

*Before scheduling
your examination,
be sure you understand
the contents of this bulletin.
Please retain and use it as a
reference when contacting PSI.*

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)

HANDBOOK

FOR EXAMINATIONS MARCH 1, 2017 OR LATER



PSI licensure:certification
3210 E. Tropicana Avenue
Las Vegas, NV 89121
www.psiexams.com

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FOR MORE INFORMATION

Questions about examination scheduling and administration should be directed to:

PSI licensure:certification
3210 E. Tropicana Avenue
Las Vegas, NV 89121
(877) 392-6422 • TTY (800) 735-2929
www.psiexams.com

Questions about examination content and licensing should be directed to:

California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 574-7220 • FAX (916) 575-7283
www.cab.ca.gov • email cab@dca.ca.gov

SCHEDULING INFORMATION (SEE PAGE 3 FOR CONFIRMATION INFORMATION)

Date Scheduled: _____

Name of Scheduler: _____

Date of Exam: _____

Time of Exam: _____

Test Site Location: _____

PURPOSE

The California Supplemental Examination (CSE) Handbook is designed to provide a candidate with important information regarding examination procedures, processes, and content. The CSE is the final requirement for obtaining an architect license in California.

The California Architects Board strongly recommends that candidates thoroughly review the *CSE HANDBOOK*, the CSE Test Plan, and the recommended CSE Reference Materials (available at www.cab.ca.gov) to prepare for the examination. The *CSE Handbook* describes in detail what to expect upon arrival at the examination site. It also provides other recommendations on how to prepare for the examination, information on the format of the examination, the CSE Test Plan content, and information on receiving examination results.

OBJECTIVE OF THE CALIFORNIA ARCHITECTS BOARD

The Board is mandated to protect the public's health, safety, and welfare. The CSE assesses whether candidates for licensure demonstrate minimum standards of competency necessary to meet the requirements of current architectural practice in California.

As in other states with unique needs and regulatory requirements, California requires a supplemental examination in addition to the Architect Registration Examination (ARE). The CSE ensures that candidates are able to demonstrate they have the necessary architectural knowledge and skills to respond to the unique conditions present in California.

The setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's large physical size, large and diverse population, varied landscape and climate, high seismicity, regulations and entitlements, and massive economy create an unusually demanding context for architectural practice. Additionally, the varying interplay of these conditions for specific projects gives rise to even more complicated settings for the conduct of architectural practice in the state.

Please use the *CSE Handbook* as a study guide, as well as a resource to understand the administrative procedures and processes for the CSE. Candidates, who have questions, may refer to the contact information available in this handbook.

EXAMINATIONS BY PSI

The Board, through the California Department of Consumer Affairs (DCA), contracts with PSI to administer the CSE. PSI provides examinations through a network of 17 computer examination sites in California and 22 additional nationwide sites.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

PSI licensure:certification
3210 E. Tropicana Avenue
Las Vegas, NV 89121
(877) 392-6422 • FAX (702) 932-2666 • TTY (800) 735-2929
www.psiexams.com

All other questions about examinations, examination content, and licensing should be directed to the Board.

California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 574-7220 • FAX (916) 575-7283
www.cab.ca.gov • email cab@dca.ca.gov

REASONABLE ACCOMMODATIONS AVAILABLE

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via PSI Telecommunications Device for the Deaf (TDD) by calling (800) 735-2929.

The Board and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

Accommodations will not be provided at the examination site unless prior approval by the Board has been granted. Reasonable, appropriate, and effective accommodations may be requested by submitting a Reasonable Accommodation Request form for CSE to the Board. This form is available at www.cab.ca.gov.

Requests for accommodation must be received a minimum of 90 days prior to the desired test date to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test will not be granted.

Do not schedule an examination with PSI until written notification has been received from the Board regarding a request for accommodation.

EXAMINATION SCHEDULING PROCEDURES

Once a candidate has established eligibility for the CSE by the Board, the candidate becomes responsible for contacting PSI to schedule an appointment to take the examination. A candidate may do so via the Internet at www.psiexams.com or over the telephone at (877) 392-6422.

Current policy allows one test attempt per application. If a candidate does not pass the examination, the candidate must reapply to the Board.



The PSI examination sites are open for testing during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and operating hours on Saturday, except for the following major holidays:

Memorial Day	Closed May 27-29, 2017
Independence Day	Closed July 4, 2017
Labor Day	Closed September 2-4, 2017
Thanksgiving	Closed November 23-26, 2017
Christmas	Closed December 25-26, 2017
New Years	Closed December 31-January 1, 2018
Martin Luther King Jr.	Closed January 15, 2018

INTERNET SCHEDULING

A candidate may schedule an examination by completing the online Test Registration Form available at www.psiexams.com. Please note that PSI's website works best with Internet Explorer; other Internet browsers are not supported at this time. Scheduling an examination may be made via the Internet 24 hours a day.

1. Complete the registration form online and submit to PSI via the Internet.
2. Upon completion of the online form, a candidate will be given the available dates for scheduling an examination.
3. A candidate will need to choose a date in order to complete their registration.
4. Upon successful registration, a candidate will receive a traceable confirmation number.

TELEPHONE SCHEDULING

Call PSI registrars at (877) 392-6422, Monday through Friday between 4:30 a.m. and 7:00 p.m. and Saturday, between 8:00 a.m. and 2:00 p.m., Pacific Time, to schedule an examination appointment. Telecommunications Device for the Deaf (TDD) is available at (800) 735-2929.

CANCELING AN EXAMINATION APPOINTMENT

A candidate may cancel and reschedule an examination appointment without forfeiting the fee *IF A CANCELLATION NOTICE IS RECEIVED TWO (2) DAYS PRIOR TO THE SCHEDULED EXAMINATION DATE*. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received before 9:00 a.m. on the previous Saturday. A candidate may call PSI at (877) 392-6422 or use the PSI Website.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

A candidate who misses their appointment will not be able to take the examination as scheduled. Further, the examination fee is forfeited if a candidate:

- Does not cancel their appointment two (2) days before the scheduled examination date;
- Does not appear for their examination appointment;
- Arrives after their examination start time; or
- Does not present proper identification to the proctor at the exam site (see page 8).

REEXAMINATION

A candidate who fails the CSE may not retake the examination for at least 180 days from the date they last took an examination. See Examination Results section for additional information regarding reexamination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, the examination will be rescheduled. PSI personnel will attempt to contact candidates in this situation. However, candidates may check the status of an examination appointment by calling (877) 392-6422. Every effort will be made to reschedule a candidate's examination at a convenient time as soon as possible. Candidates will not be penalized. They will be rescheduled at no additional charge.

CONFIRMATION OF EXAMINATION APPOINTMENT

The Board recommends that candidates confirm their examination appointment with PSI prior to traveling to an examination site. An examination appointment can be confirmed by calling (877) 392-6422.

CALIFORNIA EXAMINATION SITE LOCATIONS

The CSE is administered at the following PSI examination sites in California:

ANAHEIM

2301 W LINCOLN AVE, SUITE 252
ANAHEIM, CA 92801
(714) 254-1453

DIRECTIONS FROM LOS ANGELES: TAKE 5 SOUTH, EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC: TAKE 5 N, EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

*****KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST.*****

OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

ATASCADERO

7305 MORRO RD, SUITE 201
ATASCADERO, CA 93422
(805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. TURN LEFT ONTO CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

BURBANK

2835 N. NAOMI STREET, SUITE 110
BURBANK CA 91504
(818) 566-9882

FROM I-5 SOUTH: TAKE HOLLYWOOD WAY EXIT 149. KEEP LEFT TO TAKE THE RAMP TOWARD WOODBURY UNIVERSITY. TURN LEFT ONTO N. HOLLYWOOD WAY. TURN RIGHT ONTO N. GLENOAKS BLVD. TURN RIGHT ONTO N. NAOMI ST. 2835 N NAOMI ST IS ON THE RIGHT.

FROM I-5 NORTH: TAKE BUENA VISTA STREET EXIT 148. TURN LEFT ONTO N. BUENA VISTA. TURN LEFT ONTO N. GLENOAKS BLVD. TURN LEFT ONTO N. NAOMI ST. 2835 N. NAOMI ST IS ON THE RIGHT.

CARSON

17420 AVALON BLVD, SUITE 205
CARSON, CA 90746
(310) 217-1066

FROM CA-91 E/GARDENA FWY, TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HAND SIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W, TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE (SAME PARKING LOT AS CARL'S JR).

EL MONTE - SANTA FE SPRINGS

10330 PIONEER BOULEVARD, SUITE 285
SANTA FE SPRINGS, CA 90670
(562) 325-8113

FROM THE I-5 NORTH TAKE NORWALK BLVD EXIT #121, TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.

FRESNO

351 E. BARSTOW AVE, SUITE 101
FRESNO, CA 93710
(559) 221-9006

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BARSTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.

TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1
HAYWARD, CA 94545
(510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

REDDING

2861 CHURN CREEK RD, UNIT C
REDDING, CA 96002
(530) 221-0945

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING, START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

RIVERSIDE

7888 MISSION GROVE PARKWAY S., SUITE 130
RIVERSIDE, CA 92508
(951) 789-0348

FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.

FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDIO). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.



SACRAMENTO

9719 LINCOLN VILLAGE DR
 BUILDING 100, SUITE 100
 SACRAMENTO, CA 95827
 (916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 3300
 SAN DIEGO, CA 92121
 (858) 550-5940

FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (ON TOP OF THE AT&T BUILDING) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL.

SAN FRANCISCO

150 EXECUTIVE PARK BLVD., STE 2400
 SAN FRANCISCO, CA 94134
 (415) 330-9700

I-80 W BECOMES US-101 S. TAKE EXIT 429 A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.

SANTA CLARA

2936 SCOTT BLVD
 SANTA CLARA, CA 95054
 (408) 844-0008

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT - EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPWY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPWY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPWY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105
 SANTA ROSA, CA 95403
 (707) 544-6723

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

VENTURA

4245 MARKET ST, SUITE 208
 VENTURA, CA 93003
 (805) 650-5220

FROM US-101N, TAKE THE TELEPHONE ROAD EXIT 65. TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.

VISALIA

3400 W MINERAL KING AVE, SUITE D
 VISALIA, CA 93291
 (559) 627-6700

FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1ST LEFT ONTO W MINERAL KING AVENUE.

WALNUT CREEK

175 LENNON LANE, SUITE 203
 WALNUT CREEK, CA 94598
 (925) 906-9165

FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.

OUT-OF-STATE EXAMINATION SITE LOCATIONS

The CSE is administered at the following out-of-state examination sites:

ALBUQUERQUE

2301 YALE BLVD, SE
 BUILDING C, SUITE 4
 ALBUQUERQUE, NM 87106

FROM INTERSTATE 25, TAKE THE GIBSON BLVD EXIT AND TRAVEL EAST ON GIBSON BLVD UNTIL YOU REACH YALE BLVD SOUTHEAST. TURN RIGHT ON YALE BLVD S.E. (HEADING SOUTH), JUST PAST RENARD PLACE AND THEN TURN RIGHT INTO THE COMMERCE CENTER. THE SITE IS ACROSS THE STREET FROM THE WAFFLE HOUSE AND COMFORT INN.

ATLANTA (MARIETTA)

2100 ROSWELL ROAD NE, SUITE 2128
 MARIETTA, CA 30062

FROM I-75 NORTHBOUND, TAKE EXIT #263 - THE 120 LOOP, EAST TOWARD ROSWELL. DRIVE APPROXIMATELY 1.5 MILES (PAST POWERS FERRY AND LOWER ROSWELL ROADS) AND EXIT RIGHT TOWARD ROSWELL. MAKE A RIGHT AT THE LIGHT OFF OF THE EXIT AND ONTO ROSWELL ROAD. PAVILIONS AT EAST LAKE SHOPPING CENTER IS 1/2 MILE ON RIGHT. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

FROM I-75 SOUTHBOUND, TAKE EXIT#265 - GA 120 LOOP/EAST. TURN LEFT ONTO NORTH MARIETTA PKWY. AFTER 1.4 MILES, TAKE THE RIGHT-SIDE OFF RAMP TO GA-3/ROSWELL/MARIETTA. TURN LEFT ONTO GA-120 EAST/ROSWELL RD. GO .3MILE TO PAVILIONS AT EAST LAKE SHOPPING CENTER. TURN RIGHT INTO SHOPPING CENTER. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.



BOSTON (CHARLESTOWN)

WASHINGTON CROSSING
56 ROLAND ST, SUITE 305
CHARLESTOWN, MA 02129

FROM THE NORTH: TAKE I-93 SOUTH. EXIT 28 -BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND. ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

FROM THE SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE ST. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

CHARLOTTE

TYVOLA EXECUTIVE PARK 1
5701 WESTPARK DR, SUITE 202
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.

FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

CHERRY HILL

950 N. KINGS HWY, SUITE 301
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE (RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

CHICAGO

332 S. MICHIGAN AVENUE, SUITE 410
CHICAGO, IL 60604

TAKE US-41S WHICH BECOMES I-94E. TAKE THE W JACKSON BLVD EXIT (51F). TURN LEFT ON W JACKSON BLVD. TURN RIGHT ON S MICHIGAN AVE

CRANBERRY TOWNSHIP

CRANBERRY CORPORATE BUSINESS CENTER
213 EXECUTIVE DR., SUITE 150
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

DALLAS

300 N COIT, SUITE 172
RICHARDSON, TX 75080

FROM 75 SOUTH, TAKE THE BELT LINE ROAD EXIT AND TURN RIGHT ON BELT LINE ROAD. STAY ON BELT LINE ROAD UNTIL YOU REACH COIT. TURN RIGHT ONTO N COIT. THE BUILDING IS ON THE RIGHT HAND SIDE.

FROM LBJ (1635) AND GOING NORTH ON 75, TURN LEFT ONTO BELT LINE AND TURN RIGHT ONTO COIT.

HOUSTON (NORTHWEST)

9800 NORTHWEST FREEWAY, SUITE 200
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C. JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.

LAS VEGAS

3210 E TROPICANA AVENUE
LAS VEGAS, NV 89121

FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

MILFORD

500 BIC DRIVE, SUITE 101
MILFORD, CT 06461

FROM HIGHWAY I-95 EXIT 35. GO TOWARD BIC DRIVE. GO .5 MILES TO 500 BIC DRIVE WHICH IS AT GATE 1 OF THE FORMER BIC COMPLEX. GO TO THE REAR OF THE LOT AND PARK. WALK DOWN THE HILL IN FRONT OF THE BUILDING AND ENTER THE FRONT DOOR. SIGNS WILL DIRECT YOU TO SUITE 101 (PSI).

NASHVILLE

THE OAKS

1100 KERMIT DRIVE, SUITE 103
NASHVILLE, TN 37217

FROM I-40 EAST: TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. YOU WILL PASS DAYS INN AND SUPER GIGANTE GROCERY ON YOUR RIGHT. TURN LEFT ONTO KERMIT DRIVE WHEN THERE IS A MCDONALDS ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

FROM I-40 WEST: TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY PWY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT DRIVE. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

NORTH OREM (PROVO)

581 WEST 1600 NORTH, SUITE C
NORTH OREM, UT 84057

FROM US-89, TURN RIGHT ONTO W CENTER ST/UT-114. MERGE ONTO I-15 N VIA THE RAMP ON THE LEFT TOWARD SALT LAKE. TAKE THE 1600 NORTH EXIT 273. TURN EAST ONTO WEST 1600 NORTH. GO ONE MILE EAST.

NORTH SALT LAKE CITY

25 NORTH 400 WEST, SUITE 7
NORTH SALT LAKE CITY, UT 84054

(THE CITY OF NORTH SALT LAKE NOT SALT LAKE CITY PROPER. THE PSI TEST SITE IS IN DAVIS COUNTY JUST NORTH OF THE FLYING J REFINERY.)

FROM SALT LAKE CITY AND THE SOUTH. MERGE ON TO I-15N. TAKE EXIT 312 AND MERGE ON TO US89 NORTH FOR ABOUT 1.8 MILES. TURN LEFT ONTO E CENTER ST AND GO WEST FOR ABOUT .6 MILES. TURN RIGHT ON TO 400 W.

FROM THE NORTH MERGE ONTO I-15 S SALT LAKE. TAKE THE CENTER ST., EXIT 314. TURN RIGHT ONTO W CENTER ST. TURN RIGHT ONTO 400 W.

FROM I-80 EAST MERGE TO I-215 NORTH. TAKE THE REDWOOD RD/UT-68 EXIT 28 AND TURN RIGHT ONTO CENTER STREET.

PHOENIX

5727 N 7TH ST., SUITE 301
PHOENIX, AZ 85014

FROM I-17 SOUTH EXIT TO BETHANY HOME ROAD. GO LEFT (EAST) ON BETHANY HOME. TURN RIGHT (SOUTH) ON 7TH STREET. THE PSI SITE IS ON THE EAST SIDE OF THE STREET JUST BEFORE MISSOURI. IT IS A 4 STORY GLASS BUILDING.



PREPARING FOR THE EXAMINATION

To prepare for the CSE, the Board recommends the following:

- **Thoroughly Read the *CSE Handbook*.** In addition to the CSE Test Plan, the *CSE Handbook* contains valuable information on: examination procedures, administrative processes, etc. Candidates should take time to read all available material and contact the Board well in advance of the examination appointment if they have questions.
- **Study the CSE Test Plan.** The CSE Test Plan is made up of four areas of task and knowledge statements and was used by the Board to develop the examination questions. No questions will be asked that are not based upon the material found in the CSE Test Plan. Candidates may find it helpful to compare their experience and knowledge with each area of the CSE Test Plan.
- **Use the CSE Reference Materials.** The Board provides a list of reference material on its website at www.cab.ca.gov. It is strongly recommended that candidates thoroughly review these materials and **check the list regularly, as it is updated when necessary**. The list details the resources with which to be familiar and knowledgeable, and how they may be obtained. Some of the materials are available for a nominal cost, and others are free. Candidates should check with the source agency of each publication for availability and current pricing.
- **Engage in Self-Directed Study.** For areas of the CSE Test Plan for which candidates may have limited knowledge or experience, they should engage in self-directed study (e.g., Architectural Experience Program training areas, continuing education, The American Institute of Architects *Handbook of Professional Practice*, etc.).
- **Examination Seminars or Study Guides.** The *CSE Handbook* is the **only** official examination preparation publication for the CSE. The Board does not contribute to nor endorse any examination seminars or study guides for the CSE. The Board's Subject Matter Experts (SMEs) may not contribute to or participate in any examination seminars or study guides. In addition, individuals and organizations that offer examination seminars or study guides are not given any information beyond what is available or referenced on the Board's website or in the *CSE Handbook*.

Per Civil Code section 1798.61(b), individuals and organizations that provide educational information regarding examinations are provided with a list of the Board's candidates' names and addresses upon request (unless a candidate indicates on the examination application that he or she wishes to not have this information shared).

QUEENS

THE SHOPS AT ATLAS PARK
71-19 80TH STREET, SUITE 8307
GLENDALE (QUEENS), NY 11385

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

RICHMOND

MOOREFIELD VI BUILDING
620 MOOREFIELD PARK DRIVE, SUITE 205
RICHMOND, VA 23236

FROM I-64E, TAKE THE PARHAM RD EXIT AND TURN RIGHT. N PARHAM RD/VA-73 S BECOMES VA-150 S/CHIPPENHAM PKWY. MERGE ONTO VA-76 S/POWHITE PKWY. MERGE ONTO MIDLOTHIAN TURNPIKE WEST. TURN LEFT ON MOOREFIELD PARK DR.

SOUTHFIELD (DETROIT AREA)

2640 LAHSER ROAD, SUITE 150
SOUTHFIELD, MI 48033

FROM I-96 E MERGE ONTO I-696 E. THEN MERGE ONTO MI-10 S. TAKE THE LAHSER ROAD EXIT. KEEP LEFT AT THE FORK IN THE RAMP. TURN LEFT ONTO NORTHWESTERN HWY. TURN RIGHT ONTO LAHSER ROAD. YOU MAY ACCESS THE BUILDING FROM THE BACK USING THE NW DOOR.

WEST DES MOINES

1001 OFFICE PARK ROAD, SUITE 315
WEST DES MOINES, IA 50265

FROM I-235, EXIT 8TH ST/73RD ST AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

WEST HARTFORD

45 SOUTH MAIN STREET, SUITE 209
WEST HARTFORD, CT 06107

FROM I-84, EXIT 41, S. MAIN ST. AND PROCEED NORTH APPROXIMATELY 2 MILES. 45 SOUTH MAIN WILL APPEAR ON THE LEFT, DIRECTLY ACROSS THE STREET FROM THE TOWN HALL, BEFORE YOU CROSS FARMINGTON AVENUE. THE ATTENDANT WILL PARK YOUR CAR AT NO CHARGE. TAKE THE ELEVATOR TO THE SECOND FLOOR TO SUITE 209.

WILSONVILLE

25195 SW PARKWAY, SUITE 105
WILSONVILLE, OR 97070

GOING SOUTH: OFF I5, TAKE EXIT 286 (ELLINGENS/BOONES FERRY RD). TURN LEFT AND CROSS BACK OVER THE FREEWAY. TURN LEFT AT 2ND SIGNAL LIGHT (PARKWAY AVE.) TURN INTO PARKWAY PLAZA PARKING LOT (ACROSS THE STREET FROM SHRINER'S). WE ARE LOCATED IN THE MAIN ENTRANCE FIRST DOOR ON THE RIGHT.

WOODBURY

6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

FROM I-94 GO SOUTH ON CENTURY TO THE FIRST LEFT (WHICH IS THE FRONTAGE ROAD ENTRANCE TO THE COUNTRY INN). ENTER THE OFFICE COMPLEX THROUGH THE SINCLAIR GAS STATION AND ALONG BACK OF THE INN. 6053 IS THE BUILDING DIRECTLY AHEAD. THE ENTRANCE ON THAT (WEST) SIDE IS ACTUALLY ON THE 2ND FLOOR. SUITE 210 IS DOWN THE CORRIDOR TO THE RIGHT. PLEASE USE THE WEST ENTRANCE ON SATURDAYS.



REPORTING TO THE EXAMINATION SITE

On the day of the examination, candidates must arrive at least 30 minutes prior to a scheduled appointment time. This allows time for check-in and identification verification and provides time for the candidates to familiarize themselves with the examination process. Candidates who arrive late may not be admitted to the examination site, and they may forfeit the examination registration fee. Even though candidates will be thumb printed, they are still required to comply with any identification requirements established by the Board.

REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

A candidate must provide one of the following valid and current forms of government issued identification with photograph in order to test:

- Driver's license issued by a state, territory, or province of the U.S. or Canada
- Identification card issued by a state, territory, or province of the U.S. or Canada
- Passport issued by the U.S. or Canada
- U.S. military identification card

All identification photographs must be recognizable as the person to whom the identification card was issued. Also, the name on a candidate's identification card must match the name on their application submitted to the Board. If a candidate has recently changed their name with the Board, he or she may want to contact PSI to verify that PSI has the correct name on file.

If a candidate cannot provide the required identification, the candidate must call (877) 392-6422 at least three (3) weeks prior to their scheduled appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and a candidate will not be able to take the examination.*

CALIFORNIA LAW SECURITY PROCEDURES

California Business and Professions Code section 123 states it is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the actual licensing examination;

- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination;
- Using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination;
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination;
- Communicating with any other examinee during the administration of a licensing examination;
- Copying answers from another examinee or permitting one's answers to be copied by another examinee;
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in section 123 precludes prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating section 123, is liable for the actual damages sustained by the agency administering the examination not to exceed \$10,000 and the costs of litigation.

Additionally, section 496 states:

"A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examinations."

PSI SECURITY PROCEDURES

No guests, visitors, or family members are allowed in the testing or reception areas. Failure to follow these procedures may result in disqualification of the candidate's examination.

Note: Each candidate will be provided with notepaper and a pencil at the test site so that notes can be taken during the examination. This notepaper will be retrieved by the proctor after the examination.



IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the examination room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Professional Examination Services (OPES) shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.
2. The temperature in the examination room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers **without pockets**. These items must be worn upon check-in, while candidates wait to enter the examination room, and during the initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when they leave the room and when they return. If a candidate's restroom break takes longer than five (5) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence, which will take appropriate action.
5. **The following items are not permitted in the examination rooms:**
 - Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading materials, music players, radios, electronic games, calculators, or briefcases.
 - Personal items, including watches, backpacks, wallets, pens, pencils or other writing devices, food, drinks (unless prior approval is obtained by the Board), or good-luck items.
 - Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets, or overcoats.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall

be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of a candidate's license, and may subject the candidate to criminal prosecution.
7. If a candidate is asked by a proctor to step into the lobby during an examination, the proctor will suspend the candidate's examination, and the candidate will not lose any remaining time.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for an examination. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area displays: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION ITEMS

The CSE consists of 100 scorable multiple-choice items. The examination may also contain an additional number of items for the purpose of pretesting (non-scorable items). Pretesting allows performance data to be gathered and evaluated before the items are scorable in a future examination. These pretest items, distributed throughout the examination, are not identified or used in calculating the examination score.

All of the items in the CSE have been written and reviewed by multiple panels of California-licensed architects. The items are based on the knowledge and ability statements contained in the CSE Test Plan and are written at a level to assess minimum standards of competency necessary for practice in California. Items are supported by reference material and have been pretested to ensure statistical performance standards are met.

There is only **one correct answer** for each item. The "incorrect" answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no "trick" questions in the examination. Scores are based on the number of correct answers. It is to the candidate's advantage to answer every question.

The CSE consists of individually timed sections that may include general multiple-choice items and project scenario related items pertaining to the content within the CSE Test Plan and applicable knowledge and ability statements. Each section of the exam will have a designated time limit displayed on the computer monitor. If a section is completed before the designated time has expired, the remaining time may not be carried over to another section. Once a section is complete, a candidate must proceed forward to the next section of the examination and may not go back or review answers from a prior completed section. Candidates will have approximately 3.5 hours to take this examination.

The project scenario questions pertain to hypothetical project(s) and related documents. The exam proctor will provide the candidate with a handout at check-in, which may include: a) written information, such as the project program, site description, and architect and client profiles; b) graphics, such as a site plan, floor plan, elevations, sections, and/or details; and c) other project-related information, such as a letter from the client, a transmittal from the contractor, a memo from the planning department, etc. for each project. The project name(s) on the cover of the handout should match the project name on the computer screen for the Project Scenario items. The handout must be returned to the proctor upon completion of the project scenario items of the exam.

A candidate who needs to take a restroom break during the examination will not receive additional time to complete the examination.

EXAMINATION RESULTS

Examination results will be given to a candidate at the testing site after completing the examination.

Candidates who pass the CSE are also provided with an Application for Licensure. Candidates who are unsuccessful receive a score report and a CSE application so they can reapply. If a candidate does not receive their results after

completing the examination, they should immediately contact the Board's office.

Candidates must submit a new application and payment to the Board for each CSE attempt. A candidate cannot schedule or retake the examination for **at least 180 days** from the date they last took the examination. Applications may be submitted during the wait-period. However, authorization to test will not be granted until it has been concluded.

A candidate who was unsuccessful with the CSE and alleges they were **significantly** disadvantaged due to a **significant** procedural error or adverse environmental conditions during the examination may request a review of their administration. A request for review and all supporting documentation must be submitted in writing to the Board within 30 days from the date on which the examination result was released to the candidate. The Board may take such action as it deems appropriate; however, in **no instance** will the review result in the reversal of a score. Due to exam security, candidates will not be permitted to see their exams.

EXAMINATION EVALUATION

PSI, in cooperation with the Board, will be continually evaluating the examinations being administered to ensure that they accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Candidate comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may reevaluate candidates' results and adjust them accordingly.

AFTER PASSING THE EXAMINATION

Candidates are eligible to apply for licensure as an architect in California after passing the CSE. To apply, candidates must submit an Application for Licensure and the required fee to the Board. An Application for Licensure is only provided to a candidate when he or she passes the CSE. Allow 30 days for processing of an Application for Licensure and fee and approximately six to eight weeks for issuance of the license.

DEVELOPMENT OF CSE TEST PLAN

The CSE Test Plan specifies the content on the exam. The process to develop the plan must follow a specific methodology and comply with psychometric and legal standards. To commence development, OPES conducted an "occupational analysis" (OA) of practice in California. The purpose of the OA is to define architectural practice in terms of actual job tasks new licensees must be able to safely and competently perform. The results of the OA serve as the basis for determining the tasks and knowledge that comprise practice in California.

OPES began the OA by conducting stakeholder and architect focus groups. The purpose of the focus groups was to identify the qualities stakeholders determined that an architect should possess and the areas of practice that could be improved. The focus groups included: contractors, engineering professionals,

landscape architects, and building officials. An additional focus group of architects reviewed the results and identified changes and trends in practice anticipated over the next five to eight years.

OPES also conducted practitioner interviews. The purpose was to identify the tasks performed by newly licensed architects, and the knowledge required to perform those tasks in a safe and competent manner. The interviews were also used to follow up on topics arising from the focus groups and to inform the development of a preliminary list of task and knowledge statements.

Following the stakeholder focus groups and practitioner interviews, two additional focus groups were conducted by OPES. The purpose of these sessions was to develop and refine the task and knowledge statements. As a result of the practitioners correlation of task and knowledge statements, new statements were created while others were eliminated.

The Board sent invitations to approximately 9,000 architects requesting completion of the OA questionnaire. The final sample size was 17%.

OPES performed data analyses on the task and knowledge rating responses and combined the task ratings to derive an overall criticality index for each task statement. The mean importance rating was used as the criticality index for each knowledge statement.

After the data was analyzed, two additional focus groups were conducted with practitioners. The purpose of these focus groups was to evaluate the criticality indices and determine whether any task or knowledge statements should be eliminated. The practitioners also established the linkage between job tasks and knowledge statements, organized the task and knowledge statements into content areas, and defined those areas. In addition, the practitioners evaluated and confirmed the content area weights.

The resulting description of practice for California architects is structured into six content areas. The description of practice specifies the job tasks and knowledge critical to safe and effective practice at the time of licensure and forms the basis for the content included in the CSE Test Plan.

EXAMINATION DEVELOPMENT

The CSE is developed and maintained by OPES, a division of the DCA. OPES staff consists of test validation and development specialists trained to develop and analyze occupational licensing examinations.

Architects who participate in examination development and review workshops are referred to as Subject Matter Experts (SMEs). SMEs write and review multiple-choice items for the examination. SMEs are trained by OPES staff in established examination development processes and measurement methodologies. The cooperative efforts among these members of the architectural profession, the OPES and the Board are necessary to achieve both the measurement and content standards for examination construction.

ESTABLISHING THE PASSING STANDARDS

The CSE measures knowledge and skills required for architectural practice in California, and represents a standard of performance that architect SMEs agree is the minimum acceptable level for licensing in the profession.

To establish pass/fail standards for the CSE, a criterion-referenced passing score methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified licensure candidate. The passing score is based on minimum competence criterion that are defined in terms of the actual behaviors that qualified architects would perform if they possessed the knowledge necessary to perform job activities.

During a criterion-referenced passing score procedure, a panel of architect SMEs also consider other factors that would contribute to minimum acceptable competence, such as: prerequisite qualifications (e.g., education, training and experience), the difficulty of the issues addressed in each multiple-choice item, and public health and safety issues. By adopting a criterion-referenced passing score, the Board applies the same minimum competence standards to all licensure candidates.

CSE TEST PLAN CONTENT

The new examination outline for the CSE is structured into four content areas weighted by criticality relative to the other content areas. The CSE examination outline specifies the job tasks and knowledge specific to California practice that a California-licensed architect is expected to have mastered at the time of licensure. An overview of the final test plan is provided below.

Categories and Subcategories	Weights*
I. General Practice	14%
II. Programming/Design	36%
III. Development/Documentation	30%
IV. Bidding/Construction	20%
	100%
*The percentage of exam content listed above is approximate.	

Each category includes a definition and a list of knowledge or ability statements. The questions asked from a category will cover a sample of the knowledge or ability statements in that category. Therefore, while not every statement will be addressed by every form of the examination, candidates should be prepared to respond to questions dealing with any of the CSE Test Plan Knowledge and Ability Statements. The candidate's knowledge will be measured in the context of tasks architects perform.

I. General Practice (14%)

This area assesses the candidate's knowledge related to core areas of practice applicable across types of projects, construction contract arrangements, and project delivery methods.

Task Statements	Knowledge Statements
<ol style="list-style-type: none"> 1. Advertise and solicit services in compliance with professional and legal requirements. 2. Evaluate the project's opportunities and constraints for alignment with client goals and requirements. 3. Assess preliminary project requirements including budget and schedule relative to own firm's/organization's business goals, resources, and expertise. 4. Evaluate potential contractual risks and determine strategies to manage them. 5. Collaborate with client to determine scope of work, project delivery method, deliverables, and compensation, etc., to prepare owner-architect agreement. 6. Identify the local, state, and federal regulatory jurisdictions impacting project. 7. Identify the project team members (e.g., architects, engineers, specialty consultants) and who is responsible for the contracting, management, and coordination of each member. 8. Collaborate with client to determine the specific roles and responsibilities of project participants (e.g., owner's representative, architect, contractor, construction manager). 9. Solicit the consultants to be contracted under the architect and evaluate their qualifications and scope of services based on project requirements. 10. Implement strategies for managing contractual risk (QA/QC, peer review). 11. Implement strategies for managing and documenting communication (e.g., point of contact, reporting methods) between the architect, client, and team and between the design team and external parties (e.g., agencies, stakeholders). 12. Implement strategies to control risk and manage liability for the client (e.g., due diligence, accessibility). 17. Conduct periodic progress meetings with design and project team to identify potential issues in work processes or team communication and develop plans to address the issues. 19. Manage the design team's fees, deliverables, and schedules to conform to contract. 	<ol style="list-style-type: none"> 1. Knowledge of the provisions of the Architect's Practice Act and CA Code of Regulations related to architect's business and professional requirements (e.g., contracts, architectural corporations, responsible control, architect's stamp). 2. Knowledge of different project delivery methods and the architect's and project team's corresponding roles and responsibilities (e.g., to client, as part of team). 4. Knowledge of types of contracts and their application to the scope of work and the project's service requirements (client, consultant, etc.). 5. Knowledge of methods for limiting professional liability (e.g., contractual allocation of risk, standard of care, client and project selection). 7. Knowledge of methods for evaluating own/firm's capabilities and capacities in relation to project requirements. 9. Knowledge of methods and procedures for identifying the regulatory agencies having jurisdiction over the project and their specific requirements. 13. Knowledge of architect's role and responsibilities for managing project and contractual risk for the architect and client. 15. Knowledge of the architect's role and responsibilities in orchestrating the architect's consultants and the entire project team. 16. Knowledge of the architect's professional and contractual responsibilities related to the client. 20. Knowledge of methods and techniques for resolving conflicts that occur during design and construction.

II. Programming/Design (36%)

This area assesses the candidate's ability to identify and evaluate site and project opportunities and constraints in developing design concepts that meet the client's, user's, and stakeholder's needs and applicable California regulations.

Task Statements	Knowledge Statements
<ol style="list-style-type: none"> 20. Perform or evaluate site feasibility studies (e.g., size, gradient, infrastructure, environmental conditions) to clarify and address project requirements. 21. Assist client in evaluating design concepts based on budget, aesthetics, etc., to determine design direction. 22. Review program with client to validate project requirements and gain approval to proceed. 23. Provide consultants with program and background information to collaboratively develop the design concept. 24. Develop the project program using multiple approaches 	<ol style="list-style-type: none"> 23. Knowledge of methods for developing design solutions with the involvement of client, users, consultants, and stakeholders. 26. Knowledge of environmental conditions regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) related to design and construction. 27. Knowledge of the impacts to project from environmental conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and their potential mitigations. 28. Knowledge of processes and procedures for obtaining

Task Statements	Knowledge Statements
<p>(e.g., surveys, interviews) to identify and evaluate user needs.</p> <p>25. Present project to community groups and other stakeholders for their input and feedback.</p> <p>28. Integrate sustainable design strategies and technologies into design.</p> <p>29. Identify the specific requirements of regulatory agencies and discuss their incorporation into the design/program with client and design team.</p> <p>30. Prepare and submit exhibits and application forms to governing agencies (e.g., Planning Department, Coastal Commission, Design Review Board) for discretionary approvals.</p> <p>31. Work with agency staff to incorporate proposed conditions of discretionary approval into project documents.</p> <p>32. Develop design concepts based on program requirements and constraints placed by applicable laws, local codes, ordinances, etc.</p>	<p>discretionary approvals.</p> <p>29. Knowledge of processes and procedures for compliance with local codes and ordinances related to design.</p> <p>30. Knowledge of methods and procedures for complying with the California Environmental Quality Act (CEQA) related to design and construction.</p> <p>31. Knowledge of methods and procedures for complying with California Coastal Act as it related to design and construction.</p> <p>32. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction (e.g., air quality requirements for dust mitigation, limitations on generator exhaust).</p> <p>33. Knowledge of methods and procedures for complying with State regulatory requirements (e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to the design and construction of hospitals, schools, fire/police stations, etc.</p> <p>34. Knowledge of what is encompassed by the California Building Standards Code (e.g., building, electrical, mechanical, plumbing, energy) and how the CBSC is distinct from the model codes.</p> <p>35. Knowledge of methods and procedures for complying with provisions of the California Building Standards Code related to design, construction, and accessibility.</p> <p>36. Knowledge of methods and procedures for complying with the California Health and Safety Code related to design and construction.</p> <p>37. Knowledge of methods and procedures for complying with the California water quality regulations related to design and construction.</p> <p>38. Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design, construction).</p> <p>39. Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction.</p>

III. Development/Documentation (30%)

This area assesses the candidate's knowledge regarding developing design solutions, managing a project team, and preparing design and construction drawings and documents in conformance with the project program and applicable California regulations.

Task Statements	Knowledge Statements
<p>33. Lead the preparation of design development documents that integrate the architectural design and engineered building systems.</p> <p>34. Analyze and coordinate the selection and design of building systems (e.g., structural, mechanical, electrical, fire safety, security) with consultants.</p> <p>35. Lead the project team in the integration of the regulatory requirements into the design development documents.</p> <p>36. Coordinate design with input from client and the overall project team (e.g., general contractor, building official), and evaluate/incorporate their inputs based on project requirements.</p> <p>37. Perform value engineering and life-cycle cost analyses to advise owner about approaches for managing project costs.</p> <p>39. Analyze and integrate the selection of sustainable design strategies and technologies into the design.</p> <p>40. Incorporate final conditions of discretionary approval into project documents.</p>	<p>41. Knowledge of methods and procedures for evaluating and integrating building systems (e.g., structural, mechanical, electrical, plumbing, life safety, conveying, building systems controls) into the project design.</p> <p>42. Knowledge of methods and procedures for evaluating building materials (e.g., material characteristics, performance, testing standards) for selection into the project design.</p> <p>46. Knowledge of architect's role and responsibilities in leading project team in order to obtain necessary agency approvals at the appropriate time.</p> <p>48. Knowledge of methods for performing a QA/QC review of Design Development documents including constructability.</p> <p>49. Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements for environmental quality: CEQA, Coastal Act, Clean Air Act, water quality regulations, etc.</p> <p>50. Knowledge of methods and procedures for demonstrating design compliance with State regulatory requirements</p>

Task Statements	Knowledge Statements
<p>41. Conduct constructability review of Design Development documents.</p> <p>42. Coordinate the preparation of the construction documents (e.g., architectural, structural, mechanical, civil, electrical, specs) and resolve potential conflicts or errors.</p> <p>44. Manage distribution and review of documents during the construction document and permit phases.</p> <p>45. Prepare construction documents that meet program requirements and project goals, and present to client for approval.</p> <p>46. Prepare construction documents and verify conformance with the conditions of prior agency approvals and applicable codes and regulations.</p> <p>47. Perform a detailed review of construction documents for constructability and incorporate changes into final documents.</p> <p>48. Manage the submittal of construction documents to regulatory agencies through initial submittal, coordinating responses, and obtaining approvals.</p>	<p>(e.g., Essential Services Building Seismic Safety Act, Field Act, Hospital Facilities Seismic Safety Act) related to design and construction of hospitals, schools, fire/police stations, etc.</p> <p>51. Knowledge of methods and procedures for demonstrating design compliance with California Building Standards Code (CBSC).</p> <p>52. Knowledge of methods and procedures for demonstrating design compliance with local regulations: zoning, planning, general plan, CBSC modifications, etc.</p> <p>53. Knowledge of methods and procedures for demonstrating design compliance with federal laws and authorities: ADA, Army Corps of Engineers, FAA, etc.</p> <p>54. Knowledge of methods and procedures for demonstrating design compliance with National Standards: NFPA, ASTM, etc.</p> <p>55. Knowledge of methods for performing a QA/QC review of construction docs including constructability, code compliance, etc.</p> <p>57. Knowledge of methods and procedures for managing the distribution and review of documents during the construction document and permit phases.</p> <p>59. Knowledge of contents of contract documents (e.g., construction drawings, specifications, project manual) required for agency approval, bidding, and construction.</p> <p>61. Knowledge of methods for documenting the anchoring of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings).</p> <p>62. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over the project to obtain final approvals (local, regional, State, federal).</p> <p>63. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions).</p> <p>64. Knowledge of the architect's role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.</p>

IV. Bidding/Construction (20%)

This area assesses the candidate's knowledge related to California regulations associated with project bidding, construction, and post-construction activities.

Task Statements	Knowledge Statements
<p>49. Assist client in the bidding process (e.g., distribute documents, conduct pre-bid meetings, prepare addenda).</p> <p>50. Assist client in selecting contractors and negotiating construction contracts.</p> <p>51. Prepare bid documents appropriate to the selected delivery method.</p> <p>52. Manage the initiation/processing of documents to record construction changes (e.g., Construction Change Directives, Architect's Supplemental Instructions, Change Orders).</p> <p>53. Participate in pre-construction and pre-installation meetings with contractor as required by the contract documents.</p> <p>54. Monitor project construction costs and schedule (e.g., review and certify contractor applications for payment, verify lien releases).</p> <p>55. Review test, inspection, observation schedules, programs</p>	<p>66. Knowledge of architect's role and responsibilities related to construction bidding and negotiation processes.</p> <p>67. Knowledge of the provisions of the California Public Contract Code related to the bidding and contracting requirements for publicly funded projects.</p> <p>68. Knowledge of California laws related to design professional and contractor liens and their implications for the architect's and client's responsibilities.</p> <p>70. Knowledge of the interrelationships and responsibilities between the owner, architect, and contractor during construction.</p> <p>71. Knowledge of methods for resolving conflicts that occur during construction (e.g., mediation, arbitration, litigation).</p> <p>73. Knowledge of procedures for determining general conformance of construction with contract documents (e.g., observation, submittal reviews, RFIs).</p>

Task Statements	Knowledge Statements
<p>and reports for conformance with construction documents.</p> <p>56. Review shop drawings and submittals during construction for conformance with design intent.</p> <p>57. Conduct periodic site observations/field reports to confirm that construction is in general conformance with contract documents.</p> <p>58. Respond to contractor Requests for Information.</p> <p>59. Assist client with evaluating possible changes to the project during construction (e.g., cost, scope, schedule, quality).</p> <p>60. Manage project close-out procedures (e.g., Certificate of Substantial Completion, Notice of Completion, verification of final lien releases, verification of public agency approvals) per contract.</p> <p>61. Conduct post-construction services (e.g., post- occupancy evaluations, extended commissioning, record drawings) per contract.</p> <p>62. Assist owner with resolving post-occupancy issues, (e.g., evaluation of building performance, warranty issues).</p>	<p>74. Knowledge of methods and procedures for implementing changes during construction (e.g., Architect's Supplemental Instructions, Change Orders).</p> <p>75. Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).</p> <p>76. Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases).</p> <p>77. Knowledge of the California construction laws related to minimum warranty periods.</p> <p>78. Knowledge of code-required special inspections and testing (e.g., field welding, high-strength concrete).</p> <p>79. Knowledge of State inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings.</p>

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CALIFORNIA ARCHITECTS BOARD NOTICE OF CSE ELIGIBILITY

The CSE Handbook provides important information regarding CSE procedures, processes, and content. To schedule an examination, please refer to the instructions in this handbook.

Upon passing the CSE, a candidate is eligible to apply for an architect license in California. Information about applying for a license is included in this handbook.

