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**VIRTUAL/TELECONFERENCE  
ARCHITECT SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,  
AND REGISTERED INTERIOR DESIGNERS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Adam Barr (608) 266-2112  
April 12, 2022**

*The following agenda describes the issues that the Section 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 record of the actions of the Section.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of October 6, 2021 (5-7)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns
- E. Administrative Matters**
  - 1) Department, Staff and Section Updates
  - 2) Annual Policy Review **(8-11)**
  - 3) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities **(12-19)**
  - 4) Section Member – Term Expiration Dates
    - a. Douglas, Gregory A. – 7/1/2023
    - b. Gersich, A. James – 7/1/2015
    - c. Wagner, Steven L – 7/1/2021
- F. Legislative and Policy Matters – Discussion and Consideration (20)**
  - 1) 2021 Wisconsin Act 195 **(21-25)**
  - 2) 2021 Wisconsin Assembly Bill 643 **(26)**
  - 3) 2021 Wisconsin Assembly Bill 152 **(27-28)**
- G. Administrative Rule Matters – Discussion and Consideration (29)**
  - 1) Scope Statement: A-E 8, Relating to Supervision **(30-34)**
  - 2) Rules Projects Chart **(35)**

3) Pending and Possible Rulemaking Projects

**H. Board Chair Meeting and Options to Address Department Resources – Discussion and Consideration**

**I. Commercial Building Code Adoption of ICC/ANSI A117.1 – Discussion and Consideration (36)**

**J. Certificates of Authorization (COA)s – Discussion and Consideration (37-43)**

**K. Credentialing Matters – Discussion and Consideration**

1) Licenses issued Since Last Meeting (44)

**L. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration**

- 1) Consider Attendance: National Council of Architectural Registration Boards (NCARB) 2022 Annual Business Meeting on June 1-4, 2022 in Austin, TX
- 2) Consider Attendance: NCARB Leadership Summit in October 2022

**M. Discussion and Consideration of Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

**N. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to**

consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), 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. Credentialing Matters**

**1) Application Reviews**

- a. Chris Whelan, Architect Applicant **(45-93)**

**P. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

**1) Administrative Warnings**

- a. 19 ARC 003 – T.H.M. **(94-95)**  
b. 19 ARC 016 – S.L.L. **(96-98)**  
c. 20 ARC 001 – P.R.G. **(99-100)**  
d. 21 ARC 007 – J.H.C. **(101-102)**  
e. 21 ARC 010 – Z.S.M. **(103-104)**

**2) Proposed Stipulations, Final Decisions and Orders**

- a. 19 ARC 002 – Dale M. Streitenberger **(105-109)**  
b. 20 ARC 009 – Bradley S. Kortbein, Cornerstone Architects, L.L.C. **(110-116)**  
c. 21 ARC 002 – Angus-Young Associates, Inc. **(117-122)**

**3) Case Closings**

- a. 19 ARC 018 – R.D. **(123-129)**  
b. 21 ARC 006 – T.S. **(130-134)**

**Q. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

**R. Consulting with Legal Counsel**

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

T. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 11, 2022**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED  
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreter services for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
ARCHITECT SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS  
PROFESSIONAL ENGINEERS, DESIGNERS AND  
PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
OCTOBER 6, 2021**

**PRESENT:** Gregory Douglas, James Gersich, Steven Wagner

**STAFF:** Adam Barr, Executive Director; Jon Derenne, Legal Counsel; Megan Glaeser, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Steven Wagner, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 29, 2021**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to approve the Minutes from June 29, 2021 as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Pending and Possible Rulemaking Projects**

*Possible Scope Statement Revising the Definition of Supervision (A-E 8)*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to request DSPS staff draft a Scope Statement for A-E 8, relating to supervision, and to present the draft for discussion at the next Section meeting. Motion carried unanimously.

**REVIEW AND DISCUSSION OF THE ARCHITECT CERTIFICATION OF  
AUTHORIZATION APPLICATION AND RENEWAL FORMS FOR CONSISTENCY  
WITH STATE LAW**

**MOTION:** Gregory Douglas moved, seconded by Steven Wagner, to designate James Gersich to work with DSPS staff to review the certificate of authorization forms for consistency with state law, and to approve any necessary changes to the forms. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), 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.). Steven Wagner, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Gregory Douglas-yes; James Gersich-yes; and Steven Wagner-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:46 a.m.

### DELIBERATION ON DLSC MATTERS

#### Proposed Stipulations, Final Decisions and Orders

##### *18 ARC 010 – Stephen P. Smith, Stephen Perry Smith Architects, Inc.*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Stephen P. Smith, Stephen Perry Smith Architects, Inc., LLC, DLSC Case Number 18 ARC 010. Motion carried unanimously.

#### Administrative Warnings

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to issue an Administrative Warning in the following cases:

1. 18 ARC 018 – M.R.P.
2. 19 ARC 017, 20 ARC 005 – J.D.G.

Motion carried unanimously.

### RECONVENE TO OPEN SESSION

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 10:00 a.m.

### VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

## **ADJOURNMENT**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:01 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> <li>1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law.</li> <li>2. Walking Quorum: <b>Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting.</b> Should several members of a body do so, the members could be violating the open meetings law.</li> <li>3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting)</li> <li>4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example)</li> <li>5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time.             <ul style="list-style-type: none"> <li>• If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate.</li> </ul> </li> <li>6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely.</li> </ol>			
11) <span style="float: right;">Authorization</span> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Kimberly Wood</span> <span>12/13/2021</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (Only required for post agenda deadline items)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (Indicates approval for post agenda deadline items)</span> <span>Date</span> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			



## Timeline of a Meeting

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**8 business days prior to the meeting:** All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

**7 business days prior to the meeting:** The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

**5 business days prior to the meeting:** The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

**4 business days prior to the meeting:** Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

### Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
  - Public Hearings (on Admin Rules)
  - Administrative Matters
  - Legislation and Policy Matters
  - Administrative Rules Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
  - Public Comments
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
    - Stipulations
    - Administrative Warnings
    - Case Closings
    - Monitoring Matters
    - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

**Thursday of the Week Prior to the Meeting:** Agendas are published for public notice on the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**1 business day after the Meeting:** "Action" lists are distributed by staff detailing board actions on closed session business.

**5 business days after the Meeting:** "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

# Department of Safety and Professional Services

## PER DIEM REPORT

**INSTRUCTIONS:** Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

**Purpose Codes:**

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL <b>EXAMPLE EXAMINING BOARD</b>			BOARD OR COUNCIL MEMBER'S NAME <b>MARY SUNSHINE</b>	
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p><b>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</b></p> <p><b>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</b></p> <p><b>Department staff completes the fields titled "Total Days Claimed".</b></p>
<b>CLAIMANT'S CERTIFICATION</b>			Comments:	
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, 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.				
<i>Mary Sunshine</i>		<i>1/4/2021</i>		
Claimant's Signature	Date	Supervisor	Date	

EMPL ID: 100012345-0

**To be completed by Department staff:** TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00



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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: <b>Kimberly Wood, Program Assistant Supervisor-Adv.</b>		2) Date when request submitted: <b>3/31/2022</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: <b>4/12/2022</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> <li>• Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities</li> </ul>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: <ol style="list-style-type: none"> <li>1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson &amp; Secretary</li> <li>2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate</li> <li>3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations.</li> </ol>			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-top: 1px solid black; padding-top: 5px;"><i>Kimberly Wood</i></div> <div style="border-top: 1px solid black; padding-top: 5px;"><i>3/31/2022</i></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (Only required for post agenda deadline items)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (Indicates approval for post agenda deadline items)</span> <span>Date</span> </div>			
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## ARCHITECT SECTION

### 2021 Elections, Liaisons and Delegations

#### Election of Officers

ELECTION RESULTS	
<b>Chairperson</b>	Steven Wagner
<b>Vice Chairperson</b>	Gregory Douglas
<b>Secretary</b>	James Gersich

#### Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
<b>Credentialing and Continuing Education Liaison</b>	Steven Wagner
<b>Monitoring Liaison</b>	Gregory Douglas
<b>DLSC Liaison</b>	Gregory Douglas
<b>Legislative Liaison</b>	Steven Wagner
<b>Travel Liaison</b>	Steven Wagner
<b>Renewal Notice Liaison</b>	James Gersich
<b>A-E Joint Board Rules Committee</b>	Steven Wagner
<b>Screening Panel</b>	Gregory Douglas, James Gersich <i>Alternate: Steven Wagner</i>

#### Delegation of Authorities

##### *DLSC Screening Delegation*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the DLSC attorney to screen complaints when Section members are conflicted out. Motion carried unanimously.

### *Document Signature Delegations*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

**MOTION:** James Gersich moved, seconded by Gregory Douglas, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

### *Delegated Authority for Urgent Matters*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### *Delegation to Chief Legal Counsel Due to Lack/Loss of Quorum*

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

### *Monitoring Delegations*

#### **Delegation of Authorities for Monitoring**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the April 7, 2021 agenda materials on pages 12-13. Motion carried unanimously.

#### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

## *Credentialing Authority Delegations*

### **Delegation of Authority to Credentialing Liaison (Denial Decisions)**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

### **Delegation of Authority for Predetermination Reviews**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

### **Delegation of Authority for Conviction Reviews**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of architecture. Motion carried unanimously.

### **Delegation to DSPS When Applicant's History Has Been Previously Reviewed**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous architecture credential and there is no new conviction record. Motion carried unanimously.

### **Delegation of Authority for Reciprocity Reviews**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are of a standard not lower than required by the Section. Motion carried unanimously.

### **Delegated Authority for Application Denial Reviews**

**MOTION:** James Gersich moved, seconded by Gregory Douglas, that the Department's Attorney Supervisors are authorized to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

#### ***Pre-Screening Delegation to Open Cases***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

#### ***Pre-Screening Delegation to Close Cases***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion carried unanimously.

#### ***Voluntary Surrenders***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.



***Continuing Education Liaison(s) Delegation***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Continuing Education Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

***Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to authorize the Department staff to provide national regulatory related bodies with all section member contact information that the Department retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** James Gersich moved, seconded by Gregory Douglas to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to provide a brief statement or link relating to section-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

***Legislative Liaison(s) Delegation***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

***Travel Liaison(s) Delegation***

**MOTION:** James Gersich moved, seconded by Gregory Douglas, to delegate authority to the Travel Liaison(s) to approve any section member travel. Motion carried unanimously.

## **Roles and Authorities Delegated for Monitoring**

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

### **Authorities Delegated to the Monitoring Liaison**

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
8. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
9. Grant or deny a request to appear before the Board/Section in closed session.
10. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
11. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

12. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
  - a. Initial: 49 screens (including 1 hair test, if required by original order)
  - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
  - c. 2nd Reduction: 28 screens plus 1 hair test
  - d. 3rd Reduction: 14 screens plus 1 hair test
13. (*Dentistry only*) Ability to approve or deny all requests from a respondent.
14. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

### **Authorities Delegated to the Department Monitor**

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

- 1) Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
- 2) Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
- 3) Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
- 4) **Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.**

### **Authorities Delegated to Board Legal Counsel**

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.
-

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Adam Barr, Executive Director		2) Date when request submitted: 4/5/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: 4/12/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Policy Matters – Discussion and Consideration - <a href="#">2021 Wisconsin Act 195</a> (Interior Designers) - <a href="#">2021 Wisconsin Assembly Bill 643</a> (State Projects) - <a href="#">2021 Wisconsin Assembly Bill 152</a> (Building Plans)	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable:	
10) Describe the issue and action that should be addressed: Discussion of recent legislation.			
11) Authorization			
<i>Adam Barr</i>		4/5/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			

# State of Wisconsin



2021 Senate Bill 344

Date of enactment: **March 18, 2022**  
Date of publication\*: **March 19, 2022**

## 2021 WISCONSIN ACT 195

AN ACT *to repeal* subchapter X of chapter 440 [precedes 440.96]; *to renumber* 443.17; *to amend* 15.105 (5), 15.405 (2) (title), 15.405 (2) (ag), 15.405 (2) (ar), 15.405 (2) (b), chapter 443 (title), 443.01 (3), 443.10 (2) (a), 443.10 (2) (e), 443.11 (title), 443.11 (1) (intro.), 443.16 and 703.11 (2) (b); and *to create* 440.08 (2) (a) 38i., 443.01 (3c), 443.01 (3e), 443.01 (5m), 443.01 (9), 443.015 (1e), 443.02 (5), 443.075, 443.08 (2) (d), 443.08 (3) (a) 4., 443.08 (4) (a) 5., 443.08 (4) (b) 5., 443.08 (5) (d), 443.10 (1) (e), 443.10 (4) (am), 443.11 (1) (dm), 443.17 (2), 443.17 (3), 443.17 (4) and 443.175 of the statutes; **relating to:** regulation, registration, and the scope of practice of interior designers, certificates of authorization for interior design firms, and granting rule-making authority.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 15.105 (5) of the statutes is amended to read:

15.105 (5) STATE CAPITOL AND EXECUTIVE RESIDENCE BOARD. There is created a state capitol and executive residence board, attached to the department of administration under s. 15.03, consisting of the secretary of administration or the secretary's designee, the director of the historical society or the director's designee, an architect or engineer employed by the department of administration appointed by the secretary of administration, 3 senators and 3 representatives to the assembly appointed as are the members of standing committees in their respective houses, and 7 citizen members appointed for staggered 6-year terms of whom at least 2 shall be architects registered under ch. 443, one shall be a landscape architect registered under ch. 443 and 2 shall be interior designers registered under s. 440.962 ch. 443.

**SECTION 2.** 15.405 (2) (title) of the statutes is amended to read:

15.405 (2) (title) EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, ~~AND~~ PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS.

**SECTION 3.** 15.405 (2) (ag) of the statutes is amended to read:

15.405 (2) (ag) There is created an examining board of architects, landscape architects, professional engineers, designers, ~~and~~ professional land surveyors, and registered interior designers in the department of safety and professional services. Any professional member appointed to the examining board shall be registered or licensed to practice architecture, landscape architecture, professional engineering, the design of engineering systems, ~~or~~ professional land surveying, or interior design under ch. 443. The examining board shall consist of the following members appointed for 4-year terms: 3 architects, 3 landscape architects, 3 professional engineers, 3 designers, 3 professional land surveyors, 3 registered interior designers, and ~~10~~ 12 public members.

**SECTION 4.** 15.405 (2) (ar) of the statutes is amended to read:

\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

15.405 (2) (ar) In operation, the examining board shall be divided into an architect section, a landscape architect section, a professional engineer section, a designer section, ~~and a professional land surveyor section, and a registered interior designer section.~~ Each section shall consist of the 3 members of the named profession appointed to the examining board and 2 public members appointed to the section. The examining board shall elect its own officers and shall meet at least twice annually.

**SECTION 5.** 15.405 (2) (b) of the statutes is amended to read:

15.405 (2) (b) All matters pertaining to passing upon the qualifications of applicants for and the granting or revocation of registration or licensure, and all other matters of interest to either the architect, landscape architect, engineer, designer, ~~or professional land surveyor, or registered interior designer~~ section shall be acted upon solely by the interested section.

**SECTION 6.** 440.08 (2) (a) 38i. of the statutes is created to read:

440.08 (2) (a) 38i. Interior design firm, partnership, or corporation: February 1 of each even-numbered year.

**SECTION 7.** Subchapter X of chapter 440 [precedes 440.96] of the statutes is repealed.

**SECTION 8.** Chapter 443 (title) of the statutes is amended to read:

**CHAPTER 443  
EXAMINING BOARD OF ARCHITECTS,  
LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
DESIGNERS, AND PROFESSIONAL  
LAND SURVEYORS, AND REGISTERED  
INTERIOR DESIGNERS**

**SECTION 9.** 443.01 (3) of the statutes is amended to read:

443.01 (3) “Examining board” means the examining board of architects, landscape architects, professional engineers, designers, ~~and professional land surveyors, and registered interior designers.~~

**SECTION 10.** 443.01 (3c) of the statutes is created to read:

443.01 (3c) “Interior alteration or interior construction project” means a project for an interior space or area within a proposed or existing building or structure, including construction, modification, renovation, rehabilitation, or historic preservation, that involves changing or altering any of the following:

- (a) The design function or layout of rooms.
- (b) The state of permanent fixtures or equipment.
- (c) The interior space or area if the change or alteration requires verification of the compliance of the interior space or area with a building code, fire code, the federal Americans with Disabilities Act, or state or local regulations.
- (d) Interior furnishings.

(e) Nonstructural elements of the interior space or area.

**SECTION 11.** 443.01 (3e) of the statutes is created to read:

443.01 (3e) “Interior technical submission” means a design, drawing, specification, study, or other technical report or calculation that establishes the scope of an interior design project, including a description of standards of quality for materials, skilled labor, equipment, and construction systems, and that may be signed and sealed by a Wisconsin registered interior designer in compliance with this chapter.

**SECTION 12.** 443.01 (5m) of the statutes is created to read:

443.01 (5m) (a) “Practice of interior design” means the design of interior spaces as a part of an interior alteration or interior construction project in conformity with public health, safety, and welfare requirements, including the preparation of documents relating to building code descriptions, project egress plans that require no increase in the number of exits in the space affected, space planning, finish materials, furnishings, fixtures, and equipment and the preparation of documents and interior technical submissions relating to interior construction.

(b) “Practice of interior design” does not include any of the following:

1. Services that constitute the practice of architecture or the practice of professional engineering.
2. Altering or affecting the structural system of a building, including changing the building’s live or dead load on the structural system.
3. Changes to the building envelope, including exterior walls, exterior wall coverings, exterior wall openings, exterior windows and doors, architectural trim, balconies and similar projections, bay and oriel windows, roof assemblies and rooftop structures, and glass and glazing for exterior use in both vertical and sloped applications in buildings and structures.
4. Altering or affecting the mechanical, plumbing, heating, air conditioning, ventilation, electrical, vertical transportation, fire sprinkler, or fire alarm systems.
5. Changes beyond the exit access component of a means of egress system.
6. Construction that materially affects life safety systems pertaining to fire safety or the fire protection of structural elements, or alterations to smoke evacuation and compartmentalization systems or to fire-rated vertical shafts in multistory structures.
7. Changes of use to an occupancy of greater hazard as determined by the International Building Code.
8. Changes to the construction classification of the building or structure according to the International Building Code.

**SECTION 13.** 443.01 (9) of the statutes is created to read:

443.01 (9) “Wisconsin registered interior designer” means a person registered as a Wisconsin registered interior designer under this chapter.

**SECTION 14.** 443.015 (1e) of the statutes is created to read:

443.015 (1e) The rules promulgated under sub. (1) by the registered interior designer section of the examining board shall require a Wisconsin registered interior designer to complete at least 15 hours of continuing education during the 2-year period immediately preceding the renewal date specified under s. 440.08 (2) (a). At least 10 of the 15 hours shall be in subjects related to the practice of interior design which safeguard the public’s health, safety, and welfare.

**SECTION 15.** 443.02 (5) of the statutes is created to read:

443.02 (5) No person may use the title “Wisconsin registered interior designer,” use any title or description that implies that he or she is a Wisconsin registered interior designer, or represent himself or herself to be a Wisconsin registered interior designer unless the person is registered as a Wisconsin registered interior designer under this chapter.

**SECTION 16.** 443.075 of the statutes is created to read:

**443.075 Registration requirements for interior designers.** The registered interior designer section of the examining board shall register as a Wisconsin registered interior designer an individual who submits an application to the registered interior designer section on a form provided by the registered interior designer section and who satisfies one of the following requirements:

(1) The individual does all of the following:

(a) Passes an interior design examination approved by the registered interior designer section that is administered by an organization approved by the registered interior designer section.

(b) Meets any other requirements established by the registered interior designer section by rule.

(2) The individual is registered as an architect under s. 443.03 and submits evidence satisfactory to the registered interior designer section of all of the following:

(a) That he or she is a graduate of a 4-year architecture program.

(b) That he or she has at least 6 years of demonstrated practical experience in interior design of a character satisfactory to the registered interior designer section.

**SECTION 17.** 443.08 (2) (d) of the statutes is created to read:

443.08 (2) (d) No individual Wisconsin registered interior designer registered under this chapter may practice or offer to practice interior design 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 Wisconsin registered interior designers are registered under this chapter.

2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. (3) (a) 4.

**SECTION 18.** 443.08 (3) (a) 4. of the statutes is created to read:

443.08 (3) (a) 4. 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 interior design in this state who will be in responsible charge of interior design being practiced in this state through the firm, partnership, or corporation and other relevant information required by the registered interior 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 registered interior 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 subdivision does not apply to firms, partnerships, or corporations exempt under s. 443.14 (3) or (5).

**SECTION 19.** 443.08 (4) (a) 5. of the statutes is created to read:

443.08 (4) (a) 5. 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 interior design be relieved of responsibility for interior design services performed by reason of his or her employment or relationship with the firm, partnership, or corporation.

**SECTION 20.** 443.08 (4) (b) 5. of the statutes is created to read:

443.08 (4) (b) 5. All final drawings, specifications, plans, reports, or other interior design papers or documents involving the practice of interior design, 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 Wisconsin registered interior designer who was in responsible charge of their preparation. This subdivision does not apply to persons exempt under s. 443.14 (3), (4), or (5).

**SECTION 21.** 443.08 (5) (d) of the statutes is created to read:

443.08 (5) (d) No firm, partnership, or corporation may engage in the practice of or offer to practice interior design 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 interior design, nor may it advertise or offer to furnish an interior design service,

unless the firm, partnership, or corporation has complied with this chapter.

**SECTION 22.** 443.10 (1) (e) of the statutes is created to read:

443.10 (1) (e) The registered interior designer section may, upon application and payment of the required fee, grant a certificate of registration to use the title “Wisconsin registered interior designer” 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 interior designers are of a standard not lower than specified in this chapter.

**SECTION 23.** 443.10 (2) (a) of the statutes is amended to read:

443.10 (2) (a) Applications for registration or for a certificate of record shall be on forms provided by the department and shall contain statements made under oath showing the applicant’s education and detail summary of the applicant’s technical work and not less than 5 references, of whom 3 or more shall have personal knowledge of the applicant’s architectural, landscape architectural or engineering experience in the case of an application for registration or of the applicant’s technical education or engineering work in the case of an application for a certificate of record. This paragraph does not apply to an application for registration as a Wisconsin registered interior designer.

**SECTION 24.** 443.10 (2) (e) of the statutes is amended to read:

443.10 (2) (e) The renewal date for certificates of registration for architects, landscape architects, ~~and~~ professional engineers, and Wisconsin registered interior designers is specified under s. 440.08 (2) (a), and the fee for renewal of such certificates is determined by the department under s. 440.03 (9) (a).

**SECTION 25.** 443.10 (4) (am) of the statutes is created to read:

443.10 (4) (am) The registered interior designer section of the examining board shall prepare each year a list showing the names and business addresses of all persons registered as a Wisconsin registered interior designer under this chapter. Upon request, the registered interior designer section shall provide a list prepared under this paragraph to any person at cost.

**SECTION 26.** 443.11 (title) of the statutes is amended to read:

**443.11 (title) Disciplinary proceedings against architects, landscape architects ~~and~~, engineers, and registered interior designers.**

**SECTION 27.** 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 Wisconsin registered interior designer 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 28.** 443.11 (1) (dm) of the statutes is created to read:

443.11 (1) (dm) Any gross negligence or misconduct, or any gross incompetence, in the practice of interior design as a Wisconsin registered interior designer.

**SECTION 29.** 443.16 of the statutes is amended to read:

**443.16 Change of name.** No person may practice architecture, landscape architecture, ~~or~~ professional engineering, or interior design in this state under any other given name or any other surname than that under which the person was originally licensed or registered to practice in this or any other state, in any instance in which the examining board, after a hearing, finds that practicing under the changed name operates to unfairly compete with another practitioner or to mislead the public as to identity or to otherwise result in detriment to the profession or the public. This section does not apply to a change of name resulting from marriage or divorce.

**SECTION 30.** 443.17 of the statutes is renumbered 443.17 (1).

**SECTION 31.** 443.17 (2) of the statutes is created to read:

443.17 (2) (a) The registered interior designer section of the examining board shall promulgate rules establishing specifications for seals and stamps used by Wisconsin registered interior designers.

(b) No Wisconsin registered interior designer may impress his or her seal or stamp upon a document unless the seal or stamp satisfies the specifications established by rule under par. (a).

**SECTION 32.** 443.17 (3) of the statutes is created to read:

443.17 (3) A Wisconsin registered interior designer who is responsible for preparing an interior technical submission for delivery to any person or for a public record shall date, sign, and impress his or her seal or stamp upon the interior technical submission and any other related documents prepared by the Wisconsin registered interior designer.

**SECTION 33.** 443.17 (4) of the statutes is created to read:

443.17 (4) No Wisconsin registered interior designer may impress his or her seal or stamp upon a document that has not been prepared by the Wisconsin registered interior designer or knowingly permit his or her seal or stamp to be used by any other person.

**SECTION 34.** 443.175 of the statutes is created to read:



**443.175 Submission of documents; interior designers.** (1) Subject to s. 443.17 (3), a Wisconsin registered interior designer may sign and seal interior technical submissions that are required for an interior alteration or interior construction project for public record.

(2) If a city, village, town, or county requires a seal or stamp on interior technical submissions that are submitted for an interior alteration or interior construction project, the city, village, town, or county shall accept interior technical submissions impressed with the seal or stamp of a Wisconsin registered interior designer consistent with this chapter.

**SECTION 35.** 703.11 (2) (b) of the statutes is amended to read:

703.11 (2) (b) A survey of the property described in the declaration complying with minimum standards for property surveys adopted by the examining board of architects, landscape architects, professional engineers,

designers and professional land surveyors, and registered interior designers and showing the location of any unit or building located or to be located on the property.

**SECTION 36. Initial applicability.**

(1) **REGISTRATION REQUIREMENTS.** The treatment of subch. X of ch. 440 and s. 443.075 first applies to an application submitted on the effective date of this subsection to the registered interior designer section of the examining board of architects, landscape architects, professional engineers, designers, professional land surveyors, and registered interior designers for registration as an interior designer.

**SECTION 37. Effective dates.** This act takes effect on the day after publication, except as follows:

(1) **SEALS AND STAMPS.** The renumbering of s. 443.17 and the creation of s. 443.17 (2), (3), and (4) take effect on the first day of the 7th month beginning after publication.

# State of Wisconsin



2021 Assembly Bill 643

Date of enactment:  
Date of publication\*:

## 2021 WISCONSIN ACT

AN ACT *to create* 16.867 (3) of the statutes; **relating to:** selection of architects and engineers for state projects.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 16.867 (3) of the statutes is created to read:

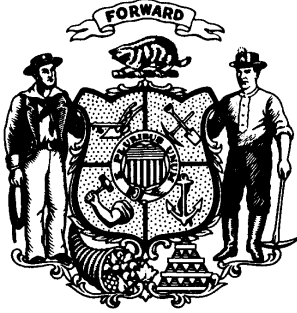
16.867 (3) A committee appointed under sub. (1)

may not refuse to select an architect or engineer for a construction project that has an estimated cost of less than \$7,400,000 because the architect or engineer operates an architect and engineering firm with only one responsible architect and engineer.

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\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

# State of Wisconsin



2021 Assembly Bill 152

Date of enactment:  
Date of publication\*:

## 2021 WISCONSIN ACT

AN ACT *to amend* 101.12 (1) (intro.), 101.12 (2) and 101.19 (1g) (a); and *to create* 101.12 (2m) and 145.02 (5) (c) of the statutes; **relating to:** examination of building plans for public buildings, public structures, and places of employment, and examination of plumbing plans.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 101.12 (1) (intro.) of the statutes is amended to read:

101.12 (1) (intro.) Except for plans that are reviewed by the department of health services under s. 50.02 (2) (b), 50.025, 50.36 (2), or 50.92 (3m) and except as provided under sub. (2m), the department shall require the submission of essential drawings, calculations, and specifications for public buildings, public structures, and places of employment including the following components:

**SECTION 2.** 101.12 (2) of the statutes is amended to read:

101.12 (2) ~~Plans of said~~ Except as provided under sub. (2m), essential drawings, calculations, and specifications for public buildings, public structures, places of employment, and components described under sub. (1) shall be examined for compliance with the rules of the department and a statement of the examination returned to the designer and owner before construction is started. Nothing in this section ~~shall relieve~~ relieves the designer of the responsibility for designing a safe building, structure, or component.

**SECTION 3.** 101.12 (2m) of the statutes is created to read:

101.12 (2m) The department may not require the submission or examination of essential drawings, calculations, and specifications for a public building, public structure, or place of employment to which all of the following apply:

(a) The public building, structure, or place of employment is a single-story building or structure containing less than 200,000 cubic feet of volume.

(b) No portion of the public building, structure, or place of employment is classified by the department, under rules promulgated by the department, into any of the following occupancy groups:

1. Assembly Group A.
2. Educational Group E.
3. High hazard Group H.
4. Institutional Group I.
5. Residential Group R.

(c) The essential drawings, calculations, and specifications are prepared by a person who is registered as an architect or professional engineer under ch. 443 and that person signs, dates, and seals or stamps the essential drawings, calculations, and specifications.

**SECTION 4.** 101.19 (1g) (a) of the statutes is amended to read:

101.19 (1g) (a) The examination of plans for public buildings, public structures, places of employment, and

\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

the components thereof. The department shall require that 50 percent of plan examination fees be submitted as a nonrefundable deposit at the time an appointment for examination of plans is scheduled.

**SECTION 5.** 145.02 (5) (c) of the statutes is created to read:

145.02 (5) (c) The department may not require examination of plumbing plans and specifications for a plumbing installation, addition, or alteration to which all of the following apply:

1. The plumbing installation, addition, or alteration involves at least 16 but no more than 25 plumbing fixtures.

2. No portion of the building or structure with which the plumbing installation, addition, or alteration is connected is classified by the department, under rules promulgated by the department, into any of the following occupancy groups:

- a. Assembly Group A.
- b. Educational Group E.
- c. High hazard Group H.
- d. Institutional Group I.
- e. Residential Group R.

3. The plumbing plans and specifications are prepared by any of the following:

a. A person who is registered as an architect or professional engineer under ch. 443 and who signs, dates, and seals or stamps the plumbing plans and specifications.

b. A person who holds a designer permit under s. 443.07 in the field of plumbing systems and who signs, dates, and seals or stamps the plumbing plans and specifications.

c. A licensed master plumber, licensed master plumber (restricted), or utility contractor who signs and dates the plumbing plans and specifications.

**SECTION 6. Initial applicability.**

(1) The treatment of s. 101.12 (1) (intro.), (2), and (2m) first applies to essential drawings, calculations, and specifications submitted for examination under s. 101.12 on the effective date of this subsection.

(2) The treatment of s. 101.19 (1g) (a) first applies to an appointment for examination of plans that is scheduled on the effective date of this subsection.

(3) The treatment of s. 145.02 (5) (c) first applies to plumbing plans and specifications submitted for examination under ch. 145 on the effective date of this subsection.

**SECTION 7. Effective date.**

(1) This act takes effect on the 45th day after the day of publication.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny		2) Date when request submitted: 03/31/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: 04/12/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Administrative Rule Matters – Discussion and Consideration</b> <b>1. Scope Statement for A-E 8, relating to Supervision</b> <b>2. Rule Projects Chart</b> <b>3. Pending or Possible Rulemaking Projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <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:  <b>Attachments:</b> <ul style="list-style-type: none"> <li>• Scope Statement for A-E 8, relating to Supervision</li> <li>• Wisconsin Administrative Code Chapter A-E 8</li> <li>• Rule Projects Chart</li> </ul> <p>Copies of current Board Rule Projects Can be Viewed Here: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a></p>			
11) <span style="float: right;">Authorization</span>  <hr/> <i>Dana Denny</i> <span style="float: right;">03/31/22</span> <hr/> Signature of person making this request <span style="float: right;">Date</span>  <hr/> Supervisor (if required) <span style="float: right;">Date</span>  <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
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 Professional Land Surveyors

Rule No.: A-E 8

Relating to: Supervision

Rule Type: Permanent

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

N/A

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

The objective of the proposed rule is to revise A-E 8 relating to supervision, reflecting the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors position that the definition of professional supervision should be amended to accommodate advancements in the occupation and current standards of practice.

### 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:

The A-E Board will undertake a comprehensive review to evaluate A-E 8 to update the rule relating to professional supervision, providing improved clarification and interpretation.

Not updating the rule would result in a continued lack of stakeholder clarity regarding the definition and correct application of professional supervision across the discipline.

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

Section 15.08 (5) (b), Stats., provides an examining board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains..."

Section 443.015 (2), Stats., provides that "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."

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

The Department estimates approximately 80 hours will be needed to perform the review and develop any rule changes. The Department will assign existing staff to perform the review and develop the rule changes. No additional resources will be required.

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

Licensed Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors.

**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:**

None.

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

The rule changes contemplated in this project are not expected to have any negative economic impacts on any of the affected entities.

**Contact Person:** Dana Denny, Administrative Rules Coordinator  
Division of Policy Development, Department of Safety and Professional Services  
(608) 287-3748 DSPSAdminRules@wisconsin.gov

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Authorized Signature

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Date Submitted

## Chapter A-E 8

## PROFESSIONAL CONDUCT

A-E 8.01	Authority.
A-E 8.02	Intent.
A-E 8.03	Definitions.
A-E 8.04	Offers to perform services shall be truthful.
A-E 8.05	Conflicts of interest.
A-E 8.06	Professional obligations.

A-E 8.07	Unauthorized practice.
A-E 8.08	Maintenance of professional standards.
A-E 8.09	Adherence to statutes and rules.
A-E 8.10	Plan stamping.
A-E 8.11	Suspension of registration; effect.

**A-E 8.01 Authority.** The rules of conduct in this chapter are adopted under authority of ss. 15.08 (5) (b), 227.11 and ch. 443, Stats.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87.

**A-E 8.02 Intent.** The intent of the examining board in adopting this chapter is to establish rules of professional conduct for the professions of architecture, landscape architecture, professional engineering, designing and professional land surveying. A violation of any standard specified in this chapter may result in disciplinary action under ss. 443.11 to 443.13, Stats.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, June, 1995, No. 474, eff. 7-1-95; am. Register, February, 2000, No. 530, eff. 3-1-00; CR 15-036; am. Register January 2016 No. 721, eff. 2-1-16.

**A-E 8.03 Definitions.** In ch. 443, Stats., and chs. A-E 1 to 9:

(1) “Gross negligence in the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying” means the performance of professional services by an architect, landscape architect, professional engineer, designer or professional land surveyor which does not comply with an acceptable standard of practice that has a significant relationship to the protection of health, safety or public welfare and is performed in a manner indicating that the professional knew or should have known, but acted with indifference to or disregard of, the accepted standard of practice.

(2) “Incompetency in the practice of architecture, landscape architecture, professional engineering, designing or land surveying” means conduct which demonstrates any of the following:

(a) Lack of ability or fitness to discharge the duty owed by an architect, landscape architect, professional engineer, designer or land surveyor to a client or employer or to the public.

(b) Lack of knowledge of the fundamental principles of the profession or an inability to apply fundamental principles of the profession.

(c) Failure to maintain competency in the current practices and methods applicable to the profession.

(3) “Misconduct in the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying” means an act performed by an architect, landscape architect, professional engineer, designer or professional land surveyor in the course of the profession which jeopardizes the interest of the public, including any of the following:

(a) Violation of federal or state laws, local ordinances or administrative rules relating to the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying.

(b) Preparation of deficient plans, drawings, maps, specifications or reports.

(c) Engaging in conduct which evidences a lack of trustworthiness to transact the business required by the profession.

(d) Misrepresentation of qualifications such as education, specialized training or experience.

(4) “Responsible supervision of construction” is defined in s. 443.01 (8), Stats.

(5) (a) “Supervision,” “direct supervision,” “responsible charge,” and “direction and control,” mean direct, personal, active supervision and control of the preparation of plans, drawings, documents, specifications, reports, maps, plats and charts.

(b) The terms in par. (a) include the following:

1. Selection or development of standards, methods and materials to be used.

2. Selection of alternatives to be investigated and the comparison of alternatives for the professional work.

3. Testing to evaluate materials or completed works, either in new or existing projects.

4. Knowledge of applicable codes and professional standards.

5. Knowledge of the technical capabilities of the personnel they rely upon to perform the professional work.

(c) The terms in par. (a) do not include the following:

1. Indirect or casual supervision.

2. Delegation of any decision requiring professional judgment.

3. Casual review or inspection of prepared plans, drawings, specifications, maps, plats, charts, reports or other documents.

4. Mere assumption by an architect, landscape architect, professional engineer, designer or professional land surveyor of responsibility for work without having control of the work.

5. Assuming charge, control or direct supervision of work in which the architect, landscape architect, professional engineer, designer or professional land surveyor does not have technical proficiency.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (intro.), (1), (2) (intro.), (a), (3) (intro.), (a), (5) (d) and (e), Register, June, 1995, No. 474, eff. 7-1-95; am. (2) (intro.) to (b), (3) (intro.) to (c), (5) (intro.) to (d), Register, January, 1999, No. 517, eff. 2-1-99; am. (1), (2) (intro.) and (a), (3) (intro.), (a), (5) (d) and (e), Register, February, 2000, No. 530, eff. 3-1-00; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register December 2005 No. 600; CR 09-033: r. and recr. (5) Register December 2009 No. 648, eff. 1-1-10; CR 15-036; am. (1), (3) (intro.), (a), (5) (c) 4., 5. Register January 2016 No. 721, eff. 2-1-16.

**A-E 8.04 Offers to perform services shall be truthful.** When offering to perform professional services, an architect, landscape architect, professional engineer, designer or professional land surveyor:

(1) Shall accurately and truthfully represent to a prospective client or employer the capabilities and qualifications which the registrant or licensee has to perform the services to be rendered.

(2) Shall represent the costs and completion times of a proposed project to a client or prospective client as accurately and truthfully as is reasonably possible.

(3) May not offer to perform, nor perform, services which the registrant or licensee is not qualified to perform by education or experience without retaining the services of another who is qualified.

(4) May not use advertising or publicity which is fraudulent or deceptive.



(5) May not represent that he or she is engaged in a partnership or association with another unless there exists in fact a partnership or association.

(6) May not collect a fee for recommending the services of another unless written notice is first given to all parties concerned.

(7) May not practice under a firm name that misrepresents the identity of those practicing in the firm or misrepresents the type of services which the individuals, firm or partnership is authorized and qualified to perform.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (intro.), Register, June, 1995, No. 474, eff. 7-1-95; am. (1) to (6), Register, January, 1999, No. 517, eff. 2-1-99; am. (intro.), Register, February, 2000, No. 530, eff. 3-1-00; **CR 15-036: am. (intro.), (1), (3) Register January 2016 No. 721, eff. 2-1-16.**

**A-E 8.05 Conflicts of interest.** (1) An architect, landscape architect, professional engineer, designer or professional land surveyor:

(a) Shall avoid conflicts of interest. If an unavoidable conflict of interest arises, the registrant or licensee shall immediately inform the client or employer of all the circumstances which may interfere with or impair the registrant's or licensee's obligation to provide professional services. Under these circumstances a registrant or licensee may not proceed to provide professional services without the full approval and consent of the client or employer.

(b) Shall notify the employer or client and withdraw from employment at any time if it becomes apparent that it is not possible to faithfully discharge the responsibilities and duties owed to the client or employer.

(c) May not agree to perform professional services for a client or employer if the registrant or licensee has a significant financial or other interest which would impair or interfere with the registrant's or licensee's responsibility to faithfully discharge professional services on behalf of the client or employer.

(d) May not accept payment from any party other than a client or employer for a particular project or may not have any direct or indirect financial interest in a service or phase of a service to be provided as part of a project unless the employer or client approves.

(e) May not solicit or accept anything of value from material or equipment suppliers in return for specifying or endorsing a product.

(f) May not violate the confidences of a client or employer, except as otherwise required by rules in this chapter.

(g) May not perform services for a client or employer while a full-time employee of another employer without notifying all parties concerned.

(2) Nothing in these rules limits a registrant's or a licensee's professional responsibility to an owner of a project when the registrant or licensee is employed by a person or firm under contract to construct and furnish design services for that project.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) (intro.), Register, June, 1995, No. 474, eff. 7-1-95; am. (1) (a) to (f), Register, January, 1999, No. 517, eff. 2-1-99; am. (1) (intro.), Register, February, 2000, No. 530, eff. 3-1-00; **CR 15-036: am. (1) (intro.), (a), (c), (2) Register January 2016 No. 721, eff. 2-1-16; Correction under s. 35.17, Stats., in (1) (a), (c), (2) Register January 2016 No. 721.**

**A-E 8.06 Professional obligations.** An architect, landscape architect, professional engineer, designer or professional land surveyor:

(1) Shall use reasonable care and competence in providing professional services.

(2) May not evade the professional or contractual responsibility which the registrant or licensee has to a client or employer.

(3) May not enter into an agreement which provides that a person not legally and actually qualified to perform professional services has control over the registrant's or licensee's judgment as related to public health, safety or welfare.

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

eff. 2-1-99; am. (intro.), Register, February, 2000, No. 530, eff. 3-1-00; **CR 15-036: am. (intro.), (2), (3) Register January 2016 No. 721, eff. 2-1-16.**

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

(1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, landscape architecture, professional engineering, designing, and professional 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 professional land surveying.

**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; **CR 12-039: am. (intro.), (1), (2) Register June 2014 No. 702, eff. 7-1-14; CR 15-036: am. (intro.), (1), (2) Register January 2016 No. 721, eff. 2-1-16.**

**A-E 8.08 Maintenance of professional standards.** An architect, landscape architect, professional engineer, designer or professional land surveyor:

(1) Shall furnish the board with information indicating that any person or firm has violated provisions in ch. 443, Stats., rules in this chapter or other legal standards applicable to the profession.

(2) May not discuss with any individual board member any disciplinary matter under investigation or in hearing.

(3) Shall respond in a timely manner to a request by the board, a section of the board or the department for information in conjunction with an investigation of a complaint filed against a registrant or licensee. There is a rebuttable presumption that a registrant or licensee who takes longer than 30 days to respond to a request for information has not acted in a timely manner.

(4) Shall notify the department in writing if the registrant or licensee has been disciplined for unprofessional conduct in other states where the registrant or licensee holds a credential or has violated federal or state laws, local ordinances or administrative rules, not otherwise reportable under s. SPS 4.09 (2), which are related to the practice of an architect, landscape architect, professional engineer, designer or professional land surveyor. The notification shall be submitted within 48 hours of the disciplinary finding or violation of law and shall include copies of the findings, judgments and orders so that the department may determine whether the circumstances are substantially related to the practice of the registrant or licensee.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (intro.), Register, June, 1995, No. 474, eff. 7-1-95; am. (1), Register, January, 1999, No. 517, eff. 2-1-99; am. (intro.), Register, February, 2000, No. 530, eff. 3-1-00; **CR 09-034: cr. (3) and (4) Register December 2009 No. 648, eff. 1-1-10; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671; CR 15-036: am. (intro.), (3), (4) Register January 2016 No. 721, eff. 2-1-16.**

**A-E 8.09 Adherence to statutes and rules.** An architect, landscape architect, professional engineer, designer or professional land surveyor:

(1) Shall comply with the requirements in ch. 443, Stats., rules in this chapter and all other federal, state and local codes which relate to the practice of architecture, landscape architecture, professional engineering, designing and professional land surveying.

(2) May not engage in conduct that may adversely affect his or her fitness to practice architecture, landscape architecture, professional engineering, designing or professional land surveying.

**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; **CR 15-036: am. (intro.), (1), (2) Register January 2016 No. 721, eff. 2-1-16.**

**A-E 8.10 Plan stamping.** (1) No architect, landscape architect, professional engineer or designer may sign, seal or stamp any plans, drawings, documents, specifications or reports for architectural, landscape architectural, professional engineer-

ing or design practice which are not prepared by the registrant or under his or her personal direction and control.

(2) No professional land surveyor may sign, seal or stamp any maps, plats, charts, or reports for professional land surveying practice which are not prepared by the professional land surveyor or under his or her personal direction and control.

(3) No architect, landscape architect, professional engineer, designer or professional land surveyor shall allow work performed by him or her or under his or her personal direction and control to be signed, sealed or stamped by another except that an architect, landscape architect, professional engineer, designer or professional land surveyor working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) and (3), Register, June, 1995, No. 474, eff. 7-1-95; am. (1) and (3), Register, February, 2000, No. 530, eff. 3-1-00; **CR 15-036: am. (2), (3) Register January 2016 No. 721, eff. 2-1-16.**

**A-E 8.11 Suspension of registration; effect.** Any

registrant or licensee whose registration or license has been suspended is prohibited during the term of the suspension from engaging in any of the following:

(1) Offering to perform any service which requires registration or licensure.

(2) Performing any professional service which requires registration or licensure.

(3) Signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of architecture, landscape architecture, professional engineering, designing or professional land surveying.

(4) Entering into contracts the performance of which require registration or licensure.

(5) Engaging in responsible supervision of construction as defined in s. 443.01 (8), Stats.


**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (3), Register, June, 1995, No. 474, eff. 7-1-95; am. (intro.) to (4), Register, January, 1999, No. 517, eff. 2-1-99; am. (3), Register, February, 2000, No. 530, eff. 3-1-00; **CR 15-036: am. (intro.), (1), (2), (3), (4) Register January 2016 No. 721, eff. 2-1-16.**

**A-E Examining Board  
Rule Projects (updated 03/31/22)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
21-020	080-19	2/19/2022	A-E 2	General requirements and procedures. Amendments to ensure requirements are current with standards of practice and consistent with Statutes. Update to ensure compliance with 2017 Act 108.	Legislative Review. Adoption Order presented at 4/12/22 A-E Rules Meeting.	After Legislative Review is over, if there are no objections, we may adopt the rule.
21-019	082-19	2/19/2022	A-E 8	Professional Conduct Update to ensure compliance with 2017 Act 108.	Legislative Review. Adoption Order presented at 4/12/22 A-E Rules Meeting.	After Legislative Review is over, if there are no objections, we may adopt the rule.
	112-24	6/20/2024	A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Published on 11/01/21. JCRAR requested a Preliminary Public Hearing on the Scope, scheduled for April 12, 2022. Implementation is on hold until after the Public Hearing.	Public Hearing will be held on 4/12/22.
	112-21	6/20/24	A-E 2, 7, and 8	Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Scope implemented on 1/18/22. Currently drafting rule.	Chair will need to sign for implementation.
			A-E 8	Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Scope requested.	Scope submitted to Governor's Office for approval.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jon Derenne, Attorney		2) Date when request submitted: March 30, 2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: April 12, 2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Commercial Building Code Adoption of ICC/ANSI A117.1	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Board member requested information as to whether and to what extent the Department plans to adopt the ICC/ANSI A117.1 standard as part of the commercial building code comprehensive update administrative rule.			
11) <span style="float: right;">Authorization</span> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: right;">             March 30, 2022           </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (Only required for post agenda deadline items)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (Indicates approval for post agenda deadline items)</span> <span>Date</span> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jon Derenne, Attorney		2) Date when request submitted: March 30, 2022	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: April 12, 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Certificates of Authorization (COA)s 1. Discuss COA application forms. 2. Discuss of when a firm must have a COA. 3. Discuss extent to which COAs are checked as part of the plan review process.	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Section asked for a review of COA application forms to ensure they are in compliance with state law. Board member requested that the section have discussion of the extent to which COAs are required of firms manufacturing engineered components that are later fixed to a building foundation, as well as the extent to which COA forms are reviewed as part of the plan review process.			
11) Authorization			
<i>Jon Derenne</i>		March 30, 2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dps@wisconsin.gov](mailto:dps@wisconsin.gov)  
**Website:** <http://dps.wi.gov>

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

### **INFORMATION FOR APPLICATION FOR CERTIFICATE OF AUTHORIZATION**

Wis. Stat. § 443.08 requires that firms, partnerships, or corporations practicing architecture, professional engineering, or design of engineering systems obtain a Certificate of Authorization (COA) issued by the appropriate section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors.

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

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. Correspondence should be addressed to the Examining Board at the address shown above. Any change in ownership requires a new application to be completed.

In addition to the credential issued by the appropriate section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors, a corporation and certain other types of business entities must register with the Department of Financial Institutions. You must contact that agency directly to obtain the registration material. The mailing 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. **You may file with the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors and the Department of Financial Institutions concurrently.**

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
 Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
 Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

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

### APPLICATION FOR CERTIFICATE OF AUTHORIZATION

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK

Your name, street address, phone number, and e-mail address are available to the public. Check box to withhold street address/PO Box, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Name of Firm, Partnership, or Corporation

Mailing Address (street, city, state, zip code)

Daytime Telephone Number

 -  - 

FEIN Number

 - 

Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Please check applicable box(s) to indicate the professional services that apply to the firm that is seeking authorization. **Note: There must be a Wisconsin credential holder employed by the firm for each profession checked.**

- Architecture       Design of Engineering Systems (must have a WI licensed Designer of Engineering Systems) **Indicate Subfield:**  
 Professional Engineering       Electrical       Fire Protection       HVAC       Plumbing       Private Sewage Systems

E-mail Address

Most types of business entities (including those formed under the laws of another state or country) must file documents with the Wisconsin Department of Financial Institutions (DFI). To confirm your status, you must first contact DFI at (608) 261-7577 or at [www.wdfi.org/corporations](http://www.wdfi.org/corporations), then **check one** of the statements below:

- The Business Entity identified above is required by law to file documents with the Department of Financial Institutions in order to engage in business in Wisconsin and I certify that the documents have been filed, as required, and that the Business Entity has met current legal requirements to engage in business in Wisconsin, and has completed the Convictions and Pending Charges (**Form #2252**), if applicable.
- The Business Entity identified above **has not filed documents**, as described above, with another Wisconsin agency, because the Business Entity is not required to do so.

Address of Branch Office A (street, city, state, zip code)

Daytime Telephone Number

 -  - 

Address of Branch Office B (street, city, state, zip code)

Daytime Telephone Number

 -  - 

**APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application. To pay by credit card see [Form 3071](#).**

- Initial Certificate of Authorization**  
 \$55.00 Credential Fee Attached
- Late Renewal** (credential expired more than 5 years)  
 \$ 55.00 Renewal Fee  
 \$ 25.00 Late Renewal Fee  
 \$ **80.00 Total Fee Attached**

**For Receiving Use Only (11)**

# Wisconsin Department of Safety and Professional Services

**RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select "Professions," then the hyperlink for this profession.

**ANSWER THE FOLLOWING QUESTIONS** (Attach additional sheets if necessary.)

1.	Has the firm, partnership, or corporation or any of its officers ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has any licensing or other credentialing agency ever taken any disciplinary action against the firm, partnership, or corporation or any of its officers, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is disciplinary action pending against the firm, partnership, or corporation or any of its officers in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Has the firm, partnership, or corporation or any of its officers ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or does the firm, partnership, or corporation or any of its officers have any felony, misdemeanor, or other violation of federal, state, or local law charges pending against them in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is the firm, partnership, or corporation or any of its officers registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b>  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Has the firm, partnership, or corporation or any of its officers ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b>  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Provide the name and addresses of all officers, directors, members, or partners of the firm, partnership, or corporation. (Attach additional sheets, if necessary)**

**Title/Position**

**Name**

**Home Address** (street, city, state, zip code)

**Provide the names, credential type (Architect, Professional Engineer, or Designer of Engineering Systems), credential numbers, and branch office locations of the Wisconsin credential holders employed by the firm, partnership, or corporation who will be in responsible charge of the work performed in Wisconsin. (Attach additional sheets, if necessary.)**

**Name**

**Credential Type**

**Credential Number**

**Address** (street, city, state, zip code)

**Each Wisconsin credential holder employed by the firm, partnership, or corporation listed above must sign the application and emboss their personal registration seal attesting to their employment by the firm, partnership, or corporation and that they will be in responsible charge of the services provided in Wisconsin.**



# Wisconsin Department of Safety and Professional Services

I certify that I am employed by the firm, partnership, or corporation named on this application (**Form #476**) and that I will be in responsible charge of architecture, professional engineering, or design of engineering systems practice in Wisconsin through said firm, partnership, or corporation, as authorized by my credential issued by the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors. (Attach additional sheets if necessary.)

**Signature:**   
(Print and Sign Form)

**Date:**   /   /     WI SEAL

**Signature:**   
(Print and Sign Form)

**Date:**   /   /     WI SEAL

**Signature:**   
(Print and Sign Form)

**Date:**   /   /     WI SEAL

**Signature:**   
(Print and Sign Form)

**Date:**   /   /     WI SEAL

## **SIGNATURE OF FIRM REPRESENTATIVE:**

I further certify that I have the authority to complete this form on behalf of the firm, partnership, or corporation and that the information on this application for a certificate of authorization is true and complete.

## **CONTINUING DUTY OF DISCLOSURE:**

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

By signing below, I am signifying that I have read the above statements (Continuing Duty of Disclosure) and understand the obligation I have as an applicant or credential-holder should information I have provided to the Department of Safety and Professional Services change.

I understand if I provide false information on this form, that the certificate of authorization may be revoked or suspended.

**Signature of Firm Representative:** (Print and Sign Form)

**Date:**

/   /

**Title of Firm Representative**

**Printed Name**

**Home Address** (street, city, state, zip code)

**Contact Person** (if different from person signing **Form #476**)

**E-mail Address**

**Daytime Phone Number**

-     -

# Wisconsin Department of Safety and Professional Services

Mail To: P.O.Box 8935  
Madison, WI 53708-8935

FAX #: (608) 251-3036  
Phone #: (608) 266-2112

4822 Madison Yards Way  
Madison, WI 53705  
E-Mail: DSPSRenewal@wi.gov  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### REPORT OF RENEWAL INFORMATION FOR CERTIFICATE OF AUTHORIZATION

Certificates of Authorization to practice architecture, professional engineering, or design of engineering systems as a corporation must be renewed before February 1<sup>st</sup> of every even numbered year. To renew, corporate certificate holders must return this report of renewal information for certificate of authorization. Please mail to PO Box 8935, Madison, WI 53708 or fax to (608) 251-3036. A late filing fee is required for all renewals received after the expiration date.

1. Registration number \_\_\_\_\_

2. Corporation name \_\_\_\_\_

Check here if this is a change from that shown on the renewal application.

Previous name \_\_\_\_\_

3. Mailing address \_\_\_\_\_

**NOTE: If the corporation name or mailing address differs from that on the renewal application, the change must be recorded on both this form and the renewal application.**

4. Names and addresses of all officers and directors of the corporation:

<u>Name</u>	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Addresses of all branch offices located in Wisconsin:  
\_\_\_\_\_  
\_\_\_\_\_

6. The certificate of authorization should include authorization to provide the following professional services through registered persons (check all that apply).

Architecture       Professional Engineering       Design of Engineering Systems

7. All licensed employees of a corporation licensed in any of above professions in Wisconsin, must complete the Certificate on the back of this form. All licensees are required to possess a personal seal pursuant to Wis. Admin. Code § A-E 2. The seal, name, profession, registration number, address and signature must be included in the Certificate. (Attach additional pages if necessary.) Please specify if licensee should be listed as Responsible/in charge licensee for company.

8. Any changes in the above information during the two-year registration period must be reported in writing to the Department of Safety and Professional Services, Division of Professional Credential Processing, P.O. Box 8935, Madison, WI 53708.

9. Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Print and Sign Form)

# Wisconsin Department of Safety and Professional Services

## CERTIFICATE

I certify that I am employed by \_\_\_\_\_  
(name of corporation)

and that I have a current license in architecture, professional engineering, or design of engineering systems which is being practiced in Wisconsin through said corporation.

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

(SEAL)

Responsible licensee    \_\_\_ Yes    \_\_\_ No

Name \_\_\_\_\_  
Profession \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
(Print and Sign Form)

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  Erin Doyle – LPPA – DPCP	2) Date When Request Submitted:  <b>03/08/2022</b>  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting
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3) Name of Board, Committee, Council, Sections:  
Architect Section

4) Meeting Date: 04/12/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  Licenses granted since last meeting October 6 <sup>th</sup> , 2021
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7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	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:
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10) Describe the issue and action that should be addressed: Licenses granted since last meeting 10.06.2021:

PROFESSION NAME	METHOD DESCRIPTION	COUNT
Architect (5)	Original Application - Never Licensed Before	53
Architect (5)	By Comity	3
Architect (5)	By Comity - NCARB	78

11) Signature of person making this request  <b>Erin Doyle</b> Supervisor (if required)	Authorization  Date  <b>03/08/2022</b>  Date  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.