CALIFORNIA ARCHITECTS BOARD

CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE) HANDBOOK

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PSI Services LLC

Please refer to our website to check for the most updated information at https://test-takers.psiexams.com/caarb.

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FOR MORE INFORMATION

Questions about examination scheduling and administration should be directed to:

PSI Services LLC
(877) 392-6422 • TTY (800) 735-2929
https://test-takers.psiexams.com/caarb

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 Examination: _____

Time of Examination: _____

Test Center 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 examination requirement for obtaining an architect license in California.

The California Architects Board (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 test center. 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 that 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 conditions that create its unusually demanding context, including its large physical size, large and diverse population, varied landscape and climate, high seismicity, regulations and entitlements, and massive economy. 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 test centers in California and 22 additional nationwide sites.

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

PSI Services LLC
(877) 392-6422 • TTY (800) 735-2929
https://test-takers.psiexams.com/caarb

All other questions about examinations, examination content, and licensing should be directed to:

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

TESTING ACCOMMODATIONS AVAILABLE

All test centers 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.

Testing accommodations are available for candidates who speak English as a second language (ESL). Candidates who verify the need for ESL accommodations will be provided a 45-minute time extension and will be allowed the use of a candidate supplied word-to-word translation dictionary. Please contact the board by email at cab@dca.ca.gov for more information regarding ESL accommodations.

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

Requests for testing accommodations must be received a minimum of 90 days prior to the desired test date to allow for processing. Testing 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 testing accommodations.

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 **https://test-takers.psiexams.com/caarb** or by telephone at (877) 392-6422.

Current policy allows one examination attempt per application. If a candidate does not pass the examination, the candidate must reapply to the Board. Please register an account or login to your CAB Connect user dashboard to complete and submit your CSE application online.

The PSI test centers 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:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day
Day After Christmas

INTERNET SCHEDULING

A candidate may schedule an examination by completing the online Test Registration Form available at **https://test-takers.psiexams.com/caarb.** Scheduling an examination may be made via the internet 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the examination. Enter your zip code, and a list of the test centers closest to you will appear. Once you select the desired test center, available dates will appear.

TELEPHONE SCHEDULING

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

PSI registrars are available at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 6:00 am and 2:30 pm, Pacific Time.

A 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 voicemail or email 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 test center (see page 8).

REEXAMINATION

A candidate who fails the CSE may not schedule or retake the examination for at least 90 days from the date they last took an examination. See Examination Results in this handbook for additional information regarding reexamination.

TEST CENTER CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of a test center 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 the day of their examination with PSI prior to traveling to a test center. An examination appointment can be confirmed by calling (877) 392-6422 or by logging onto their online PSI account.

CALIFORNIA
TEST CENTER LOCATIONS

CLICK HERE FOR THE TEST SITE PHONE NUMBERS

The CSE is administered at the following out-of-state test centers:

AGOURA HILLS
30851 AGOURA RD SUITE 302
AGOURA HILLS, CA 91301
FROM THE EAST: TAKE US-101 N/VENTURA FWY WEST TO REYES ADOBE RD (EXIT 38). TURN LEFT ONTO REYES ADOBE RD. TURN RIGHT ONTO AGOURA RD. 30851 AGOURA RD IS ON THE RIGHT.
FROM THE WEST: TAKE US-101 S TO LINDERO CYN RD (EXIT 39). TURN RIGHT ONTO LINDERO CANYON RD. TURN LEFT ONTO AGOURA RD. 30851 AGOURA RD IS ON THE LEFT.

ATASCADERO
7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
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.

BAKERSFIELD
5405 STOCKDALE HIGHWAY
SUITE 103
BAKERSFIELD, CA 93309
FROM INTERSTATE 5-SOUTH, TAKE THE STOCKDALE HIGHWAY EXIT (EXIT 253). TURN RIGHT ONTO STOCKDALE HIGHWAY. END AT 5405 STOCKDALE HIGHWAY.

FROM INTERSTATE 5-NORTH TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CALIFORNIA 99 NORTH VIA EXIT 221 TOWARD BAKERSFIELD/FRESNO. TAKE THE CALIFORNIA 58 EAST EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CALIFORNIA STATE UNIVERSITY/STOCKDALE HIGHWAY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE ROAD, TURN SLIGHT LEFT ONTO STOCKDALE HIGHWAY. END AT 5405 STOCKDALE HIGHWAY.

CARSON
17420 S. AVALON BLVD, SUITE 205
CARSON, CA 90746
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 HANDSIDE (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).

DIAMOND BAR
21660 EAST COPLEY DR SUITE 215
DIAMOND BAR, CA 91765
FROM I-10 E, TAKE THE GRAND AVE EXIT (EXIT 38A). TURN RIGHT ONTO S GRAND AVE. TURN RIGHT ONTO GOLDEN SPRINGS DR. TURN LEFT ONTO COPLEY DR.
FROM 60 WEST, TAKE GRAND AVE EXIT (EXIT 24B). TURN LEFT ONTO GRAND AVE. TURN RIGHT ONTO GOLDEN SPRINGS DR. TURN LEFT ONTO COPLEY DR. 21660 COPLEY DR, STE 260 IS ON THE LEFT.

EL MONTE - SANTA FE SPRINGS
10330 PIONEER BOULEVARD, SUITE 285
SANTA FE SPRINGS, CA 90670
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
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 BASTOW 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.

IRVINE
8 CORPORATE PARK, SUITE 200
IRVINE, CA 92606
FROM I-405 S - USE THE 2ND LANE FROM RIGHT TO TAKE EXIT 7 FOR JAMBOREE RD, THEN USE THE LEFT 2 LANES TO TURN LEFT ONTO JAMBOREE RD. GO ABOUT 1.5 MILES THEN TURN RIGHT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

FROM I-5 S - TAKE EXIT 100 FOR JAMBOREE RD. USE THE 2ND FROM RIGHT LANE TO TURN RIGHT ONTO JAMBOREE RD. TAKE THE RAMP TO JAMBOREE RD THEN KEEP LEFT AT THE FORK TO CONTINUE ONTO JAMBOREE RD. GO ABOUT 2.2 MILES THEN TURN LEFT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

ONCE PARKED, PROCEED THROUGH THE FRONT ENTRANCE AND TAKE THE ELEVATOR TO THE SECOND FLOOR. THE TEST CENTER IS IN SUITE 200.

LAWNDALE
THE BAYTOWER CORPORATE CENTER
15901 HAWTHORNE BLVD, SUITE 330
LAWNDALE, CA 90260
FROM I-5S, MERGE ONTO CA-110S, WHICH BECOMES I-110S. MERGE ONTO I-105W. TAKE THE I-405S/I-405N EXIT AND MERGE ONTO I-405S. TURN RIGHT ONTO INGLEWOOD AVE. TURN LEFT ONTO MANHATTAN BEACH BLVD. TURN RIGHT ONTO HAWTHORNE BLVD.

REDDING
2861 CHURN CREEK, UNIT C
REDDING, CA 96002
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 1-5 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 1-5 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
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
8950 CAL CENTER DR, SUITE 158
BUILDING TWO
SACRAMENTO, CA 95826
FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

SAN DIEGO
5440 MOREHOUSE DRIVE, SUITE 3100
SAN DIEGO, CA 92121
FROM 1-805 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
I-80 W BECOMES US-101 S. TAKE EXIT 429A 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
FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/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 EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

SANTA ROSA
160 WIKIUP DRIVE, SUITE 105
SANTA ROSA, CA 95403
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.

UNION CITY
32960 ALVARADO-NILES RD, SUITE 650
UNION CITY, CA 94587
FROM I-880 N – AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN RIGHT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT.
FROM I880 S - AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN LEFT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT.

VENTURA
4245 MARKET ST, SUITE 208
VENTURA, CA 93003
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
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
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 LAN LANE.

OUT-OF-STATE TEST CENTER LOCATIONS

The following out-of-state sites will also offer the examination(s):

ALBUQUERQUE
9550 SAN MATEO BLVD, N.E., SUITE G
ALBUQUERQUE, NM 87113
FROM I-25 S -TAKE EXIT 234 NM-556/ROY AVE TOWARD TRAMWAY RD. CONTINUE ONTO PAN AMERICAN FRONTAGE RD S FOR .2 MILES CONTINUE ONTO PAN AMERICAN FREEWAY NE AND GO .4 MILES. TURN RIGHT ONTO VENICE AVE NE AND GO .3 MILES. THE PSI OFFICE IS THE LAST BUILDING ON THE LEFT BEFORE YOU REACH SAN MATEO. THE MAIN ENTRANCE THAT FACES SAN MATEO IS WHERE TEST TAKERS WILL ENTER. THE ENTRANCE FACING VENICE AVE WITH BE WHERE LICENSING CANDIDATES WILL REPORT.

ATLANTA (MARIETTA)
2100 ROSWELL ROAD NE, SUITE 2128
MARIETTA, GA 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 ½ MILE ON RIGHT.

BRONX
34 MARCONI STREET, SUITE 210
BRONX, NY 10461
PRESS IN THE CODE 26 TO ACCESS SUITE AFTER ARRIVAL AT BUILDING

HEAD NORTH ON HUTCHINSON RIVER PKWY N. TAKE EXIT 3W FOR PELHAM PKWY W. MERGE ONTO BRONX AND PELHAM PKWY. USE THE RIGHT LANE TO TAKE THE HUTCHINSON PKWY S RAMP TO WHITESTONE

BR QUEENS. MERGE ONTO HUTCHINSON RIVER PKWY S. TAKE EXIT 2 TOWARD WESTCHESTER AVE/E TREMONT AVE. TAKE A SLIGHT RIGHT TOWARDS WATERS PL. TURN RIGHT ONTO WATERS PL. TURN RIGHT ONTO MARCONI ST. THE OFFICE WILL BE ON YOUR LEFT.

ENTER THE FRONT ENTRANCE PRESS 26 TO ACCESS. AFTER ENTRANCE INTO BUILDING TAKE THE STAIRS OR ELEVATOR TO THE SECOND FLOOR. WE ARE IN SUITE 210. IF TAKING THE STAIRS, TAKE A LEFT ONCE YOU REACH THE SECOND FLOOR. THE OFFICE IS AT THE TOP OF THE RAMP. FROM THE ELEVATOR, TAKE 2 RIGHTS. THE OFFICE IS AT THE TOP OF THE RAMP.

CENTENNIAL
12150 E. BRIARWOOD AVE, SUITE 270
CENTENNIAL, CO 80112
EXIT I-25 AT ARAPAHOE ROAD. HEAD EAST ON ARAPAHOE (AWAY FROM THE MOUNTAINS) TO PEORIA (5 TRAFFIC LIGHTS). TURN RIGHT ON PEORIA AND LEFT ON BRIARWOOD.

CHARLOTTE
901 LINCOLN DR W, SUITE 130
MARLTON, NJ 08053
FROM NJ-73 NORTH – TAKE THE RAMP ON THE ON THE RIGHT FOR NJ-73 NORTH AND HEAD TOWARDS NEW JERSEY TURPIKE/PALMYRA/TACONY. GO 1.6 MILES THEN BEAR RIGHT TO TURN ONTO LINCOLN DR EAST. TURN LEFT ONTO LINCOLN DR E, WHICH THEN TURNS INTO LINCOLN DR. AT THE LIGHT, GO STRAIGHT ONTO LINCOLN DR WEST.

CHERRY HILL
901 LINCOLN DR W, SUITE 130
MARLTON, NJ 08053
FROM NJ-73 NORTH – TAKE THE RAMP ON THE ON THE RIGHT FOR NJ-73 NORTH AND HEAD TOWARDS NEW JERSEY TURPIKE/PALMYRA/TACONY. GO 1.6 MILES THEN BEAR RIGHT TO TURN ONTO LINCOLN DR EAST. TURN LEFT ONTO LINCOLN DR E, WHICH THEN TURNS INTO LINCOLN DR. AT THE LIGHT, GO STRAIGHT ONTO LINCOLN DR WEST.

CHICAGO
332 S. MICHIGAN AVENUE
SUITE 525
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.

DALLAS
1701 N COLLINS BLVD, SUITE 130
RICHARDSON, TX 75080
FROM US-75 NORTH TAKE EXIT 26 ONTO N. CENTRAL EXPRESSWAY TOWARD COLLINS BLVD./CAMPBELL RD. TURN LEFT ONTO CAMPBELL RD. TURN LEFT ON COLLINS BLVD. BUILDING IS ON RIGHT.

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.

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
1102 KERMIT DRIVE, SUITE 101
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.

OLATHE
18000 W. 105TH ST.
CORPORATE RIDGE OFFICE PARK
OLATHE, KS 66061
FROM EAST - TAKE I-435 W TO K-10/LAWRENCE EXIT 1B. FROM K-10, EXIT AT RIDGEVIEW RD AND TURN LEFT. TAKE FIRST LEFT INTO OFFICE PARK. THE PSI OFFICE IS ON LEFT.
FROM NORTH - TAKE I-35 S TO I-435 W EXIT 222B, THEN TAKE K-10/LAWRENCE EXIT 1B. FROM K-10, EXIT AT RIDGEVIEW RD AND TURN LEFT. TAKE FIRST LEFT INTO OFFICE PARK. THE PSI OFFICE IS ON LEFT.
FROM WEST OF I-35, TAKE I-435 S, THEN TAKE K-10/LAWRENCE EXIT 1B. FROM K-10, EXIT AT RIDGEVIEW RD AND TURN LEFT. TAKE FIRST LEFT INTO OFFICE PARK. THE PSI OFFICE IS ON LEFT.
FROM SOUTH - TAKE I-35 N TO I-435 W EXIT 222B, THEN TAKE K-10/LAWRENCE EXIT 1B. FROM K-10, EXIT AT RIDGEVIEW RD AND TURN LEFT. TAKE FIRST LEFT INTO OFFICE PARK. THE PSI OFFICE IS ON LEFT.
FROM WEST - TAKE K-10/LAWRENCE EXIT 1B. FROM K-10, EXIT AT RIDGEVIEW RD AND TURN RIGHT. TAKE FIRST LEFT INTO OFFICE PARK. THE PSI OFFICE IS ON LEFT. PLEASE PARK IN THE SPOTS DESIGNATED FOR VISITORS/TESTERS AT THE FRONT OF THE BUILDING.

PHILADELPHIA
ONE BALA AVENUE, SUITE 310
BALA CYNWYD, PA 19004
FROM I-76 EXIT CITY LINE AVENUE. FOLLOW CITY LINE AVENUE SOUTH. THE BUILDING IS ON THE CORNER OF BALA AVENUE AND CITY LINE (NEXT TO THE BALA CYNWYD RAILROAD STATION). THIS IS NOT BALA PLAZA.

RICHMOND (BOULDERS II)
7400 BEAUFONT SPRINGS DR
BOULDERS II BUILDING, SUITE 560
RICHMOND, VA 23225
FROM VA-150 N - TAKE THE US-60 W/MIDLOTHIAN TURNPIKE EXIT TOWARDS MIDLOTHIAN. MERGE ONTO US-60 W. IN .3 MILES, TURN RIGHT TOWARDS SPRINGLINE DR. IN .3 MILES, TURN LEFT ONTO BEAUFONT SPRINGS DR. IN ABOUT .3 MILES THE BUILDING SHOULD BE ON THE RIGHT. A SIGN NEAR THE ROAD SAYS "BOULDERS II" TO LET YOU KNOW YOU ARE AT THE RIGHT BUILDING. ONCE PARKED, GO INSIDE THE BUILDING AND TAKE THE ELEVATOR TO THE 5TH FLOOR.

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.

SPRINGFIELD
1111 ELM STREET, SUITE 32A
WEST SPRINGFIELD, MA 01089
TAKE MASS PIKE (RT. 90). EXIT 4-WEST SPRINGFIELD/HOLYOKE. TURN RIGHT ON WEST SPRINGFIELD/RT. 5 SOUTH. CONTINUE ON RT. 5 APPROXIMATELY TWO MILES. TURN RIGHT ON ELM ST.-IMMEDIATELY AFTER SHOWCASE CINEMAS. OFFICE IS APPROXIMATELY 1/4 MILE ON THE RIGHT.

TULSA
2840 E. 51ST STREET
BRITTANY SQUARE OFFICE PARK, SUITE 215
TULSA, OK 74105
FROM I-44 EAST - TAKE EXIT NUMBER 228 (HARVARD), STAY TO THE RIGHT WHICH WILL BE WESTBOUND ON 51ST ST. IN ROUGHLY ½ MILE, TURN LEFT ON DELAWARE CT. THE TEST CENTER IS IN THE FIRST BUILDING ON THE LEFT MARKED "BRITTANY SQUARE OFFICE PARK".

FROM I-44 WEST - TAKE EXIT 228 TOWARDS HARVARD AVE. MERGE ONTO E SKELLY DR. USE THE 2ND FROM THE LEFT LANE TO TURN LEFT ONTO S HARVARD AVE. TURN RIGHT ONTO E 51ST ST/EAST 51ST STREET SOUTH. GO ABOUT ½ MILE THEN TURN LEFT ONTO DELAWARE CT. THE TEST CENTER IS IN THE FIRST BUILDING ON THE LEFT MARKED "BRITTANY SQUARE OFFICE PARK".

ONCE INSIDE THE BUILDING, PROCEED TO THE 2ND FLOOR. THE TEST CENTER IS IN SUITE 215.

VANCOUVER
11818 SE MILL PLAIN BLVD, STE 402
VANCOUVER, WA 98684
FROM I-205 N - TAKE EXIT 28A-B-C FOR MILL PLAIN BLVD TOWARD NE 112TH AVE AND USE THE RIGHT 2 LANES. KEEP RIGHT AT THE FORK TO CONTINUE TO CONTINUE TO EXIT 28A AND FOLLOW THE SIGNS FOR MILL PLAIN BLVD E. USE ANY LANE TO TURN RIGHT ONTO SE MILL PLAIN BLVD. TAKE A LEFT ONTO NE 120TH AVE. TAKE THE FIRST LEFT INTO CRESTWOOD BUSINESS PARK. THE PSI TEST CENTER IS LOCATED IN BUILDING 4, SUITE 402, BETWEEN SACRED STONE HOLISTIC CENTER AND REALTYONEGROUP.

WEST DES MOINES
950 OFFICE PARK RD, STE 212
WEST DES MOINES, IA 50265
FROM INTERSTATE 235 (EASTBOUND OR WESTBOUND), TAKE EXIT #3 FOR 8TH STREET (WEST DM)/73RD ST (WINDSOR HTS). TURN RIGHT AT THE TRAFFIC LIGHT AND PROCEED SOUTH TO OFFICE PARK ROAD. TURN RIGHT (WEST) ON OFFICE PARK.

WEST HARTFORD
1245 FARMINGTON AVENUE, SUITE 203
WEST HARTFORD CT.
FROM I-84 WEST, TAKE EXIT 40 TOWARD CT-71/NEW BRITAIN AVE/CORBINS CORNER. TURN RIGHT ONTO RIDGEWOOD RD. TURN LEFT ONTO WOOD PONT RD. TURN LEFT ONTO TUNXIS RD. TURN RIGHT ONTO BROOKMOOR RD. TURN RIGHT ONTO BUENA VISTA RD. TURN LEFT ONTO EVERETT AVE. TURN RIGHT ONTO FARMINGTON AVE. DESTINATION IS ON THE RIGHT.

WILSONVILLE
25195 SW PARKWAY AVENUE, 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.

WHEATRIDGE
4891 INDEPENDENCE ST #220
WHEAT RIDGE, CO 80033
From I-70W, Merge onto Kipling St/CO-391N. Turn right onto W 49th Ave. Take the 1st right onto Independence St.

PREPARING FOR THE EXAMINATION

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

- **Thoroughly read the *CSE Handbook*.** The *CSE Handbook* contains valuable information, including examination procedures and administrative processes. Candidates should take time to read all available materials and contact the Board well in advance of their examination appointment if they have questions.

- **Study the CSE Test Plan.** The CSE Test Plan is made up of five areas of tasks 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 materials 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 in which candidates may have limited experience or knowledge, 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*).

EXAMINATION SEMINARS AND 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. Licensed architects who serve the Board as 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 they do not want to have this information shared).

REPORTING TO THE TEST CENTER

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 have an image of their thumbprint taken, they are still required to comply with any identification requirements established by the Board.

REQUIRED IDENTIFICATION AT THE TEST CENTER

A candidate must provide one of the following valid and current (unexpired) forms of government issued identification that includes a photograph and full name to test:

- American (United States) driver license or identification card (includes United States territories)
- Enhanced Driver's License (EDL)
- National Passport or Passport Card
- United States Military Identification Card
- United States Permanent Resident Card

All identification photographs must be recognizable as the person to whom the identification card was issued, and 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, they 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 should cancel their appointment to avoid forfeit of the examination registration fee. *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 ten thousand dollars ($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 center 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 an image of their thumbprint taken during examination check-in. The thumbprint must be matched after candidates return from a restroom break and any time the candidate leaves and returns to the test center after check-in.

2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination. If the layered item is removed during the examination, you will be required to store it in the lobby while time continues to count down on your examination. Outerwear (coats, heavy jackets, vests, shawls, scarves, etc.) is not allowed in the testing rooms.

3. There are timing mechanisms available in the testing room and on the computer console to help candidates keep track of time during the test administration. Candidates are not permitted to bring watches or other timekeeping devices into the testing rooms.

4. Only one candidate at a time will be allowed to take a restroom break. Candidates are required to sign out when leaving and returning to the testing room. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence. The regulatory entity will investigate and take appropriate action.

5. The following is a non-exhaustive list of personal items that are not permitted in the testing rooms:

Purses	Briefcases/daypacks/luggage
Cellular phones	Pagers
Drinks (including water)	Food/candy/snacks/gum

Good luck items	Luggage
Calculators	Reading materials
Textbooks	Notes
Any recording device	Smart devices
Electronic devices	Headphones or earphones/earbuds
Personal pens or pencils	Therapeutic items
Cameras	Over-the-counter medication
Weapons	Fashion scarves
Hats/baseball caps/visors*	Sunglasses**
Bulky, large, or noisy jewelry***	Prescription drugs****

**Headwear worn for religious purposes is subject to inspection.*
***Prescription and non-prescription eyeglasses may not be worn for the photo. Eyeglasses are subject to inspection.*
****Jewelry that is allowed into the examination room is subject to inspection.*
*****Drugs that are medically necessary during the pendency of the examination may be brought into the examination site, in a container bearing a proper prescription label with the name of the candidate and of the drug; any such medication is subject to examination by a proctor upon check-in.*

Examination proctors will have considerable discretion to refuse permission of clothing and/or items that compromise the integrity or security of the examination.

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 must return these items to their vehicle or other place of safekeeping. Neither PSI nor the DCA will be responsible for the items. Any candidate possessing prohibited items in the testing room will have their examination results invalidated, and PSI will notify the appropriate regulatory entity of the occurrence.

6. Shoes must be worn at all times, and feet are not permitted on the chairs. Feet must remain on the floor during the examination.

7. Copying any portion of the examination content by any means or communicating examination content for the purpose of aiding its unauthorized reproduction, whether before, during, or after the examination, is a violation of PSI security policy and existing law. Either one may result in the disqualification or invalidation of examination results, the denial of your license, and criminal prosecution.

8. If a candidate is asked by a proctor to step into the lobby during your examination, the proctor will suspend the candidate's examination so all remaining test time will be retained.

Only candidates, and those individuals with prior regulatory entity approval, are allowed to be present in the test center.

If candidates require that an exception be made to ANY of the abovementioned security procedures, candidates must contact their regulatory entity PRIOR to the date of their examination. The regulatory entity must provide the exception to PSI. NO EXCEPTIONS WILL BE MADE ON THE DAY OF THE EXAMINATION.

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.

TEST QUESTION SCREEN

The "function bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

One question at a time appears on the screen. 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 items in the CSE have been written and reviewed by multiple panels of California-licensed architects. The items are based on the tasks and knowledge 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 materials and have been pretested to ensure that they meet statistical performance standards.

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 multiple-choice items pertaining to the content within the CSE Test Plan and applicable tasks and knowledge statements. The examination will have a designated time limit displayed on the computer monitor.. Candidates will have approximately 3.5 hours to take this examination.

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 test center after completing the examination.

The score report that is provided to the candidate at the test center will include information indicating the candidate's next steps. 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. Candidates must register an account or login to their CAB Connect user dashboards to submit a new CSE application. A candidate cannot schedule or retake the examination for **at least 90 days** from the date they last took the examination. Applications may be submitted during the wait period; however, the Board cannot process the application until it has concluded.

A candidate who does not pass 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 examination security, candidates will not be permitted to see their examinations.

EXAMINATION EVALUATION

PSI, in cooperation with the Board, will be continually evaluating the examinations that are administered to ensure that they accurately measure competency in the required knowledge areas. Candidates may enter comments using the computer keyboard during the examination. Comments regarding the questions and the examination are welcomed and 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.

EXAMINATION DEVELOPMENT

The CSE is developed and maintained by OPES. OPES staff consists of test validation and development specialists trained to develop and analyze occupational licensure 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 examinations. SMEs are trained by OPES in established examination development processes and measurement methodologies. The cooperative efforts among these members of the architectural profession, OPES, and the Board are necessary to achieve both the measurement and content standards for examination construction.

ESTABLISHING THE PASSING SCORE

The CSE measures the skills and knowledge required for safe and competent entry-level architectural practice in California.

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 an unqualified licensure candidate. The passing score is based on minimum competence criteria that are defined in terms of the actual behaviors that qualified architects would perform if they possessed the knowledge necessary to perform those activities.

During a criterion-referenced passing score workshop, SMEs also consider other factors that would contribute to minimum acceptable competence, such as prerequisite qualifications (e.g., education, training, 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 CSE Test Plan is structured into five content areas weighted by criticality relative to the other content areas. The weights of the content areas are shown in the table below. The CSE Test Plan specifies the tasks and knowledge specific to California practice that a California-licensed architect is expected to have mastered at the time of licensure.

Content Areas	Weights*
I. **Contract Development / Project Planning**	**25%**
II. **Schematic Design / Discretionary Approvals**	**30%**
III. **Design Development**	**15%**
IV. **Construction Documents / Permitting**	**10%**
V. **Project Bidding and Construction**	**20%**
	100%
*The percentage of examination content listed above is approximate.	

While not every knowledge statement will be addressed, candidates should be prepared to respond to questions related to any of the test plan content.

The final CSE Test Plan is provided below.

TEST PLAN: CALIFORNIA SUPPLEMENTAL EXAMINATION

1. Contract Development/ Project Planning (25%)

This area assesses the candidate's knowledge related to professional responsibility across various project types, planning requirements, and construction contract arrangements, including knowledge of tools and techniques to coordinate, oversee, and execute a project to mitigate risk and achieve its objectives.

Tasks	*Knowledge Statements*
T1. Advertise and solicit services in compliance with professional and legal practice requirements. T2. Assess project budget, funding sources, schedule, constraints, and contractual risks. T3. Develop owner-architect contracts with clients by collaborating on contract language in compliance with professional and legal practice requirements. T4. Identify local, state, and federal regulatory jurisdictions impacting projects. T5. Contract with consultants (e.g., systems, engineering) to complete scope of projects. T6. Implement strategies for managing project and contractual risk to limit architect and client liability. T7. Submit contractual milestone deliverables to clients for approval to demonstrate project phase completions according to schedules.	K1. Knowledge of Architects Practice Act and California Code of Regulations related to architect business and professional requirements. K2. Knowledge of various agency impacts to project scopes and schedules. K3. Knowledge of architect and project team contractual roles and responsibilities. K4. Knowledge of methods for evaluating project requirements, constraints, resources, and contractual risks. K5. Knowledge of types of contracts and their application to scope of work and project service requirements. K6. Knowledge of methods for determining regulatory agencies having jurisdiction over projects and their specific requirements. K7. Knowledge of different types of consultants and services provided, and how they relate to meeting project requirements. K8. Knowledge of types of project funding sources, their impact on project scopes, and additional requirements. K9. Knowledge of strategies for managing project and contractual risk. K10. Knowledge of architect and project team roles and responsibilities in all phases of projects. K11. Knowledge of methods for coordinating with owner-contracted consultants. K12. Knowledge of standards and procedures for documenting approvals and submitting contractual milestones. K13. Knowledge of conflict resolution principles and techniques. K14. Knowledge of methods for project scheduling in all phases of projects.

2. Schematic Design/Discretionary and Approvals (30%)

This area assesses the candidate's knowledge related to identifying and evaluating site project opportunities and constraints through developing design concepts that incorporate the stakeholders' needs, as well as integrating regulatory requirements and approvals.

Tasks	*Knowledge Statements*
T8. Conduct site feasibility studies to clarify and address project requirements. T9. Develop schematic designs based on program requirements and local, state, and federal regulatory jurisdictions. T10. Prepare and present schematic design documents to stakeholders (e.g., community groups) for feedback. T11. Prepare and submit exhibits and application forms to governing agencies for discretionary approvals. T12. Work with agency staff, clients, and consultants to revise project documents for discretionary approval. T13. Incorporate final conditions of discretionary approval into project documents.	K15. Knowledge of methods for developing and evaluating design programs to determine code compliance, feasibility, and conformance to project requirements. K16. Knowledge of methods for developing design solutions with involvement of clients, users, consultants, and stakeholders. K17. Knowledge of procedures for obtaining data about existing conditions and determining project impacts. K18. Knowledge of environmental conditions regulated in California and the impacts/mitigation measures related to design and construction. K19. Knowledge of processes and procedures for obtaining discretionary approvals. K20. Knowledge of procedures for complying with local codes and ordinances related to design and construction. K21. Knowledge of methods and procedures for complying with California Environmental Quality Act (CEQA) as it relates to design and construction. K22. Knowledge of methods and procedures for complying with California Coastal Act as it relates to design and construction. K23. Knowledge of methods and procedures for complying with California Clean Air Act related to design and construction. K24. Knowledge of methods and procedures for complying with state regulatory requirements related to the design and construction of hospitals, public schools, fire/police stations, and other essential services buildings. K25. Knowledge of methods and procedures for complying with California Building Standards Code related to design and construction. K26. Knowledge of methods and procedures for complying with California Health and Safety Code related to design and construction. K27. Knowledge of methods and procedures for complying with California water quality regulations related to design and construction. K28. Knowledge of methods and procedures for complying with California Green Building Standards Code (CALGreen) related to design and construction. K29. Knowledge of methods and procedures for complying with Americans with Disabilities Act (ADA) guidelines related to access compliance. K30. Knowledge of methods and procedures for complying with California Accessibility regulations related to access compliance. K31. Knowledge of contents of design drawings and related documents required for discretionary approvals. K32. Knowledge of architect role and responsibilities in leading project team to obtain discretionary approvals.

3. Design Development (15%)

This area assesses the candidate's knowledge related to developing detailed design solutions, evaluating building systems and project costs, preparing documents, and performing quality review in conformance with the project requirements and applicable laws and regulations.

Tasks	*Knowledge Statements*
T14. Prepare design development documents that integrate architectural design and engineering disciplines. T15. Determine, coordinate and design building systems and utilities with design teams and client consultants. T16. Select and evaluate materials and equipment. T17. Incorporate regulatory requirements into design development documents. T18. Perform value engineering and life cycle cost analyses to advise clients about alternatives for managing project costs.	K33. Knowledge of methods and procedures for evaluating and integrating building systems and utilities into the project design. K34. Knowledge of methods and procedures for evaluating building materials and equipment. K35. Knowledge of methods for identifying and evaluating the implications of special conditions on design and construction (e.g., seismic zones, fire severity zones, flood zones, wind). K36. Knowledge of methods for analyzing initial and life cycle costs to select materials and systems for projects. K37. Knowledge of methods for evaluating and reviewing energy analysis for compliance with California regulations.

4. Construction Documents/ Permitting (10%)

This area assesses the candidate's knowledge related to managing a project team, producing coordinated and comprehensive construction documents, processing and addressing regulatory agency comments, and obtaining approvals.

Tasks	*Knowledge Statements*
T19. Compile and coordinate contract documents that meet program requirements, project goals, and contract requirements. T20. Produce contract documents and ensure conformance with discretionary conditions of approvals and applicable codes and regulations. T21. Manage submittal of contract documents to regulatory agencies through initial submittal, addressing comments, providing responses, and obtaining approvals.	K38. Knowledge of methods and procedures for managing distribution and review of documents during construction document and permitting phases. K39. Knowledge of contents of contract documents required for agency approval, bidding, and construction. K40. Knowledge of methods for the detailed integration of building systems and constructability. K41. Knowledge of processes and procedures for working with regulatory agencies having jurisdiction over projects to obtain final approvals. K42. Knowledge of interrelationships between regulatory agencies and their impact on the approval process (e.g., sequence of approvals, hierarchy of jurisdictions). K43. Knowledge of architect role in resolving conflicts between agencies regarding conflicting codes, regulations, and standards.

5. Project Bidding and Construction (20%)

This area assesses the candidate's knowledge related to the bidding process and construction administration, from assisting with initial contractor selection to post-construction services.

Tasks	*Knowledge Statements*
T22. Assist clients with bidding process. T23. Prepare bid documents according to the selected delivery method. T24. Review, coordinate, and process deferred submittals for agency approval. T25. Participate in pre-construction and pre-installation meetings with contractors as required by the contract documents. T26. Review testing and inspection reports for conformance with contract documents. T27. Review shop drawings, submittals, and samples during construction for design intent and conformance with contract documents. T28. Conduct periodic site observations. T29. Manage project close-out procedures in accordance with contracts. T30. Conduct post-construction services in accordance with contracts.	K44. Knowledge of methods and procedures for preparing bidding documents based on project funding source and delivery method. K45. Knowledge of provisions of California Public Contract Code related to bidding and contracting for publicly funded projects. K46. Knowledge of California laws related to liens and implications for architect and client responsibilities. K47. Knowledge of methods and procedures for implementing changes during construction. K48. Knowledge of methods and procedures for the preparation and submittal of construction change documents for regulatory approval. K49. Knowledge of methods and procedures for processing deferred submittals for agency approval. K50. Knowledge of protocols for contractor application for payment. K51. Knowledge of procedures for performing project close-out. K52. Knowledge of California law related to minimum construction warranty periods. K53. Knowledge of code-required special inspections and testing. K54. Knowledge of state inspection, testing, reporting, and documentation requirements for construction of hospitals, public schools, and essential services buildings. K55. Knowledge of construction manager impact on construction administration services. K56. Knowledge of procedures for reviewing shop drawings, submittals, and samples. K57. Knowledge of post-construction services in accordance with contracts. K58. Knowledge of construction industry standards and detailing.

PRACTICE QUESTIONS

1. After completion of a new bank card processing facility, the contractor gives the drawings to the client. The client then requests that the architect provide the record drawings based on the contractor as-built drawings, which was not part of the contract. Which of the following actions should the architect take in response to this request?

   A. Instruct the contractor to provide the record drawings
   B. Decline the request because of the risk of incurring additional liability
   C. Request written authorization from the client for additional services before proceeding
   D. Proceed with creating the record drawings on a time and materials basis

2. When building in a heavily wooded area, which of the following strategies will mitigate the danger of wildfire destruction to the building?

   A. Provide exterior hose bibs and maintain a defensible space
   B. Use noncombustible exterior finishes and maintain a defensible space
   C. Submit a fire access plan to the State Fire Marshal for review and approval
   D. Use noncombustible exterior finishes and locate the building near a fire access road

3. A historic building with an existing heating system must be retrofitted with a cooling system for a new use. The architect will discuss system options with the mechanical engineer to select the appropriate type of HVAC system. During the discussion, the architect should consult which of the following resources?

   A. California State Historical Building Code, local historic preservation and design guidelines, and owner's program documents
   B. California State Historical Building Code, local historic preservation and design guidelines, and local energy code
   C. California Energy Code, California Mechanical Code, and local zoning ordinance
   D. California Energy Code, CALGreen Code, and owner's program documents

4. An architect is designing an office building project with 15 parking spaces. The architect receives a plan check comment regarding the lack of (EVSE) electrical vehicle supply equipment spaces. What action should the architect take?

   A. Provide two EVSE spaces
   B. Provide the infrastructure for the EVSE spaces
   C. Inform the electrical engineer that an electrical panel should be added to the parking lot
   D. Inform the plan reviewer that the EVSE spaces are not required

5. An architect has designed a 2-story fire station located on a State-owned parcel. During the construction process, which of the following actions is the architect's responsibility as defined by the Division of the State Architect (DSA)?

   A. Observe the construction work and submissions of required reports
   B. Stop work if the project deviates from the approved documents
   C. Direct the project inspector to submit daily reports as required
   D. Document that all CALGreen energy requirements have been fulfilled

Answer Key

1. C
2. B
3. A
4. B
5. A

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.