



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 DESIGNERS



Janet T. Mills
Governor

Penny Vaillancourt
Director

Joan F. Cohen
Commissioner

Public Board Meeting
Tuesday, November 18, 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 May 20, 2025, Minutes

IV. COMPLAINT PRESENTATION

- 2025-ARC-20808

V. RULE MAKING

- Chapter 19: Continuing Education – Architects

VI. ADMINISTRATOR'S REPORT

- CLARB Voting Delegate
- NCARB Jurisdictional Data – Maine 2025

VII. 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.

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](#)

VIII. MEETING SCHEDULE

Next meeting is scheduled for January 20, 2026.

IX. ADJOURNMENT



**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
May 20, 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: 9:03 a.m.

Adjourn: 10:48 a.m.

CALL TO ORDER

The meeting was called to order by Chair Norris at 9:03 a.m.

AGENDA MODIFICATIONS

None

MINUTES REVIEW AND APPROVAL

A motion was made by Pullen and seconded by Johnson to approve the minutes for the meeting on January 21, 2025, as presented. Unanimous.

COMPLAINTS

2025-ARC-20546 – A motion was made by Norris and seconded by Johnson to set the matter for hearing and offer a consent agreement for violations of Chapter 17 Sections 4 (1) and (2). Sanction to include a reprimand; civil penalty of \$1,500 for each violation to be paid within 60 days of the final executed agreement; and no fewer than 30 hours of continuing education in the subject matter of professional practice, project management and site analysis & design approved in advance by the complaint officer and completed within 6 months. Norris, Johnson, and Damuth voted in the affirmative. Pullen abstained. Motion Carried.

UPDATE ON NECARB REGIONAL SUMMIT

Board Member Damuth, who attended the Regional Summit in February 2025, provided the Board with a summary of the NECARB Regional Summit she attended in Philadelphia, PA February 27-March 1, 2025.

TRAVEL REQUEST

- A motion was made by Pullen and seconded by Damuth for Board Member Johnson to attend the 2025 CLARB Annual Meeting in Lexington, Kentucky on September 18-20. Unanimous.
- No Board Members are planning to attend the NCARB Annual Meeting in Scottsdale, Arizona on June 19-21, 2025.

ADMINISTRATOR'S REPORT

- A Motion was made by Norris and seconded by Johnson to appoint Damuth as the NCARB voting delegate. Unanimous.
- A motion was made by Pullen and seconded by Johnson to renew the Limited Delegation of Authority for Failing to Report Convictions and/or Discipline within 10 days. Unanimous.
- Seal Fraud – The administrator discussed seal fraud with the Board.
- LD 1393 – The administrator discussed a proposed bill that would require continuing education credits for architect license renewal and that the Board would have to create rules for the new requirement if the bill passes.

PUBLIC COMMENT

None.

MEETING SCHEDULE

The next meeting is currently scheduled for July 15, 2025.

ADJOURN

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

Being no further business, the meeting was adjourned at 10:48 a.m.

DRAFT



Office of Professional & Occupational Regulation

*Board for Licensure of Architects, Landscape Architects
and Interior Designers*

Catherine E. Pendergast, Board Administrator

Phone: (207) 624-8518

Fax: (207) 624-8637

TTY USERS CALL MAINE RELAY 711

E-Mail: Catherine.Pendergast@maine.gov

MEMORANDUM

To: Board Members
From: Catherine E. Pendergast
Date: November 13, 2025
Subject: Discussion of Changes to Board Rules

The Board is required to adopt rules for implementation of Public Law Chapter 318 An Act to Require Continuing Education for Licensed Architects effective July 1, 2026. The law requires architects to complete 12 hours of approved health, safety and welfare continuing education for license renewal.

The law and a draft rule follow for your consideration and discussion.

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-FIVE

—
H.P. 915 - L.D. 1393

An Act to Require Continuing Education for Licensed Architects

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

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

§224-B. Continuing education for licensed architects

1. Requirement. Beginning July 1, 2026, as a prerequisite to renewal of a licensed architect's license under section 224, an applicant shall satisfactorily complete continuing education courses, programs or activities each year in the area of health, safety and welfare as set forth by rules adopted by the board. The rules must require an applicant to complete not less than 12 hours of approved health, safety and welfare continuing education as a condition of renewal. An applicant may not repeat for credit the same continuing education course, program or activity within a license renewal cycle. An applicant is responsible for maintaining evidence of that applicant's continuing education hours and shall submit such evidence of continuing education hours to the board upon renewal of that applicant's license.

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

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

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

Sec. 2. Appropriations and allocations. The following appropriations and allocations are made.

PROFESSIONAL AND FINANCIAL REGULATION, DEPARTMENT OF

Administrative Services - Professional and Financial Regulation 0094

Initiative: Allocates funds for the administrative costs of adding one Office Specialist I position to manage the newly established continuing education requirements for licensed architects.

OTHER SPECIAL REVENUE FUNDS	2025-26	2026-27
All Other	\$11,117	\$14,685
OTHER SPECIAL REVENUE FUNDS TOTAL	\$11,117	\$14,685

Office of Professional and Occupational Regulation 0352

Initiative: Allocates funds for one Office Specialist I position and related All Other costs to manage the newly established continuing education requirements for licensed architects.

OTHER SPECIAL REVENUE FUNDS	2025-26	2026-27
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$63,613	\$91,572
All Other	\$16,187	\$15,588
OTHER SPECIAL REVENUE FUNDS TOTAL	\$79,800	\$107,160

**PROFESSIONAL AND FINANCIAL
REGULATION, DEPARTMENT OF
DEPARTMENT TOTALS**

	2025-26	2026-27
OTHER SPECIAL REVENUE FUNDS	\$90,917	\$121,845
DEPARTMENT TOTAL - ALL FUNDS	\$90,917	\$121,845

Chapter 19: CONTINUING EDUCATION—ARCHITECTS

Summary: This chapter sets forth the requirements for renewing licenses issued by the board and references the statutory requirements for reinstatement of a license that has expired for more than 90 days.

SECTION 1. License Term

Licenses of all architects expire annually on June 30.

SECTION 2. Requirements for License Renewal

1. **Generally.** An architect may renew a license by:
 - A. Submitting a renewal application;
 - B. Remitting the fee set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation;
 - C. For licenses renewed up to 90 days after the date of expiration, remitting the late fee required by Chapter 11 of the Rules of the Office of Professional and Occupational Regulation; and
 - D. Providing such other information as the board may require.

SECTION 3. Continuing Education Requirement for Architects

Architects shall certify at time of license renewal to compliance with the continuing education requirements set forth in this chapter.

1. Number of Hours and Content Required

- A. **Hours Required.** Every architect shall complete a total of twelve (12) hours of continuing education from Structured Educational Activities intended to increase the architect’s knowledge and competence in the area of Health, Safety and Welfare (HSW) during each reporting period as a condition of renewal. For the purposes of this chapter, an “hour” means

fifty (50) minutes. The reporting period is July 1 of the previous year through the June 30 renewal date. Hours completed during the reporting period cannot be carried forward into a subsequent renewal period.

B. Definition. Continuing education content must directly support the HSW definition:

- i. **Health** Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by building and sites.
- ii. **Safety** Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.
- iii. **Welfare** Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

C. Content.

In order to receive credit, all continuing education hours must be received from Structured Educational Activities intended to increase or update the architect's knowledge and competence in Health, Safety and Welfare subjects. Health Safety and Welfare topics include, but are not limited to:

- i. **Practice management:** This category focuses on areas related to the management of architectural practice and the details of running a business.
- ii. **Project management:** This category focuses on areas related to the management of architectural projects through execution.
- iii. **Programming and analysis:** This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.
- iv. **Project planning and design:** This category focuses on areas related to the preliminary design of sites and buildings.
- v. **Project development and documentation:** This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.
- vi. **Construction and evaluation:** This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

D. Structured Educational Activities are educational activities in which at least seventy-five percent (75%) of an activity's content and instructional time must

be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture.

If the provider of the Structured Educational Activities prescribes a customary time for completion of such an activity, then such time shall, unless the Board finds the time unreasonable, be accepted as the architect's time for continuing education hour purposes irrespective of actual time spent on the activity.

E. Self-Reported Continuing Education Hours

- i. Continuing education credit in Health, Safety, and Welfare may be awarded for verified membership and service on a State Board of Registration/Licensure of Architects, or for membership and service on a Maine zoning board, planning board, historic district commission, building code standards committee, or other Maine boards or committees acceptable to the Board. Licensees may claim one (1) credit hour per meeting attended up to a maximum of six (6) hours per year. Acceptable proof of attendance includes meeting minutes or recording of meeting demonstrating attendance and participation.
- ii. No other types of self-reported hours qualify for continuing education credit in Maine.

F. In-person attendance; live, remote interaction. For purposes of this chapter, continuing education courses are not required to be held in-person nor required to include live, remote interaction with presenters.

SECTION 6. Recognized Sponsors.

Licensees may satisfy the requirement of Section 3(1)(A) by completing activities:

1. sponsored or approved by the National Council of Architectural Registration Boards (NCARB), its successor organization or a comparable organization;
2. sponsored by the American Institute of Architects (AIA), its successor organization or a comparable organization.

SECTION 7. Approval of Continuing Education Programs by the Board

Program must be taught "live" in a traditional classroom or seminar setting or as a synchronous distance education program. No form of asynchronous distance education or recorded presentation will be approved.

1. Program Sponsor

- A. The program sponsor shall apply for continuing education program approval on forms provided by the board. Incomplete applications will not be reviewed.
- B. The complete application must be submitted sufficiently in advance of the start date of the program to permit review by the board prior to the start date. Applications submitted on or after the start date of the program will not be considered.
- C. The application must include the following information:
 - i. The title of the program, a general overview of the material to be covered, and a detailed syllabus, including a timed outline;
 - ii. Demonstration that the program meets the criteria for approval set forth in Section 4(C);
 - iii. The names and qualifications of the instructors;
 - iv. The fee required by Chapter 10 of the rules of the Office of Licensing and Registration, entitled “Establishment of License Fees;” and
 - v. Such other information as the board may require.
- D. Program approval is valid for both in-person and synchronous delivery for a period of one year from the date of approval and includes any repeat presentations of the approved program during the 1-year approval period. Any proposed change to the course content, instructor, or other information submitted in or with the application must be reported to the board for review and approval in advance of the change.
- E. Any deviation from the application that has not been approved as described in paragraph E, any failure to comply with any conditions included in the board’s approval, or poor program quality may result in suspension of the sponsor’s approved program offerings, denial of future approval requests by the sponsor, or both.

2. Approval of Individual Requests for Real Estate Continuing Education Courses Without Pre-Approval

A licensee may request approval of a course for which the provider did not seek approval, but in which the licensee participated. Approval of such a request shall be subject to the course meeting the standards and criteria required by the Board for other continuing educational programs. The licensee shall be responsible for submitting to the Board a completed course application and fee.

SECTION 8. Audit of Continuing Education. A licensee's certification of completion of continuing professional education is subject to audit and documentation retention requirements as set forth in the rules of the Office of Professional and Occupational Regulation, 02-041 C.M.R. ch. 13.

SECTION 9. Failed Audit; Disciplinary Action. If a continuing education audit shows that the licensee did not fulfill the requirements of this chapter, then the licensee shall be notified of the failed audit. A failed audit may require further investigation and may result in disciplinary action.

SECTION 10. Deferments and Exemptions

1. Deferment

Upon receipt of a written request prior to license expiration, the Board may, in its discretion, grant a continuing education deferment to an individual licensed by the Board who, because of prolonged illness or other extenuating circumstances, has been unable to meet the educational requirements under this chapter.

3. Exemption

- A. An architect who receives an initial license to practice architecture from any jurisdiction is exempt from the continuing education requirement for two (2) years from the date of that initial license, as long as the architect has not been previously licensed by any jurisdiction for a period of two (2) or more years.
- B. Architects 65 years of age or older who practice less than 160 hours a year a not required to complete continuing education for license renewal.

STATUTORY AUTHORITY: 32 M.R.S. § 224-B

EFFECTIVE DATE:

JURISDICTIONAL DATA

MAINE

2025



TABLE OF CONTENTS

Introduction.....3
Architectural Licensure Overview.....4
Jurisdictional Demographics..... 6
ARE 5.0 Pass Rates..... 8

INTRODUCTION

NCARB regularly analyzes and shares data highlighting current trends along the path to licensure, including program completion time, pass rates, and demographics. This information, which is gathered from customers' NCARB Records, enables NCARB and our key stakeholders to make strategic decisions, educate policymakers and the public, and guide changes to our programs and services.

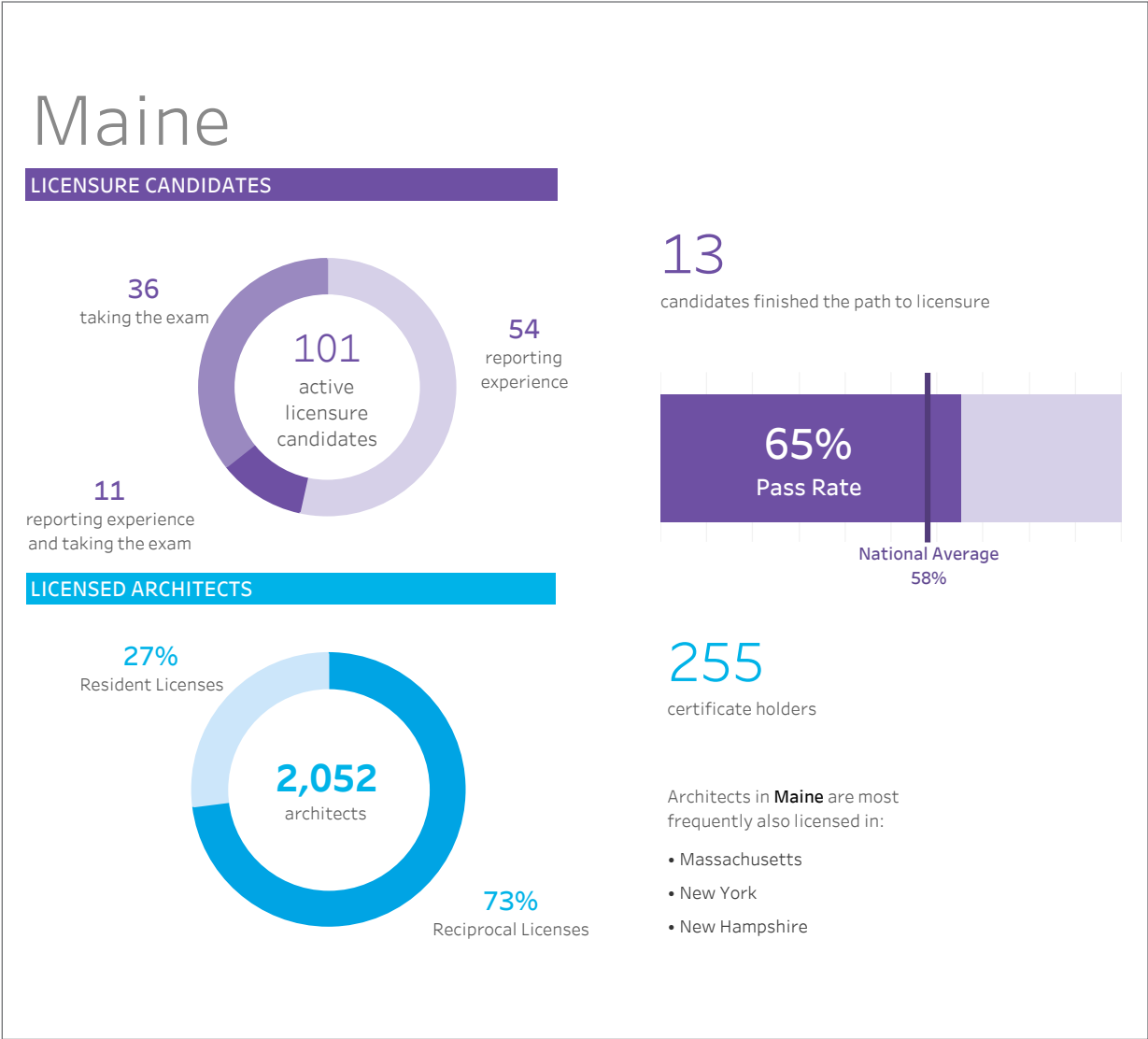
As a leader in your jurisdiction, you can use this data to guide discussions at the jurisdictional level. The information included in this packet has been filtered to share data gathered from licensure candidates and architects in your jurisdiction only. Each chart includes a basic explanation of what data is being shared, as well as an overview of the trends NCARB has seen at the national level for comparison.

As you review the data, here are a few key things to keep in mind:

- Your jurisdictional data may not align with national trends.
- Not all NCARB Record holders submit their demographic data. However, the majority do self-report their demographic data.
- Not all licensees in your jurisdiction are NCARB Record holders.
- Depending on the number of licensure candidates and architects in your jurisdiction, you may see a much higher degree of fluctuation over time compared to the fluctuation seen at the national level. Jurisdictions with a smaller pool of candidates/architects are more likely to see dramatic change from year to year.
- NCARB will not share demographic data publicly if there are fewer than 30 individuals in a designated group (our threshold for a valid sample size). However, we have shared all data with you regardless of this sample size to ensure you have the most complete picture of your jurisdiction.
- If no information is shown for a specific field or demographic, it is because no individuals in your jurisdiction fit that field or demographic.
- The timeframe for the data reflected in a chart varies by chart. Refer to the chart description for each chart to find this information.

If you have questions about the data presented in this packet, please feel free to reach out to Jenny Kawecki at jkawecki@ncarb.org.

ARCHITECTURAL LICENSURE OVERVIEW



This chart provides an overview of licensure candidates and licensed architects in your jurisdiction during the calendar year 2024, including:

- The number of candidates working to complete the Architectural Experience Program® (AXP®), Architect Registration Examination® (ARE®), or both
- The average ARE pass rate in your jurisdiction compared to the national average

- The number of candidates who completed the licensure path in your jurisdiction
- The states where architects in your jurisdiction are most likely to hold reciprocal licenses

National Trends

- In 2024, the number of active licensure candidates rose by 5% to 39,499.
- There were 116,005 U.S. architects in 2024, a 4% decrease from 2023.
- The number of new architects held steady at 3,606.
- In 2024, the average time to licensure fell to 12.9 years, the first time this number has decreased since the COVID-19 pandemic.
- The average ratio of in-state to out-of-state licenses shifted slightly, with 59% reciprocal and 41% resident licenses.

JURISDICTIONAL DEMOGRAPHICS

Racial, Ethnic, and Gender Diversity

This table shows the approximate racial, ethnic, and gender diversity of individuals at each career stage for individuals who were seeking licensure or were licensed in this jurisdiction during the calendar year 2024. Individuals can be represented in multiple career stages. To ensure data privacy around exam performance, NCARB will report “insufficient information” if your jurisdiction has fewer than 5 individuals in a given demographic group in the “Taking the ARE” category.

Maine

		All Architects	New Architects	Taking the ARE	Submitting Experience	Opened NCARB Record
Gender	Female	48	6	14	45	13
	Male	78	5	27	48	16
Ethnicity	American Indian or Alaska Native	1				
	Another Group	3		***	1	1
	Asian	4	1	5	7	3
	Black or African American				1	
	Hispanic, Latino, or Spanish	1		***	4	5
	Middle Eastern or North African					
	Native Hawaiian or Other Pacific Islander				1	1
	White	111	9	34	79	26
Total	139	13	47	99	32	

*** values do not meet NCARB’s data privacy condition

Career Stage Definitions

New NCARB Record Holders: This stage includes all individuals who started an NCARB Record in 2024. Starting an NCARB Record is an approximation for beginning the path to licensure, as all candidates need an NCARB Record to document the education, experience, and examination requirements for licensure.

Reporting Experience: This stage includes all individuals who documented experience toward the AXP in 2024, based on the work date of the experience report.

Taking the ARE: This stage includes all individuals who took an exam division in 2024.

New Architects: This stage includes all individuals who finished their final “core requirement” for licensure in 2024. Core licensure requirements include education, experience, and examination, although some jurisdictions do have additional requirements. This stage is an approximation for individuals who received an initial license in 2024.

All Certificate Holders: This stage includes all individuals who hold an NCARB Certificate, which can be used to approximate the makeup of the architect population in this jurisdiction.

National Trends

NCARB has seen consistent growth in gender equity and racial diversity across all candidate stages over the past 5 years. In 2024, 49% of the licensure candidate population identified as a person of color, and 46% were women.

Women now make up 47% of the testing population, and typically earn their licenses faster than men—completing requirements a year sooner on average. In 2024, nearly half (44%) of candidates completing the AXP and a third (33%) of candidates completing the ARE identified as a person of color.

In 2024, we also saw racial, ethnic, and gender diversity in the licensure candidate population beginning to make its way to the pool of licensed architects: in 2024, 1 in 3 new architects identified as a person of color..

ARE 5.0 PASS RATES

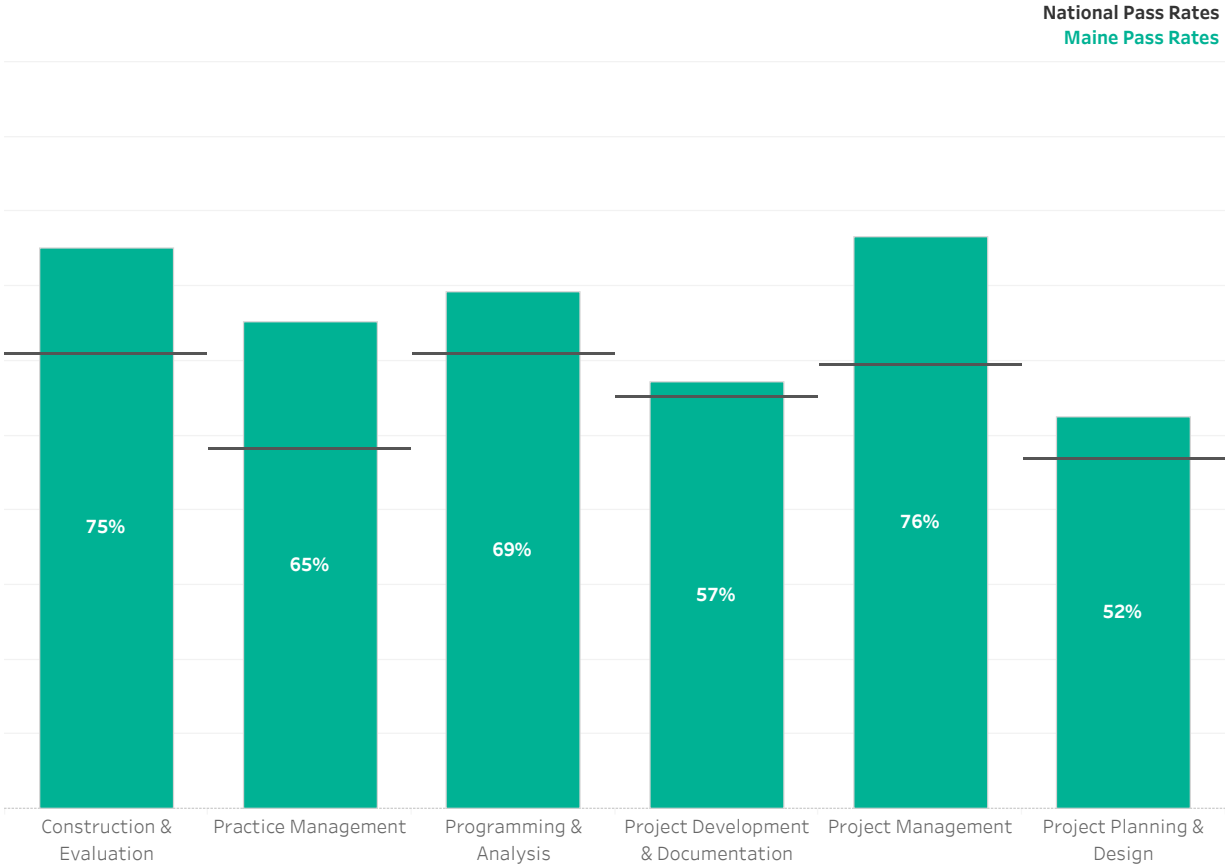
NCARB tracks pass rates to understand candidate performance across the exam’s six divisions. A “pass rate” reflects the proportion of division attempts that scored at or above the cut score for that division. “Overall pass rate” refers to the average pass rate across all six divisions. Thanks to enhanced data science capabilities, NCARB has been able to segment and analyze pass rates by demographic information, including race and ethnicity, gender, and age.

The charts below include information about pass rates in your jurisdiction during the calendar year 2024, including pass rates segmented by race, ethnicity, and gender.

Overall ARE 5.0 Pass Rates

This chart shows each division’s pass rate for all candidates in your jurisdiction, including all division attempts in the calendar year 2024. The grey line indicates the national pass rate for all candidates on each division.

ARE 5.0 Overall Pass Rates for **Maine**

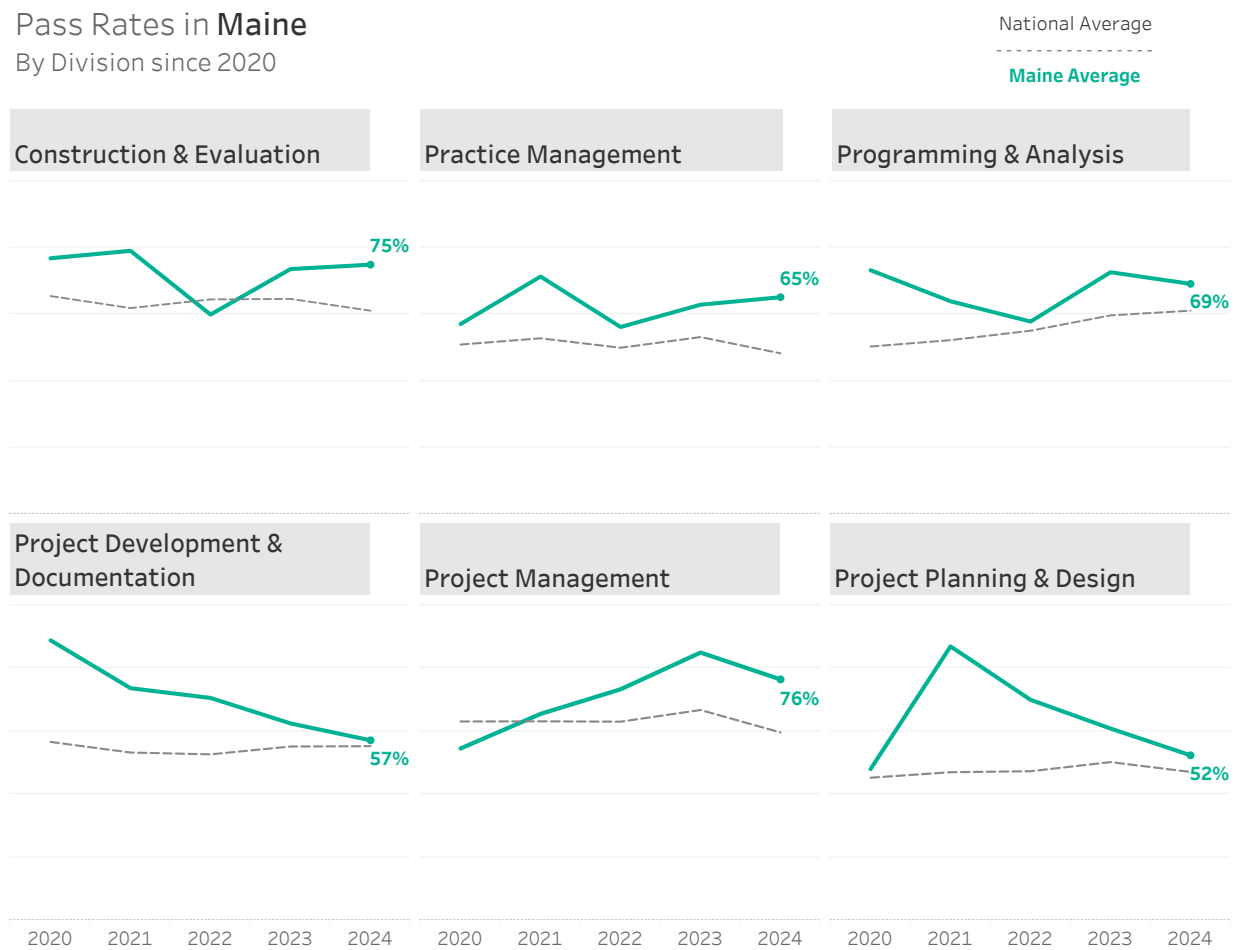


Shift in Pass Rates by Division

This chart shows the change in ARE 5.0 pass rates for candidates in your jurisdiction across all six divisions over the last five years. The dashed grey line indicates the national pass rate for all candidates on each division.

At a national level, overall pass rates fell by 3% in 2024—a return to average following last year’s increase. NCARB’s free practice exams have helped drive this positive change, providing candidates with greater insight into the testing experience. Overall, candidates who took one of NCARB’s free practice exams before attempting the related division were 16 percentage points more likely to pass.

Pass Rates in **Maine**
By Division since 2020



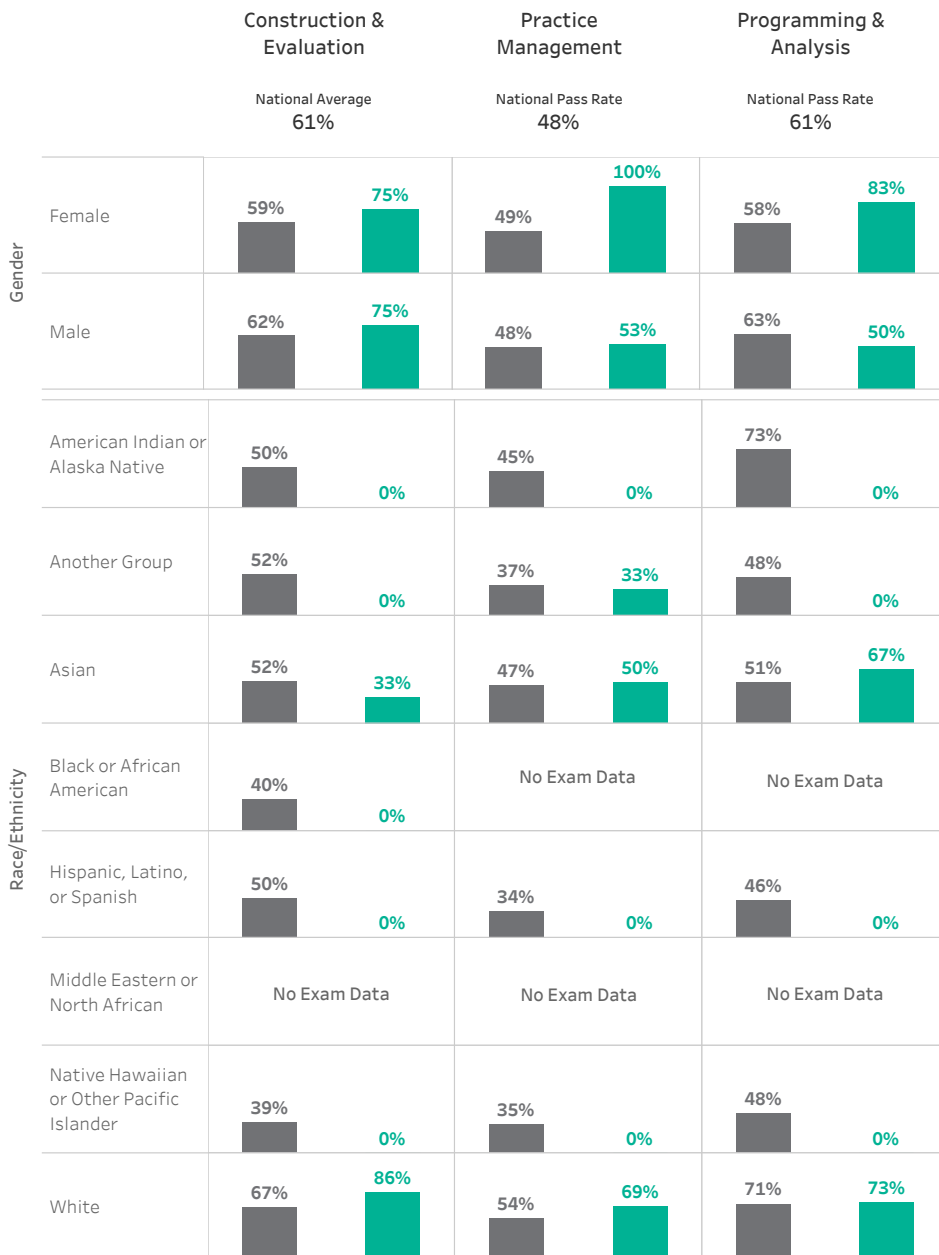
ARE 5.0 Divisional Pass Rates by Demographic

This chart shows each division’s 2024 pass rate for candidates in your jurisdiction segmented by the candidate’s race/ethnicity and gender. The grey bar indicates the national pass rate for the related demographic group on each division.

The chart shows data for the Construction & Evaluation, Practice Management, and Programming & Analysis divisions on this page and data for the Project Development & Documentation, Project Management, and Project Planning & Design divisions on the next page.

Pass Rates for Maine

National Demographic Pass Rate
Maine Demographic Pass Rate



ARE 5.0 Divisional Pass Rates by Demographic

The grey bar indicates the national pass rate for the related demographic group on each division.

Pass Rates for Maine

National Demographic Pass Rate
Maine Demographic Pass Rate

