

# **SOUTH CAROLINA BOARD OF ARCHITECTURAL EXAMINERS**

## **POLICY REGARDING REPRESENTATION OF PAST EXPERIENCE**

In September 1990, the South Carolina State Board of Architectural Examiners developed these guidelines to illustrate proper methods of presenting past experience.

Reference:

### **REGULATION**

- 11-12 B.2.** An architect or firm shall be accurate in representing to a prospective or existing client or employer the qualifications and the scope of responsibility in connection with work for which credit is claimed.
- 11-12 D.3.** An architect or firm shall not engage in conduct involving fraud or wanton disregard of the rights of others.
- 11-12 D.4.** An architect or firm shall not act in any manner so as to mislead a client or the general public or so as to misrepresent its competence or qualifications.

An architect who has been an employee of an architectural practice cannot claim credit for projects contracted for in the name of the previous employer. To do so is a misrepresentation of facts.

An architect should state next to the identification of a project that he or she gained individual experience in connection with the project but that the experience was acquired as an employee of another firm and identify that firm. The architect should also describe the nature and extent of participation in the project.

An architect who formerly was a principal in a firm may legitimately make additional claims provided he or she identifies and explains these claims. The individual should state that his or her responsibilities included securing the commission, design, project management, or similar relevant activities.

In similar fashion, the original firm where a principal or architect leaves has the same obligation to accurately present the experience and capabilities of the remaining staff. These should include activities related to securing the commission, design, project management, or similar relevant experiences.

Finally, projects which remain unconstructed, that are listed as credits, should be identified as “unbuilt” or under a similar designation.

The South Carolina State Board of Architectural Examiners strongly recommends all architects to address credit issues in employer/employee contracts or partnership agreements. This will enable architects to determine in advance how such credit will be treated in the event of a future separation. The Board will honor these determinations provided they are not misleading to clients or the public.

Revised for new Regulations 9/23/99