

Chapter A-E 1

REGISTRATION AND CERTIFICATION

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A-E 1.01 Approved Curriculums. (1) The architectural division approves, in general, all curriculums in architecture that are accredited by the national architectural accrediting board.

(2) The engineering division approves, in general, all curriculums in engineering that are accredited by the engineers' council for professional development.

History: 1-2-56; r. and recr., Register, April, 1967, No. 156, eff. 7-1-67.

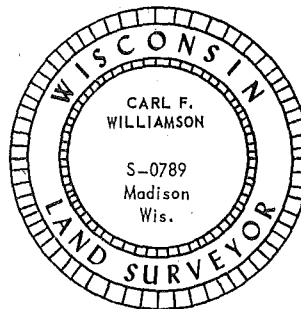
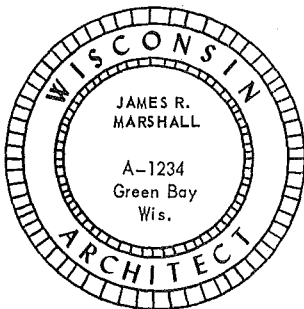
A-E 1.02 Applications for registration or certification. (1) Application blanks for registration will be furnished to individual applicants but will not be furnished in quantities to intermediaries.

(2) The application of any applicant who has not complied with or given satisfactory reasons for not complying with a written request of the board within a period of one year shall be considered denied. If the applicant desires registration or certification after his application has been so denied he must submit a new application and make payment of the required fees of a new applicant.

A-E 1.03 Issuance of certificate. The date of registration and date of issuance of a certificate is the date registration is granted by the board to the applicant unless a later date is established by the board. Failure to pay the final fee within a period of 2 months after notification of approval of application for registration shall cause registration to lapse unless the applicant submits satisfactory reasons for the delay to the board.

A-E 1.04 Registration seals. (1) Each registrant, as an architect, engineer or land surveyor shall provide himself with a seal that complies with the specifications of the board. The overall diameter of such seal shall not be smaller than the commercially designated 1 5/8 inches, nor shall it exceed the commercially designated 2 inches.

(2) (a) Such seal shall contain the registrant's name, registration number, and city. The following designs have been adopted:



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(b) Seals obtained prior to the adoption of this rule and which are in conformance with prior board rules are acceptable.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his option.

(4) (a) Each sheet of plans, drawings, documents, specifications and reports for architectural or engineering practice, and of maps, plats, charts and reports for land surveying practice shall be signed, sealed and dated by the registrant in responsible charge of their preparation. Where more than one sheet is bound together into one volume, only the title sheet need be signed, sealed and dated by the registrant in responsible charge of their preparation, provided the title sheet clearly identifies all of the other sheets comprising the bound volume.

(b) No additions, deletions, or other revisions shall be made unless a statement of such revision be attached to the sheet bearing the original seal and signature. The statement shall be signed, sealed and dated by the registrant in responsible charge of the preparation of the addition, deletion, or other revision, and, along with such revision, shall become a part of the original.

History: 1-2-56; am. (2), Register, April, 1958, No. 28, eff. 5-1-58; r. and rec., Register, March, 1966, No. 123, eff. 4-1-66; am. (1), Register, November, 1966, No. 131, eff. 12-1-66.

A-E 1.05 Firm and partnership information reports. When it appears to the board that any person or persons are practicing or offering to practice architecture or professional engineering through a firm or partnership, they shall, upon request, file with the board, on forms provided by the board, a list of the names and addresses of the members of said firm or partnership and a list of the names and addresses of all individuals who are registered architects or professional engineers in this state authorized to practice or offer to practice architecture or professional engineering on behalf of said firm or partnership, and any other information requested by the board which may be necessary to enable the board to determine whether or not such firm or partnership complies with the provisions of section 101.31, Wis. Stats.

Note: Firm and partnership survey form is obtainable from the Wisconsin Examining Board, Room 1100 State Office Building, Madison, Wis., 53702.

History: Cr. Register, November, 1967, No. 143, eff. 12-1-67.

A-E 1.15 Examinations. (1) **ELIGIBILITY.** An applicant to be eligible to enter a scheduled examination must file his application for registration or certification or request for re-examination together with the required fees with the secretary 2 months before the scheduled date for the examination.

(2) **FORFEITURE OF FEES.** In the event an applicant has been notified in writing by the office of the secretary of the board that he has been assigned to a stated examination, and he fails to appear for such examination his fee shall not be refundable unless he has been excused from such obligation 10 days prior to such examination or unless he submits to the board ample proof that he was unable to be present. Such proof must be in the office of the board at least 2 months before a future examination which he may desire to take if

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his former fee is to be considered for use in connection with such examination.

(3) RETAKES. An applicant who upon taking any portion of the board's architectural, engineering, or land surveying examinations for the first time fails a portion or all of that examination may upon request and payment of the re-examination fee retake all of it, or the portions of it failed, at any 3 of the 6 semi-annual examinations next following the first examination written. If the applicant fails to complete passing the entire examination during any 3 of the 6 semi-annual examinations next following the first examination written, the applicant shall:

(a) Be ineligible to take further examinations for a period of one year.

(b) Revert to the status of a new applicant and be required to take all portions of the examination unless otherwise approved in advance by the board.

(c) Be required to furnish proof that since his last failure he has further prepared himself by educational work or practical experience before being admitted to additional examinations.