



STATE OF WISCONSIN
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**A-E JOINT BOARD
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
TELECONFERENCE**

**Room 121A, 1400 E. Washington Avenue, Madison
Contact: Berni Mattsson - 608-266-2112
July 24, 2012**

The following agenda describes the issues that the Board 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 and deliberations of the Board.

**FULL BOARD MEETING
9:00 a.m.**

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes – October 12, 2011 (3-6)**
- C. Secretary Matters
- D. Executive Director Matters**
 - 1) Late Add Agenda Items Procedure
 - 2) Board/Section Officer Elections Update
- E. Board Discussion Items including any received after printing of agenda**
 - 1) Division of Enforcement Matters
 - 2) Education and Examination Matters
 - 3) Credentialing Matters
 - 4) Practice Question Matters
 - 5) Legislation/Administrative Rule Matters (11-12)**
 - a. Update Related to A-E 2.02: Electronic Seals and Signatures
 - 6) Liaison/Committee/Section Member Reports**
 - a. Architects
 - b. Designers
 - c. Engineers
 - d. Land Surveyors
 - e. Landscape Architects
 - 7) Speaking Engagement, Travel, Public Relation Requests (13-14)**
 - a. NCEES Update
- F. Informational Items

G. New Business

H. Public Comments

I. Consulting with Legal Counsel

J. Other Board Business

K. Next Meeting Date: October 10, 2012

ADJOURNMENT

**A-E JOINT BOARD
MEETING MINUTES
OCTOBER 12, 2011**

Present: Scott Berg, Julia DeCicco, Joseph Eberle, Daniel Fedderly, Thomas Gasperetti, Gary Gust, Steven Hook, Matthew Janiak, Ruth G. Johnson, Gary Kohlenberg (*joined the meeting at 9:34*), Charles Kopplin, Nancy Ragland, James Rusch, Lawrence Schnuck, Rosheen Styczinski, Steven Tweed and Walter Wilson

Not Present: Bernie Abrahamson, Michael Kinney, James Mickowski, Wayne Tlusty

Staff: Denise Aviles, Bureau Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other DRL staff

Guests: Bill Babcock

Rosheen Styczinski, Board Chair, called the meeting to order at 9:10 a.m. A quorum of 16 members was confirmed at the beginning of the meeting.

ADOPTION OF AGENDA

MOTION: James Rusch moved, seconded by Joseph Eberle, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

Corrections

- Remove one of the continuing education references in the Designers Section Report and change issue to issues.

MOTION: Nancy Ragland moved, seconded by Daniel Fedderly, to approve the minutes of April 21, 2010 as corrected. Motion carried unanimously.

BUREAU DIRECTOR MATTERS

Densie Aviles reviewed the 2012 meeting dates with the Board.

Elections

The Board conducted elections for the 2012 calendar year.

NOMINATION: James Rusch nominated Rosheen Styczinski as chairperson. The chair called for additional nominations three times.

MOTION: Daniel Fedderly moved, seconded by Walter Wilson, to close nominations and cast a unanimous ballot for Rosheen Styczinski as Chairperson for the 2012 calendar year.

NOMINATION: Daniel Fedderly nominated James Rusch as vice-chairperson. The chair called for additional nominations three times.

MOTION: Matthew Janiak moved, seconded by Nancy Ragland, to close nominations and cast a unanimous ballot for James Rusch as Vice-Chair person for the 2012 calendar year.

NOMINATION: Scott Berg nominated Charles Kopplin as secretary. The chair called for additional nominations three times.

MOTION: Thomas Gasperetti moved, seconded by Walter Wilson, to close nominations and cast a unanimous ballot for Charles Kopplin as Secretary for the 2012 calendar year.

BOARD DISCUSSION

1. LEGISLATION/ADMINISTRATIVE RULE MATTERS

- a. Review and Discuss Designer Section's proposed changes to Ch. 443 WI Stats.**
Scott Berg reported that the Designer Section has developed a definition of Designer. He noted that they are recommending changes to experience. He also noted that they suggested making parts of Wi. Stat. § 443 applicable to Designers. They are also asking for a modification to allow the Section to impose fines. They are also requesting that "Designers of Engineering System" be changed to "Designers of Engineered Systems" throughout the Chapter. Yolanda McGowan also talked about a change to the provisions related to imposition of fines. The next step is to find a sponsor for the legislation.
- b. Conditional advance adoption of A-E 13**
Charles Kopplin recapped the public hearing that was conducted last week related to continuing education for the professional engineers and the status of the rule.

Gary Kohlenberg joined the meeting at 9:34

MOTION: Jim Rusch moved, seconded by Lawrence Schnuck, to adopt the proposed rule related to continuing education for professional engineers subject to passage of legislative review. Motion carried. Gary Kohlenberg abstained.

MOTION: Joseph Eberle moved, seconded by Charles Kopplin, to authorize Rosheen Styczinski to sign for adoption on behalf of the Board. Motion carried unanimously.

2. LIAISON/COMMITTEE REPORTS

- a. Architects**
The Architects have a meeting this afternoon and therefore do not have a report at this time.
- b. Designers**
Scott Berg reported that the Designer Section is working on the legislation that was discussed earlier. He noted that they are looking for public members. He told the Board that James Mickowski is the new chair of the Designer Section.
- c. Engineers**
Charles Kopplin reported that the Engineer Section is working on the Continuing Education rule and updating rules to implement 2009 WI Act 350 to remove the grandfather clause. He provided a brief report of the NCEES Annual Meeting.
- d. Land Surveyors**
Jim Rusch reported that the Land Surveyor Section was discussing the removal of the "experience only" pathway to licensure. He indicated that the Department might be receiving a questionnaire related to the exam trends from NCEES. He told the Board that NCEES is in the process of defining "legal description" for surveying purposes. He indicated that NCEES has grant/scholarship money that they will distribute to encourage teachers to attend a "boot camp" that is geared to teachers teaching their students the importance of surveying and math. He indicated that land surveying will soon be tested using computer based testing.
- e. Landscape Architects**
Rosheen Styczinski reported that there will be a change to their exam structure. She also indicated that ASLA is recommending a standard designation for Landscape Architects and also that state licensing boards consider allowing students to take exams while in school or shortly thereafter.

3. **INFORMATIONAL ITEMS**

a. NCEES recognition of James Rusch

Charles Kopplin told the Board that James Rusch was recognized by NCEES for outstanding service to the organization.

b. Definition of “Welfare” for Landscape Architects

Rosheen explained the CLARB definition of “welfare” document that was included in the packet.

NEW BUSINESS

MOTION: Charles Kopplin moved, seconded by James Rusch, to recognize and commend Scott Berg for his service to the examining Board. Motion carried unanimously.

PUBLIC COMMENTS

Bill Babcock asked the Board to move forward with the electronic stamping and signing of plans. He also talked about the certificate of authorizations.

ADJOURNMENT

MOTION: Joseph Eberle moved, seconded by Ruth G. Johnson, to adjourn the meeting at 10:18 a.m. Motion carried unanimously.

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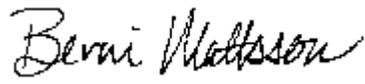
AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Katie Koschnick Administrator, Division of Board Services		2) Date When Request Submitted: 6/19/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Joint A-E Board			
4) Meeting Date: 7/24/12	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Under Executive Director Matters - Late Add Agenda Items Procedure	
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p><i>Effective immediately, all agenda items for open session discussion at board meetings must be given to the Bureau Assistant at least 24 hours prior to the meeting; in the case of a Monday meeting, the deadline is 72 hours prior to the meeting. Agenda items that are submitted after this deadline will be added to the agenda for the following board meeting.</i></p> <p>This is so that the department can ensure that all items for open discussion are posted to the website for public view in advance of the meeting.</p>			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 6/19/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
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 Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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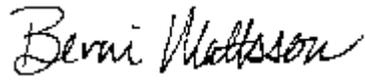
AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Berni Mattsson, Executive Director		2) Date When Request Submitted: 7/13/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors			
4) Meeting Date: 7/24/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Board/Section Officer Elections Update	
7) Place Item in: x 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) x No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>For consistency purposes, the Department's executive directors will schedule all Board/Section elections for 2013 occur during the first meeting for the Section/Board in 2013. Given that there is no longer Board Chair training during the end of the year, there is no need to have the elections for 2013 during the Fall of 2012.</p>			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 7/13/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
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AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Berni Mattsson, Executive Director		2) Date When Request Submitted: 6/25/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors			
4) Meeting Date: 7/24/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Legislation/Administrative Rule Matters: Update related to A-E 2.02: Electronic Seals and Signatures	
7) Place Item in: x 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) x No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>At their February, 2012 meeting, the Engineer's section requested that this item be discussed at the next meeting of the Joint Board.</p> <p>Some Background: In September 2004, DOA issued a scope statement to implement 2003 WI Act 294, related to electronic transactions and records. In January 2007, the Jt. Board issued a scope statement regarding the update of A-E 2.02. DOA's progress in writing rules was discussed at Jt. Board and Engineers Section meetings through 2008 and 2009. There were no updates in 2010. The Engineers Section decided to take no further action on the Board's scope statement at their September 2011 meeting.</p> <p>Attached is a summary of neighboring states' requirements excerpted from arx.com (they sell software to create digital signatures).</p>			
11)  Signature of person making this request		Authorization 6/25/12 Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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Digital Signature Acceptance by U.S. State P.E. Boards



Digital Signatures and Seals in Illinois

Original signature only.

Currently, digital signatures are not accepted by the Illinois P.E. Board.

 [Illinois Administrative Code, Professions and Occupations, Department of Professional Regulation](#)



Digital Signatures and Seals in Iowa

Handwritten and digital signatures and seals accepted.

"It is the licensee's responsibility to ensure, prior to affixing an electronic signature to an engineering or land surveying document, that security procedures are adequate to (1) verify the signature is that of a specific person and (2) detect any changes that may be made or attempted after the signature of the specific person is affixed."

 [Engineering and Land Surveying Examining Board 193C – 6.1 \(9\)](#)



Digital Signatures and Seals in Michigan

Original signature only.

Currently, licensees must still validate personal use of the seal by placing their original signature adjacent to each seal impression or stamping.

 [State Office of Administrative Hearings and Rules, Department of Consumer and Industry Services, Professional Engineers](#)



Digital Signatures and Seals in Minnesota

Handwritten and digital signatures and seals accepted.

"A stamp, printed signature, or electronically created signature has the same force and effect as an actual signature if it creates an accurate depiction of the licensed or certified professional's actual signature."

 [Minnesota Statutes 2007, Chapter 326 Employments Licensed By State, 326.12 Architects, Engineers, Surveyors, Landscape Architects, Geoscientists, Interior Designers, Subd.3](#)



Digital Signatures and Seals in Wisconsin

Handwritten and digital signatures and seals accepted.

"Currently... all seals and stamps on drawing and specifications to be filed as public documents are required to be original... However, the rules do allow the utilization of an electronic signature if permitted by the governmental unit that is to receive the drawings and specification... Thus, within the current regulatory framework, the opportunity for the development and use of electronic signatures exists... In February 2007, the Section received further information... regarding the efforts to adopt a statewide uniform electronic signature standard. This work in developing such a system is still ongoing."

 [Position of the Professional Engineers Section on Electronic Seals and Signatures](#)

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3) Name of Board, Committee, Council, Sections: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors			
4) Meeting Date: 7/24/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? NCEES delegates	
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 checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: This item is intended to continue a discussion from the 4-19-12 Engineers Section meeting. The Board should consider whether they want to set or clarify a policy with respect to how delegates to the NCEES meetings are chosen. Should the Engineers Section alternate delegates with the Surveyors Section? Should the same person be the delegate to the Zone meeting and to the Annual meeting each year?			
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