

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

STATE ARCHITECTS LICENSURE BOARD

TIME: 10:30 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2525 North 7th Street

CoPA HUB, Eaton Conference Room

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

July 10, 2025

State Architects Licensure Board
July 10, 2025

BOARD MEMBERS:

Mary E. McClenaghan, RA, President
William J. Bates, RA, Vice President
Michael Johns, RA, Secretary
Arion R. Claggett, Acting Commissioner of
Professional and Occupational Affairs
Jason Birl, RA
Patrick Endler, RA
Seth Miller, Esquire, Office of Attorney General
Nicole Dress, RA
Richard DeYoung, RA - Absent

BUREAU PERSONNEL:

Ashley Goshert, Esquire, Board Counsel
Ray J. Michalowski, Esquire, Senior Board Prosecutor
Angela L. Solomon, Esquire, Board Prosecution Liaison
Tyesha C. Miley, Esquire, Board Prosecutor
Jessica Harris, Board Administrator
Marc Farrell, Esquire, Regulatory Counsel,
Office of Chief Counsel, Department of State
Willow Marsh, Legislative Aide, Department of State
Piri Pantoja, Deputy Director of Legislative Affairs

ALSO PRESENT:

Richard Smizer, Intern, Fusa Designs
Roger Himmelberger, Project Manager, JEM Group LLC
Colton Mitchell
Allison Walker, Sargent's Court Reporting Service,
Inc.

1 ***

2 State Architects Licensure Board

3 July 10, 2025

4 ***

5 [Pursuant to Section 708(a)(5) of the Sunshine Act,
6 at 9:30 a.m. the Board entered into Executive Session
7 with Ashley Goshert, Esquire, Board Counsel, for the
8 purpose of conducting quasi-judicial deliberations
9 and to receive the advice of counsel. The Board
10 returned to open session at 10:30 a.m.]

11 ***

12 The regularly scheduled meeting of the State
13 Architects Licensure Board was held on Wednesday,
14 July 10, 2025. Mary E. McClenaghan, RA, President,
15 called the meeting to order at 10:30 a.m.

16 ***

17 Introduction of Board Members/Attendees

18 [President McClenaghan requested an introduction of
19 Board members and attendees. A quorum of Board
20 members was present.]

21 ***

22 [Ashley Goshert, Esquire, Board Counsel, reminded
23 everyone that the meeting was being recorded, and
24 voluntary participation constituted consent to be
25 recorded.]

Approval of Minutes

First on the Agenda is the approval of the minutes. Did everyone have the chance to review the approval of the May 16, 2025 minutes?

[The Board discussed corrections to the minutes.)

Seeing none, do we have a motion
to approve with the edits noted?

So approved.

Second.

Okay. And Mr. Bates, could you call the roll?

1 William Bates, aye; Jason Birl,
2 abstain; Arion Claggett, aye; Nicole
3 Dress, abstain; Patrick Endler, aye;
4 Michael Johns, aye; Mary McClenaghan,
5 aye; Seth Miller, aye.

6 [The motion carried. Jason Birl and Nicole Dress
7 abstained from voting on the motion.]

8 ***

9 Report of Prosecutorial Division

10 [Angela L. Solomon, Esquire, Board Prosecution
11 Liaison, presented Agenda Item No. 2, the Consent
12 Agreement and Order for Case Nos. 22-41-002781 and
13 23-41-009589.]

14 MS. GOSHERT:

15 Pursuant to Section 708(a)(5) of the
16 Sunshine Act, at 9:30 this morning the
17 Board entered into Executive Session
18 with Counsel for purposes of conducting
19 quasi-judicial deliberations and to
20 receive advice of Counsel.

21 Based on Executive Session
22 deliberations, I believe the Board
23 would entertain a motion to approve the
24 Consent Agreement at Case Nos. 22-41-
25 002781 and 23-41-009589.

1 PRESIDENT MCCLLENAGHAN:

2 Do I hear a motion to approve?

3 MR. BATES:

4 So moved.

5 PRESIDENT MCCLLENAGHAN:

6 Is there a second?

7 MR. JOHNS:

8 Second.

9

10 William Bates, aye; Jason Birl,
11 abstain; Arion Claggett, aye; Nicole
12 Dress, aye; Patrick Endler, aye;
13 Michael Johns, aye; Mary McClenaghan,
14 aye; Seth Miller, aye.

15 [The motion carried. Jason Birl abstained from
16 deliberations and voting on the motion. The
17 Respondent's names are Elizabeth Goodall Springer and
18 Dames Design LLC.]

19 ***

20 Report of Board Counsel

21 [Ashley Goshert, Esquire, Board Counsel, reviewed
22 Regulation 16A-4122, the continuing education (CE)
23 regulation for architects. She provided the Board
24 with a draft for feedback but did not anticipate a
25 vote at the meeting.]

1 Ms. Goshert discussed Section 303. The general
2 requirement of 24 hours of CE is a legislative
3 requirement. She added a starting report date of the
4 2029-2031 biennium in order to give the Board enough
5 time for outreach. The CE would start in 2027-2029
6 to be reported in 2029. It was decided there would
7 be information in a newsletter as well as on the
8 website to inform registered architects of the CE
9 requirements.

10 Ms. Goshert included information in the regulation
11 about non-qualifying subjects. She questioned if the
12 Board thought Computer-Aided Design (CAD) would merge
13 into Health, Safety and Welfare (HSW). She stated
14 other states seem to exclude CAD courses from their
15 CE courses.

16 She stated there is an initial licensure exemption
17 in the regulation. She included what would happen if
18 someone had to reactivate as well as if they had to
19 reinstate following suspension or revocation from a
20 disciplinary act. President McClenaghan asked what
21 would happen at the end of a renewal period and
22 someone did not get renewed in time. Ms. Goshert
23 stated the applicant would have to verify their
24 completion of the required CE. Ms. Harris added
25 other Boards are required to submit their

1 certificates, and there is essentially an automatic
2 audit for the prior two-year period before the
3 license can be reinstated. President McClenaghan
4 expressed concern people may attempt to reactivate
5 rather than renew in order to reset the clock for the
6 CE. Ms. Goshert the requirement of CE in the
7 immediate prior two years was added to avoid people
8 trying to let their license lapse and then backdoor
9 their way into avoiding CE.

10 The Board discussed why the 24 hours of CE had to
11 all be in HSW. Some members felt it seemed
12 unreasonable and confusing when compared to American
13 Institute of Architects (AIA) requirements
14 particularly the 24-hour requirement. It was noted
15 the requirements were legislative. Ms. Solomon
16 explained the HSW dovetails the actual definition of
17 practice in the licensure law for architects.

18 Ms. Goshert moved on to Section 304, education
19 providers. She stated, at its last meeting, the
20 Board agreed to preapproving AIA and NCARB as
21 education providers. She added the legislation does
22 not provide for individual to be approved outside of
23 those organizations. In 304, she provided a method
24 for that approval which would occur at the Board's
25 discretion. The Board would also have the option of

1 approving individual courses. She inserted language
2 that would allow the Board to withdraw approval if
3 did not approve the provider.

4 Section 305 indicates that if someone is compliant
5 in their primary place of practice with CE, then they
6 are automatically compliant in Pennsylvania. Ms.
7 Goshert defined primary place as the "United States
8 jurisdiction in which a licensee either performs the
9 greatest number of hours of architectural work or
10 earns the most gross income during that biannual
11 renewal period." She asked for the Board's feedback
12 on the definition.

13 President McClenaghan expressed concern if a
14 person is licensed in different jurisdictions, they
15 may try to just pick the one with the fewest
16 requirements to get around the CE requirement. Ms.
17 Goshert added language in Section 305 which requires
18 the jurisdiction be chosen for the CE requirements.
19 She indicated in the language the CE needs to be
20 substantially similar to HSW topics as defined by the
21 Board.

22 Ms. Dress stated her concern over the phrase
23 "substantially similar." Ms. Harris explained it
24 gives the Board more discretion. She used the
25 example of receiving an application from someone in

1 another state, and if she was not sure if the
2 certificates were similar, she could reach out to Ms.
3 Goshert or Board members to get input before
4 processing the application.

5 President McClenaghan brought up her concern about
6 the primary practice language. Ms. Dress stated her
7 opinion of the jurisdiction of primary practice being
8 the person's primary place of residence. The Board
9 discussed different ways the jurisdiction of primary
10 practice could be defined. Ms. Goshert attempted to
11 put a measurable way in the definition. President
12 McClenaghan suggested the Board circle back to the
13 definition as it seemed something quantitative was
14 missing.

15 Ms. Goshert stated Section 306 concerns the
16 requirement by law that the Board give an option for
17 a waiver of the CE requirements. She noted the
18 language, "demonstrating to the subsection of the
19 Board that they're unable to complete the
20 requirements due to illness, emergency, hardship or
21 active military service," mirrors the language in the
22 statute. She explained the language also requires
23 the person to demonstrate it to the Board and it has
24 to be to the Board's satisfaction, giving the Board
25 discretion over the waivers. President McClenaghan

1 confirmed the Board could not limit it to just
2 military service like Kentucky does. Ms. Goshert
3 agreed it could not be limited due to the statute.

4 Ms. Harris explained from her experience working
5 with other boards, some waiver requests will be
6 frivolous; however, the Board can require
7 documentation of whatever the person is claiming,
8 which gives the Board the discretion to say no. She
9 stated other boards have seen cases where a person
10 was hospitalized long-term or a person's house
11 flooded and all documentation of their CE was gone.

12 Ms. Goshert added language that the waiver should
13 be submitted 60 days before the end of the biennium.
14 Anything outside of the 60 days would be at the
15 Board's discretion. Ms. Solomon stated, from a
16 prosecution perspective, if the time limit provision
17 is not included, and her office issues a citation or
18 order to show cause saying the person is not inline
19 with CE requirements, sometimes the person will
20 attempt to get a waiver from the Board.

21 Ms. Goshert stated Section 307(a) indicates what
22 education providers need to give their participants
23 to track CE and what licensees need to retain. She
24 added in a five-year retention based on standards
25 from other boards. The Board discussed how they

1 personally retain documentation and who relies on the
2 AIA website. Ms. Goshert added the five-year
3 retention cuts down on administrative costs and
4 prevents Ms. Harris from needing to reach out for
5 documentation.

6 President McClenaghan questioned the need for five
7 years if an audit would just be the previous year or
8 two. Ms. Harris explained, for her office, it would
9 only be two years; however, if it went to
10 prosecution, they may need to lengthen the audit
11 timeframe.

12 President McClenaghan asked for the verbiage in
13 307(a)(4) to be changed from "a statement of
14 relevance" to "a statement of compliance" in regards
15 to HSW. The Board agreed with the change.

16 Ms. Harris asked if there would be any sort of
17 exception or waiver for stack processing and if a
18 person reactivated in the middle of a biennial period
19 would the CE be prorated. Ms. Goshert replied
20 Section 303 mandates the two-year period, and there
21 is no prorating. Mr. Bates asked if the hypothetical
22 situation would be in the case of someone who had to
23 take a year or two off and then wanted to come back
24 such as while having children. Ms. Goshert responded
25 in that case she thought they could use the waiver or

1 extension process. She added the Board could also
2 waive part of the CE requirements on a case by case
3 basis.

4 Ms. Goshert explained Section 308 gives the Board
5 the ability to bring disciplinary action if CE
6 requirements are not met.

7 Ms. Goshert stated she had another question for
8 the Board about Section 303. She asked the Board to
9 confirm if it agreed with all of the CE hours being
10 online hours as it seemed most of the courses were
11 offered that way. The Board confirmed it approved
12 with distance education.

13 President McClenaghan asked Ms. Goshert to confirm
14 if there was audit language defined in the
15 regulation. Ms. Goshert confirmed there is language
16 requiring a person to submit their materials to the
17 Board within 30 days of an audit notification. There
18 is also language that they must maintain certificates
19 for five years, and their certificates have to
20 indicate information to help with the audit. The 30
21 days is to prevent Ms. Harris and her staff from
22 needing to chase people to get the necessary
23 documentation. After the 30-day mark, the person
24 will get passed to the prosecution office. It was
25 noted, individuals are more likely to respond when

1 they receive a letter from the prosecution.

2 Mr. Bates suggested the Board consider sending out
3 renewal notices earlier than prior years to make sure
4 the licensees understand when the 24 credit hours
5 would be due. He added the 2027 renewal should have
6 a big notice to remind people to start tracking their
7 hours. Ms. Goshert agreed and added to have two
8 years to get the regulations on the books and the
9 appropriate outreach done. She further added working
10 with AIA would get the word out.

11 Mr. Farrell suggested the Board consider the
12 primary practice verbiage and bring it back at its
13 next meeting. Ms. Goshert will provide the Board
14 multiple options. President McClenaghan confirmed
15 the regulation would be reviewed by a number of other
16 people once the Board released the preliminary for
17 feedback.

18 Mr. Farrell polled the Board on where it
19 considered their primary place of practice. The
20 Board members confirmed it considered it be
21 Pennsylvania. He questioned if there would be a huge
22 issue or if the primary practice location would only
23 be a twist for a small percentage of people.

24 President McClenaghan used the example of a friend
25 who resides in Pennsylvania but primarily works in

1 New Jersey for a national company. Ms. Goshert
2 stated, from a health and welfare standpoint, if the
3 person was doing most of their work in Pennsylvania,
4 the Board would want them to fall under PA's CE
5 requirements, which is how she currently has the
6 wording for the primary practice. She added, if the
7 person in the example picked New Jersey, the Board
8 did not really have an interest in their requirements
9 since most of the work was in New Jersey.

10 Mr. Bates wanted a setup to prevent people from
11 gaming the system. There has been a good effort thus
12 far, and the Board can keep reviewing the language to
13 contemplate all possibilities.]

14 ***

15 Report of Regulatory Counsel

16 [Marc Farrell, Esquire, Regulatory Counsel, Office of
17 Chief Counsel, Department of State, provided an
18 update the Board's open regulations. He discussed
19 the General Revisions package, 16A-4112. His office
20 gathered information from the Board and the
21 regulations will now go through several layers of
22 approval. He anticipated its publication by the end
23 of the year.

24 16-4120, Act 41 licensure by endorsement moved to
25 internal departmental approval. Next up will be the

1 Governor's Office approvals, the Attorney General's
2 approvals, and then Legislature and the Legislative
3 Reference Bureau for publication. After all of those
4 steps, there will still be a final rulemaking phase.

5 Mr. Farrell discussed the continuing education for
6 architects which was noted in the Report of Board
7 Counsel. He noted the continuing education for
8 certified interior designers. His office prepared a
9 draft annex, which he anticipated presenting at the
10 next Board meeting. He added his expectation is that
11 it will run parallel with the main regulation for
12 interior designers.

13 Mr. Farrell added the civil penalties schedule
14 will soon be available for the Board's review.

15 Mr. Endler asked how Mr. Farrell was making
16 progress on the regulations for interior designers
17 since there is not an interior designer Board member.
18 Mr. Farrell replied his office is relying on what
19 other states have done to draft the core components
20 of the regulations. He added one of the other Boards
21 recently added a licensee type, and they are looking
22 at how it accomplished. President McClenaghan heard
23 AIA Pennsylvania was assembling a committee to help
24 review and offer feedback.]

25 ***

1 Report of Commissioner - No Report

2 ***

3 Report of Board President - Seal Fraud

4 [Mary E. McClenaghan, RA, President, led a discussion
5 on seal fraud. She stated seal fraud is becoming a
6 huge problem nationwide, not just in Pennsylvania.
7 It is specifically an issue with Fiverr, which is a
8 service some people use for renderings. Seal fraud
9 is when someone is stealing license numbers, making
10 their own seal, and then offering that service
11 through something like Fiverr. She posed the
12 question of what should the Board do when a case
13 comes about where an architect's seal was stolen and
14 used fraudulently. She asked if the Board should
15 consider issuing new numbers for the architect in
16 question.

17 Ms. Goshert was not sure issuing new numbers would
18 alleviate the problem. She spoke with prosecution
19 who deal with the bad actors. If a new number is
20 issued, it is just one more registration number a bad
21 actor can pick and could hurt the situation more than
22 help it. She added it was different back when there
23 was an actual physical seal, and they would be
24 reissued a new number to get a new seal. Ms. Goshert
25 indicated it might be best to work with code

1 enforcement to coordinate where the person can go to
2 the Board to confirm the person associated with the
3 seal is the person associated with the work.

4 Mr. Michalowski confirmed the problem had been
5 studied prior to COVID as it was not specific to
6 architects. He stated the intended plan was for
7 Department of Labor and Industry (L&I) to talk to all
8 of the design boards about the situation. He added
9 there was also outreach to L&I specifically, because
10 they teach code enforcement officers how to identify
11 when they receive an invalid seal and how to go to
12 the prosecutions website to confirm the person's
13 identity.

14 Mr. Michalowski shared some of the best referrals
15 his office receives are from different types of code
16 enforcers who often go to the licensee and ask if the
17 plans submitted belonged to them. When the licensee
18 replies in the negative, the code enforcer or
19 licensee reaches out to the prosecutorial office who
20 launches an investigation. Once the office is sure
21 it was not the licensee, the case is then referred to
22 law enforcement.

23 Mr. Michalowski stated he would not consider
24 issuing a new number if the licensee were to state to
25 the Board they had been significantly affected by the

1 fraudulent use of their number, similar to identity
2 theft. He would not issue new numbers every time
3 there was a complaint, as it could actually cause
4 issues for the licensee if they had work started
5 under one license number but then got a new number.
6 He explained they often find most of the bad actors
7 are from out of the state and will refer them to the
8 Attorney General's office who in turn refers the case
9 to that state's Attorney General's office. He added
10 they do let licensees know a file will be opened on
11 the licensee, not because they are being prosecuted,
12 but because their name is the start of the
13 investigation point. This also allows the
14 prosecutorial office to maintain proof the licensee
15 was a victim of fraud in case another case came
16 forward with their information.

17 President McClenaghan asked if it would be prudent
18 to have someone from code enforcement attend a Board
19 meeting. Mr. Michalowski stated it was a
20 consideration in the past before COVID put a stop to
21 a number of things. He added it would be beneficial
22 for all of the design boards to meet with code
23 enforcement at one time. He further stated there
24 would be an advantage as the same people prosecute
25 for all of the design Boards, and Ms. Goshert is the

1 counsel for all of them as well.

2 Mr. Johns was curious to know what triggers a code
3 official to check if an architect or engineer is
4 legitimate. Mr. Michalowski discussed the issue with
5 some of the code officials who had found more than
6 one case of fraud. He stated it seemed to be smaller
7 areas where the official would see the same name
8 multiple times. It becomes suspicious when issues
9 come from out of state or simply look different than
10 previous times.

11 President McClenaghan added having third-party
12 viewers might be making it more difficult to catch
13 fraudulent seals. Mr. Michalowski explained training
14 more officials to catch the fraud is a large project
15 but they can work across the three design boards and
16 pull together as many resources as possible to
17 address the situation.

18 President McClenaghan asked Mr. Michalowski if his
19 office has a dialogue with Pittsburgh and
20 Philadelphia as they are their own entities. He
21 responded Philadelphia already has a mortgage fraud
22 task force due to consistent mortgage fraud with
23 false credentials. He added the larger cities and
24 counties generally have a practice in place or reach
25 out to his office. He reiterated the need to work

1 across organizations, boards, counties, and other
2 entities to work on solutions for the fraud
3 situation.]

4 ***

5 Report of Board President - NCARB Correspondence
6 [Mary E. McClenaghan, RA, President, informed the
7 Board there was information from National Council of
8 Architectural Registration Boards (NCARB) in their
9 packets. This included fast facts, the data report
10 from April and the NCARB update from May 2025. She
11 encouraged the Board members to get involved with
12 NCARB and sign up for the committee. There will be a
13 vacancy in Region 2, which includes Pennsylvania.]

14 ***

15 Report of Board Administrator
16 [Jessica Harris, Board Administrator, reported the
17 renewal period recently ended, so her office is
18 following up with renewal applications that had
19 additional documentation when they submitted their
20 renewal. She noted working on processing
21 reactivations for all of the people who did not renew
22 on time. When asked, she stated several hundred
23 reactivations within the prior week.]

24 ***

25 Applications

1 MS. GOSHERT:

2 At No. 7, based on Executive Session
3 deliberations, I believe the Board
4 would entertain a motion to approve the
5 Application of Applicant Nicole
6 Rittenour.

7 PRESIDENT MCCLLENAGHAN:

8 Thank you. Motion to approve?

9 MR. ENDLER:

10 So moved.

11 PRESIDENT MCCLLENAGHAN:

12 A second?

13 MR. BATES:

14 Second.

15
16 William Bates, aye; Jason Birl,
17 abstain; Arion Claggett, aye; Nicole
18 Dress, aye; Patrick Endler, aye;
19 Michael Johns, aye; Mary McClenaghan,
20 aye; Seth Miller, aye.

21 [The motion carried. Jason Birl abstained from
22 deliberations and voting on the motion.]

23 ***

24 Applications

25 [The Board decided to table the review of Agenda Item

1 No. 8 for Erin Himmelberger.]

2 ***

3 Miscellaneous

4 [Jessica Harris, Board Administrator, shared where to
5 find meeting dates in the agenda folder. She added
6 the dates are also listed at the bottom of the agenda.
7 The next meeting date is September 11, 2025, with the
8 Executive Session at 9:30 a.m. and the public session
9 at 10:30 a.m.

10 President McClenaghan welcomed the two new Board
11 members, Nicole Dress and Jason Birl.]

12 ***

13 Adjournment

14 PRESIDENT MCCLLENAGHAN:

15 Any other questions of issues that we
16 want to cover? Hearing none, we'll
17 adjourn. Do we have a motion to
18 adjourn?

19 MR. BATES:

20 So moved.

21 PRESIDENT MCCLLENAGHAN:

22 Thank you.

23 ***

24 [There being no further business, the State
25 Architects Licensure Board Meeting adjourned at

1 11:47 a.m.]

2 ***

3
4 CERTIFICATE

5
6 I hereby certify that the foregoing summary
7 minutes of the State Architects Licensure Board
8 meeting, was reduced to writing by me or under my
9 supervision, and that the minutes accurately
10 summarize the substance of the State Architects
11 Licensure Board meeting.

12
13
14 

15 Allison Walker,

16 Minute Clerk

17 Sargent's Court Reporting
18 Service, Inc.

STATE ARCHITECTS LICENSURE BOARD
REFERENCE INDEX

July 10, 2025

TIME	AGENDA
9:30	Executive Session
10:30	Return to Open Session
10:30	Official Call to Order
10:30	Introduction of Board Members and Attendees
10:32	Approval of Minutes
10:34	Report of Prosecutorial Division
10:37	Report of Board Counsel
11:24	Report of Regulatory Counsel
11:29	Report of Board President
11:43	Report of Board Administrator
11:46	Miscellaneous
11:47	Adjournment