

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #4

FILED

Dec 3 12 59 PM '97

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF RULE MODIFICATION OF A PROPOSED RULE

AGENCY: WEST VIRGINIA STATE BOARD OF ARCHITECTS TITLE NUMBER: 2

CITE AUTHORITY W.VA. Code Section 30-12-1 et seq.

AMENDMENT TO AN EXISTING RULE: YES NO

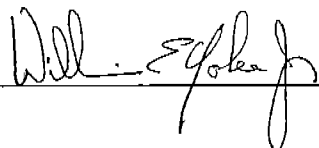
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: REGISTRATION OF ARCHITECTS

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.



\$4.20

**TITLE 2
LEGISLATIVE RULE
BOARD OF ARCHITECTS**

**SERIES 1
REGISTRATION OF ARCHITECTS**

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

2-1-1. General.

1.1. Scope. -- The rules of the West Virginia Board of Architects set forth for the purpose of interpreting and implementing W. Va. Code §30-12-1, et seq., establishing the Board, and conferring upon its responsibility for registration of architects and the regulation of the practice of architecture.

1.2. Authority. -- W. Va. Code §30-12-1, §30-12-3 and §30-1-7a

1.3. Filing date. --

1.4. Effective Date. --

1.5. Repeal and Replace. -- Repeals and replaces the Board of Architects rules of the West Virginia Board of Architects to 2CSR1 effective May 28, 1992.

1.6. Board's Regulatory Authority. -- The rules of the West Virginia Board of Architects are promulgated pursuant to the authority of W. Va. Code §30-12-1 and in conformity with the applicable provisions of the West Virginia administrative Procedures Act (W. Va. Code §29A-1-1, et seq.).

2-1-2. Definitions.

2.1. Terms Defined by Statute -- Terms defined in W. Va. Code §30-12-2 have the same meanings when used in this rule unless the context or subject matter clearly requires a different interpretation.

2.2. Terms Defined -- As used in this

rule, the following terms have the following meanings unless the context or subject matter clearly requires a different interpretation:

2.2.1. Applicant -- An individual who has submitted an application for registration to the Board.

2.2.2. Architect -- Any person who engages in the practice of architecture as defined in W. Va. Code §30-12-2 and §30-12-11.

2.2.3. A.R.E. -- the current Architect Registration Examination, prepared by NCARB and available in paper- and- pencil and computer versions.

2.2.4. Division -- A unit of the A.R.E. that tests the applicant's knowledge of a certain subject area.

2.2.5. EESA -- Education Evaluation Services for Architects, a program administered by Educational Credential Evaluators, Inc., a private organization not affiliated with NCARB or any of its member boards.

2.2.6. Examination -- The current Architect Registration Examination (A.R.E.), as accepted by the Board.

2.2.7. IDP -- Intern Development Program.

2.2.8. IDP Applicant -- An individual who has completed the IDP training requirements set forth in subsection 5.2 of this rule and who has submitted an application for registration to the Board.

2.2.9. Individually Planned Educational Activities -- Educational activities in which the teaching methodology primarily consists of the architect himself or herself addressing Public Protection Subjects which are not systematically presented by others, including reading or writing articles on those subjects, studying or researching building types, designs or building systems, rendering services to the public, advancing the profession's and the public's understanding of the practice of architecture and other similar subjects.

2.2.10. NAAB -- The National Architectural Accrediting Board.

2.2.11. NCARB -- The National Council of Architectural Registration Boards.

2.2.12. President or Secretary -- The duly elected officers of this Board.

2.2.13. Principal -- An individual who is (a) a registered architect and (b) in charge of an organization's architectural practice, either alone or with other registered architects.

2.2.14. Professional Development Unit -- One continuous instructional hour spent in either Structured Educational Activities or Individually Planned Educational Activities intended to increase the architect's knowledge and competence in Public Protection Subjects and Related Practice Subjects. If the vendor of the Structured Educational Activities prescribes a customary time for completion of an Activity, then the prescribed time shall, unless the Board finds the time to be unreasonable, be accepted as the architect's time for Professional Development Unit purposes irrespective of the actual time spent on the Activity.

2.2.15. Public Protection Subjects -- Technical and professional subjects which the Board considers appropriate to safeguard directly the public's health, safety and welfare. The subjects include building design, environmental or land use analyses, life safety, architectural programming, site and soils analyses accessibility, structural systems

considerations, lateral forces, building codes, evaluation and selection of building systems, products or materials, construction methods, contract documentation construction administration and other similar subjects.

2.2.16. Related Practice Subjects -- Technical and professional subjects other than Public protection Subjects, which the Board considers appropriate to safeguard, directly or indirectly, the public's health, safety and welfare. The subjects include building cost analysis, construction contract negotiation, construction phase of office procedures, project management, review of state registration laws including rules of professional conduct, and other similar subjects.

2.2.17. Structured Educational Activities -- Educational activities in which the teaching methodology consists primarily of the systematic presentation of Public Protection Subjects or Related Practice Subjects by qualified individuals or organizations, including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner.

2.2.18. VU -- Value unit, used to calculate the hours of training earned by IDP applicants.

2-1-3. General Provisions.

3.1. Board Meetings. -- The Board shall hold two (2) regular meetings annually as set by the Board. Special meetings may be called by the secretary at the direction of the president or upon the written request of any four (4) Board members. All regular meetings shall be held at a time and place designated by the Board.

3.2. Election of officers. -- During the annual July meeting, the Board shall elect from its members a president and a secretary, to take office at the beginning of the fiscal year, and to hold office

until the end of the year or until their successors have been duly elected. The secretary shall furnish a bond as required by law, the fee for the bond being paid out of the Board funds.

3.3. Office of the Board. -- The office of the Board shall be at a place and location as designated by the Board.

3.4. Compensation. -- In addition to the compensation of Board members as stipulated by law, the secretary shall receive additional compensation for his or her services as determined by this Board.

3.5. Seal. -- The Board shall adopt a seal for its own use, inscribed with the words "BOARD OF ARCHITECTS -- WEST VIRGINIA" which shall be in the custody of the secretary. It shall be used on all certificates, renewal cards and other official documents. The seal shall be applied to all certificates of registration issued by the Board.

3.6. President. -- The president shall preside at all meetings, he or she shall appoint any necessary committees, sign all certificates of registration and renewal cards issued and sign all minutes after approval. The president may issue a call for special meetings through the secretary. In the event the president is unable to attend a regular or special meeting, the president shall designate a Board member to serve as presiding officer or in the absence of a designation by the president, a quorum of Board members may choose a presiding officer.

3.7. Secretary. -- The secretary shall, with the assistance of such clerical help as may be required, conduct and care for all correspondence of the Board, keep the minutes of all meetings, keep all books, records and files and sign all certificates of registration and renewal cards. The secretary shall provide notices of the time and place of all meetings to each Board member. The secretary shall prepare the reports for submission to the Governor and to the Secretary of State as required by law. The secretary shall receive all moneys from fees and shall regularly transmit those fees for deposit with

the State Treasurer to the credit of the Board.

3.8. Order of Business. -- The order of business shall be as stipulated in Roberts Rules of Order.

3.9. Quorum. -- Four (4) Board members constitute a quorum, but action shall not be considered to have been taken on any matter unless there are three (3) votes in accord.

3.10. Certificates of Registration and Renewal Cards. -- Certificates of registration shall be issued to a qualified applicant upon payment of the required fee set forth in subdivision 3.15.3 of this rule. An applicant is qualified when he or she meets the qualifications set forth in the law WV Code §30-12-4 and this rule. The Board shall issue annual renewal cards, signed by the president and secretary, upon receipt of the annual renewal fee. The Board may mail annual renewal notices to each registered architect at least three (3) weeks before the thirtieth day of June.

3.11. Public Information. --

3.11.1. The Board shall maintain at its offices a roster of registered architects, which is open to public inspection, and which shall show each registered architect's certificate of registration, and last known mailing address.

3.11.2. All documents relating to an application for registration as an architect shall not be treated as a public record.

3.11.3. None of the following documents shall be treated as a public record pursuant to W. Va. Code §29B-1-1, et seq., or otherwise disclosed to an applicant or any other member of the public:

3.11.3.a. The A.R.E. and all documents relating to the grading of the examination or

3.11.3.b. Letters of recommendation.

3.12. Communication. -- Prohibition of improper contracts. -- Prior to the filing of an application, and after final Board action on an application, the applicant may communicate verbally or in writing with individual Board members or any member of the Board's staff. Provided, that in no event may any member of the Board or its staff give to the applicant any indication of what specific action the Board may take upon the merits of any application which may be filed with it. General advice, however, may be given as to the manner of completing or submitting applications, the procedures to be followed in processing applications, and the nature of the standards applied by the Board in evaluating applications. While an application for registration or an enforcement proceeding is pending before the Board, no person shall initiate any written or oral communication with individual Board members concerning the matter; but inquiries may be made orally or in writing to the Board staff or in writing to the Board.

3.13. NCARB. --

3.13.1. The Board may maintain membership in the NCARB and pay the necessary costs of membership.

3.13.2. The Board may keep up-to-date information on the recommended policies adopted from time to time by the NCARB.

3.13.3. The Board may cooperate with the NCARB in establishing uniform standards of architectural registration throughout the United States.

3.14. Availability of Forms. -- Any forms prepared in accordance with this rule shall be available upon request to the Board. If any forms are amended by the Board, a copy of each amended form shall be mailed by the Board staff to all individuals whose applications are pending and are

affected by the amendment.

3.15. Fees --

3.15.1. The applicant shall pay with his or her application a non-refundable filing fee for the examination in the amount of one hundred dollars (\$100.00)

3.15.2. The applicant shall pay a fee to the Board for the examination or reexamination of any division to determine his or her fitness to receive a certificate of registration as an architect the cost of the examination or division charged the West Virginia Board of Architects by the National Council of Architectural Registration Boards.

3.15.3. The applicant shall pay the Board fifty dollars (\$50.00) for a hand seal and certificate of registration as a registered architect.

3.15.4. The applicant shall pay a fee to the Board of seventy-five (\$75.00) for annual renewal of a certificate of registration.

3.15.5. The applicant shall pay to the Board two hundred fifty dollars (\$250.00) for a reciprocal certificate of registration, if the applicant is an architect registered or licensed under the laws of another state or territory of the United States.

3.15.6. The applicant shall pay to the Board for the restoration of an expired certificate of registration one hundred fifty dollars (\$150.00), if the certificate of registration is restored within twelve months (12) from the renewal date.

3.15.6.a. The applicant shall pay to the Board for restoration of an expired certificate of registration two hundred fifty dollars (\$250.00), if the certificate of registration is restored more than twelve (12) months from the renewal date.

2-1-4. Applications for Registration.

4.1. Submission of Applications. -- Every person seeking a certificate of registration shall submit an application as prescribed by the Board accompanied by the non-refundable filing fee established in subsection 3.15 of this rule.

4.2. Supplemental Material. -- Material submitted to supplement any previously filed application shall include copies of the originally submitted application and all material filed with that application.

2-1-5. Registration Standards.

5.1. Registration Standards.

5.1.1. To be eligible for a certificate of registration, an applicant shall:

5.1.1.a. Be of good moral character as verified by employers and registered architects;

5.1.1.b. Hold a professional degree in architecture from a degree program that has been accredited by the NAAB not later than two (2) years after the applicant's termination of enrollment, or have satisfied the education requirements as specified in the NCARB's Circular of Information No. 3;

5.1.1.c. Have at least three (3) years of training credits in accordance with NCARB Circular of Information No. 1. Effective June 30, 1993, all training requirements shall be under the IDP system as stipulated in the NCARB's Circular of Information No. 1; and

5.1.1.d. Have passed the examination.

5.1.2. The Board may grant a certificate of registration to an applicant meeting the requirements of subsection 5.1. of this section except for paragraph 5.1.1.b. of that subsection if

the applicant holds a high school diploma or equivalent and has accumulated at least five (5) education credits as of June 30, 1984. NCARB's Circular of Information No. 3 explains education credits and current NCARB IDP guidelines.

5.1.3. An applicant may substitute other experience for the registration requirements outlined in this section only insofar as the Board considers the qualifications to be equivalent.

5.1.4. In evaluating an applicant's records, the Board shall apply the education and training standards as set forth in the NCARB Circular Information No. 2: Provided, that an applicant who qualified under the standards shall be evaluated by those same standards.

5.1.5. In evaluating an applicant's records, the board may, prior to granting a certificate of registration, require substantiation of the quality and character of the applicant's experience, notwithstanding the fact that the applicant has complied with the technical registration requirements set forth in this section.

5.2. Training Standard.

5.2.1. To satisfy the training standard, an applicant must have at least three years of training credits, or have satisfied the IDP training requirements in accordance with the NCARB's Circular of Information No. 1.

5.3. Notification. -- When an applicant has submitted to the Board evidence that he or she has satisfied all the registration standards set forth in subsections 5.1 and 5.2 of this rule, the Board shall review the application and notify the applicant of its decision in writing. The Board shall endeavor to send notice to the applicant within thirty (30) days of its final action.

2-1-6. Reciprocal Registration.

6.1. Registration of NCARB Certificate Holders. -- An applicant who holds a current and

valid certification issued by the NCARB, and submits satisfactory evidence of that certification to the Board and meets the degree requirement of paragraph 5.1.1.b. of this rule or the requirements of subdivision 5.1.2. of this rule, shall be registered without the necessity of complying with the remainder of the provisions of subdivision 5.1.1. of this rule if he or she:

6.1.1. Holds a current and valid registration issued by a registration authority recognized by the Board, and submits satisfactory evidence of that registration to the Board; and

6.1.2. Files a completed West Virginia Board of Architects application form containing information acceptable to the board.

2-1-7. Examination.

7.1. Nature of Examination. -- the Examination used by the Board to determine eligibility for registration is the current A.R.E., as accepted by the Board.

7.2. Frequency of Examination. -- The Board shall administer the Examination at least once each calendar year.

7.3. Conditions of Examination. --

7.3.1. A proctor assigned by the Board shall be present during each Division of the Examination.

7.3.2. Grading of the Examination shall be in accordance with the national grading procedure administered by the NCARB.

7.3.3. The Board shall adopt the scoring procedures recommended by the NCARB.

7.3.4. The Board shall not give information pertaining to the subject matter of the Examination to applicants unless provided by NCARB.

7.3.5. The Board, in its discretion, may approve transfer credits for parts of examinations passed prior to the 1983 A.R.E. The Board shall provide information as to transfer credits when appropriate, to applicants requesting application forms.

7.3.6. There is no limitation to the number of times an individual may take the examination.

7.4. Application Deadline. -- The Board shall notify each applicant the Board determines eligible to take the Examination, the dates set for each Division of the Examination, the location at which the Examination shall be held, the instruments and materials he or she shall supply and/or be permitted to bring to the Examination, the deadline for applying to take the Examination, and other necessary information.

7.5. Examination Fee. -- The fee for the Examination or a division of the examination is determined under the provisions of subsection 3.15 of this rule.

7.6. Refund of Fee. -- The Board in its discretion, may return the filing fee paid by any applicant whose application to take the Examination has been rejected. The Board shall not refund the examination fee to any applicant who takes any of the Examination or who voluntarily withdraws after his or her Examination has been approved.

7.7. Transfer of Scores Form Other Boards. -- The Board, in its discretion and upon proper application, may accept passing scores achieved on Divisions of the A.R.E. administered and attested to by another NCARB member board.

7.8. Transfer of Scores to Other Boards. -- The Board, in its discretion and upon proper application, may forward the grades achieved by an applicant in the various division of the examination given under the Board's jurisdiction to any other duly constituted architectural registration board and to the NCARB for use in evaluating the applicant's

eligibility for NCARB certification. The applicant shall state his or her reason for requesting the transfer. The transfer terminates the applicant's application pending before the Board.

2-1-8. Registration.

8.1. Issuance. -- When the Board has determined that an applicant for a certificate of registration has satisfied the registration standards set forth in this rule, the Board shall issue a certificate of registration containing the registered applicant's name and registration number.

8.2. Duration. -- Each certificate of registration issued by the Board is valid for one (1) year.

8.3. Renewal. -- (A) The terms for renewal of a certificate of registration shall be in accordance with W. Va. Code §30-12-5.

8.3.1. Continuing Professional Development Requirements. -- To renew registration, in addition to all other requirements, a registered architect shall acquire 12 Professional Development Units for each twelve (12) month period since his or her last renewal or initial registration, as the case may be, or be exempt from these continuing professional development requirements, as provided in this subsection. The Board shall not renew an architect's certificate of registration if the architect fails to comply with these requirements.

8.3.2. Professional Development Units. -- Of the 12 Professional Development Units required under subdivision 8.3.1 of the subsection at least eight Professional Development units shall be in Public Protection Subjects acquired in Structured Educational activities. All 12 Professional Development Units may be acquired in these Subjects and Activities. Four Professional Development Units may be in Related Practice Subjects acquired either in Structured Educational Activities. Individually Planned Educational Activities or in Public

Protection Subjects acquired in individually Planned Educational Activities. A registered architect may not carry over Professional Development Units acquired for any 12-month period to a subsequent 12-month period. The registered architect may acquire the Professional Development Units within any jurisdiction.

8.3.3. Reporting and Record keeping. -- A registered architect shall complete and submit on forms prescribed or accepted by the board certifying that he or she has acquired the required Professional Development Units. Forms may be audited by the Board for verification of compliance with the requirements. Evidence of compliance shall be maintained by the architect for two years after submission of the form to which it relates. If the Board disallows any Professional Development Units, unless the Board finds following a notice and hearing that the architect willfully disregarded the requirements of subdivision 8.3.2, then the architect has six months from notice of the disallowance either to provide further evidence of having acquired the Professional Development Units disallowed or to cure the disallowance by acquiring the required number of Professional Development Units. Provided that, the registered architect may not use the Professional Development Units for the next renewal.

8.3.4. Exemptions. An architect is not subject to requirements of subdivision 8.3.2 if:

8.3.4.a. The architect has been granted emeritus or other similar honorific but inactive status by the Board:

8.3.4.b. The architect otherwise meets all renewal requirements and is a civilian called to active duty in the armed forces of the United States for a significant period of time, is ill or disabled for a significant period of time or can demonstrate to the Board another similar hardship:
-or

8.3.4.c. The architect

otherwise meets all renewal requirements and is registered in any other state or territory of the United States which has continuing professional development requirements, which the architect has met: Provided, that the other jurisdiction accepts satisfaction of this state's continuing professional development requirements as meeting its own.

8.3.5. The Board shall provide forms to be used for reporting compliance with continuing education requirements.

8.4. Not Transferable. -- A certificate of registration is not transferable.

8.5. Denial, Revocation, Suspension, Cancellation or Non-Renewal of Registration. -- In the event of the denial, revocation, cancellation, suspension or non-renewal of any certificate of registration, the registered architect shall immediately return his or her certificate of registration to the Board. The applicant or licensee may appeal. The Board shall conduct an appeal pursuant to W.Va. Code §30-12-9 and §30-1-8.

8.6. Reissuance. -- The terms of reissuance of a certificate of registration shall be in accordance with subdivision 3.15.6 of this rule, W.Va. Code §30-12-5, and the applicable portions of W. Va. Code §30-12-9.

2-1-9. Rules of Professional Conduct.

9.1. Competence. --

9.1.1. In engaging in the practice of architecture, a registered architect shall act with reasonable care and competence, and shall apply the technical knowledge and skill which are ordinarily applied by registered architect of good standing, practicing in the same locality.

9.1.2. In designing a project, a registered architect shall take into account all applicable state and municipal building laws and rules and ordinances. While a registered architect may rely on the advice of other professionals (e.g.,

attorneys, engineers and other qualified persons) as to the intent and meaning of these laws and rules and ordinances, once having obtained their advice, a registered architect shall not knowingly design a project in violation of those laws and rules and ordinances.

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

9.1.4. No individual shall be permitted to engage in the practice of architecture if, in the Board's judgement, the individual's professional competence is substantially impaired by physical or mental disabilities.

9.2. Conflict of Interest. --

9.2.1. A registered architect shall not accept compensation for his or her services from more than one party on a project unless the circumstances are fully disclosed to and agreed to by the architect and all interested parties. The disclosure and agreement shall be in writing.

9.2.2. If a registered architect has any business association or direct or indirect financial interest which is substantial enough to influence his or her judgement in connection with the performance of professional services, the registered architect shall fully disclose in writing to his or her client or employer the nature of the business association or financial interest. If the client or employer objects to the association or financial interest, the registered architect will either terminate the association or interest or offer to give up the commission or employment.

9.2.3. A registered architect shall not solicit or accept compensation from material or equipment suppliers in return for specifying or endorsing their products.

9.2.4. When acting as the interpreter of building contract documents and the judge of contract performance, a registered architect shall render decisions, impartially, favoring neither party to the contract.

9.3. Full Disclosure. --

9.3.1. A registered architect, making public statements on architectural questions, shall disclose when he or she is being compensated for making the statements.

9.3.2. A registered architect shall accurately represent to a prospective or existing client or employer his or her qualifications and the scope of his or her responsibility in connection with work for which he or she is claiming credit.

9.3.3. If, in the course of his or her work on a project, a registered architect becomes aware of a decision made by his or her employer or client, against his or her advice, which violates applicable state or municipal building laws and rules or ordinances which will, in the registered architect's judgement, materially and adversely affect the safety to the public of the finished project, the registered architect shall:

9.3.3.a. Report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building laws and rules or ordinances;

9.3.3.b. Refuse to consent to the decision; and

9.3.3.c. In circumstances where the registered architect reasonably believes that other similar decisions will be taken, notwithstanding his or her objection's, terminate his or her services with respect to the project. If the registered architect terminates his or her services he or she has no liability to his or her client or employer on account of the termination.

9.3.4. A registered architect shall not deliberately make a materially false statement or fail deliberately to disclose a material fact requested in connection with his or her renewal.

9.3.5. A registered architect shall not assist the application for registration of an individual known by the registered architect to be unqualified in respect to education, training, experience or character.

9.3.6. A registered architect possessing knowledge of a violation of the provision set forth in subdivisions 9.1. through 9.7. of this rule by another registered architect shall report that knowledge to the Board.

9.4. Compliance with Laws. --

9.4.1. A registered architect shall not, in the conduct of his or her practice, knowingly violate any state or federal criminal law.

9.4.2. A registered architect shall neither offer nor make any payment or gift to a government official, whether elected or appointed, with the intent of influencing the official's judgement in connection with a prospective or existing project in which the registered architect is interested.

9.4.3. A registered architect shall comply with the registration laws and regulations governing his or her professional practice in United States jurisdiction.

9.5. Professional Conduct. --

9.5.1. Each office in West Virginia maintained for the preparation of drawings, specifications, reports or other professional work shall have a registered architect regularly employed and residing in that office having direct supervision of all work.

9.5.2. A registered architect shall not sign or seal drawings, specification, reports or

other professional work which was not prepared under his or her direct supervision: Provided, however, that in the case where portions of the work are prepared under the direct supervision of persons consulting with or employed by the architect and who are registered under this or any other professional registration law of this State, the architect may sign or seal those portions of the professional work if the architect has reviewed them and has coordinated their preparation.

9.5.3. A registered architect shall neither offer nor make any gifts, other than gifts of normal value (including, for example, reasonable entertainment and hospitality), with the intent of influencing the judgement of an existing or prospective client in connection with a project in which the registered architect is interested.

9.5.4. A registered architect shall not engage in conduct involving fraud or wanton disregard of the rights of others.

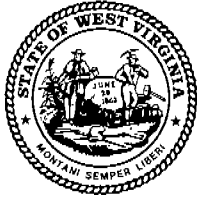
9.6. Design and Use of Architect's Seal.--

9.6.1. Pursuant to W.Va. Code §30-12-7 and subject to subsection 8.5. and subdivision 9.5.2. of this rule, each registered architect shall procure a seal, as prescribed by the Board.

9.6.2. The registered architect shall imprint as required by W. Va. Code §30-12-7, the architect's seal on all technical submissions, as follows: On the index sheet of each set of drawings; when no index sheet is included then on each sheet individually except as indicated in subdivision 9.5.2. of this rule; and on the cover identifying each set of specifications. The original signature of the individual named on the seal shall appear across the face of each original seal imprint.

9.6.3. The seal, appearing on any technical submission is prima facie evidence that the technical submission was prepared by or under the direct supervision of the individual named on seal.

9.7. Amendments to Rules. -- Proposed amendments to the rules of professional conduct must be adopted by unanimous vote of the Board members at any meeting at which there is a quorum present. The Board shall mail a notice of each proposed amendment or deliver to each member at least ten (10) days prior to the date of the meeting at which they are to be considered. Proposed amendments are subject to the rule making process as set forth in W.Va. Code §29A-3-1, et seq.



WEST VIRGINIA BOARD OF ARCHITECTS
910 4TH AVENUE SUITE 412
HUNTINGTON, WEST VIRGINIA 25701-1434
PHONE (304) 528-5825
FAX (304) 528-5826

December 2, 1997

Judy Cooper
Secretary of State
Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Dec 3 12 59 PM '97

FILED

Dear Ms. Cooper:

Enclosed please find 11 copies of the West Virginia State Board of Architects Rules with the completed and signed "NOTICE OF RULE MODIFICATION OF A PROPOSED RULE" attached to each of the sets of rules. Please forward ten (10) copies of the rules to Debra Graham with the LRMRC once they are filed by your office.

Thank you for your assistance in this process.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

Lexa C. Lewis
Administrative Secretary

/lcl
enclosure: 11 Copies of Rules

William E. Yoke, Jr., President
Clarksburg

E. Keith Dean, Secretary
Huntington

Clint Bryan, Member
Charleston

Gary Markham, Lay Member
Charleston

John Dalporta
Sr. Asst. Attorney General
Charleston

E. Ted Boggess, Member
Princeton

C. William Bevins, Member
Charleston

Jan Fox, Lay Member
Charleston

Lexa C. Lewis
Administrative Secretary
Huntington