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**TELECONFERENCE/VIRTUAL MEETING  
ARCHITECT SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND  
SURVEYORS  
Room 121A, 1400 E. Washington Avenue, Madison  
Contact: Brittany Lewin 608-266-2112  
December 5, 2014**

*The following agenda describes the issues that the Architect Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Architect Section.*

**AGENDA**

**10:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-2)**

**B. Approval of Minutes-October 8, 2014 (3-4)**

**C. Administrative Matters**

- 1) Staff Updates
- 2) 2015 Meeting Dates

**D. Education and Examination Matters - Discussion and Consideration**

- 1) Education Requirements
- 2) Continuing Education Audit Request

**E. Credentialing Matters – Discussion and Consideration**

- 1) Review of NCARB Intern Development Program (IDP) and Wisconsin Equivalent IDP  
**(5-15)**
- 2) Wis. Stats. 443.03(1) - Satisfactory Experience **(16-17)**

**F. NCARB Update**

- 1) 2014 NCARB MBC/MBE Meeting – Report from Lawrence Schnuck
- 2) Status of NCARB Proposals

**G. Legislative and Administrative Rule Matters**

- 1) 165-A-E 3, 4, 6, 9 Entrance to Exams **(18-22)**
- 2) Pending and Possible Rulemaking Projects

**H. Items Added After Preparation of Agenda**

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Proposed Final Decision(s) and Order(s)
- 5) Disciplinary Matters
- 6) Administrative Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Informational Item(s)
- 13) Speaking Engagement(s), Travel, or Public Relation Request(s)

**I. Public Comments**

**ADJOURNMENT**

**ARCHITECT SECTION  
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS  
PROFESSIONAL ENGINEERS, DESIGNERS AND  
PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
October 8, 2014**

**PRESENT:** Michael Eberle, Matthew Fernholz (GoToMeeting), James Gersich,  
Lawrence Schnuck

**EXCUSED:** Gary Kohlenberg

**STAFF:** Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant

**CALL TO ORDER**

Lawrence Schnuck, Section Chair, called the meeting to order at 1:04 p.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** James Gersich moved, seconded by Michael Eberle, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JULY 29, 2014**

**MOTION:** James Gersich moved, seconded by Matthew Fernholz, to approve the minutes of July 29, 2014 as published. Motion carried unanimously.

**SPEAKING ENGAGEMENTS, TRAVEL OR PUBLIC RELATIONS REQUESTS**

**NCARB Member Board Chairs/Member Board Executives Conference, October 31-  
November 1, 2014, Indianapolis, IN**

**MOTION:** James Gersich moved, seconded by Michael Eberle, to designate Lawrence Schnuck to attend the NCARB Member Board Chairs/Member Board Executives Conference on October 31 to November 1, 2014 in Indianapolis, IN. Motion carried unanimously.

## **CLOSED SESSION**

**MOTION:** Michael Eberle moved seconded by Matthew Fernholz, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Lawrence Schnuck read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Michael Eberle – yes; Matthew Fernholz – yes; James Gersich – yes; Lawrence Schnuck – yes. Motion carried unanimously.

The Section convened into closed session at 2:00 p.m.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Michael Eberle moved, seconded by Matthew Fernholz, to reconvene into open session. Motion carried unanimously.

The Section reconvened into open session at 2:15 p.m.

## **VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION**

**MOTION:** James Gersich moved, seconded by Michael Eberle, to reaffirm all votes made in closed session. Motion carried unanimously.

## **PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

**MOTION:** James Gersich moved, seconded by Michael Eberle, to accept the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary matter concerning **Philip J. Silvestri (14 ARC 004)**. Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Michael Eberle moved, seconded by Matthew Fernholz, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:29 p.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Brittany Lewin Executive Director</b>		2) Date When Request Submitted:  <b>12/1/14</b> <small>Items will be considered late if submitted after 12:00 p.m. and less than:              ▪ 8 work days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date:  <b>12/5/14</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Credentialing Matters – Review of NCARB Intern Development (IDP) Program and Wisconsin Equivalent IDP</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by _____ (name)  <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Discussion regarding current NCARB IDP, WI IDP, and possible changes. See attachments.</b>			
11) <b>Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# IDP REQUIREMENTS: EXPERIENCE CATEGORIES AND AREAS

## 5,600 Experience Hours

In order to satisfy the experience requirement, you must earn **5,600** hours of experience. You earn experience hours in experience settings recognized by NCARB.

Of the 5,600 hours required for completion of IDP, **3,740** hours are considered core minimum hours. Core minimum hours are earned in four experience categories that include 17 experience areas. The additional **1,860** hours required can be earned in any experience area, category, or through supplemental experience.

## Experience Categories

There are four experience categories:

1. Pre-Design
2. Design
3. Project Management
4. Practice Management

## Experience Areas

The four experience categories include 17 experience areas. To complete the 3,740 core minimum hours requirement, you must satisfy the core minimum hours required in each experience area.

## Core Hours

Experience earned in specific categories and areas. Core *minimum* hours are the minimum number of hours you must earn in a given experience category or area.

## Elective Hours

Elective hours are experience hours that exceed the 3,740 core minimum requirement.

There are two ways to earn the 1,860 elective hours:

- Any hours earned in an experience area in excess of the 3,740 core minimum hours.
- Supplemental experience opportunities for elective hours. Experience earned through supplemental experience for elective hours are not applied to any specific experience category or area.

For policies and procedures related to the IDP 2.0 Rollover, read the Interns' IDP 2.0 Rollover Guide.

### Category 1: Pre-Design

Core Minimum Hours

✓ Programming (tasks) (Programming - Client Contract) = 80	80	
✓ Site and Building Analysis (tasks) (Site & env. Analysis) = 80	80	
✓ Project Cost and Feasibility (tasks) (Bldg cost analysis) = 80	40	(+40)
✓ Planning and Zoning Regulations (tasks) (code research) = 120	60	(+60)
<b>TOTAL</b>	<b>260</b>	

### Category 2: Design

Core Minimum Hours

✓ Schematic Design (tasks) (Design Development) = 320	320	
Engineering Systems (tasks)	360	
Construction Cost (tasks)	120	
Codes and Regulations (tasks) - (code research) = 120	120	
Design Development (tasks)	320	
✓ Construction Documents (tasks) (construction docs) = 1,200	1,200	(-40)
✓ Material Selection and Specification (tasks) (Spec. & Material) = 120	160	(-40)
<b>TOTAL</b>	<b>2,600</b>	

### Category 3: Project Management

Core Minimum Hours

✓ Bidding and Contract Negotiation (tasks) (" " ) = 80	120	(-80)
✓ Construction Administration (tasks) (" office) = 120	240	(-120)
✓ Construction Phase: Observation (tasks) (" " ) = 120	120	
✓ General Project Management (tasks) (project mgmt) = 120	240	(-120)
<b>TOTAL</b>	<b>720</b>	

### Category 4: Practice Management

Core Minimum Hours

Business Operations (tasks) (office mgmt ???) = 80	80	
✓ Leadership and Service (tasks) (prof. & community svcs) = 80	80	
<b>TOTAL</b>	<b>160</b>	

**TOTAL CORE MINIMUM HOURS (WI 2800) 3,740**

**ELECTIVE HOURS (WI 920) 1,860**

**TOTAL HOURS (WI 3720) 5,600**

WI Totals from form #1947

## IDP REQUIREMENTS: SUPPLEMENTAL EXPERIENCE

### Supplemental Experience for Core Hours

There are several opportunities to earn core hours through supplemental experience. However, each opportunity has specific limitations in terms of maximum allowable hours. Core hours earned through supplemental experience are credited to the specific experience category or area in which they are earned.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS EARNED
<u>Design or Construction Related Employment</u>	See <u>employment requirements</u>	IDP Supervisor	Any IDP experience area	Up to 930 hours
<u>Leadership and Service</u>	Yes	See page 14	<u>Leadership and Service</u>	Up to 320 hours, 80 hours minimum
<u>Community-Based Design Center/Collaborative</u>	Yes	"Designated IDP Supervisor"	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
<u>CSI Certification Program: CCCA</u>	Yes	NCARB	<u>Construction Administration</u>	40 hours
<u>CSI Certification Program: CCS</u>	Yes	NCARB	<u>Material Selection and Specification</u>	40 hours
<u>Design Competitions</u>	Yes	Mentor	Any IDP experience area <b>except</b> Leadership and Service	Up to 40 hours per area
<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Any IDP experience area	Up to 40 hours per area
<u>NCARB's Professional Conduct Monograph</u>	Yes	NCARB	<u>Business Operations</u>	16 hours
<u>Site Visit With Mentor</u>	Yes	Mentor	<u>Construction Phase: Observation</u>	Up to 40 hours

Maximum of 40 hours per IDP experience area in any combination of opportunities for core. Maximum of 600 total hours.

### Supplemental Experience for Elective Hours

You may earn a maximum of 1,860 elective hours through supplemental experience opportunities. Elective hours earned through supplemental experience are not applied to any specific IDP experience area.

<u>Advanced Degrees</u>	Yes	NCARB	Elective	930 hours
<u>AIA Continuing Education</u>	Yes	NCARB	Elective	Up to 1,860 hours
<u>Construction Work</u>	Yes	IDP Supervisor	Elective	Up to 930 hours
<u>CSI Certificate Program: CDT</u>	Yes	NCARB	Elective	40 hours
<u>Emerging Professional's Companion (EPC)</u>	Yes	IDP Supervisor or Mentor	Elective	Up to 1,800 hours (including EPC for core)
<u>GBCI LEED AP Credential</u>	Yes	NCARB	Elective	40 hours
<u>Teaching or Research</u>	See <u>employment requirements</u>	IDP Supervisor	Elective	Up to 1,860 hours

Maximum of 1,860 hours in any combination of Supplemental Experience for Elective Hours

# Wisconsin Department of Safety and Professional Services

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

### ARCHITECT SECTION

### EQUIVALENT INTERN DEVELOPMENT PROGRAM RECORD OF EXPERIENCE

PLEASE TYPE OR PRINT IN INK

Intern Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (Days) \_\_\_\_\_

This report covers the time period from (07) 078 to \_\_\_\_\_ corresponding to engagement # \_\_\_\_\_ on the Experience Record (Form #463) and reflects the number of hours of experience gained during this time period in each of the criteria shown below. This report must be completed, signed, and returned to the Architects Section when you have fulfilled all requirements for credential (license) or applying for the architect examination.

**The intern should show only one employer for each time period reported. Hours from two employers for two different time periods cannot be verified on the same report.**

#### CATEGORY A: Design and Construction Documents

*#s from NCARB categories (1-4) page #12*

Criteria	Minimum No. Hrs. Required	Hrs. Accrued This Period	Previous Hrs. Accrued	Total Hrs. To Date
✓ 1. Programming-Client Contact	80	80 (#1)	_____	_____
✓ 2. Site & Environment Analysis	80	80 (#1)	_____	_____
? 3. Schematic Design	120	_____	_____	_____
✓ 4. Building Cost Analysis <i>(Project cost's)</i>	80	40 (#1)	_____	_____
✓ 5. Code Research <i>(Planning &amp; zoning Regs)</i>	120	60 (#1)	_____	_____
✓ 6. Design Development	320	320 (#2)	_____	_____
✓ 7. Construction Documents -	1,160	1200 (#2)	_____	_____
✓ 8. Specifications and Materials Research	120	160 (#2)	_____	_____
? 9. Documents Checking and Coordination	120	_____	_____	_____
? 10. Elective Hours Req'd	600	_____	_____	_____
Minimum Total Hours. Req'd	2,800	_____	_____	_____

# Wisconsin Department of Safety and Professional Services

## CATEGORY B: Construction Administration

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
✓ 11. Bidding & Contract Negotiation	80	120 (#3)	_____	_____
✓ 12. Construction Phase-Office	120	240 (#3)	_____	_____
✓ 13. Construction Phase-Observation	120	120 (#3)	_____	_____
14. Elective Hours Req'd	240	_____	_____	_____
Minimum Total Hrs. Req'd	560	_____	_____	_____

## CATEGORY C: Management

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
✓ 15. Project Management	120	240 (#3)	_____	_____
16. Office Management	80	80 ??? (#4)	_____	_____
17. Elective Hours Req'd	80	_____	_____	_____
Minimum Total Hrs. Req'd	280	_____	_____	_____

## CATEGORY D: Related Activities

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
✓ 18. Professional and Community Services	80	80 (#4) = (max 320 allowed)	_____	_____
Minimum Total Hrs. Req'd	80	_____	_____	_____

### **TOTAL HRS. ACQUIRED**

This listing of required minimums in Categories A, B, C, and D totals 3,720 hours. Minimum hourly requirements must be met for each criterion.

I state that the hours reported for this time period are accurate.

Intern Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name of Supervisor \_\_\_\_\_  
(print or type name)

Verified by Supervisor's Signature \_\_\_\_\_

Supervisor's License Number \_\_\_\_\_ Date Signed \_\_\_\_\_

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

### ARCHITECTS SECTION

#### INSTRUCTION CRITERIA FOR COMPLETION OF EQUIVALENT INTERN DEVELOPMENT PROGRAM RECORD OF EXPERIENCE (Form #1947)

The Equivalent Intern Development Program Record of Experience (Form #1947) must be completed and returned to the Architects Section when you are fulfilling requirements to become eligible for the architect examination or for a credential (license) as an architect. The report must be signed by the intern, and the supervisor and should show the number of hours the intern has acquired. The Architects Section suggests interns add to this record every 3 months. It is expected that the intern will start an IDP record after graduation and maintain this record until the time an application is submitted for a credential (license).

The intern should show only one employer for each time period reported. Hours from two employers for two different time periods CANNOT be verified on the same report.

The column labeled Hrs. Accrued This Period should contain the hours for the time period specified at the top of the report. The column labeled Previous Hrs. Accrued should contain the number of hours from previous report forms. Add the numbers in the first and second column to obtain the hours for the column labeled Total Hrs. To Date.

Category A, B and C each requires elective hours. When you have exceeded the minimum number of hours for each criteria, you may indicate these hours under the appropriate criteria or the additional hours obtained may be listed under "elective hours".

Interns qualifying for the architectural examination or for a credential (license) as an architect by using the NCARB IDP Periodic Assessment Report instead of the Equivalent Intern Development Program Record of Experience (Form #1947) must have NCARB submit their record to the board office. Copies of reports submitted by the intern to NCARB are not acceptable.

A supervisor is a registered architect who has direct knowledge of your work experience. A supervisor can only verify hours worked while in his/her employ. A supervisor CANNOT verify hours from previous employers.

It is the sole responsibility of the intern to maintain an up-to-date IDP Record of Experience in a format acceptable to the Architects Section of the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors. An equivalent IDP Record of Experience of NCARB IDP Periodic Assessment Report is required by A-E 3, Wis. Admin. Code to become credentialed (licensed) in Wisconsin and is one of several requirements for the architect examination or fulfilling requirements for a credential (license) contained in state statutes and administrative code. For a complete copy of the Wisconsin Statutes and Administrative Code Relating to Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors, please contact the board office.

**Table of Training Requirements  
Intern Architect Development Program**

	Minimum Hours Required
<b>Category A</b>	
<b>Design and Construction Documents</b>	
✓Programming—Client Contact	80
Site and Environmental Analysis	80
Schematic Design	120
Building Cost Analysis	80
Code Research	120
Design Development	320
Construction Documents	1160
Specifications and Materials Research	120
Documents Checking and Coordination	120
Elective hours required within Category A	600
 Minimum Hours Required, Category A	 2800
 <b>Category B</b>	
<b>Construction Administration</b>	
Bidding and Contract Negotiation	80
Construction Phase—Office	120
Construction Phase—Observation	120
Elective Hours Required Within Category B	240
 Minimum Hours Required, Category B	 560
 <b>Category C</b>	
<b>Management</b>	
Project Management	120
Office Management	80
Elective Hours Required, Category C	80
 Minimum Hours Required, Category C	 280

## Category D

### Related Activities

Professional and Community Service 80

Minimum Hours Required, Category D 80

### 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 projects 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 section of materials and engineering systems.
7. **Construction Documents.** The working drawing 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 document 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 Material Research.** Well-grounded knowledge of specifications 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 specification, and to be able to communicate in 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 application 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 assist in establishing and administering bidding procedures, issuing addenda, evaluation 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 observation: processing contractors' application 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 all the overall project schedule at the 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 document when disagreements occur and judges the deposes impartially.

### **Category C: Management.**

1. **Project Management.** The economic and professional health of a firm depends on the orderly, trackable method of project execution. A clearly defined project work plan, the key to the efficient management of project tasks, requires participation and input from team members, consultant, client representatives and other key decision makers (financial experts, developers, lawyers and contactors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with particular attention to decisions that influence the work of multiple team members. A project file initiated and maintained by the project manager is the comprehensive record of the project's life and a useful resource for future endeavors. The work plan must be congruent with all project related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress the project manager's responsibility to measure actual schedule/budget process consists the work plan "yardstick" assess all discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post occupancy evaluation procedures.
2. **Office Management.** 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 relation to the owner is established by contractual agreement, which establishes the duties and obligation 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.

**Category D: Related Activities.**

1. **Professional and Community Service.** The architect must participate in public service programs and must also maintain a supportive role with others involved in the construction industry.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Brittany Lewin Executive Director</b>		2) Date When Request Submitted:  <b>12/1/14</b> <small>Items will be considered late if submitted after 12:00 p.m. and less than:              ▪ 8 work days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date:  <b>12/5/14</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Credentialing Matters – Wis. Stats. 443.03(1) – Satisfactory Experience</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Discussion and consideration of what the Section determines as “satisfactory experience.”</b>  <div style="background-color: yellow; padding: 2px;"><b>443.03 Registration requirements for architects.</b></div> <p><b>(1)</b> An applicant for registration as an architect shall submit as satisfactory evidence to the architect section of the examining board all of the following:</p> <p style="padding-left: 20px;"><b>(a)</b> That he or she has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics.</p> <p style="padding-left: 20px;"><b>(b)</b> One of the following:</p> <p style="padding-left: 40px;"><b>1m.</b> A diploma of graduation, or a certificate, from an architectural school or college approved by the architect section as of satisfactory standing, together with at least 2 years' practical experience of a character satisfactory to the architect section in the design and construction of buildings.</p> <p style="padding-left: 40px;"><b>2.</b> A specific record of 7 or more years of experience in architectural work of a character satisfactory to the architect section in the design and construction of buildings.</p> <p><b>(2)</b> Graduation in architecture from a school or college approved by the architect section as of satisfactory standing shall be considered as equivalent to 5 years of experience, and the completion satisfactory to the architect section of each year of work in architecture in such school or college without graduation shall be considered equivalent to one year of experience. Graduation in a course other than architecture from a school or college approved by the architect section as of satisfactory standing shall be considered as equivalent to not more than 4 years of experience.</p>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	

Directions for including supporting documents:

1. This form should be attached to any documents submitted to the agenda.
2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.
3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Shawn Leatherwood, Admin. Rule Coordinator		<b>2) Date When Request Submitted:</b> November 20, 2014  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 08 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> <b>Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors –Architect Section</b>			
<b>4) Meeting Date:</b> December 5, 2014	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Legislation and Administrative Rule Matters-Discussion and Consideration</b> <ul style="list-style-type: none"> <li>• 165-A-E 3, 4, 6, 9 Entrance to exams</li> </ul>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes by _____ (name)  <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  The Board will consider and discuss a draft of the 165-A-E 3, 4, 6, 9 Entrance to exams.			
<b>11) Signature of person making this request</b> Shawn Leatherwood		<b>Authorization</b> November 20, 2014	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.</li> <li>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

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

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IN THE MATTER OF RULE-MAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS AND
DESIGNERS AND LAND SURVEYORS	:	LAND SURVEYORS
	:	ADOPTING RULE
	:	(CLEARINGHOUSE RULE )

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An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors to \*

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 440.071, Stats.

**Statutory authority:**

Sections 15.08 (5) (b) and 227.11 (2) (a), Stats., 2013 Wisconsin Act 114

**Explanation of agency authority:**

**Related statute or rule:**

None.

**Plain language analysis:**

**Summary of, and comparison with, existing or proposed federal regulation:**

**Comparison with rules in adjacent states:**

**Illinois:**

**Iowa:**

**Michigan:**

**Minnesota:**

**Summary of factual data and analytical methodologies:**

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

**Fiscal Estimate and Economic Impact Analysis:**

The department is currently soliciting information and advice from businesses, local government units and individuals in order to prepare the Economic Impact Analysis.

**Effect on small business:**

**Agency contact person:**

Shawn Leatherwood, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4438; email at [Shancethea.Leatherwood@wisconsin.gov](mailto:Shancethea.Leatherwood@wisconsin.gov).

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Shawn Leatherwood, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to [Shancethea.Leatherwood@wisconsin.gov](mailto:Shancethea.Leatherwood@wisconsin.gov). **Comments must be received on or before \* to be included in the record of rule-making proceedings.**

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TEXT OF RULE

SECTION 1. A-E 3.05 (2) and (3) are repealed.

SECTION 2. A-E 3.02 is repealed and recreated to read:

**A-E 3.02 Requirements for registration as an architect.** (1) An applicant for registration as an architect, in accordance with s. 443.03, Stats., shall submit all of the following:

(a) documentation certifying that the applicant has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics.

(b) One of the following:

1. A diploma of graduation, or a certificate, from an architectural school or college approved by the architect section as satisfactory standing, together with at least 2 years of practical experience as described in A-E 3.03 and of character satisfactory to the architect section in the design and construction of buildings.

2. A specific record of 7 or more years of experience in architectural work of a character satisfactory to the architect section in the design and construction of buildings.

(2) 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.

SECTION 3. A-E 4.07 (2) and (3) are repealed.

SECTION 4. A-E 6.025 is created to read:

**A-E 6.025 Licensure requirements for professional land surveyors.** (1) An applicant for a professional land surveyor licensure, in accordance with s. 443.06 (2), Stats., shall complete all of the following:

(a) Shall submit one of the following:

1. Documentary evidence of completion of a bachelor's degree of not less than 4 years duration in a course in the practice of professional land surveying or a related field that is approved by the professional land surveying section and the completion of at least 2 years of approved practice in professional land surveying.

2. Documentary evidence of completion of an associate degree in not less than 2 years duration in a course in the practice of professional land surveying or a related field of study that is approved by the professional land surveying section and the completion of at least 4 years of approved practice in professional land surveying.

3. Documentary evidence that the applicant has engaged in the practice of professional land surveying for at least 10 years prior to the application and has demonstrated that the applicant is competent to engage in the practice of professional land surveying as determined by the professional land surveying section. This subdivision applies to applicants who are applying after June 30, 2000 and before July 1, 2019.

(b) Fundamentals of land surveying examination.

(c) Principles and practice of land surveying examination after completing all but one year of the required experience:

SECTION 5. A-E 6.04 (1) is amended to read:

**A-E 6.04 (1)** To meet the educational requirements of ~~s. 443.06 (2) (a) and (bm), Stats., s. 443.06 (2) (bm), Stats.~~, an applicant for registration as a land surveyor shall have satisfactorily completed at least 60 semester credits in ~~civil engineering or~~ land surveying curriculum or in a related field as approved by the professional land surveyor section including no less than 12 semester credits in land surveying which shall be in the following categories of study:

SECTION 6. A-E 6.05 (3) is repealed and recreated to read:

A-E 6.05 (3) TIME PERIOD FOR EXAMINATION. Applicants for licensure as a land surveyor must take and pass both the fundamentals of surveying examination and the national principles and practice surveying examination within 4 years of applying for licensure.

SECTION 7. A-E 6.05 (4) and (5) are repealed.

SECTION 8. A-E 9.05 (2) and (3) are repealed.

SECTION 9. A-E 9.06 (1m) is created to read:

A-E 9.06 (1m) Documentary evidence of having met the requirement under ss. 443.035 (1) (a) or (b) and 443.09 (4m), Stats.

SECTION 14 EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Board Chairperson  
Examining Board of Architects, Landscape  
Architects, Professional Engineers,  
Designers, and Land Surveyors