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**PROFESSIONAL ENGINEER SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS  
Room N208, 4822 Madison Yards Way, Madison  
Contact: Erin Karow (608) 266-2112  
December 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 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 September 26, 2018 (4)**
- C) Administrative Matters**
  - 1. Department Updates
  - 2. Board Updates
- D) Legislative and Administrative Rule Matters – Discussion and Consideration**
  - 1. Consideration of Draft Revisions for A-E 4, Relating to Professional Engineer Registration **(5-25)**
  - 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 NCEES Central/Northeast Zone Joint Interim Meeting in Portsmouth, New Hampshire on May 2-4, 2019 **(26-29)**
  - 1. Travel Report from NCEES Engineering Education Award Ceremony at the University of Wisconsin-Madison Department of Civil and Environmental Engineering in Madison, Wisconsin on September 21, 2018 – Mark Mayer
- 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 **(30-31)**

**I) 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

J) Consulting with Legal Counsel

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

K) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

L) Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE: JANUARY 24, 2019**

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. 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  
SEPTEMBER 26, 2018**

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

**STAFF:** Erin Karow, Executive Director; and Kate Stolarzyk, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Mark Mayer, Chair, called the meeting to order at 1:03 p.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES AUGUST 30, 2018**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the minutes of August 30, 2018 as published. Motion carried unanimously.

**ADJOURNMENT**

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

The meeting adjourned at 2:12 p.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> November 28, 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, Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors			
<b>4) Meeting Date:</b> December 11, 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> <b>Legislative and Administrative Rule Matters – Discussion and Consideration</b> <ol style="list-style-type: none"> <li>1. Consideration of Draft Revisions for A-E 4, Relating to Professional Engineer Registration</li> <li>2. Update on Pending Legislation and Pending and Possible Rulemaking Projects</li> </ol>	
<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 <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>			
<b>11) Authorization</b>			
Signature of person making this request <i>Helen Leong</i>		Date <i>November 28, 2018</i>	
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> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

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

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IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS, AND
DESIGNERS, AND PROFESSIONAL	:	PROFESSIONAL LAND SURVEYORS
LAND SURVEYORS	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE )

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PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors to repeal s. A-E 4.04, s. A-E 4.06, s. A-E 4.07 (1), s. A-E 4.07 (7), and s. A-E 4.08 (1); to renumber s. A-E 4.03 (1) and s. A-E 4.05 (3); to renumber and amend s. A-E 4.02, s. A-E 4.03 (intro.), s. A-E 4.05 (title), s. A-E 4.05 (1), and s. A-E 4.05 (2); to amend s. A-E 4.02 (title), s. A-E 4.03 (title), s. A-E 4.07 (6), s. A-E 4.08 (title), s. A-E 4.08 (2) (intro.), and s. A-E 4.08 (2) (a); and to create s. A-E 4.015, s. A-E 4.02 (2), s. A-E 4.025, s. A-E 4.026 (1) (e), s. A-E 4.026 (1) (f), s. A-E 4.026 (2) (d), s. A-E 4.026 (2) (e), s. A-E 4.026 (2m), s. A-E 4.03 (1) (b), s. A-E 4.03 (1) (d), s. A-E 4.07 (1m), s. A-E 4.08 (3), and s. A-E 4.08 (4).

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:** ss. 443.04, 443.05, 443.09 (4), and 443.10, Stats.

**Statutory authority:** ss. 15.08 (5) (b) and 227.11 (2) (a), Stats.

**Explanation of agency authority:**

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 227.11 (2) (a), Stats., sets forth the parameters of an agency’s rule-making authority, stating an agency, “may promulgate rules interpreting provisions of any statute enforced or administered by the agency. . .”

**Related statute or rule:**

s. A-E 13

## **Plain language analysis:**

The Section has reviewed the chapter and made revisions to:

- Ensure applicants may use the National Council of Examiners for Engineering and Surveying (NCEES) uniform reporting standards as evidence for application requirements;
- Clarify that candidates who pass the NCEES Structural Engineering examination are not required to take the Principles and Practice of Engineering exam (PE Exam);
- Remove the requirement that applicants for initial licensure have a reference who is licensed in Wisconsin; and
- Reorganize the chapter for clarity, consistency, and to meet drafting standards.

Section 1 creates definitions for the chapter for “ABET” and “NCEES.”

Sections 2, 3, and 4 amend s. A-E 4.02. Sections 2 and 3 clarify that a new application and fee may be required, to be more consistent with current department policies. Section 4 also creates a new subsection to cross-reference other chapters relating to professional engineers and continuing education.

Section 5 creates s. A-E 4.025 to separately treat information about how to apply for an engineer-in-training certificate. Previously, this information was included in statutes and s. A-E 4.06. By consolidating the requirements into one section, the chapter will be easier for applicants to use. Additionally, the new s. A-E 4.025 clarifies that applicants may use the NCEES Record with verification as evidence of qualifications.

Sections 6 and 12 move the listing of application requirements to the beginning of the chapter into s. A-E 4.026 to consolidate application requirements making the chapter easier to use. The created subsections (1) (e), (1) (f), (2) (d), and (2) (e) are moved from s. A-E 4.08. Section 12 rennumbers s. A-E 4.05 and amends it to conform to drafting standards.

Sections 7, 8, 9, 10, and 13 consolidate the experience requirements into s. A-E 4.03 by including s. A-E 4.04 and s. A-E 4.05 (3). Section A-E 4.03 is also amended to clarify that qualifying experience must be gained under the supervision of a licensed professional engineer, consistent with NCEES model administrative rules. Section 13 rennumbers s. A-E 4.05 (3) into s. A-E 4.03, to further consolidate provisions relating to experience requirements.

Section 11 repeals s. A-E 4.04, because the content was moved into s. A-E 4.03 (1) (d).

Section 14 repeals s. A-E 4.06, because it was moved into the newly created s. A-E 4.025 (1) (a).

Sections 15 and 18 repeal s. A-E 4.07 (1) and s. A-E 4.07 (7), respectively, because the examinations are provided by NCEES.

Section 16 creates a new subsection to specify which examinations are required for licensure. The new subsection also clarifies that if an applicant takes the NCEES Structural Engineering examination, then the applicant is not required to take an NCEES Principles and Practice of Engineering examination.

Section 17 clarifies that the Professional Engineer Section sets the passing scores for minimum competency.

Sections 19, 20, 21, and 22 amend s. A-E 4.08 to repeal information moved to other sections of the chapter, and focus on applications for reciprocity. Additionally, the section clarifies that applicants may use the NCEES Record with verification as evidence of qualifications, and adds cross-references for relevant statutory provisions.

**Summary of, and comparison with, existing or proposed federal regulation:** None.

**Comparison with rules in adjacent states:**

**Illinois:**

Illinois licenses Professional Engineers and Structural Engineers separately. Applicants for the Structural Engineer license must pass the NCEES Structural Engineer exam in order to qualify. The State Board of Professional Engineers and the Structural Engineering Board do accept NCEES records as evidence for examinations, education, and license verifications for applicants by endorsement. They do not accept an NCEES record for verification of employment or experience. An applicant must submit evidence of experience supervised by licensed Professional Engineers or Structural Engineers, as appropriate, but the supervisor is not required to be licensed in Illinois. The specific requirements of licensure are in sections 1380.210 through 1380.325, IL Admin. Code.

**Iowa:**

Iowa licenses Professional Engineers, with the license being granted for the specific branch of engineering, including Structural Engineering, related to the education, experience, and the NCEES Principles and Practice of Engineering examination the applicant passed. The Engineering and Land Surveying Examining Board requires applicants file a standardized, notarized application online with transcripts sent directly from the institution and references mailed in signed and sealed envelopes. An applicant must provide five references, three of whom are licensed professional engineers and at least one of whom supervised the applicant in gaining their qualifying experience. References are not required to be licensed in Iowa. The specific requirements of licensure are in sections 193C.3.1 through 193C.4.3, IA Admin. Code.

**Michigan:**

Effective April 4, 2017, Michigan no longer requires five references as part of the application. However, qualifying experience must still be verified by individuals. Applicants are also no longer required to apply to sit for NCEES exams through the Board of Professional Engineers.

Applicants must submit a transcript to verify educational background to the Board, and must take the NCEES Principles and Practice of Engineering exam. The specific requirements of licensure are in sections R 339.16001 through R 339.16034, MI Admin. Code.

### **Minnesota:**

The Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design accepts NCEES records as evidence of qualifying examination scores, education, experience, and license verifications for applicants by comity.

Applicants are required to take the NCEES Principles and Practice of Engineering exam. While references are not required, qualifying experience must be verified by each of the applicant's supervisors and submitted with the application. Supervisors are not required to be licensed in the state of Minnesota. The specific requirements of licensure are in sections 1800.2500 through 1800.2900, MN Admin. Rules.

### **Summary of factual data and analytical methodologies:**

The Professional Engineer Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors closely reviewed A-E 4 and the National Council of Examiners for Engineering and Surveying (NCEES) model administrative rules to develop the proposed rule revisions.

### **Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

#### **Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis is attached.

#### **Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at [Kirsten.Reader@wisconsin.gov](mailto:Kirsten.Reader@wisconsin.gov), or by calling (608) 267-2435.

#### **Agency contact person:**

Helen Leong, Administrative Rules Coordinators, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53705-8366; telephone 608-266-0797; email at DSPSAdminRules@wisconsin.gov.

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Helen Leong, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53705-8366; telephone 608-266-0797, or by email to DSPSAdminRules@wisconsin.gov. **Comments must be received on or before \* to be included in the record of rule-making proceedings.**

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TEXT OF RULE

SECTION 1. A-E 4.015 is created to read:

**A-E 4.015 Definitions.** In this chapter:

- (1) “ABET” means the Accreditation Board for Engineering and Technology.
- (2) “NCEES” means the National Conference of Examiners for Engineering and Surveying.

SECTION 2. A-E 4.02 (title) is amended to read:

**A-E 4.02 (title) ~~Application for registration~~ Applications.**

SECTION 3. A-E 4.02 is renumbered A-E 4.02 (1) and amended to read:

**A-E 4.02 (1)** 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~~ may be required to file a new application and fee.

SECTION 4. A-E 4.02 (2) is created to read:

**A-E 4.02 (2)** A renewal applicant shall comply with s. A-E 2.05 and ch. A-E 13.

SECTION 5. A-E 4.025 is created to read:

**A-E 4.025 Application for an engineer-in-training certificate.** (1) An applicant for engineer-in-training is required to submit all of the following:

- (a) Evidence of a passing score of a fundamentals examination, in accordance with s. A-E 4.07 (1m) (a).

(b) Transcripts verifying the applicant's education and training, or a specific record of experience satisfactory to the professional engineer section to meet the requirements of s. 443.05, Stats.

(2) Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

SECTION 6. A-E 4.026 (1) (e), (1) (f), (2) (d), (2) (e), and (2m) are created to read:

**A-E 4.026 (1) (e)** 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

(2) (d) 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

(2m) NCEES RECORD. Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

SECTION 7. A-E 4.03 (title) is amended to read:

**A-E 4.03 (title) Engineering experience requirements for the professional engineer application.**

SECTION 8. A-E 4.03 (intro.) is renumbered A-E 4.03 (1g) (a) and amended to read:

**A-E 4.03 (1g) (a) QUALIFYING 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.~~

SECTION 9. A-E 4.03 (1) (b) and (d) are created to read:

**A-E 4.03 (1) (b)** The experience shall be acquired under the supervision of a licensed professional engineer and in the areas of engineering practice listed in subs. (1r) to (7), or acquired in other areas of engineering practice or academic course work which in the opinion of the section 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 gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the section.

**(d)** Experience in all areas listed is not required. Not more than one year of satisfactory experience credit may be granted for any calendar year.

SECTION 10. A-E 4.03 (1) is renumbered A-E 4.03 (1r).

SECTION 11. A-E 4.04 is repealed.

SECTION 12. A-E 4.05 (title), (1), and (2) are renumbered A-E 4.026 (title), (1), and (2) and amended to read:

**A-E 4.026 Requirements Application for registration as a professional engineer.**

**(1)** ~~FOUR YEAR COURSE OF STUDY. A four year course of study requires all of the following~~ An applicant for professional engineer based on a four-year course of study is required to submit all of the following:

**(a)** ~~A transcript verifying the applicant's 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/~~ Engineering Accreditation Commission of 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. bachelor of science degree in engineering from an EAC/~~ Engineering Accreditation Commission of ABET accredited school or college of engineering.

**(b)** A specific record of 4 or more years of experience in accordance with s. A-E 4.03 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~~ Evidence of successful completion of the a fundamentals of engineering examination and the a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

~~(2) TWO YEAR COURSE OF STUDY. A 2-year course of study requires all of the following~~  
An applicant for professional engineer based on a 2-year course of study is required to submit all of the following:

~~(a) A~~ A transcript verifying the applicant's 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/ Engineering Technology Accreditation Commission of 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 in accordance with s. A-E 4.03 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~~ Evidence of successful completion of the a fundamentals of engineering examination and the a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

SECTION 13. A-E 4.05 (3) is renumbered A-E 4.03 (1g) (c).

SECTION 14. A-E 4.06 is repealed.

SECTION 15. A-E 4.07 (1) is repealed.

SECTION 16. A-E 4.07 (1m) is created to read:

**A-E 4.07 (1m) REQUIRED EXAMINATIONS.**

**(a)** The required fundamentals examination is an NCEES Fundamentals of Engineering examination.

**(b)** The required principles and practice of engineering examination is an NCEES Principles and Practice of Engineering examination, or, in the alternative, the applicant may take the NCEES Structural Engineering examination in its entirety.

SECTION 17. A-E 4.07 (6) is amended to read:

**A-E 4.07 (6) GRADING OF WRITTEN EXAMINATIONS.** The passing scores set by the ~~board~~ section represent the minimum competency required to protect public health and safety. Experience ratings may not be weighed as a part of the examinations.

SECTION 18. A-E 4.07 (7) is repealed.

SECTION 19. A-E 4.08 (title) is amended to read:

**A-E 4.08 (title) Application-~~contents~~ for reciprocity.**

SECTION 20. A-E 4.08 (1) is repealed.

SECTION 21. A-E 4.08 (2) (intro) and (a) are amended to read:

**A-E 4.08 (2) (intro)** An application for registration by ~~comity~~ reciprocity 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.

SECTION 22. A-E 4.08 (3) and (4) are created to read:

**A-E 4.08 (3)** Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

(4) Reciprocity may be granted, in accordance with s. 443.10 (1) (d), Stats., to a person who holds an unexpired registration issued by an authority in any state or territory or possession of the United States or in any country in which the requirements for registration are of a standard not lower than required by the professional engineer section.

SECTION 23. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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**Chapter A-E 4**  
**PROFESSIONAL ENGINEER REGISTRATION**

**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.

**A-E 4.015 Definitions.** In this chapter:

- (1) “ABET” means the Accreditation Board for Engineering and Technology.
- (2) “NCEES” means the National Conference of Examiners for Engineering and Surveying.

**A-E 4.02 Application for registration Applications.** (1) 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~~ may be required to file a new application and fee.

(2) A renewal applicant shall comply with s. A-E 2.05 and ch. A-E 13.

**Note:** Applications are available on the department’s website at [dps.wi.gov](http://dps.wi.gov), or by request from the Department of Safety and Professional Services, P. O. Box 8935, Madison, Wisconsin 53708-8935, or call (608) 266-2112. upon request to the Division of Professional Credential Processing located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**A-E 4.025 Application for engineer-in-training certificate.** (1) An applicant for engineer-in-training is required to submit the following:

- (a) Evidence of a passing score of a fundamentals examination, in accordance with s. A-E 4.07 (1m) (a).
  - (b) Transcripts verifying the applicant’s education and training, or a specific record of experience satisfactory to the professional engineer section to meet the requirements of s. 443.05, Stats.
- (2) Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

**A-E 4.05 026 Requirements Application for registration as a professional engineer.**

- (1) ~~FOUR YEAR COURSE OF STUDY. A four year course of study requires all of the following. An applicant for professional engineer based on a four-year course of study is required to submit all of the following:~~
- (a) A transcript verifying the applicant’s 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/~~ Engineering Accreditation Commission of 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

**Commented [LH-D1]:** Added the cross-reference to s. A-E 2.05, per request at September 26, 2018 meeting.

**Commented [LH-D2]:** There is not an analogous section for applicants for engineers-in-training. I have added this to help fill that gap.

**Commented [LH-D3]:** Renumbered to move above A-E 4.03, per request at September 26, 2018 meeting.

**Commented [LH-D4]:** Here I have tried to squash together two separate sections, which both address application requirements but include different requirements.

to a bachelor of science B-S degree in engineering from an EAC/ Engineering Accreditation Commission of ABET accredited school or college of engineering.

(b) A specific record of 4 or more years of experience in accordance with s. A-E 4.03 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 Evidence of successful completion of the a fundamentals of engineering examination and the a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

(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.

(e) 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

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

(a) At A transcript verifying the applicant's 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/ Engineering Technology Accreditation Commission of 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 in accordance with s. A-E 4.03 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 a fundamentals of engineering examination and the a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

(d) 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

(2m) NCEES RECORD. Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

(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

**Commented [LH-D5]:** These two sections are taken from A-E 4.08

**Commented [LH-D6]:** Here is the inclusion of the NCEES Record language, I have included this in several places for Engineers-in-Training and applications for reciprocity.

~~may be waived, in the sole discretion of the professional engineer section, for reasons it considers sufficient.~~

**A-E 4.03 Engineering experience requirements for professional engineer application.**

**(1g) (a) QUALIFYING 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.

**(b)** The experience shall be acquired under the supervision of a licensed professional engineer and in the areas of engineering practice listed in subs. (1r) to (7), or acquired in other areas of engineering practice or academic course work which in the opinion of the board section 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 gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the section.

**(c)** 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 discretion of the professional engineer section, for reasons it considers sufficient.

**(d)** Experience in all areas listed is not required. Not more than one year of satisfactory experience credit may be granted for any calendar year.

**(1r) (4) 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:

**Commented [LH-D7]:** This was A-E 4.05 (3). I think this is more suitable in the section regarding experience rather than education.

**Commented [LH-D8]:** This was a separate section as A-E 4.04. I moved it into this section so that it is not missed.

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.

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

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

Commented [LH-D9]: Moved into the newly created A-E 4.025

#### 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.~~

~~(1m) REQUIRED EXAMINATIONS.~~

~~(a) The required fundamentals examination is an NCEES Fundamentals of Engineering examination.~~

~~(b) The required principles and practice of engineering examination is an NCEES Principles and Practice of Engineering examination, or, in the alternative, the applicant may take the NCEES Structural Engineering examination in its entirety.~~

(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 section 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.~~

Commented [LH-D10]: Here I have tried to clarify the SE exam, but also that the fundamentals examination is not one thing, but that there are 7 different exams.

Commented [LH-D11]: Removal approved during the September 26, 2018 meeting.

#### A-E 4.08 Application contents for reciprocity.

~~(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~~

Commented [LH-D12]: I took the application requirements and rolled them into A-E 4.05, then I changed this one to be a reciprocity application only.

~~registered in Wisconsin and one of whom has served as supervisor in responsible charge of the applicant's engineering work.~~

~~(e) 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 reciprocity 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.

(3) Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the section.

(4) Reciprocity may be granted, in accordance with s. 443.10 (1) (d), Stats., to a person who holds an unexpired registration issued by an authority in any state or territory or possession of the United States or in any country in which the requirements for registration are of a standard not lower than required by the section.

**Chapter A-E 4**  
**PROFESSIONAL ENGINEER REGISTRATION**

**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.

**A-E 4.015 Definitions.** In this chapter:

- (1) “ABET” means the Accreditation Board for Engineering and Technology.
- (2) “NCEES” means the National Conference of Examiners for Engineering and Surveying.

**A-E 4.02 Applications.** (1) 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 may be required to file a new application and fee.

(2) A renewal applicant shall comply with s. A-E 2.05 and ch. A-E 13.

**Note:** Applications are available on the department’s website at [dsps.wi.gov](http://dsps.wi.gov), or by request from the Department of Safety and Professional Services, P. O. Box 8935, Madison, Wisconsin 53708-8935, or call (608) 266-2112.

**A-E 4.025 Application for engineer-in-training certificate.** (1) An applicant for engineer-in-training is required to submit the following:

- (a) Evidence of a passing score of a fundamentals examination, in accordance with s. A-E 4.07 (1m) (a).
  - (b) Transcripts verifying the applicant’s education and training, or a specific record of experience satisfactory to the professional engineer section to meet the requirements of s. 443.05, Stats.
- (2) Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

**A-E 4.026 Application for registration as a professional engineer.**

(1) **FOUR YEAR COURSE OF STUDY.** An applicant for professional engineer based on a four-year course of study is required to submit all of the following:

- (a) A transcript verifying the applicant’s bachelor of science degree in engineering from a school or college of engineering accredited by the Engineering Accreditation Commission of 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 bachelor of science degree in engineering from an Engineering Accreditation Commission of ABET accredited school or college of engineering.
- (b) A specific record of 4 or more years of experience in accordance with s. A-E 4.03 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) Evidence of successful completion of a fundamentals of engineering examination and a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

(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.

(e) 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

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

(a) A transcript verifying the applicant's associate degree in engineering related course of study from a technical school or college accredited by the Engineering Technology Accreditation Commission of 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 in accordance with s. A-E 4.03 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 a fundamentals of engineering examination and a principles and practice of engineering examination, in accordance with s. A-E 4.07 (1m) (a).

(d) 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 has served as supervisor in responsible charge of the applicant's engineering work.

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

(2m) NCEES RECORD. Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the professional engineer section.

#### **A-E 4.03 Engineering experience requirements for professional engineer application.**

(1g) (a) QUALIFYING 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.

(b) The experience shall be acquired under the supervision of a licensed professional engineer and in the areas of engineering practice listed in subs. (1r) to (7), or acquired in other areas of engineering practice or academic course work which in the opinion of the section 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 gained under the

technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the section.

(c) 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 discretion of the professional engineer section, for reasons it considers sufficient.

(d) Experience in all areas listed is not required. Not more than one year of satisfactory experience credit may be granted for any calendar year.

**(1r) 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.

#### **A-E 4.07 Examinations.**

**(1m) REQUIRED EXAMINATIONS.**

**(a)** The required fundamentals examination is an NCEES Fundamentals of Engineering examination.

(b) The required principles and practice of engineering examination is an NCEES Principles and Practice of Engineering examination, or, in the alternative, the applicant may take the NCEES Structural Engineering examination in its entirety.

(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 section represent the minimum competency required to protect public health and safety. Experience ratings may not be weighed as a part of the examinations.

#### **A-E 4.08 Application for reciprocity.**

(2) An application for registration by reciprocity 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.

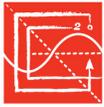
(3) Submission of a properly executed and issued NCEES record with verification may be accepted as evidence of the information that is required by the section.

(4) Reciprocity may be granted, in accordance with s. 443.10 (1) (d), Stats., to a person who holds an unexpired registration issued by an authority in any state or territory or possession of the United States or in any country in which the requirements for registration are of a standard not lower than required by the section.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Erin Karow, Executive Director		<b>2) Date When Request Submitted:</b> 12/6/2018 <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> Engineering Section											
<b>4) Meeting Date:</b> 12/11/2018	<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> Travel Request for NCEES Central/Northeast Zone Joint Interim Meeting in Portsmouth, New Hampshire on May 2-4, 2019.									
<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 <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> None									
<b>10) Describe the issue and action that should be addressed:</b> Please review and consider the travel request for the Chair, Mark Mayer and the Executive Director to attend the NCEES Central/Northeast Zone Joint Interim meeting in Portsmouth, New Hampshire this coming May.											
<b>11) Authorization</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Erin Karow</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">12/6/2018</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Signature of person making this request</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>Supervisor (if required)</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</b></td> </tr> </table>				<i>Erin Karow</i>	12/6/2018	<b>Signature of person making this request</b>	<b>Date</b>	<b>Supervisor (if required)</b>	<b>Date</b>	<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</b>	
<i>Erin Karow</i>	12/6/2018										
<b>Signature of person making this request</b>	<b>Date</b>										
<b>Supervisor (if required)</b>	<b>Date</b>										
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</b>											
<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.											

**NCEES Central/Northeast Zone Joint Interim Meeting Summary**

<b>Location</b>	Sheraton Portsmouth Harborside Hotel 250 Market Street Portsmouth, New Hampshire 03801
<b>Meeting summary</b>	The zone interim meeting is held each spring. The primary purpose of the meeting is for representatives from the licensing boards to hear and discuss reports from the NCEES board of directors, CEO, standing committees, and task forces. The work of the committees and task forces results in motions that will be presented for Council vote at the annual meeting in August. Zone meeting delegates have the opportunity to ask questions and discuss possible annual meeting motions, and they are encouraged to take information back to their boards for further discussion. Additionally, delegates will provide individual board updates to their respective zones, the Central Zone will elect a zone secretary-treasurer, and the Northeast Zone will elect a zone vice president and assistant vice president.
<b>Meeting dates and agenda</b>	May 2–4, 2019 The business meeting begins at 8:00 a.m. on Friday, May 3 and concludes at noon on Saturday, May 4. The awards luncheon takes place Saturday after the last business meeting. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at <a href="http://www.ncees.org/zones">www.ncees.org/zones</a> when registration opens.
<b>Registration fee</b>	\$345 delegates Meals include Thursday’s welcome dinner; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast and awards luncheon.
<b>Hotel room block rate</b>	\$179/night for standard rooms The rate includes complimentary Internet access in the guest rooms. The rate does not include sales tax (currently 9 percent).
<b>Airport ground transportation</b>	Delegates who fly to this meeting will most likely need to rent a car or to share a ride with someone else who does. Portsmouth has a small airport with limited flights. Most attendees will need to fly into Boston Logan International Airport, Manchester-Boston Regional Airport, or Portland International Jetport. Each airport is 60–90 minutes from the hotel. NCEES-funded attendees who fly to the meeting will be permitted to rent a car if it is booked through Travel Inc. Rental charges will be direct-billed to NCEES. More information will be available in individual invitations and at <a href="http://ncees.org/zones">ncees.org/zones</a> .
<b>Hotel parking costs</b>	Self-parking is \$20 per day. Valet parking is \$25 per day. Self-parking will be direct-billed to NCEES for all funded attendees who drive to the meeting or rent a car through Travel Inc.
<b>NCEES funding summary</b>	The Council will fund the meeting registration, travel, and lodging expenses for up to three nights (May 2–4) for three delegates from each board and each member board administrator. Rental cars booked through Travel Inc. and hotel parking will be direct-billed to NCEES. Following the meeting, each funded delegate will receive a \$200 check to cover incidentals.

## **NCEES Central/Northeast Zone Joint Interim Meeting Portsmouth, New Hampshire May 2–4, 2019 Meeting Agenda**

### **Thursday, May 2**

3:00–5:00 p.m.	Colonial States Boards of Surveyor Registration meeting
3:00–6:00 p.m.	Registration desk open
5:45–6:30 p.m.	First-time attendee reception
6:30–8:00 p.m.	Welcome dinner

### **Friday, May 3**

7:00–8:00 a.m.	Breakfast buffet
7:00 a.m.–noon and 2:00–5:00 p.m.	Registration desk open
8:00 a.m.–noon	Business session 1 <ul style="list-style-type: none"><li>▪ Call to order</li><li>▪ Invocation</li><li>▪ Pledge of Allegiance</li><li>▪ Welcome</li><li>▪ Roll call of member boards<ul style="list-style-type: none"><li>○ Central Zone</li><li>○ Northeast Zone</li></ul></li><li>▪ Introduction of guests and attendees</li><li>▪ Review of schedule for the day</li><li>▪ NCEES officer and CEO reports</li><li>▪ NCEES committee and task force reports<ul style="list-style-type: none"><li>○ Advisory Committee on Council Activities (ACCA)</li><li>○ Committee on Education</li><li>○ Committee on Examination Policy and Procedures (EPP)</li><li>○ Committee on Examinations for Professional Engineers (EPE)</li><li>○ Committee on Examinations for Professional Surveyors (EPS)</li><li>○ Committee on Finances</li><li>○ Committee on Law Enforcement</li><li>○ Committee on Member Board Administrators (MBA)</li><li>○ Committee on Uniform Procedures and Legislative Guidelines (UPLG)</li><li>○ Special Committee on Bylaws</li><li>○ Public Outreach Task Force</li><li>○ Surveying Exam Module Task Force</li></ul></li></ul>
12:15–1:15 p.m.	Luncheon

- 1:30–2:30 p.m. Business session 2
- NCEES committee and task force reports (continued)
- 2:45–4:30 p.m. Individual zone meetings
- Call to order
  - Approval of zone meeting minutes from NCEES annual meeting
  - Call for resolutions
  - Call for additional agenda items
  - Financial report
  - Zone committee and task force reports
    - Site-Selection Committee
    - Awards Committee
    - Leadership Development Committee
    - Nominating Committee (elections on Saturday morning)
      - Nominations for zone offices and candidate remarks
        - Central Zone: Secretary-treasurer
        - Northeast Zone: Vice president and assistant vice president
    - Mobility Task Force (Central Zone)
    - Outreach Task Force (Central Zone)
  - Update on state activities
- 6:00–8:30 p.m. Dinner
- Saturday, May 4**
- 7:00–8:00 a.m. Breakfast
- 8:00–9:30 a.m. Breakout forums
- Engineers
  - Surveyors
  - Member board administrators
- 9:45–11:00 a.m. Individual zone meetings
- Elections
    - Central Zone: Secretary-treasurer
    - Northeast Zone: Vice president and assistant vice president
  - Site-Selection Committee report
  - Update on state activities (continued)
- 11:15 a.m.–noon Business session 3 (closing session)
- Forum reports
  - New business
  - Other
  - Invitation to 2020 combined zone interim meeting in Houston
  - Closing comments and adjournment
- 12:30–1:30 p.m. Awards luncheon and Resolutions Committee report