



**TELECONFERENCE/VIRTUAL MEETING
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
October 2, 2024**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of April 10, 2024 (4-5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
 - 1) Department, Staff and Section Updates
 - 2) **Delegation of Authorities (6-19)**
 - 3) Section Members – Term Expiration Dates
 - a. Cotharn, Kristine A. – 7/1/2021
 - b. Hook, Steven J. – 7/1/2014
 - c. Linck, Karl L. – 7/1/2025
 - d. Scholl, Colleen M. – 7/1/2027
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (20)**
 - 1) Pending and Possible Rulemaking Projects (21)
- H. National Council of Examiners for Engineering and Surveying (NCEES) Matters – Discussion and Consideration (22)**
 - 1) NCEES Mutual Recognition Agreement (23-39)
- I. Exemption of Continuing Education Requirements for Military Service Members – Discussion and Consideration (40)**

- J. Discussion and Consideration of Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Appointment of Liaisons and Alternates
 - 5) Delegation of Authorities
 - 6) Education and Examination Matters
 - 7) Credentialing Matters
 - 8) Practice Matters
 - 9) Legislative and Policy Matters
 - 10) Administrative Rule Matters
 - 11) Liaison Reports
 - 12) Board Liaison Training and Appointment of Mentors
 - 13) Informational Items
 - 14) Division of Legal Services and Compliance (DLSC) Matters
 - 15) Presentations of Petitions for Summary Suspension
 - 16) Petitions for Designation of Hearing Examiner
 - 17) Presentation of Stipulations, Final Decisions and Orders
 - 18) Presentation of Proposed Final Decisions 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 Engagements, Travel, or Public Relation Requests, and Reports

K. Public Comments

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

L. Deliberation on DLSC Matters

- 1) **Administrative Warnings**
 - a. 22 ENG 015 – R.S.R. **(41-42)**
- 2) **Case Closings**
 - a. 23 ENG 021 – P.J.H.T. & N. **(43-47)**
 - b. 24 ENG 0007 – E.E., M.A.Z., J.D. **(48-53)**

M. Credentialing Matters

- 1) **Application Reviews**
 - a. A.A. – Professional Engineer Applicant (IA 378459) **(54-75)**
 - b. D.M. – Professional Engineer Applicant (IA 403561) **(76-99)**

N. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters

- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

Q. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: DECEMBER 4, 2024
Board Member Training: November 15, 2024

 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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. 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. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
INTERIOR DESIGNERS
MEETING MINUTES
APRIL 10, 2024**

PRESENT: Steven Hook, Karl Linck, Colleen Scholl

EXCUSED: Kristine Cotharn

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Dialah Azam, Board Administration Specialist and other Department staff

CALL TO ORDER

Karl Linck, Chairperson, called the meeting to order at 8:03 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Steven Hook moved, seconded by Colleen Scholl, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF FEBRUARY 7, 2024

MOTION: Colleen Scholl moved, seconded by Steven Hook, to approve the Minutes of February 7, 2024, as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Steven Hook moved, seconded by Colleen Scholl, 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.). Karl Linck, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Steven Hook-yes; Karl Linck-yes; and Colleen Scholl-yes. Motion carried unanimously.

The Section convened into Closed Session at 8:25 a.m.

CREDENTIALING MATTERS

Application Reviews

Tri D. Tran – Professional Engineer

MOTION: Steven Hook moved, seconded by Colleen Scholl, to issue an intent to deny, and a three-option letter, for the Professional Engineer application of Tri D. Tran.
Reason for Denial: Failure to meet the requirements in s. 443.04 (1m), Stats.
Motion carried unanimously.

DELIBERATION ON DLSC MATTERS

Administrative Warnings

22 ENG 010 – O.A.

MOTION: Colleen Scholl moved, seconded by Steven Hook, to issue an Administrative Warning in the matter of O.A., DLSC Case Number 22 ENG 010. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Colleen Scholl moved, seconded by Steven Hook, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 8:46 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Karl Linck moved, seconded by Colleen Scholl, to affirm all motions made and votes taken 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.)

ADJOURNMENT

MOTION: Steven Hook moved, seconded by Colleen Scholl, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 8:49 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Joseph Ricker		2) Date when request submitted: 09/25/2024 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Professional Engineer Section			
4) Meeting Date: 10/02/2024	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegation of Authorities	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: The Board members need to review and consider the delegation of authorities as it relates to the Board Monitoring Liaison.			
11) Authorization			
<i>Richanda Turner</i>		09.25.24	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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.			



State of Wisconsin
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
CORRESPONDENCE / MEMORANDUM

DATE: January 9, 2024

TO: Board, Council, and Committee Members

FROM: Legal Counsel

SUBJECT: Liaison Definitions and Delegations Explanations

Overall Purpose of Liaison Appointments

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. For further information on your Board's authority review Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations. Additionally, Liaisons assist with the operations of the Boards purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

The Department asks that each year the Boards make liaison appointments to assist the Board and Department to accomplish these tasks in an efficient manner. Your practical knowledge and experience, as an appointed member of a professional board, are essential in making determinations regularly. The Liaison positions below assist the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. These are determined through the delegation process. However, a Liaison may also decide to send the delegated issue to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison.

Liaison Definitions

Credentialing Liaison: The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain applications for credentials. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. Questions will likely be sent by Department

staff to the Credentialing Liaison via email and may include application materials. The Credentialing Liaison serves a very important role in the credentialing process.

Monitoring Liaison: The Monitoring Liaison is empowered by the Board to make decisions on any credential that is limited either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. These requests vary wildly. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. The Board has the authority to grant decision making latitude to their liaison to any degree. The specific monitoring delegations are found in the Monitoring Document attached to the agenda. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

Professional Assistance Procedure (PAP) Liaison: PAP is a voluntary program open to credential holders with substance abuse issues who wish to seek help by being held accountable through treatment and monitoring by the Department and Board. As part of PAP, the credential holder enters into an agreement with the Department to undergo testing, counseling, or other rehabilitation. The PAP Liaison's role includes responding to credential holders' requests for modifications and terminations of provisions of the agreement. Similar to the Monitoring Liaison, the Department Monitors will send requests from credential holders to the PAP Liaison for further review.

Education and Examination Liaison: Some Boards are required by statute or rule to approve qualifying education and examinations. The Education and Examination Liaison provides guidance to Department staff to exercise authority of the Board to approve or decline examinations and educational programs. This determination requires a level of professional expertise and should be performed by a professional member of the Board. For some Boards, the Education and Examination Liaison will also be tasked with approving continuing education programs and courses.

Legislative Liaison: The Legislative Liaison is permitted to act and speak on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully.

Travel Authorization Liaison: The Travel Authorization Liaison is authorized to approve a Board member to travel to events and speak or act on the Board's behalf between Board meetings. The Travel Authorization Liaison is called upon to make decisions when sufficient notice was not received, and the full Board could not determine a representative to travel. The Travel Authorization Liaison is tasked with making determinations if the Board appointed representative is not able to attend or if the Board becomes authorized to send additional members. As scholarship and funding streams can be unpredictable.

Communication Liaison: The Communication Liaison responds on behalf of the Board when questions arise that require a response from the Board. The Communication Liaison works with

the Department to cultivate an appropriate response. The Communication Liaison can be responsible for all types of communication on behalf of the Board. However, the Board can appoint a separate **Website Liaison** to work with DSPS staff to make changes and ensure the Board webpage contains updated and accurate information. Additionally, for the Boards that are required by statute to produce a newsletter or digest. The Board can appoint a separate **Newsletter/Digest Liaison** to assemble and approve content for those communications.

Screening Panel Members: The duties of the Screening panel are to review incoming complaints against credential holders and determine which complaints should be opened for investigation and which complaints should be closed without further action. The complexity and amount of work in this role depends substantially on your particular Board. As a member of the Screening panel you are asked to apply your professional expertise to determine if a complaint alleges unprofessional conduct.

Delegations Explanations

Credentialing Delegations

The overall purpose of credentialing delegations is to allow the credentialing process to proceed as efficiently and effectively as possible.

Delegation of Authority to Credentialing Liaison (Generic)

MOTION EXAMPLE: to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

PURPOSE: To permit one representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison who has assisted with the credentialing process to be able to effectuate decisions which require a signature.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION EXAMPLE: to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application.

Delegation of Authority for Predetermination Reviews

MOTION EXAMPLE: to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

PURPOSE: In general, the Wisconsin Fair Employment Act (codified in Wis. Stat. Ch. 111) prohibits licensing agencies from discriminating against applicants because of their arrest and/or conviction record. However, there are exceptions which permit denial of a license in certain circumstances. Individuals who do not possess a license have a legal right to apply for a determination of whether they are disqualified from obtaining a license due to their conviction record. This process is called “Predetermination”. Predeterminations must be completed within 30 days. This delegation allows Department Attorneys to conduct predetermination reviews and efficiently make these legal determinations without need for Board/Section/Liaison review.

Delegation of Authority for Conviction Reviews

MOTION EXAMPLE: to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice.

PURPOSE: As used here, “substantially related” is a legal standard that is used in the Wisconsin Fair Employment Act. The concept of what is “substantially related” is informed by case law. This delegation permits Department Attorneys to independently conduct conviction reviews and efficiently approve applications if convictions are not substantially related to the practice of the profession. Applications that contain conviction records that may be substantially related to the practice of a profession will still be submitted to the Credentialing Liaison for input.

Delegation to DSPS When Applicant’s History Has Been Previously Reviewed

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where Applicant’s prior discipline has been approved for a previous credential and there is no new discipline.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison for a lower-level credential.

Delegation to DSPS When Applicant’s Conviction History Has Been Previously Reviewed

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of conviction history that has already been reviewed and approved for a lower-level credential.

Delegation of Authority for Reciprocity Reviews

MOTION EXAMPLE: to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements meet Wisconsin license requirements. (specific legal standards are referenced in the motion depending on credential/profession type).

PURPOSE: Applications via reciprocity or endorsement require comparison of Wisconsin licensing requirements to the licensing requirements of another jurisdiction. These reviews consider the legal standard for reciprocity, which varies by profession, as well as the specified legal requirements to obtain licensure in the profession. This delegation permits Department Attorneys to independently conduct reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

Delegation of Authority for Military Reciprocity Reviews

MOTION EXAMPLE: to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09.

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military reciprocity. This delegation permits Department Attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

Delegation of Authority for Application Denial Reviews

MOTION EXAMPLE: to delegate authority to the Department's Attorney Supervisors to serve as the Board designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

PURPOSE: When an application is denied, the applicant has a legal right to appeal the denial determination. Applicants must meet a specified legal standard in order to have an appeal granted. Additionally, Wisconsin law sets specific time frames for appeal decisions. This delegation permits Department Attorney Supervisors to independently review and efficiently act on requests for hearing as a result of a denial of a credential.

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION EXAMPLE: to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues for that credential holder. Motion carried unanimously.

PURPOSE: The intent of this delegation is to be able to approve prior discipline by the Board for the renewal applicant. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison.

Monitoring Delegations

The overall purpose of monitoring delegations is to be able to enforce the Boards orders and limited licenses as efficiently and effectively as possible. Monitoring delegations have two categories: delegations to the monitoring liaison and delegations to the Department Monitor.

Delegation of Authority to Department Monitor

MOTION EXAMPLE: to delegate authority to the Department Monitor

- a. to grant full reinstatement of licensure if education is the only limitation and credential holder has submitted the required proof of course completion.
- b. to suspend the credential if the credential holder has not completed Board ordered education, paid costs, paid forfeitures, within the time specified by the Board Order.
- c. to lift a suspension when compliance with education and costs provisions have been met.

PURPOSE: These delegations allow for the Department Monitor to automatically act on requests when certain criteria are met or not met without needing to burden the Board Monitoring Liaison. The Board can set their own criteria for what actions they would like to be handled by the Department, the Monitoring Liaison and the full Board.

Delegation of Authority to Monitoring Liaison

MOTION EXAMPLE: to delegate authority to the Monitoring Liaison to approve or deny all requests received by the credential holder.

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board. The Board has the authority to set specific criteria or to permit the liaison to make all determinations at their discretion.

Education and Exam Delegations

MOTION EXAMPLE: to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education and examinations. Motion carried unanimously. (Differs by Board)

PURPOSE: Some Boards are responsible for approving qualifying educational programs or continuing education courses. A delegation is executed in order for a Board member to make these determinations on behalf of the Boards and with assistance of the Department. Additionally, some Boards review examinations and individual scores to qualify for a credential.

Miscellaneous Delegations

Document Signature

MOTION EXAMPLE: to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION EXAMPLE: in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

PURPOSE: In order to take the action approved at Board meetings, the Department may need to draft correspondence and/or Orders after the meetings have adjourned. These actions then need to be signed by a Board Member. This interaction usually takes place over email and a Board member can authorize the use of his/her signature that is kept on file.

Urgent Matters

MOTION EXAMPLE: in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, 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.

PURPOSE: Allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

Delegation to Chief Legal Counsel

Due to Loss of Quorum

MOTION EXAMPLE: to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

PURPOSE: Sometimes Boards can struggle to meet quorum necessary to conduct business. This happens for a multitude of reasons but this delegation allows for the Boards to have disciplinary cases decided by Chief Legal Counsel if the Board fails to meet quorum for two consecutive meetings.

Stipulated Resolutions

MOTION EXAMPLE: to delegate to the Department's Chief Legal Counsel (CLC) the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that CLC only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

PURPOSE: For matters of public safety, it may be necessary to take immediate action on a stipulated agreement rather than allowing a credential holder to continue practicing unencumbered until the next scheduled meeting. This delegation allows CLC to act on behalf of the Board when there is a stipulated agreement. A stipulated agreement is an agreement to which all relevant parties have consented to the terms.

Voluntary Surrenders

MOTION: to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter.

MOTION: to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19.

PURPOSE: Credential holders can ask the Boards to surrender their credentials at any time. These delegations are in place for the different situations that arise from those requests. If a credential holder is seeking to surrender their credential because they wish to leave the profession that can be processed with this delegation by the Department if they have no pending disciplinary complaints. If the credential holder wishes to surrender while they have a pending disciplinary complaint that request is reviewed by the individual Board member assigned to the case.

DLSC Pre-screening

MOTION EXAMPLE: to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (Case will be opened on failure to respond and the merits of the complaint).

PURPOSE: Pre-Screening delegations exist so the Board can define specific parameters where the Department can review disciplinary complaints and open those cases if they meet certain criteria. Boards also have the authority to set certain criteria that would allow the Department to review and close a case if the criteria is met.

Roles and Authorities Delegated for Monitoring

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

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
6. Grant or deny a request to appear before the Board/Section in closed session.
7. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
8. Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review. (Except PHM, MED)

9. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
 - a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
10. (*Dentistry only*) Ability to approve or deny all requests from a respondent.
11. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc. (Applies only to these Boards: Dietitians, Massage/Bodywork Therapy Board, DEN, PAB, CHI, MED, RAD)
12. The Liaison may have full authority to approve or deny a request from a Respondent that otherwise would require the approval of the full Board if the request cannot be heard and voted on due to lack of/loss of quorum.
13. The Liaison may have full authority to terminate any treatment ONLY upon written request from Respondent and written recommendation from Respondents treater.

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. Grant or deny approval when Respondent proposes treatment providers [mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval. (Except for MED)
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.

6. Grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.

Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

Updated 03/13/2023

2022 Roles & Authorities

Delegation to Monitoring Liaison

MOTION: [Board Member Name] moved, seconded by [Board Member Name], to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Board any matter the Monitoring Liaison deems appropriate. Motion carried [] .

Delegation to Department Monitor

MOTION: [Board Member Name] moved, seconded by [Board Member Name], to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried [] .

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 9/19/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting													
3) Name of Board, Committee, Council, Sections: Engineers Section															
4) Meeting Date: 10/02/24	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A													
10) Describe the issue and action that should be addressed: Attachments: -AE Rules Chart															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">11) <i>Jake Pelegrin</i></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Authorization</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">9/19/24</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization	9/19/24	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
11) <i>Jake Pelegrin</i>	Authorization	9/19/24													
Signature of person making this request		Date													
Supervisor (if required)		Date													
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date													
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.															

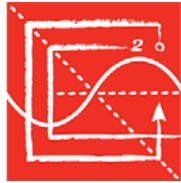
Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	Sealing and Signing of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
CR 24-044	071-22	2/22/2025	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	The Final Rule Draft has been submitted to the Legislature.	The Legislature will take up the rule draft at the beginning of 2025.
CR 24-001	028-23	11/1/2025	A-E 1 to 15	Registered Interior Designers. The objective of the proposed rules is to implement the statutory changes from 2021 Wisconsin Act 195 to allow for the licensure, discipline, and practice of Registered Interior Designers.	Rule effective 8/1/2024.	Rule effective 8/1/2024.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	Rule drafting.	Board approval of Preliminary Rule Draft.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Colleen Scholl, Board Member		2) Date When Request Submitted: 07/11/2024 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Professional Engineer Section			
4) Meeting Date: 07/24/2024	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Under NCEES Matters Standing Agenda Item Discussion: NCEES Mutual Recognition Agreement	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



NCEES



MUTUAL RECOGNITION AGREEMENT

**BETWEEN THE NATIONAL COUNCIL OF
EXAMINERS FOR ENGINEERING AND
SURVEYING (USA) AND THE ENGINEERING
COUNCIL (UK)**

MUTUAL RECOGNITION AGREEMENT

Between

The National Council of Examiners for Engineering and Surveying (NCEES, USA) and the Engineering Council (UK) together “the parties”.

To facilitate mobility of engineering professionals through streamlined Professional Registration/Membership processes.

1. PARTIES

NCEES is a not-for-profit organization with a mission to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public. NCEES members are the engineering and surveying licensure boards from all 50 U.S. states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands.

The Engineering Council was incorporated by Royal Charter in 1981 to regulate the engineering profession in the UK.

2. DEFINITIONS

Within this document, the following definitions apply:

- 2.1 “Mutual recognition” means the process of establishing the competence of an individual for independent practice in an engineering occupational role as a requirement of Professional Registration/Licensure.
- 2.2 “Home Jurisdiction” means the jurisdiction in which an engineer making application under this agreement already holds Professional Registration/Licensure.
- 2.3 “Host Jurisdiction” means the jurisdiction to which an engineer applies for Professional Registration/Licensure under the terms of this Agreement.
- 2.4 “Professional Registration/Licensure” means recognition by a Signatory or Participating Authority awarded on the basis of a demonstration of competence for independent practice through a professional review based on the competency framework UK-SPEC or a US Member Board PE License, in combination with the International Professional Engineer title (IntPE).
- 2.5 “Participating Authority” means a UK Professional Engineering Institution (PEI) licensed by the Engineering Council to award CEng that has ratified this agreement. A list of current Participating Authorities will be maintained by the Engineering Council and provided to NCEES This list is shown in Appendix 3.
- 2.6 “Participating Member Board” means a US Licensing Authority that has opted into this agreement. Participating states agree to accept an NCEES record from a UK Chartered Engineer that has been gained via this agreement. A current list of Participating Member Boards will be maintained by NCEES and be provided to The Engineering Council. This list is shown in Appendix 4.

2.7 Nothing in this agreement supersedes national or state legislation as applicable in the jurisdiction of the Participating Authority or Participating Member Board.

3. PURPOSE AND SCOPE

3.1 This Agreement provides for a streamlined process by which engineers with Professional Registration/Licensure in their home jurisdiction in this agreement can gain recognition in the host jurisdiction. The agreement is intended to provide

- a streamlined route to the UK Chartered Engineer title for US Professional Engineers with a state license and
- a streamlined route to a US Member Board Professional Engineer license for UK Chartered Engineers.

3.2 This Agreement is intended to streamline the admission pathway in the host jurisdiction for engineers holding a Professional Registration/Registered Professional Title/License in the home jurisdiction. This Agreement aims to:

- minimise duplication of assessment processes
- recognise jurisdictional differences and organizational autonomy
- maintain confidence in the quality of Professional Registration/Licensure decisions in both jurisdictions
- avoid restrictions on the cross-border provision of a service.

3.3 This Agreement covers engineers who have been admitted to any of the following Professional Registrations:

3.3.1 Professional Engineer

- Chartered Engineer (CEng), who also holds the title International Professional Engineer (IntPE), awarded by the Engineering Council, UK
- Professional Engineer (PE), licensed in a participating US Member Board, who also holds the title International Professional Engineer (IntPE), awarded by NCEES. This is also known as an NCEES International Registered Professional Engineer (IRPE)
- The requirements for attaining IntPE/IRPE in each jurisdiction are set in Appendix 1

3.4 Nothing in this Agreement shall apply to individual practice or malpractice disputes.

3.5 Engineers who have gained Professional Registration/Licensure in the home jurisdiction through another mutual recognition pathway, containing exemptions from the usual assessment process, are not eligible for the pathways set out in this agreement.

4. MUTUAL RECOGNITION PROVISIONS

4.1 The parties agree to apply processes and criteria consistent with the mutual recognition pathways set out in Appendix 2 when considering applications for Professional Registration/Licensure from engineers who hold /Professional Registration/Licensure in the home jurisdiction.

- 4.2 The Parties respect jurisdictional autonomy and recognise that there may be additional criteria imposed relevant to:
- 4.2.1 local jurisdictional practices, or the legislative or regulatory framework.
 - 4.2.2 discipline-specific requirements of a Participating Authority or Participating Member Board.

5. DISCIPLINE AND ENFORCEMENT

- 5.1 Both Parties and all Participating Authorities and Participating Member Boards will cooperate to the extent possible on disciplinary and enforcement issues.
- 5.2 An application for Professional Registration/Licensure made under this Agreement must include a question requiring the applicant to disclose any sanctions related to the practice of engineering in other jurisdictions. Information regarding sanctions may be considered in the assessment process.
- 5.3 An application for Professional Registration/Licensure can only be made under this Agreement if the applicant provides written permission for parties to distribute and exchange assessment information and any information regarding sanctions between all involved jurisdictions.
- 5.4 Failure to fully disclose or provide any of the required information may be the basis for denial of the application, or for sanctions, including revocation of the Professional Registration/Licensure.
- 5.5 Each jurisdiction will take appropriate action in accordance with their rules and regulations if an engineer violates the standards of that jurisdiction. Each jurisdiction shall promptly report sanctions to the other jurisdiction in which it knows the engineer is recognised via an appropriate alert mechanism.
- 5.6 A jurisdiction will take appropriate action, subject to its own rules and regulations and the principle of natural justice, related to a sanction that is reported to them by another jurisdiction.

6. IMMIGRATION AND VISA ISSUES

- 6.1 Professional Registration/Certification granted under this Agreement in a Host Jurisdiction does not preclude the need to conform to applicable immigration and visa requirements of the Host Jurisdiction.

7. INFORMATION EXCHANGE

- 7.1 The Parties will notify each other and provide copies of any major changes in policy, criteria, procedures and programmes that might affect this Agreement.
- 7.2 The Parties will provide an annual report to each other on all applicants who have applied pursuant to the terms of this Agreement.
- 7.3 The Parties will from time-to-time undertake mutual observation of processes and procedures. This shall be done routinely as part of the renewal of the agreement.

8. DISPUTE RESOLUTION

- 8.1 The Parties to this Agreement will at all times endeavour to agree on the interpretation and application of this Agreement and will make every attempt through co-operation and consultation to arrive at a mutually satisfactory resolution of any matter that might affect its operation. If a dispute arises that cannot be resolved through informal discussions within sixty (60) days of when the dispute arises, the Parties will attempt to resolve the dispute through non-binding mediation and/or another form of alternative dispute resolution as may be agreed upon by the Parties, prior to any Party resorting to litigation.
- 8.2 The Parties may request in writing consultation with the other Party regarding any actual or proposed measure or any other matter that it considers might affect the operation or interpretation of this Agreement.

9. TERM OF AGREEMENT

- 9.1 This Agreement will come into effect when signed by the Parties.
- 9.2 This Agreement supersedes all other such mutual recognition agreements between NCEES, the Engineering Council and the Participating Authorities.
- 9.3 The Parties will review and update the Agreement and recommend changes where appropriate at least every five (5) years. This Agreement may be amended, however, only with the written consent of both Parties.

10. TERMINATION

- 10.1 A Party or any Participating Authority may withdraw from this Agreement six (6) months after it provides written notice of withdrawal to the other Party. If a Participating Authority withdraws, the Agreement will remain in force for the remaining Participating Authorities.
- 10.2 If at any time all Participating Authorities have withdrawn from the Agreement, the Agreement will automatically terminate.
- 10.3 Any registrant approved or in the process of being assessed at the time of the Agreement being terminated will be treated as if this Agreement is still in existence.

NCEES

Engineering Council

Date Executed:

APPENDIX 1

The requirements for attaining IntPE/IRPE in each jurisdiction.

Requirement	NCEES International Registered Professional Engineer (IntPE)	Engineering Council CEng IntPE
Registration /Licensure	Be a citizen or permanent resident currently licensed as a professional engineer in a U.S. state or territory	Be currently registered as a Chartered Engineer and member of a UK PEI
Discipline	Hold a record clean of disciplinary action	Be currently in good standing with your PEI and have no disciplinary action outstanding
Underpinning Knowledge and Understanding	Have a degree from an EAC ABET-accredited engineering program, or an accredited degree recognised under the Washington Accord.	An accredited degree recognised under the Washington Accord, or equivalent academic qualification
Experience	Have at least seven years of qualifying experience, including two years in responsible charge of significant engineering work	Have at least seven years of qualifying experience, including two years in responsible charge of significant engineering work
Assessment	Have passing scores on the NCEES FE and PE examinations	<ol style="list-style-type: none"> 1) Have demonstrated underpinning engineering knowledge and understanding to UK/European Masters level in their discipline 2) Have demonstrated that they meet the UK standard of competence and commitment set out in UK-SPEC through: <ol style="list-style-type: none"> a) Professional Review part 1: assessment of discipline-specific documentary evidence b) Professional Review part 2: in-depth interview by two trained assessors, including applicant presentation 3) Approval from registration committee
Competence	NCEES Model Rules and IPEA professional competences	UK-SPEC Chartered Engineer Competences and IPEA professional competences
Continuing Professional Development	Have met the applicable continuing professional competency (CPC) requirements of the jurisdiction(s) where you are licensed. If the jurisdiction does not have a CPC requirement, the applicant must comply with the NCEES CPC Standard	Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice
Discipline-specific and jurisdictional requirements (e.g., local laws, ethics exam)	Handled at Member Board level	Handled by PEI

APPENDIX 2

MUTUAL RECOGNITION PATHWAYS

The Professional Registration/Licensure processes of the Parties are as follows:

a) NCEES requirements to obtain an NCEES Record as the Host Jurisdiction

An NCEES Record is a verified compilation of information an applicant is required to submit to a state licensing board as part of the licensure application process. Each completed Record is a verified compilation of an applicant's official academic transcripts, full employment history, professional references, and exam results.

The NCEES Record is designed to meet the licensure requirements of most states. Since licensure requirements vary from state to state, there may be times when a Record holder must submit additional information to a state licensing board to satisfy its licensure requirements. This may include information about their education, references, existing licenses, or experience information.

Standard application requirements	Required under the Agreement Y/N	Notes
Submission of an application form	Yes	Create online NCEES record
References	Yes, but can be UK registrants.	Five references who can reflect the character and diversity of your experience and are personally acquainted with your professional reputation. For engineering applicants, references must be engineers who are licensed in the United States.
Education information	Yes	Details for each college, university, and technical school attended, including transcripts. NCEES accepts the UK PEI assessment of the academic base as meeting NCEES/IntPE requirements.
Professional Experience	Yes	Chronological listing of work experience beginning with graduation from a university
Competence assessment	No	Already meets IntPE requirements
FE and PE exam verification	No	Exempt under the agreement
CPD review	In line with Member Board requirements	IntPE CPD requirements already met
Local knowledge and/or discipline specific practice assessment (e.g., local laws and ethics exam)	In line with Member Board requirements	
Approval by NCEES Member Board	Yes	

b) Engineering Council requirements for registration as a Chartered Engineer (CEng) as the Host Jurisdiction

The Engineering Council was incorporated by Royal Charter in 1981 to regulate the engineering profession in the UK. The standards of professional competence and commitment are set out in the UK Standard for Professional Engineering Competence (UK-SPEC). This standard requires registrants to make a commitment to recording their CPD activities. Participating Authorities undertake random samples of professionally active registrants' CPD records on an annual basis.

Standard application requirements	Required under the Agreement (Y/N)	Notes
Submission of an application form	Yes	In English
Academic assessment	No	Applicants are required to provide copies of academic qualifications
Holistic competence assessment	No	
Local knowledge and/or discipline specific practice assessment	Yes	Any assessment is normally to be restricted to situations where UK-specific knowledge or discipline-specific requirements are applied as standard to home candidates
Professional Review Interview	No	Any assessment of Local Knowledge or current competence may involve an interactive interview
CPD review	In line with UK Participating Authority requirements	Registrants are required to ensure their CPD records are up to date. UK Participating authorities undertake annual random samples of professionally active registrants' CPD records and provide feedback.
Registration (Professional Registration/Membership) Committee Approval	Yes	

Assessment Process

On receipt of an application through this agreement, the Host Jurisdiction/Participating Authority will contact the Home Jurisdiction/Participating Authority to request confirmation of Professional Registration/Certification status, and registration/licensure date and date of being admitted to the international register (IntPE).

Interactive assessments or professional review interviews will only be used if their purpose is to assess local knowledge and/or discipline specific practice.

Written assignments or formal examinations may also be valid mechanisms for assessing local knowledge or discipline specific practice if they are used for the same purpose for assessing local engineers in the host jurisdiction.

Appendix 3

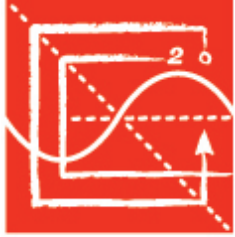
List of UK Participating Authorities (subject to ratification)

1. BCS, The Chartered Institute for IT
2. British Institute of Non-Destructive Testing (BINDT)
3. Chartered Association of Building Engineers (CABE)
4. Chartered Institution of Building Services Engineers (CIBSE)
5. Chartered Institution of Civil Engineering Surveyors (CICES)
6. Chartered Institution of Highways & Transportation (CIHT)
7. Chartered Institute of Plumbing and Heating Engineering (CIPHE)
8. Chartered Institution of Water and Environmental Management (CIWEM)
9. Energy Institute (EI)
10. Institution of Agricultural Engineers (IAgrE)
11. Institution of Civil Engineers (ICE)
12. Institution of Chemical Engineers (ICHEM)
13. Institution of Engineering Designers (IED)
14. Institution of Engineering and Technology (IET)
15. Institute of Explosives Engineers (IExpE)
16. Institution of Fire Engineers (IFE)
17. Institution of Gas Engineers and Managers (IGEM)
18. Institute of Highway Engineers (IHE)
19. Institute of Healthcare Engineering and Estate Management (IHEEM)
20. Institution of Lighting Professionals (ILP)
21. Institute of Marine Engineering, Science & Technology (IMarEST)
22. Institution of Mechanical Engineers (IMECH)
23. Institute of Measurement and Control (InstMC)
24. Institution of Royal Engineers (InstRE)
25. Institute of Acoustics (IOA)
26. Institute of Materials, Minerals and Mining (IOM3)
27. Institute of Physics (IOP)
28. Institute of Physics and Engineering in Medicine (IPEM)
29. Institution of Railway Signal Engineers (IRSE)
30. Institution of Structural Engineers (IStructE)
31. Institute of Water
32. INCOSE UK, the UK Chapter of the International Council on Systems Engineering (INCOSE)
33. Permanent Way Institution (PWI)
34. Nuclear Institute (NI)
35. Royal Aeronautical Society (RAeS)
36. Royal Institution of Naval Architects (RINA)
37. Safety and Reliability Society (SaRS)
38. The Society of Operations Engineers (SOE)
39. The Welding Institute

Links are found here: <https://www.engc.org.uk/peis>

Appendix 4

List of Participating US Member Boards



NCEES

Understanding the Mutual Recognition Agreement

Between NCEES and the U.K. Engineering Council

Executive Summary

In response to increasing interest from government bodies, employers, and professional associations, there has been a concerted effort to explore the feasibility of mutual recognition of professional qualifications between the United Kingdom and the United States. This intention was articulated by the U.K. Prime Minister's opening remarks in the Atlantic Declaration at the White House on June 8, 2023: *"An agreement to work towards mutual recognition of more professional qualifications in areas like engineering..."*

Beginning in June 2023, the National Council of Examiners for Engineering and Surveying (NCEES) began working with the Engineering Council (EngC) to develop a mutual recognition agreement (MRA) to facilitate this objective. EngC, established by Royal Charter, governs the engineering profession in the United Kingdom, setting and upholding internationally recognized standards of professional competence and dedication for the public benefit.

The core objective of this agreement is to optimize mobility for Chartered Engineers (CEngs) in the United Kingdom and Professional Engineers (P.E.s) in the United States. By simplifying administrative procedures, eliminating redundant assessments, and seeking cost-efficient approaches, the aim is to facilitate seamless movement for professionals between our jurisdictions. Such an agreement is beneficial to safeguarding the public health, safety, and welfare for both nations by having individuals licensed in the proper jurisdictions. This mutual recognition also fosters increased opportunities for individuals and businesses, promoting trade, knowledge exchange, and collaboration while addressing skills shortages in critical sectors.

The MRA builds on the foundation laid by both organizations as founding members of the International Engineering Alliance (IEA) and the International Professional Engineers Agreement (IPEA). The IPEA has an agreed-upon set of professional competencies that individuals must meet to be on a member country's section of the International Professional Engineers Register. The means for assessing the competencies may vary from country to country, but in the end, all individuals on a register possess the established professional competencies. For example, the United States uses the Principles and Practice of Engineering (PE) exam to assess, while the United Kingdom uses a structured process involving experience reviews and an oral examination.

In summary, P.E.s on the NCEES international register will qualify for licensure as a CEng in the United Kingdom. CEngs on the EngC international register will qualify for licensure as a P.E. in a U.S. jurisdiction that participates in the MRA. Someone on the U.K. register is substantially equivalent to someone on the U.S. register and vice versa. This reciprocal recognition streamlines the licensure process, bypassing redundant traditional requirements on both sides, though local jurisdictional or discipline-specific criteria may still apply.

Given the decentralized nature of engineering licensure in the United States, each NCEES engineering member board must independently decide on participation in the MRA. NCEES stands ready to assist with information and guidance, facilitating any necessary legislative or regulatory adjustments. Moreover, British Consulates are available to provide support to interested boards throughout the process. Like the old saying "if there is a will, there is a way," if a member board has the will, we can show the way.

Timeline of the MRA

April 2023

- CEO David Cox attends formal signing of an MRA between the National Council of Architectural Registration Boards (NCARB) and the United Kingdom at the invitation of the British Embassy. He is informed by the British Ambassador to the United States that the U.K. Prime Minister will be discussing the desire for a similar agreement with engineers in June during his visit to the United States.
- CEO Cox informs the NCEES board of directors (BOD) and is directed to proceed with preliminary discussions.

June 2023

- The U.K. Prime Minister makes remarks in the Atlantic Declaration at the White House, expressing his desire for an engineering agreement.
- CEO Cox begins initial conversations with EngC in Taiwan at an IEA meeting. An initial framework for an MRA is developed.

August 2023

- NCEES BOD is updated on June work.
- British Consulate representatives address the Council and the Member Board Administrator Forum at the NCEES annual meeting in Boston.

October 2023

- Initial draft is completed and presented to boards of directors for NCEES and EngC. The boards provide feedback.

November 2023

- Second draft is completed and distributed to NCEES BOD, and feedback is received.

December 2023

- Third draft is completed and distributed to NCEES BOD in preparation for London visit.

February 2024

- The British invite a delegation of 11 member boards to London to discuss the draft MRA, meet with government officials, review the U.K. processes with EngC, etc., and provide feedback.
- Final draft is completed and approved by NCEES BOD.

March 28, 2024

- Final draft is approved by EngC BOD.

MRA

The draft MRA is attached as Appendix A. The following are highlights:

- P.E.s on the NCEES international register will qualify for licensure in the United Kingdom as a CEng. CEng.s on the EngC international register will qualify for licensure as a P.E. in a U.S. jurisdiction that participates in the MRA. Someone on the U.K. register is substantially equivalent to someone on the U.S. register and vice versa.
- An applicant qualifying under the MRA will not have to meet overarching traditional requirements, such as a CEng being required to take the Fundamentals of Engineering (FE) and PE exams, or a P.E. undergoing the stringent experience review/mapping to competencies and the oral exam. However, applicants still may need to meet local jurisdictional or discipline-specific requirements.
- The parties will cooperate with each other regarding disciplinary and enforcement issues related to individuals licensed or applying under the MRA.
- The MRA does not preclude the need to conform to applicable immigration and visa requirements.
- The parties will provide an annual report to each other on the applicants who have applied under the terms of the MRA.
- The parties will review and update the MRA at least every five years based on their experiences.

IEA/IPEA Basics

EngC and NCEES both became founding members of the [IEA](#) and the IPEA in 1997. Participation by NCEES was approved by the Council prior to that signing. The IEA has engineering-related accords and agreements. The accords cover education, and the agreements deal with licensure. In the United States, ABET is the member of accords, and NCEES is the member of agreements. In many countries, including the United Kingdom, one entity covers both.

The IEA is a global organization comprised of members from 41 jurisdictions within 29 countries, across seven international agreements. These international agreements govern the recognition of engineering educational qualifications and professional competence. Through the educational accords and competence agreements, members of the IEA establish internationally bench-marked standards for engineering education and expected competence for engineering practice.

A professionally competent person has the attributes necessary to perform the activities within the profession to the standards expected in independent employment or practice. The professional competence profile records the elements of competence necessary for performance that the professional is expected to be able to demonstrate at the stage of attaining licensure. Professional competence can be described using an agreed-upon set of attributes.

Each member maintains an international register of individuals who meet these agreed-upon professional competencies and other requirements of the IPEA, including a minimum of seven years of experience, proof of continuing education, and no disciplinary actions. Each member is audited every six years to ensure compliance with the agreement.

To be placed on the NCEES international register, an individual must have an NCEES Record and be a Model Law Engineer, which requires an engineering degree from a program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), passage of the FE and PE exams, at least four years of experience, and no disciplinary actions. That individual then goes through further evaluation to ensure seven years of experience and a record of continuing education. The only exception is that those without an EAC/ABET-accredited engineering degree can still be on the international register if they have a degree from a Washington Accord program. Our PE exam is the assessment tool used to determine that an individual has met the agreed-upon competencies. NCEES has mapped each PE exam specification and related materials against the IPEA competencies to make sure there are no gaps.

EngC also has a detailed process for placing a CEng on their register. Again, those individuals must have at least seven years of experience, proof of continuing education, and no disciplinary actions. The educational requirement is basically our equivalent of an engineering master's degree. They assess meeting of the competencies through evaluating everyone's experience record to map actual work to each of the competencies and then conducting an oral exam (like a thesis defense). During that interview, the applicant orally connects different parts of the experience record to each competency. On average, an applicant obtains approximately 10 years of experience to meet all the competencies.

Individuals on both registers have been assessed and determined to possess the competencies required under the IPEA. Therefore, individuals on both registers are determined to be substantially equivalent, and the processes in making that determination are substantially equivalent and are subject to audit under the IPEA terms. Both NCEES and EngC are just completing their six-year audit and have received preliminary notice of passage.

Next Steps

NCEES and EngC still must work out logistics, such as U.K. applicants obtaining an NCEES Record so that we can transmit all their information to any member board to which they apply, and the equivalent for U.S. applicants going to the United Kingdom. We will also need to establish fees that we both intend to be reasonable and approximately the same in the United States and United Kingdom. Any individual state or jurisdictional fees will still apply, as with any candidate.

Since engineering licensure decisions are made at the state level in the United States, each individual NCEES engineering member board must decide whether to participate in the MRA. NCEES encourages member boards to participate and can assist with additional information and help in the determination of any law or rules changes that may be necessary. Many boards have flexible language that would allow them to participate without any changes. If you have the will, NCEES and the British Consulates will assist in helping you with the way.

We are planning a ceremonial signing for interested member boards at the British Consulate in Chicago during the NCEES annual meeting in August. All a member board needs to do to take part is express an interest in pursuing participation in the MRA. It is not required that the member board be ready to participate at that time. Some boards may need law or rule changes and other meetings and process changes that will take time to complete. There is no time requirement imposed on member boards' participation.

Appendices

- A. Mutual Recognition Agreement
- B. IEA Graduate Attributes and Professional Competencies
- C. Delegation of U.S. Engineering State Board Members
- D. EngC Introduction
- E. U.K. Standard for Professional Engineering Competence and Commitment
- F. EngC Disciplinary Procedure Guidance

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kris Cotharn, Engineer Section Member		2) Date When Request Submitted: 09/25/2024
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others
3) Name of Board, Committee, Council, Sections: Professional Engineer Section		
4) Meeting Date: 10/02/2024	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion on exemption of continuing education requirements for military service members
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A
10) Describe the issue and action that should be addressed:		
11) Authorization		
Signature of person making this request		Date
Supervisor (if required)		Date
Will Johnson		09/25/2024
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date		
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.		