

volume, and provided that any of the other sheets which were prepared by, or under the direction and control of, another registrant or permit holder, be signed, sealed and dated by said other registrant or permit holder.

(c) Additions, deletions or other revisions affecting public health and safety or state and local codes shall not be made unless signed, sealed and dated by the registrant or permit holder who made the revisions or under whose direction and control said revisions were made.

**History:** 1-2-56; am. (2), Register, April, 1958, No. 23, 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; am. (1), (2)(a), (4)(a) and (b), Register, January, 1971, No. 181, eff. 2-1-71; am. (4) (a) and (b), cr. (c), Register, December, 1972, No. 204, eff. 1-1-73.

**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 443.01, Wis. Stats.

**History:** Cr. Register, November, 1967, No. 143, eff. 12-1-67; am. Register, January, 1971, No. 181, eff. 2-1-71

**A-E 1.06 Branch offices.** (1) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide architectural or professional engineering services to the public, shall have in responsible charge of such services at each separate place of business a resident registered architect or professional engineer.

(2) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide land surveying services to the public, shall have in responsible charge of such services at each separate place of business a resident registered land surveyor.

(3) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide design services, as defined in section A-E 1.001 (2), of these rules, shall have in responsible charge of such services at each separate place of business a resident designer, holding a permit in the field and subfields that design services are provided or offered.

(4) "Resident", as used in this section, means one who spends a majority of his normal working time in said place of business. A registered architect, professional engineer, land surveyor or designer can be the resident licensee at only one place of business at one time.

(5) Every firm, partnership or corporation, maintaining more than one place of business in the state of Wisconsin for the purpose of

providing or offering to provide architectural, professional engineering, design or land surveying services, shall inform the board of the name of the resident individual(s) in responsible charge of such services at each separate place of business it maintains in the state of Wisconsin.

**History:** Cr. Register, September, 1969, No. 165, eff. 10-1-69; r. and recr., Register, December, 1972, No. 204, eff. 1-1-73; am. Register, June, 1974, No. 222, eff. 7-1-74.

**A-E 1.07 Change of address.** Whenever any person or corporation, after application and receipt of a license, certificate, permit or registration from the board, moves from the address named in his application or in the license, certificate, permit or registration issued to him, such person shall within 30 days thereafter notify the board in writing of his old and new address and of the number of any license then held by him.

**History:** Cr. Register, June, 1974, No. 222, eff. 7-1-74.

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

(3) **EXAMINATION RETAKES.** An applicant who upon taking any portion of the board's architectural, engineering, design of engineering systems, 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, during 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 education work, or practical experience before being admitted to additional examinations.

(4) **EXAMINATIONS FOR ARCHITECTS.** (a) *Examination required.* The objective of the board is to conduct its examinations for registration as an architect in the manner prescribed by the national council of architectural registration boards. This procedure is of

considerable value to one registered on the basis of having passed such an examination if, at some future date, he might find it necessary to obtain reciprocal registration as an architect in another state. Applicants for registration as an architect must take 2 examinations, an "equivalency examination" and a "professional examination" except that applicants who have graduated from a school with curriculum approved by the architects' section as provided in section A-E 1.01 are not required to take the equivalency examination.

(b) *Place of examinations.* The examinations will be held at sites designated by the board.

(c) *Time of examinations.* To be arranged.

(d) *Scope of examination.* 1. The 20 hour equivalency examination consists of 3 parts: Part I (construction, theory & practice); Part II



(architectural theory); Part III (design). An applicant must, unless exempt from the equivalency examination under (a), pass all parts of the equivalency examination before he will be eligible to take the professional examination.

2. The professional examination consists of both oral and written parts. The final grade includes a rating based on the applicant's architectural training and practical experience.

a. The 16-hour written part of the professional examination consists of 4 integrated sections and must be taken in its entirety: Part 1 (environmental analysis); part 2 (architectural programming); part 3 (design and technology); part 4 (construction). An applicant who fails the written part of the professional examination must retake the written part of the professional examination in its entirety and must pass all sections to be eligible for registration as an architect.

b. The oral part of the professional examination consists of an appearance before the architects' section during which the applicant's academic preparation, employment experience, overall qualification and attitude relating to the practice of architecture is evaluated. An applicant who fails the oral part of the professional examination must retake and pass the oral part to be eligible for registration as an architect. An applicant who fails either the written or oral part of the professional examination, must retake only the part failed. Detailed information regarding examinations will be made available upon request to the board's office.

(5) WRITTEN EXAMINATIONS FOR ENGINEER-IN-TRAINING AND PROFESSIONAL ENGINEER. (a) *Examinations required.* 1. For certification as engineer-in-training—fundamentals examination. Total 1 day (8 hours).

2. For registration as professional engineer.

a. If certified as engineer-in-training—principles and practice examination. Total 1 day (8 hours).

b. If not certified as engineer-in-training—fundamentals examination and principles and practice examination. Total 2 days (16 hours).

(b) *Place and time of examinations.* The examinations will be held at sites and on dates designated by the board.

(c) *Grading of written examinations, passing grades and retakes.*

1. Experience ratings will not be weighed as a part of the examinations.

2. On each 8-hour examination the passing grade shall be at least 70%.

(d) *Scope of written examinations.* 1. Fundamentals examination—requires an understanding of the physical and mathematical sciences involved in the fundamentals of engineering.

2. Principles and practice examination—requires ability to apply engineering principles and judgment to problems in general engineering fields such as chemical, civil, electrical and mechanical fields. Questions involving economic analysis will be included.

(6) EXAMINATIONS FOR LAND SURVEYOR. (a) *Examinations required.* Parts I, II, III and IV. Each part 4 hours in length. Total 2 days (16 hours).

1. The applicant shall be required to pass the 16-hour written examination.

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2. Oral examinations will be at the discretion of the land surveyors' section.

(b) *Place of examinations.* The examinations will be held at sites designated by the board.

(c) *Time of examinations.* To be arranged.

(d) *Grading of written examinations; passing grades.* 1. Experience ratings will not be weighed as a part of the examinations.

2. The applicant must not fall below 60% in part I, part II, part III or part IV, and must average at least 70% in a combination of: part I and part II; and part III and part IV.

3. If an applicant fails in parts I, II, III or IV of the examination he may at the discretion of the board be not required to retake the parts he has passed, or he may be required to retake the entire examination.

(e) *Scope of written examinations.* The examination will be made up of questions covering some phases of the following subjects:

1. Fundamentals of mathematics, algebra, trigonometry and geometry; the history, principles and applications of the U. S. System of Public Land Surveys, Wisconsin plane coordinate surveys, and geodetic surveys; the instructions of the U. S. Land Office relative to the relocation of lost and obliterated corners and the subdivision of sections; the legal essentials of resurveys, including those involving disputed boundaries, defective deed descriptions, riparian rights, adverse possessions, etc.; Wisconsin statutes relative to land surveying, including the preparation and filing of plats; the writing and interpretations of land descriptions; the technical essentials of land surveying and subdivision of lands, including practical problems requiring a knowledge of the basic theory and fundamental concepts in field astronomy, geometry of curves, topography and photogrammetry.

(7) WRITTEN EXAMINATIONS FOR DESIGNER OF ENGINEERING SYSTEMS.

(a) *Examinations required.* An examination is required for each field and subfield thereunder, as designated in section A-E 1.20 (1), of these rules, in which an applicant seeks a designers' permit.

(b) *Place and time of examinations.* The examinations will be held at sites and on dates designated by the board.

(c) *Grading of written examinations.*

1. Experience ratings will not be weighed as part of the examinations.

2. A passing grade shall be at least 70%.

(d) *Scope of written examinations.* The examinations shall cover the application of the engineering technology related to the specific fields and subfields of engineering systems, as designated in section A-E 1.20 (1), of these rules.

**History:** 1-2-56; r. and recr. (3); am. (5)(e)3, Register, February, 1961, No. 62, eff. 3-1-61; cr. (6), Register, August, 1965, No. 116, eff. 11-1-65; r. and recr. (3)(a), Register, November, 1966, No. 131, eff. 12-1-66; r. and recr. (4)(d), eff. 7-1-67; and r. and recr. (6), eff. 8-1-67; Register, April, 1967, No. 136; am. (5)(d)2, (5)(f)2 and (6)(a)2, Register, July, 1968, No. 151, eff. 8-1-68; r. and recr. (5)(b) and (c) and (6)(b) and (c), Register, February, 1969, No. 153, eff. 3-1-69; am. (3), (6)(a)2, and (7), Register, January, 1971, No. 181, eff. 2-1-71; r. and recr. (5), Register, September, 1971, No. 189, eff. 10-1-71; reprinted, Register, October, 1971, No. 190 to correct error; cr. (3), Register, May, 1972, No. 197, eff. 6-1-72; cr. (7), Register, December, 1972, No. 204, eff. 1-1-73; am. (4)(a), r. and recr. (4)(d), Register, March, 1973, No. 207, eff. 4-1-73; am. (4)(d)1, Register, December, 1973, No. 216, eff. 1-1-74.