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**A-E JOINT BOARD RULES COMMITTEE**  
**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,**  
**PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS**  
**Room 121A, 1400 E. Washington Avenue, Madison**  
**Contact: Erin Karow 608-266-2112**  
**October 3, 2017**

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

**AGENDA**

**1:00 PM**

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

**A. Adoption of Agenda (1)**

**B. Approval of Minutes – April 21, 2015 (2)**

**C. Administrative Matters**

- 1) Board and Staff Updates

**D. Legislative/Administrative Rule Matters – Discussion and Consideration (3-7)**

- 1) Update Regarding 2017 Wisconsin Act 59
- 2) Request for Scope Statement on A-E 1 Regarding Authority
- 3) Scope Statement for A-E 4 Relating to Professional Engineer Registration
- 4) Scope Statement for A-E 7 Relating to Minimum Standards for Property Surveys
- 5) Update on Legislation and Pending and Possible Rulemaking Projects

**E. Public Comments**

**ADJOURNMENT**

**NEXT MEETING DATE APRIL 24, 2018**

**A-E RULES COMMITTEE  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
APRIL 21, 2015**

**PRESENT:** Joseph Eberle (*via GoToMeeting*), Steven Hook, Matthew Janiak, Lawrence Schnuck (*via GoToMeeting*), Rosheen Styczinski, Steve Tweed (*via GoToMeeting*)

**EXCUSED:** Thomas Gasperetti, Gary Kohlenberg

**STAFF:** Brittany Lewin, Executive Director; Kimberly Wood, Bureau Assistant; Katie Paff, Rules Coordinator

**CALL TO ORDER**

Rosheen Styczinski, Chair, called the meeting to order at 1:01 p.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES OF APRIL 22, 2014**

**MOTION:** Joseph Eberle moved, seconded by Steven Hook, to approve the minutes of April 22, 2014 as published. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**Review of A-E 3,4,6,9, Relating to Requirements for Entrance to Examinations**

**MOTION:** Lawrence Schnuck moved, seconded by Joseph Eberle, to recommend approval of the draft of A-E 3,4,6,9, relating to Requirements for Entrance to Examinations, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**Adoption Order for CR 13-020, Relating to Electronic Seals and Signatures**

**MOTION:** Joseph Eberle moved, seconded by Matthew Janiak, to recommend approval of the Adoption Order for Clearinghouse Rule 13-020, Relating to Electronic Seals and Signatures. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Lawrence Schnuck moved, seconded by Steven Tweed, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:32 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> September 20, 2017 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors Rules Committee			
<b>4) Meeting Date:</b> October 3, 2017  <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/>	<b>6) How should the item be titled on the agenda page?</b> Legislation and Rule Matters – Discussion and Consideration 1. Request for Scope Statement on A-E 1 Regarding Authority 2. Scope statement for A-E 4 Relating to Professional Engineer Registration 3. Scope Statement for A-E 7 Relating to Minimum Standards for Property Surveys	
<b>7) Place Item in:</b> Open Session Closed Session	<input checked="" type="checkbox"/> Is an appearance before the Board being scheduled?  Yes (Fill out Board Appearance Request) 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) Signature of person making this request</b>  <i>Helen Leong</i>		<b>Authorization</b>  Date <i>09/20/2017</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> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# STATEMENT OF SCOPE

## Department of Safety and Professional Services

Rule No.: A-E 4

Relating to: Professional Engineer Registration

Rule Type: Permanent

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

Not applicable.

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

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

### 3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

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

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

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

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

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

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

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

Section 443.10 (1) (c), Stats., states, “the professional engineer section of the examining board may, upon application therefor, and the payment of the required fee, grant a certificate-of-record as engineer-in-training to any person who holds an unexpired certificate of similar certification issued to the person by the proper authority in any state or territory or possession of the United States or in any country in which the requirements for the certification of engineers-in-training are of a standard not lower than specified in this chapter.”

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

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

120 hours

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

Registered professional engineers and individuals studying to become professional engineers.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

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

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

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Department Head or Authorized Signature

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Date Submitted

# STATEMENT OF SCOPE

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

Rule No.: A-E 7

Relating to: Minimum Standards for Property Surveys

Rule Type: Permanent

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

Not applicable.

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

The Professional Land Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors (A-E Board) has determined that chapter A-E 7, relating to Minimum Standards for Property Surveys, needs to be reviewed and potentially amended to provide clarification for professional land surveyors.

### 3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

A comprehensive review will be undertaken to evaluate and potentially amend A-E 7 to provide clarification for professional land surveyors. Licensees have raised questions to the Professional Land Surveyors Section regarding how to apply various sections consistently for property surveys, such as whether the exemption in A-E 7.025 is intended to be from parts of A-E 7.05 or the rule in its entirety. As a result of such questions, licensees have requested the Professional Land Surveyors Section undertake a comprehensive review of the chapter to ensure consistency and clarity in the application of minimum standards. The alternative of not reviewing and potentially amending the rules would be less beneficial to affected entities.

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

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

Section 443.015 (2), Stats., provides that "each section of the examining board may promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section."

Section 443.02 (4), Stats., provides that "no person may engage in or offer to engage in the practice of professional land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a professional land surveyor unless the person has been granted a license under this chapter to engage in the practice of professional land surveying."

Section 443.12 (1), Stats., provides that “the professional land surveyor section may reprimand a professional land surveyor, or limit, suspend, or revoke the license of any professional land surveyor, for the practice of any ... incompetence, or misconduct in the practice of professional land surveying.”

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

The Department estimates approximately 120 hours will be needed to perform the review and develop any rule changes. The Department will assign existing staff to perform the review and develop the rule changes. No additional resources will be required.

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

Licensed professional land surveyors and persons who use their services.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

The rule changes contemplated in this project are not expected to have any negative economic impacts on any of the affected entities.

**Contact Person:** Helen Leong, Administrative Rules Coordinator  
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Department Head or Authorized Signature

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Date Submitted