OREGON STATE BOARD OF ARCHITECT EXAMINERS

Semi-Independent Agency Report
2023-2025 Biennium
ORS 182.472

Presented to the Governor, President of the Senate, Speaker of the House of Representatives, and the Legislative Fiscal Officer by April 1, 2026

ACKNOWLEDGEMENTS

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INTRODUCTION

Agency Overview

The Oregon State Board of Architect Examiners (OSBAE) was established in 1919 with the enactment of Chapter 671 of the Oregon Revised Statutes.

The mission of OSBAE is to protect the health, safety, and welfare of the public through the registration and regulation of the practice of architecture in Oregon.

In fulfilling its mission, the Board ensures that:

- Only individuals who meet education, experience, and examination requirements are registered as architects.
- Only registered architects and firms represent themselves as such or practice architecture in Oregon.
- Practicing architects maintain minimum standards of competence and professional conduct.

To achieve this, OSBAE requires applicants to understand the statutes and rules governing the practice of architecture before registration, ensuring Oregon residents receive competent architectural services. Agency staff provide administrative, investigative, and financial services to the Board and assist applicants throughout the registration process.

The Board also enforces professional standards and disciplines those who violate the law. OSBAE actively participates in national and regional organizations, including the National Council of Architectural Registration Boards (NCARB), and the Western Council of Architectural Registration Boards (WCARB). Through these organizations, and in partnership with architect registration boards in other jurisdictions, OSBAE participates in the development of national standards for architect registration such as the Architect Registration Examination (ARE), the Architectural Experience Program (AXP), and the accreditation of architecture schools. Board members and staff contribute to national committees focused on public protection, reducing barriers to entry, and facilitating reciprocal registration across jurisdictions.

Summary

OSBAE completed the 2023-25 biennium in strong financial condition. The Board remains committed to its mission of safeguarding Oregon residents through effective regulation of the architecture profession. It continues refining rules to ensure adequate oversight without imposing unnecessary burdens on registrants. Additionally, OSBAE continues to focus on technology utilization and process improvements to meet evolving market needs.

SECTION I: FINANCIAL REVIEW

OSBAE complies with the Oregon Secretary of State's requirements for periodic financial reviews. For the 2023-25 biennium, the Board contracted with Baker Tilly US, LLP (formerly Moss Adams LLP) to conduct the review. The report was submitted to the Oregon Secretary of State on January 5, 2026.

The financial statements included in this report are identical to those provided to Baker Tilly US, LLP. Their evaluation found no exceptions to the agreed-upon procedures. A copy of the final financial review is attached to this report.

SECTION II: BUDGET COMPARISON

The documents listed below are included as attachments to this report.

1. *2023-25 Balance Sheet*
2. *2025-27 Forecasted Balance Sheet*
3. *2023-25 Budget to Actual Revenue & Expenditures*
4. *2023-25 Budget & Actuals to 2025-27 Budget*

Financial Position & Operating Reserves

The beginning and ending balances for the 2023-25 and projected 2025-27 biennia are as follows:

	2023-2025 ACTUAL/REPORTED	**2025-2027 PROJECTED/ADOPTED**
Beginning Balance (previous biennia carry-over)	$589,349.18	$906,406.63
Net Income/Loss	$308,727.68	($73,214.00)
Adjustment for Liability*	$8,329.77	$0
Ending Balance	$906,406.63	$833,192.63

*Adjustment for liability due to liability being expensed and paid in different biennia

When developing the 2025-27 budget, reserves were forecast based on projected beginning balances, assuming a one-month spend-down and approximately 10 months of reserves at the end of the biennium. Actual beginning balances increased this estimate to roughly 11 months of reserves after the spend-down.

As a semi-independent agency, OSBAE is self-funded primarily through registration fees and some civil penalty revenue. It receives no General Fund support and does not have access to emergency funding available to other state agencies. Therefore, OSBAE must remain self-sufficient and prepared to cover unexpected emergencies and legal costs associated with contested cases, which are often unpredictable, complex, and costly. The Board can also be sued in its own name, making financial stability critical.

Maintaining sufficient reserves is essential to absorb market fluctuations and ensure operational continuity. For these reasons, OSBAE aims to maintain approximately nine months of operating reserves.

2023-25 Budget to Actuals

The Financial Review includes explanations for budget to actual variances for the 2023-25 biennium and a description of variances is included in Attachment 4 to this report. No budget modifications were made during the biennium.

For the 2023-25 biennium, total revenue was approximately 9% higher than budgeted. Contributing factors included higher-than-expected revenue from Individual Reciprocity Registrations, Firm Applications, and Firm Registration fees.

Revenue from Individual and Firm Renewal Late Fees also exceeded projections, likely due to a revised grace period policy effective January 1, 2024. While the 60-day grace period remains, late fees now apply immediately after the expiration date.

OSBAE also earned higher-than-anticipated interest income due to favorable rates.

Civil penalty revenue was roughly double the budgeted amount. Because penalty revenue depends on unpredictable factors such as case volume, complexity, and collection success, it is inherently difficult to estimate. Increased penalties may also reflect higher legal and hearing costs, as reflected below.

Some revenue sources fell below budget, including Individual and Firm Application and Reinstatement fees, as well as Continuing Education Late Reporting fees—all of which tend to be variable and difficult to forecast.

Total expenses were approximately 11% below budget. While Professional Services exceeded the budget by about 7%, both Services and Supplies and Personal Services came in under budget by approximately 35% and 14%, respectively.

The overage in Professional Services was primarily driven by unanticipated complex compliance cases, including costs for expert witness services, the Office of Administrative Hearings, and Attorney General legal fees. However, savings were achieved through renegotiation of the office lease and reduced IT service needs.

Within Services and Supplies, travel expenses were significantly lower than expected, due largely to virtual Board meeting options and events funded by the National Council of Architectural Registration Boards.

Personal Services savings resulted primarily from staffing transitions, including the appointment of a new Executive Director and an unfilled Executive Assistant position. These savings helped offset the impact of unexpectedly higher cost-of-living adjustments.

2025-27 Budget

The 2025-27 budget was developed using actual income and expense data, incorporating historical averages and trends, confirmed actuals where available, and adjustments for projected variances as appropriate.

The adopted 2025-27 budget was based on the following assumptions:

- Maintaining current staffing levels and officially eliminating a previously vacant Executive Assistant position.
- Goods and services include a 4.2% annual inflation factor, consistent with state budget instructions.
- Medical costs assume a 5.6% annual inflation rate, per state guidance.
- Cost-of-living adjustments (COLAs) of up to 5% annually, depending on state bargaining outcomes which OSBAE typically aligns with.
- Lease escalators 3% annually.

Potential impacts on practice and registration trends may occur due to changes in federal or state policies. Additional larger variables continue to include legal and administrative hearing-related expenses.

The budget anticipates a spend-down of cash reserves while maintaining adequate reserves. Projected reserves assume similar net income to 2023-24, adjusted for known variables. The increase in cash balance is primarily due to savings from not filling the Executive Assistant position during 2023-25, which the 2025-27 budget eliminates entirely.

2023-25 Budget and Actuals to 2025-27 Budget Comparison

Attachment 5 includes a side-by-side view of 2023-25 budget and actuals with the 2025-27 budget, including explanations for 2025-27 budget calculations.

Major variances between the 2023-25 and 2025-27 budgets are summarized below:

Revenues

- Registration-related revenue (applications and renewals) generally reflect updated five-year averages.
- Late fees spiked after 2021-22 increases and a 2024 grace-period adjustment (SB 224); revenues are projected to decline as registrants adapt.
- Investment income rose after moving funds to a higher-performing Treasury account in 2023-25; 2025-27 assumes rates remain higher but gradually decline.

Expenses

- Compliance costs (hearings, legal counsel) remain significant and variable; DOJ attorney rates increased approximately 25% for 2025-27.
- Staff wages are the largest expense; the budget includes estimated COLAs and payroll-related costs. PERS contributions assume all staff remain in the OPSRP tier.

Fees

As a semi-independent state agency, OSBAE must collect fees to cover operating costs, as it receives no General Fund support.

There were no fee increases in the 2023-25 biennium. The last increases occurred on July 1, 2021 (firm fees) and on July 1, 2022 (individual fees). These adjustments ensured sufficient operating revenue and helped maintain the Board's financial stability. Prior to these changes, firm registration and renewal fees last increased in 1998 and 2002, respectively. Individual registration fees last increased in 1998, and renewal fees were last increased in 2002.

Fee History

Fee Type	Fee as of 6/30/2019	Fee as of 6/30/2021	Fee as of 6/30/2023	Fee as of 6/30/2025
Examination Application	$75	$75	$75	$75
Reciprocal Application	$75	$75	$100	$100
Individual Registration by Examination	$100	$100	$100	$100
Individual Registration by Reciprocity	$100	$100	$200	$200
Individual Renewal	$200	$200	$240	$240
Individual Late Renewal	$100	$100	$150	$150
Late Continuing Education	$100	$100	$240	$240
Individual Reinstatement Application	N/A	N/A	$100	$100
Individual Reinstatement	$400	$400	$400	$400
Firm Application	$75	$75	$100	$100
Firm Registration	$100	$100	$200	$200
Firm Renewal	$100	$100	$200	$200
Firm Late Renewal	$100	$100	$150	$150
Firm Reinstatement Application	N/A	N/A	$100	$100
Firm Reinstatement	$400	$400	$400	$400
Duplicate Wallet Card or Certificate	$25	$25	$25	$25
Labels, lists or computer disk of licensees	$0	$0	$0	$0
Copying charges	$0.25 per page	$0.25 per page	$0.25 per page	$0.25 per page
Certified Verification of Registration	$10	$10	$10	$10

SECTION III: RULE MAKING ACTIVITIES

OSBAE follows ORS 183.310 to 183.355, which establishes requirements for rule adoption, including public notice and comment. Changes to budget and fee rules are processed in accordance with requirements in ORS 182.462 and 182.466.

For complex or significantly impactful rulemaking activities, the Board may appoint members to serve on committees. All rule changes undergo the formal rulemaking process, which includes filing a notice with the Secretary of State, publishing in the Oregon Bulletin, notifying registrants and interested parties, and providing an opportunity for public comment through hearings and written submissions.

The Board had five rule filings during the 2023-25 biennium. No new or temporary rules were filed or adopted during this period.

2023-25 Adopted Rules

OAR 806-010-0037, Architect Title; 806-010-0095, Filing and Maintenance of Current Contact Information; 806-010-0130, Architect Emeritus, Emerita, or Emerit

Revised the titles available to retired architects and deleted the minimum age requirement.

Publication Notice Date	Hearing Date	Board Action Date	SOS & LC Filing Date	Effective Date
6/6/2023	7/25/2023	8/11/2023	8/21/2023	10/2/2023

Several rules were amended in one rule filing to implement changes under Senate Bill 224 (2023), which updated terminology, aligned concepts with national architectural practice standards, and reduced barriers to firm registration. These changes were made with stakeholder input and align with national standards to reduce unnecessary barriers while maintaining public protection.

OAR 806-001-0000, Reasonable Notice

Updated notice requirements to remove the Capitol Press Room.

OAR 806-001-0003, Biennial Budget

Clarification and statutory references updated.

OAR 806-001-0004, Rules of Procedure

Updated statutory references.

OAR 806-010-0001, Definitions

Updated definitions due to Senate Bill 224 (2023).

OAR 806-010-0002, Definitions of Building Size Limitations

Updated statutory references.

OAR 806-010-0010, Approved Architect and Firm Registration and Evaluation Programs

Identified qualifications for the Architect Registration Examination.

OAR 806-010-0020, Registration by Examination

Clarified existing language.

OAR 806-010-0033, Recognized Jurisdictions

Clarified that the Board may consider applicants under the NCARB Foreign Architect Certification Guidelines.

OAR 806-010-0035, Registration by Reciprocity

Clarified existing language.

OAR 806-010-0037, Architect Title; Use of "AIA" Acronym

Cleaned up and clarified language.

OAR 806-010-0040, Architect Certificates

Cleaned up language and statutory references.

OAR 806-010-0045, Stamps and Signatures

Cleaned up and clarified language regarding stamping requirements. Noted requirements regarding the retention of project documentation.

OAR 806-010-0050, Observation

Cleaned up and clarified language regarding construction phase services. Reduced the notification requirement from 30 days to 10 days.

OAR 806-010-0060, Inactive Status and Reinstatement

Cleaned up and clarified language.

OAR 806-010-0075, The Practice of Architecture

Cleaned up language and statutory references.

OAR 806-010-0078, Construction Contractor Offering Architectural Services

Cleaned up language and statutory references.

OAR 806-010-0080, Registration of Architectural Firms

Clarified firm registration requirements. Updated language that streamlined firm registrations.

OAR 806-010-0090, Renewal of Registration

Updated registration renewal requirements to comply with SB 224. Cleaned up, clarified text.

OAR 806-010-0095, Filing and Maintenance of Current Contact Information

Cleaned up language.

OAR 806-010-0105, Fee Schedule

Updated statutory references.

OAR 806-010-0106, Public Record Requests

Cleaned up language and statutory references.

OAR 806-010-0115, Construction Document Modification

Cleaned up language and statutory references.

OAR 806-010-0140, Use of the AIA Acronym

Moved to OAR 806-0100-0037

OAR 806-010-0145, Continuing Education

Cleaned up language and statutory references.

OAR 806-020-0010, Truthful Statements to the Board

Cleaned up language and statutory references.

OAR 806-020-0020, Responsibility to the Public

Cleaned up language and statutory references.

OAR 806-020-0030, Competence

Cleaned up language and statutory references.

OAR 806-020-0040, Conflict of Interest
Clarified language and updated statutory references.
OAR 806-020-0080, Misconduct
Cleaned up language and statutory references.
OAR 806-020-0085, Incompetency
Cleaned up language and statutory references.

Publication Notice Date	Hearing Date	Board Action Date	SOS & LC Filing Date	Effective Date
6/27/2023	7/20/2023	8/11/2023	10/10/2023	1/2/2024

OAR 806-010-0095, Filing and Maintenance of Current Contact Information
Modifications to implement Senate Bill 224 (2023).

Publication Notice Date	Hearing Date	Board Action Date	SOS & LC Filing Date	Effective Date
4/29/2024	None	6/21/2024	7/1/2024	7/22/2024

OAR 806-010-0010, Approved Architect and Firm Registration and Evaluation Programs
Amended the date of the NCARB Architectural Experience Program (AXP) Guidelines.

Publication Notice Date	Hearing Date	Board Action Date	SOS & LC Filing Date	Effective Date
4/29/2024	None	6/21/2024	7/1/2024	7/22/2024

OAR 806-001-0003 Biennial Budget
Established the Oregon State Board of Architect Examiner's budget for the 2025-2027 biennium.

Publication Notice Date	Hearing Date	Board Action Date	SOS & LC Filing Date	Effective Date
2/12/2025	3/18/2025	3/28/2025	5/13/2025	7/1/2025

BUDGET RULE TEXT:

Pursuant to the provisions of ORS 182.462, the Board adopts by reference its 2025-2027 Biennial Budget of $1,729,948 covering the period July 1, 2025, through June 30, 2027. The Board’s Executive Director may amend budgeted accounts, within the approved budget of $1,729,948, for the effective operation of the Board. The Board will not exceed the approved total budget amount without amending this rule, notifying holders of certificates of registration, and holding a public hearing. Copies of the budget are available from the Board's office. [Publications: Publications referenced are available from the agency.]

STATUTORY/OTHER AUTHORITY: ORS 182.462, 183.335, 183.705, 670.310, 671.120, 671.125

STATUTES/OTHER IMPLEMENTED: ORS 671.010 – 671.220

Budget Hearing Process

OSBAE began budget development in November 2024 and appointed two Board members to serve on the 2025-27 Budget Committee. The committee worked with staff to draft a budget which the Board approved at its February 7, 2025 meeting. At that meeting, the Board authorized issuance of a rulemaking notice, as the budget is adopted through the formal rulemaking process under ORS 182.462.

The rule notice was filed with the Secretary of State on February 12, 2025, for publication in the March 2025 Oregon Bulletin. On February 13, 14, and 18, 2025, the rulemaking notice was e-mailed to all registered architects, architectural firms, and other interested parties, and was posted on the agency's website. A public hearing was held on March 18, 2025, with written comments accepted through March 21, 2025. No comments were received.

The Board adopted the budget and revised rules at its March 28, 2025 meeting. The permanent rule was filed with the Secretary of State and Legislative Counsel on May 13, 2025, with an effective date of July 1, 2025.

SECTION IV: CONSUMER PROTECTION

Compliance

OSBAE's primary mission is to safeguard the health, safety, and welfare of the public. To fulfill this mission, the Board investigates complaints and enforces statutes and rules governing the practice of architecture in Oregon. The Board has disciplinary authority over all registered and unregistered individuals, as well as firms engaged in the practice of architecture in Oregon.

OSBAE's website provides detailed instructions on the complaint process. Anyone aware of a potential violation may file a complaint with the Board. Unless the complaint clearly falls outside the Board's jurisdiction, an investigation is conducted to determine whether a violation has occurred.

Investigation results are presented to the Board for review. If the Board determines that a violation of its statutes and rules have occurred, it decides on appropriate disciplinary action.

Outreach and Education

OSBAE promotes awareness of architectural practice and related public health, safety, and welfare issues through various initiatives. Each year, the Board typically holds one regular meeting on campus of one of Oregon's two accredited architecture schools—Portland State University or the University of Oregon—giving students the opportunity to observe Board proceedings. Board members and staff also present to students on topics such as registration steps, the Architectural Registration Examination (ARE), the Architectural Experience Program (AXP), and Oregon's statutes and rules.

The Board's website provides extensive resources, including statutes and administrative rules, certification and exam guidelines, frequently asked questions, applications, publications, meeting agendas and minutes, a Consumer Guide, and links to related organizations. It also offers a public search tool for verifying the status of registered and unregistered individuals and firms, including any disciplinary actions.

Twice a year, OSBAE publishes an educational newsletter distributed to all active registrants and interested parties and posted on the website. The newsletter covers current issues in architecture, registration and renewal information, continuing education requirements, significant statute and rule changes, and Board member recruitment.

Additionally, OSBAE collaborates biennially with the Oregon State Board of Examiners for Engineering and Land Surveying to produce the *Reference Manual for Building Officials,* which provides key excerpts, general interpretations, and real-world scenarios that are governed by the statutes and rules for architecture and engineering.

National and Regional Involvement

Oregon actively participates at both national and regional levels in developing registration standards and model laws for regulating the architecture profession. Membership in the National Council of Architectural Registration Boards (NCARB) is a key component of OSBAE's efforts to promote public protection. NCARB is recognized globally for its standards, credentialing requirements, and reciprocal registration processes.

NCARB includes all 50 states, Washington D.C., Guam, Puerto Rico, the U.S. Virgin Islands, and the Northern Mariana Islands. Member boards collaborate to establish standards for registration, testing, experience, and education standards. NCARB's work streamlines reciprocal registration between jurisdictions and reduces barriers to entry for qualified individuals.

Regionally, OSBAE is part of the Western Council of Architectural Registration Boards (WCARB), a subset of NCARB representing 12 western jurisdictions. WCARB focuses on issues related to western United States, sharing information and best practices to improve regulatory services and ensure public health, safety, and welfare.

Below are consumer protection related activities for the 2023-25 biennium.

Activity Category	Type of Activity	Details of Activity	Success Metric
Process or service delivery improvement	1. Website improvements 2. Registration process improvements	1. Moved the agency website from a .com to the state platform, Oregon.gov. Later enhanced rulemaking page to improve transparency 2. Online renewal system improvements (e.g., renewal instruction clarifications)	1. Enhanced user experience, making information easier to find and reducing staff time responding to inquiries 2. Reduced staff time responding to inquiries

	3. SB 224 (2023) implementation	3. Updated terminology and aligned concepts with national architectural standards	3. Reduction of barriers to firm registration
Public and industry outreach	1. Newsletters 2. Business outreach 3. Work with professional organizations 4. Consumer Guide updates	1. Sent spring and fall newsletters to all registrants and other interested parties 2. Contacted architectural businesses registered with the Oregon Secretary of State Corporation Division regarding our registration requirements 3. Attended NCARB's regional and annual business meetings 4. Updated the guide with information for the public on how to hire and work with architects; [posted on website]	1. Reached over 5,000 registrants with each publication 2. Increased number of properly registered firms 3. Collaborated with boards from 55 other jurisdictions 4. Increased consumer protection/knowledge
Education programs	1. Student presentations 2. Registrant and emerging professionals presentation	1. Gave presentations on the architecture profession to students at the University of Oregon (once) and Portland State University (twice); included NCARB and AIA Oregon in student outreach 2. Presented at the AIA Oregon Leadership Summit to registrants and emerging professionals on topics including registration requirements, Board structure, and legislative and rulemaking activities	1. Attended by over 150 students total 2. Attended by approximately 20 individuals

SECTION V: REGISTRATION ACTIVITIES AND DISCIPLINARY ACTIONS

The purpose of architect registration is to ensure that only properly trained and qualified individuals may practice architecture in Oregon. The Board establishes qualifications and registration methods designed to effectively assess an applicant's competency. OSBAE maintains a registration database, and the public can verify registration status through the Board's website or by contacting the office directly.

Initial Registration for Individuals

To become a registered architect in Oregon, an individual must document the following:

- A degree in architecture from an accredited school
- Successful completion of all sections of the Architect Registration Examination (ARE)
- Completion of the Architectural Experience Program (AXP)
- Passage of Oregon's Jurisprudence Exam (JE)

The ARE is the national examination for architectural licensure, while the JE evaluates knowledge of Oregon's statutes and rules governing architectural practice. The AXP provides structured, on-the-job training to develop professional competence.

Reciprocity Registration for Individuals

To obtain reciprocal registration an individual must:

- Possess an active certificate or license from a recognized jurisdiction,
- Transmit an active NCARB Certificate, and
- Pass the Oregon JE

Alternatively, if the individual does not hold an NCARB Certificate, they must meet the same requirements as initial registration listed above.

Initial Registration for Firms

Oregon law permits individual architects to practice under their own name. If an individual or group wishes to engage in the practice of architecture under an assumed business name or a corporate legal entity, that name must be registered with OSBAE and the Secretary of State. This process ensures the Board can track all individuals and firms engaging in the practice of architecture in Oregon. Registration information is publicly accessible through OSBAE's online verification tool.

2023-25 Registration Data

OSBAE registers both individual architects and architectural firms. Registrations fall into three categories: initial registration, registration by reciprocity, and firm registration.

The number of actively registered individuals (initial and reciprocal) increased by approximately 3%, while firms grew by about 7% compared to the prior biennium. Applications rose by roughly 6% overall, with individual applications up approximately 6% and firm applications up approximately 5%.

Total registrations issued during 2023-25 were about 9% higher than in 2021-23. The largest increase occurred in firm registrations (~+24%), followed by individual registrations (~+5%) and individual reinstatements (~+4%). Registration renewals for individuals and firms have remained consistent overall since 2018. Individual architects renew every two years, with approximately half eligible each year, while firms renew annually.

Average processing times remained stable and efficient—approximately three days for exam applications and four days for reciprocity applications. Beginning in the 2015-17 biennium, OSBAE revised its calculation method for processing times. Previously, the metric was based on the date the initial application was received. Because applications include multiple components—such as proof of an NCARB record, a professional degree, completion of AXP, and passage of ARE and JE—the agency now measures processing time from receipt of a complete application to issuance of registration.

Registration data is summarized in the Registration Data Table, and the full licensing and disciplinary data sheet is attached to this report.

Registration Data Table

Description	June 2025	Change	% Change
Actively registered individuals	**4141**	**133**	**3.32%**
Individuals with Oregon as Home State	2116	46	2.22%
Actively registered firms	**1011**	**67**	**7.10%**
Firms with Oregon as Work State	475	6	1.28%
Registration Applications Received within the Biennium	**793**	**43**	**5.73%**
Individuals	610	35	6.09%
Firms	183	8	4.57%
Registrations Issued within the Biennium	**739**	**58**	**8.52%**
(1) Individuals	520	23	4.63%
(2) Firms	179	35	24.31%
(3) Individual Reinstatements	28	1	3.70%
(4) Firm Reinstatements	12	-1	-7.69%
(c) Examinations Conducted (not applicable, exams are conducted by the national association)			
(d) Average Processing Time for Registrations Processed within the Biennium*			
(1) Number of registrations by exam	150	13	9.49%
(2) Average processing time for exam applications	3	0	0.00%
(3) Number of registrations by reciprocity	375	11	3.02%
(4) Average processing time for reciprocity applications	4	0	0.00%

Note: The table above is abbreviated to show only 2023-25 data. See Attachment 6 for a five-biennium comparison.

Renewal Statistics

OSBAE RENEWAL STATISTICS
Updated April 7, 2025

INDIVIDUALS: RENEWAL YEAR	2018	2019	2020	2021	2022	2023	2024	CHANGE
TOTAL ELIGIBLE TO RENEW	1781	1830	1925	1921	2024	2037	2093	56
TOTAL RENEWED	1637	1694	1779	1782	1832	1841	1885	44
PERCENT RENEWED	91.9%	92.6%	92.4%	92.8%	90.5%	90.4%	90.1%	0%
OPTED OUT/RETIRED/DECEASED	66	76	75	66	104	72	81	9
MARKED INACTIVE	78	60	71	73	88	124	127	3
FIRMS: RENEWAL YEAR	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**CHANGE**
TOTAL ELIGIBLE TO RENEW	774	787	822	890	896	967	1010	43
TOTAL RENEWED	730	744	794	838	855	911	944	33
PERCENT RENEWED	94.3%	94.5%	96.6%	94.2%	95.4%	94.2%	93.5%	-1%
OPTED OUT	13	25	10	26	14	13	26	13
MARKED INACTIVE	31	18	18	26	27	43	40	-3

The percentage of individuals and firms that renewed in 2023 and 2024 remained relatively stable overall. *Note: Renewal statistics exclude those who may have reinstated shortly after the renewal period closed.*

Continuing Education

All individual registrants must meet continuing education (CE) requirements and report their CE as part of the renewal process. Registrants are required to complete 24 hours of health, safety, and welfare (HSW) coursework during each two-year renewal period.

Beginning in April following each renewal cycle, eight percent of renewed registrants are randomly selected for a CE audit. The audit verifies compliance with CE requirements. Audited registrants must provide proof of completion for the reported coursework.

CE audit results for the past five years are shown in the CE Audit Results Table. If deficiencies are found—such as coursework not qualifying for HSW or insufficient hours—registrants are given an opportunity to correct them. However, willful noncompliance or submission of falsified documentation may result in disciplinary action by the Board.

CE Audit Results

Audit Year	2021	2022	2023	2024	2025
Renewal Period	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**
Audit Candidates	114	121	120	110	100
Additional Hours Required	9	34	27	8	23
Disciplinary Action	0	4	3	2	0

Disciplinary Actions

OSBAE investigates alleged violations of statutes and rules governing the practice of architecture in Oregon as part of its responsibility to protect the public from incompetent, negligent, or otherwise unqualified individuals and firms. The Board has disciplinary authority over those who engage in the practice of architecture and may impose civil penalties of up to $5,000 per offense for violations.

The Board reviews all complaints received and may also initiate complaints when a Board or staff member identifies a potential violation. After investigation, evidence is presented to the Board, and actions are determined during Board meetings. Outcomes are documented, and both parties are notified. In carrying out compliance duties, OSBAE follows the Attorney General's Uniform and Model Rules of Procedure for investigations and contested case proceedings. When possible, the Board seeks to resolve cases prior to formal hearings.

In the 2023-25 biennium, the average time from complaint receipt to resolution increased slightly. The average time to close a case varies based on several factors, including:

- Complexity of the violation(s)
- Multiple cases for the same respondent: OSBAE attempts to consolidate these when possible, provided it does not significantly delay earlier complaints.
- Resolution method: Cases that proceed to hearing are typically more complex and require representation by the Department of Justice before an administrative law judge from the Oregon Office of Administrative Hearings (OAH). Scheduling a pre-hearing alone can take several months, and completing the contested case process may take a year or more.

The table below summarizes complaints and investigations for the biennium. The full data sheet is attached. Counts represent complaints or cases, not individuals; a single respondent may be associated with multiple cases. For example, six closed complaints and cases involved one individual. In some instances, actions may to both an individual and their firm, with each counted separately.

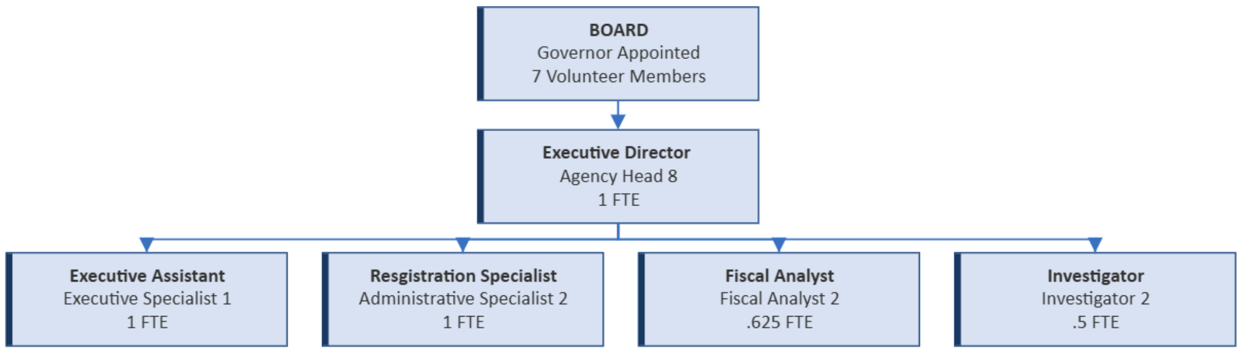
Disciplinary Actions Data

Description	June 2025	Change	% Change
(e) Number of New Complaints Received within the Biennium	**38**	**-1**	**-2.56%**
(1) Against registrants (includes lapsed registrants)	27	14	107.69%
(2) Against non-registrants	11	-15	-57.69%
(f) Source of Investigations Conducted for Cases & Complaints Closed within the Biennium	**38**	**-10**	**-20.83%**
(1) Initiated by the Board	10	-9	-47.37%
(2) Received by the agency	28	-1	-3.45%
(3) Misconduct	21	13	162.50%
(4) Practice	8	-9	-52.94%
(5) Stamps Seals	2	2	0.00%
(6) Title	0	-17	-100.00%
(7) Other (e.g., Continuing Education)	3	-2	-40.00%
(g) Number and Types of Resolutions of Complaints & Cases Closed within the Biennium**	**38**	**-10**	**-20.83%**
(1) Closed without action/Board has no jurisdiction/no violation	17	4	30.77%
(2) Letters of concern/education	5	-12	-70.59%
(3) Referred to the Engineering Board	0	0	0.00%
(4) Civil penalties issued	9	-9	-50.00%
(5) Registration revoked/suspended/surrendered	7	7	N/A
(6) Stipulations/agreements, no civil penalty	0	0	0.00%
(h) Number of Sanctions Imposed (total of 4-6 above)	**16**	**-2**	**-11.11%**
(i) Number of Days Between Receipt of a Complaint and Reaching a Resolution for Cases & Complaints Closed within the Biennium	**254**	**16**	**6.72%**
(j) Number of cases open longer than 90, 180, and 365 days**			
(1) Cases open longer than 90 days	10	-5	-33.33%
(2) Cases open longer than 180 days	5	3	150.00%
(3) Cases open longer than 365 days	8	-2	-20.00%

Notes: The table above is abbreviated to show only 2023-25 data. See Attachment 6 for a five-biennium comparison.

SECTION VI: OTHER BOARD ACTIVITIES

Organizational Chart



Staffing/Personnel Changes

There was one staffing change during the 2023-25 biennium. Executive Director Lisa Howard retired in 2024, and Elizabeth Boxall was appointed as the new Executive Director, effective May 13, 2024.

Board Members and Meetings

The Board consists of seven members appointed by the Governor to four-year terms, with a maximum of three terms. Membership includes five architects and two public members.

The Board holds six regular meetings per year, primarily at the agency office in Salem, with virtual attendance available. Special meetings are scheduled as needed to address specific or time-sensitive issues. All meetings, except for executive session portions, are open to the public and conducted in compliance with public meeting laws. Notices are published, posted on the OSBAE website, and sent to interested parties. Approved meeting minutes are also available online.

Each year, the Board typically holds one regular meeting at one of Oregon's accredited architecture schools—Portland State University or the University of Oregon—to provide students an opportunity to observe Board operations. Staff and Board members present information on the registration process, Board structure, and statutes and rules governing the practice of architecture.

Board members as of June 30, 2025, are listed below. Members receive training upon appointment and throughout their term.

Member	Type	Area	Term	Term Dates	Officer Position
Katherine Austin	Architect	Bend	1st	02/01/2022–01/31/2026	2025 Vice-Chair
Erica Ceder	Architect	Portland	2nd	07/09/2022–07/08/2026	2021 & 2022 Vice-Chair, 2023 Chair
Lori Davison	Public	Bend	1st	11/01/2022–10/31/2026	None
Don Eggleston	Architect	Lake Oswego	2nd	02/09/2022–02/08/2026	2019 & 2020 Vice-Chair, 2021 & 2022 Chair
Tonie Esteban	Architect	Portland	2nd	10/27/2024–08/31/2028	2023 Vice-Chair
James Fanjoy	Architect	Nehalem	2nd	09/26/2025–08/31/2029	None
Mark Jacobsen	Public	Portland	2nd	09/01/2024–08/31/2028	2025 Chair

Board members are recruited through advertisements in the Board's newsletter and outreach to related organizations, including the American Institute of Architects (AIA), the National Organization of Minority Architects (NOMA), and NCARB. The Board also sends announcements about openings to registrants and stakeholders.

Upon appointment by the Governor, new Board members participate in an orientation session with the Executive Director and staff to familiarize themselves with Board operations, responsibilities, and statutory requirements.

Best Practices, Policies, and Procedures

Staff reviews and updates the by-laws, policies, and procedures annually for the Board's review and approval. Staff desk manuals are also reviewed and updated each year. These tasks ensure consistency in business practices and support training when there are changes in staff or Board members.

The Board Best Practices Self-Assessment is included in the attachments to this report. The survey was reviewed with Board member input at the February 13, 2026 meeting.

Other best practices include:

- Conducting the Board's performance evaluation of the Executive Director, incorporating feedback from staff members, Board members, and peers.
- Periodic reviews of the Board's mission and goals.
- Strategic planning sessions with the Board, including periodic check-ins.
- Reviewing financial reports, registration statistics, compliance statistics, and action items at each Board meeting.
- Annual review of legislative reports, including rule reports, veterans report, and biennial review of the draft Semi-Independent Agency Report.
- Annual review of the Board's policy manual, by-laws, Consumer Guide, Frequently Asked Questions, and Continuity of Operations Plan.

Information Technology System Security

The agency receives ongoing systems security risk assessments from BES Technologies, its registration database vendor. These assessments consistently indicate that the agency's web infrastructure maintains a low-risk profile.

In addition, the agency collaborates with the DAS Office of the State Chief Information Officer (CIO) to conduct a comprehensive review and risk assessment of OSBAE's information technology systems every two years. A Cybersecurity Assessment was completed in July 2025. OSBAE also works regularly with the DAS Assistant CIO, other DAS partners, and its IT service provider to implement continual enhancements to its security posture.

Agency Operations

Biennium	Positions	FTE	Board Members - Industry	Board Members - Public	Board Meetings	Licensees - Individuals*	Licensees - Firms*	Director Salary $/per Month
2015-2017	5	3.81	5	2	12	3,357	821	$7,461
2017-2019	5	4.13	5	2	14	3,617	801	$10,277
2019-2021	5	4.13	5	2	13	3,832	881	$11,903
2021-2023	5	4.13	5	2	14	4,007	943	$12,579
2023-2025	5	4.13	5	2	14	4,141	1,011	$13,613
2025-2027 (Proposed)	4	3.13	5	2	13	4,141	1,011	$15,237

**Approximate numbers as of close of biennium (June 30).*

The Board follows the DAS classification and compensation schedule, including the state merit pay system. OSBAE typically adopts cost-of-living adjustment (COLA) approved by DAS. For the 2025-27 biennium, the projected salary above includes a 2.5% COLA effective February 1, 2026, a 4% COLA effective January 1, 2027, and a newly adopted top step increase of approximately 5%, as recently adopted by DAS.

Note: Gross pay began to appear higher after 2019 because PERS contributions were shown as salary and then deducted, not due to an actual salary increase.

Other Board Activities

The following activities occurred during the 2023-25 biennium.

- Implemented 2023 Senate Bill (SB) 224, updating terminology and aligning concepts with national architectural practice standards. These changes reduced barriers to firm registration and were influenced by NCARB's Model Law and statutes from other jurisdictions, with full stakeholder involvement.
- Launched a new agency website, transitioning from osbae.com to the state platform (Oregon.gov) on July 12, 2023. The new site offers improved navigation, enhanced security, and better resources for ongoing maintenance.
- Enhanced IT security through remote connection protocols and multi-factor authentication.
- Improved the registration database for application and renewal processes to streamline services for registrants.
- Maintained consistent communication with registrants and stakeholders regarding Board activities.
- Collaborated with the Joint Compliance Committee to update the 2024 Reference Manual for Building Officials. Committee members included OSBAE, the Oregon State Board of Engineering and Land Surveying, and input from agencies such as the Landscape Architects Board, Landscape Contractors Board, Construction Contractors Board, Oregon Building Codes Division, and Oregon State Board of Geologist Examiners.
- Held hybrid Board meetings, offering both in-person and virtual attendance to improve accessibility for members and the public.
- Conducted outreach to architectural firms registered with the Oregon Secretary of State but not with OSBAE, ensuring awareness of Oregon's statutes and rules.

ATTACHMENTS

1. FINANCIAL REVIEW & AGENCY RESPONSE
2. 2023-25 BALANCE SHEET
3. 2025-27 FORECASTED BALANCE SHEET
4. 2023-25 BUDGET TO ACTUAL REVENUE & EXPENDITURES
5. 2023-25 BUDGET & ACTUALS TO 2025-27 BUDGET
6. REGISTRATION AND COMPLIANCE DATA
7. BEST PRACTICES SELF-ASSESSMENT

Report of Independent Accountants

Oregon State Board of Architect Examiners
Oregon Secretary of State Audits Division

We have performed the procedures enumerated below, on the accounting records noted below for the Biennium ended June 30, 2025. The Oregon State Board of Architect Examiners (OSBAE or the Board) is responsible for the accounting records noted below.

The Oregon State Board of Architect Examiners has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Oregon State Board of Architect Examiners in complying with Oregon Revised Statute (ORS) 182.464. Additionally, the Oregon Secretary of State Audit Division has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures we performed and our findings are as follows:

Receiving, Recording and Reporting Transactions

1. We obtained the following list of internal controls for receiving, recording, and reporting transactions. We agreed the list of internal controls to the Board's policies and procedures without exception.

    a. The Registration Specialist opens the mail and endorses all checks for deposit. If a check has an associated application, a copy of the first page is attached and given to the Fiscal Analyst for fee verification, while the original is kept for processing.

    b. Fiscal Analyst prints a daily transaction detail report from Authorize.Net for settled transactions, prints a Funds Distribution Listing from eLITE, makes a deposit in QuickBooks using the Funds Distribution totals, and enters all invoices into QuickBooks.

    c. The deposit summary reports (for checks and on-line payments) are reviewed and entered into QuickBooks by the Fiscal Analyst.

2. We obtained a schedule from management of all accounting transactions from QuickBooks that occurred during the Biennium ended June 30, 2025, and haphazardly selected 10 transactions. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Transactions Selected	Control A	Control B	Control C
1	N/A	✓	✓
2	N/A	✓	✓
3	✓	✓	✓
4	✓	N/A	N/A
5	✓	✓	✓
6	✓	✓	✓
7	✓	✓	✓
8	✓	✓	✓
9	✓	✓	✓
10	✓	✓	✓
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: Receiving: We noted payments and receipts by reviewing the check or deposit date.			
Control B: Recording: We noted payments and receipts by reviewing the Authorize.Net daily transaction report, QuickBooks deposit report, and/or invoices.			
Control C: Reviewing: We noted that the deposit summary reports for transactions in QuickBooks agreed with the eLITE Funds Distribution Listing and were initialed by the Fiscal Analyst. For payments, the invoice was approved by the Executive Director.			

Cash Handling

The Oregon State Board of Architect Examiners did not receive cash or disburse cash during the biennium; thus, no procedures were performed over Cash Handling.

Licensing Individuals

3. We obtained the following list of internal controls for licensing individuals. We agreed the list of internal controls to the Board's policies and procedures without exception.

    a. Individual applications and firm applications that are received by US Mail are date stamped when received. Applications that are submitted electronically will have a date completed within the record history.

    b. Individual applications and firm applications are reviewed for completeness and approved by the Registration Specialist. If requirements are met, the application is sent to the Executive Director for review and approval.

c. The Executive Director reviews each application file in eLITE for accuracy and completeness and marks the application file as approved, approved with review required by the Board, or pending approval and further review by the Board.

d. Applications denied or withdrawn provide support for why the application was denied or withdrawn. Withdrawn applications are noted in the system by the Registration Specialist. Application denials must be decided by the Board and will be recorded as such in the record. Withdrawn applications are not reviewed by the Board.

4. We obtained a schedule from management of all licenses issued, denied, or withdrawn during the Biennium ended June 30, 2025, and haphazardly selected 8 licenses issued and 2 licenses denied or withdrawn. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Licensees Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	N/A
2	✓	✓	✓	N/A
3	✓	✓	✓	N/A
4	✓	✓	✓	N/A
5	✓	✓	✓	N/A
6	✓	✓	✓	N/A
7	✓	✓	✓	N/A
8	✓	✓	✓	N/A
9	✓	✓	N/A	✓
10	✓	N/A	N/A	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We noted a copy of the application, and if it was received via U.S. mail, it was date-stamped.				
Control B: We noted the application data entered in the eLITE system and is ready for the Executive Director to review.				
Control C: We noted the Executive Director's review and approval in eLITE.				
Control D: We noted support for applications that were denied or withdrawn, for denials, we noted support for a Board decision.				

Bank Reconciliations

5. We confirmed bank balances with financial institutions that the Board uses as of June 30, 2025. We agreed the confirmations to the June 30, 2025, bank reconciliations without exception.

6. We obtained the following list of internal controls over bank reconciliations. We agreed the list of internal controls to the Board's policies and procedures without exception.

a. Bank statements received by U.S. Mail are date-stamped by the Registration Specialist. Bank statements received electronically are printed and date-stamped.

b. Fiscal Analyst reconciles the bank statement in QuickBooks within 45 days of the date received.

c. Executive Director reviews and approves the reconciliation by initialing and dating the statement.

d. Board Chair reviews and approves the reconciliation by initialing and dating the statement.

7. We obtained a list from management of all bank reconciliations for the Biennium ended June 30, 2025, and haphazardly selected 3 reconciliations. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Reconciliations Selected	Control A	Control B	Control C	Control D
1	✓	✓	✓	✓
2	✓	✓	✓	✓
3	✓	✓	✓	✓
✓	= Procedure performed without exception			
N/A	= Control not applicable for this selection			
Control A: We noted the bank statement was date stamped.				
Control B: We inspected bank statements and corresponding reconciliation reports to verify that reconciliations were completed accurately and within 45 days of receipt.				
Control C: We noted the Executive Directors approval signature on the bank reconciliation.				
Control D: We noted the Board Chair's approval initials on the bank reconciliation.				

8. We haphazardly selected 3 reconciling items from each of the bank reconciliations selected in Procedure 7 and agreed those reconciling items to supporting documentation without exception.

Revenues other than Licensing

9. We obtained the following list of internal controls over revenues other than licensing (see items 3 and 4 above for internal controls over licensing). We agreed the list of internal controls to the Board's policies and procedures without exception.

a. For civil penalty, the Investigator prepares a Final Order which is reviewed by the Executive Director. An email request is sent to the Fiscal Analyst to process an invoice.

b. Payments made by check are endorsed by the Registration Specialist who opens the mail. The Fiscal Analyst records the deposit in QuickBooks and enters the payment in Elite. Non-licensure revenue received via Electronic Funds Transfers are automatically deposited into the Board's checking account.

c. The Executive Director reviews the journal entry in QuickBooks and approves it.

d. For other non-licensure revenues, the process follows 1a in Receiving, Recording and Reporting Transactions above.

10. We obtained a schedule from management of non-licensure revenues during the Biennium ended June 30, 2025, and haphazardly selected 10 non-licensure revenue items. We performed procedures over the items selected to obtain evidence that the control took place. The results of our procedures are included in the table below:

Revenues Selected	ROTL-Control A	ROTL-Control B	ROTL-Control C	RRRT-Control A	RRRT-Control B	RRRT-Control C
1	✓	✓	✓	N/A	N/A	N/A
2	✓	✓	✓	N/A	N/A	N/A
3	N/A	N/A	N/A	✓	✓	✓
4	N/A	N/A	N/A	✓	✓	✓
5	N/A	N/A	N/A	✓	✓	✓
6	N/A	N/A	N/A	✓	✓	✓
7	N/A	N/A	N/A	✓	✓	✓
8	N/A	N/A	N/A	✓	✓	✓
9	N/A	N/A	N/A	✓	✓	✓
10	N/A	N/A	N/A	✓	✓	✓
✓	= Procedure performed without exception					
N/A	= Control not applicable for this selection					
ROTL - Control A: We noted an invoice including a Final Order for a civil penalty.						
ROTL - Control B: We noted the non-licensure revenue item was entered by reviewing the QuickBooks deposit summary and eLITE Funds Distribution Listing.						
ROTL - Control C: We noted the Executive Director approved the journal entry.						
RRRT - Control A: Receiving: We noted receipts by reviewing the check and/or deposit date.						
RRRT - Control B: Recording: We noted the receipts by reviewing the Authorize.Net daily transaction report and the deposit report from QuickBooks.						
RRRT - Control C: Reviewing: We noted that the deposit summary reports for transactions in QuickBooks agreed with the eLITE Funds Distribution Listing and were initialed by the reviewer.						

Expenses

11. We obtained the following list of internal controls over expenses. We agreed the list of internal controls to the Board's policies and procedures without exception.

a. Invoices or bills received by U.S. Mail are stamped with "approved for payment," recorded in QuickBooks, and reviewed and approved by the Executive Director.

b. Payments are processed by the Fiscal Analyst and reviewed by the Executive Director. The Executive Director signs checks.

c. Electronic Fund Transfers, or recurring automated charges are tracked and entered into QuickBooks. Approval of these automatic charges are approved by the Executive Director depending upon the nature of the EFT.

12. We obtained a schedule from management of expenses during the Biennium ended June 30, 2025, and haphazardly selected 10 expense items. We performed procedures over the items selected to determine if the internal controls identified above were followed. The results of our procedures are included in the table below:

Expenses Selected	Control A	Control B	Control C
1	✓	✓	N/A
2	✓	✓	N/A
3	✓	✓	N/A
4	✓	✓	N/A
5	✓	✓	N/A
6	✓	✓	N/A
7	N/A	N/A	✓
8	✓	✓	N/A
9	✓	✓	N/A
10	✓	✓	N/A
✓	= Procedure performed without exception		
N/A	= Control not applicable for this selection		
Control A: We noted that the invoice/bill was stamped “approved for payment,” recorded in QuickBooks, and signed by the Executive Director.			
Control B: We noted the Executive Director's approval of payments.			
Control C: We noted the EFT transaction entered in QuickBooks and approved by the Executive Director as applicable.			

Budget and Board Financial Reporting

13. We compared the actual revenues and expenses for the biennium ended June 30, 2025, to the budgeted amounts and noted that total actual expenditures did not exceed the maximum budgeted expenditures in the approved adopted budget.

14. We reviewed the budget to actual report for the Biennium ended June 30, 2025, and identified two line items in the budget that exceeded 10% of total revenues or expenses, and noted none of the items had a variance exceeding 10% of total revenues or expenses for the biennium. The two line items that exceeded 10% of total revenues or expenses are as follows:

    i. Individual Renewal Revenue; actual was .08% greater than line budget.

    ii. Firm Renewal Revenue; actual was 7.8% greater than line budget.

15. We obtained the following list of internal controls over Budgetary and Board Financial Reporting. We agreed the list of internal controls to the Board's policies and procedures without exception.

    a. At least every other month for Board meetings, the Fiscal Analyst prepares financial reports for a Board packet that contains a budget to actual report, monthly income/expense detail comparison, a balance sheet, and a civil penalty report.

Budget Reports Bi-Monthly	2023 08	2023 10	2023 12	2024 01	2024 03	2024 06	2024 08	2024 10	2025 12	2025 02	2025 03	2025 06
Control A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	= Procedure performed without exception											
Control A: We noted the Board packet contained a budget to actual report, monthly income/expense detail comparison, a balance sheet, and a civil penalty report.												

Financial Statements

16. We have compared the schedules obtained for procedures 2, 10, and 12 to the internal financial statements and/or the underlying general ledger accounts used by the management to prepare the internal financial statements. The schedule obtained for procedure 4 is a non-monetary schedule of licenses issued and cannot be directly compared to the internal financial statements or underlying general ledger. The other schedules agreed without exception.

We were engaged by the Oregon State Board of Architect Examiners to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accounting records of the Oregon State Board of Architect Examiners for the Biennium ended June 30, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Oregon State Board of Architect Examiners and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Baker Tilly US, LLP

Portland, Oregon
November 13, 2025

Oregon
Tina Kotek, Governor

State Board of Architect Examiners
205 Liberty Street NE, Suite A
Salem, OR 97301
503-763-0662
Oregon.gov/osbae

November 13, 2025

Baker Tilly US, LLP
805 SW Broadway, Suite 1400
Portland, OR 97205

In connection with your engagement to apply agreed-upon procedures on the accounting records (hereinafter the "Subject Matter") of the Oregon State Board of Architect Examiners (Agency or Board) for the Biennium ended June 30, 2025, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the Subject Matter.
2. We are responsible for designing, implementing and operating internal controls for the Agency. Our internal controls include, but are not limited to the following:

   Receiving, Recording, and Reporting Transactions:

   a. The Registration Specialist opens the mail and endorses all checks for deposit. If a check has an associated application, a copy of the first page is attached and given to the Fiscal Analyst for fee verification, while the original is kept for processing.
   b. Fiscal Analyst prints a daily transaction detail report from Authorize.Net for settled transactions, prints a Funds Distribution Listing from eLITE, makes a deposit in QuickBooks using the Funds Distribution totals, and enters all invoices into QuickBooks.
   c. The deposit summary reports (for checks and on-line payments) are reviewed and entered into QuickBooks by the Fiscal Analyst.

   Licensing Individuals:

   d. Individual applications and firm applications that are received by US Mail are date stamped when received. Applications that are submitted electronically will have a date completed within the record history.
   e. Individual applications and firm applications are reviewed for completeness and approved by the Registration Specialist. If requirements are met, the application is sent to the Executive Director for review and approval.
   f. The Executive Director reviews each application file in eLITE for accuracy and completeness and marks the application file as approved, approved with review required by the Board, or pending approval and further review by the Board.
   g. Applications denied or withdrawn provide support for why the application was denied or withdrawn. Withdrawn applications are noted in the system by the Registration Specialist. Application denials must be decided by the Board and will be recorded as such in the record. Withdrawn applications are not reviewed by the Board.

Bank Reconciliations:

h. Bank statements received by U.S. Mail are date-stamped by the Registration Specialist. Bank statements received electronically are printed and date-stamped.

i. Fiscal Analyst reconciles the bank statement in QuickBooks within 45 days of the date received.

j. Executive Director reviews and approves the reconciliation by initialing and dating the statement.

k. Board Chair reviews and approves the reconciliation by initialing and dating the statement.

Revenues other than Licensing:

l. For civil penalty, the Investigator prepares a Final Order which is reviewed by the Executive Director. An email request is sent to the Fiscal Analyst to process an invoice.

m. Payments made by check are endorsed by the Registration Specialist who opens the mail. The Fiscal Analyst records the deposit in QuickBooks and enters the payment in Elite. Non-licensure revenue received via Electronic Funds Transfers are automatically deposited into the Board's checking account.

n. The Executive Director reviews the journal entry in QuickBooks and approves it.

o. For other non-licensure revenues, the process follows 2a-c above.

Expenses:

p. Invoices or bills received by U.S. Mail are stamped with "approved for payment," recorded in QuickBooks, and reviewed and approved by the Executive Director.

q. Payments are processed by the Fiscal Analyst and reviewed by the Executive Director. The Executive Director signs checks.

r. Electronic Fund Transfers, or recurring automated charges are tracked and entered into QuickBooks. Approval of these automatic charges are approved by the Executive Director depending upon the nature of the EFT.

Budget and Board Financial Reporting:

s. At least every other month for Board meetings, the Fiscal Analyst prepares financial reports for a Board packet that contains a budget to actual report, monthly income/expense detail comparison, a balance sheet, and a civil penalty report.

3. We have provided you with all relevant information and access, as applicable.
4. We have disclosed to you all known matters contradicting the Subject Matter and any communications from regulatory agencies or others affecting the Subject Matter, including communications received between the June 30, 2025 and the date of this letter.
5. We are not aware of any material misstatements in the Subject Matter.
6. We have disclosed to you all known events subsequent to the June 30, 2025 that would have a material effect on the Subject Matter.
7. We have obtained from the Oregon Secretary of State Audits Division their agreement to the procedures and acknowledgment that the procedures are appropriate for their purposes.
8. We agree with the final procedures performed and acknowledge that they are appropriate for the intended purpose of the engagement.

9. We are unaware of any matters contradicting the internal controls identified above.
10. We are not aware of any material departures from the internal controls identified above.

Elizabeth Boxall

Elizabeth Boxall
Executive Director for the Oregon State Board of Architect Examiners

Attachment 2: 2023-25 Balance Sheet

9:37 AM
09/23/25
Accrual Basis

Oregon State Board of Architect Examiners
Balance Sheet
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1001 · Checking - US Bank	50,434.31
1002 · Oregon State Treasury LGIP	849,469.64
Total Checking/Savings	899,903.95
Accounts Receivable	
1200 · Accounts Receivable	6,502.68
Total Accounts Receivable	6,502.68
Total Current Assets	906,406.63
TOTAL ASSETS	**906,406.63**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2002 · *Accounts Payable	7,195.28
Total Accounts Payable	7,195.28
Other Current Liabilities	
2111 · Compensated Absences Payable	30,516.86
Total Other Current Liabilities	30,516.86
Total Current Liabilities	37,712.14
Total Liabilities	37,712.14
Equity	
3020 · Beginning Fund Bal - Operating	235,073.00
3025 · Ending Fund Bal - Operating	246,975.88
3900 · Retained Earnings	244,403.12
Net Income	142,242.49
Total Equity	868,694.49
TOTAL LIABILITIES & EQUITY	**906,406.63**

Attachment 3: 2025-27 Forecasted Balance Sheet

2025-27 Forecasted Balance Sheet

Oregon State Board of Architect Examiners **Forecasted Balance Sheet**

Assets		
Current assets:	**2023-2025**	**2025-2027**
Checking/Savings	899,903.95	833,192.00
Other Current Assets	6,502.68	-
Total Current Assets	**906,406.63**	**833,192.00**

Liabilities & Equity	**2023-2025**	**2025-2027**
Accounts Payable	7,195.28	-
Other Current Liabilities	30,516.86	30,000.00
Total Current Liabilities	**37,712.14**	**30,000.00**

Equity	**2023-2025**	**2025-2027**
Equity	868,694.49	803,192.00
Total Liabilities & Equity	**906,406.63**	**833,192.00**

Note: 6/30/25 beginning balance $906,406.63. Anticipated loss $73,214.00. Estimated $30,000 compensated leave payable.

Oregon State Board of Architect Examiners
2023 - 2025 Budget Comparison
July 1, 2023 through June 30, 2025

	Jul '23 - Jun 25	Budget	$ Over Budget	% of Budget	Description of variance
Ordinary Income/Expense					
Income					
Revenues					
0205 · Ind. Registrations by Exam Fee	14,900.00	13,800.00	1,100.00	107.97%	Budget =138 x $100; actual = 149. Budget was based on 5 year analysis, received above the projection.
0205.0 · Ind. Reg. by Reciprocity Fee	87,300.00	68,000.00	19,300.00	128.38%	Budget = 340 x $200; actual = 436. Budget was based on 5 year analysis, received above the projection.
0205.1 · Individual Reinstatement Fee	12,400.00	15,200.00	(2,800.00)	81.58%	Budget = 38 x $400; actual = 31. Budget was based on 5 year analysis, received less than projected.
0205.1A · Ind. Reinstatement Application	3,100.00	3,800.00	(700.00)	81.58%	Budget = 38 x $100; actual = 31. Budget was based on previous year fees as this is a relatively new fee. Received less than projected.
0205.2 · Reciprocity Application Fee	43,025.00	43,800.00	(775.00)	98.23%	Budget = 438 x $100; actual = 430. Budget was based on 5 year analysis, received fees within projection.
0205.3 · Individual Renewal	894,240.00	887,520.00	6,720.00	100.76%	Budget = 3698 x $240; actual = 3726. Budget was based on 5 year analysis, received fees within projection.
0205.4 · Firm Registration Fee	35,800.00	24,800.00	11,000.00	144.36%	Budget = 124 x $200; actual = 179. Budget was based on 5 year analysis, received above the projection.
0205.5 · Firm Renewal	371,000.00	342,000.00	29,000.00	108.48%	Budget = 1710 x $200; actual = 1855. Budget was based on 5 year analysis, received above the projection.
0205.6 · Examination Application Fee	10,875.00	10,500.00	375.00	103.57%	Budget = 140 x $75; actual 145. Budget was based on 5 year analysis, received fees within projection.
0205.7 · Firm Application Fee	18,300.00	14,000.00	4,300.00	130.71%	Budget = 140 x $100; actual = 183. Budget was based on 5 year analysis, received above the projection.
0205.8 · Firm Reinstatement Application	1,300.00	1,600.00	(300.00)	81.25%	Budget = 16 x $100; actual = 13. Budget was based on previous year fees as this is a relatively new fee. Received less than projected.
0205.9 · Firm Reinstatement Fee	5,600.00	6,400.00	(800.00)	87.5%	Budget = 16 x $400; actual =14. Budget was based on previous year fees as this is a relatively new fee. Received less than projected.
0505 · Civil Penalty Fee	27,750.00	13,500.00	14,250.00	205.56%	(10) Civil Penalties issued. Budget was based on 5 year analysis, received above the projection.
0505.1 · Individual Renewal Late Fee	44,700.00	11,700.00	33,000.00	382.05%	Budget = 78 X $150; actual = 298. Budget was based on 5 year analysis, received above the projection.
0505.2 · Late CE Reporting Fee	42,480.00	48,000.00	(5,520.00)	88.5%	Budget = 200 x $240; actual = 177. Budget was based on 5 year analysis, received less than projected.
0505.3 · Firm Renewal Late Fee	17,400.00	4,200.00	13,200.00	414.29%	Budget = 28 x $150; actual = 116. Budget was based on 5 year analysis, received above the projection.
0605.1 · Interest Income/Dividends	67,215.35	6,100.00	61,115.35	1,101.89%	Budget was low and based on unknown CD interest rates when budget was developed. Moved accounts to US Treasury with higher rate.
0705 · Duplicate Wallet Card or Cert.	725.00	250.00	475.00	290.0%	Budget = 10 x $25; actual = 29. Budget was based on 5 year analysis, received above the projection.
0705.1 · Certified Verif. of Reg.Fee	690.00	400.00	290.00	172.5%	Budget = 40 x $10; actual = 69. Budget was based on 5 year analysis, received above the projection.
0805 · Consulting Services/Misc. Fees	2,781.20	0.00	2,781.20	100.0%	No budget for this item. Fees received were for unanticipated Inter-Agency Agreements.
0905 · HEM Incentive Program	735.00	840.00	(105.00)	87.5%	N/A (pass through).
0906 · PERS Cost (6%) WH from Employee	0.00	41,732.00	(41,732.00)	0.0%	N/A (pass through). 6% PERS contributions paid to PERS - MPPT
Total Revenues	1,702,316.55	1,558,142.00	144,174.55	109.25%	
Total Income	1,702,316.55	1,558,142.00	144,174.55	109.25%	
Gross Profit	1,702,316.55	1,558,142.00	144,174.55	109.25%	
Expense					
Professional Services Expenses					
4225 · Gov Services Charges	17,131.04	19,212.00	(2,080.96)	89.17%	Savings due to unknown cost of M365 licensing subscriptions at time of budget.
4300.1 · Expert Witness Services	3,900.00	2,400.00	1,500.00	162.5%	Over budget due to unanticipated legal fees for on-going cases needing expert services.
4300.2 · Office Administrative Hearings	9,895.10	7,000.00	2,895.10	141.36%	Over budget due to unanticipated legal fees for on-going cases. Budget was based on average from previous biennia.
4300.3 · IT Services/Database	45,261.92	55,000.00	(9,738.08)	82.29%	Savings due to miscellaneous computer expenses/repairs that were not needed. Database provider did not increase rates during biennium.
4300.4 · Auditing	10,000.00	9,000.00	1,000.00	111.11%	Over budget due to anticipated increase from past audit which was more than expected.
4300.5 · Other Professional Services	2,516.00	3,874.00	(1,358.00)	64.95%	Savings due to anticipated services that were not needed. Budgeted for inflation rate for Brillium which did not increase.
4325 · Atty General Legal Fees	107,696.62	80,000.00	27,696.62	134.62%	Over budget due to unanticipated legal fees of on-going cases. This budget is hard to predict regardless of analysis with ongoing cases.
4326 · Compliance Expense	15.00	500.00	(485.00)	3.0%	Savings due to extra compliance costs that were not incurred.
4425 · Rental of Bldg's & Land	71,991.32	81,384.00	(9,392.68)	88.46%	Savings due to a negotiated 3% escalators for lease verses a CPI indicator.
4475.1 · Facilities Maintenance	3,427.09	1,900.00	1,527.09	180.37%	Over budget due to weekly cleanings vs. bi-weekly (full staff of offices requiring more).
4650 · On-Line Payment Transaction Fee	49,861.25	38,000.00	11,861.25	131.21%	Over budget due to low estimate of fees at time of budget. Increase in number of online transactions.
5150 · Telecommunication Services	9,969.15	11,000.00	(1,030.85)	90.63%	Savings due to estimate of 5 lines at time of budget, removed 1 line due to vacant position.
Total Professional Services Expenses	331,664.49	309,270.00	22,394.49	107.24%	
Services and Supplies					
4100.1 · Instate Travel & Parking	8,232.22	10,000.00	(1,767.78)	82.32%	Savings due to remote options for Board meetings.
4125.1 · Out of State Travel	45.47	10,000.00	(9,954.53)	0.46%	Savings due to NCARB funded travel and remote options.
4175 · Office Supplies	3,969.16	5,000.00	(1,030.84)	79.38%	Savings due to reduced office staff, a hybrid work schedule and more work being done electronically.
4175.2 · Equipment Maintenance	4,482.29	5,000.00	(517.71)	89.65%	Savings due to unknow equipment repairs that were included in the budget and less copies due to electronic files.
4175.5 · Postage & Printing Office Forms	3,917.97	4,200.00	(282.03)	93.29%	Savings due to less printing of office forms (email options & in-house forms).
4400 · Dues	10,000.00	10,000.00	0.00	100.0%	Expense is within budget.

Percentage of time passed in biennium = 100% (24 months)

Attachment 4: 2023-25 Budget to Actual Revenue Expenditures

Oregon State Board of Architect Examiners
2023 - 2025 Budget Comparison
July 1, 2023 through June 30, 2025

	Jul '23 - Jun 25	Budget	$ Over Budget	% of Budget	Description of variance
4400.1 · Conference Registrations	0.00	3,500.00	(3,500.00)	0.0%	Savings due to remote options for Board meetings and NCARB funding provided.
4400.2 · Staff Development	280.00	2,500.00	(2,220.00)	11.2%	Savings due to staff not attending offsite training.
5100 · Office Furn & Equipment	0.00	2,000.00	(2,000.00)	0.0%	Savings due to not purchasing anticipated furniture or equipment.
5550 · Computer Hardware/Software	12,007.80	14,000.00	(1,992.20)	85.77%	Savings due to less computer hardware repairs than projected.
Total Services and Supplies	42,934.91	66,200.00	(23,265.09)	64.86%	
3000 · Personal Service					
3110 · Regular Employees					
HEM Incentive Program	735.00	840.00	(105.00)	87.5%	Only 2 employees enrolled in the HEM Incentive Program (this is a pass through).
3110 · Regular Employees - Other	682,624.11	695,535.00	(12,910.89)	98.14%	Savings due to vacant position not being filled which allowed for unanticipated COLA increases.
Total 3110 · Regular Employees	683,359.11	696,375.00	(13,015.89)	98.13%	
3110.1 · Board Member Stipends	11,920.00	19,500.00	(7,580.00)	61.13%	Savings due to budget for full Board attendance at NCARB/WCARB meetings.
3220 · PERS Contributions	128,868.95	141,737.00	(12,868.05)	90.92%	Savings due to vacant position not being filled.
3220.1 · PERS Cost (6%) WH from Employee	0.00	41,732.00	(41,732.00)	0.0%	6% PERS contributions paid to PERS -MPPT (this is a pass through).
3221 · Pension Bond Contributions	33,309.64	43,123.00	(9,813.36)	77.24%	Savings due to anticipated rate increase which did not occur.
3230 · Social Security & Taxes	51,556.96	54,968.00	(3,411.04)	93.79%	Savings due to vacant position not being filled.
3240 · State Unemployment Payments	0.00	1,000.00	(1,000.00)	0.0%	Savings due to no claims filed.
3250 · WBF Fund	125.91	211.00	(85.09)	59.67%	Savings due to vacant position not being filled.
3270 · Medical, Dental, Life Ins.	108,703.60	183,893.00	(75,189.40)	59.11%	Savings due to vacant position not being filled.
Total 3000 · Personal Service	1,017,844.17	1,182,539.00	(164,694.83)	86.07%	
4500.1 · DOR Collection Fee	1,145.30				No budget for this item. Unanticipated civil penalty collection fee paid.
Total Expense	1,393,588.87	1,558,009.00	(164,420.13)	89.45%	
Net Ordinary Income	308,727.68	133.00	308,594.68	232,126.08%	
Net Income	**308,727.68**	**133.00**	**308,594.68**	**232,126.08%**	

Percentage of time passed in biennium = 100% (24 months)

Oregon State Board of Architect Examiners
2023-25 Budget Actuals to 2025-27 Budget

	2023-2025 Budget	2023-2025 Actual	2025-2027 Budget	Percent of Change	2025-27 Budget Explanation
Ordinary Income/Expense					
Income					
Revenues					
0205 · Ind. Registrations by Exam Fee	13,800.00	14,900.00	12,800.00	-7%	Based on 5 yr. avg (2019-2024) - 64 per year at $100 each.
0205.0 · Ind. Reg. by Reciprocity Fee	68,000.00	87,300.00	74,800.00	10%	Based on 5 yr. avg (2019-2024) - 187 per year at $200 each.
0205.1 · Individual Reinstatement Fee	15,200.00	12,400.00	12,800.00	-16%	Based on 5 yr. avg (2019-2024) - 16 per year at $400 each.
0205.1A · Ind. Reinstatement Application	3,800.00	3,100.00	3,200.00	-16%	Based on 5 yr. avg (2019-2024) of reinstatement fee - 16 per year at $100 each.
0205.2 · Reciprocity Application Fee	43,800.00	43,025.00	37,400.00	-15%	Based on 5 yr. avg (2019-2024) - 187 per year at $100 each.
0205.3 · Individual Renewal	887,520.00	894,240.00	895,968.00	1%	Based on 4148 active registrations at 90% renewal rate for last two years (4,418-415=3,733 x $240 x 2).
0205.4 · Firm Registration Fee	24,800.00	35,800.00	33,600.00	35%	Based on 5 yr. avg (2019-2024) - 84 registrations per year at $200 each.
0205.5 · Firm Renewal	342,000.00	371,000.00	385,320.00	13%	Based on 1014 active registrations at 95% renewal rate for last two years (1,014-51=963 x $200 x 2).
0205.6 · Examination Application Fee	10,500.00	10,875.00	9,600.00	-9%	Based on 5 yr. avg (2019-2024) - 84 applications per year at $100 each.
0205.7 · Firm Application Fee	14,000.00	18,300.00	16,800.00	20%	Based on 3 yr. avg (2021-2024) - 7 per year at $100 each.
0205.8 · Firm Reinstatement Application	1,600.00	1,300.00	1,400.00	-13%	Based on 3 yr. avg (2021-2024) - 7 per year at $400 each.
0205.9 · Firm Reinstatement Fee	6,400.00	5,600.00	5,600.00	-13%	Based on 5 yr. avg (2019-2024) - 64 applications per year at $75 each.
0505 · Civil Penalty Fee	13,500.00	27,750.00	13,000.00	-4%	Based on 2 yr. avg. (2022-2024).
0505.1 · Individual Renewal Late Fee	11,700.00	44,700.00	24,150.00	106%	Based on 50% of 23-24 avg. Grace period changed in 2024 causing initial spike which may decrease.
0505.2 · Late CE Reporting Fee	48,000.00	42,480.00	38,880.00	-19%	Based on actuals from 2023-24, minus 10% (difficult to predict).
0505.3 · Firm Renewal Late Fee	4,200.00	17,400.00	8,250.00	96%	Based on 50% of 23-24 avg. Grace period & fee changed in 2024 causing initial spike which may decrease
0605.1 · Interest Income/Dividends	6,100.00	67,215.35	36,500.00	498%	Based on 23-25 projected operating reserves and rates continuing to slowly decline.
0705 · Duplicate Wallet Card or Cert.	250.00	725.00	750.00	200%	Based on actuals from 2023-24.
0705.1 · Certified Verif. of Reg.Fee	400.00	690.00	540.00	35%	Based on 5 yr. avg. (2019-24) 27 per year at $10 each.
0805. Consulting Services/Misc. Fees	0.00	2,781.20	0.00	0%	None anticipated.
0905 · HEM Incentive Program	840.00	735.00	840.00	0%	Wash - collected from insurance and paid by OSBAE.
0906 · PERS Cost (6%) WH from Employee	41,732.00	0.00	44,536.00	7%	Wash - collected from employee and paid by OSBAE. 6% total of total wages.
Total Revenues	1,558,142.00	1,702,316.55	1,656,734.00	6%	
Total Income	1,558,142.00	1,702,316.55	1,656,734.00		
Gross Profit	1,558,142.00	1,702,316.55	1,656,734.00		
Expense					
Professional Services Expenses					
4225 · Gov Services Charges	19,212.00	17,131.04	24,135.00	26%	Based on actuals from the Dept. of Administrative Services 2025-27 price list.
4300.1 · Expert Witness Services	2,400.00	3,900.00	4,000.00	67%	Based on 3 yr. average (2021-2024) + 4.2% inflation.
4300.2 · Office Administrative Hearings	7,000.00	9,895.10	16,250.00	132%	Based on 3 yr. average (2021-2024).
4300.3 · IT Services/Database	55,000.00	45,261.92	51,000.00	-7%	Based on actuals + 4.2% inflation.
4300.4 · Auditing	9,000.00	10,000.00	11,000.00	22%	Based on prior cost of $10k plus a potential price increase.
4300.5 · Other Professional Services	3,874.00	2,516.00	3,000.00	-23%	Based on actuals for Brillium & Garten + 4.2% inflation.
4325 · Atty General Legal Fees	80,000.00	107,696.62	143,000.00	79%	Based on 1.5 yr. avg. (2023-2024) + 25% hourly rate increase.
4326 · Compliance Expense	500.00	15.00	200.00	-60%	No expense in 2023-25. Budgeted same as last biennium.
4425 · Rental of Bldg's & Land	81,384.00	71,991.32	84,500.00	4%	Assumes 3% escalators each fiscal year.
4475.1 · Facilities Maintenance	1,900.00	3,427.09	3,225.00	70%	Based on actuals + 4.2% inflation.
4650 · On-Line Payment Transaction Fee	38,000.00	49,861.25	52,000.00	37%	Based on use in 2023-24 + 4.2% inflation.
5150 · Telecommunication Services	11,000.00	9,969.15	11,900.00	8%	Based on actuals + 4.2% inflation. Adds one cell phone.

Oregon State Board of Architect Examiners
2023-25 Budget Actuals to 2025-27 Budget

	2023-2025 Budget	2023-2025 Actual	2025-2027 Budget	Percent of Change	2025-27 Budget Explanation
Total Professional Services Expenses	309,270.00	331,664.49	404,210.00	31%	
Services and Supplies					
4100.1 · Instate Travel & Parking	10,000.00	8,232.22	9,000.00	-10%	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4125.1 · Out of State Travel	10,000.00	45.47	5,000.00	-50%	Based on 4 yr. avg. (2019-2023) + inflation + unknown factor.
4175 · Office Supplies	5,000.00	3,969.16	5,000.00	0%	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4175.2 · Equipment Maintenance	5,000.00	4,482.29	5,100.00	2%	Based on 5 yr. avg. (2019-2024) + 4.2% inflation.
4175.5 · Postage & Printing Office Forms	4,200.00	3,917.97	4,500.00	7%	Based on 2023-24 + 4.2% inflation + $500 for unexpected mailings.
4400 · Dues	10,000.00	10,000.00	10,000.00	0%	Based on actuals for NCARB/WCARB.
4400.1 · Conference Registrations	3,500.00	0.00	2,500.00	-29%	Based on 3 members x 4 conferences +4.2% inflation.
4400.2 · Staff Development	2,500.00	280.00	2,500.00	0%	Historically varies. Used same budget as last biennium.
5100 · Office Furn & Equipment	2,000.00	0.00	2,000.00	0%	Based on 2023-25 budget. Varies based on biennium.
5550 · Computer Hardware/Software	14,000.00	12,007.80	38,400.00	174%	Based on 5 yr. avg. (2019-2024) + 4.2% inflation. Includes est. for server and two laptop replacements.
Total Services and Supplies	66,200.00	42,934.91	84,000.00	27%	
3000 · Personal Service					
3110 · Regular Employees					
HEM Incentive Program	840.00	735.00	840.00	0%	Wash - reimbursed by insurance. Must include for expenditure authorization.
3110 · Regular Employees - Other	695,535.00	682,624.11	742,260.00	7%	Based on 5% annual COLAs (assumed).
Total 3110 · Regular Employees	696,375.00	683,359.11	743,100.00	7%	
3110.1 · Board Member Stipends	19,500.00	11,920.00	21,950.00	13%	6 regular, 2 special meetings/yr + 5% GSA increases + 2 members attending 4 NCARB/WCARB meetings.
3220 · PERS Contributions	141,737.00	128,868.95	162,852.00	15%	Based on all employees on OPSRP rate of 21.94%
3220.1 · PERS Cost (6%) WH from Employee	41,732.00	0.00	44,536.00	7%	Wash - withheld from employee pay, must include for expenditure authorization.
3221 · Pension Bond Contributions	43,123.00	33,309.64	41,567.00	-4%	Calculated at 5.6% rate.
3230 · Social Security & Taxes	54,968.00	51,556.96	59,203.00	8%	Based on 7.65% of wages + stipend pay.
3240 · State Unemployment Payments	1,000.00	0.00	1,000.00	0%	Expense unknown, used same amount as prior biennium.
3250 · WBF Fund	211.00	125.91	280.00	33%	14,000 hours x 0.0200
3270 · Medical, Dental, Life Ins.	183,893.00	108,703.60	167,250.00	-9%	Based on current plans, + 5.6% inflation year-over-year. Adds one medical PT family plan.
Total 3000 · Personal Service	1,182,539.00	1,017,844.17	1,241,738.00	5%	
4500.1 · DOR Collection Fee		1,145.30			
Total Expense	1,558,009.00	1,393,588.87	1,729,948.00	**11%**	
Net Ordinary Income	133.00	308,727.68	(73,214.00)		
Net Income	**133.00**	**308,727.68**	**(73,214.00)**		

Attachment 6: Registration and Compliance Data

OSBAE Registration and Compliance Data as of June 30, 2025

Description	June 2017	June 2019	Change	% Change	June 2021	Change	% Change	June 2023	Change	% Change	June 2025	Change	% Change
Actively registered individuals	**3358**	**3617**	**259**	**7.71%**	**3832**	**215**	**5.94%**	**4008**	**176**	**4.59%**	**4141**	**133**	**3.32%**
Individuals with Oregon as Home State	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2070	N/A	N/A	2116	46	2.22%
Actively registered firms	**821**	**801**	**-20**	**-2.44%**	**881**	**80**	**9.99%**	**944**	**63**	**7.15%**	**1011**	**67**	**7.10%**
Firms with Oregon as Work State	N/A	N/A	N/A	N/A	N/A	N/A	N/A	469	N/A	N/A	475	6	1.28%
Registration Applications Received within the Biennium	**875**	**783**	**-92**	**-10.51%**	**700**	**-83**	**-10.60%**	**750**	**50**	**7.14%**	**793**	**43**	**5.73%**
Individuals	719	621	-98	-13.63%	551	-70	-11.27%	575	24	4.36%	610	35	6.09%
Firms	156	162	6	3.85%	149	-13	-8.02%	175	26	17.45%	183	8	4.57%
Registrations Issued within the Biennium	**835**	**781**	**-54**	**-6.47%**	**662**	**-119**	**-15.24%**	**681**	**19**	**2.87%**	**739**	**58**	**8.52%**
(1) Individuals	714	547	-167	-23.39%	465	-82	-14.99%	497	32	6.88%	520	23	4.63%
(2) Firms	121	128	7	5.79%	138	10	7.81%	144	6	4.35%	179	35	24.31%
(3) Individual Reinstatements	N/A	84	N/A	N/A	41	-43	-51.19%	27	-14	-34.15%	28	1	3.70%
(4) Firm Reinstatements	N/A	22	N/A	N/A	18	-4	-18.18%	13	-5	-27.78%	12	-1	-7.69%
(c) Examinations Conducted (not applicable, exams are conducted by the national association)													
(d) Average Processing Time for Registrations Processed within the Biennium*													
(1) Number of registrations by exam	307	216	-91	-29.64%	123	-93	-43.06%	137	14	11.38%	150	13	9.49%
(2) Average processing time for exam applications	2	28	26	1300.00%	4	-24	-85.71%	3	-1	-25.00%	3	0	0.00%
(3) Number of registrations by reciprocity	407	331	-76	-18.67%	351	20	6.04%	364	13	3.70%	375	11	3.02%
(4) Average processing time for reciprocity applications	7	7	0	0.00%	6	-1	-14.29%	4	-2	-33.33%	4	0	0.00%
(e) Number of New Complaints Received within the Biennium	**58**	**47**	**-11**	**-18.97%**	**48**	**1**	**2.13%**	**39**	**-9**	**-18.75%**	**38**	**-1**	**-2.56%**
(1) Against registrants (includes lapsed registrants)	33	27	-6	-18.18%	22	-5	-18.52%	13	-9	-40.91%	27	14	107.69%
(2) Against non-registrants	25	20	-5	-20.00%	26	6	30.00%	26	0	0.00%	11	-15	-57.69%
(f) Source of Investigations Conducted for Cases & Complaints Closed within the Biennium	**46**	**29**	**-17**	**-36.96%**	**70**	**41**	**141.38%**	**48**	**-22**	**-31.43%**	**38**	**-10**	**-20.83%**
(1) Initiated by the Board	32	11	-21	-65.63%	35	24	218.18%	19	-16	-45.71%	10	-9	-47.37%
(2) Received by the agency	14	18	4	28.57%	35	17	94.44%	29	-6	-17.14%	28	-1	-3.45%
(3) Misconduct	4	4	0	0.00%	14	10	250.00%	8	-6	-42.86%	21	13	162.50%
(4) Practice	35	18	-17	-48.57%	48	30	166.67%	17	-31	-64.58%	8	-9	-52.94%
(5) Stamps Seals	2	2	0	0.00%	0	-2	-100.00%	0	0	0.00%	2	2	0.00%
(6) Title	1	4	3	300.00%	6	2	50.00%	17	11	183.33%	0	-17	-100.00%
(7) Other (e.g., Continuing Education)	4	1	-3	-75.00%	2	1	100.00%	5	3	150.00%	3	-2	-40.00%
(g) Number and Types of Resolutions of Complaints & Cases Closed within the Biennium**	**46**	**29**	**-17**	**-36.96%**	**70**	**41**	**141.38%**	**48**	**-22**	**-31.43%**	**38**	**-10**	**-20.83%**
(1) Closed without action/Board has no jurisdiction/no violation	7	14	7	100.00%	15	1	7.14%	13	-2	-13.33%	17	4	30.77%
(2) Letters of concern/education	8	5	-3	-37.50%	23	18	360.00%	17	-6	-26.09%	5	-12	-70.59%
(3) Referred to the Engineering Board	1	0	-1	-100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
(4) Civil penalties issued	27	9	-18	-66.67%	31	22	244.44%	18	-13	-41.94%	9	-9	-50.00%
(5) Registration revoked/suspended/surrendered	3	1	-2	-66.67%	0	-1	-100.00%	0	0	0.00%	7	7	N/A
(6) Stipulations/agreements, no civil penalty	0	0	0	0.00%	1	1	N/A	0	-1	-100.00%	0	0	0.00%
(h) Number of Sanctions Imposed (total of 4-6 above)	**30**	**10**	**-20**	**-66.67%**	**32**	**22**	**220.00%**	**18**	**-14**	**-43.75%**	**16**	**-2**	**-11.11%**
(i) Number of Days Between Receipt of a Complaint and Reaching a Resolution for Cases & Complaints Closed within the Biennium	**349**	**301**	**-48**	**-13.75%**	**301**	**0**	**0.00%**	**238**	**-63**	**-20.93%**	**254**	**16**	**6.72%**
(j) Number of cases open longer than 90, 180, and 365 days**													
(1) Cases open longer than 90 days	18	8	-10	-55.56%	19	11	137.50%	15	-4	-21.05%	10	-5	-33.33%
(2) Cases open longer than 180 days	15	4	-11	-73.33%	23	19	475.00%	2	-21	-91.30%	5	3	150.00%
(3) Cases open longer than 365 days	8	8	0	0.00%	17	9	112.50%	10	-7	-41.18%	8	-2	-20.00%

*In 2015-17, start times for calculating average registration processing changed from initial application receipt to when the application was complete.
**Cases reflect counts, not individuals; multiple cases may involve the same respondent.

Attachment 7: Best Practices Self-Assessment

OREGON STATE BOARD OF ARCHITECT EXAMINERS

Best Practices Criteria	Total Yes Responses	Total No Responses
1. Executive Director's performance expectations are current.	7	0
2. Executive Director receives annual performance feedback.	7	0
3. The agency's mission and high-level goals are current and applicable.	7	0
4. The board reviews annual performance progress report.	7	0
5. The board is appropriately involved in review of agency's key communications.	7	0
6. The board is appropriately involved in policy-making activities.	7	0
7. The agency's budget aligns with mission and goals.	7	0
8. The board reviews all proposed budgets.	7	0
9. The board periodically reviews key financial information and audit findings.	7	0
10. The board is appropriately accounting for resources.	7	0
11. The agency adheres to accounting rules and other relevant financial controls.	7	0
12. Board members act in accordance with their roles and public representatives.	7	0
13. The board coordinates with others where responsibilities and interests overlap.	7	0
14. The board members identify and attend appropriate training sessions.	7	0
15. The board reviews its management practices to ensure best practices are utilized.	7	0
Total	**105**	**0**
Percentage of Total	**100.00%**	**0.00%**

Total number of Board members	7
Number of Board members responding	7
Date survey was administered	February 13, 2026
How survey was administered (Board members filled out Excel document, online survey, etc.)	Board Meeting