



DIETITIANS AFFILIATED CREDENTIALING BOARD TELECONFERENCE

Room 121A, 1400 East Washington Avenue, Madison

Contact: Tom Ryan (608) 266-2112

January 24, 2018

The following agenda describes the issues that the Board 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 Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-3)**
- B) Approval of Minutes of March 31, 2017 (4-7)**
- C) Administrative Updates (8-10)**
 - 1) Election of Officers
 - 2) Appointment of Liaisons and Delegated Authorities
 - 3) Board Liaison Training and Appointment of Mentors
 - 4) Board Member Recusal
 - 5) Staff Updates
 - 6) Board Members – Term Expiration Dates
 - a) David Joe – 07/01/2018
 - b) Scott Krueger – 07/01/2019
 - c) Tara LaRowe – 07/01/2018
 - 7) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board
- D) Legislative/Administrative Rule Matters – Discussion and Consideration (11-13)**
 - 1) Update Concerning DI 2 Relating to Credentials for Certification
 - 2) Update on Other Legislation and Pending or Possible Rulemaking Projects
- E) 2017 Wisconsin Act 59 – Update Regarding Budget Provisions (14-15)**
- F) Speaking Engagement(s), Travel, or Public Relation Request(s)**
- G) Informational Items**
- H) Items Added After Preparation of Agenda:**
 - 1) Introductions, Announcements and Recognition
 - 2) Election of Board Officers
 - 3) Appointment of Board Liaisons
 - 4) Administrative Updates
 - 5) Nominations, Elections, and Appointments

- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislation/Administrative Rule Matters
- 10) Liaison Reports
- 11) Informational Items
- 12) Disciplinary Matters
- 13) Presentations of Petitions for Summary Suspension
- 14) Petitions for Designation of Hearing Examiner
- 15) Presentation of Proposed Stipulations, Final Decisions and Orders
- 16) Presentation of Proposed Final Decisions and Orders
- 17) Presentation of Interim Orders
- 18) Petitions for Re-Hearing
- 19) Petitions for Assessments
- 20) Petitions to Vacate Orders
- 21) Requests for Disciplinary Proceeding Presentations
- 22) Motions
- 23) Petitions
- 24) Appearances from Requests Received or Renewed
- 25) Speaking Engagements, Travel, or Public Relation Requests

I) Future Agenda Items

J) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)).

K) Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) **Case Closings**
 - a) 16 DAB 001 – C.A.S. **(16-19)**

L) Board Liaison Training

M) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decisions and Orders
- 12) Matters Relating to Costs/Orders Fixing Costs
- 13) Case Closings
- 14) Petitions for Extension of Time
- 15) Proposed Interim Orders
- 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

N) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- O) Board Training Review – Public Records and Ethics and Lobbying – Discussion and Consideration
- P) Open Session Items Noticed Above Not Completed in the Initial Open Session
- Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- R) Ratification of Certificates

ADJOURNMENT

DIETITIANS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
March 31, 2017

PRESENT: David Joe, Scott Krueger, Tara LaRowe

EXCUSED: Jill Hoyt

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Scott Krueger, Chair, called the meeting to order at 9:03 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Tara LaRowe moved, seconded by David Joe, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: David Joe moved, seconded by Tara LaRowe, to approve the minutes of May 25, 2016 as published. Motion carried unanimously.

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Scott Krueger nominated Tara LaRowe for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Tara LaRowe was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Scott Krueger nominated David Joe for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

David Joe was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: David Joe nominated Scott Krueger for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Scott Krueger was elected as Secretary by unanimous consent.

2017 ELECTION RESULTS	
Board Chair	Tara LaRowe
Vice Chair	David Joe
Secretary	Scott Krueger

LIAISON APPOINTMENTS

2017 LIAISON APPOINTMENTS	
Screening Panel	Scott Krueger, Tara LaRowe Alternate – David Joe
Credentialing Liaison(s)	Scott Krueger Alternate – Tara LaRowe
Monitoring Liaison	Tara LaRowe Alternate – David Joe
Professional Assistance Procedure (PAP) Liaison	Scott Krueger Alternate – Tara LaRowe
Administrative Rules Liaison	Scott Krueger Alternate – Tara LaRowe
Legislative Liaison	Tara LaRowe Alternate – David Joe
Office of Education and Examinations Liaison	Tara LaRowe Alternate – Scott Krueger
Website Liaison	David Joe Alternate – Tara LaRowe
Travel Liaison	Scott Krueger Alternate – Tara LaRowe

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Scott Krueger moved, seconded by David Joe, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, 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 Board in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Scott Krueger moved, seconded by David Joe, that the Board 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: Scott Krueger moved, seconded by David Joe, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, 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 Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Scott Krueger moved, seconded by David Joe, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Scott Krueger moved, seconded by David Joe, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

Monitoring Delegations

MOTION: Scott Krueger moved, seconded by David Joe, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Scott Krueger moved, seconded by David Joe, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

9:00 A.M. PUBLIC HEARING: CLEARINGHOUSE RULE 16-090 – DI 2 RELATING TO CREDENTIALS FOR CERTIFICATION

MOTION: Scott LaRowe moved, seconded by David Joe, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule CR 16-090 revision DI 2 for submission to the Governor's Office and Legislature and approve the Adoption Order for Clearinghouse Rule 16-090. Motion carried unanimously.

BOARD TRAINING REVIEW – PUBLIC RECORDS AND ETHICS AND LOBBYING

The Board reviewed training information relating to Public Records and Ethic and Lobbying requirements at this meeting.

RATIFICATION OF CERTIFICATES

MOTION: David Joe moved, seconded by Scott Krueger, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Tara LaRowe moved, seconded by David Joe, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:27 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Laura Smith, Bureau Assistant, on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 11/24/17 <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: Dietitians Affiliated Credentialing Board			
4) Meeting Date: 1/24/2018	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 Board should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider continuation or modification of previously delegated authorities			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Laura Smith</i> <hr/> Signature of person making this request </div> <div style="width: 35%; text-align: right;"> 11/24/2017 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (if required) </div> <div style="width: 35%; text-align: right;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 30%; text-align: right;"> <hr/> 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.			

2017 ELECTION RESULTS	
Board Chair	Tara LaRowe
Vice Chair	David Joe
Secretary	Scott Krueger

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dale Kleven Administrative Rules Coordinator		2) Date When Request Submitted: 1/11/18 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Dietitians Affiliated Credentialing Board			
4) Meeting Date: 1/24/18	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Administrative Rule Matters – Discussion and Consideration 1. Update Concerning DI 2 Relating to Credentials for Certification 2. Update Concerning Other Legislation and Pending or Possible Rulemaking Projects	
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: 1. The rules revising ch. DI 2 approved by the Board at its March 31, 2017 meeting went into effect November 1, 2017			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <i>Dale Kleven</i> <hr/> Signature of person making this request </div> <div style="width: 45%; text-align: right;"> <i>January 11, 2018</i> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 45%;"> <hr/> Supervisor (if required) </div> <div style="width: 45%; text-align: right;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 40%; text-align: right;"> <hr/> Date </div> </div>			
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Chapter DI 2

APPLICATIONS AND CREDENTIALS

DI 2.01 Applications and credentials.
DI 2.04 Temporary certificates.

DI 2.05 Reciprocal certificates.

DI 2.01 Applications and credentials. An applicant for initial certification as a dietitian shall submit all of the following:

- (1) A completed application form.
- (2) The fee specified in s. 440.05 (1), Stats.
- (3) Evidence satisfactory to the board that he or she has done any of the following:

(a) Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a regionally accredited college or university and is located in a state or territory of the United States.

(b) Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a). The board shall use an approved foreign graduate evaluation service to assist it in determining substantial equivalencies. An applicant under this section shall submit a verified copy of transcripts from the schools in which secondary education was obtained; a verified copy of the diploma from the school at which professional dietetics training was obtained; and a record of the number of class hours spent in each subject, for both preprofessional and professional courses. Information shall include whether the subjects have been taken at basic entry or advanced levels.

(c) Received a degree from or otherwise successfully completed a program in human nutrition, nutrition education, food and nutrition, dietetics or food systems management that is approved by the board.

(4) Evidence satisfactory to the board that he or she has completed at least 900 hours of dietetics practice in any state or territory of the United States under the supervision of any of the following:

- (a) A certified dietitian.
- (b) A registered dietitian.
- (c) An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:

1. A program at a regionally accredited college or university and is located in a state or territory of the United States.

2. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under sub. (3) (a).

(d) The dietetic internship program under s. 253.065, Stats.

(5) Official verification of having passed the registration examination for dietitians established by the commission on dietetic registration of the American dietetic association, or passes an equivalent examination approved by the board, and held under s. 448.84, Stats., to determine fitness to practice dietetics.

(6) All pertinent information relating to any criminal convictions or pending criminal charges.

Note: Application forms are available upon request to the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708. An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

History: Cr. Register, June, 1995, No. 274, eff. 7-1-95; am. (3) (b) and (5), Register, November, 1997, No. 503, eff. 12-1-97; CR 16-090: cr. (4) (d) Register October 2017 No. 742, eff. 11-1-17.

DI 2.04 Temporary certificates. (1) Upon application and payment of the fees specified in s. 440.05 (6), Stats., the board may grant a temporary dietitian certificate to an individual who satisfies the following:

(a) Provides evidence satisfactory to the board that he or she has done any of the following:

1. Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a regionally accredited college or university that is located in a state or territory of the United States.

2. Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a). The board shall use an approved foreign graduate evaluation service to assist it in determining substantial equivalencies. An applicant under this section shall submit a verified copy of transcripts from the schools in which secondary education was obtained; a verified copy of the diploma from the school at which professional dietetics training was obtained; and a record of the number of class hours spent in each subject, for both preprofessional and professional courses. Information must include whether the subjects have been taken at basic entry or advanced levels.

Note: The board annually reviews and approves foreign graduate evaluation services. A list of board-approved services is available from the board upon request.

3. Received a degree from or otherwise successfully completed a program in human nutrition, nutrition education, food and nutrition, dietetics or food systems management that is approved by the board.

(b) Provides evidence satisfactory to the board that he or she has completed at least 900 hours of dietetics practice in any state or territory of the United States under the supervision of any of the following:

1. A certified dietitian.
2. A registered dietitian.
3. An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:

a. A program at a regionally accredited college or university that is located in a state or territory of the United States.

b. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a) 1.

4. The dietetic internship program under s. 253.065, Stats.

(c) Submits an application for examination along with the fee specified in s. 440.05, Stats.

(d) Submits evidence that the individual will be practicing under the supervision of any of the following:

1. A certified dietitian.
2. A registered dietitian.
3. An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:
 - a. A program at a regionally accredited college or university and is located in a state or territory of the United States.
 - b. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a) 1.
4. The dietetic internship program under s. 253.065, Stats.

(2) All pertinent information relating to any criminal convictions or pending criminal charges.

(3) A temporary certificate granted under this section is valid for a period designated by the board, not to exceed 9 months, and may be renewed only once by the board.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95; am. (1) (a) 1., 2., (b) 3. a., Register, November, 1997, No. 503, eff. 12-1-97; CR 05-021: am. (1) (c) Register August 2005 No. 596, eff. 9-1-05; CR 16-090: cr. (1) (b) 4., am. (1) (d) (intro.), cr. (1) (d) 4. Register October 2017 No. 742, eff. 11-1-17.

DI 2.05 Reciprocal certificates. Upon application and payment of the fees specified in s. 440.05 (6), Stats., the board shall grant a dietitian certificate to an individual who holds a similar certificate or license in another state or territory of the United States if the board determines that the requirements for receiving the certificate in the other state or territory at the time of application are substantially equivalent to the requirements under s. 448.78, Stats.

History: Cr. Register, June, 1995, No. 474, eff. 7-1-95.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Emily Handel, on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: January 12, 2018 <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: Dietitians Affiliated Credentialing Board													
4) Meeting Date: January 24, 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 <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: 											
10) Describe the issue and action that should be addressed:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> 11) <i>Emily Handel</i> </td> <td style="width: 40%; border: none; text-align: right;"> Authorization <i>1/12/2018</i> </td> </tr> <tr> <td style="border: none;"> <hr/> Signature of person making this request </td> <td style="border: none; text-align: right;"> <hr/> Date </td> </tr> <tr> <td style="border: none;"> <hr/> Supervisor (if required) </td> <td style="border: none; text-align: right;"> <hr/> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="2" style="border: none;"> Date </td> </tr> </table>				11) <i>Emily Handel</i>	Authorization <i>1/12/2018</i>	<hr/> Signature of person making this request	<hr/> Date	<hr/> Supervisor (if required)	<hr/> Date	<hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
11) <i>Emily Handel</i>	Authorization <i>1/12/2018</i>												
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not engage in the practice of professional engineering until the registration is renewed in accordance with ss. A-E 2.05 and 13.10.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.

A-E 13.04 Examples of qualifying activities. The following are examples of qualifying activities:

(1) Completing or attending courses, seminars, instruction, in-house programs, or training of engineering content related to the registrant's practice of professional engineering.

(2) Attending technical or professional society meetings when an engineering topic is presented as a principal part of the program.

(3) Teaching a course for the first time or teaching a course previously taught if substantial time was spent in updating material.

(4) Attending webinar courses where attendance is verified and program material meets the requirements.

(5) Completing correspondence courses on an engineering topic where lessons are prepared and returned for correction, grading, or both, and where testing at the end of the course is required.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.

A-E 13.05 Standards for approval. (1) To be approved for PDHs, 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 pertaining 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 fulfills pre-established goals and objectives.

(d) The program provides attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(2) The professional engineer section has final authority with respect to acceptance of activities, courses, credit, PDH value for courses, and other methods of earning PDHs, except the following are examples of accepted providers for continuing education programs:

(a) Colleges, universities, or other EAC/ABET approved educational institutions approved by the professional engineer section.

(b) Continuing education courses meeting all the requirements of the International Association for Continuing Education and Training.

(c) Technical or professional societies or organizations as approved by the professional engineer section or its designee.

(d) Other providers as approved by the professional engineer section or its designee.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.

A-E 13.06 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 professional engineer section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise produce evidence of compliance.

(3) If a request for evidence of compliance is requested by the professional engineer section or its designee, the registrant shall submit the requested information or documentation within 30 days of receiving the written notice. Failure to do so will result in denial of registrant's application for renewal.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.

A-E 13.07 Recordkeeping. (1) A registrant shall maintain records of their continuing education units and PDHs earned for a minimum of the 3 most recent biennia on a form approved by the professional engineer section.

(2) Records required include but are not limited to attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(3) If a continuing education course was awarded CEUs, the CEUs shall be converted by the applicant or registrant to PDHs for recordkeeping purposes.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.

A-E 13.08 Waiver of continuing education. (1) A renewal applicant who is unable to fully comply with the continuing education requirements due to extreme hardship may submit a written request for a waiver. The professional engineer section or its designee will review the request, and in its sole discretion, may grant a full or partial waiver, or extension of time to comply with the requirements.

(2) In this section, "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 service in the uniformed services of the United States for a period of at least one year during the biennium.

(b) An incapacitating illness documented by a statement from a licensed physician.

(c) A physical inability to travel to the sites of approved programs documented by a licensed physician.

(d) Any other extenuating circumstances acceptable to the professional engineer section.

(3) A renewal applicant may not receive a waiver under sub. (2) (b) or (c) for 2 consecutive biennia.

(4) A renewal applicant who has maintained an active Wisconsin license for a minimum of 30 consecutive years may, at the discretion of the professional engineer section or its designee, receive a waiver upon request and certification that the applicant has retired from the profession and is no longer providing engineering services.

(5) A renewal applicant who receives a waiver under sub. (4) may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

(6) A renewal applicant, who prior to the expiration date of the license submits a request for a waiver, pays the renewal fee and provides a statement setting forth the facts concerning noncompliance and the basis of the request, shall be deemed to be in good standing until the final decision on the application is issued by the professional engineer section. If a finding of extreme hardship is not determined, an applicant may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12; CR 13-064: am. (4) Register June 2014 No. 702, eff. 7-1-14.

A-E 13.09 Comity. An applicant for registration from another state who applies for registration to practice professional engineering under s. A-E 4.08 (2), shall submit proof of completion of 30 PDHs of qualifying continuing education that complies with the requirements of ch. A-E 13 within the 2 year period prior to their application. However, an applicant by comity who has received his or her first license as a professional engineer within the last two years shall be exempt from meeting the 30 PDHs specified in s. A-E 13.03 (1) as required for continuing education requirements and shall not be required to comply with the continuing education requirements for their first renewal of registration.

History: CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12; CR 13-064: am. Register June 2014 No. 702, eff. 7-1-14.

A-E 13.10 Late renewal. A renewal applicant who has failed to renew his or her credential by the established renewal