



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, March 17, 2026
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 20, 2026, Minutes

IV. COMPLAINT PRESENTATION

- 2025-REA-20990

V. RULEMAKING

- Presentation of Basic Statement and Summary and Response to Comments and Small Business Impact Statement for proposed Rulemaking:
New: Chapter 19: Continuing Education – Architects
Potential to vote to adopt

VI. ADMINISTRATOR'S REPORT

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 scheduled for May 19, 2026.

IX. ADJOURNMENT



**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
January 20, 2026**

MEMBERS PRESENT:

Cinderella Norris, Chair
Mark Johnson, Vice Chair
Kristen Damuth

MEMBERS ABSENT:

R. Michael Pullen, Complaint Officer

STAFF PRESENT:

Catherine Pendergast, Administrator
John Belisle, AAG
Heidi Lincoln, Office Specialist I
Shara Chesley, Office Specialist I

Location: 76 Northern Avenue, Gardiner

Start: 9:01 a.m.

Adjourn: 10:15 a.m.

CALL TO ORDER

The meeting was called to order by Chair Norris at 9:01 a.m.

AGENDA MODIFICATIONS

None

INTRODUCTION AND OPOR UPDATE

- Penny Vaillancourt, OPOR Director, provided information on development of an OPOR strategic plan and open board member seats.

MINUTES REVIEW AND APPROVAL

- A motion was made by Johnson and seconded by Norris to approve the minutes for the meeting on November 18, 2025, as presented. Unanimous.

ELECTION OF OFFICERS

- A motion was made by Johnson and seconded by Norris to continue with the current slate of officers: Cinderella Norris, Chair; Mark Johnson, Vice Chair; and R. Michael Pullen, Complaint Officer. Unanimous.

OUT-OF-STATE TRAVEL REQUEST

- A motion was made by Johnson and seconded by Damuth to approve the travel request for Board Member Damuth and Administrator Catherine Pendergast to attend the NCARB MBE Workshop & Regional Summit in Oklahoma City, OK on March 19-21, 2026. Unanimous

RULE MAKING

- A motion was made by Norris and seconded by Damuth to initiate the APA rulemaking process and put proposed rule Chapter 19: Continuing Education – Architects out for public comment. Unanimous.

ADMINISTRATOR'S REPORT

- Administrator Pendergast and the Board discussed a Sample Limited Delegation of Authority to Offer Consent Agreement Resolving Complaints Involving Continuing Education Audits. The Board directed staff to draft a limited delegation including sanctions of a Warning, \$100 civil penalty and completion of outstanding continuing education for review at the next meeting.

PUBLIC COMMENT

None.

MEETING SCHEDULE

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- The next meeting is currently scheduled for March 17, 2026.

ADJOURN

A motion was made by Norris and seconded by Johnson to adjourn. Unanimous.

Being no further business, the meeting was adjourned at 10:15 a.m.

DRAFT

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

OFFICE OF PROFESSIONAL AND OCCPUATIONAL REGULATION

288 MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS

BASIS STATEMENT AND SUMMARY AND RESPONSES TO COMMENTS

Basis Statement: The Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers (the “Board”) is charged by the Legislature with the regulation of architects, landscape architects and interior designers in the State of Maine for the sole purpose of protecting the public health and welfare. The Legislature granted the Board rulemaking authority pursuant to 32 M.R.S. §§ 214(1), 224-B(4).

The proposed rulemaking would create the following chapter

Chapter 19: CONTINUING EDUCATION - ARCHITECTS

The principal reason for this proposed rulemaking was passage of P.L. 2025, c. 318, An Act to Require Continuing Education for Licensed Architects, effective July 1, 2026.

Notice of the proposed rulemaking was published in the Maine Secretary of State weekly notice on January 28, 2026, in the Portland Press Herald, the Kennebec Journal, the Bangor Daily News, and the Sun Journal on January 28, 2026, posted on the Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers webpage on January 27, 2026; bill sponsors were provided a copy of the proposed rulemaking on January 27, 2026; interested parties were emailed a copy of the rulemaking package on January 27, 2026. The Fact Sheet was filed with the Legislative Council on January 22, 2026.

The written comment period was open through February 27, 2026 at 5:00 p.m. EST.

Summary of Comments and Responses:

The Board received one comment on the proposed rule:

1. Comments in support of proposed rule, but request one change.

- A. Elizabeth Frazier, on behalf of the American Institute of Architects (AIA), thanked the Board for their thoughtful work. They support the proposed rule but suggested inserting the missing word “architectural” in the name of the National Council of Architectural Registration Boards.

Board Response: The Board thanks the commenter and adopts the comments in support of the proposed rule. The Board does not adopt the comment suggesting insertion of the word “architectural” in the name of the National Council of Architectural Registration Boards as it is not missing.

DRAFT



**Comments of the American Institute of Architects, Maine
Regarding Chapter 19: Continuing Education — Architects**

February 27, 2026

Department of Professional and Financial Regulation
Board for Licensure of Architects, Landscape Architects and Interior Designers

Dear Board Members and DPFR Staff:

On behalf of the American Institute of Architects, Maine (AIA Maine), thank you for your thoughtful work and leadership in developing the proposed rulemaking to implement the continuing education requirement for licensed architects, as directed by P.L. 2025, c. 318 and reflected in the Chapter 19: Continuing Education – Architects rule proposal. We appreciate the Department of Professional and Financial Regulation’s ongoing efforts to support Maine’s licensed design professionals while advancing the health, safety, and welfare of the public.

AIA Maine strongly supports this proposed rule and the inclusion of a minimum of 12 hours of approved continuing education per year in areas that directly enhance architects’ capacity to protect the health, safety, and welfare of the communities we serve. The requirement that credits be satisfied through programs approved by the National Council of Architectural Registration Boards (NCARB), the American Institute of Architects (AIA), or the Board itself is particularly important. This flexibility aligns with national standards and ensures access to high-quality educational content while allowing architects to remain engaged with recognized, rigorous professional development offerings.

We suggest only one small change: the word “architectural” is missing from the name in the National Council of Architectural Registration Boards. This is, we believe, just a typo.

We commend the Board for including provisions that recognize value in verified professional involvement, such as board and related volunteer service, which encourages engagement in broader professional and regulatory dialogues that benefit the public and the profession alike.

For these reasons, AIA Maine endorses the proposed continuing education rules and urges the Department to move forward with adoption. We are grateful for the opportunity to provide input and look forward to continuing to work collaboratively with the Board and DPFR on implementation details that will support Maine architects and the public we serve.

Sincerely,
Elizabeth Fraizer, on behalf of AIA Maine

Small Business and Economic Impact Statement

(5 M.R.S. § 8052(5-A))

AGENCY: 02-288, Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation, Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers.

NAME, ADDRESS, PHONE NUMBER, E-MAIL OF AGENCY CONTACT PERSON:

Catherine E. Pendergast

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CHAPTER NUMBER AND RULE TITLE:

Chapter 19: Continuing Education – Architects

TYPES AND NUMBER OF SMALL BUSINESSES SUBJECT TO THE RULE: The Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers currently licenses 2,142 architects, 290 landscape architects and 48 interior designers. Title 5 M.R.S. § 8052 (5-A) defines “small business” as businesses that have 20 or fewer employees. The Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers does not collect sufficient information to reliably estimate the number of licensees that are small businesses as defined in 5 M.R.S. § 8052(5-A).

PROJECTED REPORTING, RECORD-KEEPING AND OTHER ADMINISTRATIVE COSTS REQUIRED FOR COMPLIANCE WITH THE PROPOSED RULE, INCLUDING THE TYPE OF PROFESSIONAL SKILLS NECESSARY FOR PREPARATION OF THE REPORT OR RECORD: None.

PROBABLE IMPACT ON AFFECTED SMALL BUSINESSES: Minimal.

LESS INTRUSIVE OR LESS COSTLY, REASONABLE ALTERNATIVE METHODS OF ACHIEVING THE PURPOSES OF THE PROPOSED RULE: None.

Chapter 19: CONTINUING EDUCATION—ARCHITECTS

Summary: This chapter sets forth the requirements for continuing education as set forth in 32 M.R.S. § 224-B.

SECTION 1. License Term and Reporting Period

Licenses of all architects expire annually on June 30. The continuing education reporting period is July 1 of the previous year through the June 30 renewal date. Hours completed during the previous reporting period cannot be carried forward into a subsequent renewal period. Credit for any course, program or activity can only be awarded once during a reporting period.

SECTION 2. Definitions

As used in this chapter, the following terms have the following meanings.

1. **Health, Safety, and Welfare (HSW) designation.** For a continuing education activity to qualify as HSW, it must address knowledge intended to protect the health, safety and welfare of the occupants of the built environment as defined below:

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.

Safety. Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare. Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

2. **Hour.** An “hour” means fifty (50) minutes.

SECTION 3. Continuing Education Requirement for Architects

Licensed architects shall submit evidence of continuing education hours and certify at time of license renewal to compliance with the continuing education requirements set forth in

this chapter.

1. **Number of Hours and Content**

A. **Hours Required.** Every licensed architect shall complete a total of twelve (12) hours of continuing education in the area of Health, Safety and Welfare (HSW) during each reporting period as a condition of renewal.

B. **Approved Continuing Education Courses and Programs.** Continuing education hours may be earned by attending a course or program meeting the following criteria:

- (1) The content and instructional time must be intended to increase or update the architect's knowledge and competence in HSW subjects;
- (2) The course or program must be provided by a recognized sponsor as set forth in Section 4; and
- (3) The course or program must address one or more of the following HSW topics:
 - (a) **Practice management:** This category focuses on areas related to the management of architectural practice and the details of running a business.
 - (b) **Project management:** This category focuses on areas related to the management of architectural projects through execution.
 - (c) **Programming and analysis:** This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.
 - (d) **Project planning and design:** This category focuses on areas related to the preliminary design of sites and buildings.
 - (e) **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.
 - (f) **Construction and evaluation:** This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

C. Continuing Education Hours for a Qualified Activity

- (1) Continuing education credit may be earned for verified membership and volunteer service on a State Board of Registration/Licensure of Architects, or for membership and service on a zoning board, planning board, historic district commission, building code standards committee, or other boards or committees related to HSW that are acceptable to the board.
- (2) Licensees may earn 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.

SECTION 4. Recognized Sponsors

Licensed architects may satisfy the requirement of Section 3(1)(B) by completing courses or programs sponsored or approved by the:

1. National Council of Architectural Registration Boards (NCARB) or its successor organization; or
2. American Institute of Architects (AIA) or its successor organization, including any AIA state or local components.

SECTION 5. Applications for Board Approval of Continuing Education Courses or Programs

The board may approve courses or programs not sponsored or approved by the organizations set forth in Section 4. Any course or 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. A program sponsor may apply for continuing education course or program approval on forms provided by the board. Incomplete applications will not be reviewed.
2. The complete application must be submitted sufficiently in advance of the start date of the course or program to permit review by the board prior to the start date. Applications submitted on or after the start date of the course or program will not be considered.
3. The application must include the following information:
 - A. The title of the course or program, a general overview of the material to be covered, and a detailed syllabus, including a timed outline;
 - B. Demonstration that the course or program meets the criteria for approval set forth in Section 3(1)(B)(1);

- C. The names and qualifications of the instructors;
 - D. The fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation; and
 - E. Such other information as the board may require.
4. Program approval is valid for both in-person and synchronous delivery for a period of one (1) year from the date of approval and includes any repeat presentations of the approved program during the one (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.
5. Any deviation from the application that has not been approved as described in subparagraph 3, 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.

SECTION 6. Audit of Continuing Education

A licensed architect's certification of completion of continuing professional education is subject to audit and documentation retention requirements as set forth in Chapter 13 of the rules of the Office of Professional and Occupational Regulation.

SECTION 7. Failed Audit and Disciplinary Action

If a continuing education audit shows that the licensed architect did not fulfill the requirements of this chapter, then the licensed architect shall be notified of the failed audit. A failed audit may require further investigation and may result in disciplinary action.

SECTION 8. Exemption

A licensed architect who receives an initial license to practice architecture from the board is exempt from the continuing education requirement for the first two (2) continuing education reporting periods, as long as the architect has not been previously licensed as an architect by any jurisdiction for a period of two (2) or more years.

STATUTORY AUTHORITY: 32 M.R.S. §§ 214, 224-B; 10 M.R.S. § 8003(5-A)(D)

EFFECTIVE DATE: