Chapter A-E 1

REGISTRATION AND CERTIFICATION

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A-E 1.001 Definitions. (1) The terms "designer", and "designer of engineering systems", as used in these rules, means the holder of a current designer's permit granted by the examining board.

(2) Design services which may be performed by designers, within the meaning and intent of these rules, includes and is limited to the preparation of plans and specifications, and consultation, investigation and evaluation in connection with such preparation of plans and specifications, in the specific fields and subfields as provided for in section A-E 1.20 of these rules.

History: Cr. Register, May, 1972, No. 197, eff. 6-1-72.

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 recr., 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.

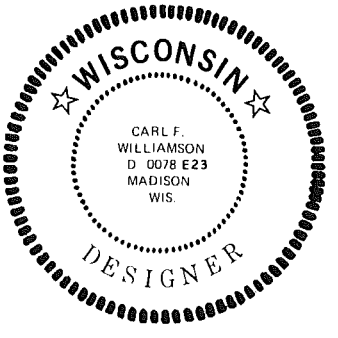
History: 1-2-56; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

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 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 or permit holder preparing them, or in direction and control of their preparation.

(b) Where more than one sheet is bound together in one volume, the registrant or permit holder who prepared said volume, or under whose direction and control said volume was prepared, may sign, seal, and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound 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. 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; 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.* All applicants applying for registration as architects, except those applying under Wis. Stat. section 443.01(11), must complete one 25-hour examination consisting of 3 sections:

Section I: Construction Theory and Practice (8 hours)
Section II: Professional Practice (16 hours)
Section III: Wisconsin Practice (1 hour)

(b) *Time and place of examinations.* The board will schedule Section I of the examination in the spring of each year and Section II in the late fall of each year. Section III will be given both in the spring and late fall. Specific details regarding time and place for the examinations are available from the board office upon request.

(d) *Scope of examination.* Examinations administered to applicants seek to determine the applicant's preparedness to exercise skills likely to be needed by an architect practicing architecture at the time of the examination. Each examination, prior to being offered by the examining board, is reviewed by the architect's section to determine that the examination is reasonably related to the skills likely to be needed by a practicing architect and that the examination tests the applicant's preparedness to exercise such skills.

1. Section I of the exam consists of Construction Theory and Practice, 8 hours.

2. Section II of the exam consists of 4 Parts which total 16 hours: Part 1 (Environmental Analysis); Part 2 (Architectural Programming); Part 3 (Design and Technology); Part 4 (Construction). An applicant who fails one or more parts of Section II must retake only those parts failed.

3. Section III consists of a one hour examination relating to the practice of architecture in the state of Wisconsin, with emphasis placed on Wisconsin law, including the registration law for architects, the board's rules of conduct, the design needs of people with physical disabilities and relevant statutes, codes and procedures of the department of industry, labor and human relations and other state agencies relating to the practice of architecture.

d. *Requirements for entrance to the examination.* To be eligible to enter a scheduled examination, an applicant must have 4 years of qualifying academic credit or 4 years of qualifying architectural work experience or a combination of academic credit and architectural work experience which totals 4 years.

(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 and the design needs of people with physical disabilities and relevant statutes and codes will be included.

(6) EXAMINATIONS FOR LAND SURVEYORS. (a) Satisfactory completion of 2 examinations is required for registration as a land surveyor. The 2 examinations are: "Fundamentals of Land Surveying" (1 day, 8 hours) and "Principles and Practice" (1 day, 8 hours).

(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 part of the examinations.

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

(e) *Scope of written examinations.* 1. Fundamentals of Land Surveying: Requires an understanding of mathematics, physics, surveying methods for measuring horizontal, vertical and angular values, topographic and photogrametric mapping, notekeeping, property surveys, computations, descriptions and plats.

2. Principles and Practice: Requires ability to apply principles and judgment to problems involving the U.S. System of Public Land Surveys, Wisconsin plane coordinate surveys, the relocation of lost and obliterated corners, the legal essentials of resurveys, disputed boundaries, defective deed descriptions, riparian rights, adverse possession, the Wisconsin statutes relative to land surveying including the preparation and filing of plats, the writing and interpreting 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 of 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. 158, 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; (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; r. and recr. (6) (a), (d) and (e), Register, July, 1974, No. 223, eff. 8-1-74; cr. (4) (e) and (f), Register, October, 1974, No. 226, eff. 11-1-74; am. (5) (d) 2, Register, November, 1975, No. 239, eff. 12-1-75; am. (4) (d) 2, Register, December, 1975, No. 240, eff. 1-1-76; emerg. r. and recr. (4), eff. 4-16-76; r. and recr. (4), Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.16 Education as an experience equivalent for registration as a professional engineer. (1) For the purpose of meeting experience requirements for registration as a professional engineer, an applicant may claim certain education as equivalent to experience in engineering as provided in Wis. Stat. section 443.01 (6) (b) 4. The engineers' section grants an experience equivalent for education according to the table shown in (2).

(2) Table of Education and Experience Equivalents.

Education	Experience Equivalent with Degree	Experience Equivalent for Each Year of Education Without Degree
B.S. Engineering (ECPD accredited)	4 years	1 year
B.S. Engineering (Not accredited by Engineers Council for Professional Development-ECPD)	3½ years	⅞ year
B.S. Engineering Technology (ECPD accredited)	3 years	¾ year
B.S. Engineering Related Sciences (e.g. Physics, Chemistry, Math, etc.)	3 years	¾ year
B.S. Engineering Technology (non-ECPD accredited)	Not more than 2½ years	⅔ year
Other B.S. Degrees	Not more than 2 years	½ year

Engineering Experience in obtaining M.S. in Engineering	1 year	N/A
Engineering Experience in obtaining Ph.D. in Engineering or Engineering Related Programs	1 year	N/A
Co-op credit shall be determined upon submission of satisfactory evidence to this board	To be determined upon submission of a record showing co-op experience.	Individual Case

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.17 Engineering experience. To qualify as satisfactory experience in engineering work for the purpose of meeting registration requirements of Wis. Stat. section 443.01(6) (b) such experience shall include the application of engineering principles and data and shall demonstrate applicant's progressive development of competence to do engineering work.

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.18 Educational requirements for land surveyors. To meet the educational requirements of Wis. Stat. section 443.02(3) (a) 1. requiring ". . . a course in land surveying of not less than 2 years duration approved by the section . . ." an applicant for registration as a land surveyor must have satisfactorily completed at least 60 semester credits in a civil engineering or land surveying curriculum including no less than 12 semester credits in land surveying which shall be in the following categories of study:

(1) No less than 8 of the 12 credits must be in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying. These courses shall include such areas of study as the principles of evidence and the interpretation of written documents used in boundary determination, the study of the legal elements of land surveying including those involving resurveys, boundary disputes, defective descriptions, riparian rights and adverse possession, the study of the professional and judicial functions of a land surveyor, the study of surveying methods for measuring distance and angular values, note keeping, computation and writing descriptions and the study of the Wisconsin Statutes and local ordinances relating to the preparation of subdivision maps and plats.

(2) No more than 4 credits may be in courses related to land surveying such as "Engineering Surveying", "Municipal Surveying", "Route Surveying," "Highway Surveying", "Topographic Surveying", "Geodetic Surveying", "Photogrametry", "Cartography", "Construction Surveying", "Air Photo Interpretation" and "Artillery Surveying".

History: Cr. Register, July, 1975, No. 235, eff. 8-1-75; am. Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.19 Experience requirements for land surveyors. In determining whether an applicant has met the experience qualifications required for registration, the land surveyors' section will consider

A-E 1.19 Experience requirements for land surveyors. In determining whether an applicant has met the experience qualifications required for registration, the land surveyors' section will consider work in all areas of land surveying, including, but not limited to, any of the following:

(1) Relocation of lost and obliterated corners;

(2) Subdivision of sections;

(3) Resurveys;

(4) Preparation and filing of certified survey maps and subdivision plats;

(5) Writing and interpretations of land descriptions.

(6) Experience in areas of work relating to land surveying such as those described in section A-E 1.18(3) providing that the applicant has at least one-half of the experience required for registration in areas of land surveying defined in Wis. Stat. section 443.02(1) (b) such as areas described in subsections (1) through (5) above.

History: Cr. Register, March, 1973, No. 207, eff. 4-1-73; cr. (6), Register, August, 1974, No. 224, eff. 9-1-74; r. and recr. (6), Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.20 Designer permits, limitations. (1) Permits for the design of engineering systems shall be issued in the following fields:

(a) Heating, ventiliation and air conditioning systems;

(b) Plumbing systems;

(c) Electrical systems;

(d) Fire protection systems; and

(e) Industrial systems.

(2) Permits issued in any of the fields designated in subsection (1) shall be further limited to subfields as are determined by the joint board and recognized in engineering design practice.

(3) Permit numbers shall designate the fields and subfields permits are restricted to.

(4) Designers are restricted to performing such design services, as defined in sections A-E 1.001 (2) of these rules, in those fields and subfields in which they hold a permit, except as those services are exempted by sections 443.01 (1) (d), 443.01 (9) and 443.01 (10) Wis. Stats.

(5) Evidence of education, training and experience. To be considered by the examining board, an applicant's evidence of education, training and experience must include, as a minimum, the following:

(a) Transcripts or apprenticeship records verifying applicant's education and training;

(b) References from at least 5 individuals, 3 of whom shall have personal knowledge of the applicant's work involving the preparation of plans and specifications;

(c) A chronological history of the applicant's employment; and

(d) Data, exhibits or references showing the extent and quality of the applicant's technological experience.

History: Cr. Register, March, 1971, No. 183, eff. 4-1-71; cr. (4) and (5), Register, May, 1972, No. 197, eff.6-1-72.

A-E 1.50 Fees. (1) APPLICATION, EXAMINATION, RETAKE AND CERTIFICATION FEES. (a) The registration fee for architects shall be $50, one-half of which shall accompany the application as a non-refundable examination fee, and the other half of which shall be a certificate fee.

(b) The registration fee for professional engineers and land surveyors shall be $25, one-half of which shall accompany the application as a non-refundable examination fee, and the other half of which shall be a certificate fee.

(c) The permit fee for designers shall be $25, one-half of which shall be a non-refundable application fee and the other half of which shall be a certificate fee.

(d) Examination Retake Fees. 1. The examination retake fee for the architect examination shall be as follows:

a. Section I or any part thereof: $20.

b. Section II: $20.

c. Section III: $5.

2. The examination retake fee for the professional engineer's examination shall be $12.50 for the fundamentals examination and $12.50 for the principles and practice examination.

3. The examination retake fee for the land surveyor's examination shall be $12.50 for the "Fundamentals of Land Surveying" examination and $12.50 for the "Principles and Practice" examination.

4. The examination retake fee for the designer's examination shall be $12.50.

(e) The certificate of record fee for engineer-in-training shall be $12.50 and shall accompany the application as a non-refundable examination fee.

(f) The certificate of authorization fee for corporations shall be $50.

(2) RENEWAL FEES. (a) The biennial renewal fee for architects, professional engineers, designers and land surveyors and for a corporate certificate of authorization is $35.

(3) MISCELLANEOUS FEES. (a) The fee for obtaining a photocopy of any board record available to the public shall be 15¢ per page of material copied.

(b) The fee for obtaining a certified copy of any board record available to the public shall be $2 plus 15¢ per page of material copied.

(c) The fee for the issuance of a new certificate to replace any certificate revoked, lost, destroyed, or mutilated, the issuance of a duplicate certificate and the issuance of a certificate due to change of name or change in status shall be $3.00.

(d) The fee for obtaining a certificate showing a particular person to be licensed, the date of issuance, and type and status of license or a certificate showing no record of issuing a license to a particular person shall be $3.00.

Note: Written confirmation (not in the form of a certificate) that a person is or is not licensed will be made without charge.

History: Cr. Register, May, 1972, No. 197, eff. 7-1-72: am. Register, March, 1973, No. 207, eff. 4-1-73; am. Register, June, 1976, No. 246, eff. 7-1-76; r. and recr. (2), Register, December, 1976, No. 252, eff. 1-1-77.

A-E 1.60 Denial of license. (1) DENIAL. An applicant for a license issued under the provisions of chapter 443, Wis. Stats., other than an applicant for renewal of a license, shall be denied a license if the applicant does not meet the standards or requirements for licensure set forth in chapter 443, Wis. Stats., or rules promulgated thereunder.

(2) NOTICE. Upon denial of an application for a license under (1), the board shall notify the applicant, stating the reason for denial, and that the applicant has the right to a hearing if written request is filed with the board within 30 days after service of the notice of denial. Unless written request for hearing is made within the 30 day period, the applicant's right to a hearing is deemed waived.

(3) SERVICE. Service of the notice of denial may be made by mail addressed to the applicant at the latest address filed by the applicant in writing with the board. Service by mail is complete on the date of mailing.

(4) HEARING. If a hearing is requested by the applicant, the board shall conduct such hearing. Hearings under this section shall be conducted by one or more board members. Proceedings of the hearing shall be recorded by magnetic tape unless an alternative method for recording the proceedings is ordered by the board.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76.