

**193B—7.3(544A) Civil penalties against unlicensed person.** The board may impose civil penalties by order against a person who is not licensed as an architect pursuant to Iowa Code chapter 544A based on the unlawful practices specified in Iowa Code section 544A.15(3). In addition to the procedures set forth in Iowa Code section 544A.15(3), this rule applies.

**7.3(1)** The notice of the board's intent to impose a civil penalty required by Iowa Code section 544A.15(3) may be served upon the unlicensed person by restricted certified mail, return receipt requested, or personal service in accordance with Rule of Civil Procedure 1.305. Alternatively, the unlicensed person may accept service personally or through authorized counsel. The notice includes the following:

*a.* A statement of the legal authority and jurisdiction under which the proposed civil penalty would be imposed.

*b.* Reference to the particular sections of the statutes and rules involved.

*c.* A short, plain statement of the alleged unlawful practices.

*d.* The dollar amount of the proposed civil penalty.

*e.* Notice of the unlicensed person's right to a hearing and the time frame in which a hearing is requested.

*f.* The address to which written request for hearing is made.

**7.3(2)** Unlicensed persons need to request a hearing in writing within 30 days of the date the notice is mailed, if served through restricted certified mail to the last-known address, or within 30 days of the date of service, if service is accepted or made in accordance with Rule of Civil Procedure 1.305. A request for hearing is deemed made on the date of the United States Postal Service postmark or the date of personal service.

**7.3(3)** If a request for hearing is not timely made, the board chair or the chair's designee may issue an order imposing the civil penalty described in the notice. The order may be mailed by regular first-class mail or served in the same manner as the notice of intent to impose civil penalty.

**7.3(4)** If a request for hearing is timely made, the board issues a notice of hearing and conducts a hearing in the same manner as applicable to disciplinary cases against licensed architects.

**7.3(5)** In addition to the factors set forth in Iowa Code section 544A.15(3), the board may consider the following when determining the amount of civil penalty to impose, if any:

*a.* The time lapsed since the unlawful practice occurred.

*b.* Evidence of reform or remedial actions.

*c.* Whether the violation is a repeat offense following a prior warning letter or other notice of the nature of the infraction.

*d.* Whether the violation involved an element of deception.

*e.* Whether the unlawful practice violated a prior order of the board, court order, cease and desist agreement, consent order, or similar document.

*f.* The clarity of the issue involved.

*g.* Whether the violation was willful and intentional.

*h.* Whether the unlicensed person acted in bad faith.

*i.* The extent to which the unlicensed person cooperated with the board.

**7.3(6)** An unlicensed person may waive the right to hearing and all attendant rights and enter into a consent order imposing a civil penalty at any stage of the proceeding upon mutual consent of the board.

**7.3(7)** The notice of intent to impose civil penalty and order imposing civil penalty are public records available for inspection and copying in accordance with Iowa Code chapter 22. Copies may be provided to the media, the National Council of Architectural Registration Boards, and other entities. Hearings are open to the public.

[ARC 7762C, IAB 4/17/24, effective 5/22/24]