

Wisconsin Department of Safety and Professional Services

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

INFORMATION REGARDING THE APPLICATION FOR CERTIFICATE OF AUTHORIZATION

Section 443.08, Stats. requires that firms, partnerships or corporations practicing architecture, professional engineering or design of engineering systems obtain a Certificate of Authorization issued by the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors.

Complete and return the enclosed Application for Certificate of Authorization (#476) with the application fee made payable to the Department of Safety and Professional Services.

Any changes in the information provided on this application during the registration period must be reported in writing within 30 days of the effective date. Please include the credential number in all correspondence. Any change in ownership requires a new application be completed.

In addition to the credential issued by the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors, a corporation and certain other types of business entities listed on the application must register with the Department of Financial Institutions. You must contact the agency directly to obtain the registration material. The address and telephone number is Department of Financial Institutions, Division of Corporations and Consumer Services, P.O. Box 7846, Madison, Wisconsin 53707, (608) 261-7577.

The Certificate of Authorization is renewable by February 1st of the even number year following the date of issuance. A renewal application will be mailed approximately 30 days prior to the expiration date.

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://dps.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://dps.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.