



---

**PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS  
Room 121B, 1400 East Washington Avenue, Madison  
Contact: Erin Karow (608) 266-2112  
June 25, 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 record of the actions of the Section.*

**AGENDA**

**8:30 A.M.**

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

- A) Adoption of Agenda (1-3)**
- B) Approval of Minutes of January 5, 2018 (4-9)**
- C) Administrative Matters**
  - 1. Department Updates
- D) Legislative and Administrative Rule Matters – Discussion and Consideration (10-15)**
  - 1. A-E 4, Relating to Professional Engineer Registration, Scope Statement
  - 2. Update on Pending Legislation and Pending and Possible Rulemaking Projects
- E) Speaking Engagement(s), Travel, or Public Relation Request(s)**
  - 1. Travel Request for 2018 NCEES Annual Meeting in Scottsdale, AZ, August 14-17, 2018
- F) Deliberation on Items Added After Preparation of Agenda:**
  - 1. Introductions, Announcements and Recognition
  - 2. Election of Officers
  - 3. Appointment of Liaison(s)
  - 4. Delegation of Authorities
  - 5. Administrative Matters
  - 6. Education and Examination Matters
  - 7. Credentialing Matters
  - 8. Practice Matters
  - 9. Legislative/Administrative Rule Matters
  - 10. Liaison Reports
  - 11. Board Liaison Training and Appointment of Mentors
  - 12. Informational Items
  - 13. Disciplinary Matters
  - 14. Presentations of Petitions for Summary Suspension

15. Petitions for Designation of Hearing Examiner
16. Presentation of Stipulations, Final Decisions and Orders
17. Presentation of Stipulations and Interim Orders
18. Presentation of Proposed Final Decision 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 Engagement(s), Travel, or Public Relation Request(s)

**G) Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

**H) Credentialing Matters**

1. Application Review

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

**1. Administrative Warnings**

- a. 16 ENG 014 – S.B.M. **(16-17)**
- b. 16 ENG 014 – T.K.G. **(18-19)**

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

- a. 16 ENG 014 – Henneman Engineering, Inc. **(20-25)**

**3. Case Closing(s)**

- a. 16 ENG 014 – S.J. and A.H. **(26-31)**
- b. 17 ENG 001 – D.W. **(32-44)**

**J) 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. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Stipulations, Final Decisions and Order
9. Stipulations and Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decision and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training

16. Proposed Interim Orders
17. Petitions for Assessments and Evaluations
18. Petitions to Vacate Orders
19. Remedial Education Cases
20. Motions
21. Petitions for Re-Hearing
22. 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: AUGUST 30, 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.

**PROFESSIONAL ENGINEER SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
January 5, 2018**

**PRESENT:** Kristine Cotharn, Steven Hook, Mark Mayer

**STAFF:** Erin Karow, Executive Director; Emily Handel, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Mark Mayer, Chair, called the meeting to order at 8:30 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

•

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the minutes of September 21, 2017 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

**MOTION:** Steven Hook moved, seconded by Mark Mayer to record that the Section chose to nominate the 2017 slate of officers to continue in 2018. Motion carried unanimously.

Kristine Cotharn, Steven Hook, Mark Mayer (all yes votes)

<b>2018 ELECTION RESULTS</b>	
Section Chair	Mark Mayer
Vice Chair	Steven Hook
Secretary	Kristine Cotharn

**Appointment of Liaisons and Alternates**

<b>2018 LIAISON APPOINTMENTS</b>	
<b>Continuing Education Liaison</b>	Mark Mayer, Kristine Cotharn
<b>Rules Committee</b>	Steven Hook
<b>Screening Panel</b>	Mark Mayer, Kristine Cotharn
<b>Credentialing Liaisons</b>	Steven Hook
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Kristine Cotharn
<b>Travel Liaison</b>	Mark Mayer
<b>Legislative Liaison</b>	Mark Mayer

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm the Chair’s appointment of liaisons for 2018. Motion carried unanimously.

**DELEGATED AUTHORITIES**

***Delegated Authority for Urgent Matters***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chair (or, in the absence of the Chair, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, 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.

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

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to authorize Department staff to provide national regulatory bodies with all Section member contact information that the Department retains on file. Motion carried unanimously.

### ***Optional Renewal Notice Insert Delegation***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn to designate the highest-ranking officer 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.

### ***Continuing Education Delegation or Education Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to CE, education and examinations. Motion carried unanimously.

### ***Credentialing Authority Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate credentialing authority to DSPS to act upon applications that meet the criteria of Rule and Statute and thereby would not need further Section or Section liaison review. Motion carried unanimously.

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

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

### ***Legislative Liaison Delegation***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate authority to the Legislative Liaisons to speak on behalf of the Section regarding legislative matters. Motion carried unanimously.

### ***Monitoring Delegations***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" as presented. Motion carried unanimously.

### ***Occupational Licensure Study Liaison***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to designate Mark Mayer, as the Section's liaison to represent and speak on behalf of the Section regarding occupational license review and related matters. Motion carried unanimously.

### ***Travel Delegation***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate authority to the Travel Liaison to approve any Section Member travel. Motion carried unanimously.

### *Voluntary Surrenders*

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender of a license by a licensee who has a pending complaint or disciplinary matter per Wis. Stat. § 440.19. Motion carried unanimously.

### **SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATIONS REQUEST(S)**

#### **NCEES Central Zone Interim Meeting – May 3-5, 2018 in Rapid City, South Dakota**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to request that Erin Karow, Executive Director, attend the NCEES Central Zone Interim Meeting on May 3-5, 2018 in Rapid City, South Dakota and to authorize travel. Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to designate Mark Mayer, as the Sections's delegate, to attend the NCEES Central Zone Interim Meeting on May 3-5, 2018 in Rapid City, South Dakota and to authorize travel. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, 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.). The Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn – yes; Steven Hook – yes; Mark Mayer – yes. Motion carried unanimously.

The Section convened into closed session at 10:48 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to reconvene in Open Session. Motion carried unanimously.

Open session reconvened at 11:36 a.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm all votes made 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.)*

## **CREDENTIALING MATTERS**

### **Application Review**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant professional engineer registration for the following individuals once all requirements are met:

1. Hanna Johnson
2. Drew Bain
3. Samantha Bakke
4. William Berg
5. Korey Boehm
6. Tanner Connors
7. Alexander Crabtree
8. James Davis
9. Brad Ederer
10. Jarrett Gates
11. Steven Genlin
12. Joshua Gerrits
13. Matthew Hasse
14. Karl Hegna
15. Amanda Heller
16. Wesley Hinline
17. Corey Hunta
18. Thamer Khamais
19. Mehmet Kicikoglu
20. Russell Knudson
21. Robert Kozelu
22. Chaz Kruger
23. Samuel Kube
24. Angela Kvalheim
25. Jennifer Liimatta
26. Richard Lyon
27. Britney Myer
28. Joshua Nelson
29. Evan Nisbet
30. Nathan Oswald
31. James Otto
32. Ryan Pichler
33. Nathaniel Powers
34. Jack Richeson
35. Jonathon Riehl
36. Kate Roskoskey
37. Ahmad Samara
38. Eric Schmidt
39. James Schumacher
40. Mason Simmons
41. Clayton Smith
42. Lauren Striegel
43. William Stoltz
44. Jonathon Styx
45. Jae Sutherland
46. Tseing Tashi
47. Ian Tonner
48. Parwinder Virk
49. Aaron Wallner
50. Abigail Wedig
51. Kyle Weeks
52. Robert Wheeler
53. Jeremy Wienckowski

Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to table the professional engineer registration of applications of:

- 1) Erin Jolivette
- 2) Frank Pontillo
- 3) Adam Nikolai
- 4) Preston Baker
- 5) Alexandra Gilgenbach
- 6) Lewis Blaszczyk

Motion carried unanimously.

## **Reinstatement Requests**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant the reinstatement of the Professional Engineer registration of the individuals listed below, once all requirements are met:

1. Bryan Rogne
2. Russell Miller-Johnson

Motion carried unanimously.

## **EIT Certification**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to grant Engineer in Training Certification for Natalie Cook once all requirements are met. Motion carried unanimously.

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

### **Proposed Stipulations, Final Decisions and Orders**

#### ***16 ENG 009 – D.L.B.***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Donald L. Borden, DLSC case number 16 ENG 009. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:37 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Helen Leong, Administrative Rules Coordinator		<b>2) Date When Request Submitted:</b>  April 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>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Professional Engineer Section of the A-E Board			
<b>4) Meeting Date:</b>  April 25, 2018	<b>5) Attachments:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  A-E 4, relating to Professional Engineer Registration, Scope Statement	
<b>7) Place Item in:</b>  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Review the chapter to determine what amendments are needed to update the chapter.			
<b>11) Authorization</b>			
<i>Helen Leong</i>		<i>April 12, 2018</i>	
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			
<b>Directions for including supporting documents:</b> 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 4

Relating to: Professional Engineer Registration

Rule Type: Permanent

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

Not applicable.

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

The Professional Engineer Section of the Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors Board (A-E Board) has determined that chapter A-E 4, relating to Professional Engineer Registration, needs to be reviewed and potentially amended to reflect current best practices and to update the chapter to conform to other rule changes.

### 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:

A full review of A-E 4 will be undertaken to review and potentially amend to reflect current best practices and to update the rule. The National Council of Examiners for Engineering and Surveying® (NCEES) has developed national standards for uniform continuing education and transcript reporting, and these standards may be incorporated into A-E 4. Additionally, other rule projects require a review of A-E 4 to ensure that regulatory provisions remain consistent in application and practice. Finally, to clarify the existing A-E code, inconsistent language relating to reciprocity will be reviewed to ensure consistency and clarity.

### 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 443.04, Stats., relating to registration requirements for professional engineers, states, "an applicant for registration as a professional engineer shall submit satisfactory evidence to the professional engineer section of the examining board of all of the following: (1m) A diploma of graduation, or a certificate, from an engineering school or college approved by the professional engineer section as of satisfactory standing in an engineering course of not less than 4 years or a diploma of graduation or degree from a technical college approved by the professional engineer section as of satisfactory standing in an engineering-related course of study of not less than 2 years. (2m) (a) For an applicant possessing a diploma or certificate from a course of study of not less than 4 years as specified in sub. (1m), a specific record of 4 or more years of experience in engineering work of a character satisfactory to the professional engineer section and indicating that the applicant is competent to be placed in responsible charge of engineering work. (b) For an applicant possessing a diploma or degree from a course of study of not less than 2 years as specified in sub. (1m), a specific record of 6 or more years of experience in engineering work of a character satisfactory to the professional engineer section and indicating that the applicant is competent to be placed in responsible charge of engineering work."

Section 443.05, Stats., relating to certification of engineers-in-training, states, "(1) An applicant for certification as an engineer-in-training shall submit as satisfactory evidence to the professional engineer section of the examining board one of the following: (a) A diploma of graduation in engineering or a

certificate in engineering from a school or college approved by the professional engineer section as of satisfactory standing. (b) A specific record of 4 years or more of experience in engineering work of a character satisfactory to the professional engineer section. (2) Graduation in engineering from a school or college approved by the professional engineer section as of satisfactory standing shall be considered as equivalent to 4 years of experience and the completion satisfactory to the professional engineer section of each year of work in engineering in such school or college without graduation shall be considered as equivalent to one year of experience. Graduation in a course other than engineering from a school or college approved by the professional engineer section as of satisfactory standing shall be considered as equivalent to 2 years of experience. No applicant may receive credit for more than 4 years of experience under this subsection."

Section 443.09 (4), Stats., states in part that, "written or written and oral examinations shall be required of every applicant for registration as ... a professional engineer."

Section 443.10 (1) (c), Stats., states, "the professional engineer section of the examining board may, upon application therefor, and the payment of the required fee, grant a certificate-of-record as engineer-in-training to any person who holds an unexpired certificate of similar certification 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 certification of engineers-in-training are of a standard not lower than specified in this chapter."

Section 443.10 (2) (f), Stats., states, "the professional engineer section of the examining board shall grant a certificate of record as engineer-in-training to any applicant who, in the opinion of the professional engineer section, has satisfactorily met all the requirements of this section pertaining to engineers-in-training."

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

120 hours

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

Registered professional engineers and individuals studying to become professional engineers.

**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: Helen Leong, Administrative Rules Coordinator  
Division of Policy Development, Department of Safety and Professional Services  
(608) 266 - 0797 [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov)

  
Department Head or Authorized Signature

October 9<sup>th</sup>, 2017  
Date Submitted

## Chapter A-E 4

### PROFESSIONAL ENGINEER REGISTRATION

A-E 4.01	Authority and purpose.
A-E 4.02	Application for registration.
A-E 4.03	Engineering experience.
A-E 4.04	Experience credit limitation.

A-E 4.05	Requirements for registration as a professional engineer.
A-E 4.06	Engineer-in-training.
A-E 4.07	Examinations.
A-E 4.08	Application contents.

**Note:** Chapter A-E 4 as it existed on February 28, 1987 was repealed and a new chapter A-E 4 was created effective March 1, 1987.

**A-E 4.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.04, 443.05, 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 a professional engineer as specified in ss. 443.04, 443.05, 443.09 and 443.10, Stats.

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

**A-E 4.02 Application for registration.** 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 Division of Professional Credential Processing located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, May, 1990, No. 413, eff. 6-1-90; am. Register, January, 1999, No. 517, eff. 2-1-99.

**A-E 4.03 Engineering experience.** To qualify as satisfactory experience in engineering work for the purpose of meeting requirements of s. 443.04, Stats., an applicant's experience shall include the application of engineering principles and data and shall demonstrate an applicant's progressive development of competence to do engineering work. The experience shall be acquired in the areas of engineering practice listed in subs. (1) to (7) or in other areas of engineering practice or academic course work which in the opinion of the board provides the applicant with a knowledge of engineering principles and data at least equivalent to that which would be acquired by experience in the areas of practice listed. Experience in all areas listed is not required.

**(1) RESEARCH AND DEVELOPMENT.** (a) Problem identification, including consideration of alternative approaches to problem solving.

(b) Planning, including selecting a theoretical or experimental approach.

(c) Execution of plan, including completing design calculations.

(d) Interpreting and reporting results, including all of the following:

1. Evaluating project feasibility studies.
2. Analyzing research and development data.
3. Producing interpretive reports.
4. Formulating conclusions and recommendations.
5. Producing final reports.

**(2) DESIGN.** (a) Problem identification, including all of the following:

1. Identifying design objectives.
2. Identifying possible design concepts or methods.
3. Selecting methods to be employed in consideration of aesthetics, cost and reliability.
4. Defining performance, specifications, and functional requirements such as materials, energy balances, and environmental considerations.
5. Formulating conceptual design specifications.

6. Defining physical properties of all key materials.

(b) Planning, including defining safety, health and environmental constraints.

(c) Execution of plan, including all of the following:

1. Developing design concepts.
2. Conducting feasibility studies.
3. Evaluating design and design methods.
4. Solving design problems.
5. Preparing designs, layouts and models.
6. Selecting materials and components.
7. Conducting value analysis of design.
8. Producing final designs.
9. Preparing supporting technical information.
10. Preparing detailed working drawings.
11. Preparing specifications and data sheets.
12. Interacting with engineers from other areas of work such as research and development and construction.

(d) Interpreting and reporting results, including all of the following:

1. Evaluating design for conformity to specifications.
2. Evaluating design solutions for efficiency, economic and technical feasibility and economic alternatives.
3. Evaluating design impact on public health, safety and welfare.
4. Evaluating design solution for adherence to laws and codes.
5. Evaluating product liability risk.
6. Reviewing designs with clients or management.
7. Preparing final reports.

(e) Implementation of results, including interacting with engineers from other disciplines of engineering.

**(3) CONSTRUCTION.** (a) Problem identification, including checking working drawings and specifications.

(b) Execution of plan, including all of the following:

1. Consulting with designers.
2. Identifying and requesting design changes.

**(4) MANUFACTURING, PRODUCTION AND OPERATIONS.** (a) Planning, including all of the following:

1. Proposing design or methods improvement.
2. Planning operational processes and strategies.

(b) Execution of plan, including all of the following:

1. Preparing equipment, system and process specifications.
2. Determining feasibility of new or improved products, systems and processes.

(c) Interpreting and reporting results, including preparing final reports.

**(5) MAINTENANCE.** (a) Problem identification, including determining causes of failures in equipment, structures or schedules.

(b) Interpreting and reporting results, including reporting the causes of failures in equipment, structures or schedules.

(6) ADMINISTRATION. Administration and management, including execution of plan by communicating with others.

(7) OTHER ENGINEERING TASKS. (a) Conducting systems analysis or operations research.

(b) Serving as a consultant or specialist to individual or business clients.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) (a) to (d) 4, (2) (a) (intro.) to 5., (b) to (c) 11., (d) (intro.) to 6., (e), (3) to (7) (a), Register, January, 1999, No. 517, eff. 2-1-99; CR 12-053: am. (2) (a) 4. Register November 2013 No. 695, eff. 12-1-13.

**A-E 4.04 Experience credit limitation.** Not more than one year of satisfactory experience credit may be granted for any calendar year.

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

**A-E 4.05 Requirements for registration as a professional engineer. (1) FOUR YEAR COURSE OF STUDY.** A four year course of study requires all of the following:

(a) A bachelor of science degree (B.S.) in engineering from a school or college of engineering accredited by the engineering accreditation commission of the accreditation board for engineering and technology (EAC/ABET) in engineering of not less than 4 years, or a diploma of graduation in engineering of not less than 4 years deemed by the professional engineer section to be equivalent to a B. S. degree in engineering from an EAC/ABET accredited school or college of engineering.

(b) A specific record of 4 or more years of experience within the 10 years preceding the application in engineering work of a character satisfactory to the professional engineer section indicating that the applicant is competent to be placed in responsible charge of engineering work. Experience gained in obtaining a master's degree in engineering and experience gained in obtaining a Ph.D. in engineering or in an engineering related program shall each be deemed equivalent to one year of qualifying experience.

(c) Successful completion of the fundamentals of engineering examination and the principles and practice of engineering examination.

(d) If an engineering degree is from an educational institution located outside the United States or its territories, the applicant shall provide an official evaluation by a transcript evaluation service acceptable to the professional engineer section which compares the degree to an engineering education standard acceptable to the professional engineer section. The professional engineer section may approve the degree if it finds equivalence.

(2) TWO YEAR COURSE OF STUDY. A 2 year course of study requires all of the following:

(a) An associate degree in engineering related course of study from a technical school or college accredited by the engineering technology accreditation commission of the accreditation board for engineering and technology (ETAC/ABET) in an engineering related course of study of not less than 2 years. This shall be deemed equivalent to a degree from a technical school or college approved by the professional engineer section.

(b) A specific record of 6 or more years of experience within the 10 years preceding the application in engineering work of a character satisfactory to the professional engineer section indicating that the applicant is competent to be placed in responsible charge of engineering work.

(c) Successful completion of the fundamentals of engineering examination and the principles and practice of engineering examination.

(3) EXPERIENCE. To qualify as satisfactory experience in professional engineering for purposes of ss. 443.04 (2m) (a) and (b), Stats., an applicant's experience must be obtained subsequent to completion of the educational requirements set forth in s. 443.04 (1m), Stats. This requirement may be waived, in the sole discre-

tion of the professional engineer section, for reasons it considers sufficient.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1), cr. (3) and (4), Register, January, 1993, No. 445, eff. 2-1-93; r. and recr. Register, March, 1996, No. 483, eff. 4-1-96; am. (1) (b), (2) (a), (3) (a) and (4) (b), Register, November, 2000, No. 539, eff. 12-1-00; CR 04-119: am. (1) (c), (2) (b), (3) (c) and (4) (c) Register December 2005 No. 600, eff. 1-1-06; CR 12-053: r. and recr. Register November 2013 No. 695, eff. 12-1-13.

**A-E 4.06 Engineer-in-training.** An applicant for certification as an engineer-in-training shall take and pass a fundamentals examination.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, January, 1999, No. 517, eff. 2-1-99; CR 12-053; renum. from A-E 4.07 Register November 2013 No. 695, eff. 12-1-13.

**A-E 4.07 Examinations. (1) SCOPE OF WRITTEN EXAMINATIONS.** (a) The fundamentals examination requires an understanding of the physical and mathematical sciences involved in the fundamentals of engineering.

(b) The principles and practice examination requires the ability to apply engineering principles and judgment to problems in general engineering fields such as chemical, civil, electrical and mechanical fields.

(4) EXAMINATION AND REFUND FEES. The fee for an engineer-in-training or professional engineer examination and requirements for refund of fees are specified in s. 440.05, Stats., and ch. SPS 4.

(6) GRADING OF WRITTEN EXAMINATIONS. The passing scores set by the board represent the minimum competency required to protect public health and safety. Experience ratings may not be weighed as a part of the examinations.

(7) 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. (1) (b), Register, May, 1990, No. 413, eff. 6-1-90; r. and recr. (2), Register, June, 1993, No. 450, eff. 10-1-93; am. (1) (b) and (c), Register, December, 1993, No. 456, eff. 1-1-94; am. (3), Register, August, 1995, No. 476, eff. 9-1-95; am. (7) (b), Register, March, 1996, No. 483, eff. 4-1-96; am. (7) (a), Register, October, 1996, No. 490, eff. 11-1-96; am. (1) (a), (3) and (6), cr. (8), Register, January, 1999, No. 517, eff. 2-1-99; CR 04-119: r. (1) (c) Register December 2005 No. 600, eff. 1-1-06; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671; CR 12-053: renum. A-E 4.07 from A-E 4.08, am. (2) (a) 1., 2., r. (2) (a) 3., am. (2) (b), r. (7), renum. (8) to (7), Register November 2013 No. 695, eff. 12-1-13; CR 15-040: r. (2), (3), (5) Register May 2016 No. 725, eff. 6-1-16.

**A-E 4.08 Application contents. (1)** An application for initial registration shall include all of the following:

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

(b) References from at least 5 individuals having personal knowledge of the applicant's engineering work, 3 or more of whom are registered professional engineers, one of whom is registered in Wisconsin and one of whom has served as supervisor in responsible charge of the applicant's engineering work.

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

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

(2) An application for registration by comity from another state shall include all of the following:

(a) Verification of registration submitted directly from all states, territories or provinces of Canada where the applicant is or has been registered, including a statement regarding any disciplinary action taken.

(am) References from at least 5 individuals having personal knowledge of the applicant's engineering work 3 or more of the references shall be registered professional engineers and one of whom has served as supervisor in responsible charge of the applicant's engineering work.

(c) Verification of meeting the continuing education requirements set forth in s. [A-E 13.09](#).

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

**History:** Cr. [Register January 1993 No. 445](#), eff. 2-1-93; am. [Register January 1999 No. 517](#), eff. 2-1-99; [CR 03-087](#): renum. (intro.) and (1) to (4) to be (1) (intro.), (a) to (d) and am. (1) (intro.) and (b), cr. (2) [Register May 2005 No. 593](#), eff. 6-1-05; [CR 12-053](#): renum. A-E 4.08 from A-E 4.09, am. (1) (b), cr. (2) (am), renum. (2) (b) to (d), cr. (2) (c) [Register November 2013 No. 695](#), eff. 12-1-13.