



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, LANDSCAPE
ARCHITECTS AND INTERIOR DESIGN



Janet T. Mills
Governor

Joan F. Cohen
Commissioner

Public Board Meeting
Tuesday, May 20, 2025
AGENDA

Location: 76 Northern Avenue Gardiner, ME 04345
Time: 9:00 a.m.
Room: Central Conference Room
Information regarding virtual attendance to this meeting will be posted on the Board's website at:
[Board of Licensure for Architects, Landscape Architects and Interior Designers - Board Meeting Information | Office of Professional and Occupational Regulation \(maine.gov\)](#)
Contact: Heidi Lincoln- 207-624-8522 or Heidi.Lincoln@maine.gov

I. CALL TO ORDER

II. AGENDA MODIFICATIONS

III. MINUTES REVIEW AND APPROVAL
Review and Approval of January 21, 2025, Minutes

IV. COMPLAINTS
2025-ARC-20546

V. UPDATE ON NECARB REGIONAL SUMMIT
February 27, 2025 – March 2025, in Philadelphia, PA – Kristen Damuth

VI. TRAVEL REQUESTS

- CLARB Annual Meeting September 18-20 in Lexington, Kentucky
- NCARB Annual Meeting June 19-21 in Scottsdale, Arizona

VII. ADMINISTRATOR'S REPORT

- NCARB Voting Delegate
- Limited Delegation of Authority for Failing to Report Convictions and/or Discipline with 10 days
- Seal Fraud
- LD 1393

Office Location: 76 Northern Avenue, Gardiner, Maine 04345
Mailing Address: 35 State House Station, Augusta, Maine 04333
[Board of Licensure for Architects, Landscape Architects and Interior Designers | Office of Professional and Occupational Regulation](#)

Email: Heidi.Lincoln@Maine.gov

VIII. PUBLIC COMMENT

Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board, except for any open application or complaint, including any applications or complaints discussed at this meeting. While the Board cannot take action on any issues presented, the Board will listen to comments and may ask staff to place the issue on a subsequent agenda. At the discretion of the Board Chair, a time limit on comments may be set.

IX. MEETING SCHEDULE

Next meeting scheduled for July 15, 2025.

X. ADJOURNMENT

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
January 21, 2025**

MEMBERS PRESENT:

Cinderella Norris, Chair
R. Michael Pullen, Complaint Officer
Mark Johnson
Kristen Damuth

STAFF PRESENT:

Catherine Pendergast, Administrator
John Belisle, AAG
Jazmyne Marks, Licensing Supervisor
Heidi Lincoln, Office Specialist I
Shara Chesley, Office Specialist I

MEMBERS ABSENT: None

Location: 76 Northern Avenue, Gardiner

Start: 9:00 a.m.

Adjourn: 9:28 a.m.

CALL TO ORDER

The meeting was called to order by Chair Norris at 9:00 a.m.

AGENDA MODIFICATIONS

A motion was made by Pullen and seconded by Damuth to add discussion of an email sent to the administrator from the Council for Interior Design Qualifications (CIDQ). Unanimous

MINUTES REVIEW AND APPROVAL

A motion was made by Pullen and seconded by Johnson to approve the minutes of the November 19, 2024; meeting as presented. Unanimous.

OUT-OF-STATE TRAVEL REQUEST

A motion was made by Pullen and seconded by Norris for Board Member Damuth to attend the 2025 NCARB Regional I Summit in Philadelphia, PA on 02/29/2025-03/01/2025. Unanimous.

A motion was made by Pullen and seconded by Johnson to appoint Damuth as the NCARB Region One delegate and Pullen alternate delegate. Unanimous.

ELECTION OF OFFICERS

A motion was made by Pullen and seconded by Damuth to elect Cinderella Norris as Chair; Mark Johnson as Vice-Chair; and Mike Pullen as Complaint Officer. Unanimous.

COMPLAINTS

2024-ARC-20406- A motion was made by Johnson and seconded by Norris to dismiss. Norris, Johnson, and Damuth voted in the affirmative. Pullen abstained. Motion Carried.

ADMINISTRATOR'S REPORT

The administrator discussed an email from CIDQ regarding a Board member delegate for CIDQ matters. No action taken.

PUBLIC COMMENT

None.

MEETING SCHEDULE

The next meeting is currently scheduled for March 18, 2025.

ADJOURN

A motion was made by Pullen and seconded by Damuth to adjourn. Unanimous.

Being no further business, the meeting was adjourned at 9:28 a.m.

Board of Licensure of Architects, Landscape Architects and Interior Designers

Limited Delegation of Authority to the Board's Administrator to Prepare Letters of Guidance for Resolving Complaints Involving Failing to Report Criminal Convictions and/or Disciplinary Action Within 10 Days

Effective Date: July 20, 2025

Expiration Date: July 19, 2027

Applicable Law

Pursuant to 10 M.R.S. § 8003(5-A)(D)(6), the Board may, “[d]elegate to staff the authority to review and approve applications for licensure pursuant to procedures and criteria established by rule.”

Pursuant to 10 M.R.S. § 8003(2-A)(J), the Director of the Office of Professional and Occupational Regulation may “direct staff to review and approve applications for licensure or renewal in accordance with criteria established in statute or in rules adopted by a board” and any such “[l]icensing decisions made by staff may be appealed to the full board.”

Pursuant to 10 M.R.S. § 8003(5-A)(A)(3), the Board has the authority to impose discipline on or deny licensure or license renewal to an applicant or licensee who has been convicted of certain crimes to the extent permitted by 5 M.R.S. §§ 5301-5303.

Pursuant to 5 M.R.S. §§ 5301-5303, the Board may refuse to approve an application for licensure or impose other discipline if the applicant was convicted of a crime described in 5 M.R.S. § 5301(2) and the application was submitted within 3 years of the applicant's discharge from the correctional system. Crimes described in 5 M.R.S. § 5301(2) are:

- A. Convictions for which incarceration for less than one year may be imposed and which involve dishonesty or false statement;
- B. Convictions for which incarceration for less than one year may be imposed and which directly relate to the trade or occupation for which the license or permit is sought;
- C. Convictions for which no incarceration can be imposed and which directly relate to the trade or occupation for which the license or permit is sought; or
- D. Convictions for which incarceration for one year or more may be imposed.

For purposes of this Limited Delegation of Authority, such crimes will be referred to as “Potentially Disqualifying Crimes.”

Pursuant to 10 M.R.S. § 8003-G(2)(B), all licensees and applicants for licensure must report in writing to the Board any criminal conviction and any disciplinary action taken in this or

any other jurisdiction against any occupational or professional license held by the applicant or licensee no later than 10 days after the event.

Pursuant to 10 M.R.S. § 8003(5-A)(F), the Board may issue a letter of guidance to a licensee as part of the dismissal of a complaint against the licensee. A letter of guidance may be used to educate, reinforce knowledge regarding legal or professional obligations or express concern over action or inaction by the licensee that does not rise to the level of misconduct sufficient to merit disciplinary action. The issuance of a letter of guidance is not a formal proceeding and does not constitute an adverse disciplinary action of any form. Notwithstanding any other provision of law, letters of guidance are not confidential. The office, board or commission may place letters of guidance, together with any underlying complaint, report and investigation materials, in a licensee's file for a specified period of time, not to exceed 10 years.

Ongoing Issue

Licensees are required to report in writing to the Board any criminal conviction or disciplinary action against a professional license within 10 days of the conviction or the disciplinary action. Licensees sometimes fail to make appropriate reports to the Board during the specified timeframe. A licensee may make the required disclosure as part of the license renewal application when responding to various questions in the application. Very often that disclosure is being made more than 10 days after the event requiring the report to the Board.

Because the Board uniformly resolves these complaints by dismissing the matter along with issuing a letter of guidance reminding the licensee of the requirements described above, the Board believes that it would be appropriate and more efficient to delegate its authority to the Board Administrator to prepare letters of guidance for signature by the Board chair. The practical effect of this delegation of authority will be to avoid having to wait until the next Board meeting to resolve these complaints, thereby shortening the complaint resolution time and reducing the number of matters that the Board must address at its regular meetings.

Limited Delegation of Authority to Board Administrator

The Board delegates to the Board Administrator the authority to prepare a letter of guidance for signature of the Board chair, to be sent to a licensee when all of the following circumstances are present:

1. The licensee has answered “yes” either to the question on the renewal application which asks whether the licensee has been convicted of a crime during the preceding license term or to the question on the renewal application which asks whether any occupational or professional license held by the licensee has been the subject of disciplinary action taken in this or any other jurisdiction;
2. If the licensee answered “yes” to the question which asks whether the licensee has been convicted of a crime during the preceding license term, none of the conviction(s) are for Potentially Disqualifying Crime(s).
3. The licensee did not report the criminal conviction(s) or disciplinary action(s) to the Board in writing within 10 days of the event;
4. The only alleged inaction by the licensee is a failure to report in writing to the Board any criminal conviction or disciplinary action taken against any occupational or professional license held by the licensee within 10 days of the event, pursuant to 10 M.R.S. § 8003-G(2)(B); and
5. The licensee has not been previously disciplined by the Board and has not previously been issued a letter of guidance by the Board, that is currently in the licensee’s file, on the issue of reporting a criminal conviction or disciplinary action pursuant to 10 M.R.S. § 8003-G(2)(B).

The letter of guidance is to be placed in the licensee’s file for a period of three (3) years from the date of the letter.

This limited delegation of authority will expire on the Expiration Date indicated above, at which time the Board shall review the actions taken pursuant to this Limited Delegation of Authority and determine whether to renew or modify this delegation.

Adoption

Adopted by the Board on May 20, 2025, by a vote of ___ in favor (names) and ___ opposed.

Dated: _____

Cinderella Norris, Chair



132nd MAINE LEGISLATURE

FIRST SPECIAL SESSION-2025

Legislative Document

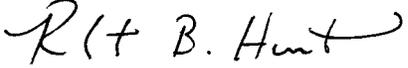
No. 1393

H.P. 915

House of Representatives, April 1, 2025

An Act to Require Continuing Education for Licensed Architects

Reference to the Committee on Housing and Economic Development suggested and ordered printed.


ROBERT B. HUNT
Clerk

Presented by Representative ROBERTS of South Berwick.
Cosponsored by Representatives: ARCHER of Saco, GEIGER of Rockland, ROEDER of Bangor.

1 **Be it enacted by the People of the State of Maine as follows:**

2 **Sec. 1. 32 MRSA §224-B** is enacted to read:

3 **§224-B. Continuing education for licensed architects**

4 **1. Requirement.** As a prerequisite to renewal of a licensed architect's license under
5 section 224, an applicant shall satisfactorily complete continuing education courses,
6 programs or activities each year in the area of health, safety and welfare as set forth by
7 rules adopted by the board. The rules must require an applicant to complete not less than
8 12 hours of approved health, safety and welfare continuing education as a condition of
9 renewal. An applicant may not repeat for credit the same continuing education course,
10 program or activity within a license renewal cycle. An applicant is responsible for
11 maintaining evidence of that applicant's continuing education hours and shall submit such
12 evidence of continuing education hours to the board upon renewal of that applicant's
13 license.

14 **2. Exemptions.** Exemptions to the requirements under subsection 1 are as follows.

15 A. Notwithstanding section 224, a licensed architect who is retired from active practice
16 does not need to fulfill the requirements pertaining to continuing education.

17 B. An architect who receives an initial license to practice architecture from any
18 jurisdiction, including a foreign jurisdiction, is exempt from the requirements of
19 subsection 1 for 2 years from the date of issuance of that initial license, as long as the
20 architect has not been previously licensed by any jurisdiction, including a foreign
21 jurisdiction, for a period of 2 or more years.

22 **3. Program approval.** Each application for approval of a continuing education
23 course, program or activity must be submitted to the board annually according to the rules
24 adopted by the board together with any fees required pursuant to section 222.

25 **4. Rulemaking.** The board shall adopt rules necessary to carry out this section. Rules
26 adopted pursuant to this subsection are routine technical rules pursuant to Title 5, chapter
27 375, subchapter 2-A.

28 **SUMMARY**

29 This bill requires a licensed architect to complete continuing education requirements
30 each year, as established by rules adopted by the Maine State Board for Licensure of
31 Architects, Landscape Architects and Interior Designers, prior to the renewal of that
32 architect's license. The bill requires a minimum of 12 health, safety and welfare credits to
33 satisfy the requirement. The bill also exempts architects who are retired from active practice
34 and creates a 2-year delay for the requirement for newly licensed architects.