

Wisconsin Department of Safety and Professional Services

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

INFORMATION FOR NEW DESIGNER OF ENGINEERING SYSTEMS

CREDENTIAL HOLDERS

REGISTRATION SEALS - As a credential holder with this Board you are required to obtain a personal registration seal. The seal must comply with the specifications outlined in sec. A-E 2.02, Wis. Admin. Code. A rubber stamp or embossed seal is acceptable. Registration seals are available from most commercial printers. It is the responsibility of the credential holder to obtain a seal. The seal should only include the number before the dash, i.e., 30666-007 and the letter designation for the field or subfield that your credential has been issued.

The letter designation for the field or subfield is as follows:

E – electrical

F - fire protection

PSS – private sewage systems

H - hvac

P - plumbing

Example: If licensee's Designer registration number is 30666-007 in the field of electrical design, the number on the seal would be D 30666 E.

The inner circle area of the seal must include the registrant's name, credential number and the city and state where the credential holder resides or is employed. This information serves as a basis for locating the credential holder and should be the same as the mailing address on file with the Board office (example: if licensee's address is Memphis TN, Memphis TN must be placed on inner circle).

Section A-E 2.02, Wis. Admin. Code also provides information regarding the use of the seal. Questions regarding use of the seal not covered in sec. A-E 2.02, Wis. Admin. Code should be referred to the Department, Safety and Buildings Division at (608) 266-3151.

SUBMISSION OF PLANS FOR STATE APPROVAL - Any questions regarding the submission of plans for state approval should be referred to the Department, Safety and Buildings Division at (608) 266-3151.

CHANGE OF ADDRESS - Section 440.11, Stats. requires that every registrant or permit holder notify the department in writing of a change of address within 30 days of the change. A penalty fee of \$50.00 for failure to notify the department may be imposed. The notice shall include the person's former and new addresses and each registrant or permit number held.

RENEWAL OF LICENSE - All credentials expire on January 31 of the even-numbered year. Renewal notices are mailed approximately 30 days prior to the expiration date.

RULES OF PROFESSIONAL CONDUCT - See Ch. A-E 8, Wis. Admin. Code.

CORPORATE REGISTRATION – Section 443.08, Stats. requires corporations practicing architecture, professional engineering or design of engineering systems to obtain a certificate of authorization issued by the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors. Applications are available on the web at <http://dsps.wi.gov/prof/arcc/form.htm> or you may contact the Board office at (608) 266-2112 for information.

Wisconsin Statutes and Administrative Code - A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of architects, landscape architects, professional engineers, designers and land surveyors is available on the web at <http://docs.legis.wisconsin.gov> or at most public libraries. If you wish, you may purchase a copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at:

<http://dsps.wi.gov/includes/catalog.htm>, or docsales@doa.state.wi.us.