

Reg + Licensing

William Dusso

Personal information

identity

experience

professional qualifications

also have complaint files (handle like
OCI careful about release
medical records)

like Ethics board - have responsible to make
information public (who is licensed
who isn't)

Statute that limits what can be asked.

Fair Employment act

- Test scores are available to public
(court case)

Inform license applicants that their info
is public

- Trial agency for delinquent tax project

Collecting SS# is a new project (are unit has)

Prohibit release to anyone but DWD + DOR

Lists - who requests (can keep a list)
why requests

Sometimes to recruit people - continuing ed

Requests cover costs only.

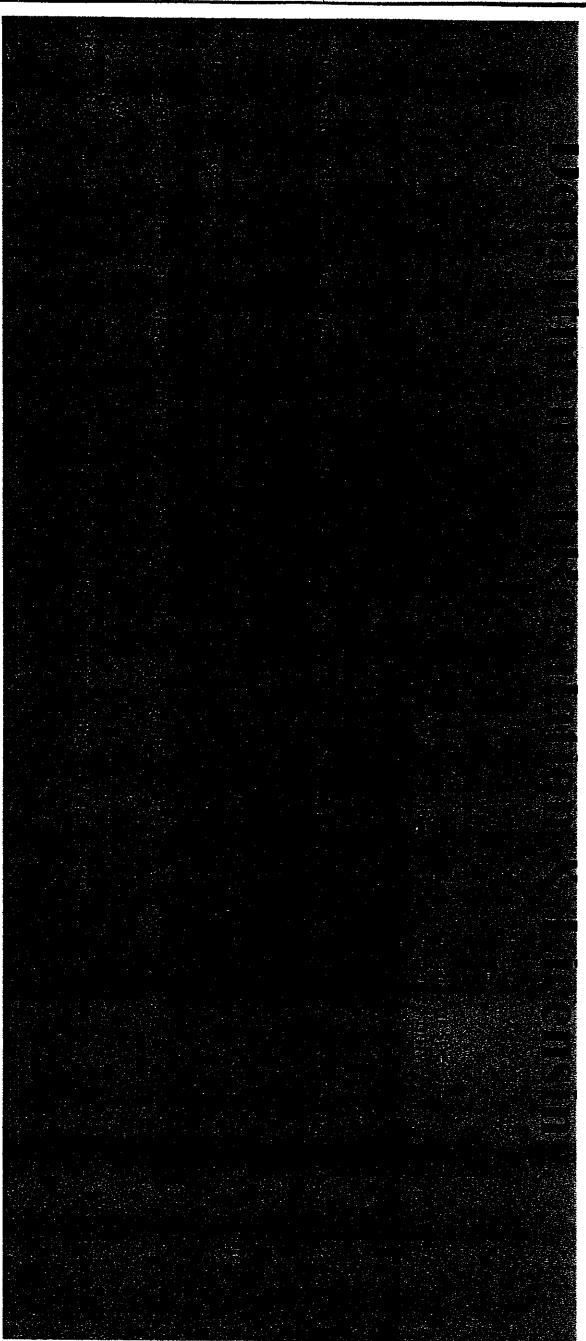
Price tag - what is the value of info.

How much do you generate \$118,000
based on per name

Released name
address
DOB
minority (if want)
sex
specialty status
general date
lis #

maybe don't need to collect date of birth

[The left side of the page contains extremely faint and illegible text, likely bleed-through from the reverse side of the document.]



Department of Regulation & Licensing

State of Wisconsin

(608) 266-5511, Extension 42

TTY# (608) 267-2416, hearing or speech
TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@mail.state.wi.us

FAX #: (608) 267-3816

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

PROFESSIONAL ENGINEERS SECTION

INSTRUCTION PACKET FOR PROFESSIONAL ENGINEER CREDENTIAL

Enclosed are the forms for applying for registration and a copy of the Wisconsin Statutes and Administrative Code relating to a Professional Engineer registration. **This is not the appropriate application if you want to apply for the engineering examination. To obtain the exam application contact Continental Testing Services at 1-800-717-1201, extension 8.**

FILING AN APPLICATION - All applicants for credential (licensure) as a Professional Engineer must complete an "Application for Professional Engineer Credential" (Form #1736). Please type or print all information when completing the application.

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the Department's street address: 1400 East Washington Avenue, Room 142, Madison, WI 53703.

FEES - Please include a check or money order made payable to the Department of Regulation and Licensing for the fee under which you are qualifying for credential.

Applicants applying under secs. 443.04(1)(a)(b) or (c), Stats., and who have not previously passed the Wisconsin Barrier-Free Design Examination submit a \$41.00 initial credential fee. For instructions on obtaining a Barrier-Free Examination, please see the Barrier Free Design Examination instructions below.

Applicants applying under secs. 443.04(1)(a)(b) or (c), Stats., and who have previously passed the Wisconsin Barrier-Free Design Examination submit a \$41.00 initial credential fee.

Applicants applying under secs. 443.04(1)(d), Stats., submit a \$41.00 initial credential fee.

Applicants applying under the comity provision submit a \$43.00 initial credential fee.

NOTE: New candidates who sat for the principals and practice of engineering examination in April 1997 or later have already submitted the credential fee. **DO NOT SUBMIT THE FEE AGAIN.**

TEMPORARY PERMITS - A temporary permit is available to all applicants under the comity provision. This permit allows the applicant to proceed with a pending project during the time it takes to process the application for credential. An applicant desiring a permit must include a letter specifically requesting the permit which includes a description of the project (location, approximate size and cost), a copy of their registration card from the original state of registration and a \$43.00 fee. The application for professional engineer credential, fee and Social Security Number Collection Form (Form #2380) must accompany the request for temporary permit.

NCEES RECORD (Comity applicants only) - If you are using an NCEES record, complete and return only the "Application for Professional Engineer Credential" (Form #1736), fee and Social Security Number Collection Form (Form #2380) to this office. Indicate that you are requesting NCEES to forward your record to us.

State of Wisconsin Department of Regulation & Licensing

DIRECT APPLICATION – Submit all of the following along with the application and fee:

EDUCATION - Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you so you can submit the transcript with your application. Unofficial copies of transcripts are not acceptable. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s).

The Professional Engineers Section grants an experience equivalent for education. A Bachelor of Science degree in engineering accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET) is equivalent to 4 years of experience. A Bachelor of Science degree in engineering technology accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) is equivalent to 3 years of experience.

If you need a list of approved schools, or want to verify if the school you attended is approved, please contact the Board office at (608) 266-5511, extension 42.

If the degree is from an international educational institution, you must provide an official detailed evaluation by the National Council of Examiners for Engineering and Surveying (NCEES), P.O. Box 1686, Clemson, SC., 29633-1686. Telephone: (864) 654-6824 or 1-800-250-3196. The transcript should also be submitted to the Engineer Section.

VERIFICATION OF EXAMINATION SCORES - If you completed the fundamentals of engineering (FE) or the principals and practice of engineering (PE) examinations in another state you must contact the registration agency in that state and request that they provide official verification of the scores directly to this office. A Verification of Examination or Registration (Form #475) can be used for your convenience. We suggest that you furnish a pre-addressed stamped envelope for their convenience.

EXPERIENCE RECORD - When completing the "Experience Record" (Form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. Provide a detailed resumé, if available. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Please type or print all information.

EXPERIENCE TIMELINE - Complete the "Experience Timeline" (Form #1995) showing the number of years and months that you worked at each engagement. Each engagement should correspond to the same number engagement on the "Experience Record" (Form #463).

REFERENCES - Provide replies from 5 references having personal knowledge of your experience using the enclosed "Professional Engineer Applicant Appraisal Form" (Form #470). Each reference should complete Form #470 and return it to you so you can submit all 5 references with your application. It is required that three references be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the five required responses.

EXPERIENCE QUESTIONNAIRES - Applicants for registration as a professional engineer under the provisions of secs. 443.04(1)(c) and (d), Stats., are required to complete and return an additional questionnaire (Form #930 or Form #1065).

BARRIER-FREE DESIGN EXAMINATION - If you are applying under secs. 443.04(1)(a), (b) or (c), Stats., and have not previously passed the Wisconsin Barrier-Free Design examination, submit a letter requesting the Barrier-Free Design examination with the \$35.00 exam fee. The open-book examination will be mailed to you. Complete and return the test booklet and answer sheet with your credential application.

State of Wisconsin Department of Regulation & Licensing

REVIEW DATES - Applicants who took the principles and practice of engineering exam prior to October 1993 and applicants applying by experience will be presented to the Professional Engineers Section for evaluation when all required documents are received. Pre-qualified applicants who took the principles and practice of engineering exam after October 1993 and comity applicants are not presented to the Professional Engineer Section. If your application must be reviewed by the Professional Engineer Section, the following dates apply:

1999 Review Dates

Deadline Date for Receipt of All Documents

September 10, 1999
November 10, 1999

August 25, 1999
October 27, 1999

2000 Review Dates

Deadline Date for Receipt of All Documents

January 14, 2000
March 3, 2000
May 5, 2000
July 7, 2000
September 8, 2000
November 10, 2000

December 30, 1999
February 18, 2000
April 21, 2000
June 23, 2000
August 25, 2000
October 27, 2000

These are tentative meeting dates and are subject to change.

IMPORTANT NOTICE

FOR APPLICANTS WHO HAVE PREVIOUSLY SUBMITTED AN ELIGIBILITY APPLICATION FOR PRINCIPLES & PRACTICE OF ENGINEERING EXAMINATION (Form #1999)

If you sat for the Principles & Practice of Engineering Examination in October 1993 or after, some of the requested professional engineer material is already on file.

All applicants must complete the Application for Professional Engineer Credential (Form #1736).

Transcripts previously submitted do not need to be resubmitted.

The "Experience Record" (Form #463) and "Experience Timeline" (Form #1995) need only to be updated from the date you submitted your eligibility application to the present.

References are valid for one year. If the "Professional Engineer Applicant Appraisal Form" (Form #470) previously submitted are less than one year old, they need not be resubmitted.

If you have previously submitted the initial credential fee, do not submit the fee again.

Department of Regulation & Licensing

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FAX #: (608) 267-3816

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

PROFESSIONAL ENGINEER SECTION

APPLICATION FOR PROFESSIONAL ENGINEER CREDENTIAL

Information requested is required for processing.

PLEASE TYPE OR PRINT IN INK

Last Name: _____ First Name: _____ MI: _____

Former Name(s) - If Applicable: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (days): (____) _____ Date of Birth: _____

Ethnic and gender status information is optional, and is for research and reporting to the Equal Employment Opportunity Commission.

Race: _____ (1) White, not of Hispanic origin _____ (4) American Indian or Alaskan
_____ (2) Black, not of Hispanic origin _____ (5) Asian or Pacific Islander
(Check one) _____ (3) Hispanic _____ (6) Other

Sex: _____ M _____ F

QUALIFICATION: Place an "X" in ONE space only indicating how you qualify.

- Comity (Credentialed/licensed in another state) State _____ License # _____
 Passed - Fundamentals, Principles & Practice and Barrier Free (Education and Experience Total 8 Years)
 Passed - Principles and Practice and Barrier Free (Education and Experience Total 12 Years)
 Approved Degree Plus 8 Years Experience

EXAMINATIONS: Indicate where and when you took any of the above examinations. If other than Wisconsin, a verification of scores must be submitted. Use "Verification of Examination or Registration" (Form #475).

EDUCATION: (Official Transcripts Required)

Colleges Attended	Degree Received	Date of Graduation	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Receiving Use Only

FOR BOARD APPROVAL ONLY
BY _____
BY _____
BY _____
DATE _____

State of Wisconsin Department of Regulation & Licensing

STATEMENT OF ARREST OR CONVICTION:

(Attach additional sheets if necessary)

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| A. Have you ever been convicted of a misdemeanor or a felony, or driving while intoxicated (DWI), in this or any other state, or are criminal charges currently pending against you? If yes, complete and attach Form #2252. | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you ever surrendered, resigned, cancelled or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to, any warning, reprimand, suspension, probation, limitation or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition. | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Do you currently hold, or have you in the past held, any credential (license) issued by the Department of Regulation and Licensing or any of the Boards? If yes, what type of credential? _____ And if in another name, what name? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Note: An arrest or conviction does not automatically disqualify an applicant. Consideration of the record by the board is subject to sec. 111.321, 111.322, and 111.335, Stats.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to on this application and that all the answers set forth are strictly true in each respect. I understand that false or forged statements made in connection with this application may be grounds for revocation of my credential or other disciplinary action. I also understand that if I am issued a credential, failure to comply with the laws or rules of either the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors or the Department of Regulation and Licensing will be cause for disciplinary action.

Signature of Applicant

Date

Department of Regulation & Licensing

State of Wisconsin
(608) 266-2112
TTY# (608) 267-2416
TRS# 1-800-947-3529

P.O. Box 8935, Madison, WI 53708-8935
E-Mail: dorl@mail.state.wi.us
FAX #: (608) 267-1803

ADDENDUM TO APPLICATION

SOCIAL SECURITY NUMBER COLLECTION FORM

Information requested is required for processing.

Under a state law, your application for a professional credential will be denied if you are liable for delinquent Wisconsin taxes.*

All applications for professional credentials will be checked to identify whether the applicant is liable for delinquent state taxes.

Your social security number (or employer identification number if you are applying as a business entity) must be submitted with your application on this form in order to accurately identify tax information.

IF YOU ARE LIABLE FOR DELINQUENT TAXES:

1. Please pay the delinquent amount before the application process is completed. If you have any questions about payment of delinquent taxes, you are encouraged to contact your nearest Department of Revenue office or call (608) 261-6249.
2. Retain proof that you have satisfied the tax delinquency.

If your social security number is not correctly provided, your application will not be processed.

Making a false statement in connection with this application is grounds for revocation or denial.

The Department may not disclose the social security number to any governmental agency or to any individual organization except the Department of Workforce Development for purposes of administering section 49.22, Wis. Stats., or to the Department of Revenue for the purpose of making the determination required under section 440.12, Wis. Stats.

PLEASE PRINT

First Name Middle Initial Last Name Social

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Security Number or FEIN

Date of Birth _____

Type of Credential Applying For

#2380 (Rev. 3/99)

*Section 440.12, Wis. Stats.

CONVICTIONS AND PENDING CHARGES

[You must complete this form if you checked "Yes" in response to any of the application questions on convictions or pending charges.]

Your application states that you have been convicted of a crime, or that criminal charges are pending against you. The Fair Employment Act (sections 111.31 through 111.395 of the Wisconsin Statutes) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest "substantially relate to the circumstances of the particular job or licensed activity". The information requested in this form will be used to determine whether your application should be granted, approved with limitations, or denied. **This form must be signed and notarized.** The information you provide in this form may be verified against criminal information records, and an omission of information on this form will be considered a false statement on an application.

For questions, contact Marlene Maly, Division of Business Licensure & Regulation, at (608) 266-5511-Extension 32.

(Hearing or speech impaired only: TTY# (608) 267-2416; TRS# 1-800-947-3529).

Please Type or Print in Ink

Type of Credential: _____

Name: _____ Date of Birth: _____

Address: _____

Race*: _____ Sex*: _____ Social Security Number**: _____

*This information is necessary to check criminal information records. **This information helps us but is voluntary.

1. List all other names you have ever used, especially any names under which you have been arrested:

2. List all felonies, misdemeanors, traffic crimes and other violations of state or federal law of which you have ever **been convicted**, in this or any other state, whether the conviction resulted from a plea of no contest or a guilty plea or verdict. For each, list the date of conviction, the location of the court (county and state) and the complete sentence received (fine, imprisonment, probation, etc.). Do not include municipal ordinance violations or traffic offenses, **except**: include convictions for any offenses involving alcohol or drug use, especially convictions for operating a motor vehicle while intoxicated (OWI, DUI, etc.). Attach another sheet if necessary.

Offense	Date	Location	Sentence

3. Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment, or counseling program? Yes No.

4. If your answer to the above is "yes", did you successfully complete the program? Yes No
When? _____ What evidence can you provide that you successfully completed the program? (Attach certificate of completion or provide name and address of agency for verification.)

5. Have you ever been sentenced to probation, been placed on parole, or been ordered to pay restitution?
 ___ Yes ___ No
6. If your answer to the above is "yes", did you successfully complete probation or parole, or make restitution as ordered? ___ Yes ___ No. When? _____

List the name(s), address(es) and phone number(s) of any probation or parole officer(s) presently or previously assigned to you or your case(s):

7. List all felonies, misdemeanors, traffic crimes and other violations of state or federal law for which you have been arrested and which are **pending**. For each, list the date of arrest, the location of the court (county and state), and the current status of the charge. Attach another sheet if necessary.

Offense	Date	Location	Current Status
---------	------	----------	----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Give any explanation you feel necessary with regard to your convictions or pending charges. Attach another sheet if necessary.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information which I provided above is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of any credential granted to me, or criminal prosecution.

 Signature

 Date

Signed and sworn to before me this _____ day of _____, 19 _____.

 Signature of Notary Public

SEAL

My commission (expires _____) (is permanent).

State of Wisconsin
DEPARTMENT OF REGULATION AND LICENSING
DIVISION OF BUSINESS LICENSURE & REGULATION
P.O. BOX 8935, MADISON, WI 53708-8935

Department of Regulation & Licensing

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 FAX #: (608) 267-3816

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

VERIFICATION OF EXAMINATION OR REGISTRATION

Information requested is required for processing.

SECTION I - Applicant is to complete this section and forward form to registration agency that is to complete Section II. Please print or type all information.

Last Name: _____ First Name: _____ MI: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ Type of Credential: _____
 Original State of Licensure: _____ Credential Number: _____

SECTION II - Registration agency is to complete this section and return to the Department of Regulation and Licensing.

A. The above named individual was registered as a/an:

	CREDENTIAL #	DATE ISSUED	VALID UNTIL
ARCHITECT	_____	_____	_____
LANDSCAPE ARCHITECT	_____	_____	_____
PROFESSIONAL ENGINEER	_____	_____	_____
ENGINEER-IN-TRAINING	_____	_____	_____
LAND SURVEYOR	_____	_____	_____

B. Basis of Registration:

1. _____ By Written Examination:
 _____ Hours EIT _____ Score _____ Exam Date _____ NCEES Exam
 EIT Score accepted from _____
 _____ Hours PE _____ Score _____ Exam Date _____ NCEES Exam
 _____ Hours FLS _____ Score _____ Exam Date _____ NCEES Exam
 _____ Hours PLS _____ Score _____ Exam Date _____ NCEES Exam
 _____ Hours Architect (Provide exam format, scores and dates on reverse side)
 _____ Hours Landscape Architecture (Provide exam format, scores and dates on reverse side)

2. _____ By Comity with _____
 3. _____ By Education and Experience: Explain provisions for registration without written examination on reverse side.

C. Is there any disciplinary action pending or was any formal disciplinary action ever taken against the above named individual? Yes_ No_ If yes, please give details on reverse side.

COMPLETED BY _____ STATE _____
 TITLE _____ DATE _____

Department of Regulation & Licensing

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

EXPERIENCE RECORD

Information requested is required for processing.

Type or print your name:		Date:	
Type of license you are applying for:		Date:	
Engagement	Date	Title of Position, Name and Address of Employer, and Extent of Experience and Responsibility	Name, Title and Address of an individual (not deceased) familiar with each engagement, preferably the person to whom applicant reported.
<input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime _____ hrs/week	FROM _____ TO _____	Make statement concise. Designate each engagement by a separate number. Include enough detail such that a peer may judge the character of your work. Include magnitude and complexity of work on each engagement including your duties and degree of responsibility. University, college or technical school shall be engagement 1. Your first employment shall be engagement 2, with subsequent experience in chronological order. Your current engagement should be your last entry. Any necessary amplification may be made on a separate sheet.	
<input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime _____ hrs/week	FROM _____ TO _____		

State of Wisconsin Department of Regulation & Licensing

#3 <input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime _____ hrs/week	FROM _____ TO _____	
#4 <input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime _____ hrs/week	FROM _____ TO _____	
#5 <input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime _____ hrs/week	FROM _____ TO _____	

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

EXPERIENCE TIMELINE

Type or print your name:	Date:
--------------------------	-------

	19												19												19											
	Y	M	A	J	J	M	F	J	O	D	N	S	Y	M	A	J	J	M	F	J	O	D	N	S	Y	M	A	J	J	M	F	J	O	D	N	S
Engagement_1																																				
Engagement_2																																				
Engagement_3																																				
Engagement_4																																				
Engagement_5																																				
Engagement_6																																				
Engagement_7																																				
Engagement_8																																				
Engagement_9																																				
Engagement_10																																				
Total Time																																				

HOW TO USE THIS FORM:

1. For each engagement, corresponding to the same number on the Experience Record (Form #463), enter the number of years and months that you worked at each engagement.
2. Fill in the boxes corresponding to the years and months worked at each engagement.
3. Use as many sheets as necessary to fully describe your experience.
4. Total your time. (Remember to carry years at 12 months, not 10.) If more than one sheet is required, place the intermediate sum at the top of the columns. The last sheet should have the total time of all the applicants experience.

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ENGINEER SECTION

PROFESSIONAL ENGINEER APPLICANT APPRAISAL FORM

Information requested is required for processing.

APPLICANT: PROFESSIONAL ENGINEER	
Type or Print Name of Applicant	Date of Birth

The applicant named above has applied for registration as a Professional Engineer in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: - very well - well - slightly - not at all
- My contacts with the applicant extend from _____ to _____
- These contact were (check all that apply):

<input type="checkbox"/> - As an associate in engineering work	<input type="checkbox"/> - As a student in my classes
<input type="checkbox"/> - In social or community activities	<input type="checkbox"/> - In professional society activities
<input type="checkbox"/> - Other (specify) _____	
- In my opinion the applicant's personal integrity and character _____
- I have personal knowledge of the applicant's engineering work - yes - no. The type of practice engaged in and quality of performance are indicated on the scale below. Interpretations are stated on the back of this sheet.

Type of Practice	High Grade	Average	Mediocre	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant's experience.

<input type="checkbox"/> - Civil	<input type="checkbox"/> - Electrical	<input type="checkbox"/> - Metallurgical	<input type="checkbox"/> - Structural
<input type="checkbox"/> - Chemical	<input type="checkbox"/> - Mechanical	<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Other _____
- Considering the need to protect health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as follows:

<input type="checkbox"/> - Qualified	<input type="checkbox"/> - Unqualified	<input type="checkbox"/> - Doubtful/unknown
--------------------------------------	--	---

State of Wisconsin Department of Regulation & Licensing

8. Comments: _____

9. The above information is being submitted by:

Name (Type or Print)	
Firm	
Title/Position	
Address	
City/State/Zip	
Day Phone	
Signature	Date

Please affix seal or

write in where registered, type of profession and registration number if applicable

INTERPRETATIONS:

- High Grade:** Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
- Average:** Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs or systems and products.
- Mediocre:** Barely adequate performance, needing careful checking and rather close supervision to meet requirements.
- Unsatisfactory:** Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property."

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ENGINEER SECTION

PROFESSIONAL ENGINEER APPLICANT APPRAISAL FORM

Information requested is required for processing.

APPLICANT: PROFESSIONAL ENGINEER	
Type or Print Name of Applicant	Date of Birth

The applicant named above has applied for registration as a Professional Engineer in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: - very well - well - slightly - not at all
- My contacts with the applicant extend from _____ to _____
- These contact were (check all that apply):

<input type="checkbox"/> - As an associate in engineering work	<input type="checkbox"/> - As a student in my classes
<input type="checkbox"/> - In social or community activities	<input type="checkbox"/> - In professional society activities
<input type="checkbox"/> - Other (specify) _____	
- In my opinion the applicant's personal integrity and character _____
- I have personal knowledge of the applicant's engineering work - yes - no. The type of practice engaged in and quality of performance are indicated on the scale below. Interpretations are stated on the back of this sheet.

Type of Practice	High Grade	Average	Mediocre	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant's experience.

<input type="checkbox"/> - Civil	<input type="checkbox"/> - Electrical	<input type="checkbox"/> - Metallurgical	<input type="checkbox"/> - Structural
<input type="checkbox"/> - Chemical	<input type="checkbox"/> - Mechanical	<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Other _____
- Considering the need to protect health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as follows:

<input type="checkbox"/> - Qualified	<input type="checkbox"/> - Unqualified	<input type="checkbox"/> - Doubtful/unknown
--------------------------------------	--	---

State of Wisconsin Department of Regulation & Licensing

8. Comments: _____

9. The above information is being submitted by:

Name (Type or Print)	
Firm	
Title/Position	
Address	
City/State/Zip	
Day Phone	
Signature	Date

Please affix seal or

write in where registered, type of profession and registration number if applicable

INTERPRETATIONS:

- High Grade: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
- Average: Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs or systems and products.
- Mediocre: Barely adequate performance, needing careful checking and rather close supervision to meet requirements.
- Unsatisfactory: Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property."

Department of Regulation & Licensing

State of Wisconsin
 (608) 266-5511, Extension 42
 TTY# (608) 267-2416, hearing or speech
 TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935
 E-Mail: dorl@mail.state.wi.us
 FAX #: (608) 267-3816

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ENGINEER SECTION

PROFESSIONAL ENGINEER APPLICANT APPRAISAL FORM

Information requested is required for processing.

APPLICANT: PROFESSIONAL ENGINEER	
Type or Print Name of Applicant	Date of Birth

The applicant named above has applied for registration as a Professional Engineer in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: - very well - well - slightly - not at all
- My contacts with the applicant extend from _____ to _____.
- These contact were (check all that apply):

<input type="checkbox"/> - As an associate in engineering work	<input type="checkbox"/> - As a student in my classes
<input type="checkbox"/> - In social or community activities	<input type="checkbox"/> - In professional society activities
<input type="checkbox"/> - Other (specify) _____	
- In my opinion the applicant's personal integrity and character _____

- I have personal knowledge of the applicant's engineering work - yes - no. The type of practice engaged in and quality of performance are indicated on the scale below. Interpretations are stated on the back of this sheet.

Type of Practice	High Grade	Average	Mediocre	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant's experience.

<input type="checkbox"/> - Civil	<input type="checkbox"/> - Electrical	<input type="checkbox"/> - Metallurgical	<input type="checkbox"/> - Structural
<input type="checkbox"/> - Chemical	<input type="checkbox"/> - Mechanical	<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Other _____

- Considering the need to protect health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as follows:

- Qualified - Unqualified - Doubtful/unknown

State of Wisconsin Department of Regulation & Licensing

8. Comments: _____

9. The above information is being submitted by:

Name (Type or Print)	
Firm	
Title/Position	
Address	
City/State/Zip	
Day Phone	
Signature	Date

Please affix seal or

write in where registered, type of profession and registration number if applicable

INTERPRETATIONS:

- High Grade: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
- Average: Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs or systems and products.
- Mediocre: Barely adequate performance, needing careful checking and rather close supervision to meet requirements.
- Unsatisfactory: Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property."

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ENGINEER SECTION

PROFESSIONAL ENGINEER APPLICANT APPRAISAL FORM

Information requested is required for processing.

APPLICANT: PROFESSIONAL ENGINEER	
Type or Print Name of Applicant	Date of Birth

The applicant named above has applied for registration as a Professional Engineer in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: - very well - well - slightly - not at all
- My contacts with the applicant extend from _____ to _____
- These contact were (check all that apply):

<input type="checkbox"/> - As an associate in engineering work	<input type="checkbox"/> - As a student in my classes
<input type="checkbox"/> - In social or community activities	<input type="checkbox"/> - In professional society activities
<input type="checkbox"/> - Other (specify) _____	
- In my opinion the applicant's personal integrity and character _____

5. I have personal knowledge of the applicant's engineering work - yes - no. The type of practice engaged in and quality of performance are indicated on the scale below. Interpretations are stated on the back of this sheet.

Type of Practice	High Grade	Average	Mediocre	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant's experience.

- | | | | |
|-------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> - Civil | <input type="checkbox"/> - Electrical | <input type="checkbox"/> - Metallurgical | <input type="checkbox"/> - Structural |
| <input type="checkbox"/> - Chemical | <input type="checkbox"/> - Mechanical | <input type="checkbox"/> - Industrial | <input type="checkbox"/> - Other _____ |

7. Considering the need to protect health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as follows:

- Qualified - Unqualified - Doubtful/unknown

State of Wisconsin Department of Regulation & Licensing

8. Comments: _____

9. The above information is being submitted by:

Name (Type or Print)	
Firm	
Title/Position	
Address	
City/State/Zip	
Day Phone	
Signature	Date

Please affix seal or

write in where registered, type of profession and registration number if applicable

INTERPRETATIONS:

- High Grade: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
- Average: Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs or systems and products.
- Mediocre: Barely adequate performance, needing careful checking and rather close supervision to meet requirements.
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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

ENGINEER SECTION

PROFESSIONAL ENGINEER APPLICANT APPRAISAL FORM

Information requested is required for processing.

APPLICANT: PROFESSIONAL ENGINEER	
Type or Print Name of Applicant	Date of Birth

The applicant named above has applied for registration as a Professional Engineer in the State of Wisconsin. To assist the board in reviewing the applicant, we would appreciate your appraisal (of the applicant's proficiency) as requested below and on the back of this form.

- I know this applicant: - very well - well - slightly - not at all
- My contacts with the applicant extend from _____ to _____
- These contact were (check all that apply):
 - As an associate in engineering work
 - As a student in my classes
 - In social or community activities
 - In professional society activities
 - Other (specify) _____
- In my opinion the applicant's personal integrity and character _____

- I have personal knowledge of the applicant's engineering work - yes - no. The type of practice engaged in and quality of performance are indicated on the scale below. Interpretations are stated on the back of this sheet.

Type of Practice	High Grade	Average	Mediocre	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subordinate Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, please check one or more of the listed categories in which you have knowledge of the applicant's experience.

<input type="checkbox"/> - Civil	<input type="checkbox"/> - Electrical	<input type="checkbox"/> - Metallurgical	<input type="checkbox"/> - Structural
<input type="checkbox"/> - Chemical	<input type="checkbox"/> - Mechanical	<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Other _____

- Considering the need to protect health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as follows:

- Qualified - Unqualified - Doubtful/unknown

State of Wisconsin Department of Regulation & Licensing

8. Comments: _____

9. The above information is being submitted by:

Name (Type or Print)	
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Title/Position	
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Please affix seal or

write in where registered, type of profession and
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INTERPRETATIONS:

- High Grade:** Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
- Average:** Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs or systems and products.
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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

PROFESSIONAL ENGINEER SECTION

QUESTIONNAIRE FOR PROFESSIONAL ENGINEER APPLICANTS APPLYING UNDER SEC. 443.04(1)(d), STATS.

Information requested is required for processing.

Applicant's Name	Birthdate
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NOTE: The following statutory and rule sections relate to the questions below:

443.04(1)(d), Stats., says that an applicant for registration as a professional engineer shall submit satisfactory evidence to the examining board of ... A diploma of graduation or a certificate from an engineering school or college approved by the examining board as of satisfactory standing in an engineering course of not less than 4 years, together with an additional 8 years of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to practice engineering.

A-E 4.05(4), Wis. Admin. Code requires that applicants applying under sec. 443.04(1)(d), Stats., shall have a bachelor's degree from a school or college of engineering accredited by the engineering accreditation commission of the accreditation board for engineering and technology (EAC/ABET) in an engineering course of not less than 4 years or a diploma of graduation in an engineering course of not less than 4 years deemed by the board to be equivalent to a B.S. degree in engineering from an EAC/ABET accredited school or college of engineering; submit a statement describing the provisions of Wisconsin law which govern the practice of engineering and which concern the design needs of people with physical disabilities and submit evidence that the applicant has had at least 6 months of engineering experience in Wisconsin or has had sufficient contacts with this state to make the applicant familiar with Wisconsin engineering law and practice.

Failure to provide the following information will result in denial of credential.

This form must be returned. Any additional statements requested should be attached.

1. **Indicate either (a) or (b) below.** (If you do not know if your school is accredited, please contact the Board office at (608) 266-5511, extension 42.)

(a) Bachelor degree and the program is accredited.

My bachelor degree from _____ was granted on _____
(Name of School) (Date)

in _____ and is accredited by EAC/ABET.
(Name of Program, i.e., Civil)i.e., civil

State of Wisconsin Department of Regulation & Licensing

- (b) EAC/ABET accredits programs leading to a bachelor degree in engineering obtained in the United States. If your degree is not accredited by EAC/ABET and you apply under sec. 443.04(1)(d), Stats., you must submit evidence that the degree you received is from a curricula equivalent to those accredited by EAC/ABET. A Bachelor of Science degree in engineering technology accredited by the Technology Accrediting Commission of the Accreditation Board for Engineering and Technology is equivalent to 3 years of experience. If you have received a B.S. degree in engineering technology, you must submit a request for equivalency. Each request for equivalency will be evaluated on an individual basis and solely on information provided by the applicant.

My bachelor degree from _____ was granted on _____,
(Name of School) (Date)

in _____ and is NOT accredited by EAC/ABET as a four-
(Name of Program, i.e., Civil)i.e., civil)

year engineering degree. (The applicant must attach a written request that education be accepted as equivalent and provide supporting evidence.)

NOTE: If the degree is from an international educational institution, you must provide an official detailed evaluation by the National Council of Examiners for Engineering and Surveying (NCEES), P.O. Box 1686, Clemson, SC 29633-1686 Telephone 864-654-6824 or 1-800-250-3196 which shows that the degree is equivalent to an EAC/ABET accredited B.S. degree in engineering.

2. **Provide a statement** describing provisions in Wisconsin law which govern the practice of engineering and which concern the design needs of people with physical disabilities. Attach a single page (use front and back if necessary) containing your interpretations of those applicable codes, identified by section number. Title the page: BARRIER-FREE DESIGN STATEMENT by (your name). Please type or print the statement.

NOTE: A copy of the State of Wisconsin, Department of Commerce (ILHR Chapter 69) Barrier-Free Design Requirements is available from the Department of Administration, Division of Document Sales, P.O. Box 7840, Madison, WI 53707 (Phone: 608/266-3358).

You can also find the ILHR Chapter 69 in most public libraries. ILHR Chapter 69 Wisconsin Administrative Code specifically deals with design needs of people with physical disabilities, and incorporates federal standards from the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

3. **Provide evidence** that you have at least 6 months of engineering experience in Wisconsin.

(a) My experience in Wisconsin is documented in engagements _____
on the enclosed experience record (Form #463),

OR

(b) Submit evidence that the contacts you have had with this state have made you familiar with Wisconsin engineering law and practice. Title the sheets "HOW I SATISFY REQUIREMENTS OF sec. A-E 4.05(4)(d), Wis. Admin. Code, by (your name)". Use as many sheets as necessary. Please type or print the statement.

Department of Regulation & Licensing

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

PROFESSIONAL ENGINEER SECTION

INFORMATION REQUIRED OF APPLICANTS FOR REGISTRATION AS A PROFESSIONAL ENGINEER UNDER s. 443.04(1)(c), STATS.

Information requested is required for processing.

Applicant's Name	Birthdate
------------------	-----------

NOTE: The following statutory and rule sections relate to the question below:

443.01(7), Stats., defines a professional engineer as a person who by reason of his or her knowledge of **mathematics**, the physical sciences and the principles of engineering, acquired by professional education and practical experience, is qualified to engage in engineering practice.

443.04(1)(c), Stats., (1) An applicant for registration as a professional engineer shall submit satisfactory evidence to the examining board of ... (c) A specific record by an applicant of 12 years or more of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to practice engineering.

A-E 4.05(3), Wis. Admin. Code requires that applicants applying under s. 443.04(1)(c) shall complete the principles and practice of engineering and the barrier free design parts of the examination and shall submit a record which specifically describes the **knowledge of mathematics**, the **physical sciences** and the **principles of engineering** which the applicant has acquired by practical experience or professional education.

**Failure to provide the following information will result in denial of credential. This form must be returned.
The 3 statements should be attached to this form when submitted.**

- 1. Knowledge of Mathematics** Provide a general statement titled "Knowledge of Mathematics" by (your name) describing:
 - a. The scope of your knowledge of mathematics.
 - b. How you acquired your knowledge of mathematics. List any professional education courses which included the subject of mathematics.
 - c. How you now use or have used mathematics in your engineering work.
- 2. Knowledge of Physical Sciences** Provide a general statement titled "Knowledge of the Physical Sciences" by (your name) describing:
 - a. The scope of your knowledge of the physical sciences.
 - b. How you acquired the knowledge. List any professional education courses which included the subject of the physical sciences.
 - c. How you now use or have used your knowledge of the physical sciences in your engineering work.
- 3. Knowledge of the Principles of Engineering** Provide a general statement titled "Knowledge of the Principles of Engineering" by (your name) describing:
 - a. The scope of your knowledge of the principles of engineering.
 - b. How you acquired your knowledge of the principles of engineering. List any professional education courses which included the subject of the principles of engineering.
 - c. What principles of engineering you now use or have used in your engineering work.

Chapter A-E 4

PROFESSIONAL ENGINEER REGISTRATION

A-E 4.01	Authority and purpose.
A-E 4.02	Application for registration.
A-E 4.03	Engineering experience.
A-E 4.04	Experience credit limitation.
A-E 4.05	Requirements for registration as a professional engineer.

A-E 4.06	Education as an experience equivalent for registration.
A-E 4.07	Engineer-in-training.
A-E 4.08	Examinations.
A-E 4.09	Application contents.

Note: Chapter A-E 4 as it existed on February 28, 1987 was repealed and a new chapter A-E 4 was created effective March 1, 1987.

A-E 4.01 Authority and purpose. The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.04, 443.05, 443.09 and 443.10, Stats. The purpose of rules in this chapter is to interpret basic education, experience and examination requirements for registration as a professional engineer as specified in ss. 443.04, 443.05, 443.09 and 443.10, Stats.
History: Cr. Register, February, 1987, No. 374, eff. 3-1-87.

A-E 4.02 Application for registration. An applicant who files an application but who does not comply with a request for information related to the application within one year from the date of the request shall file a new application and fee.

Note: Applications are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, May, 1990, No. 413, eff. 6-1-90; am. Register, January, 1999, No. 517, eff. 2-1-99.

A-E 4.03 Engineering experience. To qualify as satisfactory experience in engineering work for the purpose of meeting requirements of s. 443.04, Stats., an applicant's experience shall include the application of engineering principles and data and shall demonstrate an applicant's progressive development of competence to do engineering work. The experience shall be acquired in the areas of engineering practice listed in subs. (1) to (7) or in other areas of engineering practice or academic course work which in the opinion of the board provides the applicant with a knowledge of engineering principles and data at least equivalent to that which would be acquired by experience in the areas of practice listed. Experience in all areas listed is not required.

(1) RESEARCH AND DEVELOPMENT. (a) Problem identification, including consideration of alternative approaches to problem solving.

(b) Planning, including selecting a theoretical or experimental approach.

(c) Execution of plan, including completing design calculations.

(d) Interpreting and reporting results, including all of the following:

1. Evaluating project feasibility studies.
2. Analyzing research and development data.
3. Producing interpretive reports.
4. Formulating conclusions and recommendations.
5. Producing final reports.

(2) DESIGN. (a) Problem identification, including all of the following:

1. Identifying design objectives.
2. Identifying possible design concepts or methods.
3. Selecting methods to be employed in consideration of aesthetics, cost and reliability.
4. Defining performance specifications and functional requirements such as materials, energy balances and environmental considerations.
5. Formulating conceptual design specifications.

6. Defining physical properties of all key materials.
(b) Planning, including defining safety, health and environmental constraints.

(c) Execution of plan, including all of the following:

1. Developing design concepts.
2. Conducting feasibility studies.
3. Evaluating design and design methods.
4. Solving design problems.
5. Preparing designs, layouts and models.
6. Selecting materials and components.
7. Conducting value analysis of design.
8. Producing final designs.
9. Preparing supporting technical information.
10. Preparing detailed working drawings.
11. Preparing specifications and data sheets.
12. Interacting with engineers from other areas of work such as research and development and construction.

(d) Interpreting and reporting results, including all of the following:

1. Evaluating design for conformity to specifications.
2. Evaluating design solutions for efficiency, economic and technical feasibility and economic alternatives.
3. Evaluating design impact on public health, safety and welfare.
4. Evaluating design solution for adherence to laws and codes.
5. Evaluating product liability risk.
6. Reviewing designs with clients or management.
7. Preparing final reports.

(e) Implementation of results, including interacting with engineers from other disciplines of engineering.

(3) CONSTRUCTION. (a) Problem identification, including checking working drawings and specifications.

(b) Execution of plan, including all of the following:

1. Consulting with designers.
2. Identifying and requesting design changes.

(4) MANUFACTURING, PRODUCTION AND OPERATIONS. (a) Planning, including all of the following:

1. Proposing design or methods improvement.
2. Planning operational processes and strategies.

(b) Execution of plan, including all of the following:

1. Preparing equipment, system and process specifications.
2. Determining feasibility of new or improved products, systems and processes.

(c) Interpreting and reporting results, including preparing final reports.

(5) MAINTENANCE. (a) Problem identification, including determining causes of failures in equipment, structures or schedules.

(b) Interpreting and reporting results, including reporting the causes of failures in equipment, structures or schedules.

(6) ADMINISTRATION. Administration and management, including execution of plan by communicating with others.

(7) OTHER ENGINEERING TASKS. (a) Conducting systems analysis or operations research.

(b) Serving as a consultant or specialist to individual or business clients.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) (a) to (d) 4., (2) (a) (intro.) to 5., (b) to (c) 11., (d) (intro.) to 6., (e), (3) to (7) (a), Register, January, 1999, No. 517, eff. 2-1-99.

A-E 4.04 Experience credit limitation. Not more than one year of satisfactory experience credit may be granted for any calendar year.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87.

A-E 4.05 Requirements for registration as a professional engineer. (1) Requirements for registration under s. 443.04 (1) (a), Stats., are as follows:

(a) A bachelor of science degree from a school or college of engineering accredited by the engineering accreditation commission of the accreditation board for engineering and technology (EAC/ABET) in an engineering course of not less than 4 years, or a diploma of graduation in an engineering course of not less than 4 years deemed by the board to be equivalent to a B.S. degree in engineering from an EAC/ABET accredited school or college of engineering.

(b) Not less than 4 years of experience in engineering work of a character satisfactory to the board indicating that the applicant is competent to practice engineering. Experience gained in obtaining a master's degree in engineering and experience gained in obtaining a Ph.D. in engineering or in an engineering related program shall each be deemed equivalent to one year of qualifying experience.

(c) Successful completion of the fundamentals of engineering, the principles and practice of engineering and the barrier free design parts of the board's examination.

(2) Requirements for registration under s. 443.04 (1) (b), Stats., are as follows:

(a) A specific record of 8 or more years of experience in engineering work of a character satisfactory to the board indicating that the applicant is competent to be placed in responsible charge of the work, or a combination of engineering experience and equivalent education totaling 8 years.

(b) Successful completion of the fundamentals of engineering, the principles and practice of engineering and the barrier free design parts of the board's examination.

(3) Requirements for registration under s. 443.04 (1) (c), Stats., are as follows:

(a) A specific record of not less than 12 years experience in engineering work of a character satisfactory to the board indicating that the applicant is competent to practice engineering, or a combination of experience and equivalent education totaling 12 years.

(b) Submission of documentary evidence establishing to the satisfaction of the board that the applicant has acquired by practical experience or professional education sufficient knowledge of mathematics, the physical sciences and the principles of engineering to competently practice engineering.

(c) Successful completion of the principles and practice of engineering and the barrier free design parts of the board's examination.

(4) Requirements for registration under s. 443.04 (1) (d), Stats., are as follows:

(a) A bachelor of science degree from a school or college of engineering accredited by the engineering accreditation commission of the accreditation board for engineering and technology (EAC/ABET) in an engineering course of not less than 4 years, or a diploma of graduation in an engineering course of not less than

4 years deemed by the board to be equivalent to a B.S. degree in engineering from an EAC/ABET accredited school or college of engineering.

(b) Not less than 8 years of experience in engineering work of a character satisfactory to the board indicating that the applicant is competent to practice engineering. Experience gained in obtaining a master's degree in engineering and experience gained in obtaining a Ph.D. in engineering or in an engineering related program shall each be deemed equivalent to one year of qualifying experience.

(c) Submission of a statement describing provisions of Wisconsin law which govern the practice of engineering and which concern the design needs of people with physical disabilities.

(d) Submission of evidence that the applicant has had at least 6 months of engineering experience in Wisconsin or has had sufficient contacts with this state to make the applicant familiar with Wisconsin engineering law and practice.

(5) If an engineering degree is from an international educational institution, the applicant shall provide an official evaluation by a transcript evaluation service acceptable to the board which shows that the degree is equivalent to a B.S. or higher degree in an engineering program accredited by the engineering accreditation commission of the accreditation board for engineering and technology. The board may approve the degree if it finds equivalence.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1), cr. (3) and (4), Register, January, 1993, No. 445, eff. 2-1-93; r. and recr. Register, March, 1996, No. 483, eff. 4-1-96.

A-E 4.06 Education as an experience equivalent for registration. For the purpose of meeting experience requirements for registration as a professional engineer under s. 443.04 (1) (b) and (c), Stats., an applicant may claim education as equivalent to experience as follows:

(1) Completion of each year of engineering coursework at a school or college of engineering accredited by the engineering accreditation commission of the accreditation board for engineering and technology (EAC/ABET) in an engineering program of not less than 4 years, or completion of each year of engineering coursework at a school or college of engineering in an engineering program of not less than 4 years deemed by the board to be equivalent to an EAC/ABET accredited school or college of engineering program, shall be deemed equivalent to one year of qualifying experience.

(2) Completion of each year of engineering coursework at a school or college of engineering in an engineering program of not less than 4 years deemed by the board not to be equivalent to an EAC/ABET accredited school or college of engineering shall be deemed equivalent to not more than 7/8 of one year of qualifying experience.

(3) Completion of each year of coursework in engineering technology at a school or college of engineering technology accredited by the technology accrediting commission of the accreditation board for engineering and technology in an engineering technology program of not less than 4 years shall be deemed equivalent to 3/4 of one year of qualifying experience.

(4) Completion of each year of coursework in engineering technology at a school or college of engineering technology not accredited by the technology accreditation commission of the accreditation board for engineering and technology in an engineering technology program of not less than 4 years shall be deemed equivalent to not more than 2/3 of one year of qualifying experience.

(5) Completion of each year of coursework leading to a B.S. degree in engineering related sciences, including but not limited to physics, mathematics and chemistry, from a college or university accredited by a regional accrediting agency approved by the state board of education in the state in which the college or univer-

sity is located shall be deemed equivalent to 3/4 of one year of qualifying experience.

(6) Completion of each year of coursework leading to a B.S. degree in areas other than engineering or engineering related sciences from a college or university accredited by a regional accrediting agency approved by the state board of education in the state in which the college or university is located shall be deemed to be equivalent to not more than 1/2 of one year of qualifying experience.

(7) Engineering experience gained in a cooperative educational program shall be evaluated on an individual basis but may not be deemed to be equivalent to more than a total of one year of qualifying experience. To obtain equivalent work experience credit, an applicant shall submit a record of work completed in the cooperative educational program with the application for registration. The engineering section shall determine the amount of equivalent experience awarded by evaluating the record of work completed using the criteria in s. A-E 4.03.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; r. and recr. Register, March, 1996, No. 483, eff. 4-1-96.

A-E 4.07 Engineer-in-training. An applicant for certification as an engineer-in-training shall take and pass a fundamentals examination.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, January, 1999, No. 517, eff. 2-1-99.

A-E 4.08 Examinations. (1) SCOPE OF WRITTEN EXAMINATIONS. (a) The fundamentals examination requires an understanding of the physical and mathematical sciences involved in the fundamentals of engineering.

(b) The principles and practice examination requires the ability to apply engineering principles and judgment to problems in general engineering fields such as chemical, civil, electrical and mechanical fields.

(c) The barrier free design examination requires the applicant to demonstrate knowledge of relevant statutes, rules and regulations relating to the needs of people with physical disabilities.

(2) REQUIREMENTS FOR ENTRANCE TO EXAMINATIONS. (a) To be eligible to take the examination on fundamentals of engineering, the applicant shall:

1. Be of not less than senior standing in an accredited B.S. engineering program;
2. Have at least 4 years of engineering experience qualifying under s. A-E 4.03; or
3. Have a combination of engineering experience qualifying under s. A-E 4.03 and education qualifying under s. A-E 4.05 totalling at least 4 years.

(b) To be eligible to take the examination on the principles and practices of engineering, the applicant shall:

1. Have a B.S. degree from an accredited engineering program, and at least 4 years of engineering experience qualifying under s. A-E 4.03;
2. Have at least 8 years of engineering experience qualifying under s. A-E 4.03; or

3. Have a combination of engineering experience qualifying under s. A-E 4.03 and education qualifying under s. A-E 4.05 totalling at least 8 years.

(3) APPLICATION FOR EXAMINATION. An application for examination must be filed with the board no later than 90 days before the scheduled date for the examination. An applicant applying for reexamination shall file the application for reexamination no later than 45 days before the scheduled date for the next examination.

Note: An otherwise qualified applicant with a disability shall be proved with reasonable accommodations.

(4) EXAMINATION AND REFUND FEES. The fee for an engineer-in-training or professional engineer examination and requirements for refund of fees are specified in s. 440.05, Stats., and ch. RL 4.

(5) PLACE AND TIME OF EXAMINATIONS. The examinations shall be held at sites and on dates designated by the board.

(6) GRADING OF WRITTEN EXAMINATIONS. The passing scores set by the board represent the minimum competency required to protect public health and safety. Experience ratings may not be weighed as a part of the examinations.

(7) EXAMINATION REVIEW. (a) *One-year limitation.* An applicant for an engineer examination may review questions on any part of an examination failed by the applicant within one year from the date of the examination, as specified in s. 443.09 (6), Stats. An applicant may review the examination only once.

(b) *Review procedure.* Failing candidates shall be notified of the procedure to schedule a review of the appropriate examination parts. The applicant may take notes on the examination questions reviewed. No notes may be retained by the applicant following the review. The review may not take place within 30 days prior to a scheduled examination. If the section confirms the failing status following its review, the application shall be deemed incomplete, and the applicant may be reexamined.

(8) CHEATING. Any applicant for registration who receives aid or cheats in any other manner in connection with the examination shall be barred from completing the examination or shall not be given a passing grade, or both.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) (b), Register, May, 1990, No. 413, eff. 6-1-90; r. and recr. (2), Register, June, 1993, No. 450, eff. 10-1-93; am. (1) (b) and (c), Register, December, 1993, No. 456, eff. 1-1-94; am. (3), Register, August, 1995, No. 476, eff. 9-1-95; am. (7) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (7) (a), Register, October, 1996, No. 490, eff. 11-1-96; am. (1) (a), (3) and (6), cr. (8), Register, January, 1999, No. 517, eff. 2-1-99.

A-E 4.09 Application contents. An application shall include all of the following:

- (1) Transcripts or apprenticeship records verifying the applicant's education and training.
- (2) References from at least 5 individuals having personal knowledge of the applicant's experience in professional engineering, 3 of whom are registered professional engineers.
- (3) A chronological history of the applicant's employment.
- (4) Any additional data, exhibits or references showing the extent and quality of the applicant's experience that may be required by the professional engineer section.

History: Cr. Register, January, 1993, No. 445, eff. 2-1-93; am. Register, January, 1999, No. 517, eff. 2-1-99.

CHAPTER 443

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

443.01	Definitions.	443.10	Applications, certificates, rules and roster.
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Cross-reference: See definitions in s. 440.01.

443.01 Definitions. In this chapter, unless the context provides otherwise:

(1) "Architect" means a person who is legally qualified to practice architecture.

(2) "Engineer-in-training" means a person who is a graduate in an engineering curriculum of 4 years or more from a school or college approved by the examining board as of satisfactory standing, or a person who has had 4 years or more of experience in engineering work of a character satisfactory to the examining board; and who, in addition, has successfully passed the examination in the fundamental engineering subjects prior to the completion of the requisite years in engineering work, as provided in s. 443.05, and who has been granted a certificate of record by the examining board stating that the person has successfully passed this portion of the professional examinations.

(3) "Examining board" means the examining board of architects, landscape architects, professional engineers, designers and land surveyors.

(3g) "Landscape architect" means a person who practices landscape architecture.

(3r) "Landscape architecture" means the performance of a professional service involving conceptual land planning and conceptual design for integrated land development based on the analysis of environmental characteristics, operational requirements, land use or commensurate land values. "Landscape architecture" includes the investigation, selection or allocation of land or water resources for appropriate uses; the formulation of graphic or written criteria for a land planning or land construction program; the preparation, review or analysis of a master plan for land use or development; the production of a graphic land area, grading, drainage, irrigation, planting or land construction plan; and the planning of a road, bridge or other structure with respect to the aesthetic requirements of the area on which it will be constructed.

(4) "Land surveying" means any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts; the preparation of maps showing the layout of roads, streets and rights-of-way of same to give access to smaller tracts; and the preparation of official plats, or maps, of land in this state.

(5) "Practice of architecture" includes any professional service, such as consultation, investigation, evaluation, planning, architectural and structural design, or responsible supervision of construction, in connection with the construction of any private or public buildings, structures, projects, or the equipment thereof, or addition to or alterations thereof, in which the public welfare or

the safeguarding of life, health or property is concerned or involved.

(6) "Practice of professional engineering" includes any professional service requiring the application of engineering principles and data, in which the public welfare or the safeguarding of life, health or property is concerned and involved, such as consultation, investigation, evaluation, planning, design, or responsible supervision of construction, alteration, or operation, in connection with any public or private utilities, structures, projects, bridges, plants and buildings, machines, equipment, processes and works. A person offers to practice professional engineering if the person by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a professional engineer; or who through the use of some other title implies that he or she is a professional engineer; or who holds himself or herself out as able to practice professional engineering.

(7) "Professional engineer" means a person who by reason of his or her knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, is qualified to engage in engineering practice as defined in sub. (6).

(8) "Responsible supervision of construction" means a professional service, as distinguished from superintending of construction, and means the performance, or the supervision thereof, of reasonable and ordinary on-site observations to determine that the construction is in substantial compliance with the approved drawings, plans and specifications.

History: 1971 c. 42, 215, 307; 1975 c. 9, 39, 199, 200, 334, 421; 1977 c. 29, 125, 418; 1979 c. 34, 98; 1979 c. 162 s. 38 (7); 1979 c. 167; 1979 c. 221 s. 780; 1979 c. 355; 1983 a. 189 ss. 274, 329 (18); 1993 a. 463, 465, 491; 1997 a. 300.

Duties of county and other land surveyors and minimum standards for property surveys discussed. 69 Atty. Gen. 160.

443.02 Practice requirements and registration: general provisions. (1) Any person practicing or offering to practice architecture or professional engineering in this state shall comply with this chapter.

(2) No person may practice architecture or professional engineering in this state unless the person has been duly registered, is exempt under s. 443.14 or has in effect a permit under s. 443.10 (1) (d).

(3) No person may offer to practice architecture or professional engineering or use in connection with the person's name or otherwise assume, use or advertise any title or description tending to convey the impression that he or she is an architect or professional engineer or advertise to furnish architectural or professional engineering services unless the person has been duly registered or has in effect a permit under s. 443.10 (1) (d).

(4) (a) No person may practice land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a land surveyor unless the person has been issued a certificate of registration or granted a permit to practice under this chapter.

(5) No person may use the title "landscape architect" unless the person is registered as a landscape architect under this chapter, has in effect a permit under s. 443.10 (1) (d) or is exempt under s. 443.14.

History: 1971 c. 164 s. 88; 1971 c. 215; 1975 c. 39; 1977 c. 29, 418; 1979 c. 34, 167, 355; 1993 a. 463, 465; 1997 a. 300.

443.03 Registration requirements for architects.

(1) An applicant for registration as an architect shall submit satisfactory evidence to the examining board:

(a) That he or she has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics; and

(b) 1. A diploma of graduation, or a certificate, from an architectural school or college approved by the examining board as of satisfactory standing, together with at least 2 years' practical experience of a character satisfactory to the examining board in the design and construction of buildings; or

2. A specific record of 7 or more years of experience in architectural work of a character satisfactory to the examining board in the design and construction of buildings.

(2) Graduation in architecture from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to 5 years of experience, and the completion satisfactory to the examining board of each year of work in architecture in such school or college without graduation shall be considered equivalent to one year of experience. Graduation in a course other than architecture from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to not more than 4 years of experience.

History: 1979 c. 167.

443.035 Registration requirements for landscape architects. The examining board shall register as a landscape architect an individual who does all of the following:

(1) Submits to the department evidence satisfactory to the examining board of any of the following:

(a) That he or she has a bachelor's degree in landscape architecture, or a master's degree in landscape architecture, from a curriculum approved by the examining board and has at least 2 years of practical experience in landscape architecture of a character satisfactory to the examining board.

(b) That he or she has a specific record of at least 7 years of training and experience in the practice of landscape architecture including at least 2 years of courses in landscape architecture approved by the examining board, and 4 years of practical experience in landscape architecture of a character satisfactory to the examining board.

(2) Satisfies the applicable requirements under s. 443.09.

History: 1993 a. 465.

443.04 Registration requirements for professional engineers. (1) An applicant for registration as a professional engineer shall submit satisfactory evidence to the examining board of one of the following:

(a) A diploma of graduation, or a certificate, from an engineering school or college approved by the examining board as of satisfactory standing in an engineering course of not less than 4 years, together with an additional 4 years of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to be placed in responsible charge of such work; or

(b) A specific record of 8 or more years of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to be placed in responsible charge of such work; or

(c) A specific record by an applicant of 12 years or more of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to practice engineering.

(d) A diploma of graduation or a certificate from an engineering school or college approved by the examining board as of satisfactory standing in an engineering course of not less than 4 years, together with an additional 8 years of experience in engineering work of a character satisfactory to the examining board and indicating that the applicant is competent to practice engineering.

(2) Graduation in engineering from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to 4 years of experience, and the completion satisfactory to the examining board of each year of work in engineering in such school or college without graduation shall be considered as equivalent to one year of experience. Graduation in a course other than engineering from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to 2 years of experience. No applicant may receive credit for more than 4 years of experience under this subsection.

History: 1979 c. 167; 1983 a. 328.

Authority of examining board discussed. 70 Am. Gen. 156.

443.05 Certification of engineers-in-training. (1) An applicant for certification as an engineer-in-training shall submit satisfactory evidence to the examining board as follows:

(a) A diploma of graduation in engineering or a certificate in engineering from a school or college approved by the examining board as of satisfactory standing, or

(b) A specific record of 4 years or more of experience in engineering work of a character satisfactory to the examining board.

(2) Graduation in engineering from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to 4 years of experience and the completion satisfactory to the examining board of each year of work in engineering in such school or college without graduation shall be considered as equivalent to one year of experience. Graduation in a course other than engineering from a school or college approved by the examining board as of satisfactory standing shall be considered as equivalent to 2 years of experience. No applicant may receive credit for more than 4 years of experience under this subsection.

History: 1979 c. 167.

443.06 Registration requirements for land surveyors.

(1) REGISTRATION. APPLICATION. QUALIFYING EXPERIENCE (a) Application for registration as a land surveyor or a permit to practice shall be made to the section under oath, on forms provided by the department, which shall require the applicant to submit such information as the section deems necessary. The section may require applicants to pass written or oral examinations or both. Applicants who do not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, shall be entitled to be registered or issued a permit to practice as land surveyors when satisfactory evidence is submitted that the applicant has met one or more of the requirements of sub. (2).

(b) Each year, but not more than 4 years, of work or training completed in a curriculum in land surveying approved by the land surveyor section, or responsible charge of land surveying teaching may be considered as equivalent to one year of qualifying experience in land surveying work, and each year, but not more than 4 years completed in a curriculum other than land surveying approved by the land surveyor section, may be considered as equivalent to one-half year of qualifying experience.

(2) **REQUIREMENTS: CERTIFICATE OF REGISTRATION.** The section may grant a certificate of registration as a land surveyor to any person who has submitted to it an application, the required fees and one or more of the following:

(a) A record of completion of a course in land surveying of not less than 2 years' duration approved by the land surveyor section together with 2 years of practice in land surveying work of satisfactory character which indicates that the applicant is competent to be placed in responsible charge of such work, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section before July 1, 2000.

(am) Evidence satisfactory to the land surveyor section that he or she has received a bachelor's degree in a course in land surveying or a related field that has a duration of not less than 4 years and is approved by the land surveyor section, and that he or she has engaged in at least 2 years of land surveying practice of satisfactory character that indicates that the applicant is competent to practice land surveying, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section after June 30, 2000.

(b) A record of 6 years of practice in land surveying of satisfactory character, which indicates that the applicant is competent to be placed in responsible charge of such work, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section before July 1, 2000.

(bm) Evidence satisfactory to the land surveyor section that he or she has received an associate degree in a course in land surveying or a related field that has a duration of not less than 2 years and is approved by the land surveyor section, and that he or she has engaged in at least 4 years of land surveying practice of satisfactory character that indicates that the applicant is competent to practice land surveying, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section after June 30, 2000.

(c) A record of 20 years of practice in land surveying of satisfactory character, which indicates that the applicant is competent to be placed in responsible charge of such work, if the applicant is not less than 45 years of age and has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section before January 1, 1995.

(cm) Evidence satisfactory to the land surveyor section that he or she has engaged in at least 10 years of land surveying practice of satisfactory character that indicates that the applicant is competent to practice land surveying, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section after June 30, 2000.

(d) An unexpired certificate of registration as a land surveyor issued to the applicant by the proper authority in any state or territory or possession of the United States or in any other country whose requirements meet or exceed the requirement for registration in this subsection, if the applicant has passed an oral and written or written examination administered by the land surveyor section.

(e) A record of satisfactory completion of an apprenticeship training course in land surveying prescribed by the department of

workforce development, of satisfactory character which indicates that the applicant is competent to be placed in responsible charge of such work, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section before July 1, 2000.

(em) Evidence satisfactory to the land surveyor section that he or she has completed an apprenticeship training course in land surveying prescribed by the department of workforce development, and has engaged in a period of additional land surveying practice of satisfactory character that indicates that the applicant is competent to practice land surveying and that, when added to the period of the apprenticeship, totals at least 8 years of land surveying practice, if the applicant has passed an oral and written or written examination administered by the land surveyor section. This paragraph applies to actions of the land surveyor section on applications for land surveyors' certificates that are submitted to the land surveyor section after June 30, 2000.

(3) **PERMIT TO PRACTICE.** The examining board may grant a permit to practice land surveying during the time an application is pending to a person who is not registered in this state, if the person has submitted an application for registration as a land surveyor and paid the required fee and holds an unexpired certificate which in the opinion of the examining board meets the requirements of sub. (2). The permit shall be revocable by the section at its pleasure.

History: 1979 c. 167; 1981 c. 380; 1981 c. 391 s. 211; 1987 a. 27; 1993 a. 462; 1995 a. 27 s. 9130 (4); 1997 a. 3. 27.

443.07 Permit requirements: designers of engineering systems. (1) An applicant for a permit as a designer shall submit evidence satisfactory to the board indicating that he or she is competent to be in charge of such work as follows:

(a) A specific record of 8 years or more of experience in specialized engineering design work and the satisfactory completion of a written examination in the field or branch, as determined by the board, in which certification is sought; or

(b) A specific record of 12 years of experience by any person at least 35 years of age who was actively engaged in this state in the preparation of plans, specifications, designs and layouts in specific fields or branches as designated under sub. (3). Such a person may be granted a permit to offer and perform services in the designated field or branch.

(2) Completion of technological academic training or apprenticeship program approved by the board may be considered equivalent to experience, but should not exceed a total of 4 years. The successful completion of each year of academic work without graduation shall be equivalent to one year of experience. Graduation from a course other than engineering technology shall be equivalent to 2 years of experience under this subsection.

(3) Permits shall be granted, designated and limited to the fields and subfields of technology as are determined by the examining board and recognized in engineering design practice. Any person holding a permit may prepare plans and specifications and perform consultation, investigation and evaluation in connection with the making of plans and specifications, within the scope of the permit, notwithstanding that such activity constitutes the practice of architecture or professional engineering under this chapter.

(4) A master plumber's license under ch. 145 shall be considered equivalent to the work experience and satisfactory completion of a written examination in the field of plumbing systems, and the holder of a master plumber's license shall be issued a permit as a designer of plumbing systems upon the making of an application and the payment of the permit fee.

(5) The permit shall, on its face, restrict the holder thereof to the specific field and subfields of designing in which the permittee acquired his or her experience in designing. If qualified in more

than one type of designing, persons may receive permits for more than one field or subfield of designing as may be determined by the examining board.

(6) The renewal date and renewal fee for permits under this section are specified under s. 440.08 (2) (a).

History: 1979 c. 167; 1991 a. 39.

Although designer of plumbing systems permits must be issued to applicants who are licensed master plumbers, the examining board has wide discretion to establish design of engineering systems classifications in fields and subfields of technology recognized in engineering design practice and to determine the competence of applicants who hold restricted or temporary master plumber's licenses. 60 Arty. Gen. 37.

443.08 Registration requirement: firms, partnerships and corporations. (1) The practice of architecture or professional engineering pertaining to the internal operations of a firm, partnership or corporation may be performed by employes if the architectural or professional engineering services are performed by or under the direct supervision of architects or professional engineers registered under this chapter, or persons exempt from registration under s. 443.14. Registered or exempt architectural or professional engineering employes may provide architectural or professional engineering data with respect to the manufacture, sale and utilization of the products of the firm, partnership or corporation to other registered or exempt architects or professional engineers.

(2) The practice of or the offer to practice architecture, professional engineering or designing by individual architects, professional engineers or designers registered or granted a permit under this chapter, through a firm, partnership or corporation as principals, officers, employes or agents, is permitted subject to this chapter, if all personnel who practice or offer to practice in its behalf as architects, professional engineers or designers are registered or granted a permit under this chapter and if the firm, partnership or corporation has been issued a certificate of authorization under sub. (3).

(3) (a) A firm, partnership or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors, and all individuals in its employment registered or granted a permit to practice architecture, professional engineering or designing in this state who will be in responsible charge of architecture, professional engineering or designing being practiced in this state through the firm, partnership or corporation and other relevant information required by the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The examining board shall grant a certificate of authorization to a firm, partnership or corporation complying with this subsection upon payment of the fee specified in s. 440.05 (1). This subsection does not apply to firms, partnerships or corporations exempt under s. 443.14 (3) or (5).

(b) The renewal date and renewal fee for certificates of authorization under this section are specified under s. 440.08 (2) (a).

(4) (a) No firm, partnership or corporation may be relieved of responsibility for the conduct or acts of its agents, employes or officers by reason of its compliance with this chapter, nor may any individual practicing architecture, landscape architecture, professional engineering or designing be relieved of responsibility for architectural, landscape architectural, professional engineering or designing services performed by reason of his or her employment or relationship with the firm, partnership or corporation.

(b) All final drawings, specifications, plans, reports or other architectural, engineering or designing papers or documents involving the practice of architecture, professional engineering or designing, or landscape architectural papers or documents prepared by a landscape architect registered under this chapter, prepared for the use of a firm, partnership or corporation, for delivery by it to any person or for public record within the state shall be dated and bear the signature and seal of the architect, landscape

architect, professional engineer or designer who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under s. 443.14 (3), (4) or (5).

(5) No firm, partnership or corporation may engage in the practice of or offer to practice architecture, professional engineering or designing in this state, or use in connection with its name or otherwise assume, use or advertise any title or description tending to convey the impression that it is engaged in the practice of architecture, professional engineering or designing, nor may it advertise or offer to furnish an architectural, professional engineering or designing service, unless the firm, partnership or corporation has complied with this chapter.

(6) Any firm, partnership or corporation using the word "engineering" or any of its derivatives in its name prior to April 24, 1964, shall be permitted to continue to do so and shall be permitted to use such word in any new firm, partnership or corporation formed as a result of a reorganization of the firm, partnership or corporation, if the firm, partnership or corporation does not practice or offer to practice architecture, professional engineering or designing unless it complies with all other applicable provisions of this chapter.

History: 1979 c. 167; 1983 a. 129; 1987 a. 27; 1991 a. 39; 1993 a. 463, 465, 491; 1997 a. 300.

Whether use of "engineer" or "engineering" in business title violates this chapter depends on case-by-case analysis. 70 Arty. Gen. 131.

443.09 Examinations and experience requirements for architect, landscape architect and engineer applicants. (1) In considering the qualifications of an applicant as an architect, landscape architect or professional engineer, responsible charge of architectural, landscape architectural or engineering teaching may be construed as experience.

(2) Subject to ss. 111.321, 111.322 and 111.335, no person who has an arrest or conviction record is eligible for registration as an architect, a landscape architect or a professional engineer, or certification as an engineer-in-training.

(3) Written examinations shall be required of every applicant for certification as engineer-in-training.

(4) Written or written and oral examinations shall be required of every applicant for registration as an architect or a professional engineer except an applicant who satisfies s. 443.04 (1) (d). Except as provided in sub. (5), only one form of examination may be required for all applicants. The examination shall be reasonably related to the skills likely to be needed by an applicant practicing the profession at the time of examination and seek to determine the applicant's preparedness to exercise such skills. Failure to pass an examination under this section or under any order of the examining board shall not be a bar to registration under s. 443.04 (1) (d).

(4m) No person may be registered as a landscape architect under this chapter unless he or she passes a written examination or written and oral examinations conducted or approved by the examining board under sub. (5).

(5) Written or written and oral examinations shall be held at such time and place as the examining board determines. The scope of the examinations and the methods of procedure shall be prescribed by the examining board with special reference to the applicant's ability to design and supervise architectural, landscape architectural or engineering work, which shall promote the public welfare and ensure the safety of life, health and property. The architect and professional engineering examination or examinations shall include questions which require applicants to demonstrate knowledge of the design needs of people with physical disabilities and of the relevant statutes and codes. Such questions shall be developed by the examining board in consultation with the department of commerce. The examination for candidates under s. 443.04 (1) (c) shall be the principles and practice examination which requires the applicant to demonstrate the ability to apply engineering principles and judgment to problems in general engineering disciplines and to demonstrate knowledge of

the design needs of people with physical disabilities and the relevant statutes, rules and regulations. A candidate failing an examination may, upon application and payment of the required reexamination fee, be examined again by the examining board. No restrictions may be placed on the number of times an unsuccessful candidate may be reexamined, except that after failure of 3 reexaminations, the examining board may require a one-year waiting period before further reexamination.

(6) The examination papers of each applicant shall be retained by the examining board and shall be available to the applicant for review for a one-year period from the date of the examination. The applicant may make a written request, within the one-year period, for a review by the section, of all or of any part of the examination failed. The section shall review the examination, or any part of the examination within 90 days, following receipt of a written request, and shall furnish the applicant a written reply of the results of the review, including a statement of the reasons for a failing grade.

History: 1979 c. 167; 1981 c. 380; 1981 c. 391 s. 211; 1983 a. 328; 1993 a. 463, 465, 491; 1995 a. 27 ss. 6606, 9116 (5); 1997 a. 300.

443.10 Applications, certificates, rules and roster.

(1) **CERTIFICATE OF REGISTRATION OR RECORD; PERMIT; RECIPROCI- TY PROVISIONS.** (a) The examining board may, upon application and the payment of the required fee, grant a certificate of registration as an architect, as a landscape architect or as a professional engineer to any person who holds an unexpired certificate of similar registration issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the registration of architects, landscape architects or professional engineers are of a standard not lower than specified in this chapter.

(b) The examining board may, upon application and payment of the required fee, grant a certificate of registration as an architect, as a landscape architect or as a professional engineer to any person who holds an unrevoked card or certificate of national reciprocal registration, issued by any state, territory or possession of the United States or by any country, which is in conformity with the regulations of the national council of state board of architectural, or engineering examiners, or council of landscape architectural registration boards, and who complies with the regulations of the examining board, except as to qualifications and registration fee.

(c) The examining board may, upon application therefor, and the payment of the required fee, grant a certificate-of-record as engineer-in-training to any person who holds an unexpired certificate of similar certification issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the certification of engineers-in-training are of a standard not lower than specified in this chapter.

(d) The examining board may, upon application and payment of the required fee, grant a permit to practice or to offer to practice architecture or professional engineering or to use the title "landscape architect" to a person who is not a resident of and has no established place of business in this state, or who has recently become a resident of this state, if the person holds an unexpired certificate of similar registration issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the registration of architects, landscape architects or professional engineers are of a standard not lower than specified in this chapter.

(2) **APPLICATIONS FOR REGISTRATION, FEES, CONTENTS OF CERTI- FICATION, EXPIRATION.** (a) Applications for registration or for a certificate of record shall be on forms provided by the department and shall contain statements made under oath showing the applicant's education and detail summary of the applicant's technical work and not less than 5 references, of whom 3 or more shall have personal knowledge of the applicant's architectural, landscape architectural or engineering experience in the case of an applica-

tion for registration or of the applicant's technical education or engineering work in the case of an application for a certificate of record.

(b) The fees for examinations and licenses granted or renewed under this chapter are specified in ss. 440.05 and 440.08.

(c) The examining board shall grant a certificate of registration upon payment of the registration fee to any applicant who, in the opinion of the examining board, has satisfactorily met all the applicable requirements of this chapter. The certificate shall authorize the practice of architecture or professional engineering or the use of the title "landscape architect", as appropriate.

(d) The granting of a certificate of registration by the examin- ing board shall be evidence that the person named in the certificate is entitled to all the rights and privileges of a registered architect, a registered landscape architect or a registered professional engineer under the classification stated on the certificate, while the certificate remains unrevoked or unexpired.

(e) The renewal date and renewal fee for certificates of regis- tration for architects, landscape architects and professional engi- neers are specified under s. 440.08 (2) (a).

(f) The examining board shall grant a certificate of record as engineer-in-training to any applicant who, in the opinion of the examining board, has satisfactorily met all the requirements of this section pertaining to engineers-in-training.

(g) A certificate of record as engineer-in-training is evidence that the engineer-in-training to whom it is issued has successfully passed the portion of the examinations in the fundamental engi- neering subjects required of an applicant for registration as a professional engineer.

(h) Certificates of record as engineers-in-training shall expire on July 31st of the 10th year after their issuance unless extended by the examining board. An application for extension shall contain evidence satisfactory to the examining board that the appli- cant's professional experience has been delayed.

(3) **EMERGENCY RULES; LIMITATION.** The examining board may not adopt or change, by emergency rule, any requirement for the registration of or issuance of a permit to any applicant under this chapter.

(4) **ROSTER; RECORDS.** (a) A list, showing the names and addresses of all engineers-in-training certified by the examining board during the period from July 1 to June 30, shall be prepared each year by the examining board. The list shall be obtainable by purchase at cost.

(b) The examining board shall keep a record of its proceedings together with a record of all other information pertaining to its proceedings as may be deemed necessary by the board. The records of the examining board shall be prima facie evidence of the proceedings of the examining board set forth in the records, and a transcript thereof, duly certified by the secretary of the examining board under seal, shall be admissible in evidence with the same effect as if the original were produced.

(5) **FEES; RENEWALS.** The land surveyor's section shall grant a certificate of registration as a land surveyor to any applicant who has met the applicable requirements of this chapter. The renewal date and renewal fee for the certificate are specified under s. 440.08 (2) (a).

(6) **ROSTER.** A roster showing the names and mailing addresses of all registered surveyors shall be prepared annually by the secretary and made available for purchase at cost, and a copy shall be placed on file with the department of financial institu- tions.

History: 1979 c. 167 ss. 9, 10, 23, 24, 41, 42, 53; 1979 c. 221 s. 780; 1979 c. 355; 1981 c. 3; 1987 a. 27; 1991 a. 39; 1993 a. 463, 465, 491; 1995 a. 27; 1997 a. 27, 300.

Examining board of architects, professional engineers, designers and land surveyors lacks power to adopt rule prohibiting competitive bidding on projects by archi- tects, professional engineers, etc. 61 Aty. Gen. 369.

443.11 Disciplinary proceedings against architects, landscape architects and engineers. (1) The examining board may reprimand an architect, registered landscape architect

or professional engineer or limit, suspend or revoke the certificate of registration of any registrant, and the certificate of record of any engineer-in-training, who is found guilty of:

(a) Fraud or deceit in obtaining a certificate of registration or a certificate of record.

(b) Signing or impressing his or her seal or stamp upon documents not prepared by him or her or under his or her control or knowingly permitting his or her seal or stamp to be used by any other person.

(c) Knowingly aiding or abetting the unauthorized practice of architecture or professional engineering by persons not registered under this chapter.

(d) Any gross negligence, incompetency or misconduct in the practice of architecture as a registered architect, of landscape architecture as a registered landscape architect or of professional engineering as a registered professional engineer, or in the professional activity of a holder of a certificate of record as engineer-in-training.

(e) Any violation of the rules of professional conduct adopted and promulgated by the examining board.

(f) Conviction of a felony, subject to ss. 111.321, 111.322 and 111.335, or adjudication of mental incompetency by a court of competent jurisdiction, a certified copy of the record of conviction or adjudication of incompetency to be conclusive evidence of such conviction or incompetency.

(2) The examining board may reprimand a firm, partnership or corporation holding a certificate of authorization issued under this chapter or may limit, suspend or revoke such a certificate if any of the agents, employees or officers of the firm, partnership or corporation has committed any act or has been guilty of any conduct which would authorize a reprimand or a limitation, suspension or revocation of the certificate of registration of a registrant or the certificate of record of an engineer-in-training under this chapter, unless the firm, partnership or corporation submits evidence satisfactory to the examining board that the agent, employee or officer is not now practicing or offering to practice architecture or professional engineering in its behalf.

(3) Any person may make charges that any registrant, holder of a certificate of record as engineer-in-training or corporate holder of a certificate of authorization has committed an act for which a reprimand or limitation, suspension or revocation of registration is authorized under sub. (1). Such charges shall be in writing, shall be sworn to by the person making them and shall be submitted to the examining board. The examining board may, on its own motion, make such charges. All charges, unless dismissed by the examining board as unfounded or trivial, shall be heard by the appropriate section of the examining board, subject to the rules promulgated under s. 440.03 (1).

(4) If after a hearing under sub. (3), 3 members of a section of the examining board vote in favor of sustaining charges specified in sub. (3), the examining board shall reprimand or limit, suspend or revoke the certificate of registration of the registered architect, registered landscape architect or registered professional engineer, the certificate of record of the holder of a certificate as engineer-in-training, or the certificate of authorization of a firm, partnership or corporation.

(5) The action of the examining board shall be subject to review in the manner provided in ch. 227.

(6) The examining board, for reasons the appropriate section of the examining board considers sufficient, may reissue a certificate of registration or a certificate of record to any person, or a certificate of authorization to any firm, partnership or corporation, whose certificate has been revoked[,] except for a certificate revoked under s. 440.12, if 3 members of the section vote in favor of such reissuance. Subject to the rules of the examining board, the examining board may, upon payment of the required fee, issue a new certificate of registration, certificate of record or certificate

of authorization, to replace any certificate that is revoked, lost, destroyed or mutilated.

NOTE: Sub. (6) is shown as affected by two acts of the 1997 legislature and as merged by the revisor under s. 13.93 (2) (c). The bracketed comma is added for clarity. Corrective legislation is pending.

History: 1979 c. 167; 1981 c. 334 s. 25 (1); 1993 a. 463, 465, 491; 1997 a. 237, 300; s. 13.93 (2) (c).

Gross negligence, incompetency or misconduct as used in (13) (a) 4 [(1)] discussed. Failure of an engineer to properly design a roof truss would not show incompetency, but the board might find gross negligence. *Vivian v. Examining Board of Architects*, 61 W (2d) 627, 213 NW (2d) 359.

443.12 Disciplinary proceedings against land surveyors. (1) The section may reprimand or limit, suspend or revoke the certificate of registration of any land surveyor for the practice of any fraud or deceit in obtaining the certificate, or any gross negligence, incompetence or misconduct in the practice of land surveying.

(2) Charges of fraud, deceit, gross negligence, incompetence or misconduct may be made against any surveyor by the section or any person. Such charges may be made on information and belief, but shall be in writing, stating the specific acts, be signed by the complainant and be submitted to the examining board. All charges shall be heard according to the rules promulgated under s. 440.03 (1).

(3) If after a hearing 3 members vote in favor of reprimand or limiting, suspending or revoking the certificate of registration of a land surveyor, the section shall notify the surveyor to that effect. The surveyor shall return the certificate to the examining board immediately on receipt of notice of a revocation. The action of the section may be reviewed under ch. 227.

(4) The section, for reasons it deems sufficient, may reinstate a certificate of registration that has been revoked, if 3 members vote in favor of such reinstatement. This subsection does not apply to a certificate of registration that is revoked under s. 440.12.

History: 1979 c. 167, 357; 1997 a. 237.

443.13 Disciplinary proceedings against designers of engineering systems. The examining board may limit, suspend or revoke a permit or reprimand the permittee if the permittee is guilty of fraud or deceit in obtaining the permit, gross negligence, incompetency or misconduct in practice, signing documents not prepared by the permittee or under the permittee's control, knowingly aiding or abetting unauthorized designing of engineering systems as stated in s. 443.07 (3) by persons not granted permits under this chapter or conviction of a felony, subject to ss. 111.321, 111.322 and 111.335, or adjudication of mental incompetency by a court of competent jurisdiction. If, after a hearing conducted under the rules promulgated under s. 440.03 (1) before the designers' section of the examining board, two-thirds of the members of the section vote in favor of sustaining the charges, the examining board shall reprimand the permittee or limit, suspend or revoke the permit. The action of the examining board is subject to review under ch. 227.

History: 1979 c. 167; 1981 c. 334 s. 25 (1).

443.14 Exempt persons. The following persons, while practicing within the scope of their respective exemptions, shall be exempt from this chapter:

(1) An employe of a person holding a certificate of registration in this state who is engaged in the practice of architecture or professional engineering and an employe of a person temporarily exempted from registration, if the practice does not include responsible charge of architecture or professional engineering practice.

(2) Officers and employes of the federal government while engaged within this state in the practice of architecture, landscape architecture or professional engineering for the federal government.

(3) A public service company and its regular employes acting in its behalf where the professional engineering services rendered are in connection with its facilities which are subject to regulation, supervision and control by a commission of this state or of the federal government.

(4) Any person who practices architecture or professional engineering, exclusively as a regular employe of a private company or corporation, by rendering to the company or corporation architectural or professional engineering services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one architect or professional engineer who is registered under this chapter in responsible charge of the company's or corporation's architectural or professional engineering work in this state.

(5) A person engaged in the manufacture of a product or unit, including laboratory research affiliates of the person, where the services performed are the design, assembly, manufacture, sale or installation of that product or unit. "Product or unit" does not include any building.

(6) Notwithstanding any other provision of this chapter, contractors, subcontractors or construction material or equipment suppliers are not required to register under this chapter to perform or undertake those activities which historically and customarily have been performed by them in their respective trades and specialties, including, but not limited to, the preparation and use of drawings, specifications or layouts within a construction firm or in construction operations, superintending of construction, installation and alteration of equipment, cost estimating, consultation with architects, professional engineers or owners concerning materials, equipment, methods and techniques, and investigations or consultation with respect to construction sites, provided all such activities are performed solely with respect to the performance of their work on buildings or with respect to supplies or materials furnished by them for buildings or structures or their appurtenances which are, or which are to be, erected, enlarged or materially altered in accordance with plans and specifications prepared by architects or professional engineers, or by persons exempt under subs. (1) to (5) while practicing within the scope of their exemption.

(7) This chapter does not require manufacturers or their material or equipment suppliers to register under this chapter in order to enable them to perform engineering in the design, assembly, manufacture, sale or installation of their respective products.

(8) The following persons doing surveying work are exempt from the provisions of this chapter:

(a) An employe of a land surveyor registered in this state or authorized to practice under a permit, while working under the supervision of the employer. Such exempt employe shall not be in responsible charge of land surveying.

(b) Officers and employes of the federal government while engaged in land surveying for the federal government.

(c) Employes of this state while engaged in land surveying for the state.

(d) Employes of public utilities regulated by the public service commission in land surveying for such utilities.

(9) A license shall not be required for an owner to survey his or her own land for purposes other than for sale.

(10) Any person employed by a county or this state who is engaged in the planning, design, installation or regulation of land and water conservation activities under ch. 92 or s. 281.65 and who is certified under s. 92.18.

(11) Any land surveyor registered under s. 443.06 who is engaged in the planning, design, installation or regulation of land and water conservation activities under ch. 92 or s. 281.65.

(12m) A well driller, as defined in s. 280.01 (7), who is engaged in well drilling, as defined in s. 280.01 (8).

(13) A professional engineer who, while engaged in the practice of professional engineering in accordance with this chapter,

collects, investigates, interprets or evaluates data relating to soil, rock, groundwater, surface water, gases or other earth conditions, or uses that data for analysis, consultation, planning, design or construction.

(14) A person who, while engaged in the practice of professional geology, hydrology or soil science as defined in s. 470.01 (2), (3) or (4), practices professional engineering, if the acts that involve the practice of professional engineering are also part of the practice of professional geology, hydrology or soil science.

History: 1979 c. 167 ss. 5, 21, 40, 48; 1979 c. 355; 1983 a. 189 s. 329 (18); 1991 a. 309; 1993 a. 463, 465, 491; 1995 a. 227; 1997 a. 27, 300.

443.15 Exempt buildings. (1) Nothing in this chapter prevents any person from advertising and performing services, including consultation, investigation, evaluation, in connection with and making plans and specifications for, or supervising the erection, enlargement or alterations of any of the following buildings:

(a) Dwellings for single families, and outbuildings in connection with single-family dwellings, including, but not limited to, barns and private garages.

(b) Apartment buildings used exclusively as the residence of not more than 2 families.

(c) Buildings used exclusively for agricultural purposes.

(d) Temporary buildings or sheds used exclusively for construction purposes, not exceeding 2 stories in height, and not used for living quarters.

(2) Nothing in this chapter prevents any person, firm or corporation from making plans and specifications for or supervising the erection, enlargement or alteration of any new building containing less than 50,000 cubic feet total volume or addition to a building which by reason of such addition results in a building containing less than 50,000 cubic feet total volume or structural alteration to a building containing less than 50,000 cubic feet total volume. Nothing in this chapter prevents any person, firm or corporation from making repairs or interior alterations to buildings which do not affect health or safety.

(3) Any multiple family building having a common roof and party walls shall be deemed a single building for purposes of this section.

(4) This section does not apply to inspection and service work done by employes of insurance rating bureaus, insurance service bureaus, insurance companies or insurance agents.

History: 1979 c. 167.

443.16 Change of name. No person may practice architecture or professional engineering in this state, and no person who is registered as a landscape architect under this chapter may practice landscape architecture in this state, under any other given name or any other surname than that under which the person was originally licensed or registered to practice in this or any other state, in any instance in which the examining board, after a hearing, finds that practicing under the changed name operates to unfairly compete with another practitioner or to mislead the public as to identity or to otherwise result in detriment to the profession or the public. This section does not apply to a change of name resulting from marriage or divorce.

History: 1979 c. 98 s. 1; 1979 c. 167 s. 20; 1979 c. 337 s. 15; 1979 c. 355; 1993 a. 463, 465, 491; 1997 a. 300.

443.17 Seal or stamp; aiding unauthorized practice. No person who is registered under this chapter to practice architecture, landscape architecture or professional engineering may impress his or her seal or stamp upon documents which have not been prepared by the person or under his or her direction and control, knowingly permit his or her seal or stamp to be used by any other person or in any other manner knowingly aid or abet the unauthorized practice of architecture or professional engineering or the unauthorized use of the title "landscape architect" by persons not authorized under this chapter.

History: 1979 c. 167; 1993 a. 463, 465, 491; 1997 a. 300.

443.18 Penalties; law enforcement. (1) (a) Any person who practices or offers to practice architecture or professional engineering in this state, or who uses the term "architect" or "professional engineer" as part of the person's business name or title, except as provided in s. 443.08 (6), or in any way represents himself or herself as an architect or a professional engineer unless the person is registered or exempted in accordance with this chapter, or unless the person is the holder of an unexpired permit issued under s. 443.10 (1) (d), or any individual who uses the title "landscape architect" in this state unless the person is registered or exempted in accordance with this chapter, or any person presenting or attempting to use as his or her own the certificate of registration of another, or any person who gives any false or forged evidence of any kind to the examining board or to any member of the examining board in obtaining a certificate of registration, or any person who falsely impersonates any other registrant of like or different name, or any person who attempts to use an expired or revoked certificate of registration, or violates any of the provisions of this section, may be fined not less than \$100 nor more than \$500 or imprisoned for not more than 3 months or both.

(b) All duly constituted officers of the law of this state or any political subdivision shall enforce this chapter and prosecute any persons violating this chapter.

(2) (a) *Injunction.* If it appears upon complaint to the examining board by any person, or is known to the examining board that any person who is neither registered nor exempt under this chapter nor the holder of an unexpired permit under s. 443.10 (1) (d) is practicing or offering to practice, or is about to practice or to offer to practice, architecture or professional engineering in this state, or is using the title "landscape architect" in this state, the examining board or the attorney general or the district attorney of the proper county may investigate and may, in addition to any other remedies, bring action in the name and on behalf of this state against any such person to enjoin the person from practicing or offering to practice architecture or professional engineering or from using the title "landscape architect".

(b) *Injunction.* If it appears upon complaint or is known to the section that any person who is not authorized is practicing or offering to practice land surveying in this state, the section, the department of justice or the district attorney of the proper county may, in addition to other remedies, bring action in the name and on behalf of the state to enjoin the person from practicing or offering to practice land surveying.

(3) **PENALTIES: LAW ENFORCEMENT.** Any person who violates this chapter shall be fined not more than \$500 or imprisoned not more than 3 months or both.

History: 1979 c. 167 ss. 27, 28, 45, 46; 1981 c. 20; 1993 a. 463, 465, 491; 1997 a. 300.

Department of Regulation & Licensing

State of Wisconsin

(608) 266-2112

TTY# (608) 267-2416, hearing or speech
TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@mail.state.wi.us

FAX #: (608) 267-0644

NOTICES

TIME FOR REVIEW AND DETERMINATION OF CREDENTIAL APPLICATIONS

Section RL 4.06 of the Wisconsin Administrative Code provides a time period for reviewing an application by the licensing authority. Generally, under this rule, an authority shall make a determination on an original application for a credential within 60 business days after a completed application is received. An application is completed when all materials necessary to make a determination on the application and all materials requested by the licensing authority have been received.

PROCEDURES ON APPLICATION DENIAL

An applicant who receives a notice of denial may request a hearing to challenge the denial by filing a request with the appropriate board or the department within 45 days after the mailing of the notice of denial. The request must contain the applicant's name and address, the type of license sought, the reasons why a hearing is requested and a description of the mistake the applicant believes was made, if the applicant claims that the denial was based on a mistake of fact or law. Procedures for conducting a denial proceeding are specified in ch. RL 1 of the Wisconsin Administrative Code. A copy of ch. RL 1 may be obtained from the department and is available at some public libraries.

PERSONALLY IDENTIFIABLE INFORMATION

Information collected on an application form will be used to determine eligibility for a credential or examination. Information collected on a complaint form will be used to assist in determining compliance with professional standards. It is not likely that information collected by these forms will be used by the department for other purposes.

Credential holders may use a business address as a mailing address for department mail. A change of address must be reported to the department within 30 days.

Information collected by these forms may be made available to others under Wisconsin laws governing inspection of public records. Credentialing is a public process with a goal of identifying those competent to protect the public. Names and addresses provided on an examination scheduling application, applicant pass/fail status on the examination, and the name and address on a credential record may be provided to others who request it.

AMERICANS WITH DISABILITIES ACT

The Department complies with the Americans With Disabilities Act of 1990. The Department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to department programs.

Communications: Individuals who need auxiliary aids for effective communication in programs and services may make their needs and preferences known by calling the Department's ADA Coordinator at (608) 267-1815 or TTY at (608) 267-2416.

Examinations: Individuals may request special accommodations for examinations by completing a Disability Accommodation Request Form available from the Office of Examinations at (608) 266-2852.

Complaints: Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 267-1815 or TTY at (608) 267-2416.

#1988 (Rev. 7/98)

ss. 15.04 (1) (m), 19.35, Stats.

Department of Regulation & Licensing

State of Wisconsin

(608) 267-1812

TTY# (608) 267-2416 - hearing or speech

TRS# 1-800-947-3529 - impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@mail.state.wi.us

FAX #: (608) 267-1803

Website: http://www.state.wi.us

OFFICE OF CENTRAL SERVICES

LIST PROCESSING SECTION

ORDER FORM FOR LISTS

Information requested is required for processing.

Name, Firm & Address of Requester: (Where order is to be sent)

Person Responsible For Payment: (Where invoice is to be sent)

Print Name:	_____
St. Address:	_____
City, State, Zip:	_____
Telephone #:	_____
Signature:	_____

NOTE: On the basis of this signed order form, your order will be processed and you are responsible for payment of the charges. Please review the instructions (Form #1142) carefully before submitting your order form. Thank you!

SPECIFY ORDER BELOW (See "CHECK LIST FOR ORDERING" on page 2 of Form #1142)

- 1) **CREDENTIAL TYPE(s):** _____
SPECIALTY CODE(s) (if applicable): _____

***IF YOU JUST WANT NEWLY ASSIGNED CREDENTIAL HOLDERS:** (Call specific board for the newly assigned license numbers and/or grant dates. \$10.00 fee per reg. type.)

License No. Starting # Ending #
 Grant Date(s)

2) **SELECT FORMAT:**

Computer Printouts:	3.5" ASCII Diskettes:	E-Mail:	OPERATING SYSTEM YOU ARE USING: (Disk & E-Mail Use Only)
<input type="checkbox"/> Paper List (For WI State Agency & WI State University Use Only) <input type="checkbox"/> Pressure Sensitive 3-Up Labels:	<input type="checkbox"/> Comma Delimited (xxx,nnn) <input type="checkbox"/> Comma Delimited with Quotes ("xxx", "nnn") <input type="checkbox"/> Flat File (xxxxnn)	<input type="checkbox"/> Comma Delimited (xxx,nnn) <input type="checkbox"/> Comma Delimited with Quotes ("xxx", "nnn") <input type="checkbox"/> Flat File (xxxxnn) E-Mail address = _____	<input type="checkbox"/> Windows 95 <input type="checkbox"/> Windows 98 <input type="checkbox"/> Windows NT <input type="checkbox"/> Windows 3.1 <input type="checkbox"/> Other _____

- 3) **SORT ORDER:** _____ Alpha _____ Zip Code _____
- 4) **STATUS OF CREDENTIAL** _____ Active _____ Active and Expired
- 5) **RESIDENCE** _____ Wisconsin Only _____ Wisconsin and Out of State

6) **LIST OF PARTIAL ZIP CODES:** _____

FOR OFFICE USE ONLY

INITIAL CHARGE: _____ x \$13.40 EACH = _____
 (# of Credential Types)

INITIAL CHARGE: _____ x \$10.00 EACH = _____
 *(Newly Licensed) (# of Credential Types)

LIST CHARGE: _____

FAX CHARGE: _____

DISK/TAPE CHARGE: _____

ORDER NO.: _____ **TOTAL:** _____

DATE ORDERED: _____ **LESS AMT PAID:** _____

DATE MAILED: _____ **TOTAL AMT DUE:** _____

For Receiving Use Only

Department of Regulation & Licensing

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OFFICE OF CENTRAL SERVICES

INSTRUCTIONS FOR ORDERING COMPUTER REPORTS

INFORMATION AVAILABLE:

LISTS:

A computer printout containing names, addresses, license numbers, specialty codes, gender, ethnic, status, dates granted and latest renewal dates for all credential types the department handles. Lists may be ordered in zip code or alphabetical order. An order may include credential holders with Wisconsin addresses and/or credential holders residing out of state.

MAILING LABELS:

Pressure sensitive (self-stick) mailing labels are available TO WISCONSIN STATE AGENCIES and WISCONSIN STATE UNIVERSITIES ONLY. Labels are available in pressure sensitive, 3-UP FORMAT only.

COMPUTER DISKETTES:

Listings can be provided on diskettes. Diskettes will be 3½" floppy disks, ASCII format, comma delimited. Information provided on the disk is the same information as on a "list" but without print formatting. The data may be in flat file form (xxxxnnn), comma delimited (xxx,nnn), or comma delimited with quotes ("xxx","nnn"). A README.TXT file is included on the disk with a record layout. One diskette has room for about (1,400 kb).

PARTIAL ZIP CODE LIST:

There are no restrictions when ordering partial zip code lists, but standard charges apply when ordering:

- 1) A maximum of three individual zip codes, OR
- 2) Three ranges of zip codes, OR
- 3) One individual zip code plus one range

EXAMPLES: (Using Madison Zip Codes)

Three individual zip codes: 53701, 53703, 53705 (only three specified zip codes are included on the order).

Three ranges of zip codes: 53701 to 53702; 53708 to 53710; 53714 to 53725; (Zip codes 53701, 53702, 53708, 53709, 53710, 53714, 53715, 53716, 53717, 53718, 53719, 53720, 53721, 53722, 53723, 53724, and 53725 are included on the order).

One zip code plus one range: 53701; 53714 to 53718 (Zip codes 53701, 53714, 53715, 53716, 53717, and 53718 are included on the order).

There is an additional \$1.00 charge for each extra zip code or zip code range over three.

State of Wisconsin Department of Regulation & Licensing

CHECK LIST FOR ORDERING:

To avoid delays and errors in your order, please include the following information on the order form:

- Your "Ship to" Address: Many of the orders are sent via UPS - please provide a street address for delivery rather than a P.O. Box
- 1) Credential Type: List exact credential type description and code # (*see attached table*)
Specialty Codes: List specialty codes
- 2) Select Format of Output: Printout, Disk, E-mail or 3-Up labels (*labels for Wisconsin state agencies and Wisconsin state universities only*)
- 3) Sort Order of Output: Alphabetical or Zip Code
- 4) Status of Credential Holders: 1) Active credential holders
2) Active and Expired credential holders
- 5) Residence 1) Credential holders with Wisconsin addresses only
2) Wisconsin and out of state addresses
3) Partial listing of zip codes - include zip codes or ranges
- 6) List of Partial Zip Codes: 1) For partial listing of zip codes - include separate zip codes and/or zip code ranges

* * * * *

CURRENT CHARGES:

USING THE FORMULA BELOW, WE HAVE COMPUTED THE APPROXIMATE PRICE OF EACH LIST.

- \$13.40 Initial fee for each credential type and each format.
+\$3.90 For each 1,000 names (rounded up to the next thousand).

ADDITIONAL CHARGES:

- \$5.00 Disk charge due to additional processing time. *Please do not send your own disk, we will not be able to use it.*
- \$5.00 FAX charge if ordering information was FAXed from us to you.

NOTE: Since we license new credential holders continuously, charges are subject to change without notice. A copy of your completed order form will be sent along with your order. You can send payment when you receive your order or a billing invoice will follow in approximately one month.

If you have questions, please contact us at the above address or telephone number at the top of these instructions.

CREDENTIAL TYPE TABLE
APPROXIMATE NUMBER OF CREDENTIAL HOLDERS
1/12/99

<u>REG CODE</u>	<u>CREDENTIAL TYPES</u>	<u>ACTIVE IN-STATE</u>	<u>APPROX COST</u>	<u>ACTIVE IN & OUT</u>	<u>APPROX TOTAL COST</u>
003	ACCOUNTING FIRM	351	17.30	399	17.30
055	ACUPUNCTURIST	96	17.30	185	17.30
086	AESTHETICIAN	215	17.30	238	17.30
069	AESTHETICS ESTABLISHMENT	54	17.30	58	17.30
072	AESTHETICS INSTRUCTOR	8	17.30	8	17.30
051	ANIMAL TECHNICIAN	657	17.30	721	17.30
005	ARCHITECT	1497	21.20	4336	32.90
036	ART THERAPIST	1	17.30	1	17.30
156	AUDIOLOGIST	249	17.30	279	17.30
052	AUCTIONEER	907	17.30	1144	21.20
053	AUCTION CO.	125	17.30	174	17.30
082	BARBER/COSMETOLOGISTS	17788	83.60	19600	91.40
080	B/C ESTABLISHMENT	6990	40.70	7100	44.60
083	B/C INSTRUCTOR	440	17.30	486	17.30
081	B/C MANAGER	14625	75.80	15537	75.80
087	B/C SCHOOL	17	17.30	17	17.30
095	CEMETERY AUTHORITY	70	17.30	70	17.30
102	CEMETERY AUTHORITY-RELIGIOUS	269	17.30	263	17.30
101	CEMETERY PRENEED SELLER	256	17.30	257	17.30
096	CEMETERY SALESPERSON	251	17.30	253	17.30
011	CERT. OF AUTHORIZATION	638	17.30	934	17.30
029	CERTIFIED DIETITIAN	1256	21.20	1211	21.20
010	CERTIFIED GENERAL APPRAISER	469	17.30	622	17.30
001	CERTIFIED PUBLIC ACCOUNTANT	8777	48.50	10574	56.30
009	CERTIFIED RESIDENTIAL APPRAISER	819	17.30	899	17.30
—	CHARITABLE ORGANIZATIONS	—	27.00	4549	32.90
012	CHIROPRACTOR	1400	21.20	1885	21.20
037	DANCE THERAPIST	3	17.30	3	17.30
016	DENTAL HYGIENIST	3400	29.00	4126	29.00
015	DENTIST	3362	29.00	4604	32.90
007	DESIGNER	904	17.30	978	17.30
045	DIST OF PRESCRIPTION DRUGS	158	17.30	478	17.30
044	DRUG MANUFACTURERS PERMIT	28	17.30	38	17.30
084	ELECTROLOGIST	300	17.30	362	17.30
070	ELECTROLOGY ESTABLISHMENT	193	17.30	189	17.30
073	ELEC. INSTRUCTOR	6	17.30	6	17.30
076	FUN. DIR. CERT IN GOOD STANDING	65	17.30	116	17.30
077	FUNERAL DIRECTOR	1120	21.20	1244	21.20
079	FUN. DIR. EMBALMING ONLY	0	00.00	0	00.00
075	FUN. DIR. EXCLUDING EMBALMING	10	17.30	10	17.30
078	FUNERAL ESTABLISHMENT	635	17.30	635	17.30
106	HOME INSPECTORS	195	17.30	206	17.30
060	HEARING INSTRUMENT SPECIALIST	405	17.30	435	17.30
109	INTERIOR DESIGNER	350	17.30	358	17.30
008	LAND SURVEYOR	1011	21.20	1469	21.20
014	LANDSCAPE ARCHITECT	290	17.30	370	17.30
004	LICENSED APPRAISER	665	17.30	750	17.30
031	LICENSED PRACTICAL NURSE	14663	71.90	16104	79.70
071	MANICURING ESTABLISHMENT	720	17.30	720	17.30
074	MANICURING INSTRUCTOR	17	17.30	17	17.30
085	MANICURIST	2230	25.10	2540	25.10

<u>REG CODE</u>	<u>CREDENTIAL TYPES</u>	<u>ACTIVE IN-STATE</u>	<u>APPROX COST</u>	<u>ACTIVE IN & OUT</u>	<u>APPROX TOTAL COST</u>
046	MASSAGE THERAPISTS AND BODY WORKERS (Renewable)	362	17.30	364	17.30
047	MASSAGE THERAPISTS AND BODY WORKERS(3-year non-renewable)	50	17.30	52	17.30
020	MEDICINE AND SURGERY (MD)	11922	60.20	18076	87.50
021	MEDICINE AND SURGERY (DO)	425	17.30	689	17.30
038	MUSIC THERAPIST	24	17.30	24	17.30
032	NURSE-MIDWIFE	77	17.30	94	17.30
033	NURSE PRESCRIBER	1133	21.20	1251	21.20
065	NURSING HOME ADMINISTRATOR	878	17.30	1033	21.20
026	OCCUPATIONAL THERAPIST	2417	25.10	2786	25.10
027	OCCUPATIONAL THERAPY ASST.	1107	21.20	1253	21.20
035	OPTOMETRIST	731	17.30	1200	21.20
040	PHARMACIST	4228	32.90	5616	36.80
042	PHARMACY	1160	21.20	1155	21.20
024	PHYSICAL THERAPIST	2945	25.10	4193	32.90
023	PHYSICIAN ASST.	682	17.30	787	17.30
025	PODIATRIST	228	17.30	378	17.30
058	PRIV. PRAC. SCHOOL PSYCHOLOGY	148	17.30	153	17.30
063	PRIVATE DETECTIVE	680	17.30	900	17.30
062	PRIVATE DETECTIVE AGENCY	475	17.30	627	17.30
006	PROFESSIONAL ENGINEER	8850	52.40	17844	83.60
100	PROFESSIONAL FUND RAISER	30	17.30	80	17.30
013	PROFESSIONAL GEOLOGIST	450	17.30	1009	21.20
057	PSYCHOLOGIST	1145	21.20	1414	17.30
090	REAL ESTATE BROKER	15087	75.80	16062	79.70
091	REAL ESTATE BUSINESS ENTITY	1950	21.20	2082	25.10
094	REAL ESTATE SALESPERSON	10350	56.30	11274	60.20
030	REGISTERED NURSE	55534	231.80	64362	266.90
028	RESPIRATORY CARE PRACTITIONER	1950	21.20	2221	25.10
059	SCHOOL OF AESTHETICS	2	00.00	2	00.00
088	SCHOOL OF ELECTROLOGY	3	00.00	3	00.00
089	SCHOOL OF MANICURING	4	00.00	4	00.00
120	SOCIAL WORKER	5909	36.80	6262	40.70
121	SOCIAL WORKER - INDEPENDENT	1073	21.20	1188	21.20
122	SOC. WORKER - ADVANCED PRAC.	695	17.30	729	17.30
123	SOC. WORKER - INDEPEN. CLINICAL	3856	29.00	4194	32.90
124	MARRIAGE & FAMILY THERAPIST	455	17.30	512	17.30
125	PROFESSIONAL COUNSELOR	2141	25.10	2310	25.10
126	PROFESSIONAL COUNSELOR TRAINEE	142	17.30	154	17.30
154	SPEECH LANGUAGE PATHOLOGIST	1495	21.20	1714	21.20
108	SECURITY GUARDS	4895	32.90	5879	36.80
093	TIMESHARE SALESPERSON	210	17.30	230	17.30
050	VETERINARIAN	2001	25.10	3120	29.00

**SUMMARY OF TYPES OF ENTITIES THAT PURCHASE LIST ORDERS
1/99 THROUGH 8/99**

<u>Type</u>	<u>Lists</u>	<u>Disks</u>	<u>Labels</u>
Wisconsin State Government Agencies	22	5	12
Other State Government Agencies	-	-	-
Regulation and Licensing Staff	3	-	6
Wisconsin Universities/Wisconsin Higher Education Schools	6	17	7
Miscellaneous Schools	13	22	3
Temporary Services/Mail Order Agencies	3	3	-
Financial Institutions	8	3	-
Barber/Cosmetology Establishments	57	44	1
Private Security Companies/Associations	9	6	-
Newspapers	2	4	-
Health Insurance Companies	6	1	-
Health Associations	144	163	1
Hospitals/Clinics	33	26	-
Business Associations	2	-	-
Business Insurance Companies	2	-	-
Veterinary	3	-	-
Pharmacies	11	15	-
Private Individuals	68	33	-
Miscellaneous	77	66	-