



ARCHITECTS SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Erin Karow 608-266-2112
January 11, 2018

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 description of the actions of the Section.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of April 26, 2017 (4-8)

C. Administrative Matters (9)

1. Election of Officers
2. Appointment of Liaisons and Alternates
3. Delegation of Authorities
4. Department Updates

D. Legislation and Rule Matters – Discussion and Consideration (15-21)

1. 2017 Wisconsin Act 59 – Update on Budget Provisions
2. Proposed Revisions for A-E 3, Relating to Architect Registration
3. Update on Legislation and Pending and Possible Rulemaking Projects

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

F. Deliberation on Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Election of Section Officers
3. Appointment of Section Liaisons
4. Administrative Matters
5. Education and Examination Matters
6. Credentialing Matters
7. Practice Matters
8. Legislative/Administrative Rule Matters
9. Liaison Reports
10. Informational Items

11. Disciplinary Matters
12. Speaking Engagement(s), Travel, or Public Relation Request(s)

G. 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.).

H. **Credentialing Matters (22-23)**

1. Application Reviews
2. Application Review – Re-registration

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

1. Administrative Warnings
2. Proposed Stipulations, Final Decisions and Orders
 - a) 16 ARC 002 – S.J.R. **(24-30)**
 - b) 16 ARC 007 – M.J.C. **(31-36)**
3. Case Closing
 - a) 16 ARC 005 **(37-40)**

J. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. Application Reviews
4. Disciplinary Matters
5. Monitoring Matters
6. Professional Assistance Procedure (PAP) Matters
7. Proposed Final Decision and Orders
8. Matters Relating to Costs/ Orders Fixing Costs
9. Case Closings
10. Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

M. Open Session Items Noticed Above not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE APRIL 25, 2018

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 1400 East Washington Avenue, 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**ARCHITECT SECTION
JOINT EXAMINING BOARD OF ARCHITECTS, LANDSCAPE
ARCHITECTS PROFESSIONAL ENGINEERS, DESIGNERS AND LAND
SURVEYORS
MEETING MINUTES
April 26, 2017**

PRESENT: James Gersich, Steven Wagner, Matthew Wolfert

STAFF: Brittany Lewin, Executive Director; Laura Smith and Nifty Lynn Dio,
Bureau Assistants; and other department staff

CALL TO ORDER

Steven Wagner, Vice Chair, called the meeting to order at 1:00 p.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

MOTION: Matthew Wolfert moved, seconded by James Gersich, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

Amendments to the Minutes:

MOTION: James Gersich moved, seconded by Steven Wagner, to approve the minutes from October 18, 2016 as published. Motion carried unanimously.

ELECTION OF OFFICERS

SECTION CHAIR

NOMINATION: James Gersich nominated Steven Wagner for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Steven Wagner was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: James Gersich nominated Matthew Wolfert for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Matthew Wolfert was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Steven Wagner nominated James Gersich for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

James Gersich was elected as Secretary by unanimous consent.

2017 ELECTION RESULTS	
Section Chair	Steven Wagner
Vice Chair	Matthew Wolfert
Secretary	James Gersich

LIAISON APPOINTMENTS

2017 LIAISON APPOINTMENTS	
Screening Panel	Steven Wagner, James Gersich Alternate: Matthew Wolfert
Legislative Liaison	James Gersich
Credentialing and Continuing Education Liaison	Matthew Wolfert
Monitoring Liaison	Steven Wagner
DLSC Liaison	Steven Wagner
Travel Liaison	Steven Wagner
A-E Joint Board Rules Committee	Steven Wagner

MOTION: James Gersich moved, seconded by Matthew Wolfert, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Matthew Wolfert moved, seconded by James Gersich, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, that the Section counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Matthew Wolfert moved, seconded by James Gersich, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Monitoring Delegation

MOTION: James Gersich moved, seconded by Matthew Wolfert, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

Travel Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to approve any Board Member travel to the Travel Liaison. Motion carried unanimously.

NCARB Update – Discussion and Consideration

2017 Annual Meeting

MOTION: James Gersich moved, seconded by Matthew Wolfert, to designate and authorize Steven Wagner to attend and speak on behalf of the Section at the NCARB Annual Meeting in June 22-24, 2017. Motion carried unanimously.

MOTION: Steven Wagner moved, seconded by James Gersich, to request that Brittany Lewin attend the NCARB Annual Meeting in June 22-24,

2017. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

MOTION: James Gersich moved, seconded by Steven Wagner, to refer all audited non-compliant license holders to DLSC for further review and action. Motion carried unanimously.

MOTION: James Gersich moved, seconded by Matthew Wolfert, to request an audit of the 2018 renewal. Motion carried unanimously.

CLOSED SESSION

MOTION: Matthew Wolfert moved seconded by James Gersich, 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, Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: James Gersich-yes, Steven Wagner-yes, Matthew Wolfert-yes. Motion carried unanimously.

The Section convened into Closed Session at 2:08 p.m.

RECONVENE TO OPEN SESSION

MOTION: James Gersich moved, seconded by Matthew Wolfert, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 3:12 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION

MOTION: James Gersich moved, seconded by Matthew Wolfert, to reaffirm all votes made in Closed Session. Motion carried unanimously.

APPLICATION REVIEWS

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

16 ARC 004 – D.W.O.

MOTION: Steven Wagner moved, seconded by Matthew Wolfert, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against David Ohlemeyer, DLSC Case No. 16

ARC 004. Motion carried unanimously.

16 ARC 008 – W.P.M.

MOTION: James Gersich moved, seconded by Matthew Wolfert, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against William McMahon, DLSC Case No. 16 ARC 008. Motion carried unanimously.

Case Closings

MOTION: Matthew Wolfert moved, seconded by Steven Wagner, to closed DLSC Case No. 15 ARC 001 against S.R.S. for No Violation. Motion carried unanimously.

MOTION: Matthew Wolfert moved, seconded by Steven Wagner, to closed DLSC Case No. 16 ARC 001 against C.E. for No Violation. Motion carried unanimously.

MOTION: Steven Wagner moved, seconded by Matthew Wolfert, to closed DLSC Case No. 16 ARC 004 against T.L.G.A.I. for Lack of Jurisdiction (L2). Motion carried unanimously.

ADJOURNMENT

MOTION: Matthew Wolfert moved, seconded by James Gersich, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:12 p.m.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Laura Smith, Bureau Assistant, on behalf of Erin Karow, Executive Director		2) Date When Request Submitted: 11/24/17 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: Professional Architects Section			
4) Meeting Date: 1/4/2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
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 required: N/A	
10) Describe the issue and action that should be addressed: 1) The Section should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Section should review and then consider continuation or modification of previously delegated authorities			
11) Authorization			
<i>Laura Smith</i>		11/24/2017	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

2017 Architect Section Election results

2017 ELECTION RESULTS	
Section Chair	Steven Wagner
Vice Chair	Matthew Wolfert
Secretary	James Gersich
2017 LIAISON APPOINTMENTS	
Screening Panel	Steven Wagner, James Gersich Alternate: Matthew Wolfert
Legislative Liaison	James Gersich
Credentialing and Continuing Education Liaison	Matthew Wolfert
Monitoring Liaison	Steven Wagner
DLSC Liaison	Steven Wagner
Travel Liaison	Steven Wagner
A-E Joint Board Rules Committee	Steven Wagner

MOTION: James Gersich moved, seconded by Matthew Wolfert, to affirm the Chair’s appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Matthew Wolfert moved, seconded by James Gersich, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: James Gersich moved, seconded by Steven Wagner, that the Section counsel or another department attorney is formally authorized to serve as the Board’s designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Matthew Wolfert moved, seconded by James Gersich, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

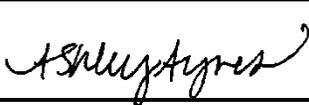
Monitoring Delegation

MOTION: James Gersich moved, seconded by Matthew Wolfert, to adopt the ‘Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor’ document as presented. Motion carried unanimously.

Travel Delegation

MOTION: James Gersich moved, seconded by Steven Wagner, to delegate authority to approve any Board Member travel to the Travel Liaison. Motion carried unanimously.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Ayres Monitoring and Intake Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: December 18, 2017	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Architect Section			
4) Meeting Date: January 11, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appointment of Monitoring Liaison and Delegated Authority Motion	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet.			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">  </div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;"> December 18, 2017 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black;"> Signature of person making this request </div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;"> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black;"> Supervisor (if required) </div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;"> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;"> Date </div> </div>			
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.			

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

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

Current 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/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 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 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 the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. *(Except Pharmacy)* 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.
10. *(Except Pharmacy)* 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.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test
11. *(Dentistry only)* – Ability to approve or deny all requests from a respondent.

Current 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 CE 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 CE 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 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.
-

Proposed (New) Delegations to the Monitoring Liaison

The Monitoring Unit is proposing the following additions to the Monitoring Liaison's authority:

1. Board Monitoring Liaison may determine whether Respondent's petition is eligible for consideration by the full Board/Section.
2. Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Helen Leong, Administrative Rules Coordinator		2) Date When Request Submitted: December 20, 2017 <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 of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors			
4) Meeting Date: January 11, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2017 Wisconsin Act 59, Update on Budget Provisions	
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:	
10) Describe the issue and action that should be addressed: SECTION 1904. 440.03 (4m) of the statutes is created to read: (4m) Except as otherwise permitted in chs. 440 to 480, the department may require a credential holder to submit proof of the continuing education programs or courses that he or she has completed only if a complaint is made against the credential holder.			
11) Authorization			
Signature of person making this request		Date	
<i>Helen Leong</i>		<i>December 20, 2017</i>	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

A-E 12.05 Standards for approval. (1) To be approved for credit, a continuing education program shall meet all of the following criteria:

(a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the registrant and pertains to subject matters which integrally relate to the practice of the profession.

(b) The program is conducted by individuals who have specialized education, training or experience and are considered qualified concerning the subject matter of the program.

(c) The program provides proof of attendance or certificate of completion, which may include course completion examinations, to fulfill pre-established goals and objectives.

(2) The architect section may approve providers for continuing education programs including the following:

(a) American Institute of Architects.

(b) Constructions Specifications Institute.

(c) National Council of Architectural Registration Boards.

(d) Accredited colleges, universities or other educational institutions and schools of architecture.

(e) Other technical or professional societies or similar organizations devoted to architectural education, design or construction technology education.

History: CR 09-080: cr. Register June 2010 No. 654, eff. 7-1-10.

A-E 12.06 Certificate of completion, proof of attendance. (1) Each registrant shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The architect section may require additional evidence demonstrating compliance with the continuing education requirements including a certificate of attendance or documentation of completion or credit for the courses completed.

(3) The architect section may conduct a random audit on a biennial basis of its registrants for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise provide evidence of compliance. A registrant may use the American Institute of Architects continuing education system transcript service to document and record his or her continuing education and as evidence of compliance with the continuing education requirements.

(4) If there appears to be a lack of compliance with the continuing education requirements, the architect section shall notify a registrant in writing and request submission of evidence of compliance within 30 days of notification.

(5) The architect section may require a registrant to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.

(6) If a registrant has failed to comply with the continuing education requirements, the registrant may request an extension of time from the architect section to acquire additional hours to satisfy the requirements.

History: CR 09-080: cr. Register June 2010 No. 654, eff. 7-1-10.

A-E 12.07 Recordkeeping. A registrant shall maintain records of continuing education contact hours for at least 4 years from the date the certificate or statement of attendance is signed. A minimum of at least one contact hour is required for recordkeeping purposes, with increments of one-quarter contact hour allowed thereafter. The recordkeeping shall include all of the following:

(1) The name and address of the sponsor or provider.

(2) A brief statement of the subject matter and whether it involves HSW topics.

(3) Printed program schedules, registration receipts, certificates of attendance, examination scores, or other proof of participation.

(4) The date and place of the program.

(5) The number of contact hours.

History: CR 09-080: cr. Register June 2010 No. 654, eff. 7-1-10.

A-E 12.08 Exemption. (1) A registrant who holds a registration for less than 12 months from the date of initial registration or since the date of the last renewal shall not be required to report continuing education hours for the first renewal of registration.

(2) A registrant who holds a registration for more than 12 months from the date of initial registration or since the date of the last renewal shall be required to report 8 contact hours of continuing education for the first renewal of registration.

(3) A registrant seeking to renew a registration who demonstrates that compliance with the continuing education requirements shall create an extreme hardship may request an exemption from the continuing education requirements.

(4) In this subsection, "extreme hardship" means an inability to fulfill the continuing education requirements during the applicable renewal period because of one of the following:

(a) Full-time or temporary active duty in the uniformed services of the United States for a period of time exceeding 120 consecutive days during a biennium, where the duty restricts participation in a continuing education program.

(b) An incapacitating disability or medical illness documented by a statement from a licensed health care provider which shows that participation in the active practice of architecture and a continuing education program was not possible.

(c) Any other extenuating circumstances.

(5) A registrant who requests an exemption from the continuing education requirements for extreme hardship shall file a renewal application along with the required registration fee and submit an affidavit which describes the circumstances of the hardship and provide any supporting documentation. The request for an exemption shall be submitted prior to the renewal date.

(6) If the architect section finds from the affidavit or any other evidence submitted that extreme hardship has been shown for granting an exemption, the registrant shall be permitted to renew the registration without completing the continuing education requirements for the applicable renewal period.

(7) A registrant who receives an exemption from continuing education on the basis of extreme hardship due to an incapacitating disability, medical illness, active military duty or other extenuating circumstances may be required to complete continuing education upon his or her return to the active practice of architecture as determined necessary by the architect section to ensure the ability of the registrant to practice architecture in a safe and competent manner.

(8) A registrant shall be deemed to be in good standing until a final decision on the request for exemption has been made.

History: CR 09-080: cr. Register June 2010 No. 654, eff. 7-1-10.

A-E 12.09 Reciprocity. An applicant for registration from another state or jurisdiction who applies for registration to practice architecture shall, in addition to the information required under s. A-E 3.06, submit proof of completion of continuing education obtained in another state or jurisdiction within the 2 years prior to application, including those recognized by the National Council of Architectural Registration Boards, Union of International Architects or Royal Institute of British Architects. The completion of continuing education in another state or jurisdiction shall be deemed to satisfy the continuing education requirements in this state provided that the other state or jurisdiction accepts the Wisconsin continuing education requirements as satisfying their continuing education requirements and those requirements are equal to or greater than the requirements in this state.

History: CR 09-080: cr. Register June 2010 No. 654, eff. 7-1-10.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Helen Leong, Administrative Rules Coordinator		2) Date When Request Submitted: December 20, 2017 <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 of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors			
4) Meeting Date: January 11, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Proposed Revisions for A-E 3, relating to Architect Registration	
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:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request		Date	
<i>Helen Leong</i>		<i>December 20, 2017</i>	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATEMENT OF SCOPE

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

Rule No.: A-E 3

Relating to: Architect Registration

Rule Type: Permanent

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

N/A

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

The objectives of the proposed rule are to 1) reflect the Intern Development Program sponsored by the National Council of Architectural Registration Boards has been renamed the Architectural Experience Program and 2) review and possibly update the term "architectural intern" as it applies to an individual acquiring supervised experience in architectural work leading to registration as an architect.

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:

Current rules require an applicant for registration as an architect to complete the Intern Development Program sponsored by the National Council of Architectural Registration Boards (NCARB) or acquire substantially equivalent experience. Chapter A-E 3 will be updated to reflect the Intern Development Program has been renamed the Architectural Experience Program.

Current rules allow an individual acquiring supervised experience in architectural work leading to registration as an architect to use the title "architectural intern." The Board will review and possibly update the term "architectural intern" in ch. A-E 3 to reflect current terminology used in the architectural industry.

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

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

Section 443.02 (3), Stats., provides that "[n]o person may offer to practice architecture, landscape architecture, or professional engineering or use in connection with the person's name or otherwise assume, use or advertise any title or description tending to convey the impression that he or she is an architect, landscape architect, or professional engineer or advertise to furnish architectural, landscape architectural, or professional engineering services unless the person has been duly registered or has in effect a permit under s. 443.10 (1) (d)."

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

80 hours

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

Registered architects and individuals acquiring supervised experience in architectural work leading to registration as an architect

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 proposed rule will have minimal to no economic impact on small businesses and the state's economy as a whole.

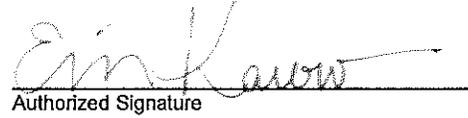
Contact Person: Dale Kleven, (608) 261-4472, DSPSAdminRules@wisconsin.gov

Approved for publication:


Authorized Signature

04/26/2017
Date Submitted

Approved for implementation:


Authorized Signature

9/21/2017
Date Submitted

Chapter A-E 3

ARCHITECT REGISTRATION

A-E 3.01 Authority and purpose.
 A-E 3.02 Requirements for registration as an architect.
 A-E 3.03 Architectural experience.

A-E 3.04 Education as an experience equivalent for registration as an architect.
 A-E 3.05 Examination.
 A-E 3.06 Application contents.

Note: Chapter A-E 3 as it existed on February 28, 1987 was repealed and a new chapter A-E 3 was created effective March 1, 1987.

A-E 3.01 Authority and purpose. The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.03, 443.09 and 443.10, Stats. The purpose of rules in this chapter is to interpret basic education, experience and examination requirements for registration as an architect as specified in ss. 443.03, 443.09 and 443.10, Stats.

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

A-E 3.02 Requirements for registration as an architect. (1) An applicant for registration as an architect, in accordance with s. 443.03, Stats., shall submit all of the following:

(a) Documentation certifying that the applicant has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics.

(b) One of the following:

1. A diploma of graduation, or a certificate, from an architectural school or college approved by the architect section as satisfactory standing, together with at least 2 years of practical experience as described in s. A-E 3.03 and of character satisfactory to the architect section in the design and construction of buildings.

2. A specific record of 7 or more years of experience in architectural work of a character satisfactory to the architect section in the design and construction of buildings.

(2) An applicant who files an application but who does not comply with a request for information related to the application within one year from the date of the request shall file a new application and fee.

Note: Applications are available upon request to the board office located at P.O. Box 7190, 1400 East Washington Avenue, Madison, Wisconsin 53707.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, January, 1999, No. 517, eff. 2-1-99; CR 15-040: r. and rec. Register May 2016 No. 725, eff. 6-1-16; correction in (1) (b) 1. made under s. 35.17, Stats., Register May 2016 No. 725.

A-E 3.03 Architectural experience. (1) In satisfaction of the 2 year experience requirement of s. 443.03 (1) (b) 1m., Stats., or in satisfaction of 2 years of the 7 year requirement of s. 443.03 (1) (b) 2., Stats., applicants for registration as an architect shall complete the **intern architect development program** sponsored by the national council of architectural registration boards and the American institute of architects, or shall submit evidence of experience in architectural work which the board finds is substantially equivalent to the experience obtained by completing the **intern architect** development program.

(2) Satisfactory experience in architectural work shall consist of related practical training including at least one year of experience in the design and construction of buildings under the supervision of a registered architect, professional engineer, or exempt person as defined in s. 443.14, Stats., prior or subsequent to acquisition of approved educational equivalents.

(3) To qualify as satisfactory experience in architectural work, employment shall consist of at least 2 or more continuous months.

(4) Not more than one year of credit for satisfactory experience in architectural work may be granted for any calendar year.

(5) An individual acquiring supervised experience in architectural work under this section for the purpose of satisfying the

requirements of s. 443.03 (1) (b), Stats., may use the title **“architectural intern.”**

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; r. and rec. Register, November, 1990, No. 419, eff. 1-1-93; am., cr. (2) to (4), Register, January, 1993, No. 445, eff. 2-1-93; r. Figure, Register, January, 1999, No. 517, eff. 2-1-99; CR 02-111: cr. (5) Register May 2003 No. 569, eff. 6-1-03; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register May 2013 No. 689.

A-E 3.04 Education as an experience equivalent for registration as an architect. (1) For the purpose of meeting experience requirements for registration as an architect, an applicant may claim certain education as equivalent to experience in architectural work, as provided in s. 443.03 (2), Stats. To qualify as equivalent to experience in architectural work, the education shall be obtained at a university, college or technical school approved by the architect section of the examining board.

(2) The architect section shall approve all curricula in architecture that are accredited by the national architectural accrediting board (NAAB).

(3) Each 45 quarter hours or 30 semester hours of credit earned is equivalent to one year of work experience. The maximum equivalent that may be obtained is set forth in the table in figure 3.04 (3).

Figure 3.04 (3)
Table of Education and Experience Equivalents
for Architects

Education	Maximum Experience Equivalent
Architectural Degree [Accredited by the National Architectural Accrediting Board (NAAB) — U005D]	5 years
Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Degree	4 years
Courses in NAAB Accredited Architecture Program Without Degree	4 years
Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Courses Without Degree	3 years
Other Bachelor Degrees	3 years
Other Courses Without Degrees	2 years
NAAB Accredited Master of Architecture Degree Subsequent to Accredited Bachelor of Architectural Degree	Considered as ½ year

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

A-E 3.05 Examination. (1) ARCHITECT EXAMINATION REQUIRED. An applicant for registration as an architect, unless applying under s. 443.10 (1), Stats., shall successfully complete an examination on architectural services which measures the

knowledge and skills necessary to competently practice architecture. The examination shall test the following architectural services and service elements:

- (a) *Pre-design*. 1. Design objectives.
 2. Space requirements.
 3. Space relations.
 4. Flexibility and expansibility.
 5. Site requirements.
- (b) *Site design*. 1. Land utilization.
 2. Structures placement.
 3. Form relationships.
 4. Movement, circulation and parking.
 5. Utility systems.
 6. Surface and subsurface conditions.
 7. Ecological requirements.
 8. Deeds, zoning and construction.
 9. Topography and relations to surrounding.
 10. Architectural management and coordination.
 11. Cost.
- (c) *Building design*. 1. Building sections, elevations and plans.
 2. Selections and layout of building systems.
 3. Structural considerations.
 4. Mechanical considerations.
 5. Electrical considerations.
 6. Civil considerations.
 7. Interior considerations.
 8. Design documentation.
- (d) *Building systems*. 1. Structural systems.
 2. Lateral forces.
 3. Mechanical, electrical and plumbing.
 4. Miscellaneous systems.
 5. Materials and methods.
 6. Coordination.
 7. Cost consideration.
- (e) *Construction documents and services*. 1. Architectural drawings.
 2. Structural drawings.
 3. Interior drawings.
 4. Specifications.
 5. Cost estimates.
 6. Bidding documents.
 7. Organization and handling bids.
 8. Bids evaluation.
 9. Coordination and management.
 10. Construction administration in office.
 11. Construction administration in field.
 12. Field tests.
 13. Quotation requests and change orders.

14. Construction cost accounting.

15. Project close-out.

(4) **GRADING**. The passing scores set by the board represent the minimum competency required to protect public health and safety.

(6) **EXAMINATION AND REFUND FEES**. The fee for an architect examination and requirements for refund of fees are specified in s. 440.05, Stats., and ch. SPS 4.

(7) **RE-EXAMINATION PROCEDURE**. An applicant who began the examination procedure in or after June of 1983 for an architect examination who fails an examination or any part of an examination may retake any part of the examination failed at a regularly-scheduled administration of the examination. The board shall determine which parts of a current examination are equivalent to the examination parts failed by an applicant.

(8) **EXAMINATION REVIEW**. (a) *One-year limitation*. An applicant for an architect examination may review questions on any part of an examination failed by the applicant within one year from the date of the examination, as specified in s. 443.09 (6), Stats. An applicant may review the examination only once.

Note: Subsection (8) was invalidated by the repeal of s. 443.09 (6), Stats., in 2009 Wis. Act 350 and will be removed in future rule-making by the Board.

(b) *Review procedure*. Failing candidates shall be notified of the procedure to schedule a review of the appropriate examination parts. The applicant may take notes on the examination questions reviewed. No notes may be retained by the applicant following the review. The review may not take place within 30 days prior to a scheduled examination. If the section confirms the failing status following its review, the application shall be deemed incomplete, and the applicant may be reexamined under sub. (7).

(9) **CHEATING**. Any applicant for registration who receives aid or cheats in any other manner in connection with the examination shall be barred from completing the examination or shall not be given a passing grade, or both.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (2) and (7), Register, January, 1993, No. 445, eff. 2-1-93; am. (8) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (8) (a), Register, October, 1996, No. 490, eff. 11-1-96; am. (4), cr. (9), Register, January, 1999, No. 517, eff. 2-1-99; CR 09-079; am. (2) Register June 2010 No. 654, eff. 7-1-10; correction in (6) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671; correction in (2) made under s. 13.92 (4) (b) 7., Stats., Register May 2013 No. 689; CR 15-040: r. (2), (3), (5) Register May 2016 No. 725, eff. 6-1-16.

A-E 3.06 Application contents. An application shall include all of the following:

(1) Transcripts or apprenticeship records verifying the applicant's education and training.

(2) References from at least 5 individuals having personal knowledge of the applicant's experience in the practice of architecture, 3 of whom are registered architects.

(3) A chronological history of the applicant's employment.

(4) Any additional data, exhibits or references showing the extent and quality of the applicant's experience that may be required by the architect section.

History: Cr. Register, January, 1993, No. 445, eff. 2-1-93; am. (intro.) to (3), Register, January, 1999, No. 517, eff. 2-1-99.