

District of Columbia  
Occupational and Professional  
Licensing Boards and Commissions

# ANNUAL REPORT 2017





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MISSION

The mission of the Department of Consumer and Regulatory Affairs and the Occupational and Professional Licensing Administration is to protect the health, safety, economic interests, and quality of life of residents, business, and visitors in the District of Columbia by issuing licenses and permits, enforcing regulatory codes, and providing licensee education.

FOCUS

The District of Columbia requires individuals working in certain professions obtain a license to practice to ensure the protection of the public’s health, safety, and welfare. All licensees are certified to have acquired a certain level of knowledge, skills, and experience in their chosen field as a result of this licensure requirement.

The OPLA administrative staff supports nine combined non-health regulatory boards and commissions in the District of Columbia, which regulate the practice of those individual occupations and professions that the boards and commissions represent. The boards and commissions are responsible for drafting regulations, reviewing and approving applications, administering examinations, providing educational offerings, and responding to certification requests by other state boards and jurisdictions.

BOARDS AND COMMISSIONS

- Board of Accountancy
- Board of Architecture & Interior Design
- Board of Barber & Cosmetology
- Board of Funeral Directors
- Board of Industrial Trades
- Board of Professional Engineers
- Board of Real Estate Appraisers
- Boxing & Wrestling Commission
- Real Estate Commission

PROGRAMS OFFERING LICENSURE

- Athlete Agents
- Tour Guides

PROFESSIONS LICENSED

- Accountants
- Appraisers
- Architects
- Asbestos Workers
- Athlete Agents
- Barbers
- Body Piercers
- Boxers
- Braiders
- Cosmetologists
- Electricians
- Electrologists
- Elevator Inspectors
- Elevator Mechanics
- Estheticians
- Funeral Directors
- Interior Designers
- Kickboxers
- Land Surveyors
- Manicurists
- Mixed Martial Artists
- Operating Engineers
- Plumbers
- Professional Engineers
- Property Managers
- Refrigeration/Air Conditioning Technicians
- Real Estate Brokers
- Real Estate Salespersons
- Security Officers
- Special Police Officers
- Steam Engineers
- Tattooists
- Tour Guides
- Wrestlers

## DEAR MAYOR BOWSER:

I am pleased to provide the 2017 Annual Report of the DC Department of Consumer and Regulatory Affairs' (DCRA) Occupational and Professional Licensing Administration (OPLA). DCRA is excited to provide OPLA's achievements in this report. Each of DCRA's boards and commissions strived throughout the fiscal year to be efficient and effective in operations and successes. This annual report highlights those achievements.

As a model regulatory agency, our goal is to reflect leadership in each action and decision. OPLA is committed to assist each board, commission, and program in supporting your continued goal to develop pathways to the middle class. Thank you for your continued support of the work of both DCRA and OPLA.

Respectfully,

Melinda Bolling, Director  
Department of Consumer and Regulatory Affairs



*Melinda Bolling*



**DEAR MAYOR BOWSER:**

The District of Columbia Occupational and Professional Licensing Administration (OPLA) is pleased to provide its fiscal year 2017 Annual Report. This report showcases the objectives and achievements of the District's non-health licensing boards and commissions regulating more than 130 occupational and professional licensing categories and encompassing over 65,000 licensees.

The ultimate goal of the boards and commissions, with administrative support from OPLA staff, is to protect consumers by ensuring statutory and regulatory compliance. However, we know there is a difference between heavy-handed regulation meant to punish versus educating licensees and having a dialogue. To us, there is no greater victory than educating an individual and bringing them into compliance. To that end, enforcement will continue to be strong but fair, and we believe our licensees deserve to have a voice in the enforcement process. Through a more efficient government, we are helping to ensure that licensees can continue to work and Washingtonians are protected.

Each of the boards and commissions has the responsibility to review applications, adjudicate complaints, update existing regulations, and promulgate new rules. Coupled with consistent collaboration with counterparts in other jurisdictions and other stakeholders and industry experts, we also provide educational programs and outreach activities designed to sustain strength in all of our occupational and professional industries.

We are proud of our continued success with online licensing access, improved customer service, and overall improved performance by our professional staff. Our dedicated leadership team and the remarkable OPLA staff are committed to exemplifying leadership excellence in support of the citizens and visitors of the District. We appreciate your unyielding support as we work to support our great city.

Clifford Cooks  
Program Manager

Staci Mason  
Program Officer



*Clifford Cooks*



*Staci Mason*

The background of the slide features a blurred image of a calculator and a document with numbers. A dark blue rectangular box is positioned on the left side, containing the text for the mission statement.

## OUR MISSION

The mission of the Board of Accountancy is to protect the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by issuing licenses, enforcing regulatory codes, and providing licensee education.



## DEAR MAYOR BOWSER:

As Chair of the District of Columbia Board of Accountancy (Board), I am pleased to provide you with an overview of the Board's achievements and challenges during fiscal year (FY) 2017. The Board regulates the licensing of Certified Public Accountants (CPA) and protects consumers by upholding District accountancy laws and municipal regulations. The Board has regulatory authority over 3,044 combined and licensed CPAs, accounting firms and examination candidates. During FY 2017, the Board successfully achieved several major objectives and goals. The board addressed several local licensing regulations and provided valuable comments to the National Association State Boards of Accountancy (NASBA) and the American Institute of CPAs (AICPA) on topics such as the use of the CGMA designation, CPA exam modifications, CPA experience requirements, and proposed revisions to the peer review administration program.

In an effort to reach more educators and students, the Board advanced outreach efforts to colleges and universities throughout the District. Through the Board's efforts of targeting accounting students in the District, the Board aims to increase exam candidates' knowledge of the CPA exam and educate the public about the services the Board provides to candidates. Thus far, board members have attended events at George Washington University, American University, and Greater Washington Society of CPAs. The Board distributed materials detailing services and answered questions from students regarding the education and experience requirements for licensure, and described the continuing education requirements for maintaining licensure.

For the first time ever, the Board traveled to another location – Howard University – to hold one of its monthly board meetings. Invited speakers included Daniel J. Dustin, CPA, Vice President, State Board Relations, National Association of State Boards of Accountancy and Alfonzo Alexander, Chief Relationship Officer of NASBA and President of NASBA's Center for the Public Trust (CPT). As part of its outreach efforts, the Board plans to hold at least one board meeting each year on a District of Columbia college or university campus.

Current board members had the honor of attending NASBA's Eastern Regional Meeting, held in Newport, Rhode Island, from June 27-29, 2017. (Board members plan on attending the 110th Annual Meeting held in New York, New York from Oct. 29-Nov. 1, 2017.) Held each year and open to all members of the 55 U.S. Boards of Accountancy, NASBA's Regional and Annual Meetings provide a forum for Boards of Accountancy members



*Robert Todero*

and staff to discuss the issues and new regulatory developments facing the accounting profession. This year's topics included the rapidly changing use and reliance on technology in accounting and auditing such as Blockchain and Bitcoin. We found the topic discussions informative and look forward to discussing these developments at future DC Board meetings.

We are proud of the Board's involvement in the accounting industry. We will continue to serve the residents of the District of Columbia, and look forward to accomplishing our objectives and goals. Much of our success is due to the efforts and support of the Occupational and Professional Licensing staff. They always provide significant support to ensure that we are well prepared and informed on major issues and important legislation. We also had access to necessary resources and were notified of matters that affected District of Columbia CPAs, citizens, and residents.

We extend appreciation and thanks to Bridget Gagne for her outstanding service to the Board and the profession. Ms. Gagne's term ended in January 2018.

We look forward to our continued work with you and the DC City Council.

Respectfully,

Robert Todero, Chair  
DC Board of Accountancy

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The DC Board of Accountancy conducted a Continuing Professional Education (CPE) Audit program.
- The District of Columbia Board of Accountancy bill “Accountancy Practice Act of 2015” (B21-541) was enacted on April 28, 2017. The bill updates laws on the practice of accountancy in the District of Columbia: revising eligibility requirements for licensure, eliminating residency and place of employment restrictions, and clarifying licensure requirements for CPA firms that provide attestation services. It also expands the range of disciplinary action that may be imposed on CPA firms and CPAs permitted to operate in the District.
- The DC Board of Accountancy established a committee to address methods to attract international applicants.
- The DC Board created a Center for Public Trust Committee, which collaborates with NASBA’s CPT team to focus on the industry, ethics and public trust outreach initiatives.
- On March 30, 2017, the Board participated in a roundtable event hosted by George Washington
- University School of Business’ Master of Accountancy program. The purpose of the event was to educate students about the road to becoming a CPA, which included a presentation on the District’s educational requirements for CPA exams, educational requirements for licensure, work experience, and other licensing prerequisites. It was a useful teaching event that was well received by the students (especially the question and answer portion of the program). The event was attended by representatives and alumni from other local CPA legislative bodies and provided a wonderful learning opportunity for the Board and students alike.
- On June 8, 2017 the board attended the 94th Annual Greater Washington Society of CPAs (GWSCPA) Membership Meeting
- On June 29, 2017, the Board, in collaboration with NASBA, released its Spring/Summer e-newsletter
- The Board collaborated with Becker Professional Education to speak to over 100 interns at KPMG’s DC headquarters on August 11, 2017. The session included a presentation on eligibility requirements for the CPA examination and licensure requirements in the District.
- On August 14, 2017, the Board submitted to NASBA a response to the Use of Titles Exposure Draft. The proposed language would allow titles like CMA and CGMA to be used with certain restrictions



(L-R back to front) Robert Todero, Leon Lewis, Joseph Drew, Antonia Browning Smiley, Kayla Futch, Grace Yeboah Ofori

- The Board was an exhibitor at the 6th Annual GWSCPA Accounting and Finance Career fair in Washington, DC on September 7, 2017, communicating to the participants (recent and soon-to-be graduates from undergraduate and graduate programs at various universities in the DC area) DC examination and licensing requirements.
- The Board had an outreach event at American University's Kogod School of Business on September 11, 2017. The presentation was to educate students about the CPA exam and licensure requirements in DC.
- The Board held its monthly scheduled October meeting at Howard University as part of its outreach initiatives. Invited speakers included: Daniel J. Dustin, CPA, Vice President, State Board Relations, National Association of State Boards of Accountancy and Alfonzo Alexander Chief Relationship Officer of NASBA and President of NASBA's CPT.
- The Board continued with its normal business activities of reviewing and approving applications and supporting documents to license Certified Public Accountants and Certified Public Accounting Firms, reviewing and approving applications for reinstatements and out-of-state permits to practice, approving candidates to sit for the Uniform CPA Examination, and auditing CPEs.
- Dr. Joseph Drew, Consumer Member, has been reappointed to NASBA's Legislative Support Committee.
- Summary of Official Actions
- CPA examination applications and reciprocity applications were reviewed and administratively approved within 1-2 business days. Reinstatement and reciprocity applications or those with technical issues were reviewed at the monthly Board meetings. Timely responses improved significantly.
- Complaints regarding non-licensed individuals or firms were referred to the agency's regulatory investigations division.
- Summary of Legislative Issues That Affected the Board
- The Board met with the Board Legal Counsel to discuss proposed amendments to its governing statutes. Certain provisions in the statutes were identified, both by internal and external stakeholders, in need of update or revision.
- Board Legal Counsel is currently drafting changes to the Municipal Regulations Chapter 25.
- Bill No. B21-541, titled the Accountancy Practice Act of 2015 was passed on April 28, 2017. It amends Chapter 28 of Title 47 of the District of Columbia Code to conform the definition of attestation services to section 23 of

the Uniform Accountancy Act, to revise the eligibility requirements for licensure to eliminate restrictions concerning residency and place of employment, to clarify licensure requirements for firms of certified public accountants that provide attestation services to clients located in the District, to repeal permitting requirements, and to expand the range of disciplinary actions that may be imposed on firms of certified public accountants that are licensed or permitted to operate in the District of Columbia.

FY2017	
TOTAL LICENSES ISSUED	
New Licenses	Renewals
286	2,334
Reinstatements	Total Licenses
74	2,694
TOTAL ACTIVE LICENSES	
3,074	

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

- Updated and replaced our existing exam and licensing database system that will provide a more comprehensive and user-friendly experience. The Board was able to monitor current events in the profession to determine whether regulatory amendments are necessary to maintain the relevance of the regulatory environment in contemporary practice. The Board issued CPA licenses throughout the year by an assessing applicant's education to qualify an individual for the profession's licensing examination, verify the successful completion of the Uniform CPA Examination and assessed an applicant's supervised experience for licensure. The Board discussed the various functions of the DC Board of Accountancy including the enforcement process and monitoring the continuing professional education requirements and compliance.
- To effectively communicate important and timely information to our CPA exam candidates, licensee candidates, licensees and the public, the Board continues to improve its communications efforts through the website and newsletters.



- Outreach to the colleges and universities in the District in the fiscal year: the Board advanced outreach efforts to colleges and universities throughout the District. Through the board's efforts of targeting accounting students in the District, the Board aims to increase exam candidates' knowledge of the CPA exam and what services the Board provides to candidates. Thus far, the Board staff members have attended events at George Washington University, American University, Greater Washington Society of CPA's and Howard University. The Board hands out materials detailing services and answers questions from students regarding sitting for the CPA exam and about the testing process

## **FUTURE GOALS AND OBJECTIVES**

- The Board looks to increase the number of foreign and domestic CPA applicants, seeking to take the four-part CPA examination allowing candidates to obtain their CPA license in the District of Columbia.
- System integration to include CPE tracking/monitoring
- Possible amendments to the CPA Certificate of Experience Form
- Review and evaluate National Association of State Board of Accountancy (NASBA) services.
- Review new rules proposed by NASBA and the AICPA, for impact on DC CPAs and make changes as needed.
- Changes to the District of Columbia Municipal Regulations.
- Represent DC CPA concerns at regional, annual, and special meetings and support NASBA committee participation.
- Promote attendance by staff and new Board members at regional, special and annual meetings to provide understanding of current regulatory issues being dealt with at a national level and a state-by- state level.
- Educational outreach and diversity; Outreach to Washington DC Colleges and Universities: the Board will plan to hold at least one board meeting each year on a District of Columbia college or university campus.
- The Board plans to work closely with partner organizations to fulfill its mission and remain informed of regulatory and legislative issues and uses available resources to assist in protecting the public. Through these partnerships, the Board will remain knowledgeable in the area of education (as it relates to the CPA exam, licensure and continuing professional education).
- The Board will continue to create and produce the biannual newsletter, filled with articles, updates, and news relevant to the District of Columbia CPA and exam candidate community.

**WEBSITE: [DCOPLA.COM/ACCOUNTANCY](http://DCOPLA.COM/ACCOUNTANCY)**

### **BOARD MEETING DATES**

October 6, 2016  
 November – No Quorum  
 December 2, 2016  
 January 6, 2017  
 February 3, 2017  
 March 3, 2017  
 April – Recess  
 May 5, 2017  
 June 2, 2017  
 July 7, 2017  
 August 4, 2017  
 September 1, 2017

### **BOARD MEMBERS**

Robert Todero, CPA, Chair  
 Kayla Futch, CPA  
 Angela Avant, CPA  
 Joseph Drew, Consumer Member  
 Antonia Browning Smiley, CPA

### **BOARD STAFF**

Grace Yeboah Ofori, Board Administrator  
 Leon Lewis, Executive Director  
 Kia Winston, Esq., Legal Counsel





## OUR MISSION

To protect the public health, safety, and welfare of the public and ensure that persons engaged in the architecture, interior design, and landscape architecture professions have the specialized education and training required for licensure in the District of Columbia.



**DEAR MAYOR BOWSER:**

As Chair of the Board of Architecture, Interior Design, and Landscape Architecture, and on behalf of all of the Board members, I am pleased to present the annual report of the Board for fiscal year 2017. I remain excited about serving as Chair, and am pleased with the Board's efforts in regulating the practices of architects, interior designers, and landscape architects in the District of Columbia.

During the 2017 fiscal year, the Board developed proposed rules for publication in the DC Register to reflect upcoming changes to industry standards for landscape architecture and professional design firms which took effect on April 7, 2017. The composition of the Board will change by increasing the number of architects to four, reducing the number of interior designers to two, adding two landscape architects, and keeping one consumer member.

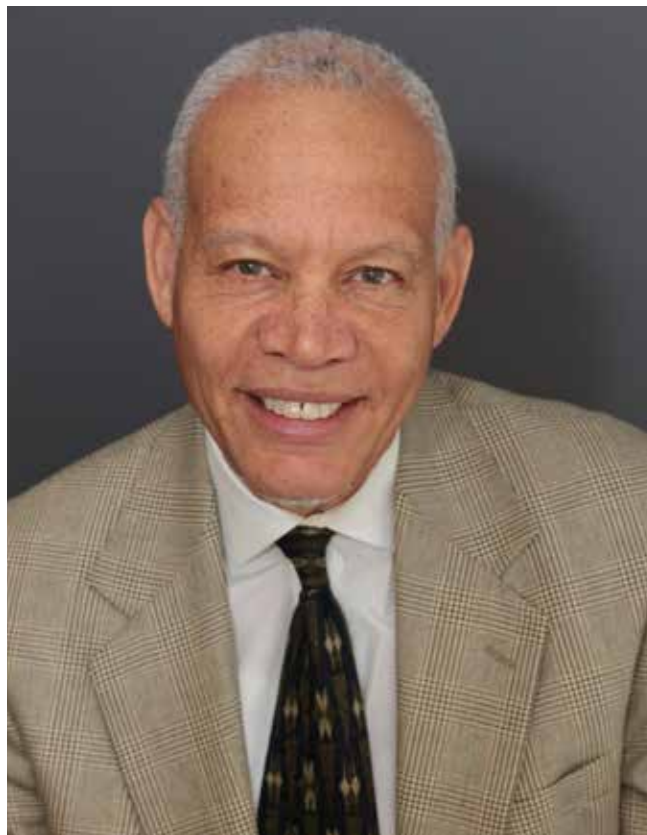
During fiscal year 2017, the Board continued its active involvement with the National Council of Architectural Registration Boards (NCARB) and the Council for Interior Design Qualification (CIDQ). The Board also participated with other NCARB members at this year's annual conference regarding evaluation of the alternative Broad Experience Architect and the Broad Experience Foreign programs. Board members attended several outreach activities with NCARB to educate students in architecture studies about licensure and NCARB involvement with students' journey for education, experience, and exam and licensure requirements and contacts per state jurisdiction.

The interior design members of the Board continued their involvement with CIDQ. Board member Sharon Borton served as delegate to CIDQ this year, and will attend the annual Delegates meeting Ft. Lauderdale, Florida. The Board will continue to communicate to licensees and the collateral organizations relating to its ongoing activities, including proposed legislation. This year, we communicated via e-mail several times to licensees and collateral organizations all of the proposed legislation and regulatory changes that are being developed by the Board. Additionally, the Board will continue to identify cases of illegal practice and track the complaint cases sent to investigations until cases are resolved.

I thank my fellow Board members for their sincere dedication during the year and offer a heartfelt appreciation for the efforts of our staff in the support of the Board. We truly appreciate their professionalism and excellent work.

Sincerely,

Ronnie McGhee, AIA LEED AP, NCARB



*Ronnie McGhee*

## **MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS**

- The Board has completed its review of proposed legislation requiring the licensure of landscape architects, architecture firms, changing the composition of the Board by increasing the number of architects to four, reducing the number of interior designers to two, adding two landscape architects, and keeping one consumer member.
- The Chairman of the Board was elected NCARB Region 2 Secretary.
- The Board collaborated with NCARB by regulating titles in the architecture profession (intern)
- The Board continued compliance with the Open Meetings Act by updating a website feature a Board profile and uploads all meetings, agendas and minutes.
- The Board continues to utilize Gov.Delivery to send email correspondence regarding updates that affect licensees.
- The Board continues to receive complaints of unlicensed activity and continues to work with the Office of Compliance within the Department

of Consumer and Regulatory Affairs to follow-up on investigations of illegal practices. The Board continues to make sure consumers understand that illegal practice is not only signing contracts and stamping plans, but that portraying oneself as an architect or interior designer when the person has no license.

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

## SUMMARY OF OFFICIAL ACTIONS TAKEN

- In fiscal year 2017 complaints received by the Board from the public are promptly reviewed and complaints that are considered “possible unlicensed activity” are sent to the Department of Consumer and Regulatory Affairs (DCRA) Regulatory Investigations Section.
- In fiscal year 2017 examination, endorsement and reinstatement license applications were reviewed on a monthly basis and approved, deferred or disapproved. The Board also considers inquiries for licensure or examination from applicants and potential applicants who have unique circumstances that may not be addressed in the municipal regulations.
- Complaints: 1
- Hearings: 0
- Suspension: 0
- Number of Fines: 0

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECTED THE BOARD

Bill 21-790 Regulation of Landscape Architecture and Professional Design Firms Amendment Act of 2016 was approved on April 7, 2017.

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia by addressing public issues, and the impact on health, safety, and welfare of the public.

The Board continues to address all responsibilities to ensure professional Board meetings are conducted. Members collaborate to ensure that the agendas, minutes, policy

FY2017	
TOTAL LICENSES ISSUED	
ARCHITECT	
New Licenses	Renewals
275	0
Reinstatements	Total Licenses
118	393
INTERIOR DESIGN	
New Licenses	Renewals
21	159
Reinstatements	Total Licenses
14	194
TOTAL ACTIVE LICENSES	
3,853	

issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules are handled in a timely manner. The Board met more than four times per fiscal year.

## FUTURE GOALS AND OBJECTIVES

- Continue to encourage Boards and Commissions to recruit board members on a timely basis.
- Continue to meet with various jurisdictions as well as Associations to keep abreast of current issues.
- Continue to update the internet architecture and interior designers' regulatory website and database on information about disciplinary actions.
- Continue to communicate with licensees via email blasts, and other modern communication technologies.
- Implement the licensure of landscape architects and professional design firms.



**WEBSITE: [DCOPLA.COM/DESIGN](http://DCOPLA.COM/DESIGN)**

### **BOARD MEETING DATES**

October – No Meeting  
November 4, 2016  
December 9, 2016  
January 27, 2017  
February – No Meeting  
March 17, 2017  
April 28, 2017  
May - No Meeting  
June 10, 2017  
July 2017 - Recess  
August 2017 - Recess  
September 29, 2017

### **BOARD MEMBERS**

Ronnie McGhee, Architect, Chair  
Cametrick Nesmith, Architect  
Melissa Cohen, Architect  
Barbara Jones, Consumer Member  
Lisa Adams, Interior Designer  
Mathilda Cox, Interior Designer  
Sharon Borton, Interior Designer

### **BOARD STAFF**

Patrice Richardson, Board Administrator  
Leon Lewis, Executive Director  
Kia Winston, Esq., Legal Counsel





## OUR MISSION

The DC Board of Barber & Cosmetology is committed to ensuring the health, safety, and welfare of the citizens of the District of Columbia through current and future legislation as deemed necessary; providing assurances of the licensing and renewal regulations; addressing citizens' complaints; requesting investigations; and imposing fines, penalties, and other actions as the Board deems necessary.

## DEAR MAYOR BOWSER:

On behalf of the District of Columbia Board of Barber and Cosmetology (Board), and as the current Board Chair, I am pleased to present an overview of fiscal year (FY) 2017 Board business activities, achievements, and challenges. Also provided is a summary of major program objectives, official actions, and goals that the Board plans to accomplish as we seek to meet the needs of our practitioners, residents, and visitors. During FY 2017, the Board addressed the needs of its licensees and recognized best practice models to help enhance its licensing processing, improve technology resources, and encourage licensing in the industry, for the health, safety and welfare of DC citizens.

As our licensed practitioners embraced continuing education requirements laid out in the Notice of Final Rulemaking, Sections 3730 Continuing Education (CE) Requirements for Licensees, and 3731 Approved Continuing Education (CE) Programs, the Board also collaborated with state boards to standardize rules and regulations for all practitioners nationwide. With continued Federal and state legislative efforts to deregulate industry professionals, the Board moved to the forefront to strengthen the industry, recognize the importance of maintaining regulatory boards and commissions, and establish national benchmarks.

We also hosted our highly lauded 11th Annual Practitioners Forum themed “EXCELLENCE...EDUCATE, EQUIP & EXECUTE.” The forum was held at Gallaudet University’s Kellogg Conference Center. I want to take this opportunity to extend my appreciation to you for providing welcoming remarks at this highly supported event. You and DCRA Director Melinda Bolling, were well received and we hope you will join us again next year.

With the Notice of Final Rulemaking to license Body Artists in the District of Columbia, the Body Artist board members are drafting proposed rules to regulate the education, experience, testing, and licensing requirements for compliance with the DC Official Code. In addition, the Board is making significant progress to amend its Chapter 37 Barber and Cosmetology regulations and modify license requirements.

The Board is resolute in its efforts to improve our industry, and much of our success is directly attributable to the support and services provided by the Occupational and Professional Licensing staff: Clifford Cooks, Program Manager; Cynthia Briggs, Executive Director; Andrew Jackson, Board Administrator; and Kia Winston, Legal Counsel. With the assistance of staff, the Board expects



*Dr. Anwar S. Saleem*

to continue to offer superior support and guidance to our licensed professionals and fully meet our objectives.

As the Board works to improve upon industry standards, I especially look forward to working with you, your administration, and the City Council.

Respectfully,

Dr. Anwar S. Saleem, Chair  
DC Board of Barber and Cosmetology

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- Board members Anwar Saleem, Sharon Young, and Richard DeCarlo attended the National Interstate Council of State Boards of Cosmetology (NIC) All Regions Conference, in St. Paul, MN, from April 18-19, 2017. Each member sits on a major NIC committee addressing national accreditation, textbook and testing standards, governance, and other industry topics.
- The Board presented its 11th Annual 2017 District of Columbia Board of Barber and Cosmetology Practitioners Forum themed “EXCELLENCE... EDUCATE, EQUIP & EXECUTE” on June 26, 2017 at Gallaudet University’s Kellogg Conference



Center. The Board paid special tribute to four barber and cosmetology trailblazers, and presented each with a plaque and letter of appreciation recognizing their lifetime achievements. The honorees were St. Paul Davis, Barber; Kelina Baltimore, Cosmetology; Tim Corun, Body Artist Specialty; and Dennis and Ann Ratner, Barber/Cosmetology Industry.

- Board members received training from the Council of Licensure, Enforcement, and Regulations on June 5, 2017. The following topics were discussed: Foundation of Occupational and Professional Regulations, Roles and Responsibilities of a Board Member, Competence and Standards, Administration Rulemaking, and Professional Discipline, which addressed licensing disciplinary issues, enforcement, and ideas to improve the management of the Board.
- The National Interstate Council of State Boards of Cosmetology Annual Conference was held in Charleston, West Virginia from August 3-7, 2017. Board Chair, Anwar Saleem, members Sharon Young, Richard DeCarlo, and Cynthia Briggs, Executive Director, attended this conference. From this annual conference, NIC seeks to formalize the cosmetology national industry standards.
- Barber board members Raymond Kibler, Jared Scott, and Mark Wills, and Program Manager Clifford Cooks attended the National Association of Barber Boards of America's (NABBA) 90th annual conference in Charleston, SC from September 17-21 2017. Board members and delegates discussed national and state legislative issues, amended the Association's bylaws, and developed membership initiatives.

- Mr. Mark Wills is the 3rd Vice President of NABBA.
- The Board worked in tandem with OPLA investigators to continue inspections of all DC licensed barber, cosmetology, and specialty shops and salons, to ensure compliance with Chapter 37–Barber and Cosmetology Regulations.

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None

## SUMMARY OF OFFICIAL ACTIONS

- The Board worked diligently to finalize its rules for publication in the DC Register for comments, moving toward the Notice of Final Rulemaking for licensing DC Body Artists. The Board's Body Artist members and OPLA staff continue to collaborate with the DC Department of Health (DOH) to draft DOH-Proposed Rulemaking Regulations to license DC Body Artist establishments.
- The Board moved and voted to remove a major obstacle from its licensing requirements by accepting State and nationally approved written and practical examinations. This will allow licensed practitioners from other states and jurisdictions to apply for a DC license by endorsement.
- DCRA and the Board have begun testing and issuing licenses for Tattooists, Body Piercers and Micropigmentation applicants. We are also monitoring shops to ensure that individuals are properly licensed to practice in the District.



(L-R) Mark Wills, Richard Decarlo, PhD; Raymond Kibler, Vonetta Dumas, Eric Doyle, Anwar Saleem, Sharon Young, Antonia Browning Smiley, Jared Scott



FY2017	
TOTAL LICENSES ISSUED	
BARBER	
New Licenses	Renewals
74	414
Reinstatements	Total Licenses
16	504
BODY ARTIST	
New Licenses	Renewals
21	0
Reinstatements	Total Licenses
0	21
COSMETOLOGY	
New Licenses	Renewals
642	0
Reinstatements	Total Licenses
126	768
TOTAL ACTIVE LICENSES	
6,794	

- The Board addressed all responsibilities to ensure professionally run Board meetings. Members collaborated to ensure agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and hearing schedules were handled in a timely manner.

## FUTURE GOALS AND OBJECTIVES

- One of the Board's projected goals for FY 2018 is to address the implementation of mobile barber and cosmetology services. With our ever-changing industry and business practices, we plan to conduct a study on the need for this service in the District of Columbia.
- Through its website, the Board plans to offer online continuing education (CE) courses to DC practitioners for license renewals. The population of licensed professionals has become more tech savvy, and the Board wishes to provide options to its licensees to help maintain license compliance.
- The Board is drafting the components and requirements for implementation of an "Internship Program" that can be supported for students to perform their practical training in Barber or Cosmetology shops and salons while working under licensed instructors.
- The Board seeks to review and study the need for additional licensing disciplines, such as waxing and threading, shampoo licenses, natural hair care licenses owner vs. manager licenses, Barber/ Cosmetology booth rental licenses and Barber and Cosmetology mobile salon licenses.
- The Board is exploring implementation of an online application process for individuals to submit new applications, to register for examinations, and receive licenses.
- The Board will continue its annual Practitioner's Forum for licensees to network, attend educational workshops, earn CE credits, and learn about the rules and regulations governing licensees in the District of Columbia.
- The Board seeks to create an online system on its website containing information about disciplinary actions, and approved pre-licensure and CE schools, programs, and courses.
- As more schools provide full industry programs and continued education coursework, the Board looks to increase the number of practitioners and entrepreneurs in this industry.

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

None

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

- The Board explained its mission and programs to constituents and consumers in the District by addressing public issues and the impact of the Board's represented sectors on the health, safety, and welfare of the community.



**WEBSITE: [DCOPLA.COM/BBC](http://DCOPLA.COM/BBC)**

**BOARD MEETING DATES**

October 11, 2016  
November 7, 2016  
December 5, 2016  
January 10, 2017  
February 6, 2017  
March 6, 2017  
April 3, 2017  
May 9, 2017  
June 5, 2017  
July 10, 2017  
August - Recess  
September - Recess

**BOARD MEMBERS**

Anwar S. Saleem, PhD, Chair, Cosmetologist  
Raymond L. Kibler, Barber  
Jared Scott, Barber  
Mark C. Wills, Barber  
Isaac Colon, Body Artist  
Eric Doyle, Body Artist  
Richard A. DeCarlo, PhD, Cosmetologist  
Vonetta Dumas, Cosmetologist Specialty, Braider  
Sharon A. Young, Cosmetologist Specialty, Manicurist  
Antonia Browning Smiley, Consumer Member

**BOARD STAFF**

Andrew Jackson, Board Administrator  
Cynthia Briggs, Executive Director  
Kia Winston, Esq., Legal Counsel





A hand in a dark suit sleeve holds a silver crematorium urn. In the background, three lit white candles in gold holders stand against a dark green backdrop. In the foreground, there is a large arrangement of white roses and greenery.

## OUR MISSION

The DC Board of Funeral Directors is committed to ensuring the health, safety, and welfare of the residents of the District of Columbia through current and future legislation. We provide assurances of the licensing and renewal regulations, address citizens' concerns or complaints, initiate investigations, impose fines and penalties, and perform other Board-administered actions.

## DEAR MAYOR BOWSER:

As the Chair of the Board of Funeral Directors, I am pleased to provide a summary of our initiatives, programs, and focus for fiscal year 2017. The Board is pleased with its efforts to ensure greater regulatory understanding, improve compliance, and enable practitioners to provide the best service to clients. Especially noteworthy is our efforts in forging greater working relationships with sister agencies (since the funeral director practice spans several city agencies).

Since the promulgation of pre-need funeral contracts regulations, the Board successfully completed the first audit of funeral home establishments' pre-need funeral contracts and the online system that records the contract information. This initiative enabled the Board to assess compliance and was successful because it demonstrated that funeral home establishments were utilizing the online system as intended.

The Board undertook a campaign of periodic onsite inspections to monitor funeral home establishments' compliance with city laws, rules, and regulations under its purview. Further, the Board has become more aggressive regarding complaints it receives from the public and the Department of Health's Vital Records Division. The Board conducts investigations, resulting in letters of admonishment, up to issuing fines and suspensions, as well as referring complaints of reported unlicensed activity to the Department of Consumer and Regulatory Affairs for investigation.

The Board has been fortunate and is thankful for receiving its full complement by appointment and reappointment of board and consumer members to serve. This has enabled the Board to pursue measures to clarify regulations for its practitioners and to advocate best practices. The Board has begun reviewing Chapter 30-Regulations of Funeral Directors, which will allow the Board to incorporate the latest practices of the profession and make its regulations contemporary and relevant to the District's practitioners.

A significant program the Board provides is its annual forum. The Board hosted 2017's forum in October. Agencies such as the Department of Health (DOH), the Office of the Chief Medical Examiner, the Office of Tax and Revenue, and the Office of the Fire Marshal (OFM) participated. The DOH presented on its new Electronic Death Registration System and its online filing system. The OFM provided a detailed presentation on funeral home establishment fire and safety policies. OTR's representative offered a review of tax regulations of services and merchandise impacting funeral homes.



*John McGuire*

Having multiple agencies presenting under one umbrella was beneficial and informative to the Board's licensees.

The Board will continue to focus on finding ways to ensure compliance and improve upon the practices and services provided by funeral directors in the District of Columbia. I want to express heartfelt appreciation for the efforts and work of the Occupational and Professional Licensing Administration in the support of the work of the Board. They include Clifford Cooks, Program Manager; Cynthia Briggs, Board Executive; Kia Winston, Legal Counsel; and S. J. Brown, Board Administrator. We truly appreciate their professionalism and excellent work.

Respectfully,

John McGuire, Chairman  
DC Board of Funeral Directors

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- On October 12, 2017, the Board hosted its 2017 Practitioners Forum. Several agencies and officials from the Department of Health (DOH), the Office of the Chief Medical Examiner (OCME), the Office of Tax and Revenue (OTR) and the Office of the Fire Marshal



(OFM) participated. Topics included a DOH presentation on the new Electronic Death Registration System, its online filing system; the OFM provided information on funeral home establishment fire and safety policies; OTR offered a review of sales tax regulations impacting funeral homes; and the OCME presented updated operating procedures.

- The Board successfully completed an audit of funeral home establishments' pre-need funeral contracts and the online system that records the contract information. This ensured that funeral homes in the District of Columbia were in compliance with the regulation requiring establishments to notify the Board of the creation, transfer, cancellation, or execution of any escrow funded pre-need contracts.
- The Board developed an effective mechanism of onsite inspections to monitor funeral home establishments' compliance with city laws, rules, and regulations.
- The Board began the review of Chapter 30 of the funeral director regulations, with the intention of updating them.
- The Board achieved its full complement of members with the appointments of John McGuire, Duane Hills, and Ernest Boykin, and the reappointments of Randolph Horton and Asanti Williams.

- In September 2017, the Board was represented at the Department of Health's Vital Records Division Funeral Services Provider Town Hall which offered presentations of its new vital records online system, self-service kiosk plans, and , funeral home establishments' performance metrics in utilizing the Vital Records Division's services.
- Former Chairperson Armstrong Patterson, Board Member Asanti Williams, and Board Administrator S. J. Brown attended the International Conference Funeral Service Examining Board's annual conference in Hilton Head, SC.
- Board members received annual training from The Council of Licensure, Enforcement, and Regulations. The following topics were presented: foundation of occupational and professional regulations, roles and responsibilities of a board member, competence and standards, administration rulemaking, and professional discipline. These topics addressed licensing disciplinary issues and enforcement, and brought ideas to improve the management of the Board.

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None



(L-R back to front) Ernest Boykin, Duane Hills, S. J. Brown, Cynthia Briggs, John McGuire, Asanti Williams



## SUMMARY OF OFFICIAL ACTIONS TAKEN

Reviewed and responded to complaints received from the public, taking disciplinary action against funeral home establishments and funeral directors as necessary.

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

The Board provided comments on the Department of Health Vital Records Modernization Act of 2016.

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia by addressing public issues.

Members collaborated to ensure that the agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules were handled in a timely manner.

## FUTURE GOALS AND OBJECTIVES

The Board intends to continue researching regulations for the District's cemeteries and crematories as cremation becomes a more requested form for disposition.

FY2017	
TOTAL LICENSES ISSUED	
New Licenses	Renewals
13	0
Reinstatements	Total Licenses
5	18
TOTAL ACTIVE LICENSES	
382	

**WEBSITE: DCOPLA.COM/FUNERAL**

### BOARD MEETING DATES

October 6, 2016  
November 3, 2016  
December 1, 2016  
January 5, 2017  
February 2, 2017  
March 9, 2017  
April 6, 2017  
May 4, 2017  
June 1, 2017  
July 6, 2017  
August – Recess  
September 7, 2017

### BOARD MEMBERS

John McGuire, Funeral Director, Chair  
Randolph Horton, Funeral Director  
Duane Hills, Funeral Director  
Asanti Williams, Funeral Director  
Ernest Boykin, Consumer Member

### BOARD STAFF

S. "Skip" Brown, Board Administrator  
Cynthia Briggs, Executive Director  
Kia Winston, Esq., Legal Counsel

A close-up photograph of industrial machinery, featuring a large, threaded metal component and a smaller, polished metal part. A semi-transparent grid pattern is overlaid on the left side of the image. A dark blue rectangular box containing white text is positioned on the left side, partially overlapping the grid.

## OUR MISSION

The Board was established to protect the health, safety, and welfare of external and internal stakeholders. The Board ensures that individuals engaged in occupations as asbestos workers, electricians, elevator maintenance, plumbers, refrigeration and air conditioning mechanics, and steam and other operating engineers have the specialized skills and training required to perform such services for the public.

## DEAR MAYOR BOWSER:

The Board of Industrial Trades (Board) is pleased to present to you its submission to the annual report, summarizing the Board's accomplishments, initiatives, and challenges, during fiscal year (FY) 2017. The report also outlines the Board's goals and objectives for 2018. Notably, fiscal year 2017 brought tremendous change to the Board, resulting in considerable improvements that have benefitted the consumers, residents, and industry licensees of the District of Columbia.

With the assistance from the Mayor's Office of Talent and Appointments, an additional five members were appointed to the Board, for a total of 13 – a near full complement of members of the 15-member Board of Industrial Trades. We would like to express our appreciation and thanks to our new members Terrance Hughes, Michael Dalton, Raleigh Heywood, Alex Lemu, and Abdul Shakur Khidhar for their contribution and commitment to the Board.

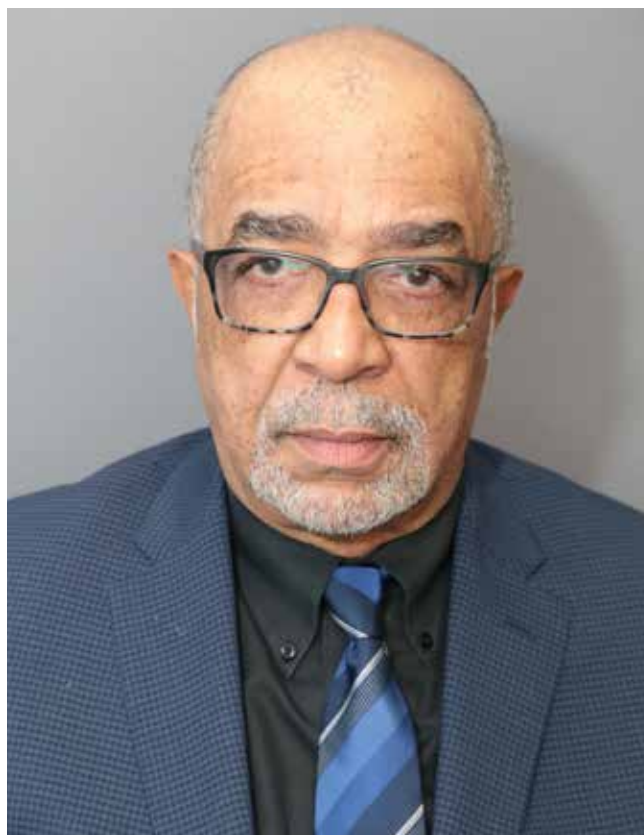
As a result of achieving a quorum and active participation from our members, at its official public meeting, July 2017, the Board unanimously voted to remove the delegation of authority from Department of Consumer and Regulatory Affairs (DCRA), returning complaints' and investigations' review, regulatory oversight, and disposition recommendations to the Board. The Board regularly meets its quorum to hold official meetings, and has made significant strides in resolving consumer issues, establishing successful collaborations with DCRA permit divisions and solidifying communications between DC sister agencies and state regulatory officials.

On the regulatory front, the Board continued its comprehensive reviews of the District of Columbia Municipal Regulations (DCMR) as it relates to the industrial trades industry. The Board is currently drafting and updating regulations for electricians, elevator mechanics, plumbers and asbestos workers. The Board is committed to continuing its review and revision of the DCMR, with the goal of providing clear, comprehensive and pertinent, regulations for industry compliance and best practices, to include new and trending industry procedures.

It is indeed our pleasure to serve on the Board of Industrial Trades. In addition, I would like to express my appreciation to the entire Occupational and Professional Licensing Administration staff and legal counsel for their dedication to the

Respectfully,

Robert L. Smith, Chair  
Board of Industrial Trades



*Robert Smith, Sr*

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- Outreach/collaboration with construction companies regarding licensure and cranes, union officials, and third party inspectors
- Met with Councilman Brandon Todd
- Issued informal admonitions with some resulting in voluntary revocations of licensure
- Issued Notices of Intent of Disciplinary action and fines in excess of \$10,000 for unlicensed activity
- New Board members attended the CLEAR Conference, on June 5, 2017 at the Charles Sumner School in Washington, DC

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

## SUMMARY OF OFFICIAL ACTIONS TAKEN

None.



## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECTED THE BOARD

None.

## SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

None.

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD'S OPERATIONS

The Board met its mandates for FY 17.

## FUTURE GOALS AND OBJECTIVES

- Continued Board members' membership with trade associations
- Requiring continuing education credits
- Offering a quarterly newsletter
- The Board continues to seek another asbestos worker and elevator inspector to fulfill its open positions.

FY2017	
TOTAL LICENSES ISSUED	
ASBESTOS WORKERS	
New Licenses	Renewals
203	1,262
Reinstatements	Total Licenses
15	1,480
ELECTRICIAN	
New Licenses	Renewals
351	0
Reinstatements	Total Licenses
16	367
ELEVATOR MAINTENANCE	
New Licenses	Renewals
38	0
Reinstatements	Total Licenses
3	41

FY2017	
TOTAL LICENSES ISSUED	
PLUMBING	
New Licenses	Renewals
75	1
Reinstatements	Total Licenses
5	81
REFRIGERATOR/AIR CONDITIONING	
New Licenses	Renewals
406	127
Reinstatements	Total Licenses
29	562
STEAM/OPERATING ENGINEER	
New Licenses	Renewals
463	202
Reinstatements	Total Licenses
62	727
TOTAL ACTIVE LICENSES	
15,503	



*Bottom Row L-R: Robert Smith, Brian Cooper, Alex Lemu, Michael Dalton, Terrance Hughes, Richard Jackson  
Top Row L-R: Alvin Venson, Garth Grannum, Petrick Washington, Constantin Rodousakis, Keith Jones*

**WEBSITE: [DCOPLA.COM/TRADES](http://DCOPLA.COM/TRADES)**

### **BOARD MEETING DATES**

October 18, 2016 - No Quorum  
November 15, 2016 - No Quorum  
December 20, 2016  
January 17, 2017 - No Quorum  
February 21, 2017  
March 21, 2017  
April 18, 2017  
May 16, 2017  
June 20, 2017  
July 18, 2017  
August - Recess  
September 19, 2017

### **BOARD MEMBERS**

Robert Smith, Electrician, Chair  
Richard Jackson, Master Plumber  
Keith Jones, Steam Engineer  
Constantin Rodousakis, Electrician  
Alvin Venson, Refrigeration/Air Mechanic  
Brian Cooper, Elevator Contractor  
Petrick Washington, Elevator Mechanic  
Garth Grannum, Refrigeration/Air Mechanic  
Terrence Hughes, Master Plumber  
Alex Lemu, Steam Engineer  
Michael Dalton, Consumer Member  
Raleigh Heyward, Master Plumber  
Khidar Abdulshakur, Asbestos Worker

### **BOARD STAFF**

Jennifer Champagne, Board Administrator  
Cynthia Briggs, Executive Director  
Kia Winston, Esq., Legal Counsel



## OUR MISSION

The mission of the District of Columbia Board of Professional Engineers is to ensure that the engineering and surveying services received by District of Columbia citizens are provided only by persons licensed by the Board.



## DEAR MAYOR BOWSER:

It has been a pleasure to serve as Chair of the District of Columbia Board of Professional Engineering (Board) during fiscal year (FY) 2017. This annual report provides an overview and summary of the Board's accomplishments, activities, and goals during this FY.

The Board continued to demonstrate due diligence and professional responsibility to safeguard life, health, and property and to promote the public welfare in the practice of engineering and land surveying in the District of Columbia. We ensured that all persons issued a license to practice these professions are competent and qualified to perform the duties of engineering and land surveying services professionally and with expertise. We have also continued to monitor existing licensees; the Board thoroughly and aggressively investigated any complaint or allegation of misconduct.

The Board actively participated in meetings with the National Council of Examiners for Engineers and Surveyors (NCEES). NCEES is a private, nonprofit organization composed of the members of the engineering and surveying licensing boards for all U.S. jurisdictions. NCEES brings together licensing board members, as well as their administrative staff, in order to facilitate and promote collaboration between jurisdictions in setting public policy and conveying institutional best practices. The Board looks forward to further collaborative efforts with NCEES and other local and national engineering and land surveying boards.

I want to thank Ernest Boykin, former Consumer Member, and Compton Vyfhuis, former Land Surveyor, for their years of service with the Board.

We look forward to a prosperous continued relationship.

Respectfully,

Samuel Wilson, Chairman

DC Board of Professional Engineering

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The Board maintains membership in the National Council of Examiners for Engineering and Surveying (NCEES), which allows the Board to participate and network with counterparts from other engineering and surveying boards.
- A roster of all licensed professional engineers, land surveyors, engineer interns, and land surveyor interns in the District was produced.



*Samuel Wilson*

- The Board utilized OPLA-provided investigators to fairly and swiftly examine reports or complaints that were received.
- The Board appointed one new member in July 2017.
- Participated in weekly NCEES Basecamp discussions with other jurisdictions to keep abreast of legislative concerns.
- Participated in outreach with local business and universities to promote licensure.
- Published its first newsletter.

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

## SUMMARY OF OFFICIAL ACTIONS TAKEN

Revocation of license

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

Effective April 15, 2017, Law 21-0372, “Professional Engineers Licensure and Regulation Clarification Amendment Act of 2016” was passed.

## SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

Draft Continued Professional Competency Requirements

## ASSESSMENT OF THE EFFECTIVENESS OF THE BOARD’S OPERATIONS

The Board met its mandates and goals for FY 17.

## FUTURE GOALS AND OBJECTIVES

- The Board seeks to establish a semi-annual newsletter.
- The Board is attempting to promote and enforce full participation of board members with all NCEES meetings.
- At each monthly Board meeting, examination, endorsement, and reinstatement license applications are reviewed and approved, deferred, or disapproved. The Board also considers inquiries for licensure or examination from applicants who have unique circumstances that may not be addressed in the municipal regulations.
- The Board continues to seek two land surveyors to fill vacant board seats.

FY2017	
TOTAL LICENSES ISSUED	
PROFESSIONAL ENGINEERS	
New Licenses	Renewals
548	38
Reinstatements	Total Licenses
56	642
LAND SURVEYORS	
New Licenses	Renewals
6	0
Reinstatements	Total Licenses
0	6
TOTAL ACTIVE LICENSES	
6794	

**WEBSITE: DCOPLA.COM/BPE**

### BOARD MEETING DATES

October 26, 2017  
 November 16, 2017  
 December - Recess  
 January 25, 2018  
 February 22, 2018  
 March 22, 2018  
 April 26, 2018  
 May 24, 2018  
 June 28, 2018  
 July 26, 2018  
 August 23, 2018  
 September - Recess

### BOARD MEMBERS

Samuel Wilson, Civil Engineer, Chair  
 Roland Carter, Consumer Member  
 Barry Lucas, Chemical Engineer  
 Mary Jean Pajak, Civil Engineer  
 Paul Rich, Civil Engineer

### BOARD STAFF

Avis Pearson, Board Administrator  
 Leon Lewis, Executive Director  
 Kia Winston, Esq., Legal Counsel



*(L-R back to front) Paul Rich, Barry Lucas, Leon Lewis, Avis Pearson, Sam Wilson*





## OUR MISSION

To protect the public health, safety, and welfare and to assure the public that persons engaged in such occupations or professions have the specialized skills or training required to perform appraisals in the District of Columbia.

## DEAR MAYOR BOWSER:

During fiscal year 2017, the Board held 11 public meetings. We are a five-member Board consisting of one real estate member, one public member, two appraisers, and we have one appraiser vacancy. The Board continues to make tremendous progress towards compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as amended ("Title XI") and the Appraisal Subcommittee's (ASC) requirements regarding state certification and licensing of real estate appraisers. The Board continues to review and approve appraiser licensure applications in compliance with federal requirements, as well as enforce the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) in compliance with the ASC and the various Boards of the Appraisal Foundation. During 2017, the Board and staff participated in a field review conducted by the ASC. The Board undergoes this field review every two years.

The Board was pleased to have co-sponsored two Historic Preservation seminars on the campus of Gallaudet University during May 2017, where each appraiser received training on historic preservation laws, historic districts, historic sites, and development opportunities. The Board continues to enforce statutory and rule provisions governing valuation services provided by licensed appraisers. Additionally, the Board ensures that the appraisers prepare real property appraisals in compliance with USPAP as adopted by the Appraisal Standards Board.

The Board continues to carry out its many responsibilities in protecting the public interest via licensure law and accompanying rules and regulations. These include actions against the appraisers who commit wrong acts against the public; ensuring that our applicants meet the necessary requirements for licensure; and continuing to account for monies paid by licensees into the Appraisal Educational Fund. Moreover, the Board will continue its active involvement with AARO and civic organizations, and with related District and Federal government agencies.

The Board is appreciative of the outstanding support provided by our entire staff.

Please do not hesitate to call on me for further inquiries concerning this report.

Sincerely,

Tamora K. Papas, SRA, Chairperson  
District of Columbia Board of Real Estate



*Tamora K. Papas*

Appraisers force, include, but are not limited to the following:

## MAJOR PROGRAM OBJECTIVES AND ACCOMPLISHMENTS

- The Chairperson and Board Administrator attended the AARO spring meeting April 7-9-16, 2017 and board members and staff attended the fall meeting in Washington, DC.
- Served as an active member for various associations and organizations.
- Monitored several pre-licensing and continuing education providers.



## FY2017

### TOTAL LICENSES ISSUED

#### REAL ESTATE APPRAISER

##### New Licenses

91

##### Renewals

0

##### Reinstatements

7

##### Total Licenses

98

### TOTAL ACTIVE LICENSES

778

- Completed a successful two-year audit review of the Board's operations with the ASC during March 2017.
- Offered Board-sponsored continuing education courses to update licensees on District of Columbia laws and regulations.
- Offered online renewal.
- Used a contract review appraiser to issue appraisal reports on complaints received, which has been very productive.

- Received annual board training from The Council of Licensure, Enforcement, and Regulations.

### UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None

### SUMMARY OF OFFICIAL ACTIONS TAKEN

Complaints received by the Board from the public are promptly reviewed and complaints that are considered "possible unlicensed activity" are sent to the Department of Consumer and Regulatory Affairs' Regulatory Investigations section.

Examination, endorsement, and reinstatement license applications were reviewed on a monthly basis and approved, deferred or disapproved. The Board also considers inquiries for licensure or examination from applicants and potential applicants who have unique circumstances that may not be addressed in the municipal regulations.

- Complaints: 15
- Public hearings: 0
- Number of Fines: 0
- Total Fine Amounts: \$0
- New licenses issued: 78
- Renewals: 0
- Reinstatement: 5

## WEBSITE: DCOPLA.COM/APPRaisal

### BOARD MEETING DATES

October 26, 2016  
November 16, 2016  
December 14, 2016  
January 18, 2017  
February 15, 2017  
March 15, 2017  
April 20, 2017  
May 17, 2017  
June 28, 2017  
July 26, 2017  
August 2014 – Recess  
September 20, 2017

### BOARD MEMBERS

Tamora Papas, SRA, Chair  
Todd Canterbury, MAI, Appraiser  
Marguerite Allen, Consumer Member  
Margot Wilson, Real Estate Broker  
Andrew Sullivan, Appraiser

### BOARD STAFF

Patrice Richardson, Board Administrator  
Kevin Cyrus, Education Coordinator  
Kathy Thomas, Education Liaison Specialist  
Stephanie Johnston, Program Support Specialist  
Leon Lewis, Executive Director  
Kia Winston, Esq., Legal Counsel



**SUMMARY OF LEGISLATIVE ISSUES  
THAT AFFECTED THE BOARD**

None

**ASSESSMENT OF THE EFFECTIVENESS OF  
THE BOARD’S OPERATIONS**

The Board has effectively explained its mission and programs to the constituents and the public of the District of Columbia by addressing public issues, and the impact on health, safety, and welfare of the public. The Board successfully responded to the two-year audit conducted by the ASC.

The Board continues to address all responsibilities to ensure professional Board meetings are conducted. Members collaborate to ensure that the agendas, minutes, policy issues, recommendations, annual reports, public information, rules and regulations, operating procedures, and meetings and hearing schedules are handled in a timely manner.

**FUTURE GOALS AND OBJECTIVES**

- Publish newsletters twice-yearly for licensees.
- Continue to encourage Boards and Commissions to recruit board members on a timely basis.
- Continue to meet with various jurisdictions as well as Associations to keep abreast of current issues.
- Continue to update the internet appraiser regulatory website and database on information about disciplinary actions, approved pre-licensure and continuing education schools and courses, and certified USPAP instructors.
- Participate in Appraisal Subcommittee biannual audit review.
- Continue to comply with the standards of the ASC.



## OUR MISSION

The Commission is committed to establishing and maintaining the highest ethical practices and conduct in boxing and other combative sports in the District. The Commission is dedicated to protecting the health, safety, and welfare of its licensees; the promotion of public confidence in the sports industry; trust in the regulatory process, and achieving the ultimate goal of making the District not only our nation's capital, but the capital of the sports industry.

## DEAR MAYOR BOWSER:

As Chairman of the District of Columbia Boxing and Wrestling Commission (Commission), and on behalf of my fellow Commissioners Kim Lockett and Andrew Huff, it gives me great pleasure to provide you with this summary of the Commission's accomplishments and activities for fiscal year 2017.

I am pleased to announce one major milestone is the completion of the Commission's five-year strategic plan. The plan lays out the Commission's goals for the next 3-5 years along with a detailed plan for achieving these goals. Increased event activity, improving the Commission's visibility and accessibility, and assuming a leadership role on industry-wide issues like the deterrence of performance enhancing drugs in combat sports, are just some of the items that are incorporated within the strategic plan.

The Commission is excited about continuing to attract a variety of combat sports. The Commission had a year with a mix of professional boxing, amateur Muay Thai, and professional wrestling events in the city. Although on a smaller scale for the boxing and Muay Thai events, events were close to capacity. However, the World Wrestling Entertainment, Inc. (WWE) continues to attract near standing-room-only crowds. WWE events were the Commission's largest revenue generators, though there has been a decrease this year in major boxing championship bouts. The Commission remains optimistic that the renaissance the city has experience recently will continue with the momentum extending into the future.

The Commission continues its commitment to support the boxing community throughout the District. We deem it critical to focus attention on our youth, and by doing so, believe that our efforts will help to develop future boxing champions and productive citizens. Visiting local gyms and working with the various stakeholders has helped to further boxing and other combat sports at local gyms. Our efforts have also inspired our amateur athletes to effectively compete in local, regional, and national boxing tournaments. We are proud of all of our young amateur boxing athletes for their commitment, skill development, discipline, and championship spirit they exhibit while training and in competition. Investing in our youth pays significant dividends, so we will continue to advocate for greater resources that will positively impact our youth.

Of the amateur events in the District, the Commission's Dr. Arnold W. McKnight Amateur Invitational Boxing, Kickboxing, and Mixed Martial Arts Exhibition Event continues to be one of the hallmark amateur events.



*Adam C. Weers*

This fiscal year, the Commission hosted the 7th Annual Dr. McKnight Amateur Event on September 9, 2017 at the Kenilworth Recreation Center in ward 7. The Commission continues to hold this event in honor of former Commission Chairman Dr. McKnight and the tremendous impact he had on the District. The purpose of the event is to introduce at-risk youth to boxing, kickboxing, and mixed martial arts as constructive means to channel their energy, to showcase healthy competition, stressing discipline and individual expression. The event is free to the public, and it continues to be a success because of the ongoing sponsorship by EventsDC and the enduring partnership with food provider, Ben's Chili Bowl.

The Commission remains excited about its work, and on behalf of my fellow Commissioners, I express a wholehearted appreciation to the Occupational and Professional Licensing Administration (OPLA) staff for their assistance. We would not be able to perform as we do without OPLA.

Respectfully,

Adam C. Weers, Chairman  
DC Boxing and Wrestling Commission



FY2017	
TOTAL LICENSES ISSUED	
New Licenses	Renewals
211	0
Reinstatements	Total Licenses
2	213
TOTAL ACTIVE LICENSES	
611	

Washington Hilton Hotel; GQ Promotions Boxing at the University of the District of Columbia; and Nations Fight Night at the Howard Theater which was the first major professional boxing event to take place there.

- The Commission continued its expansion into the combat sports industry by hosting three Muay Thai martial arts events conducted by Josef Pearson and the Amateur Muay Thai League which included one event at the Boys and Girls Club in Southeast Washington, DC and two events at the Thurgood Marshall Center in Northwest DC.
- The Commission continued its relationship with the WWE by hosting two televised wrestling events. WWE Tribute for the Troops was held on December 13, 2016 and WWE Monday Night Raw was held on July 24, 2017. Both events were held at the Verizon Center.
- With a full complement of Commissioners, the Commission continues its working relations partnership with sister agencies such as Department of Parks and Recreation in hosting the Dr. McKnight Event and the Washington Convention and Sports Authority in an effort to promote the District's assets as incentives for promoters to host events.
- Commission member Kim Lockett, Commission Executive Cynthia Briggs, and Deputy Commissioner S. J. Brown attended the Association of Boxing Commissions Annual Conference from July 24 to July 26, 2017 at the Mohegan Sun Resort and Casino in Uncasville, CT.

## MAJOR PROGRAM ACCOMPLISHMENTS AND OBJECTIVES:

- The Commission sponsored the 7th Annual Dr. Arnold W. McKnight Amateur Boxing Invitational, Kickboxing and Mixed Martial Arts Exhibition, on Saturday, September 9, 2017 at the Kenilworth Recreation Center in Northeast Washington, DC.
- The Commission hosted several boxing events: Alarm.com Fight Night at the Mayflower Hotel; Fight for the Children Fight Night sponsored by Under Armor at the



(L-R) Kim Lockett, S. J. Brown, Adam Weers, Andrew Jackson, Andrew Huff

- The Commission continued its support of amateur boxing by donating needed boxing equipment and supplies to local amateur gyms throughout the city and purchasing trophies and a ring for the annual Dr. McKnight event.
- Commissioners received annual training from the Council of Licensure, Enforcement, and Regulations. The following topics were presented: Foundation of Occupational and Professional Regulations; Roles and Responsibilities of a Board Member; Competence and Standards; Administration Rulemaking; and Professional Discipline which addressed disciplinary issues in licensing, enforcement, and ideas to improve the management of the Commission.

## UNRESOLVED PROBLEMS OR ISSUES THAT WARRANT MAYORAL ATTENTION

None.

## SUMMARY OF OFFICIAL ACTIONS TAKEN

None.

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE BOARD

None.

## SUMMARY OF PURPOSE AND INTENT OF ANY REGULATIONS OR PUBLIC NOTICES ISSUED

None.

## ASSESSMENT OF THE EFFECTIVENESS OF THE COMMISSION'S OPERATIONS

- The Commission used its mission to address public issues, increasing its impact on the health, safety, and welfare of the public.
- Commission members collaborated to ensure that agendas, meeting minutes, policy issues, recommendations, annual reports, and meeting and hearing schedules were handled appropriately.

## FUTURE GOALS AND OBJECTIVES

- Develop a long range strategic plan for the Commission.
- Perform drug testing of combative sports in non-championship and championship events.
- Continue to further the Commission's interaction with the Washington Convention Sports Authority, the Department of Parks and Recreation, and media assets of the city to bring increasing publicity to its professional and amateur events in the city and to create a vibrant advocacy for DC youth participation in amateur boxing and martial arts.
- To inspect all amateur gyms in the city where amateurs train to compete, ensuring safety and compliance.
- Provide various Boxing and Mixed Martial Arts training opportunities to its officials such as seminars, mini-clinics and debriefings to improve the Commissions operations and executions during events.
- To review and update municipal regulations to bring into compliance with current national standards and best practice models for combat sports which include Mixed Martial Artss

**WEBSITE: [DCOPLA.COM/BWC](http://DCOPLA.COM/BWC)**

### BOARD MEETING DATES

October 27, 2016  
November 17, 2016  
December 15, 2016  
January 26, 2017  
February 16, 2017  
March 16, 2017  
April 20, 2017  
May 18, 2017  
June 15, 2017  
July - Recess  
August - Recess  
September 21, 2017

### BOARD MEMBERS

Adam Weers, Chair  
Andrew Huff, Commission Member  
Kim Lockett, Commission Member

### BOARD STAFF

S. J. Brown, Deputy Commissioner  
Andrew Jackson, Commission Administrator  
Cynthia Briggs, Executive Director  
Kia Winston, Esq., Legal Counsel



## OUR MISSION

To protect the public health, safety, and welfare and to assure the public that persons engaged in the practice of real estate have the specialized skills and training required to perform the services offered by the Real Estate Commission.



## DEAR MAYOR BOWSER:

On behalf of the members of the District of Columbia Real Estate Commission (Commission), I am pleased and excited to have served as Chair of this regulatory body during fiscal year 2017. This year represented another highly productive year for the Commission, including its active participation with the Association of Real Estate License Law Officials (ARELLO) and the Real Estate Educators Association (REEA). These associations provide an opportunity for the Commission and staff to better administer real estate law and regulations, and a time to interface and dialogue with regulators throughout the world on important real estate issues affecting the public. This year, I was elected as District One District Vice President, having responsibilities of leading district regulatory meetings of 13 member jurisdictions in the Northeast from DC to Maine at the ARELLO Mid-Year and Annual Conferences. Our Legal Committee Chair, Ulani Gulstone, was elected as an alternate director, and was also appointed as Chair of the Fair Housing Committee for the second consecutive year. Several Commission members and staff served on several committees of ARELLO and REEA.

The vision of the Commission is to continue to serve as a regulatory leader in setting pre-licensing and continuing education standards, as well as enforcing the requirements of the Non-Health Related Occupations and Professions Licensure Act in order to protect the public interest. Our members during this fiscal year were Monique Owens, Ulani Gulstone, Frank Pietranton, Darrin Davis, Danai Mattison Sky, Christine Warnke and myself. All continued to perform superbly in protecting the public interest through their time and devotion, and with their expertise as regulators.

During fiscal year 17, a Property Management Task Force was created and members were appointed. The task force is now composed of property managers, real estate brokers, educators, a member of the Community Associations Institute, and four members of the Commission. The charges of the task force, include, but are not limited to the following:

- To develop a pre-licensing course outline for property management licensure inclusive of the management of common interest communities for real estate educational providers delivering educational courses for applicants and real estate licensees consistent with Bill 22-396;
- To review current regulations and make recommendations to the Commission regarding



*Josephine Ricks*

revisions to the broker and salesperson pre-licensing course outlines reflective of the management of common interest communities;

- To review the current regulations on continuing education requirements for all real estate licensees and develop continuing education core courses on property management inclusive of the management of common interest communities for real estate property managers, real estate brokers, and real estate salespersons;
- To review and assess the current bank of questions on the property management examination inclusive of the management plan, accounting systems, facilities management, management of common interest communities and District of Columbia laws, rules and regulations regarding property management; and
- To develop a course for all members of a community association board required by the proposed "Communities Remedial Funding Act of 2017."

The Commission, in its work over this fiscal year, reviewed over 40 complaints and legal matters brought by the public, licensees, and the Commission itself against real estate practitioners. The Commission took disciplinary

actions against eight licensees. The Commission held all of its 11 scheduled meetings with a quorum. The number of real estate licensees in the District of Columbia continues to climb. The end of this fiscal year showed a total licensure count of over 14,000 licensees. This is attributable to a growing and continuing vibrant economy in the District of Columbia, as well as persons wanting to do business here.

The Commission held seven successful seminars this year at the Kellogg Center on the campus of Gallaudet University, which was enormously helpful to our licensees. Approximately 1,800 licensees attended the three mandated courses delivered concurrently over the course of the day, and over 250 licensees attended the Historic Preservation seminars held this year in conjunction with the Historic Preservation League and the Board of Real Estate Appraisers. The Commission and staff received excellent feedback from the licensees. The seminars are funded and authorized by the Commission in its use of the Real Estate Guaranty and Education Fund for licensees.

The important work described in this report could only be done with the unwavering commitment of Commissioners and the work and dedication of the entire Occupational and Professional Licensing Administration’s staff and legal counsel. Notably, Executive Director, Leon Lewis; Education

Coordinator Kevin Cyrus; Education Specialist, Kathy Thomas; and Legal Counsel, Kia Winston have provided excellent leadership and worked tirelessly to ensure that the mandate of the Commission is well executed.

As we look ahead, the regulatory challenges we face are great, yet our opportunities are even greater in protecting the public interest. I feel confident that with the continued dedication of Commission members and the support of staff, we will make additional accomplishments that best serve the citizens of and visitors to of the District of Columbia.

Respectfully,  
  
Josephine Ricks, Chair  
DC Real Estate Commission

**MAJOR PROGRAM OBJECTIVES  
AND ACCOMPLISHMENTS**

- To continue active involvement with the Association of Real Estate License Law officials (ARELLO) by serving in leadership roles and on committees. The Chair of the Commission was elected as District Vice President of District One and the Legal Chair was elected as an alternate director. The Legal Chair is serving her second



(L-R back to front) Leon Lewis, Edward Downs, David Forster, Christine Warnke, Ulani Gulstone, Kevin Cyrus, Kathy Thomas, Patrice Richardson, Josephine Ricks, Frank Pietranton

term as Chair of the Fair Housing Committee and several Commission members and staff are members of various regulatory committees.

- Participated in ongoing meetings with neighboring jurisdictions at ARELLO meetings regarding major reciprocity related issues and/or new requirements for licensees.
- Offered seminars and co-sponsored educational opportunities for licensees in collaboration with other DC government agencies and private organizations.
- Monitored pre-licensing and continuing education programs.
- Published two newsletters.
- Appointed a Property Management Task Force to develop a pre-licensing course outline for property management licensure inclusive of common interest community management.
- Comprehensively reviewed statutes and rule provisions governing the practice of real estate licensees to delete outdated provisions in conformance with present law.
- Drafted and recommended proposed legislation to the mayor and city council increasing the maximum monetary amount of a Real Estate Guaranty and Education claim per transaction from \$50,000 to \$100,000.
- Updated an e-mail distribution list containing a database of over 13,000 addresses for the purpose of disseminating significant regulatory alerts to licensees. This system has enhanced the Commission’s ability to notify licensees immediately of trends involving illegal practices that will result in disciplinary actions, and other important information on regulatory requirements.
- Approved 32 schools and programs to offer 195 approved courses through the CE banking system for the 2017 renewal cycle.

## UNRESOLVED PROBLEMS OR ISSUES THAT DESERVE MAYORAL ATTENTION

The Commission is in need of two property management members.

## SUMMARY OF OFFICIAL ACTIONS TAKEN

- Commission Meetings held - 11
- Active Licensees - 14,322

FY2017	
TOTAL LICENSES ISSUED	
REAL ESTATE	
New Licenses	Renewals
1,766	12,672
Reinstatements	Total Licenses
223	14,661
TOTAL ACTIVE LICENSES	
14,391	

- Complaints/legal matters received - 41
- Public Hearings held - 1
- Commission-sponsored license training courses - 7
- Fines imposed - 7 (\$9,000.00)
- Revocation - 1
- Approved 20 schools to offer 86 courses

## SUMMARY OF LEGISLATIVE ISSUES THAT AFFECT THE COMMISSION

The Commission requested the drafting of legislation to increase the maximum amount of monies that claimants can collect from the fund from \$50,000 to \$100,000 per transaction to accommodate future claims reflecting higher amounts from the public.

The Commission drafted legislation to clarify the scope of practice for licensed property managers; and to create pre-licensure education requirements for applicants seeking to possess a license as a property manager in the District of Columbia that includes education on the management of common interest communities.

## ASSESSMENT OF THE EFFECTIVENESS OF THE COMMISSION’S OPERATIONS

The Commission met its mandates and goals for fiscal year 2017.



**FUTURE GOALS AND OBJECTIVES**

- Finalize fiscal year 2018 Real Estate Guaranty and Education Fund budget and continuous accounting of funds.
- Develop a pre-licensing course for property managers and develop continuing education core courses to include broker supervision, and core continuing education courses to include property management for property managers, brokers, and salespersons.
- Submit proposed legislation relating to the Real Estate Guaranty and Education amending a provision increasing the maximum amount of monies that claimants can collect from the fund from \$50,000 to \$100,000 per transaction consistent with present day real estate activities.
- Review the current bank of broker, salesperson, and property management questions on real estate examinations to reassess validity and to monitor effectiveness of new questions written on the broker, salesperson, and property management examinations.
- Review the current statute and regulations governing real estate comprehensively to accommodate industry changes and current regulatory needs.

**WEBSITE: [DCOPLA.COM/REALESTATE](http://DCOPLA.COM/REALESTATE)**

**BOARD MEETING DATES**

October 18, 2016  
November 8, 2016  
December 13, 2016  
January 10, 2017  
February 14, 2017  
March 14, 2017  
April 11, 2017  
May 9, 2017  
June 13, 2017  
July 25, 2017  
August - Recess  
September 12, 2017

**BOARD MEMBERS**

Josephine Ricks, Broker, Chair  
Ulani Gulstone, Attorney  
David Forster, Salesperson  
Frank Pietranton, Broker  
Edward Downs, Broker  
Christine Warnke, Consumer Member

**BOARD STAFF**

Patrice Richardson, Board Administrator  
Kevin Cyrus, Education Coordinator  
Kathy Thomas, Education Liaison Specialist  
Stephanie Johnston, Program Support Specialist  
Leon Lewis, Executive Director  
Kia Winston, Esq., Legal Counsel



## SECURITY

OPLA's program support specialists operate hand-in-hand with the Metropolitan Police Department's (MPD) Security Officer's Management Branch (SOMB). Our agencies work together to ensure applicants are in compliance with DC regulations. The specialists collect required documents and fees, and review and disseminate information to detectives and officers for approval or disapproval. In the event of inconsistencies found in the background check or paperwork, MPD detectives conduct an investigation.

SOMB officials perform background checks by live scan fingerprinting, utilizing the Washington Area Law Enforcement System. In addition, drug screening reports are reviewed to verify proper screening and confirmation levels are met. Once approved by MPD, our program support specialists forward approvals or denials to our DCRA office to complete the application process.

FY2017	
TOTAL LICENSES ISSUED	
SECURITY	
New Licenses	Renewals
4,378	5307
Reinstatements	Total Licenses
0	9,685
TOTAL ACTIVE LICENSES	
16,004	



Kenya Johnson, Kiaria Henderson, Nakia Booker, Ronald Holmes, Erin Posey, Nhu Le



EDUCATION UNIT

Kevin Cyrus, Education Coordinator and Kathy Thomas, Education Liaison Specialist, are responsible for review and approval of board and commission continuing education (CE) courses and provider applications. The Education Unit primarily supports the approval of real estate pre-licensing and CE courses, but provides education support to seven other boards. The team plans and coordinates board and commission-sponsored seminars at educational facilities. They also conduct audits to ensure licensees are compliant with CE requirements.

The team reviews and approves endorsement applications and new and renewal CE courses. They review and approve providers and instructors and publish provider course schedules for pre-licensing and course offerings for licensees. The team writes and publishes electronic newsletters for several boards to keep licensees aware of industry developments and activities.

The Education Unit conducted education forums at local universities for licensees of the Real Estate Commission, Security professionals, and boards of Barber and Cosmetology, Funeral Directors, and Real Estate Appraisers.

Kevin and Kathy regularly conduct face-to-face meetings with applicants seeking to apply and renew licenses in the District of Columbia for the Real Estate Commission and the Board of Real Estate Appraisers. They also respond to email and telephone calls regarding new license requirements and renewals, and they review licensee transcripts for CE compliance.

The goals of the Education Unit are to ensure that:

- Licensed candidates are able to go through the licensing process accurately and efficiently.
- New, renewal, and reciprocity/endorsement applications from out-of-state licensees are handled appropriately.
- Licensees are kept apprised of the latest news regarding keeping their licenses compliant with municipal regulations and policy.

Real Estate

- Commission-sponsored licensee training courses (2)
- Approved 20 schools to offer 96 courses

Board of Real Estate Appraisers

- Board sponsored licensee training course (1)
- Board Approved 19 schools to offer 81 courses

Other Board/Commission sponsored licensee training courses (3)



Kathy Thomas, Kevin Cyrus

FY2017	
APPRAISERS	
CLASSROOM COURSE APPLICATIONS	37
ONLINE COURSE APPLICATIONS	34
LIVE WEBINARS	5
REAL ESTATE	
INSTRUCTOR APPROVALS	84
COURSE APPLICATIONS	63
NEW PROVIDERS	1

## EXAMINATION UNIT

The mission of the Exam Unit (EU) is to ensure that all examinations are secured and protected to maintain a fair testing platform to all prospective candidates seeking licensure; sustain consistent procedures of all processing aspects of a Board-approved candidate file; and provide the best customer service experience from the check-in and check-out process of all test takers.

The EU is responsible for providing an anchor to the department's mission. By way of examination, the EU operates to speed up the process to licensure; protect the integrity of exams by providing fair and quality driven testing services in optimal, positive testing conditions; identify innovative ways to enhance security and confidentiality; streamline exam communication information as it regards to study materials, scheduling, and timely results delivery.

The EU takes pride in delivering exams to a wide variety of non-health related trades. In fiscal year 2017 alone, we administered exams to 3,665 exam candidates. In an effort to support DCRA's mission to protect the public's health and safety, the EU is always looking for ways to optimize testing delivery. We have a new trade being regulated: Microblading/ Micropigmentation. Prospective applicants are required to take the National Basic Micropigmentation exam to gain licensure.



*Brittani Strozier-Daise, Luladaye Valli, Tracey Jamison*

FY2017	
EXAMS TAKEN	
<b>3,665 TOTAL EXAMS TAKEN</b>	
<b>Barber</b> <b>146</b>	<b>Cosmetology</b> <b>1,036</b>
<b>Electricians</b> <b>187</b>	<b>Engineer</b> <b>493</b>
<b>Funeral Director</b> <b>15</b>	<b>Renewals</b> <b>9</b>
<b>Reinstatements</b> <b>4</b>	<b>Total Licenses</b> <b>46</b>
<b>New Licenses</b> <b>2</b>	<b>Renewals</b> <b>27</b>
<b>New Licenses</b> <b>53</b>	<b>Renewals</b> <b>1,633</b>
<b>New Licenses</b> <b>14</b>	

INVESTIGATIONS UNIT

OPLA’s Investigations Unit protects consumers by assuring licensees of the District of Columbia are held to the highest ethical and professional standards. Our investigators visit licensed businesses and areas like constructions sites, hair and nail salons, and funeral homes to check license compliance.



Asia Dumas, George Batista

FY2017
INSPECTIONS
FUNERAL HOMES
18
BARBER & COSMETOLOGY
25
INDUSTRIAL TRADES
40
INVESTIGATIONS
FUNERAL HOMES
6
BARBER & COSMETOLOGY
7
INDUSTRIAL TRADES
5



FY2017	
TOTAL LICENSES ISSUED	
ATHLETE AGENT	
New Licenses	Renewals
1	0
Reinstatements	Total Licenses
0	1
TOTAL ACTIVE LICENSES	
9	

FY2017	
TOTAL LICENSES ISSUED	
TOUR GUIDE	
New Licenses	Renewals
234	0
Reinstatements	Total Licenses
10	244
TOTAL ACTIVE LICENSES	
1,670	



(L-R back to front) Grace Yeboah Ofori, Arnebya Herndon, S.J. Brown, Stacey Williams, Kevin Cyrus, Andrew Jackson, Diane Boyd, Kathy Thomas, Brittani Strozier-Daise





GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

**District of Columbia Department of Consumer and Regulatory Affairs  
Occupational and Professional Licensing Administration**

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