***	2021***	2020***
App Numbers	2,976	3,953	3,631	3,353	3,540	2,735

\*As of 10/28/2025

\*\*Includes SIT, EIT, and Exam Eligible Applicants

Applications Approved by Profession 2025*								
Profession	Arch	PE	LS	CID	LA	Businesses	EIT	SIT
App Numbers	425	1441	32	22	37	384	607	28

\*As of 10/28/2025

Applications Approved by ULR*	
Profession	CID
App Numbers	12

\*As of 10/28/2025

## Call Center Statistics

**\*\* The Call Center Statistics consists of APELSCIDLA, PSSWPG, Auctioneers, and Branch Pilots**

The Board’s call center has answered a total of 6,052 phone calls between January 1, 2025, to October 28, 2025.

\*\*Reduced call center hours began April 16, 2025, with the call center opening at 8:30 am and closing at 5:00 pm, Monday, Tuesday, Thursday, and Friday. Wednesdays the call center opens from 12:00 pm to 2:00 pm. The reduction in call center hours allows our staff to process applications more effectively. On June 24, 2025, call center hours on Tuesdays and Wednesdays open from 12:00 pm to 2:00 pm. Abandoned calls reflect calls that came in outside of the reduced call center hours.

## Email Statistics

The table below outlines the number of emails received through the Board’s email address per calendar year (Jan 1-Dec 31)

		Email Count				
Year	2025*	2024	2023	2022	2021	2020
# of Emails	26,784	28,364	24,429	16,318	15,317	13,528

\*As of 10/01/2025

## Board Case Statistics

		Case Statistics				
Year	2025*	2024	2023	2022	2021	2020
# of Cases	2	9	3	3	9	7

\*As of 10/28/2025 (Disciplinary Actions)

		Case Statistics by Profession 2020-2025				
Profession	Arch	PE	LS	CID	LA	Businesses
App Numbers	4	21	6	0	0	2

Since 2018, The Board has adjudicated 120 cases: 46 Disciplinary and 74 Licensing.

Disciplinary	
Cases	46
Final Orders	14
Consent Orders	32
Revocations	10
Suspensions	1

\*As of 10/28/2025

### Stakeholder Engagement & Outreach

08/19-08/22- NCEES Annual Meeting in New Orleans, LA with Rick Townsend, PE, Doug Frost, PE, Kevin Shreiner, LS, John Claytor, LS, and Kevin Hansen, DPOR Investigations Supervisor.

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

1 **Project 7640 - Final**

2 **Board For Architects, Professional Engineers, Land Surveyors, Certified Interior**  
3 **Designers And Landscape Architects**

4 **General Review of Board for Architects, Professional Engineers, Land Surveyors,**  
5 **Certified Interior Designers and Landscape Architects Regulations**

6 **18VAC10-20-10. Definitions.**

7 A. Section 54.1-400 of the Code of Virginia provides definitions of the following terms and  
8 phrases as used in this chapter:

9 Architect

10 Board

11 Certified interior designer

12 Interior design. When used in this chapter, interior design ~~shall~~ will only be applicable to  
13 interior design performed by a certified interior designer.

14 Land surveyor. When used in this chapter, land surveyor ~~shall~~ will include surveyor  
15 photogrammetrist, unless stated otherwise or if the context requires a different meaning.

16 Landscape architect

17 Practice of architecture

18 Practice of engineering

19 Practice of land surveying

20 Practice of landscape architecture

21 Professional engineer

22 Responsible charge

23 B. The following words, terms, and phrases when used in this chapter shall have the following  
24 meanings ascribed to them except where the context clearly indicates otherwise or requires  
25 different meanings:

26 "Application" means a completed application with the appropriate fee and any other required  
27 documentation including references, experience verification, degree verification, and verification  
28 of examination and licensure or certification.

29 "Comity" means the recognition of licenses or certificates issued by other states or other  
30 jurisdictions of the United States as permitted by § 54.1-103 C of the Code of Virginia.

31 "Department" means the Department of Professional and Occupational Regulation.

32 "Direct control and personal supervision" means supervision by a professional who oversees  
33 and is responsible for the work of another individual.

34 "Good moral character" may be established if the applicant or regulant:

35 1. Has not been convicted of a non-marijuana misdemeanor in the last 10 years or has  
36 ever been convicted of a felony that would render the applicant unfit or unsuited to engage  
37 in the occupation or profession applied for in accordance with § 54.1-204 of the Code of  
38 Virginia;

39 2. Has not committed any act involving dishonesty, fraud, misrepresentation, breach of  
40 fiduciary duty, negligence, or incompetence reasonably related to:

41 a. The proposed area of practice within 10 years prior to application for licensure,  
42 certification, or registration; or

43 b. The area of practice related to licensure, certification, or registration by the board  
44 while under the authority of the board;

45 ~~3. Has not engaged in fraud or misrepresentation in connection with the application for~~  
46 ~~licensure, certification, or registration, or related exam;~~

47 ~~4. Has not had a license, certification, or registration revoked or suspended for cause or~~  
48 ~~been disciplined by the Commonwealth or by any other jurisdiction, or surrendered or has~~  
49 ~~surrendered a license, certificate, or registration in lieu of disciplinary action; or~~

50 ~~5. Has not practiced without the required license, registration, or certification in the~~  
51 ~~Commonwealth or in another jurisdiction within the five years immediately preceding the~~  
52 ~~filing of the application for licensure, certification, or registration by the Commonwealth.~~

53 "Endorsement" means a method of obtaining a license or certification by a person who is  
54 currently licensed or certified in another state.

55 "Good standing" means that the regulant holds a current or active license, certificate, or  
56 registration issued by any regulatory body that and is not subject to a current sanction. The  
57 regulant shall be in good standing in every jurisdiction where licensed, certified, or registered.

58 "NAAB" means the National Architectural Accrediting Board.

59 "NCARB" means the National Council of Architectural Registration Boards.

60 "NCEES" means the National Council of Examiners for Engineering and Surveying.

61 "Place of business" means any location that, through professionals, offers or provides the  
62 services of architecture, engineering, land surveying, landscape architecture, interior design, or  
63 any combination thereof. A temporary field office established and utilized for the duration of a  
64 specific project ~~shall~~ will not qualify as a place of business under this chapter.

65 "Profession" means the practice of architecture, engineering, land surveying, landscape  
66 architecture, or interior design.

67 "Professional" means an architect, professional engineer, land surveyor, landscape architect,  
68 or certified interior designer who holds a license or certificate issued by the board pursuant to the  
69 provisions of this chapter and is in good standing with the board to practice his profession in the  
70 Commonwealth.

71 "Registrant" means a business entity holding a registration issued by the board and in good  
72 standing to offer or provide one or more of the professions regulated by the board.

73 "Regulant" means an architect, professional engineer, land surveyor, or landscape architect  
74 holding a license issued by the board ~~and is in good standing~~; a certified interior designer holding  
75 a valid certification issued by the board ~~and is in good standing~~; or a registrant.

76 ~~"Resident" means physically present at the place of business a majority of its operating hours.~~

77 "Responsible person" means the professional named by the registrant to be responsible and  
78 have control of the registrant's regulated services offered, ~~or rendered, or both~~. A professional  
79 can only be the responsible person for the profession indicated on ~~his~~ the person's licenses or  
80 certifications.

81 "Surveyor photogrammetrist" means a person who by reason of specialized knowledge in the  
82 area of photogrammetry has been granted a license by the board to survey land in accordance  
83 with Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia for the determination of  
84 topography, contours, or location of planimetric features using photogrammetric methods or  
85 similar remote sensing technology.

86 **18VAC10-20-15. Board organization.**

87 The board's organization ~~shall~~ will be consistent with applicable provisions of the Code of  
88 Virginia. The board may have the following sections: Architects, Professional Engineers, Land  
89 Surveyors, Certified Interior Designers, and Landscape Architects. Each section may meet as  
90 necessary.

91 **18VAC10-20-17. Replacement of wall certificate. (Repealed.)**

92 Any professional may obtain a replacement for a lost, destroyed, or damaged wall certificate  
93 upon submission of a department fee accompanied by a written request indicating that the  
94 certificate was lost, destroyed, or damaged. Multiple copies may be available at the discretion of  
95 the board or its agent.

96 **18VAC10-20-20. General application requirements.**

97 A. Applicants must be of good moral character. Good moral character may be established if  
98 the applicant meet the following requirements ]:

**Commented [JH1]:** Provisions revised to remove "good moral character" standard and incorporate changes adopted by Board on 8/14/25.

99 1. [ Has Must ] not [ have ] been convicted of a non-marijuana misdemeanor in the last 10  
100 years or [ have ever. ] been convicted of a felony that would render the applicant unfit or  
101 unsuited to engage in the occupation or profession applied for in accordance with § 54.1-  
102 204 of the Code of Virginia:

103 2. [ Has Must ] not [ have ] committed any act involving dishonesty, fraud,  
104 misrepresentation, breach of fiduciary duty, negligence, or incompetence reasonably  
105 related to:

106 a. The proposed area of practice within 10 years prior to application for licensure,  
107 certification, or registration; or

108 b. The [ proposed ] area of practice related to licensure, certification, or registration by  
109 the board while under the authority of the board.

110 3. [ Has Must ] not [ have ] engaged in fraud or misrepresentation in connection with the  
111 application for licensure, certification, or registration, or related exam;

112 4. [ Has Must ] not [ have ] had a license, certification, or registration revoked or suspended  
113 for cause or been disciplined by the Commonwealth or by any other jurisdiction or

114 surrendered or ~~[ has have ]~~ surrendered a license, certificate, or registration in lieu of  
115 disciplinary action; ~~[ or and ]~~

116 5. ~~[ Has Must ]~~ not ~~[ have ]~~ practiced without the required license, registration, or  
117 certification in the Commonwealth or in another jurisdiction within the five years  
118 immediately preceding the filing of the application for licensure, certification, or registration  
119 by the Commonwealth.

120 B. ~~[ Applications ]~~ shall ~~[ must be completed in accordance with instructions contained in this~~  
121 ~~chapter and on the application. ]~~

Commented [JH2]: Consider repealing this provision as unnecessary.

122 C. Applications for licensure requiring an exam shall be received in the board's office by the  
123 application deadline established in Part III (18VAC10-20-90 et seq.) of this chapter for each  
124 profession's exam. The date the application is received in the board's office shall determine if the  
125 application has been received on time. Applications, accompanying materials, and references  
126 become the property of the board upon receipt by the board.

127 D. ~~[ C. Applicants ]~~ shall ~~[ must meet all entry requirements in effect at the time application is~~  
128 ~~made. ]~~

Commented [JH3]: Consider repealing this provision as unnecessarily burdensome.

129 E. D. Applicants shall ~~[ must ]~~ provide the board with all required documentation and fees to  
130 complete the application for licensure or certification no later than three years from the date of the  
131 board's receipt of the initial application fee. Applications that remain incomplete after that time will  
132 no longer be processed by the board and the applicant shall ~~[ must ]~~ submit a new application.

133 F. E. The board may make further inquiries and investigations with respect to an applicant's  
134 qualifications and documentation to confirm or amplify information supplied.

135 G. F. Failure of an applicant to comply with a written request from the board for additional  
136 evidence or information within 60 days of receiving such notice, except in such instances where

137 the board has determined ineligibility for a clearly specified period of time, may be sufficient and  
138 just cause for disapproving the application.

139 ~~H. G.~~ Applicants who do not meet the requirements of 18VAC10-20-20 or 18VAC10-20-40  
140 may be approved following consideration by the board in accordance with the provisions of the  
141 Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

142 **18VAC10-20-25. References- (Repealed.)**

143 ~~In addition to the requirements found in 18VAC10-20-130, 18VAC10-20-220, 18VAC10-20-~~  
144 ~~345, and 18VAC10-20-425, as applicable, references that are submitted as part of an application~~  
145 ~~must comply with the following:~~

146 ~~1. Written references shall be on the board approved form and shall be no more than one~~  
147 ~~year old at the time the application is received in the board's office; and~~

148 ~~2. The individual providing this reference must have known the applicant within the last~~  
149 ~~five years from the date of this application and for at least one year.~~

150 **18VAC10-20-35. Experience.**

151 All experience or training requirements contained in this chapter ~~shall~~ must be on the board-  
152 approved form and will be evaluated based on the applicant working a minimum of 30 hours per  
153 week. Any experience gained at less than 30 hours per week may be prorated at the sole  
154 discretion of the board.

155 **18VAC10-20-40. Good standing of applicants.**

156 A. Applicants currently licensed, certified, or registered to practice architecture, engineering,  
157 land surveying, landscape architecture, or interior design in another jurisdiction ~~shall~~ must be in  
158 good standing in every jurisdiction where licensed, certified, or registered.

159 ~~B. Applicants shall not have had a~~ must report any disciplinary action related to the profession,  
160 including any suspended, revoked, or surrendered license, certificate, or registration to practice  
161 architecture, engineering, land surveying, landscape architecture, or interior design that was  
162 suspended, revoked, or surrendered in connection with a disciplinary action or have been the  
163 subject of a disciplinary action in any jurisdiction.

164 C. Applicants must report any felony or misdemeanor convictions in any jurisdiction, excluding  
165 any misdemeanor marijuana convictions.

166 **18VAC10-20-50. Transfer of scores to other boards.**

167 The board, at its discretion and upon proper application, may forward the scores achieved by  
168 an applicant in the various exams given under the board's jurisdiction ~~to any other duly constituted~~  
169 ~~registration board~~ for use in evaluating the applicant's eligibility for registration within another  
170 board's jurisdiction or evaluation of the applicant's national certification. An applicant requesting  
171 that ~~his~~ the score be transferred to another registration board ~~shall~~ will state ~~his~~ the applicant's  
172 reason for the request in writing.

173 **18VAC10-20-55. Language and comprehension. (Repealed.)**

174 ~~Applicants for licensure or certification shall be able to speak and write English to the~~  
175 ~~satisfaction of the board. Applicants whose primary language has not always been English, or~~  
176 ~~who have not graduated from a college or university in which English is the language of~~  
177 ~~instruction, shall submit to the board a Test of English as a Foreign Language Internet-based Test~~  
178 ~~(TOEFL iBT) score report. Score reports shall not be over two years old at the time of application~~  
179 ~~and must reflect a score acceptable to the board. In lieu of the TOEFL, other evidence such as~~  
180 ~~significant academic or work experience in English may be acceptable as determined by the~~  
181 ~~board.~~

**Commented [JH4]:** Consider public comment from Craig Moore.

Possible alternative language:

Applicant must disclose any disciplinary action as described in subdivisions A 1 and A 2 of 18VAC10-20-785.

**Commented [JH5]:** Consider comment from Chris Stone re: timeframe for reporting.

182 **18VAC10-20-70. Modifications to examination administration. (Repealed.)**

183 The board and the department support and comply with the provisions of the Americans with  
184 Disabilities Act (ADA), 42 USC § 12101 et seq. Contracts between the board, department, and  
185 vendors for exams contain provisions for compliance with the ADA. Requests for  
186 accommodations must be in writing and received in the board's office within a reasonable time  
187 before the exam. The board may require a report from a medical professional along with  
188 supporting data confirming the nature and extent of the disability. The applicant is responsible for  
189 providing the required information in a timely manner including the costs for providing the  
190 information. The board or its designee will determine, consistent with applicable law, any  
191 accommodations to be made.

192 **18VAC10-20-75. Conduct at examination. (Repealed.)**

193 Applicants approved for an exam will be given specific instructions as to the conduct of each  
194 division of the exam at the exam site. Applicants are required to follow these instructions to ensure  
195 fair and equal treatment to all applicants during the course of the exam. Misconduct may result in  
196 removal from the exam site, voided exam scores, and restriction from future exam access.

197 **18VAC10-20-85. Examination on regulations.**

198 The board shall will provide applicants with an exam on its the board's regulations and  
199 statutes. All applicants for licensure or certification must achieve a passing score on this exam.

200 **18VAC10-20-87. Expiration of initial licenses, certificates, and registrations.**

201 A. Initial licenses Licenses, certificates, and registrations shall expire as follows: 1. Individual  
202 licenses and certificates shall will be valid for two years from the last day of the month in which  
203 they are issued.

204 ~~2. Registrations for professional corporations, professional limited liability companies, and~~  
205 ~~business entities shall expire on December 31 of the odd-numbered year following~~  
206 ~~issuance.~~

207 ~~3. Registrations for branch offices shall expire the last day of February of the even-~~  
208 ~~numbered year following issuance.~~

209 B. Licenses, certificates, and registrations ~~shall~~ will expire in accordance with this section  
210 unless renewed pursuant to 18VAC10-20-670 or reinstated pursuant to 18VAC10-20-680.

211 **18VAC10-20-90. Fee schedule.**

Commented [JH6]: Section includes changes effective 8/1/25.

212 All fees are nonrefundable and ~~shall~~ will not be prorated.

Application for Initial Architect License	\$150
Application for Architect License by <del>Comity</del> Endorsement	\$150
Renewal	\$110

213 **18VAC10-20-105. Qualifications for licensure as an architect.**

214 A. Upon completing the requirements of this section, applicants may apply for licensure with  
215 the board.

216 B. Education.

217 1. Applicants for original licensure must hold a professional degree in architecture from a  
218 program accredited by NAAB. The degree program must have been accredited by NAAB  
219 no later than two years after the date of the applicant's graduation from the program.

220 2. Applicants seeking credit for a degree or coursework that is not NAAB-accredited,  
221 whether foreign or domestic, must establish an NCARB record and have that degree or  
222 coursework evaluated for equivalency to a NAAB-accredited professional degree in

223 architecture through NAAB's evaluation service. The board reserves the right to reject any  
224 evaluation submitted. Any costs attributable to evaluation will be borne by the applicant.

225 C. Experience.

226 1. Applicants for original licensure must successfully complete the NCARB-administered [  
227 architectural — experience — program Architectural Experience Program  
228 (<https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf> ], which satisfies the  
229 experience requirement outlined in 18VAC10-20-35.

Commented [JH7]: Consider adding link to NCARB program and deleting DJBR.

230 2. Applicants with a NAAB-accredited degree or who are actively participating in or who  
231 have completed the NCARB-accepted integrated path to architectural licensure option are  
232 required to document experience or training in architecture before licensure.

233 D. Examination. The board is a member board of NCARB and applicants for original licensure  
234 are required to pass the NCARB-prepared exam.

235 **18VAC10-20-110. ~~Education. (Repealed.)~~**

236 ~~A. Applicants for original licensure shall hold a professional degree in architecture from a~~  
237 ~~program accredited by the National Architectural Accrediting Board (NAAB). The degree program~~  
238 ~~must have been accredited by NAAB no later than two years after the date of the applicant's~~  
239 ~~graduation from the program.~~

240 ~~B. Applicants seeking credit for a degree or coursework that is not NAAB-accredited, whether~~  
241 ~~foreign or domestic, shall establish an National Council of Architectural Registration Boards~~  
242 ~~record and have that degree or coursework evaluated for equivalency to a NAAB-accredited~~  
243 ~~professional degree in architecture through NAAB's evaluation service. The board reserves the~~  
244 ~~right to reject any evaluation submitted. Any costs attributable to evaluation shall be borne by the~~  
245 ~~applicant.~~

246 **18VAC10-20-120. Experience. (Repealed.)**

247 A. Applicants for original licensure shall successfully complete the National Council of  
248 Architectural Registration Boards (NCARB) administered architectural experience program, which  
249 satisfies the experience requirement outlined in 18VAC10-20-35.

250 B. Applicants with a National Architectural Accrediting Board accredited degree or who are  
251 actively participating in or who have completed the NCARB accepted integrated path to  
252 architectural licensure option are required to document their experience or training in architecture  
253 before licensure.

254 **18VAC10-20-130. References. (Repealed.)**

255 Applicants shall submit three references with the application, all of which shall be from  
256 currently licensed architects in a state or other jurisdiction of the United States or a country in  
257 which a mutual recognition agreement has been executed between itself and National Council of  
258 Architectural Registration Boards and accepted by the board. In addition to the requirements  
259 found in 18VAC10-20-25, the applicant shall only submit references from licensed architects who  
260 have personal knowledge of the applicant's architectural experience that demonstrates the  
261 applicant's competence and integrity.

262 **18VAC10-20-140. Examination. (Repealed.)**

263 A. The board is a member board of National Council of Architectural Registration Boards  
264 (NCARB) and is authorized to make available the NCARB prepared exam. Applicants for original  
265 licensure are required to pass this exam.

266 B. Applications for original licensure shall be approved by the board before applicants will be  
267 allowed to sit for the exam. Applicants who have satisfied the requirements of 18VAC10-20-110  
268 and 18VAC10-20-130 and who are currently enrolled in or have completed the NCARB-  
269 administered architectural experience program or are actively participating in an integrated path

270 ~~accepted by NCARB to architectural licensure option with a National Architectural Accrediting~~  
271 ~~Board-accredited professional degree program in architecture option shall be admitted to the~~  
272 ~~exam.~~

273 ~~C. Applicants approved by the board to sit for the exam shall register and submit the required~~  
274 ~~exam fee and follow NCARB procedures when taking the exam. Applicants not properly registered~~  
275 ~~will not be allowed to sit for the exam.~~

276 ~~D. Applicants approved to sit for the exam shall be eligible for a period of three years from the~~  
277 ~~date of their initial approval. Applicants who do not pass all sections of the exam during their~~  
278 ~~eligibility period are no longer eligible to sit for the exam. To become exam eligible again,~~  
279 ~~applicants shall reapply to the board as follows:~~

280 ~~1. Applicants who have taken at least one section of the exam and who reapply to the~~  
281 ~~board no later than six months after the end of their eligibility may be approved to sit for~~  
282 ~~the exam for an additional three years. The original application requirements shall apply.~~

283 ~~2. Applicants who do not meet the criteria of subdivision 1 of this subsection shall reapply~~  
284 ~~to the board and meet all entry requirements current at the time of reapplication.~~

285 ~~E. Applicants will be notified of whether they passed or failed the exam. The exam shall not~~  
286 ~~be reviewed by applicants. Unless authorized by NCARB rules and procedures, exam scores are~~  
287 ~~final and not subject to change.~~

288 ~~F. Scoring of the exam shall be in accordance with the national grading procedure~~  
289 ~~administered by NCARB.~~

290 ~~G. The board may approve transfer credits for parts of the exam taken and passed in~~  
291 ~~accordance with national standards.~~

292 H. Applicants who have been approved for and subsequently pass the exam and who have  
293 satisfied 18VAC10-20-110, 18VAC10-20-120, and 18VAC10-20-130 shall be issued an architect  
294 license.

295 **18VAC10-20-150. Licensure by ~~comity~~ endorsement.**

296 A. Applicants who hold a valid active license in another state or other jurisdiction of the United  
297 States or a country in which a mutual recognition agreement has been executed between itself  
298 and National Council of Architectural Registration Boards (NCARB) and accepted by the board  
299 may be granted a license, provided that they meet the requirements of 18VAC10-20-25 and the  
300 applicant:

301 1. ~~They possess~~ Possesses an NCARB certificate; or submits to the board verifiable  
302 documentation for education, experience, and exam meeting current requirements in  
303 Virginia; and

304 2. ~~They met the~~ Satisfies all other applicable requirements for licensure that were  
305 substantially equivalent to those in effect in Virginia at the time they were originally  
306 licensed of this chapter.

307 B. Applicants who do not satisfy the requirements of subsection A of this section shall meet  
308 the entry requirements for initial licensure pursuant to this chapter.

309 **18VAC10-20-160. Definitions.**

310 The following words, terms, and phrases when used in this part shall have the following  
311 meanings ~~ascribed to them~~ except where the context clearly indicates otherwise or requires  
312 different meanings:

313 "ABET" means the Accreditation Board for Engineering and Technology.

314 "Approved engineering program" means an undergraduate engineering program of four years  
315 or more or a graduate engineering program approved by the board. ABET-approved EAC  
316 programs are approved by the board. Programs that are accredited by ABET not later than two  
317 years after an applicant's graduation ~~shall~~ will be deemed as ABET-approved.

318 "Approved engineering technology program" means an undergraduate engineering  
319 technology program of four years or more approved by the board. ABET-approved ETAC  
320 programs of four years or more are approved by the board. Programs that are accredited by ABET  
321 not later than two years after an applicant's graduation ~~shall~~ will be deemed as ABET-approved.

322 "EAC" means Engineering Accreditation Commission.

323 ~~"Engineer-in-training" or "EIT" means an applicant who has completed any one of several  
324 combinations of education, or education and experience, and has passed the Fundamentals of  
325 Engineering exam.~~

326 "ETAC" means Engineering Technology Accreditation Commission.

327 "Related science program" means a four-year program in biology, chemistry, geology,  
328 geophysics, mathematics, physics, or other programs approved by the board. Programs must  
329 have a minimum of six semester hours of mathematics courses beyond algebra and trigonometry  
330 and a minimum of six semester hours of science courses in calculus-based physics in order to be  
331 considered a related science program.

332 "Qualifying engineering experience" means a record of progressive experience on  
333 engineering work during which the applicant has made a practical utilization of acquired  
334 knowledge and has demonstrated ~~progressive~~ improvement, growth, and development through  
335 the utilization of that knowledge as revealed in the complexity and technical detail of the  
336 applicant's work product or work record. The applicant must show progressive assumption of  
337 greater individual responsibility for the work product over the relevant period. ~~The progressive~~

**Commented [JH8]:** Consider comments from Ben Chester, Raleigh Coleman, and Amanda Pennington re: calculus-based physics.

338 ~~experience on engineering work shall be of a type and quality that indicates to the board that the~~  
 339 ~~applicant is minimally competent to practice engineering.~~ Qualifying engineering experience shall  
 340 ~~must be progressive in complexity and~~ based on a knowledge of engineering mathematics,  
 341 physical and applied sciences, properties of materials, and fundamental principles of engineering  
 342 design.

343 **18VAC10-20-170. Fee schedule.**

Commented [JH9]: Section includes changes effective 8/1/25.

344 All fees are nonrefundable and ~~shall~~ will not be prorated.

Application for Engineer-in-Training Designation	\$60
Application for Initial Professional Engineer License	\$120
Application for Professional Engineer License by Comity Endorsement	\$120
Renewal	\$160

345 **18VAC10-20-191. Requirements for an engineer-in-training designation.**

346 Applicants must apply directly with NCEES to take the Fundamentals of Engineering (FE)  
 347 exam [and meet applicable education or experience requirements in this section]. An applicant  
 348 qualified under subdivision 1, 2, or 3 of this section will receive the engineer-in training (EIT)  
 349 designation upon passing the FE exam and verification of the applicant's degree by the board. All  
 350 other applicants will receive the EIT designation upon passing the FE exam. The EIT designation  
 351 will remain valid indefinitely.

Commented [JH10]: Consider the highlighted in response to public comment from Christine Subasic.

Commented [JH11]: Consider public comment from Chris Stone re: ending indefinite EIT designations.

<u>EDUCATIONAL REQUIREMENTS</u>	<u>NUMBER OF YEARS OF QUALIFYING ENGINEERING EXPERIENCE</u>
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<p>1. Student applicants must meet one of the following:</p> <p>a. <u>Be enrolled in an ABET-accredited undergraduate EAC or ETAC curriculum, have 12 months or less remaining before completion of the degree, and provide a certificate of good standing from the dean of the engineering school or the dean's designee;</u></p> <p>b. <u>Be enrolled in an ABET-accredited graduate or doctorate EAC or ETAC curriculum, have six months or less remaining before completion of the degree, and provide a certificate of good standing from the dean of the engineering school or the dean's designee; or</u></p> <p>c. <u>Be enrolled in a graduate curriculum that is ABET-accredited EAC or ETAC at the undergraduate level at the institution at which the graduate degree is being sought, have six months or less remaining before completion of the degree, and provide a certificate of good standing from the dean of the engineering school or the dean's designee.</u></p>	0
<p>2. <u>Graduated from an approved engineering or an approved engineering technology curriculum.</u></p>	0
<p>3. Dual degree holders must:</p> <p>a. <u>Have graduated from a non-ABET-accredited undergraduate engineering curriculum of four years or more; and</u></p> <p>b. <u>Have graduated from a graduate or doctorate engineering curriculum that is ABET accredited at the undergraduate level.</u></p>	0
<p>4. <u>Graduated from a nonapproved engineering curriculum or from a related science curriculum of four years or more.</u></p>	2
<p>5. <u>Obtained, by documented academic coursework, the equivalent of education that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula. Whether an education is considered to be equivalent will be determined by the judgment of the board.</u></p>	6

352 **18VAC10-20-200. Requirements for engineer-in-training designation. (Repealed.)**

353 In order to receive the EIT designation, applicants shall:

- 354 1. ~~Graduate from an engineering program of four years or more accredited by the~~
- 355 ~~Engineering Accreditation Commission of ABET (EAC/ABET), graduate from an~~
- 356 ~~engineering master's program accredited by EAC/ABET, or meet the requirements of the~~
- 357 ~~NCEES Engineering Education Standard;~~

358 2. Pass the NCEES Fundamentals of Engineering (FE) exam; and

359 3. Apply to the board.

360 **18VAC10-20-210. Requirements for licensure as a professional engineer.**

361 A. In order to be licensed as a professional engineer, applicants shall:

362 1. Satisfy one requirement of subdivisions B 1 through B 4 of this section;

363 2. Pass the Principles and Practice of Engineering (PE) exam;

364 3. Meet all the requirements of this chapter; and

365 4. Apply to and be approved by the board.

366 B. In general, the required education shall will be applied as follows:

EDUCATIONAL REQUIREMENTS	EIT PASSING OF FUNDAMENTALS EXAM REQUIRED?	NUMBER OF REQUIRED YEARS OF QUALIFYING ENGINEERING EXPERIENCE
1. Have graduated from an approved ABET-accredited <u>[undergraduate]</u> engineering program.	YES	4
2. Dual degree holders. a. Have graduated from an ABET-accredited undergraduate engineering program; and b. Have graduated from a doctorate engineering program that is ABET accredited at the undergraduate level.	NO	4
3. Have graduated from a <del>nonapproved</del> engineering program of four years or more, a <del>four-year</del> related science program, or an approved engineering technology program, or a non-ABET-accredited engineering program.	YES	6
4. Have <del>graduated from a nonapproved</del> <u>obtained, by documented academic coursework, the equivalent of education that meets the requirements of ABET accreditation for the baccalaureate engineering technology program of four years or more.</u> Whether an education is	YES	10

Commented [JH12]: Proposed change to reflect current agency practice.

considered to be equivalent will be determined by the judgment of the board.		
5. Have graduated from an engineering, engineering technology, or related science curriculum of four years or more.	NO	20

**Commented [JH13]:** Consider comment from Chris Stone re: this qualification pathway.

**Commented [JH14]:** Consider public comment from Chris Stone re: repeal of these provisions.

367 **18VAC10-20-220. References. (Repealed.)**

368 In addition to the requirements found in 18VAC10-20-25, applicants shall satisfy one of the  
 369 following:

370 1. An applicant for the engineer in training designation shall provide one reference that  
 371 indicates the applicant's personal integrity from one of the following:

- 372 a. A professional engineer;
- 373 b. The dean, or the dean's designee, of the engineering school attended by the
- 374 applicant; or
- 375 e. An immediate work supervisor.

376 2. An applicant for licensure as a professional engineer shall submit three references from  
 377 professional engineers currently licensed in a state or other jurisdiction of the United  
 378 States. The applicant shall only submit references given by professional engineers who  
 379 have personal knowledge of the applicant's competence and integrity relative to his  
 380 engineering experience.

381 **18VAC10-20-230. Education.**

382 A. An applicant who is seeking credit for a degree that is not ABET accredited as ETAC or  
 383 EAC and was earned from an institution outside the United States shall and its territories must  
 384 have the degree authenticated and evaluated by an educational credential evaluation service.  
 385 The board may consider the degree as an approved engineering program or approved

386 engineering technology program. The board reserves the right to reject any evaluation submitted  
387 by the applicant.

388 B. Degrees earned within the United States for any nonapproved engineering program,  
389 related science program, or nonapproved engineering technology program of four years or more  
390 shall must be from an accredited college or university that is approved or accredited by the  
391 Commission on Colleges, a regional or national accreditation association, or by an accrediting  
392 agency that is recognized by the U.S. Secretary of Education.

393 **18VAC10-20-240. Experience.**

Commented [JH15]: Consider comment from Chris Stone re: these provisions.

394 A. Each applicant shall ~~complete the board's Professional Engineer and Engineer in Training~~  
395 ~~Experience Verification Form, documenting~~ must document all of ~~his~~ the applicant's engineering  
396 experience using a board-provided form. The information provided on the form shall must clearly  
397 describe the engineering work or research that the applicant personally performed; delineate ~~his~~  
398 the applicant's role in any group engineering activity; provide an overall description of the nature  
399 and scope of ~~his~~ the applicant's work; and include a detailed description of the engineering work  
400 personally performed by ~~him~~ the applicant. The experience must be obtained in an organization  
401 with an engineering practice and must be verified on the board's experience verification form by  
402 a licensed professional engineer in the organization's engineering practice.

403 B. In general, the required experience shall will be applied as follows:

Type of Experience	Qualifying	Nonqualifying
1. Design experience.	A demonstrated use of engineering computation and problem-solving skills.	Drafting of design by others.
2. Construction experience.	A demonstrated use of engineering computation and problem-solving skills.	The execution as a contractor of work designed by others, the supervision of construction, and similar nonengineering tasks.

3. Military experience.	Engineering of a character substantially equivalent to that required in the civilian sector for similar work.	Nonengineering military training and supervision.
4. Sales experience.	A demonstrated use of engineering computational and problem-solving skills.	The selection of data or equipment from a company catalogue, similar publication, or database.
5. Industrial experience.	Work directed toward the identification and solution of practice problems in the applicant's area of engineering specialization including engineering analysis of existing systems or the design of new ones.	The performance of maintenance of existing systems, replacement of parts or components, and other nonengineering tasks.
6. Graduate or doctoral degree.	Only one year of qualifying experience will be given for any combination of advanced degrees in an engineering program. In addition, if a degree is used to satisfy the education requirement, it cannot also be used toward satisfying the experience requirement.	Research conducted as part of a graduate or doctoral degree <del>shall</del> will not count as additional experience if credit for the degree is granted pursuant to 18VAC10-20-210.
7. Teaching.	For teaching experience to be considered qualifying by the board, the applicant <del>shall</del> <b>must</b> have taught in an engineering program <b>[ approved by the board at a university or college ]</b> and <del>shall</del> <b>must</b> have been employed in the level of instructor or higher.	
8. Co-op or internship.	Engineering experience gained during a co-op or internship may be deemed qualifying engineering experience to a maximum of one year of credit.	
9. General.		Experience in claims consulting, drafting, estimating, and field surveying.

**Commented [JH16]:** Proposed change to address comment from Chris Stone and to reflect current agency practice.

**Commented [JH17]:** Consider public comments from Clark Nexsen and Chris Stone re: fulltime employment.

404 C. The board, in its sole discretion, may permit partial credit for approved qualifying  
405 engineering experience obtained prior to graduation from an engineering program. Partial credit  
406 ~~shall~~ will not exceed one-half of that required for any method of initial licensure.

407 **18VAC10-20-260. Examinations.**

408 ~~A. Applicants who do not complete their application and receive their designation within the~~  
409 ~~three years from the date that they apply must reapply to the board as follows:~~

410 1. ~~Applicants who reapply to the board no later than six months after the end of their~~  
411 ~~eligibility may be approved to sit for the exam for an additional three years. The original~~  
412 ~~application requirements shall apply.~~

413 2. ~~Applicants who do not meet the criteria of subdivision 1 of this subsection shall reapply~~  
414 ~~to the board and meet all entry requirements current at the time of reapplication.~~

415 3. ~~All professional engineer applications shall be received in the board's office no later~~  
416 ~~than 130 days prior to the scheduled exam.~~

417 ~~B. A.~~ The board is a member board of the National Council of Examiners for Engineering and  
418 ~~Surveying (NCEES) and is authorized to administer the NCEES exams, including the~~  
419 ~~Fundamentals of Engineering exam and the Principles and Practice of Engineering exam.~~

420 ~~C. B.~~ The exam may not be reviewed by applicants. Unless authorized by NCEES rules and  
421 procedures, exam scores are final and are not subject to change.

422 **18VAC10-20-270. Licensure by comity endorsement.**

423 A. Applicants holding a valid license to practice engineering in other states or jurisdictions of  
424 the United States may be licensed, provided they satisfy that the applicant satisfies the provisions  
425 of this subsection. Applicants ~~shall~~ must:

426 ~~1. Submit to the board verifiable documentation that the~~ for education, experience, and  
427 exam ~~that meets the~~ requirements by which ~~they were~~ the applicant was first licensed in  
428 the original jurisdiction were and is substantially equivalent to the requirements in Virginia  
429 at the same time;

430 ~~2. Have passed an exam in another jurisdiction that was substantially equivalent to that~~  
431 ~~approved by the board at the time of their original licensure;~~

432 ~~3. Be in good standing in all jurisdictions where they are currently licensed;~~

433 ~~4. Submit three references from professional engineers currently licensed in a state or~~  
434 ~~other jurisdiction of the United States. The applicant shall only submit references given by~~  
435 ~~professional engineers who have personal knowledge of the applicant's competence and~~  
436 ~~integrity relative to his engineering experience; and~~

437 ~~5. 2. Satisfy all other applicable requirements of this chapter.~~

438 B. International endorsement. Applicants ~~who do not meet the requirements for licensure in~~  
439 ~~Virginia that were in effect at the time of their original licensure shall be required to meet the entry~~  
440 ~~requirements current at the time the completed application for comity is received in the board's~~  
441 ~~office~~ holding a valid license in a country that is a signatory to the mobility agreements of the  
442 International Engineering Alliance may be licensed provided the applicant satisfies the provisions  
443 of this subsection. Applicants must:

444 1. Submit evidence of education meeting the requirements of 18VAC10-20-230.

445 2. Submit evidence of seven years of qualifying engineering experience in accordance  
446 with 18VAC10-20-240.

447 3. Satisfy all other applicable requirements of this chapter.

Commented [JH18]: Consider public comment from Chris Stone on this issue.

448 **18VAC10-20-280. Fee schedule.**

Commented [JH19]: Section includes changes effective 8/1/25.

449 All fees are nonrefundable and shall will not be prorated.

Application for Surveyor-in-Training Designation	\$85
Application for Initial Land Surveyor License	\$150
Application for Initial Surveyor Photogrammetrist License	\$150
Application for Initial Land Surveyor B License	\$150
Application for License by <del>Comity</del> Endorsement	\$150
Renewal	\$180

450 **18VAC10-20-295. Definitions.**

451 "Absolute horizontal positional accuracy" means the value expressed in feet or meters that  
452 represents the uncertainty due to systematic and random errors in measurements in the location  
453 of any point on a survey relative to the defined datum at the 95% confidence level.

454 "Approved land surveying experience" means progressive and diversified office and field  
455 training and experience under the direct control and personal supervision of a licensed land  
456 surveyor. ~~This experience shall have been acquired in positions requiring the exercise of~~  
457 ~~independent judgment, initiative, and professional skill. Written verification of such work~~  
458 ~~experience shall be on forms provided by the board. Experience may be gained either prior to or~~  
459 ~~after education is obtained. Notwithstanding the definition of "approved land surveying~~  
460 ~~experience," the requirements set forth in 18VAC10-20-310 shall not be waived.~~

461 "Approved photogrammetric surveying or similar remote sensing technology experience"  
462 means progressive and diversified office and field training and experience in photogrammetric  
463 surveying or similar remote sensing technology under the direct control and personal supervision  
464 of a licensed land surveyor or licensed surveyor photogrammetrist. ~~This experience shall have~~  
465 ~~been acquired in positions requiring the exercise of independent judgment, initiative, and~~  
466 ~~professional skill. Written verification of such work experience shall be on forms provided by the~~

467 board. Experience may be gained either prior to or after education is obtained. Notwithstanding  
468 the definition of "approved photogrammetric surveying or similar remote sensing technology  
469 experience," the requirements set forth in 18VAC10-20-310 shall not be waived.

470 "Relative horizontal positional accuracy" means the value expressed in feet or meters that  
471 represents the uncertainty due to random errors in measurements in the location of any point on  
472 a survey relative to any other point on the same survey at the 95% confidence level.

473 "Rural land surveys" include surveys on properties located outside urban/suburban properties.

474 "Urban/suburban land surveys" include surveys on properties that lie within or adjoin city or  
475 town limits, suburban areas, or other high-valued properties.

476 **18VAC10-20-300. Requirements for surveyor-in-training designation.**

477 A. Applicants must apply directly with NCEES for the [ FS Fundamentals of Surveying (FS) ]  
478 exam. [ All applicants will receive the surveyor in training (SIT) designation upon passing the  
479 Fundamentals of Surveying (FS) exam, receiving approval from a board reviewed application,  
480 and meeting all other board requirements. ] All applicants must satisfy one of the following  
481 conditions in subdivisions 1 through 8 of this subsection [ and pass the FS exam ]. Applicants  
482 who do not complete their applications and receive their designations within the three years from  
483 the date that they apply of application must reapply and satisfy one of the following:

- 484 1. Be enrolled in an EAC/ABET-accredited surveying or surveying technology program  
485 acceptable to the board, have 12 months or less remaining before completion of degree  
486 requirements, and provide a certificate of good standing from the dean of the school or  
487 the dean's designee;
- 488 2. Have earned an undergraduate degree from an EAC/ABET-accredited surveying or  
489 surveying technology program acceptable to the board;

Commented [JH20]: Changes proposed to clarify language.

490 3. Have earned an undergraduate degree related to surveying acceptable to the board  
491 and possess a minimum of one year of approved land surveying experience;

492 4. Have earned an undergraduate degree in a field unrelated to surveying in conjunction  
493 with an additional 30 credit hours in ~~an approved surveying program~~ acceptable to the  
494 board and possess a minimum of two years of approved land surveying experience;

495 ~~5. Have earned a board-approved undergraduate degree in a field unrelated to surveying~~  
496 ~~and possess a minimum of two years of approved land surveying experience;~~

497 ~~6.~~ 5. Have earned a board-approved associate's degree related to surveying acceptable  
498 to the board and possess a minimum of ~~four~~ two years of approved land surveying  
499 experience;

500 6. Have earned a certificate or diploma in a surveying curriculum of a minimum of 30 credit  
501 hours in a surveying program acceptable to the board and possess a minimum of three  
502 years of approved land surveying experience.

503 7. Have successfully completed a ~~board-approved~~ registered survey apprenticeship  
504 program. ~~The apprenticeship program shall include a minimum of 480 hours of surveying-~~  
505 ~~related classroom instruction with~~ approved by the board, including all work hours and  
506 required related technical instruction [.] and possess a minimum of ~~six~~ three years of  
507 approved land surveying experience; or

508 8. Have graduated from high school with evidence of successful completion of courses in  
509 algebra, geometry, and trigonometry and possess a minimum of ~~eight~~ six years of  
510 approved land surveying experience.

511 B. Applicants seeking approval to sit for the ~~Fundamentals of Surveying (FS) exam~~ SIT  
512 designation pursuant to subdivisions A 3 through A 8 of this section may apply board-approved  
513 college credits ~~to help meet~~ toward the experience requirement. The maximum rate of college

514 credit substitution for experience ~~shall~~ will be one year of experience credit for each 40 credit  
515 hours of board-approved college credits completed. College credits applicable toward the  
516 completion of any degree used to satisfy a requirement of subsection A of this section ~~shall~~ will  
517 not be eligible for experience substitution.

518 ~~C. All applicants shall receive the SIT designation upon passing the FS exam, receiving~~  
519 ~~approval from a board reviewed application, and meeting all other board requirements.~~

520 **18VAC10-20-310. Requirements for the land surveyor and surveyor photogrammetrist**  
521 **licenses.**

522 A. Land surveyor license.

523 1. A surveyor-in-training (SIT) who has ~~met the requirements of 18VAC10-20-300 and has~~  
524 ~~a minimum of four years of approved land surveying experience shall, in addition to the~~  
525 requirements of 18VAC10-20-300, will be approved to sit for:

- 526 a. The Principles and Practice of Land Surveying exam;
- 527 b. The Virginia-specific land surveying exam; and
- 528 c. The ~~board-supplied~~ board-supplied exam on regulations.

529 2. A qualified applicant ~~shall~~ will be granted a license to practice land surveying upon  
530 passing all three exams and meeting all other board requirements.

531 B. Surveyor photogrammetrist license.

532 1. An SIT who has ~~met the requirements of 18VAC10-20-300 and has~~ a minimum of four  
533 years of approved photogrammetric surveying or similar remote sensing technology  
534 experience ~~shall, in addition to the requirements of 18VAC10-20-300, will~~ be approved to  
535 sit for the following ~~board-approved~~ exams:

- 536 a. The board-approved surveyor photogrammetrist exam;

537 b. ~~The Virginia-specific land surveying exam;~~ and

538 e. ~~b.~~ The ~~board-supplied~~ board-supplied exam on regulations.

539 2. A qualified applicant ~~shall~~ will be granted a license to practice photogrammetric  
540 surveying upon passing ~~all three~~ both exams and meeting all other board requirements.

541 **18VAC10-20-320. Requirements for the land surveyor B license.**

542 A. An applicant ~~shall~~ must:

543 1. Hold a valid Virginia license as a land surveyor;

544 2. Present satisfactory evidence of a minimum of two years of land surveying experience

545 ~~that is progressive in complexity in land surveyor B land surveying, as provided in § 54.1-~~

546 408 of the Code of Virginia, under the direct control and personal supervision of a licensed

547 land surveyor B or professional engineer;

548 3. Present satisfactory evidence of having passed college-level courses in hydrology and

549 hydraulics that are acceptable to the board; and

550 4. Pass ~~an~~ a board-approved exam ~~developed by the board.~~

551 B. A qualified applicant ~~shall~~ will be issued a land surveyor B license upon passing the ~~board-~~

552 ~~developed~~ board-approved exam and meeting all board requirements of in subsection A of this

553 section.

554 **18VAC10-20-330. Education.**

555 An applicant who is seeking credit for a degree earned from an institution outside of the United

556 States ~~shall~~ must have ~~his~~ the applicant's degree authenticated and evaluated by an education

557 evaluation service ~~approved by the board.~~ The board reserves the right to reject any evaluation

558 submitted by the applicant. Any cost of evaluation ~~shall~~ will be borne by the applicant.

Commented [JH21]: Consider whether this standard is necessary.

559 **18VAC10-20-340. Experience standards.**

560 In order to demonstrate meeting the experience requirements of 18VAC10-20-300, 18VAC-  
561 10-20-310, and 18VAC10-20-320, ~~applicants shall document experience that has been gained~~  
562 ~~under the direct control and personal supervision of a licensed land surveyor or licensed surveyor~~  
563 ~~photogrammetrist on the appropriate board provided forms. Experience shall be verified by a~~  
564 ~~licensed land surveyor or licensed surveyor photogrammetrist in an organization with a surveying~~  
565 ~~practice and will be evaluated by the board in accordance with 18VAC10-20-35. the following~~  
566 requirements must be met:

567 1. Written verification of work experience must document experience that has been gained  
568 under the direct control and supervisor of a licensed land surveyor or licensed surveyor  
569 photogrammetrist on forms provided by the board.

570 2. This experience must have been acquired in positions requiring the exercise of  
571 independent judgment, initiative, and professional skill.

572 3. Experience may be gained either prior to or after education is obtained.

573 4. Experience must be verified by a licensed land surveyor or licensed surveyor  
574 photogrammetrist in an organization with a surveying practice and will be evaluated by the  
575 board in accordance with 18VAC10-20-35.

576 5. Notwithstanding the definition of "approved land surveying experience" or "approved  
577 photogrammetric surveying or similar remote sensing technology experience," the  
578 requirements set forth in 18VAC10-20-310 will not be waived.

579 **18VAC10-20-345. References. (Repealed.)**

580 Applicants shall submit three references on a board approved form with the application, all of  
581 which shall be from currently licensed land surveyors in a state or other jurisdiction of the United  
582 States. In addition to the requirements found in 18VAC10-20-25, the applicant shall only submit

583 references from licensed land surveyors who have personal knowledge of the applicant's  
584 surveying experience that demonstrates the applicant's competence and integrity.

585 **18VAC10-20-350. Examinations.**

586 A. Applications for initial licensure ~~shall be~~ are received by the board in accordance with the  
587 following deadlines:

588 ~~1. Applicants for the surveyor-in-training designation submitted pursuant to 18VAC10-20-~~  
589 ~~300-A are eligible to sit for the Fundamentals of Surveying (FS) exam.~~

590 ~~2. 1. Upon successful completion of the FS exam achievement of the surveyor-in-training~~  
591 ~~designation, applicants who qualify may apply to sit for the other surveying exams.~~

592 ~~3. All applications for the Virginia-specific exam shall be received in the board's office no~~  
593 ~~later than 130 days prior to the scheduled exam.~~

594 ~~2. Upon successful completion of the land surveyor licensure requirements, applicants~~  
595 ~~who qualify under 18VAC10-20-320 may apply to sit for the land surveyor B exam.~~

596 B. The board is a member board of the National Council of Examiners for Engineering and  
597 Surveying (NCEES) and authorizes NCEES to administer the national surveying related exam.  
598 Applicants sitting for the exam shall follow NCEES procedures must apply to the board to be  
599 approved to sit for examinations. Applicants must register and submit the required exam fee to  
600 the board's designee. Applicants must follow all board regulations and designee requirements.

601 C. ~~The exams for Virginia board regulations, the Virginia-specific, the surveyor~~  
602 ~~photogrammetrist, and the land surveyor B shall be given at times designated by the board.~~

603 D. Unless otherwise stated, applicants approved to sit for an exam must register and submit  
604 the required exam fee to be received by the board or the board's designee at a time designated  
605 by the board. Applicants not properly registered will not be allowed to sit for the exam.

606 ~~E. The exam shall not be reviewed by applicants. Unless authorized by NCEES rules and~~  
607 ~~procedures, exam scores are final and are not subject to change.~~

608 ~~F. C.~~ Applicants approved to sit for the exam ~~shall~~ will be eligible for a period of three years  
609 from the date of ~~their~~ initial approval. Applicants who do not pass the exam during ~~their~~ the  
610 eligibility period are no longer eligible to sit for the exam. To become exam-eligible again,  
611 applicants ~~shall~~ must reapply to the board, meet all current entry requirements, and demonstrate  
612 successful completion of 16 hours of educational activities that meet the requirements of  
613 18VAC10-20-683 E and F.

614 **18VAC10-20-360. Licensure by comity endorsement.**

615 ~~A. Applicants holding a valid license~~ In order to become licensed as a land surveyor in Virginia,  
616 any person currently licensed to practice land surveying in another state or other jurisdiction of  
617 the United States may be licensed as a land surveyor in Virginia. To become licensed, applicants  
618 shall must:

- 619 1. ~~Submit to the board verifiable documentation that the~~ of education, experience, and  
620 exam requirements by which they were first licensed in the original jurisdiction were  
621 substantially equivalent to the meeting current requirements in Virginia at the same time;
- 622 2. ~~Have passed an exam in another jurisdiction that was substantially equivalent to that~~  
623 ~~approved by the board at the time of the original licensure;~~
- 624 3. ~~Be in good standing in all jurisdictions where licensed;~~
- 625 4. 2. Pass the Virginia-specific exam; and
- 626 5. 3. Satisfy all other applicable requirements of this chapter.

627 B. Applicants who do not meet the requirements for licensure in Virginia that were in effect at  
628 the time of their original licensure shall be required to meet the entry requirements current at the  
629 time the completed application for comity is received in the board's office;

630 C. Applicants holding a current license B. In order to become licensed as a land surveyor  
631 photogrammetrist in Virginia, any person currently licensed to practice land surveying or  
632 photogrammetric surveying [ issued ] by another state or other jurisdiction of the United States  
633 may be licensed in Virginia as a surveyor photogrammetrist provided they meet one of the  
634 following criteria must:

635 1. Applicants who were originally licensed prior to December 1, 2009, shall meet the  
636 requirements of the board's regulations effective December 1, 2008, and pass the Virginia-  
637 specific exam Submit to the board verifiable documentation of education and experience  
638 [ , and pass; 2. Pass ] the Virginia-approved mapping sciences or submit proof of passing  
639 a substantial equivalent meeting current requirements in Virginia; or and

640 [ 2. 3. ] Applicants who were originally licensed on or after December 1, 2009, shall meet  
641 the requirements of the board's regulations effective at the time of original licensure and  
642 pass the Virginia-specific exam Satisfy all other applicable requirements of this chapter.

643 **18VAC10-20-370. Minimum standards and procedures for land boundary surveying**  
644 **practice.**

645 A. The minimum standards and procedures set forth in this section are to be used for land  
646 boundary surveys performed in the Commonwealth of Virginia. The application of the  
647 professional's seal, signature, and date as required by ~~these regulations shall~~ this regulation will  
648 be evidence that the land boundary survey is correct to the best of the professional's knowledge,  
649 information, and belief and complies with the minimum standards and procedures set forth in this  
650 chapter.

Commented [JH22]: Revised to make clearer.

651 B. Research procedure. The professional ~~shall~~ must search the land records for the proper  
652 description of the land to be surveyed and obtain the description of adjoining land as it pertains  
653 to the common boundaries. The professional ~~shall~~ must have the additional responsibility to utilize  
654 such other available data pertinent to the survey being performed from any other known sources.  
655 Evidence found from all known sources, including evidence found in the field, ~~shall~~ must be  
656 carefully compared in order to aid in the establishment of the correct boundaries of the land being  
657 surveyed. The professional ~~shall~~ must clearly identify on the plats, maps, and reports  
658 inconsistencies found in the research of common boundaries between the land being surveyed  
659 and the adjoining land. It is not the intent of this regulation to require the professional to research  
660 the question of title or encumbrances on the land involved.

661 C. Minimum field procedures.

662 1. Angular measurement. Angle measurements made for traverse or land boundary  
663 survey lines will be made by using a properly adjusted transit-type total-station or scan-  
664 station instrument that allows a direct reading to a minimum accuracy of 20 six seconds  
665 of arc or equivalent. The number of angles turned at a given station or corner will be the  
666 number that, in the judgment of the professional, can be used to substantiate the average  
667 true angle considering the condition of the instrument being used and the existing field  
668 conditions.

669 2. Linear measurement. Distance measurement for the lines of traverse or lines of the land  
670 boundary survey ~~shall~~ must be made (i) with metal tapes that have been checked and are  
671 properly calibrated as to incremental distances or (ii) with properly calibrated electronic  
672 distance measuring equipment, preferably included within the properly adjusted total-  
673 station or scan-station instrument, following instructions and procedures established by  
674 the manufacturer of such equipment. All linear measurements ~~shall~~ must be reduced to  
675 the horizontal plane [ and, ] distances between monuments must be reported as ground

676 plane measurement, and other necessary corrections ~~shall~~ must be performed before  
677 using such linear measurements for computing purposes.

678 ~~3-~~ D. Field traverse and land boundary closure and accuracy standards.

679 1. For a land boundary survey located in a rural area, the maximum permissible error of  
680 closure for a field traverse ~~shall~~ will be is one part in 10,000 (1/10,000). The attendant  
681 angular closure ~~shall~~ will be is that which will sustain the one part in 10,000 (1/10,000)  
682 maximum error of closure. The angular error of closure must not exceed 20 seconds times  
683 the square root of the number of angles turned. The ratio of precision must not exceed an  
684 error of closure of one foot per 10,000 feet of perimeter of closed loop control traverse  
685 (1:10,000). Based on the network adjustment at the 95% confidence level, neither axis of  
686 the 95% confidence level error ellipse for any control point, property corner, or  
687 independent point located on the boundary may exceed 0.10 feet (or 0.030 meters) plus  
688 50 ppm measured relative to any other point on the survey.

689 2. For land boundary surveys located in an urban/suburban area, the angular error of  
690 closure for the closed loop control traverse must not exceed 10 seconds times the square  
691 root of the number of angles turned. The ratio of precision must not exceed an error of  
692 closure of one foot per 20,000 feet of the perimeter of the closed loop control traverse  
693 (1:20,000). Based on the network adjustment at the 95% confidence level, neither axis of  
694 the 95% confidence level error ellipse for any control point, property corner, or  
695 independent point located on the boundary may exceed 0.05 feet (or 0.015 meters) plus  
696 30 ppm measured relative to any other point on the survey. For a land boundary survey  
697 located in an urban area, the maximum permissible error of closure for a traverse ~~shall~~ will  
698 be one part in 20,000 (1/20,000). ~~The attendant angular closure shall be that which will~~  
699 ~~sustain the one part in 20,000 (1/20,000) maximum error of closure.~~

Commented [JH23]: "of a foot"?

700 The maximum permissible positional uncertainty based on the 95% confidence level of any  
701 independent boundary corner or independent point located on a boundary that has been  
702 established by utilizing global positioning systems ~~shall~~ must not exceed the positional tolerance  
703 of 0.07 feet (or 20 mm  $\pm$  [ 2B ] 50 ppm).

704 E. When using GNSS for land boundary surveying, in order to meet error of closure and  
705 relative positional accuracy standards, multiple simultaneous and concurrent observations must  
706 be used to obtain baseline solutions to compute network or closed traverse errors of closure as  
707 outlined in this section. A single real-time kinematic (RTK) vector solution yields a "no check"  
708 solution and therefore, by itself, does not meet minimum standards and must not be used without  
709 additional independent checks.

710 4. 1. Monumentation. As a requisite for completion of the work product, each land  
711 boundary survey of a tract or parcel of land ~~shall~~ must be monumented with objects made  
712 of permanent material at all corners and changes of direction on the land boundary with  
713 the exceptions of meanders, such as meanders of streams, tidelands, lakes, swamps and  
714 prescriptive rights-of-way, and each such monument, other than a natural monument, ~~shall~~  
715 must, when physically feasible, be identified by a temporary witness marker. Where it is  
716 not physically feasible to set actual corners, appropriate reference monuments ~~shall~~ must  
717 be set, preferably on the boundary line, and the location of each ~~shall~~ must be shown on  
718 the plat or map of the land boundary.

719 All boundaries, both exterior and interior, of the original survey for any division or partition  
720 of land ~~shall~~ must be monumented in accordance with the provisions of this ~~subdivision,~~  
721 section when such monumentation is not otherwise regulated by the provisions of a local  
722 subdivision ordinance.

723 ~~5.~~ 2. For land boundary surveys providing for a division when only the division, in lieu of  
724 the entire parcel, is being surveyed, any new corners established along existing property

725 lines ~~shall~~ will require that those existing property lines be established through their entire  
726 length. This ~~shall~~ will include the recovery or reestablishment of the existing corners for  
727 each end of the existing property lines.

728 ~~D.~~ F. Office procedures.

729 1. Computations. The computation of field work data ~~shall~~ must be accomplished by using  
730 the mathematical routines that produce closures and mathematical results that can be  
731 compared with descriptions and data of record. Such computations ~~shall~~ must be used to  
732 determine the final land boundary of the land involved.

733 2. Plats and maps. The following information ~~shall~~ must be shown on all plats and maps  
734 used to depict the results of the land boundary survey:

735 a. The title of the land boundary plat identifying the land surveyed and showing the  
736 district, town, and county or city in which the land is located and scale of drawing.

737 b. The name of the owner of record and recording references.

738 c. Names of all adjoining owners of record with recording references, or with  
739 subdivision name and lot designations and recording references.

740 d. Inconsistencies found in the research of common boundaries between the land  
741 being surveyed and the adjoining land. The inconsistencies ~~shall~~ must be clearly noted  
742 by the professional.

743 e. Names of highways and roads with route number and widths of right-of-way or  
744 distance to the center of the physical pavement and pavement width, name of  
745 railroads, streams adjoining, crossing, or in close proximity to the boundary and other  
746 prominent or well-known objects that are informative as to the location of the land  
747 boundary.

748 f. A distance to the nearest road intersection or prominent or well-known object. In  
749 cases of remote areas, a scaled position with the latitude and longitude or state plane  
750 coordinates must be provided.

751 g. Items crossing any property lines such as, ~~but not limited to,~~ physical  
752 ~~encroachments~~ improvements and evidence of easements such as utilities and other  
753 physical features pertinent to the boundary of the property.

754 h. Bearings of all property lines and meanders to nearest one second of arc or  
755 equivalent. Distances of all property lines and meanders to the nearest one hundredth  
756 (.01) of a foot or equivalent. Meanders are defined as lines of convenience used to  
757 close the figure along an irregular geometry of natural boundary course, such as a  
758 river or shoreline, or along a boundary at the center of a roadway.

Commented [JH24]: Foot or feet?

759 i. Adequate curve data to accomplish mathematical closures.

760 j. Distances of all property lines and meanders to the nearest one hundredth (.01) of a  
761 foot or equivalent.

762 k. Pursuant to subdivision ~~C-5~~ E 2 of this section, the bearing and distances from the  
763 new corners to the existing corners on each end of the existing property lines.

764 l. For property located in rural areas, area to the nearest hundredth (.01) of an acre or  
765 equivalent.

766 m. For property located in ~~urban~~ urban/suburban areas, area to the nearest square  
767 foot or thousandth (0.001) of an acre or equivalent.

768 n. North arrow and source of meridian used for the survey.

769 o. For interior surveys, when the new parcel is entirely surrounded by the parent tract,  
770 a reference bearing and distance to a property corner of an adjoining owner or other  
771 prominent object, including intersecting streets or roads.

772 p. Tax map designation or geographic parcel identification number, if available, for  
773 surveyed parcel and adjoining parcels.

774 q. Description of each monument found and each monument set by the professional.

775 r. A statement that the land boundary survey shown is based on a current field survey  
776 or and includes the closed-loop traverse methodology, such as total station or  
777 redundant GNSS observations, used to perform the field survey, a compilation from  
778 deeds, plats, surveys by others, or combination thereof. If the land boundary shown is  
779 a compilation from deeds or plats, or a survey by others, the title of the plat shall must  
780 clearly depict that the plat does not represent a current land boundary survey and the  
781 plat must not be titled as a land boundary survey.

782 s. A statement as to whether a current title report has been furnished to the  
783 professional.

784 t. A statement as to whether any or all easements [ , and ] encroachments physical [  
785 improvements, and ] improvements are shown on the plat.

786 u. Name, address, and contact information for the land surveyor or the registered  
787 business.

788 v. The professional's seal, signature, and date.

789 3. Metes and bounds description. The professional ~~shall~~ must prepare a metes and  
790 bounds description in narrative form, if requested by the client or the client's agent, for  
791 completion of any newly performed land boundary survey. The description ~~shall~~ must  
792 reflect all metes and bounds, to include bearings, distances, and curve data sufficient to

**Commented [JH25]:** Suggest restructuring to reflect:

r. A statement that the land boundary survey shown is based on:

- 1) A current field survey and includes the closed-loop traverse methodology, such as total station, or redundant GNSS observations, used to perform the field survey; or
- 2) A compilation from deeds, plats, surveys by others, or combination thereof.

793 reconstruct the geometry, the area of the property described, all pertinent monumentation,  
794 names of record owners or other appropriate identification of all adjoining, and any other  
795 data or information deemed as warranted to properly describe the property. Customarily,  
796 the metes and bounds ~~shall~~ must be recited in a clockwise direction around the property.  
797 The professional ~~shall~~ must clearly identify in the metes and bounds description any  
798 inconsistencies found in the research of common boundaries between land being  
799 surveyed and the adjoining land. For subdivisions, the professional ~~shall~~ must prepare a  
800 metes and bounds description in narrative form for only the exterior boundaries of the  
801 property.

802 No metes and bounds description ~~shall~~ will be required for the verification or resetting of  
803 the corners of a lot or other parcel of land in accordance with a previously performed land  
804 boundary survey, such as a lot in a subdivision where it is unnecessary to revise the record  
805 boundaries of the lot.

806 **18VAC10-20-380. Minimum standards and procedures for surveys determining the location**  
807 **of physical improvements; field procedures; office procedures.**

808 A. The following minimum standards and procedures are to be used for surveys determining  
809 the location of physical improvements on any parcel of land or lot containing less than two acres  
810 or equivalent (~~sometimes also known as e.g., "building location survey," "house location surveys,"~~  
811 "physical surveys," etc-) in the Commonwealth of Virginia. The application of the professional's  
812 seal, signature, and date as required by this chapter ~~shall~~ will be evidence that the survey  
813 determining the location of physical improvements is correct to the best of the professional's  
814 knowledge, information, and belief and complies with the minimum standards and procedures set  
815 forth in this chapter.

816 B. The professional ~~shall~~ must determine the position of the lot or parcel of land in accordance  
817 with the intent of the original survey and ~~shall~~ must set or verify permanent monumentation at

818 each corner of the property, consistent with the monumentation provisions of subdivision C-4 E 1  
819 of 18VAC10-20-370. All such monumentation, other than natural monumentation ~~shall~~ must,  
820 when physically feasible, be identified by temporary witness markers.

821 When the professional finds discrepancies of sufficient magnitude to warrant, in ~~his~~ the  
822 professional's opinion, the performance of a land boundary survey (pursuant to the provisions of  
823 18VAC10-20-370), ~~he shall~~ the professional must inform the client or the client's agent that  
824 such land boundary survey is deemed warranted as a requisite to completion of the physical  
825 improvements survey.

826 The location of the following ~~shall~~ must be determined in the field:

827 1. Fences in near proximity to the land boundary lines and other fences that may reflect  
828 lines of occupancy or possession.

829 2. Other physical improvements on the property and all man-made or installed structures,  
830 including buildings, stoops, porches, chimneys, visible evidence of underground features  
831 (~~such as e.g.,~~ manholes, catch basins, telephone pedestals, power transformers, ~~etc.~~),  
832 utility lines, and poles.

833 3. Cemeteries, if known ~~or~~ disclosed, or discovered in the process of performing the  
834 survey; roads or traveled ways crossing the property that serve other properties; and  
835 streams, creeks, and other defined drainage ways.

836 4. Other visible evidence of physical ~~encroachment~~ improvements on the property.

837 C. The plat reflecting the work product ~~shall~~ must be drawn to scale and ~~shall~~ must show the  
838 following, unless requested otherwise by the client and so noted on the plat:

839 1. The bearings and distances for the boundaries and the area of the lot or parcel of land  
840 ~~shall~~ must be shown in accordance with record data, unless a current, new land boundary  
841 survey has been performed in conjunction with the physical improvements survey. If

842 needed to produce a closed polygon, the meander lines necessary to verify locations of  
843 streams, tidelands, lakes, and swamps shall must be shown. All bearings shall must be  
844 shown in a clockwise direction, unless otherwise indicated.

845 2. North arrow, ~~in accordance with record data~~ and source of meridian used for the survey.

846 3. Fences in the near proximity to the land boundary lines and other fences that may reflect  
847 lines of occupancy or possession.

848 4. Improvements and other pertinent features on the property as located in the field  
849 pursuant to subsection B of this section.

850 5. ~~Physical encroachment~~ All physical improvements, including fences, across a property  
851 line shall must be identified and dimensioned with respect to the property line.

852 6. The closest dimension (to the nearest 0.1 foot or equivalent) from the front property  
853 line, side property line, and if pertinent, rear property line to the principal walls of each  
854 building. Also, all principal building dimensions (to the nearest 0.1 foot or equivalent).

Commented [JH26]: Foot or feet?

855 7. Building street address numbers, as displayed on the premises, or so noted if no  
856 numbers are displayed. In absence of physical numbers, an address as shown on the  
857 locality's geographic information system.

858 8. Stoops, decks, porches, chimneys, balconies, floor projections, and other similar type  
859 features.

860 9. Street names, as posted or currently identified and as per record data if different from  
861 posted name.

862 10. Distance to nearest road intersection from a property corner, based upon record data.  
863 If not available from record data, distance to nearest intersection may be determined from  
864 best available data, and so qualified.

865 11. Building restriction or setback lines per restrictive covenants if shown or noted on the  
866 record subdivision plat.

867 12. The caption or title of the plat ~~shall~~ must include the type of survey performed; lot  
868 number, block number, section number, and name of subdivision, as appropriate, or if not  
869 in a subdivision, the names of the record owner; town, county, or city; date of survey; and  
870 scale of drawing.

871 13. Adjoining property identification.

872 14. Easements and other encumbrances set forth on the record subdivision plat, and those  
873 otherwise known to the professional.

874 15. A statement as to whether or not a current title report has been furnished to the  
875 professional.

876 16. Inconsistencies found in the research or field work of common boundaries between  
877 the land being surveyed and the adjoining land ~~shall~~ must be clearly noted.

878 17. Name, address, and contact information for the individual or entity for whom the survey  
879 is being performed.

880 18. Professional's seal, signature, and date.

881 19. Name, address, and contact information for the land surveyor or registered business.

882 D. In performing a physical improvements survey, a professional ~~shall~~ will not be required to  
883 set corner monumentation on any property when:

884 1. It is otherwise required to be set pursuant to the provisions of a local subdivision  
885 ordinance as mandated by § 15.2-2240 of the Code of Virginia or by subdivision A 7 of §  
886 15.2-2241 of the Code of Virginia;

887 2. Eventual placement is covered by a surety bond, cash escrow, set-aside letter, letter of  
888 credit, or other performance guaranty; or

889 3. Exempt by § 54.1-407 of the Code of Virginia.

890 E. A professional performing a physical improvements survey when monumentation is not  
891 required as stated in subsection D of this section shall must clearly note on the plat "no corner  
892 markers set," the reason why it is not required, and the name of guarantors providing the  
893 performance guaranty.

894 **18VAC10-20-382. Minimum standards and procedures for surveys determining**  
895 **topography; field procedures; office procedures.**

896 A. The minimum standards and procedures set forth in this section are to be used for  
897 topographic surveys performed in the Commonwealth of Virginia pursuant to Chapter 4 (§ 54.1-  
898 400 et seq.) of Title 54.1 of the Code of Virginia. The application of the professional's seal,  
899 signature, and date as required by this chapter shall will be is evidence that the topographic  
900 survey is correct to the best of the professional's knowledge and belief and complies with the  
901 minimum standards and procedures.

902 B. Minimum field and office procedures. The following information shall will must be shown  
903 on, or contained in, all plats, maps, or digital geospatial data, including metadata, used to depict  
904 the results of the topographic survey:

905 1. Physical improvements on the property, all man-made or installed structures, as well as  
906 visible evidence of underground features (~~such as e.g.,~~ manholes, catch basins, telephone  
907 pedestals, power transformers, ~~etc.~~), and utility lines and poles shall must be shown or  
908 depicted when they are visible based on the methodology and scale. If the methodology  
909 or scale prevents depiction of the improvements as described in this subdivision section,

- 910 then notice ~~shall~~ must be clearly stated on or contained in the map, plat, or digital  
911 geospatial data, including metadata, indicating the improvements that are not depicted.
- 912 2. Elevations ~~shall~~ must be provided as spot elevations, contours, or digital terrain models.
- 913 3. Onsite, or in close proximity, benchmarks ~~shall~~ must be established on site or in close  
914 proximity of the project and shown in the correct location, with correct reference to vertical  
915 datum, preferably North American Vertical Datum (NAVD), and shown in the correct  
916 location. Clearly state reference and basis of vertical datum. Elevations must be provided  
917 as spot elevations, contours, or digital terrain models.
- 918 4. The title of the topographic survey identifying the land surveyed and showing the state,  
919 county, or city in which property is located.
- 920 5. Name, address, and contact information of the individual or entity for whom the survey  
921 is being performed.
- 922 6. Name, address, and contact information for the land surveyor, surveyor  
923 photogrammetrist, or registered business.
- 924 7. Date, graphic scale, numerical scale, and contour interval of plat, map, or digital  
925 geospatial data, including metadata.
- 926 8. North arrow and source of meridian used for the survey.
- 927 9. Names or route numbers of highways, streets, and named waterways ~~shall~~ must be  
928 shown.
- 929 10. A distance to the nearest road intersection or prominent or well-known object. In cases  
930 of remote areas, latitude and longitude or state plane coordinates must be provided.
- 931 11. The horizontal and vertical unit of measurement, coordinate system, and data,  
932 including adjustments if applicable.

933 44. 12. A statement, in the following form, ~~shall~~ must be shown on or contained in plats,  
934 maps, or digital geospatial data, including metadata:

935 This \_\_\_\_\_ (provide description of the project) was completed under the  
936 direct and responsible charge of \_\_\_\_\_ (Name of  
937 Professional) from an actual ~~Ground~~ Ground/Conventional RTKGPS (or GNSS) or  
938 ~~Remote Sensing~~ Remotely Sensed (check ~~the one~~ all that is are applicable) survey  
939 made under my supervision; that the imagery ~~and/or~~ or original data was obtained on  
940 \_\_\_\_\_ (Date); and that this plat, map, or digital geospatial data [.] including  
941 metadata [.] meets minimum accuracy standards unless otherwise noted.

942 For the purposes of the certification above, remotely sensed data includes  
943 photogrammetry, airborne LIDAR, terrestrial and mobile LIDAR, and for hydrographic  
944 surveys, sonar or other acoustic type technologies for measurements.

945 C. Minimum positional accuracies ~~shall~~ must be met in accordance with the tables in  
946 subdivisions 1, 2, and 3 of this subsection. These tables are not intended to be acceptable in all  
947 situations, and the professional ~~shall~~ will be responsible to perform the work to the appropriate  
948 quality and extent that is prudent or warranted under the existing field conditions and  
949 circumstances. Metric or other unit of measurements ~~shall~~ must meet an equivalent positional  
950 accuracy. Map or plat scales, or contour intervals, other than those defined in these tables ~~shall~~  
951 must meet an equivalent positional accuracy. The minimum positional accuracy tables are as  
952 follows:

953 1. Scale and contour interval combinations.

Map or Plat Scale	Contour Interval
1" = 20'	1 or 2 feet
1" = 30'	1 or 2 feet
1" = 40'	1 or 2 feet

1" = 50'	1 or 2 feet
1" = 100'	1 or 2 feet
1" = 200'	2, 4, or 5 feet
1" = 400'	4, 5, or 10 feet

954 2. Vertical accuracy standards.

	Contours - Vertical Positional Accuracy	Spot Elevations - Vertical Positional Accuracy
Contour line 1' interval	± 0.60 feet	± 0.30 feet
Contour line 2' interval	± 1.19 feet	± 0.60 feet
Contour line 4' interval	± 2.38 feet	± 1.19 feet
Contour line 5' interval	± 2.98 feet	± 1.49 feet
Contour line 10' interval	± 5.96 feet	± 2.98 feet

Positional Accuracy is given at the 95% confidence level.

955 3. Horizontal accuracy standards.

Well defined ground points - Horizontal (Radial) Positional Accuracy		
Map or Plat Scale	Absolute Horizontal Positional Accuracy	Relative Horizontal Positional Accuracy
1" = 20'	± 0.8 feet	± 0.20 feet
1" = 30'	± 1.1 feet	± 0.30 feet
1" = 40'	± 1.5 feet	± 0.40 feet
1" = 50'	± 1.9 feet	± 0.50 feet
1" = 100'	± 3.8 feet	± 1.00 feet
1" = 200'	± 7.6 feet	± 2.00 feet
1" = 400'	± 15.2 feet	± 4.00 feet

Positional Accuracy is given at the 95% confidence level.

956 18VAC10-20-390. Geodetic surveys.

957 All geodetic surveys, including, ~~but not limited to,~~ the determination and publication of

958 horizontal and vertical values utilizing Global Positioning Systems (GPS), ~~which that~~ relate to the

959 practice of land surveying as defined in § 54.1-400 of the Code of Virginia, ~~shall~~ must be

960 performed under the direct control and personal supervision of a professional as defined in Part I  
961 (18VAC10-20-10 et seq.) of this chapter.

962 **18VAC10-20-392. Photogrammetric surveys or similar remote sensing technology.**

963 The use of photogrammetric methods or similar remote sensing technology to perform any  
964 part of the practice of land surveying as defined in Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of  
965 the Code of Virginia shall must be performed under the direct control and supervision of a licensed  
966 land surveyor or a licensed surveyor photogrammetrist.

967 **18VAC10-20-400. Fee schedule.**

968 All fees are nonrefundable and shall will not be prorated.

Application for Initial Landscape Architect License	\$150
Application for Landscape Architect License by <u>Comity</u> Endorsement	\$150
Renewal	\$190

Commented [JH27]: Section includes changes effective 8/1/25.

969 **18VAC10-20-420. Requirements for licensure.**

970 Applicants for licensure as a landscape architect shall must satisfy the requirements of  
971 subdivision 1 or 2 of this section.

972 1. An applicant who has graduated from a landscape architecture program accredited by  
973 the Landscape Architectural Accreditation Board (LAAB) shall must have:

974 a. Obtained a minimum of 36 months of experience as follows:

975 (1) A minimum of 12 months of experience under the direct control and personal  
976 supervision of a licensed or certified landscape architect;

977 (2) The remaining 24 months of experience under the direct control and personal  
978 supervision of a licensed or certified landscape architect or a licensed architect,

979 professional engineer, or land surveyor in accordance with the Landscape Architects  
980 Experience Credit Table; or

981 (3) In lieu of the provision in subdivisions 1 a (1) and 1 a (2) of this section, a minimum  
982 of 48 months of experience under the direct control and personal supervision of a  
983 licensed architect, professional engineer, or land surveyor; and

984 b. Passed all sections of the Council of Landscape Architectural Registration Board  
985 (CLARB)-prepared exam.

986 2. Applicants who have not graduated from a LAAB-accredited landscape architecture  
987 program ~~shall~~ must have obtained a minimum of eight years of combined education and  
988 work experience in accordance with this subsection.

989 a. Only semester and quarter hours with passing scores ~~shall~~ will be accepted. Credit  
990 ~~shall~~ will be calculated as follows:

991 (1) 32 semester credit hours or 48 quarter credit hours ~~shall~~ will be worth one year.

992 (2) Fractions greater than or equal to one half-year, but less than one year, will be  
993 counted as one-half year.

994 (3) Fractions smaller than one half-year will not be counted.

995 b. The maximum years indicated in subdivisions a through d of the Landscape  
996 Architects Education Credit Table ~~shall~~ will apply regardless of the length of the degree  
997 program.

998 c. All applicants ~~shall~~ must have a minimum of two years of experience under the direct  
999 control and personal supervision of a licensed or certified landscape architect.

- 1000 d. Education and experience shall will be evaluated against the Landscape Architects
- 1001 Education Credit Table and the Landscape Architects Experience Credit Table to
- 1002 determine if an applicant has met the minimum eight years required in this subsection.

LANDSCAPE ARCHITECTS EDUCATION CREDIT TABLE		
Categories	Values	Examples
(1) Credits completed applicable toward a LAAB-accredited degree.		An applicant has 86 semester hours of credit. Calculation: $86/32 = 2.6875$ years
(2) A degree in landscape architecture, or credits completed applicable toward a degree in landscape architecture, from a non-LAAB-accredited program.	Credit shall <u>will</u> be given at the rate of 100% with a maximum of four years allowable.	100% credit for a maximum of four years $(2.6875 \times 100\% = 2.6875$ years). $0.6875$ is $\geq 0.5$ years, which is worth 0.5 years. Final result: 86 semester hours equals 2.5 years.
(3) A degree, or credits completed applicable toward a degree, in an allied professional discipline approved by the board (i.e., architecture, civil engineering, environmental science).	Credit shall <u>will</u> be given at the rate of 75% for the first two years and 100% for succeeding years with a maximum of three years allowable.	An applicant has 101 semester hours of credit. Calculation: $101/32 = 3.15625$ years 75% credit for the first two years ( $2 \times 75\% = 1.5$ years). 100% credit for succeeding years ( $1.15625 \times 100\% = 1.15625$ years). $1.5 + 1.15625 = 2.65625$ years. $0.65625$ is $\geq 0.5$ years, which is worth 0.5 years. Final result: 101 semester hours equals 2.5 years.

<p>(4) Any other undergraduate degree or credits completed applicable toward that degree.</p>	<p>Credit <del>shall</del> <u>will</u> be given at the rate of 50% for the first two years and 75% for succeeding years with a maximum of two years allowable.</p>	<p>An applicant has 95 semester hours of credit.          Calculation:  <math>95/32 = 2.96875</math>          years          50% credit for the first two years (<math>2 \times 50\% = 1</math> year).          75% credit for succeeding years (<math>.96875 \times 75\% = .72656</math> years).  <math>1 + .72656 = 1.72656</math>          years.  <math>0.72656</math> is <math>\geq 0.5</math> years, which is worth 0.5 years.          Final result: 95 semester hours equals 1.5 years.</p>
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LANDSCAPE ARCHITECTS EXPERIENCE CREDIT TABLE

Categories	Values	Examples
<p>(5) Experience gained under the direct control and personal supervision of a licensed or certified landscape architect.</p>	<p>Credit <del>shall</del> <u>will</u> be given at the rate of 100% of work experience gained with no maximum.</p>	<p>An applicant worked under a landscape architect for 3.7 years.          Calculation:  <math>3.7 \text{ years} \times 100\% = 3.7 \text{ years}</math> (no maximum).          Final result: An applicant with 3.7 years of work experience will be credited for the entire 3.7 years.</p>

<p>(6) Experience gained under the direct control and personal supervision of a licensed architect, professional engineer, or land surveyor.</p>	<p>Credit <del>shall</del> <u>will</u> be given at the rate of 50% of work experience gained with a maximum of four years allowable.</p>	<p>An applicant has worked under a land surveyor for eight years or more.  Calculation:  8 years x 50% = 4 years.  Final result: eight years or more of experience is worth only four years based on the maximum allowable.</p>
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1003 **18VAC10-20-425. References. (Repealed.)**

1004 In addition to the requirements found in 18VAC10-20-25, applicants shall submit three  
1005 references with the application, one of which shall be from a currently licensed, certified, or  
1006 registered landscape architect in a state or other jurisdiction of the United States. An applicant  
1007 shall only submit references from a licensed professional engineer, architect, land surveyor, or a  
1008 landscape architect who has personal knowledge of the applicant's competence and integrity  
1009 relative to his landscape architectural experience.

1010 **18VAC10-20-430. Experience standard.**

1011 Qualifying landscape architectural training and experience shall must be progressive in  
1012 complexity and based on knowledge of natural, physical, and mathematical sciences, and the  
1013 principles and methodology of landscape architecture.

1014 The experience must be obtained in an organization with a landscape architecture practice  
1015 and must be verified on the board experience verification form by a licensed landscape architect,  
1016 professional engineer, architect, or land surveyor in the organization's practice.

Commented [JH28]: Consider removing this provision.

1017 **18VAC10-20-440. Examination.**

1018 A. Applicants with a LAAB-accredited degree may be approved to sit for the exam prior to  
1019 completing the 36-month experience requirement contained in subdivision 1 a of 18VAC10-20-  
1020 420.

1021 B. The Virginia board is a member of the Council of Landscape Architectural Registration  
1022 Boards (CLARB) and is authorized to make available the CLARB prepared exams. All applicants  
1023 for original licensure in Virginia are required to pass the CLARB-prepared exam.

1024 C. Applicants approved to sit for the exam ~~shall~~ must register and submit the required exam  
1025 fee to be received in the board office, or by the board's designee. [ Applicants not properly  
1026 registered will not be allowed to sit for the exam. ]

Commented [JH29]: Consider removing as unnecessary.

1027 D. Grading of the exam ~~shall~~ will be in accordance with the national grading procedures  
1028 administered by CLARB. The board ~~shall~~ will utilize the scoring procedures recommended by  
1029 CLARB.

1030 E. Applicants ~~shall~~ will be advised only of their passing or failing score and the CLARB  
1031 minimum passing score.

1032 F. The board may approve transfer credits for parts of the exam taken and passed in  
1033 accordance with national standards.

1034 G. Applicants approved to sit for the exam ~~shall~~ will be eligible for a period of three years from  
1035 the date of their initial approval. Applicants who do not pass all sections of the exam during their  
1036 eligibility period are no longer eligible to sit for the exam. To become exam-eligible again,  
1037 applicants ~~shall~~ must reapply to the board as follows:

1038 1. Applicants who have taken at least one section of the exam and who reapply to the  
1039 board no later than six months after the end of their eligibility may be approved to sit for  
1040 the exam for an additional three years. The original application requirements ~~shall~~ will  
1041 apply.

1042 2. Applicants who do not meet the criteria of subdivision 1 of this subsection ~~shall~~ must  
1043 reapply to the board and meet all entry requirements current at the time of reapplication.

1044 **18VAC10-20-450. Licensure by comity endorsement.**

1045 A. Applicants with who hold a valid active license in good standing to practice landscape  
1046 architecture issued by another state or other jurisdiction of the United States that is accepted by  
1047 the board may be licensed by the board without further examination granted a license provided  
1048 they the applicant:

1049 1. ~~Were issued the original license based on requirements that do not conflict with and~~  
1050 ~~that are substantially equivalent to the board's regulations that were in effect at the time~~  
1051 ~~of original licensure;~~

1052 2. ~~Passed an exam in another jurisdiction that was substantially equivalent to that~~  
1053 ~~approved by the board at that time or met the regulations in effect at that time; and~~

1054 3. ~~Possess~~ 1. Possesses a CLARB certificate.

1055 2. Submits to the board verifiable documentation for education, experience, and exam  
1056 meeting current requirements in Virginia; and

1057 3. Satisfies all other applicable requirements of this chapter.

1058 B. ~~Applicants who do not qualify under subsection A of this section shall be required to meet~~  
1059 ~~current entry requirements at the time the application for comity is received in the board's office.~~

1060 **18VAC10-20-460. Definitions.**

1061 The following words, terms, and phrases when used in this part ~~shall~~ have the following  
1062 ~~meanings ascribed to them~~ except where the context clearly indicates otherwise or requires  
1063 different meanings.

1064 "CIDA" means the Council for Interior Design Accreditation, formerly known as the Foundation  
1065 of Interior Design Education Research (FIDER).

1066 "Diversified experience" includes the identification, research, and creative solution of  
1067 problems pertaining to the function and quality of the interior environment including code analysis,  
1068 fire safety consideration, and ~~barrier-free~~ barrier-free evaluations that relate to the health, safety,  
1069 and welfare of the public.

1070 "Monitored experience" means diversified experience in interior design under the direct  
1071 control and personal supervision of a certified or licensed interior designer, architect, or  
1072 professional engineer.

1073 "Professional program approved by the board" means an evaluated degree or combination of  
1074 evaluated degrees as follows:

- 1075 1. A minimum of an undergraduate degree in an interior design program that is deemed  
1076 by the board to be substantially equivalent to an undergraduate degree in interior design  
1077 from a CIDA-accredited program;
- 1078 2. A graduate degree from a CIDA-accredited program; or
- 1079 3. A graduate degree in interior design plus an undergraduate degree that in combination  
1080 are deemed by the board to be substantially equivalent to an undergraduate degree  
1081 program from a CIDA-accredited program at the time of the applicant's graduation.

1082 For the purposes of this definition, a degree program that met CIDA accreditation  
1083 requirements not later than two years after the date of the applicant's graduation ~~shall~~ must be  
1084 determined to be CIDA accredited.

1085 **18VAC10-20-470. Fee schedule.**

1086 All fees are nonrefundable and ~~shall~~ will not be prorated.

Application for Initial Interior Designer Certification	\$90
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**Commented [JH30]:** Section includes changes effective 8/1/25.

Application for Interior Designer Certification by <del>Comity</del> <u>Endorsement</u>	\$90
Renewal	\$90

**1087 18VAC10-20-490. Requirements for certification.**

**1088** A. Applicants ~~shall~~ must possess a degree from a professional program approved by the  
**1089** board.

**1090** B. The board reserves the right to reject any evaluation submitted. Any costs attributable to  
**1091** evaluation ~~shall~~ will be borne by the applicant.

**1092** C. Applicants ~~shall~~ must possess a minimum of two years of monitored experience. Any  
**1093** monitored experience gained under the direct control and personal supervision of a professional  
**1094** engineer ~~shall~~ will be reduced by 50% and ~~shall~~ will not account for more than six months of the  
**1095** two years required by this subsection.

**1096** D. Applicants ~~shall~~ must have passed the board-approved exam and provide documentation  
**1097** acceptable to the board verifying that the exam has been passed.

**1098 18VAC10-20-495. Examination.**

**1099** A. The National Council of Interior Design Qualification exam is approved by the board.

**1100** B. Applicants ~~shall~~ must apply directly to the Council for Interior Design Qualifications for the  
**1101** exam.

**1102 18VAC10-20-505. Certification by ~~comity~~ endorsement.**

**1103** Applicants who hold a license or certificate in good standing in another jurisdiction of the  
**1104** United States or province of Canada may be issued a certificate if the board is provided with  
**1105** satisfactory evidence that the license or certificate was issued based on qualifications equal to  
**1106** those required by this chapter as of the date the application is received by the board.

**Commented [JH31]:** Consider whether both parts of these provisions are necessary. Consider eliminating first part.

1107

Part X

1108 Renumber Part X as Part VIII Qualifications for Registration as a Business Entity

1109 18VAC10-20-627. Registration required.

1110 Any business entity offering or rendering professional services in the Commonwealth of  
1111 Virginia shall must register with the board and designate a responsible person for each  
1112 professional service offered. Professional services shall include architecture, engineering, land  
1113 surveying, landscape architecture, or interior design.

1114 18VAC10-20-630. Fee schedule.

1115 All fees are nonrefundable and shall will not be prorated.

Application for business entity registration	\$180
Application for business entity branch office registration	\$90
Renewal of business entity registration	\$90
Renewal of business entity branch office registration	\$90

1116 18VAC10-20-640. Application requirements.

1117 A. All applicants shall must be appropriately credentialed to do business in the Commonwealth  
1118 of Virginia by the State Corporation Commission in accordance with the Code of Virginia. The  
1119 business entity shall must be in good standing with the State Corporation Commission at the time  
1120 of application to the board office [ , at the time of board approval, ] and [ at all times ] when the  
1121 board registration is in effect.

1122 B. The name of the business and any assumed, fictitious, trading as, or doing business as  
1123 names of the firm shall must be disclosed on the application.

1124 C. Any branch office offering or rendering professional services shall complete a branch office  
1125 registration application from the board. Each branch office shall have a responsible person  
1126 resident at the branch office for each professional offered or rendered.

Commented [JH32]: Section includes changes effective 8/1/25.

Commented [JH33]: Consider removing as redundant.

**1127 18VAC10-20-650. Registration certification.**

**1128** The application ~~shall~~ must contain an affidavit by an authorized official in the business entity  
**1129** that the practice of architecture, engineering, land surveying, landscape architecture, or interior  
**1130** design to be done by that entity ~~shall~~ will be under the direct control and personal supervision of  
**1131** the licensed or certified full-time employees or licensed or certified ~~resident~~ principals identified in  
**1132** the application as responsible persons for the practice. In addition, the licensed or certified  
**1133** employees or principals responsible for the practice ~~shall~~ must sign their names indicating that  
**1134** they are responsible persons ~~who are resident~~, and that they understand and ~~shall~~ will comply  
**1135** with all statutes and regulations of the board.

**1136 18VAC10-20-660. Change of status.**

**1137** A. Any changes of status, including, ~~but not limited to,~~ change in entity, name (including  
**1138** assumed names), address, place of business, or responsible persons at each place of business,  
**1139** ~~shall~~ must be reported to the board by the registered entity within 30 days of the occurrence. In  
**1140** addition, any licensed or certified employee responsible for such practice ~~shall~~ must notify the  
**1141** board in writing of any changes of his employment status within 30 days of the change.

**1142** B. In the event there is a change in the responsible person, whether the change is temporary  
**1143** or permanent ~~and whether it may be caused by death, resignation or otherwise~~, the registration  
**1144** ~~shall~~ will be automatically modified to be limited to that professional practice permitted by the  
**1145** remaining licensed or certified employees, or ~~shall~~ will be automatically suspended until such time  
**1146** as the entity comes into compliance with ~~these regulations~~ this chapter.

1147

Part XI

1148

Renumber Part XI as Part IX Renewal and Reinstatement

1149

**18VAC10-20-670. Renewal.**

Commented [JH34]: Section includes changes effective 8/1/25.

1150

A. Regulants ~~shall~~ must not practice with an expired license, certificate, or registration. The

1151

following timeframes ~~shall~~ will determine the required fees for renewal based on the date the fee

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is received in the board's office:

1153

1. If the renewal fee is received by the board by the expiration date of the license,

1154

certificate, or registration, no additional fee ~~shall~~ will be required to renew.

1155

2. If the renewal fee is not received by the board within 30 days following the expiration

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date of the license or certificate, a \$50 late fee ~~shall~~ will be required in addition to the

1157

renewal fee. For renewal of a business entity or branch office registration, a \$50 late

1158

renewal fee shall will be required in addition to the renewal fee.

1159

3. If the renewal fee and applicable late fee are not received by the board within six months

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following the expiration date of the license, certificate, or ~~nonbranch office~~ registration, the

1161

reinstatement fee ~~shall~~ will be required pursuant to 18VAC10-20-680.

1162

B. Upon receipt of the required fee, licenses, certificates, and registrations not currently

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sanctioned by the board ~~shall~~ will be renewed for a two-year period from the previous expiration

1164

date.

1165

~~C. Branch offices shall not renew or reinstate until the main office registration is properly~~

1166

~~renewed or reinstated.~~

1167

~~D. C.~~ The board may deny renewal of a license, certificate, or registration for the same reasons

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as it may refuse initial licensure, certification, or registration or for the same reasons that it may

1169

discipline a regulant for noncompliance with the standards of practice and conduct as well as the

1170 ~~continuing education~~ requirements contained in this chapter. The regulant has the right to request  
1171 further review of any such action by the board under the Administrative Process Act (§ 2.2-4000  
1172 et seq. of the Code of Virginia).

1173 ~~E. D.~~ By submitting the renewal fee, the regulant is certifying continued compliance with the  
1174 ~~standards of practice and conduct as established by the board. In addition, by submitting the~~  
1175 ~~renewal fee, licensees are certifying compliance with the continuing education requirements as~~  
1176 ~~contained in this chapter.~~

1177 ~~F. E.~~ Failure to receive a renewal notice ~~shall~~ will not relieve the regulant of the responsibility  
1178 to renew. In the absence of a renewal notice, the regulant may submit a copy of the license,  
1179 certificate, or registration with the required fee for renewal.

1180 ~~G. F.~~ A license, certificate, or registration that is renewed ~~shall~~ will be regarded as having  
1181 been current without interruption and under the authority of the board.

1182 ~~H. G.~~ Failure to pay any monetary penalty, reimbursement of cost, or other fee assessed by  
1183 consent order or final order ~~shall~~ will result in a delay or withholding of services provided by the  
1184 department such as, but not limited to, renewal, reinstatement, or processing a new application,  
1185 ~~or exam administration.~~

1186 **18VAC10-20-680. Reinstatement.**

1187 A. Applicants whose license, certificate, or ~~main office~~ business entity registration has expired  
1188 for more than six months, ~~and applicants whose branch office registration has expired for more~~  
1189 ~~than 30 days, shall~~ will be required to submit a reinstatement application, which ~~shall~~ will be  
1190 evaluated by the board to determine if the applicant remains qualified to be a regulant of the  
1191 board.

**Commented [JH35]:** Section includes changes effective 8/1/25.

1192 B. Applicants whose license or certificate has expired for more than five years ~~shall~~ will be  
1193 required to reapply for licensure or certification on the initial application and document experience  
1194 from the date of expiration of the license or certificate to the present.

1195 C. The board may require an exam, ~~additional~~ continuing education, or experience for  
1196 architects, professional engineers, land surveyors, landscape architects, and interior designers  
1197 whose license or certificate has expired for more than five years.

1198 D. The board may deny reinstatement of a license, certificate, or registration for the same  
1199 reasons as it may refuse initial licensure, certification, or registration or for the same reasons that  
1200 it may discipline a regulant for noncompliance with the ~~standards of practice and conduct, as well~~  
1201 ~~as the continuing education~~ requirements, contained in this chapter. The applicant has the right  
1202 to request further review of any such action by the board under the Administrative Process Act (§  
1203 2.2-4000 et seq. of the Code of Virginia).

1204 E. The date the reinstatement fee is received in the board's office ~~shall~~ will determine the  
1205 amount to be paid pursuant to the following requirements:

1206 1. Licenses, certificates, and registrations that have been expired for more than six  
1207 months, but less than five years, ~~shall~~ will require a reinstatement fee that ~~shall~~ will equal  
1208 the renewal fee plus \$200.

1209 2. Licenses, certificates, and registrations that have been expired for more than five years  
1210 ~~shall~~ will require a reinstatement fee that ~~shall~~ will equal the renewal fee plus \$300.

1211 F. Licensees ~~shall~~ will remain under and be subject to all laws and regulations as if the  
1212 licensee had been continuously licensed. The licensee will remain under and be subject to the  
1213 disciplinary authority of the board during this entire period at all times, regardless of whether the  
1214 license is reinstated, pursuant to § 54.1-405 of the Code of Virginia.

1215 G. A certificate or registration holder who reinstates ~~shall~~ will be regarded as having been  
1216 current and without interruption and under the authority of the board.

1217 H. Failure to pay any monetary penalty, reimbursement of cost, or other fee assessed by  
1218 consent order or final order ~~shall~~ will result in a delay or withholding of services provided by the  
1219 department such as, but not limited to, renewal, reinstatement, or processing a new application,  
1220 ~~or exam administration.~~

1221 **18VAC10-20-683. Continuing education requirements for renewal or reinstatement.**

1222 A. Licensees are required to complete continuing education (CE) pursuant to the provisions  
1223 of § 54.1-404.2 of the Code of Virginia for any renewal or reinstatement.

1224 B. CE for renewal ~~shall~~ must be completed during the two-year license period immediately  
1225 prior to the expiration date of the license and ~~shall~~ will be valid for that renewal only; additional  
1226 hours ~~shall~~ will not be valid for subsequent renewal.

1227 C. CE for reinstatement ~~shall~~ must be completed during the two years immediately prior to the  
1228 date of the board's receipt of a reinstatement application and ~~shall~~ will be valid for that  
1229 reinstatement only; additional hours ~~shall~~ will not be valid for subsequent renewal.

1230 D. Licensees ~~shall~~ must maintain records of completion of CE used to renew a license for  
1231 three years from the date of expiration of the license. Licensees ~~shall~~ must provide those records  
1232 to the board or its authorized agents upon request.

1233 E. CE activities completed by licensees may be accepted by the board provided the activity:

1234 1. Consists of content and subject matter related to the practice of the profession;

1235 2. Has a clear purpose and objective that will maintain, improve, or expand the skills and  
1236 knowledge relevant to the licensee's area of practice and may be in areas related to  
1237 business practices, including project management, risk management, ethics, and public

1238 health, safety, and welfare, that have demonstrated relevance to the licensee's area of  
1239 practice as defined in § 54.1-400 of the Code of Virginia;

1240 3. Is taught by instructors who are competent in the subject matter, either by education or  
1241 experience, for those activities involving an interaction with an instructor;

1242 4. If self-directed, contains an assessment by the sponsor at the conclusion of the activity  
1243 that verifies that the licensee has successfully achieved the purpose and objective of the  
1244 activity; and

1245 5. Results in documentation that verifies the licensee's successful completion of the  
1246 activity.

1247 F. Computation of credit.

1248 1. Fifty contact minutes ~~shall~~ will equal one hour of CE. For activities that consist of  
1249 segments that are less than 50 minutes, those segments ~~shall~~ will be totaled for  
1250 computation of CE for that activity.

1251 2. One semester hour of college credit ~~shall~~ will equal 15 hours of CE and one-quarter  
1252 hour of college credit ~~shall~~ will equal 10 hours of CE.

1253 3. The number of hours required to successfully complete any CE activity must have been  
1254 determined by the sponsor. A licensee ~~shall~~ must not claim more credit for any CE activity  
1255 than the number of hours that was predetermined by the sponsor at the time the activity  
1256 was completed.

1257 4. CE may be granted for the initial development, substantial updating, or the initial  
1258 teaching of a CE activity that meets the requirements of this chapter at twice the amount  
1259 of credit that participants receive. CE claimed pursuant to this subdivision ~~shall~~ must not  
1260 be claimed for subsequent offerings of the same activity.

1261 5. A licensee applying for renewal ~~shall~~ will not receive credit for completing a CE activity  
1262 with the same content more than once during the two years prior to license expiration.

1263 6. A licensee applying for reinstatement ~~shall~~ will not receive credit more than once for  
1264 completing a CE activity with the same content during the two years immediately prior to  
1265 the date of the board's receipt of ~~his~~ the licensee's reinstatement application.

1266 G. The board may periodically conduct a random audit of ~~its~~ the board's licensees who have  
1267 applied for renewal to determine compliance. Licensees who are selected for audit ~~shall~~ must  
1268 provide all documentation of all CE activities utilized to renew their license within 21 calendar  
1269 days of the date of the board's notification of audit.

1270 H. If the board determines that CE was not obtained properly to renew or reinstate a license,  
1271 the licensee ~~shall~~ will be required to make up the deficiency to satisfy the CE requirement for that  
1272 license renewal or reinstatement. Any CE activity used to satisfy the deficiency ~~shall~~ will not be  
1273 applied to ~~his~~ the licensee's current license CE requirement or any subsequent renewal or  
1274 reinstatement.

1275 **18VAC10-20-687. Exemptions and waivers.**

1276 Pursuant to § 54.1-404.2 of the Code of Virginia, the board may grant exemptions to, waive,  
1277 or reduce the number of continuing education activities required in cases of certified illness or  
1278 undue hardship. [ ~~However, such exemptions, waivers, or reductions~~ ] shall [ ~~will not relieve the~~  
1279 ~~individual of~~ ] his [ ~~the obligation to comply with any other requirements of this chapter, including~~  
1280 ~~], but not limited to,~~ [ the provisions of 18VAC10-20-670 or 18VAC10-20-680. ]

Commented [JH36]: Consider removing as unnecessary.

1281

Part XII

1282

~~Renumber Part XII as Part X~~ Standards of Practice and Conduct

1283

**18VAC10-20-690. Responsibility to the public.**

1284

The primary obligation of the regulant is to the public. The regulant ~~shall~~ must recognize that

1285

the health, safety, and welfare of the general public are dependent upon professional judgments,

1286

decisions, and practices. If the judgment of the regulant is overruled resulting in circumstances

1287

when the health, safety, or welfare of the public is endangered, the regulant ~~shall~~ must inform the

1288

employer, client, and appropriate authorities in writing of the possible consequences.

1289

**18VAC10-20-700. Public statements.**

1290

A. The regulant ~~shall~~ must be truthful in all professional matters and ~~shall~~ must include all

1291

relevant information in professional reports, statements, or testimony, which ~~shall~~ must include

1292

the date indicating when such information was current.

1293

B. When serving as an expert or technical witness, the regulant ~~shall~~ must express an opinion

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only when it is based on an adequate knowledge of the facts in the issue and a background of

1295

competence in the subject matter.

1296

C. Except when appearing as an expert witness in court or in an administrative proceeding

1297

when the parties are represented by counsel, the regulant ~~shall~~ must issue no statements, reports,

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criticisms, or arguments on matters relating to professional practice that are inspired by or paid

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for by interested persons, unless the regulant has prefaced the comment by disclosing any self-

1300

interest and the identities of all persons on whose behalf the regulant is speaking.

1301

D. A regulant ~~shall~~ must not knowingly make a materially false statement or deliberately

1302

withhold a material fact ~~requested in connection with his application for licensure, certification,~~

1303

~~registration, renewal, or reinstatement~~ in any professional matter.

1304 **18VAC10-20-710. Conflicts of interest.**

1305 A. The regulant ~~shall~~ must promptly and fully inform an employer or client of any business  
1306 association, interest, or circumstance ~~which~~ that may influence the regulant's judgment or the  
1307 quality of service.

1308 B. The regulant ~~shall~~ must not accept compensation, financial or otherwise, from more than  
1309 one party for services on or pertaining to the same project unless the circumstances are fully  
1310 disclosed and agreed to in writing by all interested parties.

1311 ~~C.~~ The regulant ~~shall~~ must not solicit or accept financial or other valuable consideration from  
1312 material or equipment suppliers for specifying ~~their~~ the supplier's products or services.

1313 ~~D.~~ The regulant ~~shall~~ must not solicit or accept gratuities, directly or indirectly, from  
1314 contractors, their agents, or other parties dealing with a client or employer in connection with work  
1315 for which the regulant is responsible.

1316 **18VAC10-20-720. Solicitation of work or employment.**

1317 A. In the course of soliciting work from, or employment by, a public authority, the regulant ~~shall~~  
1318 must not directly or indirectly:

1319 1. Give, solicit, or receive any gratuity, contribution, or consideration to unlawfully influence  
1320 the award of a contract;

1321 2. Give, solicit, or receive any gratuity, contribution, or consideration that may reasonably  
1322 be construed as an intention to influence the awarding of a contract; or

1323 3. Offer or provide any gift or other valuable consideration in order to secure work.

1324 B. The regulant ~~shall~~ must not pay, directly or indirectly, a commission, percentage, or  
1325 brokerage fee to a potential or existing client in order to secure work.

**Commented [JH37]:** Consider making a disclosure requirement instead of prohibition.

The regulant must not solicit or accept financial or other valuable consideration from material or equipment suppliers for specifying the supplier's products or services unless such circumstances are fully disclosed to the regulant's client.

**Commented [JH38]:** Consider making a disclosure requirement.

The regulant must not solicit or accept gratuities, directly or indirectly from contractors, their agents, or other parties dealing with a client or employer in connection with work for which the regulant is responsible unless such circumstances are fully disclosed and agreed to in writing by all interested parties.

1326 C. The regulant ~~shall~~ must not falsify or knowingly allow misrepresentation of ~~his~~ the regulant's  
1327 or an associate's:

1328 1. Academic or professional qualifications or work; or

1329 2. Degree of responsibility for prior assignments.

1330 D. Materials, content, and information used in the solicitation of ~~employment shall work must~~  
1331 not misrepresent facts concerning employers, employees, associates, joint ventures, or past  
1332 accomplishments of any kind.

1333 **18VAC10-20-730. Competency for assignments.**

1334 A. The professional ~~shall~~ must undertake to perform professional assignments only when  
1335 qualified by education or experience, ~~or both,~~ and licensed or certified in the profession involved.

1336 ~~[ Licensed professionals~~ A licensed professional ] may perform assignments related to interior  
1337 design, ~~provided they do not hold themselves out~~ the professional does [ ~~not~~ ] represent [ ~~himself~~  
1338 themselves ] as certified in ~~this~~ the profession unless ~~they are so~~ the professional is certified by ~~this~~  
1339 the board. The professional may accept an assignment requiring education or experience outside  
1340 of the field of the professional's competence, but only to the extent that services are restricted to  
1341 those phases of the project ~~in~~ for which the professional is qualified. All other phases of such  
1342 project ~~shall~~ must be the responsibility of licensed or certified associates, consultants, or  
1343 employees.

1344 B. A professional ~~shall~~ must not misrepresent to a prospective or existing client or employer  
1345 ~~his~~ the professional's qualifications and the scope of ~~his~~ the professional's responsibility in  
1346 connection with work for which ~~he~~ the professional is claiming credit.

1347 C. The professional ~~shall adhere to~~ must meet the minimum standards and requirements  
1348 pertaining to the practice of ~~his~~ the professional's own profession, as well as other professions if  
1349 incidental work is performed.

Commented [JH39]: Consider the necessity of this requirement.

Commented [JH40]: Revised for clarity and to address comment from Christine Subasic and Craig Moore.

1350 **18VAC10-20-740. Professional responsibility.**

1351 A. Unless exempt by statute, all architectural, engineering, land surveying, landscape  
1352 architectural, and interior design work must be completed by a professional or a person  
1353 performing the work who is under the direct control and personal supervision of a professional.

1354 B. A professional ~~shall~~ must be able to clearly define ~~his~~ the professional's scope and degree  
1355 of direct control and personal supervision, clearly define how it was exercised, and demonstrate  
1356 that ~~he~~ the professional was responsible within that capacity for the work that ~~he~~ the professional  
1357 has sealed, signed, and dated. For the work prepared under ~~his~~ the professional's supervision, a  
1358 professional ~~shall~~ must:

- 1359 1. Have detailed professional knowledge of the work;
- 1360 2. Exercise the degree of direct control over work that includes:
  - 1361 a. Having control over decisions on technical matters of policy and design;
  - 1362 b. Personally making professional decisions or the review and approval of proposed  
1363 decisions prior to implementation, including the consideration of alternatives to be  
1364 investigated and compared for designed work, whenever professional decisions are  
1365 made that could affect the health, safety, and welfare of the public involving permanent  
1366 or temporary work;
  - 1367 c. The selection or development of design standards and materials to be used; and
  - 1368 d. Determining the validity and applicability of recommendations prior to incorporation  
1369 into the work, including the qualifications of those making the recommendations;
- 1370 3. Have exercised ~~his~~ professional judgment in professional matters that are embodied in  
1371 the work and the drawings, specifications, or other documents involved in the work; and

1372 4. Have exercised critical examination and evaluation of an employee's, consultant's,  
1373 subcontractor's, or project team member's work product, during and after preparation, for  
1374 purposes of compliance with applicable laws, codes, ordinances, regulations, and usual  
1375 and customary standards of care pertaining to professional practice.

1376 C. The regulant ~~shall~~ must not knowingly associate in a business venture with or permit the  
1377 use of ~~his~~ the regulant's name by any person or firm when there is reason to believe that person  
1378 or firm is engaging in activity of a fraudulent or dishonest nature or is violating statutes or any of  
1379 these regulations.

1380 D. A regulant who has knowledge that any person may have violated or may currently be  
1381 violating any of these provisions, or the provisions of Chapters 7 (§ 13.1-542.1 et seq.) and 13 (§  
1382 13.1-1100 et seq.) of Title 13.1 or Chapters 1 (§ 54.1-100 et seq.) through 4 (§ 54.1-400 et seq.)  
1383 of Title 54.1 of the Code of Virginia, ~~shall~~ must inform the board in writing and ~~shall~~ must cooperate  
1384 in furnishing any further information or assistance that may be required by the board or any of its  
1385 agents.

1386 E. Upon request by the board or any of ~~its~~ the board's agents, the regulant ~~shall~~ must produce  
1387 any plan, plat, document, sketch, book, record, or copy thereof concerning a transaction covered  
1388 by this chapter and ~~shall~~ must cooperate in the investigation of a complaint filed with the board  
1389 against a regulant.

1390 F. Except as authorized by 18VAC10-20-760 A 2, a regulant ~~shall~~ must not utilize the design,  
1391 drawings, specifications, or work of another regulant to complete or to replicate any work without  
1392 the written consent of the person or organization that owns the design, drawings, specifications,  
1393 or work.

1394 G. Utilization and modification of work.

1395 1. A regulant who utilizes the designs, drawings, specifications, or work of another regulant  
1396 pursuant to subsection F of this section or 18VAC10-20-760 A 2, or who modifies any  
1397 plats or surveys, ~~shall~~ must conduct a thorough review of the work to verify that it has been  
1398 accomplished to the same extent that would have been done under the direct control and  
1399 personal supervision of the regulant affixing the professional seal, signature, and date.  
1400 The regulant ~~shall~~ must assume full responsibility for the utilization of any unsealed work  
1401 or any changes or modifications to previously sealed work.

1402 2. Information from recorded plats or surveys may be utilized without permission.  
1403 However, the modification of the actual recorded plat or survey is prohibited without written  
1404 permission of the regulant.

1405 **18VAC10-20-760. Use of seal.**

1406 A. Affixing of a professional seal, signature, and date ~~shall~~ will indicate that the professional  
1407 has exercised direct control and personal supervision over the work to which it is affixed. Affixing  
1408 of the seal, signature, and date also indicates the professional's acceptance of responsibility for  
1409 the work shown ~~thereon~~.

1410 1. No professional ~~shall~~ may affix a seal, signature, and date or certification to plans, plats,  
1411 documents, drawings, or other works constituting the practice of the professions regulated  
1412 that has been prepared by an unlicensed or uncertified person unless such works were  
1413 performed under the direct control and personal supervision of the professional while the  
1414 unlicensed or uncertified person was an employee of the same firm as the professional or  
1415 was under written contract to the same firm that employs the professional.

1416 2. If the original professional of record is no longer able to seal, sign, and date completed  
1417 professional work, such work may be sealed, signed, and dated by another qualified  
1418 professional pursuant to the standards established in 18VAC10-20-740 G 1.

1419 B. Documents to be sealed.

1420 1. All final documents, including cover sheet of plans, plats, documents, drawings,  
1421 technical reports, and specifications, and each sheet of plans or plats, or drawings  
1422 prepared by the professional, or someone under ~~his~~ the professional's direct control and  
1423 personal supervision, ~~shall~~ must be sealed, signed, and dated by the professional. All final  
1424 documents ~~shall~~ must also bear the professional's name or firm name, address, and  
1425 project name.

1426 2. For projects involving multiple professional services in the same project, each  
1427 professional ~~shall~~ must seal, sign, and date the final documents for the work component  
1428 that ~~he~~ the professional completed or that was completed under ~~his~~ the professional's  
1429 direct control and personal supervision. The professional responsible for the compilation  
1430 of the project ~~shall~~ must seal, sign, and date the cover sheet of the aggregate collection  
1431 of final documents for the project.

1432 C. An electronic seal, signature, and date are permitted to be used in lieu of an original seal,  
1433 signature, and date when the following criteria, and all other requirements of this section, are met:

1434 1. It is a unique identification of the professional;

1435 2. It is verifiable; and

1436 3. It is under the professional's direct control.

1437 D. Incomplete plans, plats, documents, and drawings, whether advance or preliminary copies,  
1438 ~~shall~~ must be so identified on the plans, plats, documents, or drawings and need not be sealed,  
1439 signed, or dated. Advance or preliminary copies of incomplete plans, plats, documents, and  
1440 drawings, must be clearly identified as not complete but need not be sealed, signed, or dated.

1441 E. All work performed by a professional who is licensed or certified by this board, including  
1442 work that is exempt from licensure pursuant to § 54.1-402 of the Code of Virginia, shall must be  
1443 sealed, signed, and dated pursuant to subsection B of this section.

1444 F. The original seal shall must conform in detail and size to the design illustrated in this  
1445 subsection and shall must be two inches in diameter. The designs illustrated may not be shown  
1446 to scale:



\*The number referred to is the last six-digit number as shown on the license or certificate. The number is permanent. Leading zeros contained in the six-digit number may be omitted from the seal.

1447 **18VAC10-20-770. Organization and styling of practice.**

1448 A. A firm ~~shall~~ must offer or practice only the professions shown on its board-issued  
1449 registration. The regulant designated by the firm to be the responsible person must exercise direct  
1450 control and personal supervision of the work being offered or practiced.

1451 B. Nothing ~~shall~~ will be contained in the name, letterhead, or other styling of a professional  
1452 practice implying a relationship, ability, or condition ~~which~~ that does not exist. Professional  
1453 services that the firm is not properly registered to provide ~~shall~~ must not be included in the name.

1454 C. An assumed, fictitious, or corporate name ~~shall~~ must not be misleading as to the identity,  
1455 responsibility, or status of those practicing professionals employed or contracted by the registrant.  
1456 Any advertisement, sign, letterhead, business card, directory, or any other form of representation  
1457 ~~shall~~ must avoid reference to any service that cannot be provided for under a resident responsible  
1458 person.

1459 **~~18VAC10-20-780. Professional required at each place of business. (Repealed.)~~**

1460 A. ~~Any regulant maintaining a place of business that offers or practices architectural,~~  
1461 ~~engineering, land surveying, landscape architectural, or certified interior design services in~~  
1462 ~~Virginia, shall name at least one responsible person for each profession offered or practiced at~~  
1463 ~~each place of business.~~

1464 B. ~~Each resident responsible person designated by the firm shall exercise direct control and~~  
1465 ~~personal supervision of the work being offered or practiced at each place of business. Each~~  
1466 ~~resident responsible person may be responsible for more than one location provided that he is~~  
1467 ~~resident at each place of business during a majority of its operating hours.~~

1468 **18VAC10-20-785. Notice of adverse action.**

1469 A. A regulant must notify the board of the following actions against the regulant:

**Commented [JH41]:** Consider comment from Chris Stone re: virtual supervision.

1470 1. Any disciplinary action taken by any jurisdiction, board, or administrative body of  
1471 competent jurisdiction, including any (i) reprimand; (ii) license or certificate revocation,  
1472 suspension, or denial; (iii) monetary penalty; (iv) requirement for remedial education; or  
1473 (v) other corrective action.

1474 2. Any voluntary surrender of a related license, certificate, or registration done in  
1475 connection with a disciplinary action in another jurisdiction.

1476 3. Any conviction, finding of guilt, or plea of guilty, regardless of adjudication or deferred  
1477 adjudication, in any jurisdiction of the United States of any (i) misdemeanor involving [  
1478 moral turpitude fraudulent or dishonest acts ], sexual offense, non-marijuana drug  
1479 distribution, or physical injury or relating to providing professional services or (ii) felony,  
1480 there being no appeal pending therefrom or the time for appeal having lapsed. Review of  
1481 convictions will be subject to the requirements of § 54.1-204 of the Code of Virginia.

Commented [JH42]: Highlighted change to address SB 826 which proscribes use of "moral turpitude" standard.

1482 B. The notice must be made to the board in writing within 30 days of the action. A copy of the  
1483 order or other supporting documentation must accompany the notice.

1484 **18VAC10-20-790. Sanctions Prohibited acts.**

1485 A license, certificate, or registration ~~shall~~ will not be sanctioned unless a majority of the eligible  
1486 voting members of the entire board vote for the action. The board may discipline or sanction any  
1487 regulant if the board finds that:

1488 1. The regulant failed to maintain good moral character ] pursuant to the definition in  
1489 18VAC10-20-10 [ as described in 18VAC10-20-20 A; ]

Commented [JH43]: Provisions revised to remove "good moral character" standard and make changes adopted by Board on 8/14/25.

1490 2. The license, certification, or registration was obtained or renewed through fraud or  
1491 misrepresentation;

1492 3. The regulant has been found guilty by a court of competent jurisdiction of any material  
1493 misrepresentation in the course of professional practice or has been convicted, pleaded

1494 guilty, or ~~has been~~ found guilty, regardless of adjudication or deferred adjudication, of any  
1495 felony or non-marijuana misdemeanor that, in the judgment of the board, adversely affects  
1496 the regulant's ability to perform satisfactorily within the regulated discipline. The board  
1497 ~~shall~~ will review the conviction pursuant to the provisions of § 54.1-204 of the Code of  
1498 Virginia;

1499 4. The regulant has committed acts constituting professional incompetence, or negligence  
1500 [ , ] or gross negligence or involving dishonesty, fraud, misrepresentation, or breach of  
1501 fiduciary duty related to the practice of the profession;

1502 5. The regulant has abused drugs or alcohol to the extent that professional competence  
1503 is adversely affected;

1504 6. The regulant fails to comply, or misrepresents any information pertaining to ~~their~~  
1505 compliance, with ~~any of the continuing education requirements as~~ contained in this  
1506 chapter;

1507 ~~7. The regulant violates any standard of practice and conduct as defined in this chapter;~~

1508 ~~8. 7.~~ The regulant violates or induces others to violate any provision of ~~Chapters~~ Chapter  
1509 7 (§ 13.1-542.1 et seq.) ~~and~~ or 13 (§ 13.1-1100 et seq.) of Title 13.1-~~or~~ 1 (§  
1510 54.1-100 et seq.) through 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, or  
1511 any other statute applicable to the practice of the professions regulated by this chapter;

1512 ~~9. 8.~~ The regulant has been disciplined by any county, city, town, state, or federal  
1513 governing body. For purposes of this section, "discipline" means reprimand; civil or  
1514 monetary penalty; probation, suspension, or revocation of a license; or cease and desist  
1515 order. The board will review such discipline before taking any disciplinary action of its own;

1516 or

1517 ~~40- 9.~~ The regulant fails to notify the board within 30 days of having been disciplined by  
1518 any county, city, town, state, or federal governing body as stipulated in subdivision ~~9 8~~ of  
1519 this section.

1520 **18VAC10-20-795. Change of address.**

1521 All regulants ~~shall~~ must notify the board of a change of mailing address on the designated  
1522 address change form within 30 days of making the change. When submitting a change of address,  
1523 regulants holding more than one license, certificate, or registration ~~shall~~ must inform the board of  
1524 each affected by the change. A post office box will not be accepted in lieu of a physical address.

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

# 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 12, 2012  
Re: Comity Applicant Criteria of the Board's Current Regulations (eff. July 1, 2010)

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## Purpose

The purpose of this document is to clarify the application requirements for those persons applying to the Board for licensure or certification via comity based on licensure or certification in a jurisdiction outside of Virginia.

## Architects

Applicants for architect licensure via comity must be currently licensed as an architect (and in good standing) in another jurisdiction of the United States or a province of Canada. Applicants without a NCARB certificate must meet (as of today) the Virginia licensing requirements that they would have needed to meet when they were first licensed as an architect by another jurisdiction of the United States or a province of Canada.

For example: John Smith was first licensed as an architect in Ohio on 11/17/1985. He is presently licensed in Texas and is in good standing. He is applying for a Virginia architect license via comity. The Board regulations in effect on 11/17/1985 (the date Mr. Smith was first licensed) were last updated 10/18/1985. Therefore, Mr. Smith must demonstrate that, as of today, he meets the requirements of the Board's regulations effective 10/18/1985.

Applicants for architect licensure via comity who hold a valid NCARB certificate, are currently licensed as an architect, and in good standing are not required to demonstrate they meet any other education, examination, or experience requirements of the Board's current regulations effective 7/1/2010.

Applicants who do not meet either of the above two circumstances must satisfy the initial licensing requirements of the Board's current regulations effective 7/1/2010. These requirements are the same requirements which first-time license applicants must meet.

## Professional Engineers (PE)

Applicants for PE licensure via comity must be currently licensed as a PE (and in good standing) in another jurisdiction of the United States. Applicants must successfully demonstrate that their first PE license was issued based on having met education, experience, and examination requirements which were substantially equivalent to Virginia's requirements at the same time of the applicant's original licensure. Additionally, comity applicants must submit three current references.

For example: Adam Jones was first licensed as a PE in Florida on 5/22/1994. He is presently licensed in California and is in good standing. He is applying for a Virginia PE license via comity. The Board regulations in effect on 5/22/1994 (the date Mr. Jones was first licensed) were last updated 5/19/1994. Therefore, Mr. Jones must demonstrate that when he was first licensed in Florida, he would have met the licensing requirements of the Board's regulations effective 5/19/1994. He must also submit three references.

If Mr. Jones cannot demonstrate that he met the Board's PE licensure requirements when he was first licensed in Florida on 5/22/1994, he must satisfy the initial licensing requirements of the Board's current regulations effective 7/1/2010. These requirements are the same requirements which first-time license applicants must meet.

## Land Surveyors

Applicants for land surveyor licensure via comity must be currently licensed as a land surveyor (and in good standing) in another jurisdiction of the United States. Applicants must successfully demonstrate that their first land surveyor license was issued based on having met education, experience, and examination requirements which were substantially equivalent to Virginia's requirements at the same time of the applicant's original licensure. Applicants must also pass the Virginia state-specific examination.

For example: Susan Johnson was first licensed as a land surveyor in North Carolina on 4/5/2001. She is presently licensed in Maryland and is in good standing. She is applying for a Virginia land surveyor license via comity. The Board regulations in effect on 4/5/2001 (the date Ms. Johnson was first licensed) were last updated 12/1/1999. Therefore, Ms. Johnson must demonstrate that when she was first licensed in NC, she would have met the requirements of the Board's regulations effective 12/1/1999. She is also required to pass the Virginia state-specific examination regardless of any other examinations she has completed.

If Ms. Johnson cannot demonstrate that she met the Board's land surveyor licensure requirements when she was first licensed in NC, she must satisfy the initial licensing requirements of the Board's current regulations effective 7/1/2010. These requirements are the same requirements which first-time license applicants must meet.

## Landscape Architects

Applicants for landscape architect licensure via comity must be currently licensed as a landscape architect (and in good standing) in another jurisdiction of the United States. Applicants must successfully demonstrate that their first landscape architect license was issued based on having met education, experience, and examination requirements which were not in conflict with, and at least as rigorous as, Virginia's statutory and regulatory requirements at the same time of the applicant's original licensure.

For example: Brad Moore was first licensed as a landscape architect in New Jersey on 8/14/2004. He is presently licensed in Massachusetts and is in good standing. He is applying for a Virginia landscape architect license via comity. The Board regulations in effect on 8/14/2004 (the date Mr. Moore was first licensed) were last updated 3/1/2002. Therefore, Mr. Moore must demonstrate that when he was first licensed in NJ, he would have met the requirements of the Board's regulations effective 3/1/2002.

Applicants for landscape architect licensure via comity who hold a valid CLARB certificate, are currently licensed as a landscape architect, and in good standing are not required to demonstrate they meet any other education, examination, or experience requirements of the Board's regulations.

If Mr. Moore cannot demonstrate that he met the Board's landscape architect licensure requirements on 8/14/2004, he must satisfy the initial licensing requirements of the Board's current regulations effective 7/1/2010. These requirements are the same requirements which first-time license applicants must meet.

## Interior Designers

Applicants for interior designer certification via comity must be currently licensed or certified as an interior designer (and in good standing) in another jurisdiction of the United States. Applicants must successfully demonstrate that their first interior designer license or certification was issued based on having met education, experience, and examination requirements which were equal to the Board's requirements at the same time of the applicant's original licensure or certification.

For example: Jane Smith was first licensed as an interior designer in New York on 12/4/2005. She is presently certified in Georgia and is in good standing. She is applying for Virginia interior designer certification via comity. The Board regulations in effect on 12/4/2005 (the date Ms. Smith was first licensed or certified) were last updated 12/1/2004. Therefore, Ms. Smith must demonstrate that when she was first licensed in New York, she would have met the requirements of the Board's regulations effective 12/1/2004.

If Ms. Smith cannot demonstrate that she met Virginia's interior designer certification requirements on 12/4/2005, she must satisfy the initial certification requirements of the Board's current regulations effective 7/1/2010. These requirements are the same requirements which first-time certification applicants must meet.

## Summary

Applicants for architect licensure via comity must either have a NCARB certificate or demonstrate that they meet (as of today) the Board requirements which were in effect when their first architect license was issued.

Applicants for PE, land surveyor, and landscape architect (without a CLARB certificate) licensure via comity must demonstrate that they would have met the Board's requirements had they applied in Virginia at the same point in time during which they were first licensed by a state other than Virginia. This means that all supporting documentation must clearly show that the experience, examination, and education requirements were satisfied *at the time* their first license was issued.

Applicants for interior designer certification by comity must demonstrate that they would have met the Board's requirements had they applied in Virginia at the same point in time during which they were first certified or licensed by a state other than Virginia. This means that all supporting documentation must clearly show that the experience, examination, and education requirements were satisfied *at the time* their first license or certification was issued.

## MEMO

**DATE:** October 20, 2025

**TO:** Member Board Administrators

**FROM:** Lehmon Dekle, P.E., Chief Officer of Examinations

**RE:** Notice of Future Changes to NCEES Exams and Supporting Materials

This memo provides Member Boards the minimum 1-year notice required by the NCEES *Manual of Policy and Position Statements*, Exam Development Policy (EDP) 8.

As a reminder, the following changes are in place for the Spring 2026 exam administration:

### Spring 2026 Exam Changes

- **PE Electrical and Computer: Electronics, Controls, and Communications**—The PE Electrical and Computer: Electronics, Controls, and Communications exam will be administered with new specifications in April 2026. The specifications are posted on the NCEES website.
- **PE Environmental**—The PE Environmental exam will be administered with new specifications in April 2026. The specifications are posted on the NCEES website.
- **PE Structural Engineering Depth sections**—The total time for the PE Structural Engineering Lateral and Vertical Depth sections will become 6.5 hours. This adds 60 minutes of exam time. The specifications are posted on the NCEES website.

The following changes will be effective on the dates indicated:

### 2026 Approved Calculators

There will be no change to the approved calculators for 2026. The approved calculator list for 2026 NCEES examinations is as follows:

- Hewlett-Packard: HP 33s
- Hewlett-Packard: HP 35s
- Casio: fx-115 models (i.e., Casio models beginning with “fx-115”)
- Casio: fx-991 models (i.e., Casio models beginning with “fx-991”)
- Texas Instruments: TI-30X models (i.e., TI models beginning with “TI-30X”)
- Texas Instruments: TI-36X models (i.e., TI models beginning with “TI-36X”)

### Fall 2026 Exam Changes

- **PE Architectural Engineering**—The PE Architectural Engineering exam will be administered with new specifications in October 2026. The specifications will be posted on the NCEES website in October 2025.

### Spring 2027 Exam Changes

- **PE Structural Engineering Breadth sections**—The PE Structural Engineering Lateral and Vertical Breadth sections will be administered with new specifications in April 2027. The number of questions will not change. Exam specifications will be posted on the NCEES website in April 2026.
- **PE Structural Engineering Depth sections**—The PE Structural Engineering Lateral and Vertical Depth sections will be administered with new specifications in April 2027. The exams will consist of 48 questions. Exam specifications will be posted on the NCEES website in April 2026.

### Summer 2027 Exam Changes

- **PS**—The Principles and Practice of Surveying (PS) exam will be administered with new specifications in July 2027. The specifications will be posted on the NCEES website in July 2026.

### Fall 2027 Exam Changes

- **PLSS**—The Public Land Survey System (PLSS) exam will begin administration in October 2027. The specifications will be posted on the NCEES website in October 2025.

If you have any questions about these changes or require additional information, please contact me at [ldekle@ncees.org](mailto:ldekle@ncees.org).

#### C: NCEES Board of Directors

Davy McDowell, P.E., Chief Executive Officer  
Jason J. Gamble, P.E., Chief Operating Officer  
Stefani Goodenow, Chief Officer of Member Services  
Steven Matthews, Chief Technology Officer  
Zack Mauldin, Manager of Exam Support  
Sally Bradley, Manager of Exam Production  
Bob Whorton, P.E., Manager of Compliance and Security  
Sierra Burrell, Digital Communications Coordinator

VIRGINIA DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL REGULATION  
 PERIMETER CENTER, SUITE 400  
 9960 MAYLAND DRIVE  
 RICHMOND, VIRGINIA 23233

**TOTAL CURRENT POPULATION AS OF NOVEMBER 1, 2025**

\*Regulant population numbers are effective for the dates shown only.

Profession	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025	9/1/2025	10/1/2025	11/1/2025
APELSCIDLA Businesses	4,772	4,810	4,862	4,923	4,967	5,007	5,050	5,094	5,114	5,154	5,184
Architects	7,813	7,827	7,815	7,821	7,820	7,827	7,857	7,861	7,871	7,875	7,874
Professional Engineers	31,797	31,840	31,801	31,842	31,900	31,974	32,008	32,035	32,013	32,071	32,153
Certified Interior Designers	476	475	475	474	472	472	473	476	476	479	476
Land Surveyors	1,218	1,221	1,231	1,239	1,238	1,231	1,208	1,228	1,236	1,239	1,239
Land Surveyors B	57	57	54	55	55	55	55	54	54	54	54
Land Surveyor Photogrammetrists	93	93	93	92	91	91	92	92	92	90	90
Landscape Architects	993	1,000	999	995	988	985	987	993	990	992	992

DRAFT AGENDA topics for discussion  
 Materials contained in this agenda are regulatory in nature and are not to be construed as regulatory in nature.  
 DRAFT AGENDA