

## Chapter A-E 3

### ARCHITECT REGISTRATION

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**Note:** Chapter A-E 3 as it existed on February 28, 1987 was repealed and a new chapter A-E 3 was created effective March 1, 1987.

**A-E 3.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.03, 443.09 and 443.10, Stats. The purpose of rules in this chapter is to interpret basic education, experience and examination requirements for registration as an architect as specified in ss. 443.03, 443.09 and 443.10, Stats.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87.

**A-E 3.02 Application for registration.** An applicant who files an application but who does not comply with a request for information related to the application within one year from the date of the request shall file a new application and fee.

**Note:** Applications are available upon request to the board office located at P.O. Box 8935, 1400 East Washington Avenue, Madison, Wisconsin 53708.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, January, 1999, No. 517, eff. 2-1-99.

**A-E 3.03 Architectural experience. (1)** 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.

**Note:** A current copy of the Intern Development Program Table of Training Requirements may be obtained from the Bureau of Business and Design Professions located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(2)** Satisfactory experience in architectural work shall consist of related practical training including at least one year of experience in the design and construction of buildings under the supervision of a registered architect, professional engineer, or exempt person as defined in s. 443.14, Stats., prior or subsequent to acquisition of approved educational equivalents.

**(3)** To qualify as satisfactory experience in architectural work, employment shall consist of at least 2 or more continuous months.

**(4)** Not more than one year of credit for satisfactory experience in architectural work may be granted for any calendar year.

**(5)** An individual acquiring supervised experience in architectural work under this section for the purpose of satisfying the requirements of s. 443.03 (1) (b), Stats., may use the title "architectural intern."

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; r. and recr. Register, November, 1990, No. 419, eff. 1-1-93; am., cr. (2) to (4), Register, January, 1993, No. 445, eff. 2-1-93; r. Figure, Register, January, 1999, No. 517, eff. 2-1-99; CR 02-111: cr. (5) Register May 2003 No. 569, eff. 6-1-03.

**A-E 3.04 Education as an experience equivalent for registration as an architect. (1)** For the purpose of meeting experience requirements for registration as an architect, an applicant may claim certain education as equivalent to experience in architectural work, as provided in s. 443.03 (2), Stats. To qualify as equivalent to experience in architectural work, the education shall be obtained at a university, college or technical school approved by the architect section of the examining board.

**(2)** The architect section shall approve all curricula in architecture that are accredited by the national architectural accrediting board (NAAB).

**(3)** Each 45 quarter hours or 30 semester hours of credit earned is equivalent to one year of work experience. The maximum equivalent that may be obtained is set forth in the table in figure 3.04 (3).

**FIGURE 3.04 (3)**  
**TABLE OF EDUCATION AND EXPERIENCE**  
**EQUIVALENTS FOR ARCHITECTS**

Education	Maximum Experience Equivalent
Architectural Degree [Accredited by the National Architectural Accrediting Board (NAAB) – U005D]	5 years
Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Degree	4 years
Courses in NAAB Accredited Architecture Program Without Degree	4 years
Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Courses Without Degree	3 years
Other Bachelor Degrees	3 years
Other Courses Without Degrees	2 years
NAAB Accredited Master of Architecture Degree Subsequent to Accredited Bachelor of Architectural Degree	Considered as 1/2 year

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87.

**A-E 3.05 Examination. (1) ARCHITECT EXAMINATION REQUIRED.** An applicant for registration as an architect, unless applying under s. 443.10 (1), Stats., shall successfully complete an examination on architectural services which measures the knowledge and skills necessary to competently practice architecture. The examination shall test the following architectural services and service elements:

- (a) *Pre-design.*
  1. Design objectives.
  2. Space requirements.

3. Space relations.
4. Flexibility and expansibility.
5. Site requirements
- (b) *Site Design.*
  1. Land utilization.
  2. Structures placement.
  3. Form relationships.
  4. Movement, circulation and parking.
  5. Utility systems.
  6. Surface and subsurface conditions.
  7. Ecological requirements.
  8. Deeds, zoning and construction.
  9. Topography and relations to surrounding.
  10. Architectural management and coordination.
  11. Cost.
- (c) *Building Design.*
  1. Building sections, elevations and plans.
  2. Selections and layout of building systems.
  3. Structural considerations.
  4. Mechanical considerations.
  5. Electrical considerations.
  6. Civil considerations.
  7. Interior considerations.
  8. Design documentation.
- (d) *Building Systems.*
  1. Structural systems.
  2. Lateral forces.
  3. Mechanical, electrical and plumbing.
  4. Miscellaneous systems.
  5. Materials and methods.
  6. Coordination.
  7. Cost consideration.
- (e) *Construction Documents and Services.*
  1. Architectural drawings.
  2. Structural drawings.
  3. Interior drawings.
  4. Specifications.
  5. Cost estimates.
  6. Bidding documents.
  7. Organization and handling bids.
  8. Bids evaluation.
  9. Coordination and management.
  10. Construction administration in office.
  11. Construction administration in field.
  12. Field tests.
  13. Quotation requests and change orders.
  14. Construction cost accounting.
  15. Project close-out.

**(2) REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION.** To be eligible to take a scheduled examination, the applicant shall submit documentation certifying he or she has all but one year of aca-

demic credit and qualifying architectural experience, as specified in s. 443.03 (1) (b) 1., Stats., or all but one year of qualifying architectural experience, as specified in s. 443.03 (1) (b) 2., Stats.

**(3) APPLICATION FOR EXAMINATION.** An application for examination shall be filed with the board no later than 2 months before the scheduled date for the examination.

**Note:** An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

**(4) GRADING.** The passing scores set by the board represent the minimum competency required to protect public health and safety.

**(5) TIME, DATE AND SITE OF EXAMINATION.** The examination shall be held at a time, date and site specified by the board.

**(6) EXAMINATION AND REFUND FEES.** The fee for an architect examination and requirements for refund of fees are specified in s. 440.05, Stats., and ch. RL 4.

**(7) RE-EXAMINATION PROCEDURE.** An applicant who began the examination procedure in or after June of 1983 for an architect examination who fails an examination or any part of an examination may retake any part of the examination failed at a regularly-scheduled administration of the examination. The board shall determine which parts of a current examination are equivalent to the examination parts failed by an applicant.

**(8) EXAMINATION REVIEW.** (a) *One-year limitation.* An applicant for an architect examination may review questions on any part of an examination failed by the applicant within one year from the date of the examination, as specified in s. 443.09 (6), Stats. An applicant may review the examination only once.

(b) *Review procedure.* Failing candidates shall be notified of the procedure to schedule a review of the appropriate examination parts. The applicant may take notes on the examination questions reviewed. No notes may be retained by the applicant following the review. The review may not take place within 30 days prior to a scheduled examination. If the section confirms the failing status following its review, the application shall be deemed incomplete, and the applicant may be reexamined under sub. (7).

**(9) CHEATING.** Any applicant for registration who receives aid or cheats in any other manner in connection with the examination shall be barred from completing the examination or shall not be given a passing grade, or both.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (2) and (7), Register, January, 1993, No. 445, eff. 2-1-93; am. (8) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (8) (a), Register, October, 1996, No. 490, eff. 11-1-96; am. (4), cr. (9), Register, January, 1999, No. 517, eff. 2-1-99.

**A-E 3.06 Application contents.** An application shall include all of the following:

**(1)** Transcripts or apprenticeship records verifying the applicant's education and training.

**(2)** References from at least 5 individuals having personal knowledge of the applicant's experience in the practice of architecture, 3 of whom are registered architects.

**(3)** A chronological history of the applicant's employment.

**(4)** Any additional data, exhibits or references showing the extent and quality of the applicant's experience that may be required by the architect section.

**History:** Cr. Register, January, 1993, No. 445, eff. 2-1-93; am. (intro.) to (3), Register, January, 1999, No. 517, eff. 2-1-99.