

## Chapter A-E 1

## REGISTRATION AND CERTIFICATION

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**A-E 1.01 Approved curricula.** (1) The architects' section approves, in general, all curricula in architecture that are accredited by the national architectural accrediting board.

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

**History:** 1-2-56; r. and rec., Register, April, 1967, No. 136, eff. 7-1-67; am. (1) and (2), Register, July, 1968, No. 151, eff. 8-1-68; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

**A-E 1.02 Applications for registration, certification, or permits.**

(1) Application blanks will be furnished to applicants on request.

(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, certification, or a permit, after his application has been so denied, he must submit a new application and make payment of the required fees of a new applicant.

**History:** 1-2-56; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

**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 as well as every designer holding a permit, 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 $\frac{1}{2}$  inches, nor shall it exceed the commercially designated 2 inches.

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



(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, engineering, or design 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 or index sheet need be signed, sealed and dated by the registrant or permit holder in responsible charge of their preparation, provided the signed 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 or permit holder 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 recr., 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.

**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 one or more places of business in the state of Wisconsin for the principal purpose of practicing or offering to practice architecture or professional engineering shall have in charge of each separate place of business a resident registered architect or a resident registered professional engineer.

(2) "Resident" shall mean to spend a majority of one's normal working time in said office.

(3) Every such firm, partnership or corporation maintaining one or more places of business in the state of Wisconsin shall inform the board of the name of the resident registered architect or professional engineer in charge of each office.

**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) **RETAKES.** An applicant who upon taking any portion of the board's architects, engineers, designers, or land surveyors 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

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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.

(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.

(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 examinations.* Examinations will be both oral and written and the final grade will include a rating based on the applicant's architectural training and practical experience. A personal audience before members of the board constitutes the oral portion of the examination. The four-day (36 hour) written examination consists of seven separate parts as follows: history and theory of architecture (3 hours), site planning (5 hours), architectural design (12 hours), building construction (3 hours), structural design (5 hours), professional administration (3 hours), and building equipment (5 hours). Detailed information regarding examinations will be made available upon request to the board's office.

(5) EXAMINATIONS FOR ENGINEER-IN-TRAINING AND PROFESSIONAL ENGINEERS.

(a) *Examinations required.*

1. For certification as engineer-in-training—Exam A, parts I and II. Each part 4 hours in length. Total 1 day (8 hours).

2. For registration as professional engineer.

a. If certified as engineer-in-training—Exam B, parts I and II. Each part 4 hours in length. Total 1 day (8 hours).

b. If not certified as engineer-in-training—Exam A, parts I and II and Exam B, parts I and II. Each part 4 hours in length. Total 2 days (16 hours).

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

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

(d) *Type of examination.*

1. Identical examinations will be given at the same time when given at more than one place.

2. Oral examinations will be at the discretion of the engineering section.

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

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

2. On each examination A or B a successful applicant must average at least 70%. He must not fall below 60% in part I or part II of either examination.

3. If an applicant fails in parts I or II of examination A or B, 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.

*(f) Scope of written examinations.*

## 1. Examination A.

Part I—This portion requires a knowledge of physics, chemistry, mechanics, and materials of construction such as could be acquired from courses which are a part of an accredited engineering curriculum.

Part II—This portion requires a knowledge of the fundamentals of engineering and of the particular field pursued by the applicant such as could be acquired from courses in electrical circuits and machinery, hydraulics, thermo-dynamics, structures, and machine design which are a part of an accredited engineering curriculum.

## 2. Examination B.

Part I—This portion is in a general engineering field selected by the applicant from a listing specified by the engineering section such as chemical, civil, electrical, mechanical, mining, metallurgical, etc. A separate examination will be offered for each general field.

Part II—Specialty. This portion is in a sub-field selected by the applicant from a listing specified by the engineering section. Questions involving engineering economics, ethics and law may be included. The applicant may be required to prepare an engineering report from a list of assigned topics.

(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.

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 geome-

try; 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.

**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. 158, eff. 3-1-69; am. (3), (6)(a)2, and (7), Register, January, 1971, No. 181, eff. 2-1-71.