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(FORM UPDATED: 08/11/2010)

# WISCONSIN STATE LEGISLATURE ... PUBLIC HEARING - COMMITTEE RECORDS

## 2009-10

(session year)

### Joint

(Assembly, Senate or Joint)

## Committee for Review of Administrative Rules ...

### COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

### INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)  
(**ab** = Assembly Bill)                      (**ar** = Assembly Resolution)                      (**ajr** = Assembly Joint Resolution)  
(**sb** = Senate Bill)                              (**sr** = Senate Resolution)                              (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

\* Contents organized for archiving by: Stefanie Rose (LRB) (June 2012)

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

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**IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : EXAMINING BOARD OF ARCHITECTS,  
EXAMINING BOARD OF ARCHITECTS, : LANDSCAPE ARCHITECTS,  
LANDSCAPE ARCHITECTS, : PROFESSIONAL ENGINEERS,  
PROFESSIONAL ENGINEERS, : DESIGNERS AND LAND SURVEYORS  
DESIGNERS AND LAND SURVEYORS : ADOPTING RULES  
: (CLEARINGHOUSE RULE 09-080)**

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TO: Senator Jim Holperin, Senate Co-Chairperson  
Joint Committee for the Review of Administrative Rules  
Room 409 South, State Capitol  
Madison, Wisconsin 53702

PLEASE TAKE NOTICE that the EXAMINING BOARD OF ARCHITECTS,  
LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND  
SURVEYORS is submitting in final draft form rules relating to continuing education for  
architects.

Please stamp or sign a copy of this letter to acknowledge receipt. If you have any  
questions concerning the final draft form or desire additional information, please contact Pamela  
Haack at 266-0495.

Thank you.

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

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**IN THE MATTER OF RULE-MAKING** :  
**PROCEEDINGS BEFORE THE** : **REPORT TO THE LEGISLATURE**  
**EXAMINING BOARD OF ARCHITECTS,** : **ON CLEARINGHOUSE RULE 09-080**  
**LANDSCAPE ARCHITECTS,** : **(s. 227.19 (3), Stats.**  
**PROFESSIONAL ENGINEERS,** :  
**DESIGNERS AND LAND SURVEYORS** ;

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**I. THE PROPOSED RULE:**

The proposed rule, including the analysis and text, is attached.

**II. REFERENCE TO APPLICABLE FORMS:**

No new or revised forms are required by these rules.

**III. FISCAL ESTIMATES:**

The department estimates that the proposed rule will require staff time in the Office of Exams. The total one-time salary and fringe costs are estimated at \$7,680. The total on-going salary and fringe costs are estimated at \$12,800. The department finds that this rule has no significant fiscal effect on the private sector.

**IV. DETAILED STATEMENT EXPLAINING THE BASIS AND PURPOSE OF THE PROPOSED RULE, INCLUDING HOW THE PROPOSED RULE ADVANCES RELEVANT STATUTORY GOALS OR PURPOSES:**

This proposed rule-making order creates continuing education requirements for renewal of a credential for architects within the jurisdiction of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors as permitted by s. 443.015, Stats., as created by 2007 Wisconsin Act 47.

**V. NOTICE OF PUBLIC HEARING:**

A public hearing was held on October 13, 2009.

The following individuals appeared and spoke in support of the proposed rules:

William Babcock, Wisconsin Society of Architects, Madison, WI.  
Douglas Gallus, Association of Licensed Architects, Milwaukee, WI.

There were no other appearances and no written comments were received.

## **VI. RESPONSE TO LEGISLATIVE COUNCIL STAFF RECOMMENDATIONS:**

Comment 5.b. In s. A-E 12.02 (2), the second sentence is substantive and should be moved out of the definitions section.

Response: The second sentence of s. A-E 12.02 (2) was moved to s. A-E 12.07 (intro.).

Comment 5.c. The meaning of s. A-E 12.03 (1) (b) is unclear. Who is required to comply with par. (b), the registrant or program provider? If it is directed towards the registrant, is the person required to complete professional development hours in each of the three categories every biennium? Is there a minimum number of hours in each category?

Response: Section A-E 12.03 (1) (b) was removed from the proposed rules.

Comment 5.d. The meaning of A-E 12.03 (2) is unclear. May a registrant only obtain contact hours for continuing education if the program is offered by an approved provider?  
Response: Yes.

Comment 5.d. May a continuing education program include any one of the items listed in pars. (a) to (f)? Response: Yes.

Comment 5.d. Also, par. (b) requires "successful completion." Is successful completion not required for the rest of sub. (2)? Response: Yes. Comment 5.d. The agency should consider moving this phrase to the beginning of sub. (2). The agency should consider rewriting the (intro.) to read, "A contact hour may not count for purposes of fulfilling the continuing education requirement unless it is offered by an approved provider. Continuing education may be obtained by successful completion of any of the following:"

Response: The (intro.) to sub. (2) has been rewritten as recommended.

All of the remaining recommendations suggested in the Clearinghouse Report were accepted in whole.

## **VII. FINAL REGULATORY FLEXIBILITY ANALYSIS:**

These rules will have no significant economic impact on small businesses, as defined in s. 227.114 (1), Stats.

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

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IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : EXAMINING BOARD OF  
EXAMINING BOARD OF ARCHITECTS, : ARCHITECTS, LANDSCAPE  
LANDSCAPE ARCHITECTS, : ARCHITECTS, PROFESSIONAL  
PROFESSIONAL ENGINEERS, : ENGINEERS, DESIGNERS AND LAND  
DESIGNERS AND LAND SURVEYORS : SURVEYORS ADOPTING RULES  
: (CLEARINGHOUSE RULE 09-080)

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PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors to create ch. A-E 12, relating to continuing education for architects.

Analysis prepared by the Department of Regulation and Licensing.

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ANALYSIS

**Statutes interpreted:**

Sections 443.015 and 443.10 (1) (a), Stats.

**Statutory authority:**

Sections 15.08 (5) (b), 227.11 (1), 443.015 and 443.10 (1) (a), Stats.

**Explanation for agency authority:**

The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors may approve and adopt rules proposed by any section of the board.

**Related statute or rule:**

There are no other statutes or rules other than those listed above.

**Plain language analysis:**

This proposed rule-making order creates continuing education requirements for renewal of a credential for architects within the jurisdiction of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors as permitted by s. 443.015, Stats., as created by 2007 Wisconsin Act 47.

**Summary of, and comparison with, existing or proposed federal regulation:**

There is no existing or proposed federal regulation.

**Comparison with rules in adjacent states:**

**Illinois:**

Continuing education requirements for architects are 24 hours for each biennial renewal.  
[www.idfpr.com](http://www.idfpr.com)

**Iowa:**

Architect continuing education requirements are 24 hours for each biennial renewal.  
[www.state.ia.us/government/com/prof/architect/home.html](http://www.state.ia.us/government/com/prof/architect/home.html)

**Michigan:**

There are no continuing education requirements for architects. [www.michigan.gov/dleg](http://www.michigan.gov/dleg)

**Minnesota:**

Architects need 24 hours of continuing education for each biennial renewal.  
[www.aelslagid.state.mn.us](http://www.aelslagid.state.mn.us)

**Summary of factual data and analytical methodologies:**

The Architect Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors examined models of continuing education from neighboring states, national organizations related to their profession, including input from the National Council of Architecture Regulatory Boards, the American Institute of Architects and AIA Wisconsin, a Society of the American Institute of Architects.

The comparison information with the rules in adjacent states was obtained directly from contact with those states and a review of their rules. The comparison to the adjacent states demonstrates that the proposed rules are substantially consistent with the rules in those states.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic report:**

Data was obtained from the Department of Regulation and Licensing's Credentialing Division Renewal Unit and research was conducted regarding the availability of continuing education credits offered via online courses, trade association sponsored seminars and other means, as well as the costs associated therewith. That data was

compared with the requirements outlined in the proposed rules and based thereon, appears that these rules will have no significant impact on a substantial number of small businesses.

Section 227.137, Stats., requires an “agency” to prepare an economic impact report before submitting the proposed rule-making order to the Wisconsin Legislative Council. The Department of Regulation and Licensing is not included as an “agency” in this section.

**Anticipated costs incurred by the private sector:**

The department finds that this rule has no significant fiscal effect on the private sector.

**Fiscal estimate:**

The department estimates that this rule will require staff time in the Office of Exams. The total one-time salary and fringe costs are estimated at \$7,680. The total on-going salary and fringe costs are estimated at \$12,800.

**Effect on small business:**

These proposed rules will have no significant economic impact on a substantial number of small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at [hector.colon@wisconsin.gov](mailto:hector.colon@wisconsin.gov), or by calling 608-266-8608.

**Agency contact person:**

Pamela Haack, Paralegal, Department of Regulation and Licensing, 1400 East Washington Avenue, Room 152, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-266-0495; email at [pamela.haack@wisconsin.gov](mailto:pamela.haack@wisconsin.gov).

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Pamela Haack, Paralegal, Department of Regulation and Licensing, 1400 East Washington Avenue, Room 152, P.O. Box 8935, Madison, Wisconsin 53708-8935, or by email to [pamela.haack@wisconsin.gov](mailto:pamela.haack@wisconsin.gov). Comments must be received on or before October 23, 2009, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. Ch. A-E 12 is created to read:

CHAPTER A-E 12  
CONTINUING EDUCATION FOR ARCHITECTS

**A-E 12.01 Authority and purpose.** The rules in this chapter are adopted by the examining board of architects, landscape architects, professional engineers, designers and land surveyors pursuant to ss. 15.08 (5) (b), 227.11 (2) and 443.015, Stats., and govern the biennial continuing education requirements for architect registrants.

**A-E 12.02 Definitions.** As used in this chapter:

(1) "Asynchronous" means a process of learning where instructor-student interaction is delayed over time allowing the learners to participate intermittently according to their schedule, and be geographically separate from the instructor, and includes correspondence courses, e-learning, instructional television, or online courses.

(2) "Biennium" means a 2-year period beginning August 1 of each even-numbered year.

(3) "Contact hour" means 50 minutes of instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity.

(4) "Continuing education" means professional educational activity designed to advance the professional skills and knowledge of a registrant in the practice of architecture for the improvement of the public health, safety and welfare.

(5) "Health, safety and welfare topic" or "HSW topic" means technical or professional subjects which safeguard the public's health, safety and welfare including building design; landscape design; environmental or land use analysis; life safety; architectural programming; site planning; site and soil analysis; plant material; accessibility; structural systems consideration; lateral forces; building codes; evaluation and selection of building systems, products or materials; construction methods; contract documentation; construction administration; energy conservation; zoning and governance policies and procedures; sustainability; mold mitigation; the impact of design on human physiology and neurology; state statutes, rules and ordinances that regulate architects or the practice of architecture; and professional conduct and ethics.

(6) "Synchronous" means a process of learning where the student and instructor interact simultaneously in real-time, including traditional classroom events, computer conferencing, interactive video conferences or online communications where participants are logged on at the same time and communicate directly with each other.

**A-E 12.03 Continuing education requirements.** (1) Prior to the August 2012 biennial registration period and in each biennial registration period thereafter, unless granted an exemption under s. A-E 12.08, every registrant shall complete at least 24 contact hours of continuing education, of which 16 contact hours shall be in HSW topics pertinent to the practice of architecture.



(2) Continuing education may be obtained by successful completion of any of the following:

(a) Structured educational activities in which the teaching methodology, either synchronous or asynchronous learning, consists primarily of the systemic presentation of information by qualified individuals or organizations which present identifiable technical and professional subjects in a planned manner.

(b) A college or university course in the area of architecture, related sciences and ethics. One college or university semester credit hour is equivalent to 15 contact hours. One college or university quarter credit hour is equivalent to 10 contact hours.

(c) Seminars, tutorials, monographs, lectures, presentations, workshops, short courses or in-house courses in person or via distance education by computer, video or telephone.

(d) Attending technical or professional membership meetings at which at least one contact hour is spent discussing architecture issues, attending a lecture on architecture-related issues, or both. Each qualified meeting will be awarded one contact hour.

(e) Teaching or instructing an architectural course in the area of architecture, related sciences or professional ethics. Teaching credit may not apply to full-time faculty at a college, university or educational institution. Teaching credit may be valid for the initial presentation only and claimed for credit only once. Teaching credit may be valid for teaching a course or seminar for the first time only and does not apply to faculty in the performance of their regularly assigned duties. One college or university semester credit hour of teaching is equivalent to 15 contact hours. One college or university quarter credit hour of teaching is equivalent to 10 contact hours.

(f) Serving as a member of a professional board, commission, committee of the state or its political subdivisions related to architectural matters, including planning commissions, building code advisory boards, urban renewal boards, code study committees or regulatory boards. A maximum of 2 contact hours shall be awarded per year.

**A-E 12.04 Compliance.** (1) Continuing education shall be completed within the preceding biennium. Continuing education hours earned in excess of the minimum requirements for renewal of registration may be carried forward to the next renewal period but is limited to a maximum of 8 contact hours.

(2) A registrant who fails to meet the continuing education requirements by the renewal date, as specified in s. 440.08 (2) (a) 13., Stats., may not engage in the practice of architecture until the registration is renewed based upon proof of compliance with the continuing education requirements.

(3) A registrant who has a lapsed registration shall complete the minimum number of hours of continuing education required during the current biennium prior to renewal of the registration. Additional hours of continuing education may be required if a credential holder has failed to renew his or her registration within 5 years after its renewal date to demonstrate continued competence in the practice of architecture.

**A-E 12.05 Standards for approval.** (1) To be approved for credit, a continuing education program shall meet all of the following criteria:

(a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the registrant and pertains to subject matters which integrally relate to the practice of the profession.

(b) The program is conducted by individuals who have specialized education, training or experience and are considered qualified concerning the subject matter of the program.

(c) The program provides proof of attendance or certificate of completion, which may include course completion examinations, to fulfill pre-established goals and objectives.

(2) The architect section may approve providers for continuing education programs including the following:

(a) American Institute of Architects.

(b) Construction Specifications Institute.

(c) National Council of Architectural Registration Boards.

(d) Accredited colleges, universities or other educational institutions and schools of architecture.

(e) Other technical or professional societies or similar organizations devoted to architectural education, design or construction technology education.

**A-E 12.06 Certificate of completion, proof of attendance.** (1) Each registrant shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The architect section may require additional evidence demonstrating compliance with the continuing education requirements including a certificate of attendance or documentation of completion or credit for the courses completed.

(3) The architect section may conduct a random audit on a biennial basis of its registrants for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise provide evidence of compliance. A registrant may use the American Institute of Architects continuing education system transcript service to document and record his or her continuing education and as evidence of compliance with the continuing education requirements.

(4) If there appears to be a lack of compliance with the continuing education requirements, the architect section shall notify a registrant in writing and request submission of evidence of compliance within 30 days of notification.

(5) The architect section may require a registrant to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.

(6) If a registrant has failed to comply with the continuing education requirements, the registrant may request an extension of time from the architect section to acquire additional hours to satisfy the requirements.

**A-E 12.07 Recordkeeping.** A registrant shall maintain records of continuing education contact hours for at least 4 years from the date the certificate or statement of attendance is signed. A minimum of at least one contact hour is required for recordkeeping purposes, with increments of one-quarter contact hour allowed thereafter. The recordkeeping shall include all of the following:

(1) The name and address of the sponsor or provider.

(2) A brief statement of the subject matter and whether it involves HSW topics.

(3) Printed program schedules, registration receipts, certificates of attendance, examination scores, or other proof of participation.

(4) The date and place of the program.

(5) The number of contact hours.

**A-E 12.08 Exemption.** (1) A registrant who holds a registration for less than 12 months from the date of initial registration or since the date of the last renewal shall not be required to report continuing education hours for the first renewal of registration.

(2) A registrant who holds a registration for more than 12 months from the date of initial registration or since the date of the last renewal shall be required to report 8 contact hours of continuing education for the first renewal of registration.

(3) A registrant seeking to renew a registration who demonstrates that compliance with the continuing education requirements shall create an extreme hardship may request an exemption from the continuing education requirements.

(4) In this subsection, “extreme hardship” means an inability to fulfill the continuing education requirements during the applicable renewal period because of one of the following:

(a) Full-time or temporary active duty in the uniformed services of the United States for a period of time exceeding 120 consecutive days during a biennium, where the duty restricts participation in a continuing education program.

(b) An incapacitating disability or medical illness documented by a statement from a licensed health care provider which shows that participation in the active practice of architecture and a continuing education program was not possible.

(c) Any other extenuating circumstances.

(5) A registrant who requests an exemption from the continuing education requirements for extreme hardship shall file a renewal application along with the required registration fee and submit an affidavit which describes the circumstances of the hardship and provide any supporting documentation. The request for an exemption shall be submitted prior to the renewal date.

(6) If the architect section finds from the affidavit or any other evidence submitted that extreme hardship has been shown for granting an exemption, the registrant shall be permitted to renew the registration without completing the continuing education requirements for the applicable renewal period.

(7) A registrant who receives an exemption from continuing education on the basis of extreme hardship due to an incapacitating disability, medical illness, active military duty or other extenuating circumstances may be required to complete continuing education upon his or her return to the active practice of architecture as determined necessary by the architect section to ensure the ability of the registrant to practice architecture in a safe and competent manner.

(8) A registrant shall be deemed to be in good standing until a final decision on the request for exemption has been made.

**A-E 12.09 Reciprocity.** An applicant for registration from another state or jurisdiction who applies for registration to practice architecture shall, in addition to the information required under s. A-E 3.06, submit proof of completion of continuing education obtained in another state or jurisdiction within the 2 years prior to application, including those recognized by the National Council of Architectural Registration Boards, Union of International Architects or Royal Institute of British Architects. The completion of continuing education in another state or jurisdiction shall be deemed to

satisfy the continuing education requirements in this state provided that the other state or jurisdiction accepts the Wisconsin continuing education requirements as satisfying their continuing education requirements and those requirements are equal to or greater than the requirements in this state.

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(END OF TEXT OF RULE)  
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The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.

Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chairperson  
Examining Board of Architects, Landscape  
Architects, Professional Engineers,  
Designers and Land Surveyors

A-E 12 CR09-080 (Continuing education-architects) Draft to Leg 1-25-2010



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## WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

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Ronald Sklansky  
*Clearinghouse Director*

Terry C. Anderson  
*Legislative Council Director*

Richard Sweet  
*Clearinghouse Assistant Director*

Laura D. Rose  
*Legislative Council Deputy Director*

### CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

#### CLEARINGHOUSE RULE **09-080**

AN ORDER to create chapter A-E 12, relating to continuing education for architects.

Submitted by **DEPARTMENT OF REGULATION AND LICENSING**

09-16-2009 RECEIVED BY LEGISLATIVE COUNCIL.

10-09-2009 REPORT SENT TO AGENCY.

RNS:MS

**LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT**

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached            YES             NO

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached            YES             NO

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached            YES             NO

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS  
[s. 227.15 (2) (e)]

Comment Attached            YES             NO

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached            YES             NO

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL  
REGULATIONS [s. 227.15 (2) (g)]

Comment Attached            YES             NO

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached            YES             NO



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## WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

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*Legislative Council Deputy Director*

### CLEARINGHOUSE RULE 09-080

#### Comments

**[NOTE: All citations to “Manual” in the comments below are to the Administrative Rules Procedures Manual, prepared by the Legislative Reference Bureau and the Legislative Council Staff, dated September 2008.]**

#### 2. Form, Style and Placement in Administrative Code

a. In s. A-E 12.02 (4), it is unclear what the phrase “technical and professional” is intended to include. Does the subject need to be both “technical and professional” to be considered “health, safety and welfare?” Or could the subject be technical *or* professional? Also, so that the defined term is parallel with the definition, the defined term should be “health, safety and welfare topic” or “HSW topic.”

Also, many of the subjects listed have multiple interpretations. Shorter phrases with the word “and” make it unclear how to interpret the smaller lists within the section. For example, does the phrase “evaluation and selection” refer just to “building systems,” or does it also refer to “products or materials?” Section A-E 12.02 (4) should either separate the subject items with semi-colons or break apart the subjects into paragraphs.

b. Section A-E 12.07 (intro.) should be written in the active voice--“A registrant shall maintain....”

#### 4. Adequacy of References to Related Statutes, Rules and Forms

Statutory authority for granting reciprocity to architects is provided by s. 443.10 (1) (a), Stats., and should be included in the “Statutory Authority” section. It should also be cited in the “Statutes Interpreted” section, as the proposed rule also interprets what requirements for the registration of architects are “not of a standard lower than specified in this chapter.”



### 5. Clarity, Grammar, Punctuation and Use of Plain Language

a. In the description of Minnesota's continuing education requirements, "need" should replace "require."

b. In s. A-E 12.02 (2), the second sentence is substantive and should be moved out of the definitions section.

c. The meaning of s. A-E 12.03 (1) (b) is unclear. Who is required to comply with par. (b), the registrant or program providers? If it is directed towards the registrant, is the person required to complete professional development hours in each of the three categories every biennium? Is there a minimum number of hours in each category?

d. The meaning of A-E 12.03 (2) is unclear. May a registrant only obtain contact hours for continuing education if the program is offered by an approved provider? May a continuing education program include any one of the items listed in pars. (a) to (f)? Also, par. (b) requires "successful completion." Is successful completion not required for the rest of sub. (2)? The agency should consider moving this phrase to the beginning of sub. (2). The agency should consider rewriting the (intro.) to read, "A contact hour may not count for purposes of fulfilling the continuing education requirement unless it is offered by an approved provider. Continuing education may be obtained by successful completion of any of the following:".

e. What are the definitions of synchronous and asynchronous learning in s. A-E 12.03 (2)? The agency should consider defining these terms or removing them altogether.

f. The term "one quarter" in s. A-E 12.03 (2) (b) and (e) has two possible interpretations (i.e. 0.25, or a type of college session). To clarify its meaning, the phrases "one semester" and "one quarter" should be rewritten something to the effect of "one college or university semester" and "one college or university quarter."

g. Section A-E 12.03 (2) (e) 1. to 4. is unclear for three reasons. First, the last phrase "Teaching credit:" in par. (e) (intro.) should include a verb. The department should consider rewriting it to read: "A registrant may count teaching credits if any of the following apply:...." Second, subs. 1. to 4. start with different tenses. They should be rewritten to all be in the same form. Third, the word "shall" appears to be used incorrectly. It appears to remove the architect section's discretion and direct it to automatically approve teaching credits. The words "shall" and "is" should be replaced with "may" and "shall not" should be replaced with "may not."

h. The requirement in s. A-E 12.04 (3) that "additional hours of continuing education may be required depending on the circumstances of the lapse and commensurate with continuing competency" is vague. It does not put registrants on notice as to why they would be penalized by having to participate in more continuing education programs.

i. According to s. A-E 12.05 (1) (c), continuing education credits must include course completion examinations. Is it the intent of the agency that a person must take an examination in order to receive credits for attending professional meetings or for teaching a course? If not, the agency should rewrite this section to indicate that examinations are permissible, not mandatory.

j. Section A-E 12.05 (2) is unclear. May someone other than the architect section approve providers of continuing education programs? Also, are each of the organizations listed in pars. (a) to (e) automatically approved providers? If the answer is no to both questions, sub. (2) should be rewritten to read: "The architect section shall approve providers for continuing education programs, which may include the following:".

k. The beginning of s. A-E 12.06 (2) authorizes the architect section to require additional evidence for continuing education compliance as it deems necessary. It is unclear how the ability for a registrant to use the American institute of architects' continuing education service relates to the architect section's authority. The agency should consider whether to divide s. A-E 12.06 (2) into two subsections, or rewrite it to explain how the two sentences relate.

l. In s. A-E 12.06 (3), the architect section may conduct audits on a biennial basis. There are two possible interpretations. Does it mean that the section must audit at least once each biennium? Or does it limit the number of audits to one per biennium? The agency should clarify what "biennial basis" means.

m. There are some ambiguities in s. A-E 12.06 (4). First, what does "within 30 days of the notice" mean? Does the time limit start upon receipt of the notice? Does a registrant have to respond to the architect section if he or she is taking six months to acquire additional contact hours? How does acquiring additional contact hours satisfy the next renewal period? It appears that the registrant would be making up credits for deficiencies in the previous biennium.

n. Section A-E 12.07 (3) lists what qualifies as proof of participation. Because s. A-E 12.05 (1) (c) indicates that courses may include examinations, the agency might also consider including exams in s. A-E 12.07 (3).

o. Sections A-E 12.08 (3) and (4) are confusing as two different terms of hardship are used. Subsection (4) defines the term "extreme hardship" but then does not use it anywhere. In sub. (3), the term "undue hardship" is used, but is not defined. If the intent is to have two different types of hardship, two changes should be made to sub. (4). First, the word "section" should be replaced with the word "subsection." Second, the agency should explain how an exemption may be granted for a registrant who demonstrates extreme hardship.

Also, it is unclear what is meant by "similar extenuating circumstances" in par. (c). Similar to what? Similar to the circumstances in pars. (a) and (b)?

p. To be consistent with the definitions, in s. A-E 12.08 (4) (a), the phrase "renewal period" should be replaced with the term "biennium."

q. In s. A-E 12.08 (4) (b), the word "practice" should be rewritten to clarify that it is referring to the "practice of architecture."

r. Section A-E 12.08 (4) (b) requires a registrant to acquire contact hours before re-entering the practice if the registrant had an exemption due to an incapacitating disability or medical illness. Section A-E 12.08 (4) (c) does not have this same requirement upon an

exemption granted for similar extenuating circumstances. Nor does sub. (3) have this requirement for those with less extenuating circumstances. Is this the intent of the agency?

s. In s. A-E 12.09, the phrase "registration to practice architecture under s. A-E 3.06, shall..." should be rewritten to read "registration to practice architecture shall, in addition to the information required under s. A-E 3.06, submit proof...."