

A-E 1,2,3

Filed November 25, 1970  
1 P.M.

CERTIFICATE

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

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, C. F. Hurc, Secretary of the Examining Board of Architects, Professional Engineers, Designers, and Land Surveyors, and custodian of the official records of said Examining Board, do hereby certify that the annexed amended rules and regulations relating to registration and certification, computation of "Total Volume", and procedure and practice, were duly approved and adopted by this Examining Board on October 16, 1970.

I further certify that said copy has been compared by me with the original on file with this Board, and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Board at 110 North Henry Street in the City of Madison, this 17<sup>th</sup> day of November A.D. 1970.

C. F. Hurc  
C. F. Hurc, Secretary

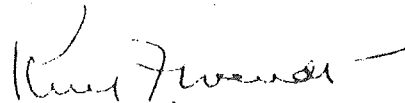
ORDER OF THE EXAMINING BOARD OF ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND  
LAND SURVEYORS AMENDING RULES

Pursuant to authority vested in the Examining Board of Architects, Professional Engineers, Designers, and Land Surveyors, by Sections 15.08 (5) and 443.01 (4) (d), Wis. Stats., the Examining Board hereby amends Chapters A-E 1, A-E 2 and A-E 3 of the Wisconsin Administrative Code to read as follows on the attached pages.

The amendments contained therein shall take effect on the first day of the month following their publication in the Wisconsin Administrative Register.

Dated: November 12, 1970.

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



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Kurt F. Wendt, Chairman

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

Chapter A-E 1  
Registration and Certification

A-E 1.01	Approved Curricula	A-E 1.03	Issuance of certificate
A-E 1.02	Applications for registration or certification	A-E 1.04	Registration seals
		A-E 1.15	Examinations

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.

A-E 1.02 APPLICATIONS FOR REGISTRATION, CERTIFICATION, OR PERMITS.

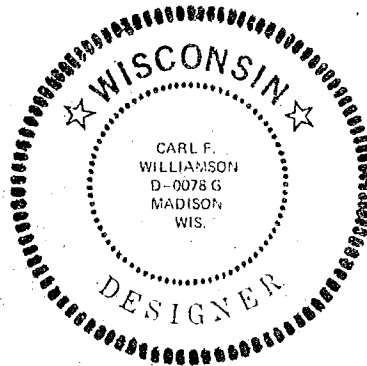
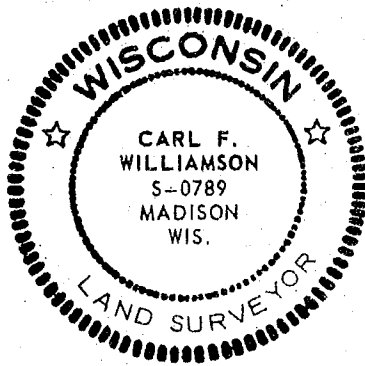
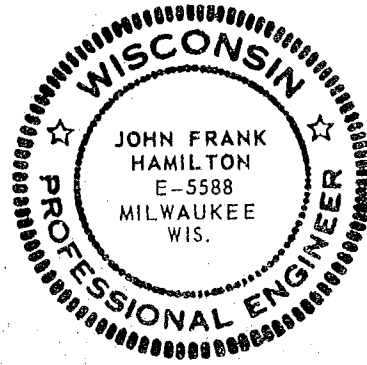
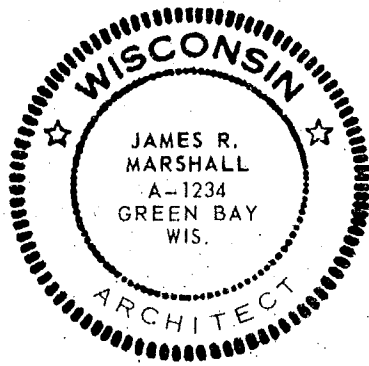
- (1) Application blanks will be furnished to applicants on request.
- (2) The application of any applicant who has not complied with or given satisfactory reasons for not complying with a written request of the board within a period of one year shall be considered denied. If the applicant desires registration, 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.

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 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:



- (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.

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.

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 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 Engineer.

- (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 examinations. 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 part 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 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.

Chapter A-E 2

Computation of "Total Volume"

A-E 2.01	Method	A-E 2.03	Plans and specifications
A-E 2.02	Plans and specifications for separate parts of buildings		for repairs or alterations of buildings

A-E 2.01 METHOD. The method of computation of the "Total Volume" of a building is as follows:

- (1) Definition of "Total Volume". The "Total Volume" (cube or cubage) of a building is the actual cubic space enclosed within the outer surfaces of the outside or enclosing walls and contained between the outer surfaces of the roof and six inches below the finished surfaces of the lower floors.
- (2) Interpretation. The above definition requires the cube of dormers, pent houses, vaults, pits, enclosed porches and other enclosed appendages to be included as a part of the cube of the building. It does not include the cube of courts or light shafts, open at the top, or the cube of outside steps, cornices, parapets, or open porches or loggias.
- (3) Supplementary Information. The following items shall be listed separately:
  - (a) Cube of enclosed courts or light shafts open at top, measured from outside face of enclosing walls and from six inches below the finished floor or paving to top of enclosing walls.
  - (b) Cube of open porches measured from outside face of wall, outside face of columns, finished floor and finished roof.

It is recommended that the following items also be listed separately:

- (a) Square foot area of all stoops, balconies and terraces.
  - (b) Memoranda, or brief description, or caissons, piling, special foundations or features, if any.
- (4) Explanation. The above specification of "Total Volume" is adopted as a method of conveying exact basic facts about a given building to all interested so that they may be subject to verification without misunderstanding.

A-E 2.02 PLANS AND SPECIFICATIONS FOR SEPARATE PARTS OF BUILDINGS. Plans and specifications for the first unit of a building that will equal or exceed 50,000 cubic feet total volume when completed require the services of an architect, professional engineer, or designer of engineering systems, although the unit itself does not have 50,000 cubic feet total volume except those exempted by section 443.01 (10), Wis. Stats.

A-E 2.03 PLANS AND SPECIFICATIONS FOR REPAIRS OR ALTERATIONS OF BUILDINGS. Plans and specifications for alterations in, or the remodeling of the whole, or any part of, a building having in excess of 50,000 cubic feet total volume of space must be prepared by an architect, professional engineer, or designer of engineering systems, except where such alterations or remodelings "do not affect health or safety or are exempted by Subsection (10) of Section 443.01". Any addition or alteration that changes the condition of load upon a building or the original disposition of strain, as upon a roof, floor, bearing partitions, column or wall or foundation, and also any important change in the means of entrance or exit to any or all parts, affects safety. Any addition or alteration that affects the lighting, heating, ventilation or sanitary provisions of the buildings affects health.

entitled "IN THE MATTER OF THE REVOCATION OF THE ..... OF  
..... RESPONDENT."

A-E 3.04 FORM OF CHARGES. If the alleged violation of the law or the administrative rules of the board is a continuing one, its general nature and the approximate time covered shall be stated in the complaint; but if one or more specific incident is relied on, it shall be alleged with such particularity as to time, place and circumstances, as may be necessary to advise the respondent of the issues involved. The offense may be alleged in the language of the statute or rule claimed to have been violated, and shall conclude; "contrary to Sec. .... of the Statutes," or contrary to Wis. Adm. Code. ....," or both. Separate charges shall be stated in separate paragraphs and shall be numbered consecutively.

A-E 3.05 COMPLAINT ON BOARD'S INVESTIGATION. If the complaint is founded upon investigation made by the board and on its own motion, it shall be incorporated in the notice of hearing and statement of issues as prescribed by section A-E 3.07.

A-E 3.06 PROCEDURE UPON FILING OF COMPLAINT. Upon the filing of a complaint as prescribed by subsection A-E 3.02 (1) the appropriate section shall cause an investigation to be made of the matters alleged to determine whether there is a probable cause for disciplinary action and if the respective section determines that there is probable cause, it shall order a hearing as prescribed by section A-E 3.07 and notify the complainant thereof. If it is determined that no further action is warranted, the section shall notify the complainant, who may appeal in writing to the section, which shall review its files and may affirm previous action, order further investigation or order a hearing on the charges, provided, that in any case where a hearing has been ordered, the respondent has no standing to attack the determination of the section in ordering such hearing, but shall be required to plead to the merits.

A-E 3.07 NOTICE OF HEARING AND STATEMENT OF ISSUES. Notices of hearing shall be addressed to the respondent at his last known post office address, shall include the statement of issues and shall be substantially the following form:

- (1) If on complaint filed as provided by subsection A-E 3.02 (1), such complaint shall be attached to the following notice:

"To ..... Name  
..... Street  
....., Wis.  
Respondent

"Please take notice that a hearing will be held on the ..... day of ....., 19 ....., at ..... in the city of ..... Wis., at ..... o'clock ... m., or as soon thereafter as the matter may be reached, on the question of whether the ..... (permit or certificate) heretofore issued to the above named Respondent pursuant to sec. .... Stats., shall be suspended or revoked. The issues involved and the charges there to be considered are

as set forth (in the attached complaint) to which you are required to make answer in writing at least .....days before the time set for said hearing.

"Dated at Madison, Wisconsin this .....day of..... , 19.....

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

By ....."  
Secretary or Board Member

(2) If the hearing is to consider only part of the charges set forth in such complaint, the form set forth in subsection (1) shall be altered, by inserting the following in lieu of the matter enclosed in brackets: (in paragraphs ....., ....., and ..... of the attached complaint).

(3) If the hearing is to consider in part charges set forth in the complaint and in part charges initiated by the board on its own motion, the form set forth in subsection (1) or (2) shall be altered by adding: "together with the following additional issues and charges:

- "1. ....
- "2. ....
- "3. ...."

A-E 3.08 ANSWER. A verified answer in writing shall be required in all cases involving revocation or suspension of certificates, and shall be filed with the secretary of the board in triplicate (original and 2 copies) within at least one-half the time intervening between the date of service or the mailing of the notice of hearing and the time set for said hearing, and such time for answer shall be stated in said notice as required by section A-E 3.07. The answer must contain:

- (1) A specific denial of each material allegation of the complaint or charges controverted by the respondent.
- (2) A statement of any new matter constituting a defense or in mitigation of the offense charged.

A-E 3.09 ADMISSION BY NOT DENYING. Every material allegation of the charges not controverted as prescribed shall be taken as a verity, but new matter in the answer shall be deemed controverted without any reply being served or filed.

A-E 3.10 DEFAULT; RELIEF THEREFROM. If the respondent fails to submit an answer as required by section A-E 3.08, or fails to appear at the hearing at the time fixed therefor, the charges specified may be taken as true and the section may make findings and enter its order on the basis of the facts revealed by its investigation.

A-E 3.11 SERVICE AND FILING OF PAPERS. Unless otherwise provided by law, all orders, notices and other papers may be served by the secretary of the board by first class, certified mail addressed to the party at his last known post office address, or to his attorney of record. In the event that such service is refused, service may be made by sheriff without amendment of the original Order, Notice or other paper.

A-E 3.12 CONDUCT OF HEARINGS; CONTINUANCES; APPEARANCES; EXAMINATION OF WITNESSES. Unless otherwise ordered by the board, all hearings shall be conducted and presided over on behalf of the board by the chairman. The chairman or any member of the board or its secretary may administer oaths or affirmations. Continuances and adjournments may be granted by the chairman or presiding officer for cause shown. The respondent may appear in person or by a duly authorized attorney-at-law and if a corporation, by any of its active officers. Witnesses may be examined on behalf of the board by the secretary of the board, the board's attorney, a representative of the attorney general acting as counsel for the board or by any member of the board. The respondent or any of its officers, agents or employees may be examined adversely as prescribed by section 885.14, Wis. Stats.

A-E 3.13 SUBPOENAS; WITNESS FEES. Subpoenas may be signed and issued by the chairman or secretary of the board or the clerk of any court of record. Witness fees and mileage of witnesses subpoenaed on behalf of the board shall be paid at the rate prescribed for witnesses in circuit court, upon filing with the board their affidavits of attendance and travel, and shall be charged to the appropriation for the administration of section 443.01 or 443.02, Wis. Stats., as applicable.

A-E 3.14 PREHEARING CONFERENCES. Pre-hearing conferences may be held at the convenience of the parties and may be conducted by any member of the board, its attorney or secretary, who shall keep and preserve a record of any agreement or stipulation as to the issues or admission of any fact which may be made at such conference. Such record shall be attached to the file and constitute a part of the official record of the case.

A-E 3.15 ARGUMENTS. Except as provided in section 227.12, Wis. Stats., arguments shall be submitted to the board in writing unless otherwise ordered. Ten copies of such written arguments shall be filed with the secretary of the board within such time as may be fixed by the board at the hearing.

A-E 3.16 VARIANCES. The provisions of section 263.28, Wis. Stats., with reference to variances between the allegations and the proofs, shall apply to proceedings under these rules.

A-E 3.17 PETITION FOR RULES OR DECLARATORY RULINGS. Petitions for the adoption, repeal or amendment of rules and for declaratory rulings shall be governed by the rules of procedure for the state board of health, insofar as applicable, with the following exceptions:

- (1) The petitions shall be captioned "BEFORE THE EXAMINING BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS".
- (2) The duties with reference to investigation, filing of papers, giving of notices, etc., therein imposed on the state health officer shall be performed by the chairman or secretary of the board.
- (3) Hearings shall be conducted by the chairman of the joint board unless otherwise ordered by the board.
- (4) All final determinations shall be made by the board.



State of Wisconsin \ DEPARTMENT OF REGULATION & LICENSING

Kenneth E. Priebe  
Secretary

EXAMINING BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS  
CASS F. HURC, P.E., SECRETARY  
110 NORTH HENRY STREET  
MADISON, WISCONSIN 53703

November 25, 1970

Mr. James J. Burke  
Revisor of Statutes  
25 North Capitol  
Madison, Wisconsin 53702

Mr. Burke:

Find enclosed, for filing in your office, a certified copy of amended Rules Chapters A-E 1, A-E 2, and A-E 3, Wis. Adm. Code, for the Examining Board of Architects, Professional Engineers, Designers, and Land Surveyors.

Additionally, find work copies of the above for your convenience.

The said Rules have been amended without hearing, pursuant to the exceptions of subsections 227.02 (1) (a) and (b), Stats. (i.e. The changes made relate to such things as the makeup of the Board as altered by the 1969 legislature.)

  
Sherwood K. Zink,  
Board Counsel

SKZ:ao

Enclosures

cc: C. F. Hurc, P.E.  
Administrator