

CR 89-126

CERTIFICATE

STATE OF WISCONSIN

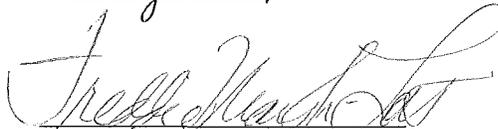
DEPARTMENT OF REGULATION AND LICENSING

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Freddie Marsh-Lott, Director, Bureau of Business and Design Professions in the Wisconsin Department of Regulation and Licensing and custodian of the official records of the Examining Board of Architects, Professional Engineers, Designers and Land Surveyors, do hereby certify that the annexed rules were duly approved and adopted by the Examining Board of Architects, Professional Engineers, Designers and Land Surveyors on the 8th day of August, 1990.

I further certify that said copy has been compared by me with the original on file in this office 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 1400 East Washington Avenue, Madison, Wisconsin this 24th day of August, 1990.



**Freddie Marsh-Lott, Director
Bureau of Business and Design
Professions
Department of Regulation and
Licensing**

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

IN THE MATTER OF RULE-MAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE EXAMINING	:	EXAMINING BOARD OF ARCHITECTS,
BOARD OF ARCHITECTS, PROFESSIONAL	:	PROFESSIONAL ENGINEERS, DESIGNERS
ENGINEERS, DESIGNERS AND	:	AND LAND SURVEYORS ADOPTING RULES
LAND SURVEYORS	:	(Clearinghouse Rule 89-126)

ORDER

AN ORDER to repeal and recreate s. A-E 3.03 of the administrative code, relating to experience required for architectural registration.

Analysis prepared by the Department of Regulation and Licensing.

ANALYSIS

Statutes authorizing promulgation: ss. 15.08(5), 227.11(2), Stats.

Statute interpreted: s. 443.03, Stats.

This rule-making order repeals and recreates the experience requirements for applicants seeking registration as an architect. In the recreated rule, the experience requirements are defined in the rule and are the same as those of the intern architect development program sponsored by the national council of architectural registration boards and the American institute of architects. The requirements are summarized in a table (Figure A-E 3.03) which lists required experience by category and the hours required in each category.

TEXT OF RULE

SECTION 1. A-E 3.03 is repealed and recreated to read:

A-E 3.03 ARCHITECTURAL EXPERIENCE. In satisfaction of the 2 year experience requirement of s. 443.03 (1) (b) 1., Stats., or in satisfaction of 2 years of the 7 year requirement of s. 443.03 (1) (b) 2., Stats., applicants for registration as an architect shall complete the intern architect development program sponsored by the national council of architectural registration boards and the American institute of architects, or shall submit evidence of experience in architectural work which the board finds is substantially equivalent to the experience obtained by completing the intern architect development program.

FIGURE A-E 3.03

TABLE OF TRAINING REQUIREMENTS
INTERN ARCHITECT DEVELOPMENT PROGRAM

	Minimum Hours Required
Category A	
Design and Construction Documents	
Programming--Client Contact	80
Site and Environmental Analysis	80
Schematic Design	120
Building Cost Analysis	80
Code Research	120
Design Development	320
Construction Documents	1240
Specifications and Materials Research	120
Document Checking and Coordination	120
Elective Hours Required	600
Hours Required	2880
Category B	
Construction Administration	
Bidding and Contract Negotiation	80
Construction Phase--Office	120
Construction Phase--Observation	120
Elective Hours Required	240
Hours Required	560
Category C	
Office Management	
Office Procedures	120
Professional Activities	80
Elective Hours Required	80
Hours Required	280

SECTION 2. The following NOTE is inserted after A-E 3.03:

NOTE: Description of Training Requirements.

Category A: Design and Construction Documents.

1. Programming--Client Contact. Programming is the process of setting forth in writing the owner's requirements for a given project. Steps in this process include establishing goals; considering a budget; collecting, organizing and analyzing data; isolated and developing concepts; and determining needs in general.

2. Site and Environmental Analysis. Site analysis includes land planning, urban design and environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns.

3. Schematic Design. The architect develops alternative solutions to satisfy technical and aesthetic requirements.

4. Building Cost Analysis. An important responsibility is to evaluate the probable project construction cost. Accurate estimates are crucial. They influence decisions involving basic design, selection of building products and systems and construction scheduling.

5. Code Research. Codes promulgated by building inspectors, officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public have a direct bearing on the total design process, and thorough knowledge of all requirements is essential to the satisfactory completion of any project.

6. Design Development. Based on the schematic design, the architect fixes and details, for the owner's further approval, the size and character of the entire project, including selection of materials and engineering systems.

7. Construction Documents. The working drawings phase of construction documents preparation describe in graphic form all of the essentials of the work to be done: location, size, arrangement and details of the project. It is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts between the various trades during construction.

8. Specifications and Materials Research. Well-grounded knowledge of specification writing principles and procedures is essential to the preparation of sound, enforceable specifications. Specification writing requires the architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a

project: appropriateness, durability, aesthetic quality, initial cost, maintenance. It is extremely important that the architect recognize the function of each item to be specified. The architect must carefully assess new materials as well as new or unusual applications of familiar items.

9. Document Checking and Coordination. Before final release of construction documents for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility.

Category B: Construction Administration.

1. Bidding and Contract Negotiation. The architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals, and making recommendations for the selection of the contractor(s). The construction contract and related documents detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services.

2. Construction Phase-Office. During the construction phase there are many related tasks which do not directly involve field observations: processing contractors' applications for payment, change orders, shop drawings and samples, adjudicating disputes. The handling of these matters will usually have a direct bearing on the smooth functioning of the work in the field.

3. Construction Phase-Observation. The architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. The architect must be thoroughly familiar with all of the provisions of the construction contract. Periodic reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings produce a detailed project record. The architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final inspection and final payment. The architect also interprets contract documents when disagreements occur and judges the dispute impartially.

Category C: Office Management.

1. Office Procedures. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation. The architect's relationship to the owner is established by contractual agreement, which establishes the duties and obligations of the parties. Effective public relations plays an essential role in the practice. The architect must learn marketing techniques which are effective while remaining within legitimate rules of professional conduct.

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN

DATE: August 27, 1990

TO: Gary Poulson
Assistant Revisor of Statutes

FROM: Pamela Haack, Administrative Assistant
Department of Regulation and Licensing

SUBJECT: Final Rulemaking Order

**Agency: EXAMINING BOARD OF ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS AND LAND SURVEYORS**

Clearinghouse Rule: 89-126

Attached is a copy and a certified copy of a final order adopting rules.

Would you please publish these rules in the code.

Thank you.

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