

# Wisconsin Department of Safety and Professional Services

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

### EQUIVALENT ARCHITECT EXPERIENCE PROGRAM RECORD

**Instructions:** The report must show the number of hours the intern has acquired and must be signed by the intern and the supervisor. A supervisor is a registered Architect who has direct knowledge of your work experience. A supervisor can only verify hours worked while in his/her employ. It is recommended that the intern will start an AXP record after graduation and maintain this record until the time an application is submitted.

The column labeled "Hours Accrued this Period" should contain only the hours for the specified time-period of the report. The column labeled "Previous Hours Accrued" should contain the number of hours from previous report forms. Add the numbers in the first and second column to obtain the hours for the column labeled "Total Hours to Date."

<b>Intern Information:</b>				
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Date of Birth</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> /	<input style="width: 20px;" type="text"/> /
<b>Email Address</b>				
<input style="width: 95%;" type="text"/>				
<b>Time-period covered on report:</b>			<b>Engagement # from the Experience Record Form #463:</b>	
<b>From:</b>	<input style="width: 20px;" type="text"/> /	<input style="width: 20px;" type="text"/> /	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
<b>To:</b>	<input style="width: 20px;" type="text"/> /	<input style="width: 20px;" type="text"/> /	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

**Category: Pre-Design**

Criteria	Minimum # of Hours Required	Hours Accrued This Period	Previous Hours Accrued	Total Hours To Date
1. Programming	80	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2. Site and Building Analysis	80	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3. Project Cost and Feasibility	40	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4. Planning and Zoning Regulations	60	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Minimum Total Hours Required</b>	<b>260</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Category: Design**

Criteria	Minimum # of Hours Required	Hours Accrued This Period	Previous Hours Accrued	Total Hours To Date
5. Schematic Design	320	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
6. Engineering Systems	360	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
7. Construction Cost	120	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
8. Codes and Regulations	120	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
9. Design Development	320	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10. Construction Documents	1200	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
11. Material Selection and Specification	160	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Minimum Total Hours Required</b>	<b>2600</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

# Wisconsin Department of Safety and Professional Services

**Category: Project Management**

Criteria	Minimum # of Hours Required	Hours Accrued This Period	Previous Hours Accrued	Total Hours To Date
12. Bidding and Contract Negotiation	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Construction Administration	240	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Construction Phase: Observation	120	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. General Project Management	240	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Minimum Total Hours Required</b>	<b>720</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Category: Practice Management**

Criteria	Minimum # of Hours Required	Hours Accrued This Period	Previous Hours Accrued	Total Hours To Date
16. Business Operations	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. Leadership and Service	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Minimum Total Hours Required</b>	<b>160</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Hours Acquired</b>	<b>Minimum 3,740</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This listing of required minimums in all categories totals 3,740 hours. The minimum hourly requirements must be met for each criterion. I attest that the above hours reported for this time-period are accurate.

Intern's Signature:  
(Print and Sign Form)

Date:   /   /

Supervisor's Name:

Supervisor's License #:

State:

Verified by Supervisor's Signature:  
(Print and Sign Form)

Date:   /   /