



# Alignment

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West Virginia Board of Architects

November 2021

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## *Board Celebrates Centennial*

The West Virginia Board of Architects turned 100 on July 27, 2021. Created by Legislative Act on July 27, 1921, the Board has acted to protect the health, safety, and welfare of the public from the unqualified and improper practice of architecture for 100 years. In March, the Board received a Legislative Citation from the West Virginia House of Delegates for its service and was also recognized by the Senate through Senate Resolution 45 on April 8, 2021. Watch for more information on the Board's Centennial in the coming months.

## *Current WV Data*

- Active Registered Architects: 1,342
- Active in WV: 115
- Active Out of State: 1,227
- Candidate Admissions to ARE: 21
- New Registrations During 2021 to Date: 134
- New Registrations for 2020: 118

*Data from October 21, 2021.*

## *Please remember*

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- Update your contact information on the board's website by logging into your Certemy account using the Registrant Login in the top right corner or contacting the office.
- Disclose any discipline since your last renewal when before renewing your registration in West Virginia.
- Continue earning HSW hours. West Virginia requires 12 hours annually based on the calendar year.
- Late Renewals continue until December 31, 2021.
- The decision regarding how to hold Board Meetings (in person or virtual) is made based on WV health data and is usually made two weeks prior to the meeting. Confirm with the office or watch the website calendar.

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*See Tips for Working in the Certemy Registration System at the bottom of newsletter.*

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*2021–2022 Board Members*

- Adam Krason, President, Charleston
- Edward Tucker, Secretary, Huntington
- Todd Boggess, Member, Princeton
- Richard Forren, Member, Fairmont
- Wendy Scatterday, Member, Wheeling
- Jan Fox, Esq., Public Member, Charleston
- Edsel Smith, Public Member, Jane Lew
- Mark Weiler, Assistant Attorney General, Counsel

Emily Papadopoulos  
*Executive Director*

[Emily.B.Papadopoulos@wv.gov](mailto:Emily.B.Papadopoulos@wv.gov)

405 Capitol Street  
Mezzanine Suite 3  
Charleston, WV 25301

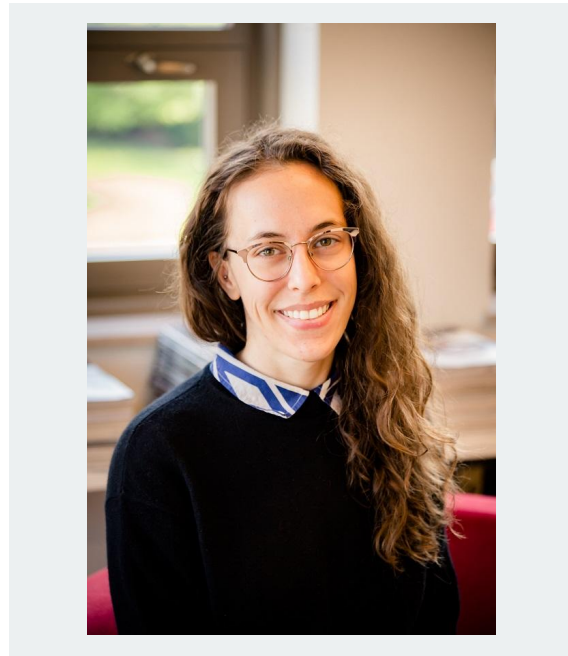
TEL: (304) 558-1406

FAX: (304) 558-1407

[brdarch.wv.gov](http://brdarch.wv.gov)

## *Meet Two New West Virginia Architects*

The Board welcomes two new architects from Edward Tucker Architects located in Huntington. J.D. Maynard was initially registered on February 8, 2021 after earning degrees from the University of Kentucky. Angela Maxwell was reciprocally registered on August 4, 2021 and earned her degree from California Polytechnic State University in San Luis Obispo. Welcome to the practice of architecture in West Virginia!



*West Virginia also welcomes the following architects:*

- Deana Chiusano, Wheeling, March 23, 2021
- Jeremiah Hatfield, Saint Albans, April 6, 2021
- Christopher Mancuso, Parkersburg, May 10, 2021
- John-Edward Porter, Morgantown, October 8, 2021

*Earn 12 HSW Continuing Education Hours  
Before 2021 Ends*



West Virginia rules require that architects registered in West Virginia complete 12 continuing education hours in topics designated as health, safety, and welfare (HSW) each calendar year. The hours should be completed in the calendar year preceding renewal each June. So next June (2022) when you renew, you will be expected to upload evidence of having completed 12 HSW hours between Jan. 1, 2021 - Dec. 31, 2021. If you haven't done any CE lately, there is still time. For those who are audited, the Board expects to see 12 HSW hours designated on a 2021 AIA transcript or certificates

documenting 12 HSW hours earned during 2021. WV rules do not allow carryover of hours from a prior year. CE hours are based upon the calendar year prior to renewal in June. All West Virginia registrations which are not renewed expire on June 30<sup>th</sup>. If you have questions, contact [Emily.B.Papadopoulos@wv.gov](mailto:Emily.B.Papadopoulos@wv.gov)



### *Construction Administration Reminder - CA Services Required*

Per W.Va. Code §30-12-11a, construction administration services are comprised of the following: visiting the construction site on a regular basis, processing shop drawings, samples, and other submittals required of the contractor, and notifying the owner and building code official of any code violations, changes which affect code compliance, the use of any materials, assemblies, components, or equipment prohibited by code, major or substantial changes between such technical submissions which he or she identifies as constituting a hazard to the public, which he or she observes in the course of performing his or her duties. If a registered architect who sealed the technical submissions submitted to a building official for permitting is not employed to furnish construction administration services, then architects are required to file, not later than thirty days after construction begins, a form with the Board of Architects disclosing the names of the owner(s), address of the project, and name (if available) of the registered architects employed to perform construction administration services. Architects who know they are not being employed for CA at the time of technical submissions are also required to note that they have not been employed for CA on the technical submissions. To access the CA Form, go the Forms page on the Board's website: <https://brdarch.wv.gov/architects/Pages/Forms.aspx>

*Using Certemy to Renew,  
Reinstate, or Verify a  
Registration*

*Tips for Success*

### **Upcoming Events**

**Holiday**  
**November 11, 2021 - Veterans' Day**  
Office Closed

**Holidays**  
**November 25-26, 2021 - Thanksgiving**  
Office Closed

By now most of you have used the Board's online registration management system called Certemy to renew your registration. Following are tips for your next renewal or other transactions.

- You access your record using your email address, so it is important to keep the Board updated on any address changes. You can change the email address associated with your record by hovering over your name at the top right corner of the screen when in Certemy. Click **Profile Details** and follow the instructions to **Change Primary Email**.
- Your record has three main sections: **Credentials** where you will find any current or pending applications, as well as your next renewal application – which you should leave blank until June. In the **Digital Wallet**, you will find receipts and documents you have uploaded, as well as a copy of your current registration showing your expiration date and registration number. The final tab is **Transcripts**. Here you can upload continuing education and will see your record if you have been part of the random audit at renewal.
- When you renewed your registration in June, a new renewal application for the next renewal cycle automatically uploaded to your **Credentials** tab. Leave this blank until June. If you are in doubt if your renewal was processed, check your **Digital Wallet**, as this is where you will find receipts and a current copy of your pocket registration.
- You can manage your email notifications when logged into your account under **Email Notification Settings**.
- Bookmark the Certemy login page <https://wvba.certemy.com/> You can also gain access to Certemy from the Board's website [www.brdarch.wv.gov](http://www.brdarch.wv.gov) by clicking on **Registrant Login** in the top right-hand corner.
- Color coding is used in Certemy. Green means a step is complete, white incomplete, and red overdue.
- A random audit of 5% of registrants

#### West Virginia Board of Architects Quarterly Meeting

**December 9, 2021** - 405 Capitol Street, 4th Floor Conference Room, Charleston  
This meeting may be held virtually. Contact the office to confirm and for access information.

#### Holiday

**December 24, 2021 - Christmas Eve**  
Office Closed

#### Holiday

**December 31, 2021 - New Year's Eve**  
Office Closed

#### Holiday

**January 18, 2022 - Martin Luther King Day**  
- Office Closed

#### West Virginia Board of Architects Quarterly Meeting

**February 17, 2022** - 405 Capitol Street, 4th Floor Conference Room, Charleston  
This meeting may be held virtually. Contact the office to confirm and for access information.

#### Holiday

**February 21, 2022 - Presidents' Day** Office Closed

#### NCARB MBE Workshop and Regional Summit

**March 3-5, 2022**- Charlotte, NC

#### West Virginia Board of Architects Quarterly Meeting

**May 19, 2022** - 405 Capitol Street, 4th Floor Conference Room, Charleston  
This meeting may be held virtually. Contact the office to confirm and for access information.

#### Holiday

**May 30, 2022 - Memorial Day**  
Office Closed

**License Renewal** - online or by mail  
**June 1 - 30, 2022**

**NCARB Annual Business Meeting**  
**June 2-4, 2022** Austin, TX

#### Holiday

**June 22, 2022 - West Virginia Day**  
Office Closed

#### Late Renewals Begin

**July 1, 2022**

Late Renewals continue through December 31, 2022.

will be conducted as part of renewal in June 2022. At that time, the Board will be looking to see that each architect in the audit has completed a minimum of 12 hours of continuing education in topics related to health, safety, and welfare in calendar year 2021. These hours can be documented by uploading an AIA transcript from Jan. 1 – Dec. 31, 2021 or by uploading a PDF of scanned certificates from calendar year 2021 with the HSW designation on the certificates. While only 5% of registrants are audited, all registrants are expected to show evidence of completion of CE at renewal.

- Detailed instructions on how to renew your registration in Certemy will be available in early spring via email, the website, and postcard.

### COVID-19 Information

- The Board continues to monitor current data on COVID. The best way to reach staff quickly is via email at [Emily.B.Papadopoulos@wv.gov](mailto:Emily.B.Papadopoulos@wv.gov) or at 304-558-1406.
- Information including virus data from West Virginia is available at <https://dhhr.wv.gov/COVID-19/Pages/default.aspx>

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### *100 Years Ago in Charleston . . .*

The West Virginia Board of Architects' first meeting was held on October 24, 1921 at 8:30 PM at the Hotel Kanawha. Theodore T. Stansbury, of Parkersburg, was elected President. A.F. Wysong, of Princeton, was elected Secretary.