



STATE OF WISCONSIN
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**LANDSCAPE ARCHITECT SECTION MEETING
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Virtual “Live” Meeting/Teleconference
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Berni Mattsson * 608-266-2112
March 28, 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
9:30 A.M.**

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes – September 21, 2011 (3-6)**
- C. Secretary Matters
- D. Executive Director Matters**
 - 1) Vice-Chair Elections
 - 2) Board Appointments
 - a. Credentialing Liaison
 - b. Screening Panel
 - c. Monitoring Liaison
 - 3) Annual Policy Review: Board Member Guidebook (7-38)
- E. Presentation of Proposed Stipulations, Final Decisions and Orders by the Division of Enforcement including any received after printing of the agenda
- F. 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 (39-44)**
 - a. Discussion on the Universal Use of the “PLA” Post Nominal (39-44)
 - 5) Legislation/Administrative Rule Matters (45-48)**
 - a. Review Text of Rule Draft Relative to Implementation of 09 WI Act 123 (45-48)
 - b. Discussion Re: AE-8.07 and AE-9 for Possible Revisions Based on Recent Statutory Changes (49-52)
 - c. Review and Discuss 2011 SB 453 (53-70)
 - 6) Liaison/Committee Reports
 - 7) Speaking Engagement, Travel, Public Relation Requests

G. Informational Items

H. New Business

- 1) CEU Credit Information (71-72)

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)

J. Deliberation of Proposed Stipulations, Final Decisions and Orders including any received after printing of the agenda

K. Deliberation of other items including any received after printing of agenda

- 1) Case Closings
- 2) Case Status Report
- 3) Proposed Decisions
- 4) Summary Suspensions
- 5) Objections and Responses to Objections
- 6) Complaints
- 7) Administrative Warnings
- 8) Matters Relating to Costs
- 9) Monitoring Cases
- 10) Appearances from Requests Received or Renewed
- 11) Examination Matters
- 12) Application Matters**
 - a) CE Waiver Request – L.S. (73-76)
- 13) Professional Assistance Program Cases
- 14) Motions

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

N. Other Board Business

O. Next Meeting Date: September 27, 2012

ADJOURNMENT

**LANDSCAPE ARCHITECTS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS AND LAND SURVEYORS
MINUTES
SEPTEMBER 21, 2011**

BY PHONE: Bernie Abrahamson, Rosheen Styczinski, Michael Kinney and Nancy T. Ragland

NOT PRESENT: Wayne Tlusty

STAFF PRESENT: Denise Aviles, Bureau Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; other Department staff was present during portions of the meeting

CALL TO ORDER

Rosheen Styczinski, Chair, called the meeting to order at 9:34 a.m. A quorum of 4 members was present.

AGENDA

Amendments

- Add Red folder item under K (12) (1) – waiver of CE request received from J.H.

MOTION: Nancy Ragland moved, seconded by Mike Kinney, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF APRIL 12, 2011 MINUTES

MOTION: Mike Kinney moved, seconded by Rosheen Styczinski, to approve the Minutes of April 12, 2011 as published. Motion carried unanimously.

**ADMINISTRATIVE REPORT
DENISE AVILES, BUREAU DIRECTOR**

Denise Aviles reviewed the 2012 meeting dates. She explained the Department name change that resulted from the merger of DRL with parts of Commerce. She also explained the change to the travel policy. She announced the revival of the regulatory digest for the A-E Joint Board.

NOMINATION: Nancy Ragland nominated Rosheen Styczinski as Chairperson for 2012. The chair called for additional nominations three times. Rosheen Styczinski was elected chair by unanimous vote.

NOMINATION: Mike Kinney nominated Wayne Tlusty as Vice-Chairperson for 2012. The chair called for additional nominations three times. Wayne Tlusty was elected vice-chair by unanimous vote.

NOMINATION: Mike Kinney nominated Nancy Ragland as Secretary for 2012. The chair called for additional nominations three times. Nancy Ragland was elected Secretary by unanimous vote.

**LANDSCAPE ARCHITECTS SECTION
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SEPTEMBER 21, 2011**

CREDENTIALING MATTERS

Rosheen Styczinski asked for clarification regarding 443.02(3) specifically as it relates to firms and responsible persons. Yolanda McGowan will review legislation and provide an update at the next meeting.

Review Application Appraisal Form and Revise as Applicable

Rosheen Styczinski noted that the form included in the packet was out of date as it still had "19__" and not "20__".

Review and Discuss CE Requirements for Applicants using the Comity Pathway to Licensure

There was discussion related to reciprocal licensure as well as a discussion related to waiver of continuing education requirements under certain circumstances.

Discussion Regarding the Internal Procedure for Continuing Education Auditing

There was discussion regarding the audit of Continuing Education required for Landscape Architects. The Section asked for a form that those undergoing an audit would complete that would standardize the audit review process. The section also discussed the actual CE courses and how the Department would know if the course would qualify. It was indicated that the Liaison could be contacted for clarification of guidelines for qualifying CE and if necessary, the matter could be placed on the next Section agenda for discussion.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Begin Rule-Writing Regarding Implementation of 2009 WI Act 123

The Section discussed rule changes that needed to be made and provided guidance to Yolanda McGowan to make those changes. The Section will review AE- 8 and AE-9 for any additional changes that may be needed based on recent statutory changes. This item will be on the next agenda for further consideration.

SPEAKING ENGAGEMENT, TRAVEL, PUBLIC RELATIONS REQUESTS

MOTION Bernie Abrahamson moved, seconded by Nancy Ragland, to designate Rosheen Styczinski as the Section's delegate to the 2011 CLARB Annual Meeting. Motion carried unanimously.

Report on CLARB Annual Meeting – Rosheen Styczinski

Rosheen Styczinski reported that the LARE exam style will be changing to a 4 section exam. There was a presentation related to a standard title for landscape architects. She reported that she has been the Alternate Director for Region 2 and is considering a second term. She told the Section that CLARB is also looking for graders and test writers as well and that members and non-member licensees could apply to fill those positions.

CLOSED SESSION

MOTION: Nancy Ragland moved, seconded by Bernie Abrahamson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s.

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19.85(1)(g), Stats.) Roll Call Vote: Michael Kinney -yes; Nancy T. Ragland -yes;
Rosheen Styczinski-yes; Bernie Abrahamson – yes. Motion carried unanimously.

Open Session recessed at 10:55 a.m.

RECONVENE TO OPEN SESSION

MOTION Mike Kinney moved, seconded by Nancy Ragland, to reconvene into Open Session at 12:56 p.m. Motion carried unanimously.

VOTING ON ITEMS DELIBERATED ON IN CLOSED SESSION

MOTION: Nancy Ragland moved, seconded by Mike Kinney, to take action on the applications as noted in the application files. Motion carried unanimously.

APPLICATIONS REVIEWED ON SEPTEMBER 21, 2011

The Section took the following action on applications.

FOR LANDSCAPE ARCHITECT EXAMINATION

- | | | |
|----------------------|--|--------------------|
| a. Granted | | |
| 1. Aten, Nancy | | 4. Moilien, Abbie |
| 2. Carlson, Philip M | | 5. Wanta, Jonathon |
| 3. Kasper, Evan | | |

FOR LANDSCAPE ARCHITECT LICENSURE

- | | |
|------------------|--|
| b. Denied | |
| 1. Epping, Bradd | |

MOTION Mike Kinney moved, seconded by Rosheen Styczinski, to grant a conditional waiver of CE to J.H. giving additional time equivalent to the time of deployment and require notification to the department of the day the deployment ends. Motion carried unanimously.

Members Mike Kinney, Rosheen Styczinski and Nancy Ragland authorized the Department to sign the application files as discussed during closed session.

ADJOURNMENT

MOTION: Nancy Ragland moved, seconded by Mike Kinney, to adjourn the meeting at 12:58 p.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Michelle Solem		2) Date When Request Submitted: March 14, 2012 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: Landscape Architect Section			
4) Meeting Date: March 27	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review Board Member Guidebook	
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: Please review the Board Member Guidebook, sign the acknowledgement page to indicate your understanding of this document and submit your completed signature page to your Executive Director by February 23, 2012. Your completed signature page can be delivered in person at the upcoming meeting or after the meeting, you may mail, fax or scan and e-mail this information: Department of Safety and Professional Services Berni Mattsson, Executive Director 1400 E. Washington Ave Madison, WI 53703 E-mail: Berni.Mattsson@Wisconsin.gov Fax: 608-267-3816			
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.			

Department of Safety and Professional Services



Division of Board Services Board Member Guidebook

Division of Board Services

Board Member

Guidebook

Table of Contents

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Department Information

The Department of Safety and Professional Services

History:

The 2011-13 biennial budget, 2011 Wisconsin Act 32 created the Department of Safety and Professional Services (DSPS) by combining the Department of Regulation and Licensing (DRL) and the Divisions of Safety and Buildings and Environmental and Regulatory Services from the Department of Commerce.

Chapter 75, Laws of 1967, created DRL and attached to it 14 separate examining boards that had been independent agencies. The 1967 reorganization also transferred to the department some direct licensing and registration functions not handled by boards, including those for private detectives and detective agencies, charitable organizations, and professional fund-raisers and solicitors.

DRL's responsibilities changed significantly since its creation. Initially, it performed routine housekeeping functions for the examining boards, which continued to function as independent agencies. Subsequently, a series of laws required the department to assume various substantive administrative functions previously performed by the boards and to provide direct regulation of several professions.

The DSPPS Division of Safety and Buildings traces its roots to 1911 when the Legislature created the Industrial Commission in Chapter 485 to set standards for a safe place of employment. This "safe place" statute was extended in Chapter 588, Laws of 1913, to include public buildings, defined as "any structure used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public, or by three or more tenants." The commission adopted its first building code in 1914. Programs added over the years include plumbing, heating, ventilation, air conditioning, energy conservation, private on-site waste treatment systems, accessibility for people with disabilities, and electrical inspection and certification. These responsibilities and the job of administering various other laws relating to the promotion of safety in public and private buildings, including enforcing building codes, and the licensure of occupations such as electricians and plumbers, were ultimately assumed by the Department of Commerce.

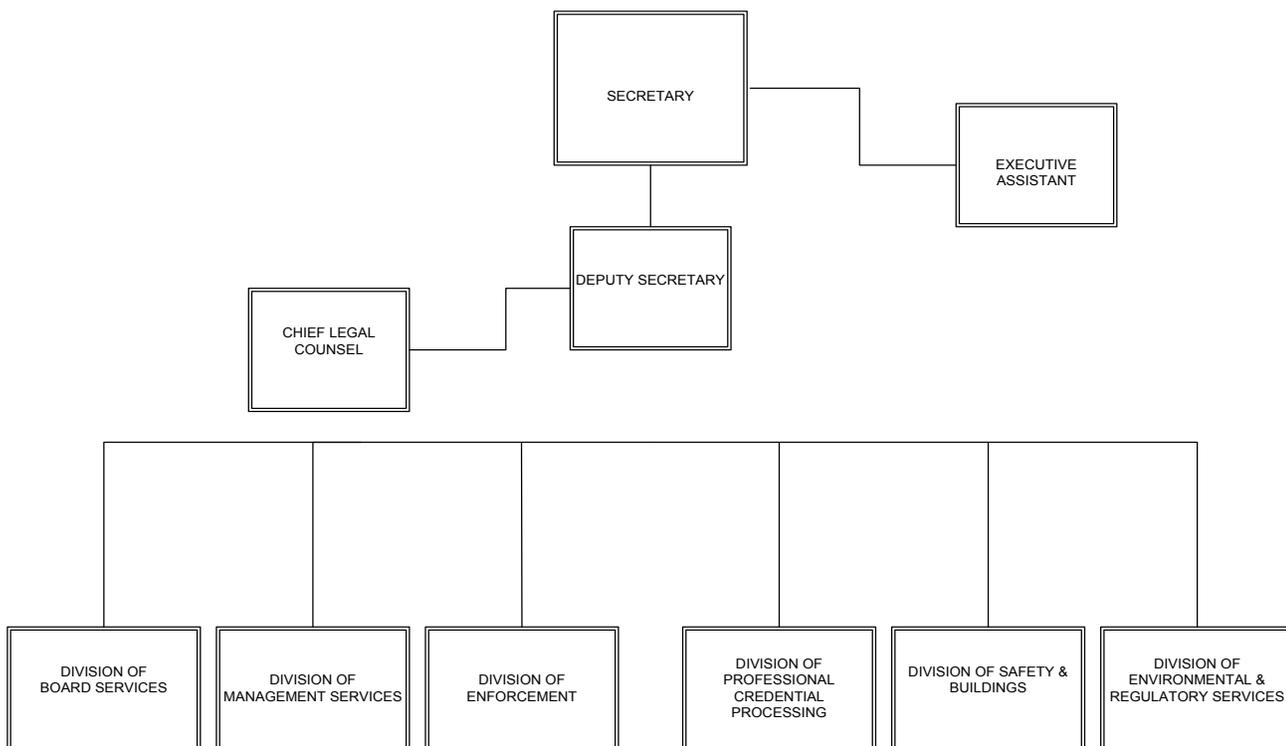
The DSPPS Division of Environmental and Regulatory Services was created by 1995 Wisconsin Act 27 which transferred the PECFA program and the safety and buildings functions from the Department of Industry, Labor and Human Relations to the Department of Commerce.

The Department of Safety and Professional Services

Quick Facts

- Responsible for ensuring the safe and competent practice of licensed professionals in Wisconsin. The department also administers and enforces laws to assure safe and sanitary conditions in public and private buildings and regulates petroleum products and petroleum storage tank systems.
- Provides policy coordination and centralized administrative services for more than 70 boards, sections, councils, advisory committees, and direct licensing professions.
- Oversees the regulation of 200 types of credentials and specialty permits in more than 60 professional fields.
- Issues over 27,500 new credentials and renews more than 430,000 credential holders each biennium.
- Organized into six divisions and two offices:
 - Office of the Secretary
 - Division of Board Services
 - Division of Enforcement
 - Division of Environmental and Regulatory Services
 - Division of Management Services
 - Division of Professional Credential Processing
 - Office of Education and Examinations
 - Division of Safety and Buildings
- 379.6 full-time employees.
- Receives more than 2,500 consumer complaints per year.
- Verifies about 7,000 Wisconsin licenses per year to other states.

The Department of Safety and Professional Services Organizational Structure



Division of Board Services

Mission of DSPS and the Boards

To protect the health, safety and well-being of the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals at the least cost to the state.

To ensure the availability of safe and competent professional services by:

- fairly administering education, experience and examination requirements;
- establishing professional practice standards;
- ensuring compliance by enforcing occupational licensing laws.

Division of Board Services-Board Staff

17 staff in Board Services

1 Division Administrator

1 Program Assistant Supervisor

4 Executive Directors

4 Legal Counsel

4 Bureau Assistants

1 Adv-Paralegals

2 Paralegal

- There are approximately 300 board, council and committee members.
- A Bureau Director, Legal Counsel, and Bureau Assistant are assigned to each profession.
- The Division averages approximately 15 board, council and committee meetings each month.
- There are about 185 meetings scheduled each year.
- Provide the coordination and facilitation of a number of professional and administrative services to all of the regulatory boards, councils and committees.
- Provide administrative support.
- Coordinate and manage the business of each board, council or committee.
- Assist in facilitating the meetings.
- Provide professional services (analysis, evaluation and research).
- Coordinate drafting and implementation of laws, rules and policies.
- Coordinate board member travel and reimbursement processing.



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DIVISION OF BOARD SERVICES
BOARD ASSIGNMENTS

<p>Tom Ryan, Executive Director Sandy Nowack, Legal Counsel Karen Rude-Evans, Bureau Asst Shawn Leatherwood, Adv Paralegal</p>	<p>Denise Aviles, Executive Director Yolanda McGowan, Legal Counsel Michelle Solem, Bureau Asst Kris Anderson, Paralegal</p>	<p>Dan Williams, Executive Director Colleen Baird, Legal Counsel Kimberly Wood, Bureau Asst Sharon Henes, Paralegal</p>	<p>Berni Mattsson*, Executive Director Lydia Thompson, Legal Counsel David Carlson, Bureau Asst. Kris Anderson/Sharon Henes, Paralegal</p>
<ul style="list-style-type: none"> ▪ Medical Examining Board <ul style="list-style-type: none"> ▫ Athletic Trainers Affiliated Credentialing Board ▫ Council on Physician Assistants ▫ Dietitians Affiliated Credentialing Board ▫ Occupational Therapists Affiliated Credentialing Board ▫ Perfusionists Examining Council ▫ Podiatrists Affiliated Credentialing Board ▫ Respiratory Care Practitioners Examining Council ▫ Massage Therapy & Bodywork Therapy Affiliated Credentialing Board 	<ul style="list-style-type: none"> ▪ Accounting Examining Bd ▪ Architects, Landscape Architects, Professional Engineers, Designers & Land Surveyors Examining Board <ul style="list-style-type: none"> ▫ Architects Section ▫ Designers Section ▫ Engineers Section ▫ Landscape Architects Section ▫ Land Surveyors Section ▪ Barbering & Cosmetology Examining Board ▪ Chiropractic Examining Bd ▪ Crematory Authority Council ▪ Funeral Directors Ex. Bd ▪ Real Estate Board <ul style="list-style-type: none"> ▫ RE Contractual Forms Advisory Committee ▫ RE Curriculum & Examination Council 	<ul style="list-style-type: none"> ▪ Controlled Substances Board (Lydia Thompson – Legal Counsel) ▪ Geologists, Hydrologists & Soil Scientists Examining Bd. <ul style="list-style-type: none"> ▫ Geologists Section ▫ Hydrologists Section ▫ Soil Scientists Section ▪ Marriage & Family Therapy, Professional Counseling, and Social Work Examining Bd. <ul style="list-style-type: none"> ▫ Marriage & Family Therapist Section ▫ Professional Counselor Section ▫ Social Worker Section ▪ Nursing, Board of <ul style="list-style-type: none"> ▫ Examining Council on Licensed Practical Nurses ▫ Examining Council on Registered Nurses 	<ul style="list-style-type: none"> ▪ Auctioneer Board ▪ Cemetery Board ▪ Dentistry Examining Board ▪ Hearing & Speech Examining Board <ul style="list-style-type: none"> ▫ Council on Speech-Language Pathology & Audiology (Colleen Baird – Legal Counsel) ▪ Optometry Ex. Board ▪ Real Estate Appr. Board* <ul style="list-style-type: none"> ▫ REA App Adv Com ▪ Sign Language Interp. Council
<ul style="list-style-type: none"> ▪ Nursing Home Ad. Ex Bd (Colleen Baird – Legal Counsel) 	<p>Direct Licensing:</p> <ul style="list-style-type: none"> ▪ Athletic Agents Adv. Com. ▪ Private Detectives ▪ Private Security Persons <ul style="list-style-type: none"> ▫ Firearms Permits ▫ Firearms Certifiers 	<ul style="list-style-type: none"> ▪ Pharmacy Examining Board (Lydia Thompson – Legal Counsel) 	<p>Direct Licensing:</p> <ul style="list-style-type: none"> ▪ Acupuncture ▪ Licensed Midwives Advisory Committee ▪ Music, Art & Dance Therapy ▪ Professional Employer Organizations
<p>Direct Licensing:</p> <ul style="list-style-type: none"> ▪ Boxing ▪ Home Inspectors ▪ Interior Designers ▪ Peddlers ▪ Charitable Organizations ▪ Professional Fund Raisers 	<p>Direct Licensing:</p> <ul style="list-style-type: none"> ▪ Behavioral Analysts ▪ Sanitarians ▪ Substance Abuse Counselors 	<p>Direct Licensing:</p> <ul style="list-style-type: none"> ▪ Psychology Examining Board 	<p>Where indicated by the following, the Bureau Assistants differ from the staff listing:</p> <ul style="list-style-type: none"> • Lydia – Green • Sandy – Purple • Colleen - Orange • Karen – Red • Michelle - Yellow • Kim – Blue <p>*Berni Mattsson also provides support to the Boards and Councils associated with the Division of Safety & Buildings.</p>

Powers and Responsibilities

Powers of Regulatory Bodies

- **Examining Boards**

Authority:

- Set standards of professional competence and conduct for the professions.
- Prepare, conduct and administer examinations.
- Grant and deny credentials (licenses).
- Impose discipline.

Appointed By: Governor with Senate confirmation.

Reimbursement: Per Diem: \$25
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Affiliated Credentialing Boards**

Bodies that are attached to an Examining Board to regulate professions that do not practice independently of the profession regulated by the Examining Board or that practice in collaboration with the profession regulated by the Examining Board.

Authority: With the advice of the examining board to which it is attached, sets standards of professional competence and conduct for the profession under the Affiliated Credentialing Board's supervision, reviews the qualifications of prospective new practitioners, grants credentials, and takes disciplinary action against credential holders.

Appointed By: Governor with Senate confirmation.

Reimbursement: Per Diem: \$25
Expenses: Actual and necessary expenses incurred in the performance of Board duties.

- **Examining Councils and Councils**

Authority: Serve an Examining Board in an advisory capacity to:

- Formulate rules to be promulgated by the Examining Board or department for the regulation of the specific profession.

Appointed By: Some Councils have members appointed by the Governor and others have members appointed by an Examining Board. Senate confirmation is not required. The Governor has the authority to appoint all public members.

Reimbursement: Per Diem: No compensation
Expenses: Actual and necessary expenses incurred in the performance of Council duties.

- **Auctioneer and Real Estate Appraisers Boards**

Authority: Advisory in all matters, except:

- Screening complaints.
- Imposing discipline.

Appointed By: Governor with Senate confirmation.

Reimbursement: Per Diem: \$25
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Direct Licensing Advisory Committees and Screening Panel;**

- No examining board.
- The Secretary of the Department directly regulates the profession or occupation.
- The Secretary has authority to appoint committee and panel members.
- Committee and panel members serve at the discretion and pleasure of the Secretary.
- The Committee or panel members make recommendations and advise the Secretary on issues relating to the specific profession

Appointed By: Department Secretary

Reimbursement: Per Diem: No compensation

Expenses: Actual and necessary expenses incurred in the

Responsibilities of a Board Member

- You are a public official who is dedicated to public service. You are willing to sacrifice your time and tolerate inconvenience, frustration, and scheduling conflicts to be available for board service.
- You have major responsibilities to the public and credential holders.
- You ARE NOT an advocate for private interest or professional groups.
- You must represent the highest standards of ethical and professional conduct.
- You must strive to avoid any relationship, activity or position that may influence, directly or indirectly, the performance of your official duties as a board member.
- You cannot serve as spokesperson for the board unless properly designated by the board.
- You must make public (and recuse yourself from) any conflict of interest that exists to ensure the integrity of the board and all of its decisions.
- You must comply with the rules of confidentiality, at all times, in dealings outside the board meeting.

Importance of Public Members

- You are the voice of the public.
- You expand the range of perspectives available for higher quality and more creative board action.
- You balance decisions that might otherwise favor one faction of the regulated group over another.
- You make the governing board more responsive to the public it affects.
- You reduce the potential for board decisions to be professionally biased.
- You lend credibility to board accessibility and decisions.
- Public Member Concerns:
 - Being intimidated by professional members' experience in the field.
 - May impede board activity if technical issues are not understood.
 - Afraid to ask questions for fear of slowing down the meeting.
 - Professional members not treating public members as Board peers.

Responsibilities of the Board Chair

- Recognize board members are entitled to speak or propose motions.
- Restate the motion after it has been seconded, then open for discussion.
- Close discussion and put motions to a vote. Restate the motion exactly as it was made or amended before calling for the question.
- Announce the result of the vote immediately. A tie vote defeats a motion requiring a majority of those voting. The chair may vote to make or break a tie.
- Avoid entering into any controversy or interfering with legitimate motions.
- Maintain order and proper procedure by making necessary rulings promptly and clearly.
- Expedite board business in every way compatible with the rights of the board members. You can allow brief remarks on motions, advise board members how to take action (proper motion or form of motion), or order proposed routing action without a formal vote (“If there is no objection, the minutes will stand approved as read. Hearing no objection, so ordered”).
- Protect the board from frivolous motions whose purpose is to obstruct the board’s business. You can refuse to entertain such motions. Never adopt such a course, however, merely to expedite business.
- Guard the board’s time by having board members vote to adopt an agenda at the beginning of the meeting. Follow the agenda faithfully. Do not permit unauthorized interruptions by spectators.

What Makes A Successful Board Member?

- Recognition that the goal of the board is the protection of the public.
- Embracing role as a public servant.
- Common sense and a willingness to ask questions.
- Commitment to attendance.
- Willingness to devote time and effort to the work of the board.
- Open .
- Team player.
- Fairness.
- An orderly approach to decision making.
- Ability to set aside personal/business interests.

Board Members Should Avoid:

- Obsession with a single issue.
- Self-serving by bringing own agenda to the table.
- Always taking the “contrarian” view—just for show.
- Expounding on strongly held opinions that are rarely backed by fact or research.
- Unpredictable participation or attendance.

Disappointments Experienced As Board Members:

- Personal goals for improvement of the profession have not been realized.
- The public has not been served fairly.
- Lack of effort and dedication on the part of other board members.
- The “wheels” of government do not move fast enough.

Dealing With The Volatile World Of Meetings

Some of the ideas are best undertaken by the Chair; however, you should feel free to help any meeting to progress. After all, why should you allow your time to be wasted?

- If a participant strays from the agenda item, call him/her back: “We should deal with that separately, but what do you feel about the issue X?”
- If there is confusion, you might ask: “Do I understand correctly that ...?”
- If you do not understand, say so: “I don’t understand that, would you explain it a little more; or, do you mean X or Y?”
- If a point is too vague ask for greater clarity: “What exactly do you have in mind?”
- If the speaker begins to ramble, wait until an inhalation of breath and jump in: “Yes, I understand that such and such, does anyone disagree?”
- If someone interrupts (someone other than the rambler), you should suggest that: “We can hear your contribution after Phoebe is finished.”
- If people chat, you might either simply state your difficulty in hearing/concentrating on the real speaker or ask them a direct question: “What do you think about that point?”
- If someone gestures disagreement with the speaker (e.g., by a grimace), then make sure they are brought into the discussion next: “What do you think Phoebe?”
- If there is an error, look for a good point first: “I see how that would work if X Y Z, but what would happen if A B C?”
- If you disagree, be *very* specific: “I disagree because

Ethics For Board Members

Public officials must not engage in unethical or the appearance of unethical behavior. Board members should be cognizant of how their actions may be perceived by the public.

If you have questions about certain activities, you are encouraged to consult with the attorney from the Division of Board Services assigned to your Board.

General Standards of Conduct For Board Members

- Board members must not act in an arbitrary or capricious manner in discharging any of their public duties. All Board member decisions whether the individual or collective ones must be based upon a reasoned consideration of facts applied to the correct law.

Primary Duties of All Board Members

- Be knowledgeable about the statutes and rules governing the Board.
- Review and make decisions on all issues presented to the Board in compliance with the law and with the ultimate goal of protecting the public.
- Be aware that Board members are viewed as representatives of the Board when they appear at public meetings and professional gatherings. Board members should not speak for the Board unless specifically authorized to do so.
- Refer public inquiries about Board issues directly to the bureau director for your Board.
- Do not participate in discussion or vote on any matter in which the Board member has a personal or professional conflict of interest.
- Prepare for Board meetings by careful review of materials. Board members shall come to the meetings with preliminary opinions of the issues to be discussed and questions for clarification.
- As a professional member of the Board, remain current in standards of practice through reviewing professional literature and attending educational programming and through actual practice or relationships with colleagues in practice.
- As a public member of the Board, become educated regarding the practice of the profession.
- Maintain absolute confidentiality regarding disciplinary matters, examinations, examination scores and other closed-session issues. The failure to maintain confidentiality could result in loss of immunity Board members enjoy for purposes of their actions as Board members.

Discipline

- The objectives of professional discipline include the following: (1) to promote the rehabilitation of the licensee; (2) to protect the public; and (3) to deter others from engaging in similar conduct.
- Punishment of the licensee is not an appropriate consideration.
- The statutory framework which creates the Board's authority will provide the options available for discipline.
- The goal of a regulatory board is to protect the public.

Standards of Ethical Conduct

■ The Five Commandments

- Do not act in an official capacity in a matter in which you have a private interest.
- Do not use your public position for a private benefit.
- Do not solicit or accept rewards or items or services likely to influence you.
- Do not use confidential information.
- Do not use your public position to obtain unlawful benefits.

■ Bias/ Conflict – Watch for:

- Financial Interests (employer/ employee/ competitor)
- Professional business Interests (have you worked with them in the past)
- Other – friends, non-friends
- Personal knowledge of facts which may not be in the record

Agendas and Meetings

Agendas and Meetings

- New Technologies – Share Point & Live Meeting.
- Agenda packets are mailed, emailed, and/or posted on Share Point about 7 calendar days prior to meeting.
- Agendas include:
 - Approval of the Agenda and Minutes
 - Open Session Items
 - Administrative Report
 - Legislation and Administrative Rules Issues
 - Public Hearings
 - Education and Exam Issues
 - Practice Questions
 - Current Issues Affecting the Profession
 - Closed Session items
 - Stipulations
 - Administrative Warnings
 - Deliberations on Proposed Disciplinary Actions
 - Case Closings
 - Monitoring Issues
 - Credentialing Issues
 - Exam Issues
- Agendas are published for public notice every Wednesday prior to the meeting on the Department's web site
- Meetings must comply with the Open Meetings Law.
- "To-Do" lists are distributed to staff within three (3) days after a meeting.
- Minutes are prepared within five (5) days after the board meeting.
 - Once the board approves the minutes, they are published on the Department's web site.

Expenses and Travel

General Expense Reimbursement Guidelines

- State statutes and Code of Ethics strictly prohibit any board member, his or her family, or co-workers from benefiting personally from free flight plans, lodging, meals, or other promotions which result from travel incurred in connection with board official business and paid from state or federal funds.
- All travel-related expenses are reimbursable within the limitations established by the Department of Employment Relations and the Department of Administration.
- Any board member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant board position is eligible to receive a per diem. Council and Committee members are not eligible for a per diem.
- Any board, council or committee member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant position is eligible to receive travel expenses for each day on which he or she has actually and necessarily engaged in the performance of board duties. If you are employed by the State of Wisconsin these requirements do not apply.
- All per diem and travel expense reimbursement vouchers must be submitted to the Department **within a month of the activity** in which payment is being requested.
- Any board member who wishes to attend out-of-state regional or national meetings or conventions must have prior approval by the Board and the Department, if he or she wishes to receive reimbursement for expenses by the Department.
- Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.
- Reimbursement for air travel is limited to the lowest appropriate airfare which is defined as coach fare, which provides for not more than a 2-hour window from the traveler's preferred departure or arrival time and may require one plane transfer.
- Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the Department.

Lodging Accommodations

- Hotel arrangements for board meetings are scheduled by the department for all board meetings at the beginning of each year.
- Lodging the night before a board meeting will be reimbursed provided the board member would have to leave home before 6:00 a.m. in order to be at the meeting site by the set meeting time.
- Maximum reimbursement rate for in-state lodging is \$70, except in Milwaukee, Waukesha and Racine counties where the rate is \$80.
- Maximum reimbursement rates for out-of-state lodging are determined by the Office of State Employment Relations. In cases where a board member stays at the conference site, the conference room rate is allowable.

Per Diem Guidelines

\$25 per day

(Only one per diem may be claimed per calendar day.)

Examples:

- Attend board meeting or participate in a board meeting by telephone.
- Attend a Screening Panel Session when held on a day other than a board meeting date, in person or by telephone.
- Senate confirmation hearing.
- Exam administration or test development
- Attend a legislative or other public hearing as an authorized representative of the board on matters directly related to the work of the board. Prior approval from the secretary is required for per diem payments for more than one board-authorized representative at a public hearing.
- Represents the board at a meeting of a governmental body or other organization where attendance is necessary to the performance of the board's official duties.

5-Hour Rule

- \$25 for performing a cumulative minimum of 5 hours engaged in:
 - Duties as a disciplinary case screener or board advisor including reviewing cases, consulting with investigators, etc. (NOTE: You will need to document the exact times performing these duties on your per diem form.
 - Preparation of board correspondence or articles
- Hours can only be claimed in the month the duties were performed. Hours cannot carry over to other months.

Insufficient Basis For Approval of a Per Diem

- Travel days to or from board meetings, conferences, and other events when there is no event business conducted.
- Reading board agendas, meeting packets, minutes or transcripts.
- Attendance at professional association meetings, conferences, seminars, exam administrator or test development if there has not been prior board authorization and approval of the Secretary's office.

Travel and Meal Guidelines

- **Mileage rate --** 48.5 cents per mile
- **Private Airplane--** 48.5 cents per mile
- **Meals** (*Maximum amounts*)

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
Breakfast	\$8	\$10
You must leave home before 6:00 a.m.		
Lunch	\$9	\$10
You must depart before 10:30 a.m. & return after 2:30 p.m.		
Dinner	\$17	\$20
You must return home after 7:00 p.m.		

NOTE: Alcoholic beverages may not be claimed for any meal.

- **Telephone:** One personal call home is reimbursable up to \$5 for each night in travel status.
- **Hotel Gratuities:** Gratuities to hotel employees are reimbursable up to \$2 on dates of departure and arrival, and up to \$2 per night for a stay at a hotel/motel.
- **Porterage:** Porterage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.
- **Taxi/Shuttle:** Receipts are required for one-way fares exceeding \$25.

Examples of Non-reimbursable Items

This list is not all-inclusive

- Traffic citations, parking tickets and other fines
- Mileage charges incurred for personal reasons, e.g., sightseeing, side trips, etc.
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare
- Flight insurance
- Cancellation charges (unless fully justified)
- Alcoholic beverages
- Spouse or family members' travel costs
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Repairs, towing service, etc., for personal vehicle
- Pay-for-view movies in hotel room; personal entertainment
- Child care costs and kennel costs

Forms and Memos

Department of Regulation & Licensing

PER DIEM REPORT

Month January Year 2011

INSTRUCTIONS: Send original (white) and first copy (yellow) to Bureau Director authorized to approve. Approving Bureau Director forwards original and first copy to Deputy Secretary, Department of Regulation and Licensing. Second copy (green) to be retained by claimant. Attach travel voucher if applicable.

NAME OF EXAMINING BOARD OR COUNCIL Board				BOARD OR COUNCIL MEMBER'S NAME John Doe			
Day	Specify Number of Hours	Purpose Code	Where Performed	Day	Specify Number of Hours	Purpose Code	Where Performed
1				17			
2				18			
3				19			
4				20			
5	7	A	DRL- Madison	21			
6				22			
7				23	2	G	Home
8				24			
9				25			
10				26			
11	3	B	Teleconference - Home	27			
12				28			
13				29			
14				30			
15				31			
16							

TOTAL DAYS CLAIMED 2 @ \$ 25.00 = \$50.00

CLAIMANT'S CERTIFICATION The undersigned certifies, in accordance with Sec. 16.53, Wis. Stats., that this account for per diem, amounting to \$25.00, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.	APPROVED:
	Bureau Director Date
Claimant's Signature Date	Secretary, Department of Regulation & Licensing
Social Security Number	Date

Purpose Codes:

- A. Attend **Board meetings** in person or via teleconference call.
- B. Attend **Screening Panel** meetings on days other than board meeting days (teleconference calls)
- C. Attend **Hearings**, i.e., legislative, disciplinary or informal settlement conference hearings, on days other than board meeting days.
- D. Attend **Examinations**
- E. Attend **Test Development Sessions**, i.e., test review or analysis sessions, national testing sessions, tour of test facilities, etc.)
- F. Attend Senate Confirmation Hearings
- G. Review DOE cases
- H. Review credentialing applications other than at board meeting.
- G. Other (describe in detail)

Department Policy

Deadline For Submitting Travel Vouchers and Per Diems

Effective: Immediately

Board Members will only be reimbursed for travel upon a motion made by the Board, Council, or Committee designating them as a representative and upon prior approval of the department.

Policy for Submitting Board Meeting Travel Reimbursement

All travel vouchers and per diems must be submitted to the Department after each meeting and no later than the month following the Board meeting.

Policy for Submitting Out-of-State Travel Reimbursement

All travel vouchers and per diem vouchers must be submitted no later than the month following the month in which the out-of-state travel occurred.

Forms Submitted after the Deadline

Due to the Department's budget being an annual appropriation, those vouchers that are not submitted in a timely manner become at risk of not being reimbursed.

Annual Appropriation:

The Department receives authority from the legislature to spend a set amount of money each fiscal year. None of the authorized set amount can be carried forward to the next fiscal year.

Division of Board Services
HOTEL RESERVATIONS POLICY & PROCEDURE

Effective January 1, 2010, the Department has selected the Fairfield Inn & Suites for all future hotel reservations.

Fairfield Inn
2702 Crossroads Dr
Madison, WI 53718
608-661-2700

- If the board member is not going to use the reserved hotel room, it is the responsibility of the board member to cancel the room by calling the hotel themselves.
- If the hotel room is not cancelled, the board member may be responsible to pay the bill.
- If a meeting is cancelled due to a lack of quorum or no business, it is the responsibility of the Department to cancel any room reservations.

QUORUM CONFIRMATION POLICY

- It is every board member's responsibility to ensure there is a quorum to conduct business at all board meetings.
- It is the responsibility of each board member to inform the executive director of any meeting dates in which they will not be able to attend.
- If Division staff does not hear from a board member, they will assume that the board member will be attending the scheduled meeting.
- A quorum check will not be conducted prior to each scheduled board meeting.
- The only time Division staff will conduct a quorum check will be if two or more board members contact the Division indicating they will not be able to attend an upcoming scheduled meeting.
- Every board member will receive a list of all approved meeting dates at the first board meeting of the New Year. Please use this as a reference to assist in planning for the year ahead.

INCLEMENT WEATHER POLICY & PROCEDURE

Quorum Note: For open session you need one more than half of the total board membership. If there is formal discipline you will need 2/3 of the total board membership.

- Teleconference and Live Meeting options should be offered in order to continue with the scheduled meeting.
- Hotel rooms for the night before should be provided for any Board member traveling more than 50 miles from Madison and the meeting starts before 10:00 a.m.
- If a Board member who has a hotel reservation already in place will not attend and/or the meeting is cancelled, the hotel room should be cancelled immediately.

Division of Board Services Board Member Guidebook

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, _____, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

(Member signature)

Please return by: _____
(put date here)

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This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

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(Member signature)

Please return by: _____
(put date here)

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Rosheen Styczinski, Chair Denise Aviles, Executive Director		2) Date When Request Submitted: 11/15/11 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: Landscape Architects Section			
4) Meeting Date: 3/28/2012	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Practice Questions/ Issues: Discussion on the universal use of the "PLA" post nominal	
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: n/a	
10) Describe the issue and action that should be addressed: Review, discuss and take any action deemed appropriate. At its last meeting, the ASLA Board of Trustees approved the Professional Licensure: Universal Designation policy, which encourages all licensed landscape architects to the use the <i>post nominal</i> designation "PLA." As an abbreviation of the title "professional landscape architect," it will better enable potential clients and the general public to identify licensed practitioners. It will also provide consistent recognition for the landscape architecture profession. In addition to the policy language, a summary with frequently asked questions is available to chapters for promotion of the designation to their members.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Denise Aviles		11/15/11	
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.			



Professional Licensure: Universal Designation

(2011)

Policy Statement

The American Society of Landscape Architects encourages all licensed landscape architects to use the *post nominal* letters “PLA” after their names to denote licensure, an abbreviation of the title “professional landscape architect.” The use of this common designation to signify licensure will better enable potential clients and the general public to identify licensed practitioners. It will also provide consistent recognition for the landscape architecture profession. ASLA supports the endorsement of the PLA *post nominal* letters by state licensure boards through regulation or policy.

Rationale

This policy encourages the universal use of a common descriptive designation that signifies the user has met state licensing standards as a landscape architect and possesses a valid, active license in the state. Licensees are encouraged to use PLA (professional landscape architect), even those who currently use a designation other than PLA to denote licensure, such as RLA (registered landscape architect) or LLA (licensed landscape architect). The establishment of a universally used designation will benefit all landscape architects through public awareness of landscape architecture and the licensure credential.

All state licensing laws regulate the use of the title “landscape architect.” Only licensed individuals may hold themselves out as landscape architects or practice landscape architecture. Laws typically reserve “landscape architect” and “landscape architecture” for licensees and sometimes include restrictions on other titles, such as “registered landscape architect” or “licensed landscape architect.” The title-protection provisions prohibit any unlicensed individual from in any way holding himself or herself out to practice landscape architecture, which includes abbreviations and other derivations of the term landscape architecture. At the present time, no state law or regulation assigns specific *post nominal* letters that licensed landscape architects must use.

State laws and regulations use different terms to denote professional regulation of landscape architects, with many using licensure, others using registration, and several using both. Some states, like New York, distinguish between the two terms so that licensure refers to the act of earning the qualification, but each year a licensee must be registered with the state. These terms were originally intended to signify different levels of regulation; however, common usage has blurred these definitions for the design professions so that licensure and registration are used interchangeably.

There are currently several *post nominal* letters commonly used voluntarily by landscape architects, including PLA, RLA, and LLA. There are two key factors that led to the choice of PLA as the universal designation: (1) PLA does not conflict with the existing legal terminology (licensure and registration), thereby allowing for universal usage; and (2) PLA is consistent with existing *post nominal* abbreviations for other related disciplines, such as engineering (PE) and land surveying (PLS). PLA does not replace ASLA as a designation,

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ARCHITECTS
636 EYE STREET, NW
WASHINGTON, DC
20001-3736

www.asla.org
1.888.999.ASLA
T 202.898.2444
F 202.898.1185



but establishes a supplementary designation that is recognized by all to signify licensure (Example: Jane J. Smith, ASLA, PLA).

Customary usage of PLA by licensed landscape architects does not require action from state licensing boards. The PLA designation is intended to signify licensure and it is the responsibility of the licensee who uses the designation to remain in compliance with licensure requirements and only to use PLA in jurisdictions where the licensee has a valid license. State licensing boards can endorse the usage of the PLA designation through regulation or policy. In keeping with existing title restriction provisions, state licensure boards alone have the authority to ensure that only individuals with a valid license hold themselves out as landscape architects, including the use of PLA.

Guide to Usage

Jane J. Smith, ASLA, PLA

Jane J. Smith, FASLA, PLA

Jane J. Smith, PLA (for landscape architects who are not members of ASLA)

Note: This policy is one of an integrated group of policies on licensing issues.

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ASLA Encourages all Licensed Landscape Architects to use PLA

ASLA encourages all licensed landscape architects to use the *post nominal* letters “PLA” after their names. As an abbreviation of the title “professional landscape architect,” it will better enable potential clients and the general public to identify licensed practitioners. It will also provide consistent recognition for the landscape architecture profession.

Why PLA? To truly establish a designation that can be used universally, it is necessary to avoid words that have specific legal meanings, like the terms registration and licensure. While these terms are often used interchangeably, in reality each has a distinct meaning in the realm of professional regulation. Like the PE designation for engineering, PLA can be used in any jurisdiction where a landscape architect is duly licensed. Most importantly, the use of PLA can raise the profile of landscape architecture by creating a universally recognized symbol for licensed landscape architects.

The use of PLA by landscape architects is intended as a customary designation, just as similar abbreviations are used today. No legislative changes or rule development for state licensing is necessary, given that it falls under current title restriction provisions that restrict the use of any title (or abbreviation) that indicates the individual is a landscape architect. At the present time, no state law or regulation assigns specific *post nominal* letters that licensed landscape architects must use.

Frequently Asked Questions: Universal Designation

Why did ASLA adopt this policy?

There is currently no uniform way for a licensed landscape architect to indicate that he/she is licensed. Many use PLA, RLA, LLA, or LA to signify licensure. The lack of a consistent *post nominal* abbreviation makes it more difficult for potential clients and the general public to identify a licensed practitioner.

Why did the ASLA choose PLA?

State laws and regulations use different terms to denote professional regulation of landscape architects, with many using licensure, others using registration, and several using both. These terms were originally intended to signify different levels of regulation; however, common usage has blurred these definitions for the design professions so that licensure and registration are often used interchangeably. The ASLA Licensure Committee chose PLA for two reasons. First, PLA does not conflict with the existing legal terminology (licensure and registration), thereby allowing for universal usage. States that use registration or licensure may not be comfortable with its licensees using the other term, making PLA a neutral designation that can apply to both terms. Second, PLA is consistent with existing *post nominal* abbreviations for related disciplines, such as engineering (PE) and land surveying (PLS).

How would the use of PLA affect existing licensure laws and regulations?

State laws are written to ensure that only qualified individuals hold themselves out as landscape architects. Laws typically reserve “landscape architect” and “landscape architecture” for licensees and sometimes include restrictions on other titles, such as “registered landscape architect” or “licensed landscape architect.” Further, the title

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protection provisions prohibit any unlicensed individual from in any way holding himself or herself out to practice landscape architecture, which includes abbreviations and other derivations of the term landscape architect. At the present time, no state law or regulation assigns specific *post nominal* letters that licensed landscape architects must use. States may be interested in changing rules to specify that the use of PLA (professional landscape architect) is restricted, but it is not necessary because existing language covers use of all iterations of “landscape architect.”

My state uses RLA on its stamp. Can I use PLA?

Yes. The *post nominal* abbreviation PLA is intended as a customary designation to identify oneself as a landscape architect with a valid license/registration. As long as the individual has a valid license in the state, that licensee can use PLA after his/her name to signify licensure. The state could choose to change its rules and stamp design to be consistent with PLA, but it is not necessary and ASLA does not intend to advocate for such changes. Further, a landscape architect should always follow the state specifications for the official stamp.

What is the responsibility of the licensee?

As the PLA designation is intended to signify licensure, it is the responsibility of the licensee who uses PLA to remain in compliance with their respective licensure requirements and only to use the designation in jurisdictions where the licensee has a valid license.

What is the responsibility of the licensing board?

Because the use of PLA would signify licensure, the existing title restriction provisions will provide the authority for state licensing boards to take enforcement action in the same way that they can currently enforce the use of the title landscape architect by those who are not licensed. In keeping with existing title restriction provisions, state licensure boards alone have the authority to ensure that only individuals with a valid license hold themselves out as landscape architects, including the use of PLA.

How does this policy affect the ASLA designation?

The ASLA designation will continue to denote that the individual has met the qualifications of membership in the Society and whose membership is in good standing. PLA does not replace ASLA as a designation, but establishes a supplementary designation that is recognized by all to signify licensure (Example: Jane J. Smith, ASLA, PLA).

I am not a member of ASLA. Can I use PLA?

Yes. ASLA intends for the PLA designation to be open to all licensed landscape architects. Otherwise, it could not truly become a universally recognized designation for clients and the general public to identify licensed landscape architects.

[Link to Full text](#) of the ASLA Policy *Professional Licensure: Universal Designation*
Questions? Contact ASLA Government Affairs Director Julia Lent at jlent@asla.org.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Yolanda McGowan, Legal Counsel		2) Date When Request Submitted: 03/06/12 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: Landscape Architect Section			
4) Meeting Date: 3/28/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation/Rules Matter: Review text of rule draft re: implementation of 09 WI Act 123	
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: NA	
10) Describe the issue and action that should be addressed: Review, Discuss and Take Any Action Deemed Necessary.			
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
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

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 LAND
DESIGNERS AND LAND SURVEYORS : SURVEYORS ADOPTING RULES
: (CLEARINGHOUSE RULE 11-XXX)

PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors to amend Chs. A-E 8 and 9, relating to Landscape Architect Registration.

Analysis prepared by the Department of Safety and Professional Services.

-
TEXT OF RULE

SECTION . A-E 8.07 is amended to read:

A-E 8.07 UNAUTHORIZED PRACTICE. An architect, landscape architect, professional engineer, designer or land surveyor: (1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, landscape architecture, professional engineering, designing and land surveying by reporting violations to the board. (2) May not delegate professional responsibility to unlicensed persons and may not otherwise aid or abet the unlicensed practice of architecture, landscape architecture, professional engineering, designing or land surveying.

SECTION . A-E 9.05 (1)(a) and (b) are amended to read:

A-E 9.05(1) SCOPE OF WRITTEN EXAMINATIONS. (a) ~~After December 31, 1995, a~~An applicant for initial registration as a landscape architect shall pass an examination determined by the examining board to assess knowledges required for the professional practice of landscape architecture.

(b) ~~After December 31, 1995, a~~An applicant for initial registration as a landscape architect and all applicants applying for registration under s. 443.10 (1) (a), (b) and (d), Stats., shall pass a written examination, administered by the section, on barrier free design.

OR:

SECTION . A-E 9.05 (1) is amended to read:

A-E 9.05(1) SCOPE OF WRITTEN EXAMINATIONS. (a) ~~After December 31, 1995, an~~ applicant for initial registration as a landscape architect shall pass an examination determined by the examining board to assess knowledges required for the professional practice of landscape architecture.

SECTION . A-E 9.05 (1)(b) is **repealed**.

Comment [r1]: Is Barrier free exam still required?

SECTION . A-E 9.05(1)(c) is renumbered A-E 9.05 (1)(b)

SECTION . A-E 9.05 (6) is repealed.

-
(END OF TEXT OF RULE)

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.

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

A-E 9 (LSA Practice Act Changes) ym 102611

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Denise Aviles		2) Date When Request Submitted: 2/29/2012 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: Landscape Architect Section			
4) Meeting Date: 3/28/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion RE: AE-8.07 and AE-9 for Possible Revisions Based on Recent Statutory Changes	
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:			
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.			

Chapter A-E 8

PROFESSIONAL CONDUCT

A-E 8.07 Unauthorized practice. An architect, professional engineer, designer or land surveyor:

(1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, professional engineering, designing and land surveying by reporting violations to the board.

(2) May not delegate professional responsibility to unlicensed persons and may not otherwise aid or abet the unlicensed practice of architecture, professional engineering, designing or land surveying.

Note: Sections 443.02 (2) and (3), Stats., were amended by 2009 Wis. Act 123 to include landscape architects within their scopes. Section A-E 8.07 (intro.) will be modified in future rule-making by the Board.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, June, 1995, No. 474, eff. 7-1-95; am. (1), Register, January, 1999, No. 517, eff. 2-1-99; am. Register, February, 2000, No. 530, eff. 3-1-00.

Chapter A-E 9

LANDSCAPE ARCHITECT REGISTRATION

A-E 9.01 Authority and purpose. The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.035, 443.09 and 443.10, Stats. The purpose of the rules in this chapter is to interpret basic education, experience and examination requirements for registration as a landscape architect as specified in ss. 443.035, 443.09 and 443.10, Stats.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95.

A-E 9.02 Application for registration. An applicant who files an application but 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: Application forms are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95; am. Register, January, 1999, No. 517, eff. 2-1-99.

A-E 9.03 Experience as a landscape architect.

(1) To qualify as satisfactory experience in landscape architecture for the purposes of s. 443.035, Stats., an applicant's experience shall include the application of accepted principles in the practice of landscape architecture and shall demonstrate an applicant's progressive development of competence to practice landscape architecture. The experience shall be acquired in the areas of the practice of landscape architecture listed in sub. (2) (a) to (g), or in other areas of the practice of landscape architecture which in the opinion of the board provide the applicant with a knowledge of principles and data related to the practice of landscape architecture at least equivalent to that which would be acquired by experience in the areas of practice listed. Experience in every listed area is not required.

(2) Areas of experience in the practice of landscape architecture include:

(a) Project development, management and training, including developing project goals, determining political and legal restraints, scheduling, budgeting and contract compliance.

(b) Professional practice, including preparing contracts, fulfilling insurance requirements, determining appropriate scope of practice, and ensuring compliance with all legal requirements.

(c) Site analysis, including gathering and reviewing site analysis data; studying and documenting environmental factors and impacts; producing site analyses of existing physical, psycho-social, human factor, economic and regulatory conditions; analyzing results of site data to determine project feasibility; and making recommendations based on site analyses.

(d) Preliminary design, including developing and reviewing potential programs to ensure optimum results; developing design programs to best ensure a client's goals and objectives; developing spatial study plans showing design components; developing potential design alternatives; presenting draft designs and preliminary plans to clients; coordinating with allied professionals; developing preliminary cost estimates; determining regulatory approval requirements; and rendering detailed exhibits of preliminary plans for client approval.

(e) Design development, including establishing planting lists, establishing irrigation requirements, establishing construction elements, establishing grading plans, establishing lighting plans, refining cost

estimates, and reviewing for compliance with federal, state and local codes, with the requirements of the Americans with disabilities act of 1990 (42 USC 12131) and with required public approvals.

(f) Preparation of construction documents, including inventorying required construction documents; preparing demolition plans; preparing tree removal and preservation plans; preparing grading and drainage plans; preparing detailed layout staking or construction plans; performing calculations required by local regulatory bodies; obtaining soil tests; preparing planting plans; preparing lighting plans; preparing construction details for all site elements for construction implementation; and coordinating each of these elements with other project design professionals.

(g) Construction administration, including preparing cost estimates for all elements of a project; obtaining client and regulatory approvals; compiling bid documents; assisting clients in contractor selection; ensuring quality control as projects progress; conducting and documenting regular site meetings; responding to field questions and issues; verifying contractor billings; issuing necessary change orders; creating punch lists for review of design implementation; conducting final walk-throughs to verify design compliance; and conducting post-construction evaluation visits.

(3) Not more than one year of satisfactory experience credit may be granted for any calendar year.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95.

A-E 9.04 Education.

(1) In satisfaction of the education requirement under s. 443.035 (1) (a), Stats., the board accepts bachelor's or master's degrees in landscape architecture granted by a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects or a degree determined by the board to be equivalent thereto. If the degree is from an international educational institution, the applicant shall provide an official evaluation by a transcript evaluation service acceptable to the board which shows that the degree is equivalent to a bachelor's degree in landscape architecture or a master's degree in landscape architecture granted by a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects.

(2) In satisfaction of the education requirement under s. 443.035 (1) (b), Stats., the board accepts coursework in landscape architecture completed at a college or university accredited by the landscape architecture accreditation board of the American society of landscape architects, or other equivalent college level coursework in landscape architecture or in an area related to landscape architecture, completed at a college or university accredited by a regional accrediting agency approved by the state board of education in the state in which the college or university is located.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1999, No. 525.

A-E 9.05 Examinations.

(1) SCOPE OF WRITTEN EXAMINATIONS.

(a) After December 31, 1995, an applicant for initial registration as a landscape architect shall pass an examination determined by the examining board to assess knowledges required for the professional practice of landscape architecture.

(b) After December 31, 1995, an applicant for initial registration as a landscape architect and all applicants applying for registration under s. 443.10 (1) (a), (b) and (d), Stats., shall pass a written examination, administered by the section, on barrier free design.

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

(2) REQUIREMENTS FOR ENTRANCE TO EXAMINATIONS. To be eligible to take the examinations required under this section, an applicant shall submit to the board satisfactory evidence of having met the requirements under ss. 443.035 (1) (a) or (b) and 443.09 (2), Stats.

(3) APPLICATION FOR EXAMINATION. An applicant for initial registration shall file an application for examination with the board not less than 90 days before the scheduled date of the examination.

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

(4) EXAMINATION AND REFUND FEES. The fee for the examinations for landscape architects, and the requirements for refund of fees are specified in s. 440.05, Stats., and ch. SPS 4, respectively.

(5) PLACE AND TIME OF EXAMINATIONS. The examinations required by this section shall be held at sites and on dates designated by the board.

(6) EXAMINATION REVIEW.

(a) One-year limitation. An applicant for a landscape 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).

Note: Subsection (6) was invalidated by the repeal of s. 443.09 (6), Stats., in 2009 Wis. Act 350 and will be removed in future rule-making by the Board.

(7) REEXAMINATION. An applicant failing any part of an examination may be reexamined on the part or parts failed, except that after failure of 3 reexaminations, the board shall require a one-year waiting period before further reexaminations on the part or parts failed.

(8) 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, June, 1995, No. 474, eff. 7-1-95; am. (6) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (6) (a), Register, October, 1996, No. 490, eff. 11-1-96; cr. (1) (c) and (8), am. (3), Register, January, 1999, No. 517, eff. 2-1-99; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

A-E 9.06 Application contents. An application for registration as a landscape architect shall include:

(1) Official transcripts of graduate and undergraduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(2) A chronological history of the applicant's employment or other qualifying experience.

(3) References from at least 5 individuals, 3 of whom have personal knowledge of the applicant's experience in landscape architecture and are engaged in the practice of landscape architecture. If 3 references from individuals who are engaged in the practice of landscape architecture are not available, the board may accept references from individuals actively engaged in the practice of an allied profession. After December 31, 1995, one of the 3 references having personal knowledge of the applicant's experience in landscape architecture shall be licensed or registered as a landscape architect by the licensing authority of some licensing jurisdiction in the United States or Canada.

(4) The fee required under s. 440.05 (1), Stats.

(5) For applicants previously licensed in another state, territory or possession of the United States or in another country, verification of the applicant's licensure in the licensing jurisdiction of original licensure or, if the applicant has permitted his or her registration in the jurisdiction of original licensure to lapse, verification of licensure in the licensing jurisdiction where the applicant is currently licensed and where the applicant was last engaged in the practice of landscape architecture.

(6) For applicants who have a pending criminal charge or have been convicted of a crime, all related information necessary for the board to determine whether the circumstances of the pending criminal charge or criminal conviction are substantially related to the circumstances of the practice of landscape architecture.

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

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Denise Aviles Executive Director		2) Date When Request Submitted: 3/12/2012 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: Land Surveyors Section			
4) Meeting Date: March 28, 2012	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative/Admin Rule Matters: Discussion and Action related to 2011 Senate Bill 453 related to General Department Responsibilities and changes to Wis. Stat. § 443	
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: n/a	
10) Describe the issue and action that should be addressed: Review, discuss and take any action deemed appropriate.			
11) Authorization			
Denise Aviles		3/12/12	
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.			

Business & Design Professions Bureau-
Relevant Sections of 2011 SB 453

2011 - 2012 LEGISLATURE

2011 SENATE BILL 453

February 9, 2012 - Introduced by Senator LEIBHAM, cosponsored by Representative RIVARD. Referred to Committee on Judiciary, Utilities, Commerce, and Government Operations.

Analysis by the Legislative Reference Bureau

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

This bill makes various changes to the authority and responsibilities of the Department of Safety and Professional Services (DSPS).

OCCUPATIONAL REGULATION

1.) [GENERAL] Under current law, DSPS may not issue or renew certain licenses that are specifically referred to in the statutes to applicants who are delinquent in family or child support payments or in payment of state taxes. This bill expands the scope of the types of licenses for which issuance or renewal must be denied due to support or tax delinquency to include all of the occupational and professional licenses issued by DSPS.

Under current law, DSPS may conduct investigations, hold hearings, and make findings to determine whether a person has engaged in a practice or used a professional title without a required credential. If, after holding a hearing, DSPS determines that the person does not have the appropriate credential, DSPS may issue a special order prohibiting the person from continuing the practice or using the title. DSPS may issue a temporary restraining order in lieu of holding a hearing if DSPS has reason to believe that the person has engaged in a practice or used a title without a required credential. If a person against whom a special order has been issued violates that order, the person is subject to forfeitures. If a person against whom a temporary restraining order has been issued violates that order, the person is subject to fines or imprisonment or both.

This bill clarifies that the authority granted to DSPS to impose fines or forfeitures against or imprison a person who has engaged in a practice or used a title without holding the appropriate credential is separate from and in addition to the authority granted to the various boards to enforce the laws and regulations applicable to the professions regulated by those boards.

Currently, DSPS requires by rule that a person who holds a credential issued by DSPS send a notice to DSPS within 48 hours of his or her conviction of a crime.

This bill places that requirement in the statutes.

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2.) Current law grants authority to the **Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors** (examining board) to regulate the practice of architecture, the practice of landscape architecture, the practice of professional engineering, the practice of designing, and the practice of land surveying by individuals and corporate entities. This bill makes a number of changes to current law to clarify that separate architect, landscape architect, professional engineer, designer, and land surveyor sections of the examining board exercise exclusive authority over the separate professions.

Current law permits the examining board to reprimand an architect, landscape architect, or professional engineer or limit, suspend, or revoke the certificate of registration of any registrant, and the certificate of record of any engineer-in-training, who is found guilty of any violation of the rules of professional conduct promulgated by the examining board. Current law also permits the examining board, subject to rules promulgated by the examining board, to issue a new certificate of registration, certificate of record, or certificate of authorization, to replace any certificate that is revoked, lost, destroyed, or mutilated. Current law does not, however, explicitly grant authority to the examining board or to any section of the examining board to promulgate rules. This bill grants explicit authority to each section of the examining board to promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section.

SECTION 154. 440.03 (13) (am) of the statutes is created to read:

440.03 (13) (am) A person holding a credential under chs. 440 to 480 who is convicted of a felony or misdemeanor anywhere shall send a notice of the conviction by 1st class mail to the department within 48 hours after the entry of the judgment of conviction. The department shall by rule determine what information and documentation the person holding the credential shall include with the written notice.

SECTION 155. 440.19 of the statutes is created to read:

440.19 Voluntary surrender of license, permit, or certificate. A person who holds a license, permit, or certificate of certification or registration issued under chs. 440 to 480 may voluntarily surrender that license, permit, or certificate of certification or registration. The department, examining board, affiliated credentialing board, or board of the department that issued the license, permit, or certificate of certification or registration may refuse to accept that surrender if a complaint has been filed or disciplinary proceeding has been commenced against the person under s. 440.20.

SECTION 156. 440.21 (4) (a) of the statutes is amended to read:

440.21 (4) (a) Any Notwithstanding any other provision of chs. 440 to 480 relating to fines, forfeitures, or imprisonment, any person who violates a special order issued under sub. (2) may be required to forfeit not more than \$10,000 for each offense. Each day of continued violation constitutes a separate offense. The attorney general or any district attorney may commence an action in the name of the state to recover a forfeiture under this paragraph.

SECTION 157. 440.21 (4) (b) of the statutes is amended to read:

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440.21 (4) (b) Any Notwithstanding any other provision of chs. 440 to 480 relating to fines, forfeitures, or imprisonment, any person who violates a temporary restraining order or an injunction issued by a court upon a petition under sub. (3) may be fined not less than \$25 nor more than \$5,000 or imprisoned for not more than one year in the county jail or both.

SECTION 158. 440.26 (2) (c) 5. of the statutes is created to read:

440.26 (2) (c) 5. The department may, based on rules adopted by the department, refuse to issue a license under this section to an individual who has committed any of the acts described in sub. (6) (a) 1. to 5.

SECTION 165. 443.01 (2) of the statutes is amended to read:

443.01 (2) "Engineer-in-training" means a person who is a graduate in an engineering curriculum of 4 years or more from a school or college approved by the professional engineer section of the examining board as of satisfactory standing, or a person who has had 4 years or more of experience in engineering work of a character satisfactory to the ~~examining board~~ professional engineer section; and who, in addition, has successfully passed the examination in the fundamental engineering subjects prior to the completion of the requisite years in engineering work, as provided in s. 443.05, and who has been granted a certificate of record by the ~~examining board~~ professional engineer section stating that the person has successfully passed this portion of the professional examinations.

SECTION 166. 443.015 (title) of the statutes is amended to read:

443.015 (title) **Examining board to establish continuing education requirements; promulgate rules.**

SECTION 167. 443.015 of the statutes is renumbered 443.015 (1) and amended to read:

443.015 (1) The Each section of the examining board may establish continuing education requirements for renewal of a credential issued by that section under this chapter.

SECTION 168. 443.015 (2) of the statutes is created to read:

443.015 (2) Each section of the examining board may promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section.

SECTION 169. 443.03 (1) (intro.) of the statutes is amended to read:

443.03 (1) (intro.) An applicant for registration as an architect shall submit as 2satisfactory evidence to the architect section of the examining board all of the following:

SECTION 170. 443.03 (1) (a) of the statutes is amended to read:

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443.03 (1) (a) That he or she has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics; ~~and~~.

SECTION 171. 443.03 (1) (b) (intro.) of the statutes is created to read:

443.03 (1) (b) (intro.) One of the following:

SECTION 172. 443.03 (1) (b) 1. of the statutes is renumbered 443.03 (1) (b) 1m. and amended to read:

443.03 (1) (b) 1m. A diploma of graduation, or a certificate, from an architectural school or college approved by the ~~examining board~~ architect section as of satisfactory standing, together with at least 2 years' practical experience of a character satisfactory to the ~~examining board~~ architect section in the design and construction of buildings; ~~or~~.

SECTION 173. 443.03 (1) (b) 2. of the statutes is amended to read:

443.03 (1) (b) 2. A specific record of 7 or more years of experience in architectural work of a character satisfactory to the ~~examining board~~ architect section in the design and construction of buildings.

SECTION 174. 443.03 (2) of the statutes is amended to read:

443.03 (2) Graduation in architecture from a school or college approved by the ~~examining board~~ architect section as of satisfactory standing shall be considered as equivalent to 5 years of experience, and the completion satisfactory to the ~~examining board~~ 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 ~~examining board~~ architect section as of satisfactory standing shall be considered as equivalent to not more than 4 years of experience.

SECTION 175. 443.035 (intro.) of the statutes is amended to read:

443.035 Registration requirements for landscape architects. (intro.)
The landscape architect section of the examining board shall register as a landscape architect an individual who does all of the following:

SECTION 176. 443.035 (1) of the statutes is amended to read:

443.035 (1) Submits to the department evidence satisfactory to the ~~examining board~~ landscape architect section of any of the following:

(a) That he or she has a bachelor's degree in landscape architecture, or a master's degree in landscape architecture, from a curriculum approved by the ~~examining board~~ landscape architect section and has at least 2 years of practical experience in landscape architecture of a character satisfactory to the ~~examining board~~ landscape architect section.

(b) That he or she has a specific record of at least 7 years of training and experience in the practice of landscape architecture including at least 2 years of courses in landscape architecture approved by the ~~examining board~~ landscape architect section, and 4 years of practical experience in landscape architecture of a character satisfactory to the ~~examining board~~ landscape architect section.

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SECTION 177. 443.04 of the statutes is amended to read:

443.04 Registration requirements for professional engineers. An applicant for registration as a professional engineer shall submit satisfactory evidence to the professional engineer section of the examining board of all of the following:

(1m) A diploma of graduation, or a certificate, from an engineering school or college approved by the ~~examining board~~ professional engineer section as of satisfactory standing in an engineering course of not less than 4 years or a diploma of graduation or degree from a technical college approved by the ~~examining board~~ professional engineer section as of satisfactory standing in an engineering-related course of study of not less than 2 years.

(2m) (a) For an applicant possessing a diploma or certificate from a course of study of not less than 4 years as specified in sub. (1m), a specific record of 4 or more years of experience in engineering work of a character satisfactory to the ~~examining board~~ professional engineer section and indicating that the applicant is competent to be placed in responsible charge of engineering work.

(b) For an applicant possessing a diploma or degree from a course of study of not less than 2 years as specified in sub. (1m), a specific record of 6 or more years of experience in engineering work of a character satisfactory to the ~~examining board~~ professional engineer section and indicating that the applicant is competent to be placed in responsible charge of engineering work.

SECTION 178. 443.05 (1) (intro.), (a) and (b) and (2) of the statutes are amended to read:

443.05 (1) An applicant for certification as an engineer-in-training shall submit ~~as~~ satisfactory evidence to the professional engineer section of the examining board ~~as follows~~ one of the following:

(a) A diploma of graduation in engineering or a certificate in engineering from a school or college approved by the ~~examining board~~ professional engineer section as of satisfactory standing, ~~or,~~

(b) A specific record of 4 years or more of experience in engineering work of a character satisfactory to the ~~examining board~~ professional engineer section.

(2) Graduation in engineering from a school or college approved by the ~~examining board~~ professional engineer section as of satisfactory standing shall be considered as equivalent to 4 years of experience and the completion satisfactory to the ~~examining board~~ professional engineer section of each year of work in engineering in such school or college without graduation shall be considered as equivalent to one year of experience. Graduation in a course other than engineering from a school or college approved by the ~~examining board~~ professional engineer section as of satisfactory standing shall be considered as equivalent to 2 years of experience. No applicant may receive credit for more than 4 years of experience under this subsection.

SECTION 179. 443.06 (1) (a) of the statutes is amended to read:

443.06 (1) (a) Application for registration as a land surveyor or a permit to practice shall be made to the section under oath, on forms provided by the

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department, which shall require the applicant to submit such information as the land surveyor section of the examining board deems necessary. The land surveyor section may require applicants to pass written or oral examinations or both. Applicants who do not have an arrest or conviction record, subject to ss. 111.321, 111.322, and 111.335, shall be entitled to be registered or issued a permit to practice as land surveyors when satisfactory evidence is submitted that the applicant has met one or more of the requirements of sub. (2).

SECTION 180. 443.06 (2) (intro.) of the statutes is amended to read:

443.06 (2) REQUIREMENTS; CERTIFICATE OF REGISTRATION. (intro.) The land surveyor section may grant a certificate of registration as a land surveyor to any person who has submitted to it an application, the required fees, and one or more of the following:

SECTION 181. 443.06 (3) of the statutes is amended to read:

443.06 (3) PERMIT TO PRACTICE. The ~~examining board~~ land surveyor section may grant a permit to practice land surveying during the time an application is pending to a person who is not registered in this state, if the person has submitted an application for registration as a land surveyor and paid the required fee and holds an unexpired certificate which in the opinion of the ~~examining board~~ land surveyor section meets the requirements of sub. (2). The permit shall be revocable by the land surveyor section at its pleasure.

SECTION 182. 443.07 (1) (intro.) of the statutes is amended to read:

443.07 (1) (intro.) An applicant for a permit as a designer shall submit as evidence satisfactory to the designer section of the examining board ~~indicating one of the following to indicate~~ that he or she is competent to be in charge of such work as follows:

SECTION 183. 443.07 (1) (a) of the statutes is amended to read:

443.07 (1) (a) A specific record of 8 years or more of experience in specialized engineering design work and the satisfactory completion of a written examination in the field or branch, as determined by the ~~board~~ designer section, in which certification is sought ~~or~~.

SECTION 184. 443.07 (3) of the statutes is amended to read:

443.07 (3) Permits shall be granted, designated, and limited to the fields and subfields of technology as are determined by the ~~examining board~~ designer section and recognized in engineering design practice. Any person holding a permit may prepare plans and specifications and perform consultation, investigation, and evaluation in connection with the making of plans and specifications, within the scope of the permit, notwithstanding that such activity constitutes the practice of architecture or professional engineering under this chapter.

SECTION 185. 443.07 (5) of the statutes is amended to read:

443.07 (5) The permit shall, on its face, restrict the holder thereof to the specific field and subfields of designing in which the permittee acquired his or her experience

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in designing. If qualified in more than one type of designing, persons may receive permits for more than one field or subfield of designing as may be determined by the ~~examining board~~ designer section.

SECTION 186. 443.08 (1) of the statutes is renumbered 443.08 (1) (a) and amended to read:

443.08 (1) (a) The practice of architecture ~~or professional engineering~~ pertaining to the internal operations of a firm, partnership, or corporation may be performed by employees if the architectural ~~or professional engineering~~ services are performed by or under the direct supervision of architects ~~or professional engineers~~ registered under this chapter, or persons exempt from registration under s. 443.14. Registered or exempt architectural ~~or professional engineering~~ employees may provide architectural ~~or professional engineering~~ data with respect to the manufacture, sale, and utilization of the products of the firm, partnership, or corporation to other registered or exempt architects ~~or professional engineers~~.

SECTION 187. 443.08 (1) (b) of the statutes is created to read:

443.08 (1) (b) The practice of professional engineering pertaining to the internal operations of a firm, partnership, or corporation may be performed by employees if the professional engineering services are performed by or under the direct supervision of professional engineers registered under this chapter, or persons exempt from registration under s. 443.14. Registered or exempt professional engineering employees may provide professional engineering data with respect to the manufacture, sale, and utilization of the products of the firm, partnership, or corporation to other registered or exempt professional engineers.

SECTION 188. 443.08 (2) of the statutes is renumbered 443.08 (2) (a) (intro.) and amended to read:

443.08 (2) (a) (intro.) The No individual architect registered under this chapter may practice or offer to practice architecture, professional engineering or designing by individual architects, professional engineers or designers registered or granted a permit under this chapter, through a firm, partnership or corporation as principals, officers, employees or agents, is permitted subject to this chapter, if a principal, officer, employee, or agent of a firm, partnership, or corporation unless all of the following are satisfied:

1. All personnel who practice or offer to practice in its behalf as architects, ~~professional engineers or designers~~ are registered ~~or granted a permit~~ under this chapter ~~and if the~~.

2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. (3) (a) 1.

SECTION 189. 443.08 (2) (b) of the statutes is created to read:

443.08 (2) (b) No individual professional engineer registered under this chapter may practice or offer to practice professional engineering as a principal, officer, employee, or agent of a firm, partnership, or corporation unless all of the following are satisfied:

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1. All personnel who practice or offer to practice in its behalf as professional engineers are registered under this chapter.

2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. (3) (a) 2.

SECTION 190. 443.08 (2) (c) of the statutes is created to read:

443.08 (2) (c) No individual designer granted a permit under this chapter may practice or offer to practice designing as a principal, officer, employee, or agent of a firm, partnership, or corporation unless all of the following are satisfied:

1. All personnel who practice or offer to practice in its behalf as designers are granted a permit under this chapter.

2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. (3) (a) 3.

SECTION 191. 443.08 (3) (a) of the statutes is renumbered 443.08 (3) (a) 1. and amended to read:

443.08 (3) (a) 1. A firm, partnership, or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors, and all individuals in its employment registered ~~or granted a permit~~ to practice architecture, ~~professional engineering or designing~~ in this state who will be in responsible charge of architecture, ~~professional engineering or designing~~ being practiced in this state through the firm, partnership, or corporation and other relevant information required by the architect section of the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The ~~examining board~~ architect section shall grant a certificate of authorization to a firm, partnership, or corporation complying with this subsection upon payment of the initial credential fee determined by the department under s. 440.03 (9) (a). This subsection does not apply to firms, partnerships, or corporations exempt under s. 443.14 (3) or (5).

SECTION 192. 443.08 (3) (a) 2. of the statutes is created to read:

443.08 (3) (a) 2. A firm, partnership, or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors, and all individuals in its employment registered to practice professional engineering in this state who will be in responsible charge of professional engineering being practiced in this state through the firm, partnership, or corporation and other relevant information required by the professional engineer section of the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The professional engineer section shall grant a certificate of authorization to a firm, partnership, or corporation complying with this subsection upon payment of the initial credential fee determined by the department under s. 440.03 (9) (a). This

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subsection does not apply to firms, partnerships, or corporations exempt under s. 443.14 (3) or (5).

SECTION 193. 443.08 (3) (a) 3. of the statutes is created to read:

443.08 (3) (a) 3. A firm, partnership, or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors, and all individuals in its employment granted a permit to practice designing in this state who will be in responsible charge of designing being practiced in this state through the firm, partnership, or corporation and other relevant information required by the designer section of the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The designer section shall grant a certificate of authorization to a firm, partnership, or corporation complying with this subsection upon payment of the initial credential fee determined by the department under s. 440.03 (9) (a). This subsection does not apply to firms, partnerships, or corporations exempt under s. 443.14 (3) or (5).

SECTION 194. 443.08 (4) (a) of the statutes is renumbered 443.08 (4) (a) 1. and amended to read:

443.08 (4) (a) 1. No firm, partnership, or corporation may be relieved of responsibility for the conduct or acts of its agents, employees, or officers by reason of its compliance with this chapter, nor may any individual practicing architecture, landscape architecture, professional engineering or designing be relieved of responsibility for architectural, landscape architectural, professional engineering or designing services performed by reason of his or her employment or relationship with the firm, partnership, or corporation.

SECTION 195. 443.08 (4) (a) 2. of the statutes is created to read:

443.08 (4) (a) 2. No firm, partnership, or corporation may be relieved of responsibility for the conduct or acts of its agents, employees, or officers by reason of its compliance with this chapter, nor may any individual practicing landscape architecture be relieved of responsibility for landscape architectural services performed by reason of his or her employment or relationship with the firm, partnership, or corporation.

SECTION 196. 443.08 (4) (a) 3. of the statutes is created to read:

443.08 (4) (a) 3. No firm, partnership, or corporation may be relieved of responsibility for the conduct or acts of its agents, employees, or officers by reason of its compliance with this chapter, nor may any individual practicing professional engineering be relieved of responsibility for professional engineering services performed by reason of his or her employment or relationship with the firm, partnership, or corporation.

SECTION 197. 443.08 (4) (a) 4. of the statutes is created to read:

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443.08 (4) (a) 4. No firm, partnership, or corporation may be relieved of responsibility for the conduct or acts of its agents, employees, or officers by reason of its compliance with this chapter, nor may any individual practicing designing be relieved of responsibility for designing services performed by reason of his or her employment or relationship with the firm, partnership, or corporation.

SECTION 198. 443.08 (4) (b) of the statutes is renumbered 443.08 (4) (b) 1. and amended to read:

443.08 (4) (b) 1. All final drawings, specifications, plans, reports, or other architectural, ~~engineering or designing~~ papers or documents involving the practice of architecture, ~~professional engineering or designing, or landscape architectural papers or documents prepared by a landscape architect registered under this chapter,~~ prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state shall be dated and bear the signature and seal of the architect, ~~landscape architect, professional engineer or designer~~ who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under s. 443.14 (3), (4), or (5).

SECTION 199. 443.08 (4) (b) 2. of the statutes is created to read:

443.08 (4) (b) 2. All final drawings, specifications, plans, reports, or other landscape architectural papers or documents prepared by a landscape architect registered under this chapter, prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state shall be dated and bear the signature and seal of the landscape architect who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under s. 443.14 (3), (4), or (5).

SECTION 200. 443.08 (4) (b) 3. of the statutes is created to read:

443.08 (4) (b) 3. All final drawings, specifications, plans, reports, or other engineering papers or documents involving the practice of professional engineering, prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state shall be dated and bear the signature and seal of the professional engineer who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under s. 443.14 (3), (4), or (5).

SECTION 201. 443.08 (4) (b) 4. of the statutes is created to read:

443.08 (4) (b) 4. All final drawings, specifications, plans, reports, or other designing papers or documents involving the practice of designing, prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state shall be dated and bear the signature and seal of the designer who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under s. 443.14 (3), (4), or (5).

SECTION 202. 443.08 (5) of the statutes is renumbered 443.08 (5) (a) and amended to read:

443.08 (5) (a) No firm, partnership, or corporation may engage in the practice of or offer to practice architecture, ~~professional engineering or designing~~ in this state, or use

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in connection with its name, or otherwise assume, use or advertise any title or description tending to convey the impression that it is engaged in the practice of architecture, ~~professional engineering or designing~~, nor may it advertise or offer to furnish an architectural, ~~professional engineering or designing~~ service, unless the firm, partnership, or corporation has complied with this chapter.

SECTION 203. 443.08 (5) (b) of the statutes is created to read:

443.08 (5) (b) No firm, partnership, or corporation may engage in the practice of or offer to practice professional engineering in this state, or use in connection with its name, or otherwise assume, use or advertise any title or description tending to convey the impression that it is engaged in the practice of professional engineering, nor may it advertise or offer to furnish a professional engineering service, unless the firm, partnership, or corporation has complied with this chapter.

SECTION 204. 443.08 (5) (c) of the statutes is created to read:

443.08 (5) (c) No firm, partnership, or corporation may engage in the practice of or offer to practice designing in this state, or use in connection with its name, or otherwise assume, use or advertise any title or description tending to convey the impression that it is engaged in the practice of designing, nor may it advertise or offer to furnish a designing service, unless the firm, partnership, or corporation has complied with this chapter.

SECTION 205. 443.09 (4m) of the statutes is amended to read:

443.09 (4m) No person may be registered as a landscape architect under this chapter unless he or she passes a written examination or written and oral examinations conducted or approved by the landscape architect section of the examining board under sub. (5).

SECTION 206. 443.09 (5) of the statutes is amended to read:

443.09 (5) Written or written and oral examinations shall be held at such time and place as the landscape architect section of the examining board determines. The scope of the examinations and the methods of procedure shall be prescribed by the ~~examining board~~ landscape architect section with special reference to the applicant's ability to design and supervise architectural, landscape architectural, or engineering work, which shall promote the public welfare and ensure the safety of life, health, and property. A candidate failing an examination may, upon application and payment of the required reexamination fee, be examined again by the ~~examining board~~ landscape architect section. No restrictions may be placed on the number of times an unsuccessful candidate may be reexamined, except that after failure of 3 reexaminations, the ~~examining board~~ landscape architect section may require a one-year waiting period before further reexamination.

SECTION 207. 443.10 (1) (a) to (d) of the statutes are amended to read:

443.10 (1) (a) The appropriate section of the examining board may, upon application and the payment of the required fee, grant a certificate of registration as an architect, as a landscape architect, or as a professional engineer to any person who holds an unexpired certificate of similar registration issued to the person by the

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proper authority in any state or territory or possession of the United States or in any country in which the requirements for the registration of architects, landscape architects, or professional engineers are of a standard not lower than specified in this chapter.

(b) The appropriate section of the examining board may, upon application and payment of the required fee, grant a certificate of registration as an architect, as a landscape architect, or as a professional engineer to any person who holds an unrevoked card or certificate of national reciprocal registration, issued by any state, territory, or possession of the United States or by any country, which is in conformity with the regulations of the national council of state board of architectural, or engineering examiners, or council of landscape architectural registration boards, and who complies with the regulations of the ~~examining board~~ appropriate section, except as to qualifications and registration fee.

(c) The professional engineer section of the examining board may, upon application therefor, and the payment of the required fee, grant a certificate-of-record as engineer-in-training to any person who holds an unexpired certificate of similar certification issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the certification of engineers-in-training are of a standard not lower than specified in this chapter.

(d) The appropriate section of the examining board may, upon application and payment of the required fee, grant a permit to practice or to offer to practice architecture, landscape architecture, or professional engineering to a person who is not a resident of and has no established place of business in this state, or who has recently become a resident of this state, if the person holds an unexpired certificate of similar registration issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the registration of architects, landscape architects, or professional engineers are of a standard not lower than specified in this chapter.

SECTION 208. 443.10 (2) (c) of the statutes is amended to read:

443.10 (2) (c) The appropriate section of the examining board shall grant a certificate of registration upon payment of the registration fee to any applicant who, in the opinion of the ~~examining board~~ appropriate section, has satisfactorily met all the applicable requirements of this chapter. The certificate shall authorize the practice of architecture, landscape architecture, or professional engineering, as appropriate.

SECTION 209. 443.10 (2) (d) of the statutes is amended to read:

443.10 (2) (d) The granting of a certificate of registration by the appropriate section of the examining board shall be evidence that the person named in the certificate is entitled to all the rights and privileges of a registered architect, a registered landscape architect, or a registered professional engineer under the classification stated on the certificate, while the certificate remains unrevoked or unexpired.

SECTION 210. 443.10 (2) (f) of the statutes is amended to read:

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443.10 (2) (f) The professional engineer section of the examining board shall grant a certificate of record as engineer-in-training to any applicant who, in the opinion of the ~~examining board~~ professional engineer section, has satisfactorily met all the requirements of this section pertaining to engineers-in-training.

SECTION 211. 443.10 (2) (h) of the statutes is amended to read:

443.10 (2) (h) Certificates of record as engineers-in-training shall expire on July 31st of the 10th year after their issuance unless extended by the professional engineer section of the examining board. An application for extension shall contain evidence satisfactory to the ~~examining board~~ professional engineer section that the applicant's professional experience has been delayed.

SECTION 212. 443.10 (3) of the statutes is amended to read:

443.10 (3) EMERGENCY RULES; LIMITATION. ~~The~~ No section of the examining board may ~~not~~ adopt or change, by emergency rule, any requirement for the registration of or issuance of a permit to any applicant under this chapter.

SECTION 213. 443.10 (4) (a) and (b) of the statutes are amended to read:

443.10 (4) (a) A list, showing the names and addresses of all engineers-in-training certified by the professional engineer section of the examining board during the period from July 1 to June 30, shall be prepared each year by the ~~examining board~~ professional engineer section. The list shall be obtainable by purchase at cost.

(b) ~~The~~ Each section of the examining board shall keep a record of its proceedings together with a record of all other information pertaining to its proceedings as may be deemed necessary by that section of the ~~examining~~ board. The records of ~~the~~ each section of the examining board shall be prima facie evidence of the proceedings of that section of the examining board set forth in the records, and a transcript thereof, duly certified by the secretary of that section of the examining board under seal, shall be admissible in evidence with the same effect as if the original were produced.

SECTION 214. 443.11 (1) (intro.) of the statutes is amended to read:

443.11 (1) (intro.) The appropriate section of the examining board may reprimand an architect, landscape architect, or professional engineer or limit, suspend, or revoke the certificate of registration of any registrant, and the certificate of record of any engineer-in-training, who is found guilty of:

SECTION 215. 443.11 (1) (e) of the statutes is amended to read:

443.11 (1) (e) Any violation of the rules of professional conduct adopted and promulgated by that section of the examining board.

SECTION 216. 443.11 (2) of the statutes is amended to read:

443.11 (2) The appropriate section of the examining board may reprimand a firm, partnership, or corporation holding a certificate of authorization issued under this chapter or may limit, suspend, or revoke such a certificate if any of the agents, employees, or officers of the firm, partnership, or corporation has committed any act

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or has been guilty of any conduct which would authorize a reprimand or a limitation, suspension, or revocation of the certificate of registration of a registrant or the certificate of record of an engineer-in-training under this chapter, unless the firm, partnership, or corporation submits evidence satisfactory to the appropriate section of the examining board that the agent, employee, or officer is not now practicing or offering to practice architecture, landscape architecture, or professional engineering in its behalf.

SECTION 217. 443.11 (3) of the statutes is amended to read:

443.11 (3) Any person may make charges that any registrant, holder of a certificate of record as engineer-in-training or corporate holder of a certificate of authorization has committed an act for which a reprimand or limitation, suspension, or revocation of registration is authorized under sub. (1). Such charges shall be in writing, shall be sworn to by the person making them and shall be submitted to the appropriate section of the examining board. The appropriate section of the examining board may, on its own motion, make such charges. All charges, unless dismissed by the appropriate section of the examining board as unfounded or trivial, shall be heard by the appropriate section of the examining board, subject to the rules promulgated under s. 440.03 (1).

SECTION 218. 443.11 (4) of the statutes is amended to read:

443.11 (4) If after a hearing under sub. (3), 3 members of a section of the examining board vote in favor of sustaining charges specified in sub. (3), the appropriate section of the examining board shall reprimand or limit, suspend, or revoke the certificate of registration of the registered architect, registered landscape architect, or registered professional engineer, the certificate of record of the holder of a certificate as engineer-in-training, or the certificate of authorization of a firm, partnership, or corporation.

SECTION 219. 443.11 (5) of the statutes is amended to read:

443.11 (5) The ~~action~~ actions of each section of the examining board under this section shall be subject to review in the manner provided in ch. 227.

SECTION 220. 443.11 (6) of the statutes is amended to read:

443.11 (6) The appropriate section of the examining board, for reasons ~~the appropriate section of the examining board~~ it considers sufficient, may reissue a certificate of registration or a certificate of record to any person, or a certificate of authorization to any firm, partnership, or corporation, whose certificate has been revoked, ~~except for a certificate revoked~~ under s. ~~440.12~~, this section if 3 members of the section of the examining board vote in favor of such reissuance. Subject to the rules of the examining board, the appropriate section of the examining board may, upon payment of the required fee, issue a new certificate of registration, certificate of record or certificate of authorization, to replace any certificate that is revoked, lost, destroyed or mutilated.

SECTION 221. 443.13 of the statutes is renumbered 443.13 (1) (intro.) and amended to read:

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443.13 (1) (intro.) The designers' section of the examining board may limit, suspend, or revoke a permit or reprimand the permittee if the permittee is guilty of ~~fraud~~ any of the following:

(a) Fraud or deceit in obtaining the permit, ~~gross,~~

(b) Gross negligence, incompetency, or misconduct in practice, ~~signing,~~

(c) Signing documents not prepared by the permittee or under the permittee's control, ~~knowingly,~~

(d) Knowingly aiding or abetting unauthorized designing of engineering systems as stated in s. 443.07 (3) by persons not granted permits under this chapter ~~or conviction,~~

(e) Conviction of a felony, subject to ss. 111.321, 111.322, and 111.335, or adjudication of mental incompetency by a court of competent jurisdiction.

(2) If, after a hearing conducted under the rules promulgated under s. 440.03 (1) before the designers' section of the examining board, two-thirds of the members of the section vote in favor of sustaining the charges, the designers' section of the examining board shall reprimand the permittee or limit, suspend, or revoke the permit. The action of the designers' section of the examining board under this section is subject to review under ch. 227.

SECTION 222. 443.14 (1) of the statutes is renumbered 443.14 (1) (a) and amended to read:

443.14 (1) (a) An employee of a person holding a certificate of registration ~~in this state in architecture under s. 443.10~~ who is engaged in the practice of architecture ~~or professional engineering~~ and an employee of a person temporarily exempted from registration in architecture under this section, if the practice of the employee does not include responsible charge of architecture ~~or professional engineering~~ practice.

SECTION 223. 443.14 (1) (b) of the statutes is created to read:

443.14 (1) (b) An employee of a person holding a certificate of registration in professional engineering under s. 443.10 who is engaged in the practice of professional engineering and an employee of a person temporarily exempted from registration in professional engineering under this section, if the practice of the employee does not include responsible charge of professional engineering practice.

SECTION 224. 443.14 (4) of the statutes is renumbered 443.14 (4) (a) and amended to read:

443.14 (4) (a) Any person who practices architecture ~~or professional engineering~~, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation architectural ~~or professional engineering~~ services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one architect ~~or professional engineer~~ who is registered under this chapter in responsible charge of the company's or corporation's architectural ~~or professional engineering~~ work in this state.

SECTION 225. 443.14 (4) (b) of the statutes is created to read:

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443.14 (4) (b) Any person who practices professional engineering, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation professional engineering services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one professional engineer who is registered under this chapter in responsible charge of the company's or corporation's professional engineering work in this state.

SECTION 226. 443.18 (1) (a) of the statutes is amended to read:

443.18 (1) (a) Any person who practices or offers to practice architecture, landscape architecture, or professional engineering in this state, or who uses the term "architect," "landscape architect," or "professional engineer" as part of the person's business name or title, except as provided in s. 443.08 (6), or in any way represents himself or herself as an architect, landscape architect, or a professional engineer unless the person is registered or exempted in accordance with this chapter, or unless the person is the holder of an unexpired permit issued under s. 443.10 (1) (d), or any person presenting or attempting to use as his or her own the certificate of registration of another, or any person who gives any false or forged evidence of any kind to the examining board or to any section of the examining board or to any member of the examining board or to any member of any section of the examining board in obtaining a certificate of registration, or any person who falsely impersonates any other registrant of like or different name, or any person who attempts to use an expired or revoked certificate of registration, or violates any of the provisions of this section, may be fined not less than \$100 nor more than \$500 or imprisoned for not more than 3 months or both.

SECTION 227. 443.18 (2) (a) and (b) of the statutes are amended to read:

443.18 (2) (a) If it appears upon complaint to the examining board or to any section of the examining board by any person, or is known to the examining board or to any section of the examining board that any person who is neither registered nor exempt under this chapter nor the holder of an unexpired permit under s. 443.10 (1) (d) is practicing or offering to practice, or is about to practice or to offer to practice, architecture, landscape architecture, or professional engineering in this state, the appropriate section of the examining board or the attorney general or the district attorney of the proper county may investigate and may, in addition to any other remedies, bring action in the name and on behalf of this state against any such person to enjoin the person from practicing or offering to practice architecture, landscape architecture, or professional engineering.

(b) If it appears upon complaint or is known to the land surveyor section of the examining board that any person who is not authorized is practicing or offering to practice land surveying in this state, the land surveyor section, the department of justice, or the district attorney of the proper county may, in addition to other remedies, bring action in the name and on behalf of the state to enjoin the person from practicing or offering to practice land surveying.

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SECTION 241. Effective dates. This act takes effect on the 30th day after the day of publication, except as follows:

(1) SECTION 239 of this act takes effect on the day after publication.

(END)

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Rosheen Styczinski		2) Date When Request Submitted: 3/14/12	
		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: Landscape Architect Section			
4) Meeting Date: 3/28/12	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? New Business- CEU credit information	
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: Discuss development of a method or guideline for recording and providing CEU credit information.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> <p>_____</p> <p>Date</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Supervisor (if required)</p> </div> <div style="width: 35%; text-align: right;"> <p>_____</p> <p>Date</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</p> </div> <div style="width: 35%; text-align: right;"> <p>_____</p> <p>Date</p> </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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