



STATE OF WISCONSIN

Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Governor Scott Walker Secretary Dave Ross

Mail to:
PO Box 8935
Madison WI 53708-8935

Email: dspd@wisconsin.gov
Web: <http://dspd.wi.gov>

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**PROFESSIONAL ENGINEERS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Tom Wightman - 608-267-9378
January 31, 2013**

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
8:30 A.M.**

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of October 11, 2012 (5-8)

C. Secretary Matters

D. Executive Director Matters

- 1) Election of Board Officers (9)
- 2) Appointment of Liaisons (9)
- 3) Staff changes
- 4) Executive Order 50
- 5) Executive Order 61

E. 8:45 A.M. APPEARANCE – CREDENTIALING STAFF – Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s) (11)

F. Legislation/Administrative Rule Matters:

- 1) **9:00 A.M. PUBLIC HEARING** – ENG AE-4, Relating to Requirements for Registration as an Engineer (13)
- 2) Review and Respond to Clearinghouse Report and Public Hearing Comments-ENG AE-4 (15-19)
- 3) Scope Statement for A-E 13-PE Continuing Education for Comity and Waiver of Continuing Education Requirement (21-23)
- 4) Other Open Scope Statements

G. Class 1 Hearing:

- 1) **10:00 A.M. APPEARANCE:** Lance E. Teunissen (25) and (87-116)

H. Education and Exam Matters:

- 1) Revised Continuing Education Tracking Form (27-29)
- 2) Registered Continuing Education Program (RCEP), Discussion and Action

I. Review and Discuss Application Forms and Consideration of Changes

J. Speaking Engagement(s), Travel, or Public Relation Request(s):

- 1) Delegate to attend NCEES Central Zone meeting (April 4-6, 2013, in Biloxi, MS) and the Annual Meeting (August 21-24, San Antonio, TX)
- 2) Speaker at ASHRAE Meeting on Continuing Education (April 8, 2013, Madison, WI)
- 3) Speaker at Wisconsin Commercial Building Code Refresher on Continuing Education (February 18-20, 2013, Madison, WI). **(31)**

K. Items Received After Printing of the Agenda:

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

L. Informational Items

M. New Business

N. 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.)

O. Monitoring Matters:

- 1) **10:30 A.M. APPEARANCE – Dennis Nelson: Request for Removal of Suspension (33-76)**
- 2) Discussion of Options Available in Monitoring Cases Where Section Orders have been Violated **(77-78)**

P. Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance

- 1) 11 ENG 009 – Dennis Nelson **(79-85)**
 - a) Case Advisor: Charles Kopplin

Q. Deliberation of Class 1 Hearing:

- 1) Lance E. Teunissen **(87-116)**

R. Case Closings and Case Status Report:

- 1) 12 ENG 001 **(117-122)**

S. Examination Matters

T. Application Matters

U. Deliberation of Items Received After Printing of the Agenda:

- 1) Credential Issues
- 2) Application Issues and/or Reviews
- 3) Examination Issues
- 4) Class 1 Hearings
- 5) Professional Assistance Procedure (PAP)
- 6) Monitoring Matters
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Review of Administrative Warning
- 10) Orders Fixing Costs/Matters Related to Costs
- 11) Proposed Final Decisions and Orders
- 12) Petitions for Summary Suspension
- 13) Case Closings
- 14) Petitions for Re-hearings
- 15) Appearances from Requests Received or Renewed
- 16) Motions

V. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

X. Other Board Business

ADJOURNMENT

Page intentionally left blank

**ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
MEETING MINUTES
OCTOBER 11, 2012**

PRESENT: Steven Hook, Joe Eberle, Mark Mayer (arrived at 9:30 a.m.) and Chuck Kopplin

STAFF: Berni Mattsson, Executive Director; David Carlson, Bureau Assistant; and other Department staff

Chuck Kopplin, Board Chair, called the meeting to order at 8:39 a.m. A quorum of 3 members was confirmed.

ADOPTION OF AGENDA

Amendments

- Item F: “La’Creshea Makonnen and Jeffrey Beard - Registered Continuing Education Program (RCEP), Discussion and Action” change appearance time to 9:00 a.m.
- Delete Item G : “Case Closings and Case Status Report”
- Add:
 - Item D1-2013 Meeting Dates
 - Item H (replace original agenda pages 13-25)
 - Item J2 A-E 13 Scope Draft
 - Item L8 (1) Class 1 Hearing-Examination Eligibility of Anthony Hass
 - Item L8 (2) Class 1 Hearing-Examination Eligibility of Marek Sedzik
 - Item T4 (1) Class 1 Hearing-Examination Eligibility of Anthony Hass
 - Item T4 (2) Class 1 Hearing-Examination Eligibility of Marek Sedzik

MOTION: Joe Eberle moved, seconded by Steven Hook, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Joe Eberle, seconded by Steven Hook, to approve the minutes of September 6, 2012 as published. Motion carried unanimously.

(Mark Meyer joined the meeting at 9:30 a.m.)

REVIEW OF DRAFT WEB LANGUAGE REGARDING PRE-APPROVAL OF CONTINUING EDUCATION PROVIDERS AND COURSES

MOTION: Joe Eberle moved, seconded by Steven Hook, to accept the wording in the Draft Web Language Regarding Pre-approval of Continuing Education providers and courses, with the following change: “The Professional Engineer Section has final discretion as to whether a course provider or activity meets the criteria.” The Department should notify all registered engineers of this document by e-mail. Motion carried unanimously.

REVIEW AND DISCUSS APPLICATION FORMS AND CONSIDERATION OF CHANGES

- MOTION:** Joe Eberle moved, seconded by Mark Mayer, to accept 10/5/12 draft of Form #470 Revision with the following modifications:
- Item 2, add “Was in responsible charge of work performed by the applicant.”
 - Item 3, add “Facility Operations” after Construction Engineering.
 - In new number 4, change the wording “you are” to “I am”.
 - Item 7, reword as follows: “Explain why you believe this applicant should/should not be placed in responsible charge of engineering work.” (this item must be completed)
- Motion carried unanimously.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

Discussion and Action Related to A-E 4/Act 350 Registration

- MOTION:** Joe Eberle moved, seconded by Steven Hook to nominate Chuck Kopplin to serve as primary spokesperson at any hearing on A-E 4 with Joe Eberle serving as alternate. Motion carried unanimously.

CE Requirements for Comity Related to A-E 13

- MOTION:** Joe Eberle moved, seconded by Steven Hook, to accept the Scope Statement for A-E 13 as presented and direct Mark Mayer to work with staff to draft rules. Motion carried unanimously.

SPEAKING ENGAGEMENT, TRAVEL, PUBLIC RELATION REQUESTS

Designate a Delegate and Alternate to attend 2013 NCEES Central Zone meeting (April 4-6, 2013, in Biloxi, MS) and the Annual Meeting (Aug. 21-24, San Antonio, TX)

- MOTION:** Steven Hook moved, seconded by Mark Mayer, to designate Joe Eberle as the delegate to attend the 2013 NCEES Central Zone Meeting, and the 2013 Annual Meeting. Mark Mayer will serve as alternate delegate. Motion carried unanimously.

Review of Request from ASHRAE for a Speaker on Continuing Education Requirements

- MOTION:** Joe Eberle moved, seconded by Mark Mayer, to authorize Charles Kopplin to speak to ASHRAE, on behalf of the Engineer Section, regarding continuing education requirements. Motion carried unanimously.
- MOTION:** Joe Eberle moved, seconded by Steven Hook, to authorize Charles Kopplin to write an article for the newsletter of WSPE regarding continuing education requirements. Motion carried unanimously.

CLOSED SESSION

MOTION: Mark Mayer moved, seconded by Joe Eberle, to 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.). Roll Call Vote: Joe Eberle - yes; Steven Hook - yes; Chuck Kopplin - yes; and Mark Mayer – yes. Motion carried unanimously.

Open session recessed at 11:25 a.m.

RECONVENE TO OPEN SESSION

MOTION: Joe Eberle moved, seconded by Steven Hook, to reconvene in open session at 1:28 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

MONITORING MATTERS

MOTION: Joe Eberle moved, seconded by Steven Hook, to notify all other states where the respondent (Robert Walz) was licensed at the time of the issuance of Order 0001499, by the Engineer Section on April 19, 2012, of the disciplinary action taken against him. Motion carried unanimously.

CASE CLOSINGS

MOTION: Joe Eberle moved, seconded by Mark Mayer, to close case 11 ENG 010 for insufficient evidence. Motion carried unanimously.

MOTION: Joe Eberle moved, seconded by Steven Hook, to close case 11 ENG 011 for insufficient evidence. Motion carried unanimously.

MOTION: Joe Eberle moved, seconded by Mark Mayer, to refer case 12 ENG 001 back to the Division of Legal Services and Compliance. Motion carried. Recused: Charles Kopplin

(Charles Kopplin recused himself from deliberations and voting in this matter.)

EXAMINATION MATTERS

MOTION: Mark Mayer moved, seconded by Joe Eberle, to deny the request of C.H. for a revision of the rule for licensure and request the department notify C.H. of the Engineer Section's decision. Motion carried unanimously.

APPLICATION MATTERS

MOTION: Joe Eberle moved, seconded by Steven Hook, to grant the waiver request of R.P. contingent upon his compliance with A-E 13.08 (4). Motion carried unanimously.

DELIBERATION ON CLASS 1 HEARINGS

Examination Eligibility of Anthony Hass

MOTION: Joe Eberle moved seconded by Mark Mayer, to affirm the previous denial of examination eligibility for Anthony Hass. Motion carried unanimously.

Examination Eligibility of Marek Sedzik

MOTION: Mark Mayer moved seconded by Steven Hook, to approve examination eligibility for Marek Sedzik. Motion carried unanimously.

APPLICATION REVIEW

MOTION: Mark Mayer moved seconded by Joe Eberle, to approve the reinstatement request of Dennis Stuart. Motion carried unanimously.

FOR REGISTRATION AS A PROFESSIONAL ENGINEER

1. By 16 hr Exam:
 - a. Granted
 - 1) Doucet, Jocelyn
 - 2) Gagne, Alain
 - b. Intent to Deny
 - 1) Gardner, Shane W.

FOR PRINCIPLES AND PRACTICE OF ENGINEERING EXAMINATION

- a. Granted
 - 1) Johnson, Russell D.
 - 2) Kolodziej, Christina C.
 - 3) Nilson, Erik M.
 - 4) Rahman, Md Khalid A.

MOTION: Steven Hook moved, seconded by Mark Mayer, to act upon the applications as reviewed for today's meeting and noted in the application files. Motion carried unanimously.

ADJOURNMENT

MOTION: Joe Eberle moved, seconded by Steven Hook, to adjourn the meeting at 1:35 p.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman		2) Date When Request Submitted: 1/5/13	
		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: Engineer Section			
4) Meeting Date: 1/31/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers and Appointment of Liaisons	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Elect officers for 2013 as required by statute. Delegate authority to committees, panels and liaisons to carry out duties of the Board.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman		2) Date When Request Submitted: 1/7/2013	
		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: Controlled Substances Board			
4) Meeting Date: 1/31/2013	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Consideration and Review of Credentialing Process and Defining the Role of the Credentialing Liaison(s)	
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? <input checked="" type="checkbox"/> Yes Renee Vance <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The assigned member(s) of credentialing staff will appear and provide the Board/Committee/Council/Section with an overview of the credentialing process for the credentials under its purview. Additionally, the Board/Committee/Council/Section should work to define the role(s) of its credentialing liaison(s) in an effort to clarify its expectations in terms of credentialing liaison work.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Page intentionally left blank

Page intentionally left blank



WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

Pam Shannon
Clearinghouse Director

Scott Grosz and Jessica Karls-Ruplinger
Clearinghouse Assistant Directors

Terry C. Anderson
Legislative Council Director

Laura D. Rose
Legislative Council Deputy Director

CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

CLEARINGHOUSE RULE 12-053

AN ORDER to repeal A-E 4.06 and 4.08 (7); to renumber A-E 4.09 (2) (b); to amend A-E 4.03 (2) (a) 4., 4.08 (2) (a) and (b), and 4.09 (1) (b); to repeal and recreate A-E 4.05; and to create A-E 4.09 (2) (b) and (c), relating to requirements for registration as a professional engineer.

Submitted by **DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**

12-06-2012 RECEIVED BY LEGISLATIVE COUNCIL.

01-09-2013 REPORT SENT TO AGENCY.

JKR:DLL

LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached YES NO

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached YES NO

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached YES NO

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS
[s. 227.15 (2) (e)]

Comment Attached YES NO

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached YES NO

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL
REGULATIONS [s. 227.15 (2) (g)]

Comment Attached YES NO

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached YES NO



WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

Pam Shannon
Clearinghouse Director

Scott Grosz and Jessica Karls-Ruplinger
Clearinghouse Assistant Directors

Terry C. Anderson
Legislative Council Director

Laura D. Rose
Legislative Council Deputy Director

CLEARINGHOUSE RULE 12-053

Comments

[NOTE: All citations to “Manual” in the comments below are to the Administrative Rules Procedures Manual, prepared by the Legislative Reference Bureau and the Legislative Council Staff, dated November 2011.]

1. Statutory Authority

Section 443.04 (1m), Stats., provides that an applicant may submit evidence of “a diploma of graduation or degree from a technical college approved by the professional engineer section as of satisfactory standing in an *engineering-related course of study* of not less than 2 years”, combined with the experience in engineering work required in s. 443.04 (2m) (b), Stats., to apply for registration as a professional engineer. It appears that “engineering-related course of study” could also apply to programs other than an engineering technology program. Why does s. A-E 4.05 (2) (a) refer to an associate degree in *engineering technology*, rather than referring to an engineering-related course of study?

2. Form, Style and Placement in Administrative Code

- a. In s. A-E 4.05, the underscoring in “(1)” should be removed. [s. 1.055, Manual.]
- b. The new s. A-E 4.05 (1) and (2) lack introductory clauses. The agency should review current s. A-E 4.05 and s. 443.04, Stats., for examples of introductory clauses, and the agency should modify and restructure, as needed, s. A-E 4.05 to insert introductory clauses. [See also s. 1.03 (3), Manual.]
- c. The title of a subsection should end in a period. [s. 1.05 (2) (c), Manual.] The subsection titles used in s. A-E 4.05 should be corrected. In addition, a title should be inserted in s. A-E 4.05 (3). [s. 1.05 (1), Manual.]

d. SECTION 5 of the proposed rule does not follow the correct drafting conventions for the renumbering it does. In addition, subdivisions should be designated by a number followed by a period, not by parentheses. [s. 1.03 (2) (e), Manual.] Since the changes in SECTION 5 are as extensive as they are, it may be easier and more appropriate to repeal and recreate s. A-E 4.08 (2). [See also comment 2. e.]

e. Section A-E 4.08 (2), both in current law and as affected by this proposed rule, does not use the correct format for lists and accompanying introductory language. Paragraph (a) could be written as a single sentence, since it has only two alternatives, as affected by the rule. In par. (b), the introduction should end with "have one of the following:". Each of the subdivisions that follow should end in a period. [s. 1.03 (3), Manual.]

f. The proposed rule does extensive renumbering, apparently to maintain sequential numbering of the code provisions. [See SECTIONS 4, 5, 7, 8, 9, and 11 of the proposed rule.] This is both unnecessary and discouraged. [s. 1.03 (5) (a), Manual.] In addition to being unnecessary, the renumbering in ss. A-E 4.08 and 4.09 is incorrect. If this kind of renumbering is to be done, the subunits of these sections should be treated in sequence, according to their numbering, by separate treatments in separate rule SECTIONS. If renumbering is avoided, SECTION 12 should create s. A-E 4.09 (2) (am), rather than s. A-E 4.08 (2) (b), and SECTION 13 should create s. A-E 4.09 (2) (c), rather than s. A-E 4.08 (2) (c). Lastly, the introductory clause should be modified to reflect any changes made by the agency in response to this comment.

g. In s. A-E 4.09 (1) (b), the first comma should not be underscored because it is in the current text, the second comma should be underscored because it is new text, and the period at the end of the sentence should not be underscored. In addition, in SECTION 12, the space after "engineers" should not be underscored. [s. 1.06, Manual.]

4. Adequacy of References to Related Statutes, Rules and Forms

a. The correct format for references to the Wisconsin statutes, when drafting rules, is "s. xx.xx, Stats." [s. 1.07 (2), Manual.] However, the references in s. A-E 4.05 (3) should be to the respective provisions of that rule section (i.e., subs. (1) (b) and (2) (b), or however those provisions are ultimately numbered), rather than the corresponding statutory language.

b. In SECTION 13, "A-E 13.09" should be replaced with "s. A-E 13.03" because the latter appears to be the correct reference to continuing education requirements. [See also s. 1.07 (2), Manual.]

5. Clarity, Grammar, Punctuation and Use of Plain Language

In Section 12, "whom are" should be replaced with "the references shall be".

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman		2) Date When Request Submitted: 1/15/13	
		Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 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: Engineers Section			
4) Meeting Date: 1/31/13	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Scope Statement for AE-13-PE, CE for Comity	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Review Scope Statement			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATEMENT OF SCOPE

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

Rule No.: A-E 13

Relating to: Continuing Education (CE)

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

NA

2. Detailed description of the objective of the proposed rule:

The objective of this proposed rule-making is to clarify various provisions of ch. A-E 13, Wis. Admin. Code, which sets forth minimum standards for continuing education for professional engineers and to resolve inconsistencies between the rules in that chapter. In particular, this proposal is intended to revise the rules so that newly registered comity applicants are treated consistently with newly registered Wisconsin engineers with respect to continuing education. This proposal may include amendments to other A-E Code chapters as necessary based on the changes to ch. A-E 13.

It is also intended to clarify the rules for a person who has retired from the profession and is seeking a waiver from the continuing education requirements. It will revise the rules to state retirees may not perform or provide professional engineering services nor receive remuneration to be eligible for the waiver.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Policies relevant to ch. A-E 13, Wis. Admin. Code: All registered professional engineers, like any other professional, should adhere to minimum standards of practice, where such standards have been promulgated by engineer-practitioners knowledgeable in both the practice and its governing law. Minimum professional standards must be easily understood by practitioners. They must also be consistent with each other, the statutes, and other related law; and should reflect current practices of the profession. These policies remain in effect. No new alternative policies are involved, making an analysis of policy alternatives unnecessary.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Examining Boards are generally empowered by the legislature pursuant to ss. 15.08 (5) (b) and 227.11, Stats., to promulgate rules that govern their profession. The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors (Board) are specifically authorized by s. 443.015, Stats., to establish rules governing continuing education requirements. Therefore the Board is authorized generally and specifically to promulgate the proposed rules. See sections 15.08 (5) (b), 227.11 (2) (a), and 443.015 (2), Stats.

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

8 hours

Rev. 3/6/2012

6. List with description of all entities that may be affected by the proposed rule:

Registered professional engineers and individuals and entities using their services.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

No federal laws regulate the practice of professional engineering as it relates to the activities regulated by the rules proposed herein.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

None.

Contact Person: Shawn Leatherwood, (608) 261-4438, Shancethea.Leatherwood@Wisconsin.gov

Department Head or Authorized Signature

Date Submitted

Page intentionally left blank

Page intentionally left blank

**State of Wisconsin
Department of Safety and Public Services**

AGENDA REQUEST FORM

Name and Title of Person Submitting the Request: Jill Remy, Program Manager		Date When Request Submitted: January 15, 2013	
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards 	
Name of Board, Committee, Council: Engineer Section - Joint Examining Board			
Board Meeting Date: 1/31/2013	Attachments: <input checked="" type="checkbox"/> Yes (red folder) <input type="checkbox"/> No	How should the item be titled on the agenda page? Review Revised Continuing Education Tracking Form	
Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? <input type="checkbox"/> Yes by _____ <input checked="" type="checkbox"/> No	Name of Case Advisor(s), if required:	
Describe the issue and action the Board should address: The continuing education tracking form/spreadsheet formula were revised to enable the recording of courses and activities which meet more than one rule requirement, while maintaining the correct total of PDHs at the bottom of the 'fillable' form. Make motion to approve or deny the form and make recommendations as needed.			
If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:			
<u>Directions for including supporting documents:</u> 1. This form should be attached to any documents submitted to the agenda. 2. Documents submitted to the agenda must be single-sided. 3. Only copies of the original document will be accepted. 4. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.			
Authorization:			
Jill M. Remy		1/15/2013	
Signature of person making this request		Date	
Supervisor signature (if required)		Date	
Bureau Director signature (indicates approval to add late items to agenda)		Date	

WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
CONTINUING EDUCATION ATTENDANCE TABLE
ENGINEER 2012-2014 BIENNIUM CONTINUING EDUCATION RECORD

A–E 13.03 Continuing education requirements.

(1) (a) Beginning in the biennial registration period commencing August 1, 2012 and ending July 31, 2014, unless granted a waiver under s. A–E 13.08, every registrant shall complete at least 30 hours of approved PDHs or equivalent continuing education units, pertinent to the practice of professional engineering, except that between initial registration and the first renewal period, a new registrant shall not be required to comply with the continuing education requirements for the first renewal of registration.

(d) If a registrant obtains more than 30 PDHs in a biennium, a maximum of 15 of the excess PDHs may be used toward the continuing education requirement in the next biennium. Excess credits cannot be used to satisfy the requirements of par. (b) or (c).

(b) During each biennial registration period, the registrant shall complete a minimum of 2 PDHs in the area of professional conduct and ethics.

(c) During each biennial registration period, credit for a minimum of 13 PDHs shall be obtained via courses where the registrant interacts in real time in a traditional classroom setting, computer conferencing, or interactive video conference where participants are present in the same room or logged in at the same time and can communicate directly with each other and ask questions of the instructor.

(d) If a registrant obtains more than 30 PDHs in a biennium, a maximum of 15 of the excess PDHs may be used toward the continuing education requirement in the next biennium. Excess credits cannot be used to satisfy the requirements of par. (b) or (c).

(2) Continuing education may be obtained through any of the following means:

(a) Completing courses taken at a school or college of engineering accredited by the EAC/ABET.

(b) Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet.

(c) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

(d) Teaching or instructing in pars. (a) to (c). PDHs may only be counted for the initial offering or presentation of a course or program. Full-time faculty may not claim PDHs for teaching done as part of their regular duties. For teaching in pars. (a) to (d), multiply the PDHs earned by a factor of 2.

(e) Authoring published papers, articles, or books in the registrant's area of professional practice that has been published in book form or in circulated journals or trade magazines. Five PDHs will be granted in the biennium in which each publication occurred. For peer reviewed papers, articles, or books in the registrant's area of professional practice, 10 PDHs will be granted in the biennium in which each publication occurred.

(f) Actively participating in professional and technical societies. A maximum of 2 PDHs will be awarded for active participation as an officer or committee member in any one society in any one year. A maximum of 4 PDHs may be obtained under this paragraph in any biennium. PDHs are not earned until the end of each year of service is completed.

(g) Attainment of a patent relevant to the registrant's area of professional practice. Ten PDHs will be awarded for each patent.

Guidelines for completing the table to ensure accurate totals

1) If you complete a 2-hour ethics course (column a) that also meets the requirements of column b on the table, you insert 2 in both columns. This ensures accurate PDH subtotals for each column and the PDHs are only counted one time in the grand total.

2) If you complete a 4-hour course that meets the requirements of column b on the table and only 2 of the 4 hours count as ethics, you insert 4 in column b and 2 in column a. This ensures accurate PDH subtotals for each column and the grand total will only count 4 hours in this example.

Page intentionally left blank

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Tom Wightman, Executive Director		2) Date When Request Submitted: 1/22/2013	
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: Professional Engineer Section			
4) Meeting Date: 1/31/2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagement(s), Travel, or Public Relation Request(s): 1) Wisconsin Commercial Building Code Refresher – Madison, WI – February 18-20, 2013	
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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The Section should determine whether or not to designate one of its members to speak at the Wisconsin Commercial Building Code Refresher in Madison, WI on a date occurring between February 18 and February 20, 2013, on the subject of continuing education requirements for Architects and Engineers.			
11) Authorization			
Tom Wightman		1/22/2013	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Page intentionally left blank