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**VIRTUAL/TELECONFERENCE**  
**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**  
**June 20, 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**

**1:00 P.M.**

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

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of April 10, 2024 (4-6)**

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Introductions, Announcements and Recognition**

- 1) Introduction: Anuya Rohit Sant, Architect Member (Succeeds: Wagner)
- 2) Recognition: Steven Wagner, Architect Member (Resigned: 4/19/2024)
- 3) Recognition: Michael Heberling, Designer Member (Resigned: 4/15/2024)

**E. Administrative Matters – Discussion and Consideration**

- 1) Department, Staff and Board Updates
- 2) Appointment of Liaisons and Alternates
- 3) Board Members – Term Expiration Dates
  - a. Arneson, Ken – 7/1/2018
  - b. Cotharn, Kristine A. – 7/1/2021
  - c. Delaney, Jennifer L. – 7/1/2024
  - d. Destree, Melissa M. – 7/1/2025
  - e. Douglas, Gregory A. – 7/1/2027
  - f. Fedderly, Daniel J. – 7/1/2013
  - g. Gersich, A. James – 7/1/2015
  - h. Hook, Steven J. – 7/1/2014
  - i. Kelly, Shawn T. – 7/1/2027
  - j. Linck, Karl L. – 7/1/2025
  - k. Martin, Christina C. – 7/1/2019
  - l. Myers, Dennis – 7/1/2025
  - m. Rohit Sant, Anuya – 7/1/2025
  - n. Schade Stroik, Laura – 7/1/2024

- o. Scholl, Colleen M. – 7/1/2027
- p. Sina, Christopher M. – 7/1/2025
- q. Stroebel, Robin A. – 7/1/2026
- r. Styczinski, Rosheen M. – 7/1/2013
- s. Tweed, Steven T. – 7/1/2024
- t. Uselmann, Corissa D. – 7/1/2024
- u. Vaughn, Nathan A. – 7/1/2024
- v. Wagner, Roy – 7/1/2027

**F. Section Reports – Discussion and Consideration**

- 1) Architect Section
- 2) Designer Section
- 3) Landscape Architect Section
- 4) Professional Engineer Section
- 5) Professional Land Surveyor Section
- 6) Registered Interior Designer Section

G. Legislative and Policy Matters – Discussion and Consideration

**H. Administrative Rule Matters – Discussion and Consideration (7)**

- 1) Discussion of Clearinghouse comments and public hearing comments for rule A-E 8, relating to Supervision **(8-14)**
- 2) Consideration of Adoption Order for A-E 1 to 15 relating to Registered Interior Designers **(15-28)**
- 3) Pending or Possible Rulemaking Project **(29)**

I. 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) Motions
- 16) Petitions
- 17) Appearances from Requests Received or Renewed
- 18) Speaking Engagements, Travel, or Public Relation Requests, and Reports

**J. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 9, 2024**

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held 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  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
MEETING MINUTES  
APRIL 10, 2024**

- PRESENT:** Kristine Cotharn, Jennifer Delaney, Gregory Douglas, Daniel Fedderly, James Gersich, Steven Hook, Shawn Kelly, Karl Linck, Dennis Myers, Laura Schade Stroik, Colleen Scholl, Christopher Sina, Robin Stroebel, Rosheen Styczinski, Nathan Vaughn, Roy Wagner
- EXCUSED:** Kenneth Arneson, Melissa Destree, Michael Heberling, Christina Martin, Steven Tweed, Corissa Uselmann, Steven Wagner
- STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Dialah Azam, Board Administration Specialist; and other Department staff.

**CALL TO ORDER**

Rosheen Styczinski, Chairperson, called the meeting to order at 1:04 p.m. A quorum was confirmed with sixteen (16) members present.

**ADOPTION OF AGENDA**

- MOTION:** Dennis Myers moved, seconded by Shawn Kelly, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 11, 2023**

- MOTION:** Karl Linck moved, seconded by Dennis Myers, to approve the Minutes of October 11, 2023 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities**

*Slate of Officers*

- NOMINATION:** Dennis Myers nominated the 2023 slate of officers to continue in 2024. All officers accepted their nominations.

Will Johnson, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Rosheen Styczinski

<b>Vice Chairperson</b>	James Gersich
<b>Secretary</b>	Dennis Myers

<b>A-E EXAMINING BOARD APPOINTMENTS</b>	
<b>A-E Rules Committee Public Members</b> <i>(Appointed by A-E Chairperson)</i>	Steven Hook, Dennis Myers, Corissa Uselmann
<b>A-E Rules Committee Professional Members</b> <i>(Appointed by Sections)</i>	Kristine Cotharn, Daniel Fedderly, Michael Heberling, Christopher Sina, Gregory Douglas <i>Alternates: James Gersich (ARC), Steven Tweed (DSN), Karl Linck (ENG), Christina Martin (LSR)</i>
<b>Website Liaison(s)</b>	Colleen Scholl <i>Alternate: Nathan Vaughn</i>
<b>Legislative Liaison</b>	Karl Linck <i>Alternate: Dennis Myers</i>
<b>Travel Authorization Liaison</b>	James Gersich <i>Alternate: Kenneth Arneson</i>

### Delegation of Authorities

#### **Review and Approval of 2023 Delegations**

**MOTION:** Dennis Myers moved, seconded by James Gersich, to reaffirm all delegation motions from 2023 as reflected in the 4/10/2024 agenda materials. Motion carried unanimously.

#### **Document Signature Delegations**

**MOTION:** James Gersich moved, seconded by Daniel Fedderly, 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.

### **ADJOURNMENT**

**MOTION:** Dennis Myers moved, seconded by Christopher Sina, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:45 p.m.

DRAFT

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jake Pelegrin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 6/7/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> A-E Joint Board			
<b>4) Meeting Date:</b> 6/20/24	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Administrative Rule Matters – Discussion and Consideration</b> 1. Discussion of Clearinghouse comments and public hearing comments for rule A-E 8 related to Supervision 2. Consideration of Adoption Order for A-E 1 to 15 related to Registered Interior Designers 3. Pending or possible rulemaking items	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -Clearinghouse Report and Final Rule Draft for A-E 8 -Adoption Order for A-E 1 to 15 -AE Rules Chart			
<b>11)</b> <i>Jake Pelegrin</i>		<b>Authorization</b> 6/7/24	
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	
<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.			



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# Wisconsin Legislative Council

## RULES CLEARINGHOUSE

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**Scott Grosz**  
Clearinghouse Director

**Anne Sappenfield**  
Legislative Council Director

**Margit Kelley**  
Clearinghouse Assistant Director

### CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

#### CLEARINGHOUSE RULE **24-044**

AN ORDER to amend A-E 8.03 (5) (b); and to create A-E 8.03 (5) (b) 6. and 8.06 (4), relating to direct supervision.

Submitted by **EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS**

05-16-2024 RECEIVED BY LEGISLATIVE COUNCIL.

06-04-2024 REPORT SENT TO AGENCY.

MSK:AG



**LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT**

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]  
Comment Attached            YES             NO
  
2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]  
Comment Attached            YES             NO
  
3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]  
Comment Attached            YES             NO
  
4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS  
[s. 227.15 (2) (e)]  
Comment Attached            YES             NO
  
5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]  
Comment Attached            YES             NO
  
6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL  
REGULATIONS [s. 227.15 (2) (g)]  
Comment Attached            YES             NO
  
7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]  
Comment Attached            YES             NO



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# Wisconsin Legislative Council

## RULES CLEARINGHOUSE

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**Scott Grosz**  
Clearinghouse Director

**Anne Sappenfield**  
Legislative Council Director

**Margit Kelley**  
Clearinghouse Assistant Director

### CLEARINGHOUSE RULE 24-044

#### Comments

**[NOTE: All citations to “Manual” in the comments below are to the Administrative Rules Procedures Manual, prepared by the Legislative Council Staff and the Legislative Reference Bureau, dated November 2020.]**

#### 1. Statutory Authority

In the rule summary’s listing of statutes interpreted, consider also citing ch. 443, Stats., more broadly, for the overall regulation of practice that is interpreted and implemented in ch. A-E 8.

#### 5. Clarity, Grammar, Punctuation and Use of Plain Language

a. In SECTION 1 of the proposed rule, the amended language of s. A-E 8.03 (5) (b) is straying from the style standards for definitions. A definition should provide only the meaning of a term, without adding substantive provisions (such as “may be accomplished”). [s. 1.07 (3) (c), Manual.] The Board could consider adding only the phrase “all of” or “any of”, and removing the other changes, as the current language maintains its clarity with the proposed changes.

b. In SECTIONS 2 and 3 of the proposed rule, the Board could use the same terminology when referring to technology for purposes of remote supervision. In one instance “appropriate technology” with a longer definition is used and in the other instance the term “remote technology” is used. Relatedly, the Board could consider defining a term, like “remote technology”, and using the term throughout the chapter, as the term has a meaning that is specific or narrower than what may otherwise be the general recognized or applicable meaning. [s. 1.07 (1) (a), Manual.]

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

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

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PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers to **amend** A-E 8.03 (5) (b); and to **create** A-E 8.03 (5) (b) 6. and 8.06 (4) relating to direct supervision.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Chapter 443 and s. 443.015 (2), Stats.

**Statutory authority:**

Sections 15.08 (5) (b), and 227.11 (2) (a), and 443.015 (2), Stats.

**Explanation of agency authority:**

Section 15.08 (5) (b), Stats., provides that each examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., provides that “Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

Section 443.015 (2), Stats.: “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.”

**Related statute or rule:**

None.

**Plain language analysis:**

The Board reviewed chapter A-E 8 to ensure that rules are consistent with standards of current professional practice. The rule updates the definition of supervision to clarify that remote supervision is allowed. And, the rule specifies that the same standards of practice and professional conduct apply when working remotely and in person.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Comparison with rules in adjacent states:**

**Illinois:**

Rules of the Illinois Department of Financial and Professional Regulation provide standards of professional conduct for architects [68 Ill. Adm. Code 1150.90], professional engineers [68 Ill. Adm. Code 1380.300], and professional land surveyors [68 Ill. Adm. Code 1270.57]. None of these rules address direct supervision of subordinate employees.

**Iowa:**

Rules of professional conduct for architects, engineers, professional land surveyors, and landscape architects are specified by the Iowa Architectural Examining Board [193B IAC 4.1], the Iowa Engineering and Land Surveying Examining Board [193C IAC 8.1 to 8.5], the Iowa Landscape Architectural Examining Board [193D IAC 4.1 to 4.5] and the Iowa Interior Design Board [193G IAC 4.1]. None of these rules address direct supervision of subordinate employees.

**Michigan:**

Rules of the Michigan Department of Licensing and Regulatory Affairs provide standards of professional conduct for architects [Mich Admin Code, R 339.15401], professional engineers [Mich Admin Code, R 339.16031 to R 339.16034], professional land surveyors [Mich Admin Code, R 339.17401 to R 339.17404], and landscape architects [Mich Admin Code, R 339.19001 to R 339.19049]. None of these rules address direct supervision of subordinate employees.

**Minnesota:**

The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design provide rules of professional conduct for architects, engineers, land surveyors, and landscape architects [Minnesota Rules, parts 1805.0100 to 1805.1600]. The Minnesota rules define a direct supervisor as an individual who “directs the work of other licensees, unlicensed professionals, technicians, and clerical persons assigned to that work and is in responsible charge of the project comprising the work being supervised.”

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

The proposed rule was developed by conducting a comprehensive review of the provisions of ch. A-E 8, reviewing professional supervision standards from other states, and obtaining input and feedback from the A-E Board.

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

The proposed rule was posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rule may affect businesses, local government units, and individuals. No comments were received.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted at [Jennifer.Garrett@wisconsin.gov](mailto:Jennifer.Garrett@wisconsin.gov) or (608) 266-2112.

**Agency contact person:**

Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-267-0989; email at [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).

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

Comments may be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov). Comments must be received on or before the public hearing, scheduled for June 20, 2024, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. A-E 8.03 (5) (b) is amended to read:

~~A-E 8.03 (5) (b) The terms in par. (a) include~~ Any of the activities in par. (a) may be accomplished using any of the following:

**A-E 8.03 (5) (b) The terms in par. (a) include any of the following:**

SECTION 2. A-E 8.03 (5) (b) 6. is created to read:

**6.** Use of **appropriate technology** that is functionally equivalent to in-person supervision to provide oversight remotely.

SECTION 3. A-E 8.06 (4) is created to read:

**A-E 8.06 (4)** Shall be held to the same standards of practice and conduct regardless of whether their professional duties under this chapter are performed in-person or by utilizing **remote technology**.

SECTION 4. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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This Proposed Order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers is approved for submission to the Governor and Legislature.

Dated \_\_\_\_\_ Agency \_\_\_\_\_  
Chair

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

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IN THE MATTER OF RULEMAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS,
DESIGNERS, PROFESSIONAL	:	PROFESSIONAL LAND
LAND SURVEYORS, AND REGISTERED	:	SURVEYORS, AND
INTERIOR DESIGNERS	:	REGISTERED INTERIOR
	:	DESIGNERS
	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE 24-001)

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ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers to **amend** A-E 1.01, 1.02 (intro), (1), and (3), 1.03 (2) (a), 2.01, 2.02 (1) and (2) and (4) and (6), and (8) (intro), (a), and (b), 2.03 (1) (a) and (b), 8.02, 8.03 (intro), (1) and (2), (2) (a), (3), (3) (a), (5) (c) 4. and 5., 8.04 (intro), 8.05 (1) (intro), 8.06 (intro), 8.07 (intro), (1), and (2), 8.08 (intro) and (4), 8.09 (intro), (1), and (2), 8.10 (1) and (3), 8.11 (3), and 12.01; and to **create** A-E 2.03 (2) (f), 2.06 (1) (g), 14, and 15, relating to registered interior designers.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Sections 443.015 (1) and (2), 443.075, 443.17, 443.175, Stats.

**Statutory authority:**

Sections 15.08 (5) (b), 443.015 (1), (1e), (1m) (b), and (2), 443.17 (2) (a), Stats.

**Explanation of agency authority:**

Section 15.08 (5) (b) states that each examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 443.015 (1) states that “[e]ach section of the examining board may establish continuing education requirements for renewal of a credential issued by that section under this chapter.”

Section 443.015 (1e) states that “[t]he rules promulgated under sub. (1) by the registered interior designer section of the examining board shall require a Wisconsin registered interior designer to complete at least 15 hours of continuing education during the 2-year period immediately preceding the renewal date specified under s. 440.08 (2) (a). At least 10 of the 15 hours shall be in subjects related to the practice of interior design that safeguard the public's health, safety, and welfare.”

Section 443.015 (1m) (b) states that “[a]ny rules a section of the examining board promulgates under sub. (1) shall exempt a credential holder whose credential is classified as retired status under par. (a) from continuing education requirements.”

Section 443.015 (2) states that “[e]ach 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 443.17 (2) (a) states that “[t]he registered interior designer section of the examining board shall promulgate rules establishing specifications for seals and stamps used by Wisconsin registered interior designers.”

**Related statute or rule:**

Chapter SPS 130.

**Plain language analysis:**

Wisconsin Administrative Code Chapter SPS 130 currently outlines requirements for registered interior designers. The authority for the rules in SPS 130 was removed and transferred to the newly created Registered Interior Designers Section of the examining board of architects, landscape architects, professional engineers, designers, professional land surveyors, and registered interior designers with the enactment of 2021 Wisconsin Act 195. The objective of this rule project is to implement the statutory changes from the act by creating chapters A-E 14 and 15 as a new part of the Wisconsin Administrative Code and by amending chapters A-E 1, 2, and 8 to add registered interior designers to the general provisions of the board. The new chapters cover the registration and continuing education requirements for registered interior designers.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Summary of public comments received on statement of scope and a description of how and to what extent those comments and feedback were taken into account in drafting the proposed rule:**

The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers held a preliminary hearing on the statement of scope for this rule on June 13, 2023. The following comment was received from James Gersich, Wisconsin Registered Interior Designer:



“Today I am writing as a member of the public, registered as a Wisconsin Registered Interior Designer (WRID). You may also know me as the Vice Chair of the Joint Examining Board (JEB) of Architects, Landscape Architects, Professional Engineers, Professional Land Surveyors, Designers of Engineering Systems, and Registered Interior Designers; but this message is not intended to represent the views of the JEB but rather, my personal views; I have been credentialed in Wisconsin as an Architect and a Landscape Architect in addition to WRID, three all for many years, and have served for more than 12 years on the JEB and Architect Section.

As you develop Rules for the WRID/RID Section, please consider these:

1. The State of Wisconsin has in effect granted WRID registrants a monopoly over the practice and the title, and the rationale for this is solely the protection of the public's health, safety, and welfare (HSW).
2. Many years ago, Continuing Education (CE) requirements were initiated for some disciplines within the JEB, for continued licensure via biennial renewal.
3. Several years ago, DSPS (at the time, Department of Commerce) performed random audits for CE compliance by credential holders; but due to budget constraints, auditing was eliminated shortly thereafter.
4. The DSPS has no "policing" activity or staff that assures compliance with CE requirements, or conformance with any Rules. Hence, each licensee is obligated under A-E 8.08 to report possible violations. Within any disciplinary action investigated by DSPS staff supporting the Architect Section, compliance with CE requirements has been undertaken. But please note, only if a licensee is the subject of a disciplinary investigation does compliance with the CE requirements stipulated within the Rules, occurs.
5. So as you undertake WRID rulemaking, please strongly consider these recommendations:
  - a. The number of biennial contact hours for registrants should match those of Architect. Details are found in A-E 12.03. This requires a combination of mostly HSW and then other “non-HSW” Learning Units (LUs) in addition; 24 hours (of which 16 shall be HSW topics) is required biennially.
  - b. The quality of approvable CE is important. For example, lunch-n-learns that are blatant sales pitches for specific manufacturer's products, should not be allowed. The American Institute of Architects (AIA) is the only design discipline professional organization (via JEB) that currently reviews all pre-submitted CE course content, for approval in advance for HSW designation. Consequently, courses approved by AIA as LU vs HSW should be allowed as acceptable CE for WRID renewal.
  - c. The AIA has a CE Transcript service for its members, and it is available to other design professionals at a reasonable cost. This Transcript has been widely (including in Wisconsin) accepted without question, in support of proof of CE. Rulemaking within WRID CE should recognize AIA, IIDA, ASID, and similar professional organizations who document CE for their members.

d. Lastly, please also consider requiring Professional Conduct and Ethics subject content when contemplating CE requirements for WRIDs. While JEB Architects (under 12.03) do not presently have such a requirement, it is required by the Professional Landscape Architects under A-E 11.03 in the quantity of 2 hours per biennium; these are not in addition to the minimum. I am licensed in Minnesota as an Architect and Certified Interior Designer. The State of Minnesota already requires Ethics CE for Architects, Landscape Architects, Professional Engineers and Certified Interior Designers, 2 hours per two-year renewal period being currently required.

Thank you for considering my recommendations.”

### **Comparison with rules in adjacent states:**

#### **Illinois:**

Interior Designers in Illinois are registered through the Illinois Department of Financial and Professional Regulation. The Registered Interior Designer Act empowers the Board of Registered Interior Design Professionals, governs the practice of interior designers in Illinois, and includes statutory direction regarding interior designer practice, examination, registration and renewal, continuing education, and penalty for unregistered practice [225 Illinois Compiled Statutes ch. 310].

Interior Designers in Illinois are required to complete 10 hours of continuing education per biennium, including one hour in sexual harassment prevention training and one hour pertaining to the subjects of professional conduct or interior design professional ethics. Finally, “All CE programs, activities or courses shall emphasize health, safety and welfare subjects” and meet certain other requirements. [Illinois Administrative Code Title 68 Part 1255 s. 1255.61]. Part 1255 of the Illinois Administrative Code further details rules for interior designers in the areas of registration, examination, seal and signature requirements, endorsement, continuing education, and granting variances. [Illinois Administrative Code Title 68 Part 1255 s. 1255.10 to 1255.90].

#### **Iowa:**

Interior Designers in Iowa are registered through the Iowa Department of Inspections, Appeals, and Licensing. The Iowa Interior Design Examining Board regulates the practice of registered interior designers. Chapter 544C of the Iowa Code includes statutes on registration, reciprocal registration, continuing education, penalty for violations of unlawful use of title, and grants administrative rulemaking authority to the board [Iowa Code ch. 544C.1 to 544C.13].

Section 193G of the Iowa Administrative Code for the Interior Design Examining Board further details rules for interior designers in the areas of registration, continuing education, professional conduct, and discipline. Interior designers are required to complete at least 10 hours of continuing education “in acceptable health, safety, and welfare subjects” per biennium. Carryover hours are not permitted. [193G Iowa Administrative Code ch. 3].

#### **Michigan:**

Michigan does not register, certify, nor license interior designers.

**Minnesota:**

Interior designers in Minnesota are certified through the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design. Chapter 326 of the Minnesota Statutes includes requirements for all professions within the board in regard to their scope of practice, certification requirements, grounds for disciplinary action, and continuing education.

Interior designers in Minnesota must complete at least 24 hours of approved continuing education, of which two must be in professional ethics, within the two years preceding renewal. Interior designers are allowed to carry over up to 50 percent of the biennial requirement of hours towards the next renewal period [Minnesota Statutes 326.107].

The Minnesota Administrative Rules have two chapters that include interior designers. Chapter 1800 is dedicated to licensing and operation for all professions on the board. Subsections 1800.2100 and 1800.2200 detail the provisions for education and experience, and procedures related to the practice of interior design. Chapter 1805 further explains the provisions of unprofessional conduct for all professions within the board.

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

The rules were developed by conducting a comprehensive review of the provisions of chs. A-E 1 to 13 and obtaining input and feedback from the Rules Committee of the A-E Board and the Registered Interior Designer Section. The Board also reviewed the statutory changes from 2021 Wisconsin Act 195 and promulgated rules as needed for the profession.

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

The rules were posted for 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals. No comments were received.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis are attached.

**Effect on small business:**

These rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted at [Jennifer.garrett@wisconsin.gov](mailto:Jennifer.garrett@wisconsin.gov) or (608) 266-2112.

**Agency contact person:**

Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone 608-267-7139; email at [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).

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TEXT OF RULE

SECTION 1. A-E 1.01 is amended to read:

**A-E 1.01 Authority.** The rules in chs. A-E 1 to ~~13~~15 are adopted under authority in ss. 15.08 (5) (b), 227.11 and ch. 443, Stats.

SECTION 2. A-E 1.02 (intro), (1), and (3) are amended to read:

**A-E 1.02 Definitions.** In chs. A-E 1 to ~~13~~15:

(1) "Board" or "joint board" means the examining board of architects, landscape architects, professional engineers, designers, ~~and~~ professional land surveyors, and registered interior designers.

(3) "Section of the board" means either the architect section, the landscape architect section, the professional engineer section, the designer section, ~~or~~ the land surveyor section, or the registered interior designer section.

SECTION 3. A-E 1.03 (2) (a) is amended to read:

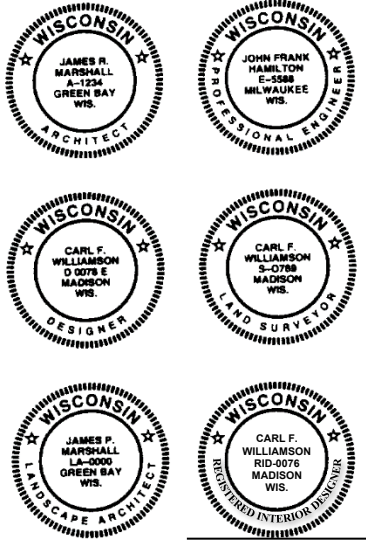
**A-E 1.03 (2) (a) Composition.** The rules committee of the board is comprised of one member from each section and 3 public members. The board chair shall appoint the 3 public members from any of the ~~5~~ 6 sections of the board.

SECTION 4. A-E 2.01, 2.02 (1) and (2) and (4) and (6), and (8) (intro), (a), and (b) are amended to read:

**A-E 2.01 Purpose.** The purpose of the rules in this chapter is to specify general requirements and procedures which apply to persons credentialed by any section of the board. Requirements specific to architects, landscape architects, professional engineers, designers, ~~or~~ professional land surveyors, or registered interior designers are specified in chs. A-E 3, 4, 5, 6, 7, 9, 10, 11, 12, ~~and~~ 13, 14, and 15. Rules of professional conduct for all ~~registrants or permit~~ credential holders are specified in ch. A-E 8.

**A-E 2.02 (1)** Each architect, landscape architect, professional engineer, designer, ~~and~~ professional land surveyor, and registered interior designer shall obtain a seal that complies with board specifications for registration seals. The overall diameter may not be less than 15/8 inches nor more than 2 inches. Each seal shall include the ~~registrant's~~ credential holder's name, ~~registration or permit~~ credential number and city.

(2) The following designs for registration seals have been approved:



(4) Each sheet of plans, drawings, documents, specifications, and reports for architectural, landscape architectural, professional engineering, design, ~~or~~ professional land surveying, and registered interior design practice shall be signed, sealed, and dated by the ~~registrant~~ ~~or permit~~ credential holder who prepared, or directed and controlled preparation of, the written material, except as specified in sub. (5).

(6) Any addition, deletion or other revision to each sheet of plans, drawings, documents, specifications and reports for architectural, landscape architectural, professional engineering, design, ~~or~~ professional land surveying, ~~or registered interior design~~ practice which affects public health and safety or any state or local code requirements may not be made unless signed, sealed and dated by the ~~registrant~~ ~~or permit~~ credential holder who made or directed and controlled the making of the revision.

(8) Plans, specifications and calculations for buildings and structures not exempt under s. 443.15, Stats., which have been prepared by an architect, ~~or~~ professional engineer, or registered interior designer other than the Wisconsin registered architect, ~~or~~ engineer, or registered interior designer who is submitting the plans, specifications and calculations for filing as public documents, may be submitted if all of the following conditions are satisfied:

(a) The plans, specifications and calculations shall have been prepared by or under the supervision of an architect, ~~or~~ professional engineer, or registered interior designer ~~licensed~~ credentialed in some state of the United States, and shall bear the signature and seal or stamp of the architect, ~~or~~ professional engineer, or registered interior designer who prepared them or under whose supervision and control they were prepared.

(b) A certificate, dated, signed, and sealed by the Wisconsin registered architect, ~~or~~ professional engineer, or registered interior designer who is submitting the plans, specifications, and calculations for filing as public documents, shall be attached to the plans, specifications, and calculations. The certificate shall indicate that the plans, specifications and calculations were prepared by an architect, ~~or~~ professional engineer, or registered interior designer other than the submitting registered architect, ~~or~~ professional engineer, or registered interior designer; shall describe the

work performed by the submitting registered architect, ~~or~~ professional engineer, or registered interior designer; and shall include statements to the effect that the plans and specifications have been reviewed and comply with all applicable local and state building codes, and that the reviewing registered architect, ~~or~~ professional engineer, or registered interior designer will be responsible for the supervision of construction in accordance with the requirements of the state, and of the county and municipality where the building or structure is to be erected. If the registered architect, ~~or~~ professional engineer, or registered interior designer who originally prepared the plans, specifications and calculations was registered in Wisconsin at the time they were prepared, the certificate shall also specify why the original architect, ~~or~~ professional engineer, or registered interior designer is not submitting the plans, specifications, and calculations for approval.

SECTION 5. A-E 2.03 (1) (a) and (b) are amended to read:

**A-E 2.03 (1) (a)** "Firm" means any sole proprietorship, partnership, corporation, limited liability company, or limited liability partnership located in this state which provides or offers to provide architectural, landscape architectural, professional engineering, design, ~~or~~ professional land surveying, or registered interior design services to the public.

**(b)** "Resident" means a currently-~~registered~~ credentialed architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer who spends the majority of his or her working schedule in one firm location and who is in charge of and responsible for the type of services offered or provided from that location.

SECTION 6. A-E 2.03 (2) (f) is created to read:

**A-E 2.03 (2) (f)** A resident registered interior designer in each separate business location which provides or offers to provide registered interior design services.

SECTION 7. A-E 2.06 (1) (g) is created to read:

**A-E 2.06 (1) (g)** Registration as a registered interior designer.

SECTION 8. A-E 8.02, 8.03 (intro), (1) and (2), (2) (a), (3), (3) (a), and (5) (c) 4. and 5. are amended to read:

**A-E 8.02 Intent.** The intent of the examining board in adopting this chapter is to establish rules of professional conduct for the professions of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying, and registered interior design. A violation of any standard specified in this chapter may result in disciplinary action under ss. 443.11 to 443.13, Stats.

**A-E 8.03 Definitions.** In ch. 443, Stats., and chs. A-E 1 to 9, and 14:

**(1)** "Gross negligence in the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design" means the performance of professional services by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer which does not comply with an acceptable standard of practice that has a significant relationship to the protection of health, safety or public welfare and is performed in a manner indicating that the professional knew or should have known, but acted with indifference to or disregard of, the accepted standard of practice.

(2) "Incompetency in the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ land surveying, or registered interior design" means conduct which demonstrates any of the following:

(a) Lack of ability or fitness to discharge the duty owed by an architect, landscape architect, professional engineer, designer, ~~or~~ land surveyor, or registered interior designer to a client or employer or to the public.

(3) "Misconduct in the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design" means an act performed by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer in the course of the profession which jeopardizes the interest of the public, including any of the following:

(a) Violation of federal or state laws, local ordinances or administrative rules relating to the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design.

(5) (c) 4. Mere assumption by an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer of responsibility for work without having control of the work.

5. Assuming charge, control, or direct supervision of work in which the architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer does not have technical proficiency.

SECTION 9. A-E 8.04 (intro) is amended to read:

**A-E 8.04 Offers to perform services shall be truthful.** When offering to perform professional services, an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

SECTION 10. A-E 8.05 (1) (intro) is amended to read:

**A-E 8.05 (1)** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

SECTION 11. A-E 8.06 (intro) is amended to read:

**A-E 8.06 Professional obligations.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

SECTION 12. A-E 8.07 (intro), (1), and (2) are amended to read:

**A-E 8.07 Unauthorized practice.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

(1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying, and registered interior design by reporting violations to the board.

(2) May not delegate professional responsibility to unlicensed persons and may not otherwise aid or abet the unlicensed practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design.

SECTION 13. A-E 8.08 (intro) and (4) are amended to read:

**A-E 8.08 Maintenance of professional standards.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

(4) Shall notify the department in writing if the ~~registrant or licensee~~ credential holder has been disciplined for unprofessional conduct in other states where the ~~registrant or licensee~~ credential holder holds a credential or has violated federal or state laws, local ordinances or administrative rules, not otherwise reportable under s. SPS 4.09 (2), which are related to the practice of an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer. The notification shall be submitted within 48 hours of the disciplinary finding or violation of law and shall include copies of the findings, judgments, and orders so that the department may determine whether the circumstances are substantially related to the practice of the ~~registrant or licensee~~ credential holder.

SECTION 14. A-E 8.09 (intro), (1), and (2) are amended to read:

**A-E 8.09 Adherence to statutes and rules.** An architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer:

(1) Shall comply with the requirements in ch. 443, Stats., rules in this chapter and all other federal, state, and local codes which relate to the practice of architecture, landscape architecture, professional engineering, designing, ~~and~~ professional land surveying, and registered interior design.

(2) May not engage in conduct that may adversely affect his or her fitness to practice architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design.

SECTION 15. A-E 8.10 (1) and (3) are amended to read:

**A-E 8.10 (1)** No architect, landscape architect, professional engineer, ~~or~~ designer, or registered interior designer may sign, seal or stamp any plans, drawings, documents, specifications or reports for architectural, landscape architectural, professional engineering, ~~or~~ design, or registered interior design practice which are not prepared by the registrant or under his or her personal direction and control.

(3) No architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer shall allow work performed by him or her or under his or her personal direction and control to be signed, sealed or stamped by another except that an architect, landscape architect, professional engineer, designer, ~~or~~ professional land surveyor, or registered interior designer working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work.

SECTION 16. A-E 8.11 (3) is amended to read:

**A-E 8.11 (3)** Signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of architecture, landscape architecture, professional engineering, designing, ~~or~~ professional land surveying, or registered interior design.



SECTION 17. A-E 12.01 is amended to read:

**A-E 12.01 Authority and purpose.** The rules in this chapter are adopted by the examining board of architects, landscape architects, professional engineers, designers, ~~and~~ land surveyors, and registered interior designers pursuant to ss. 15.08 (5) (b), 227.11 (2) and 443.015, Stats., and govern the biennial continuing education requirements for architect registrants.

SECTION 18. A-E 14 and 15 are created to read:

### **Chapter A–E 14 INTERIOR DESIGNER REGISTRATION**

**A–E 14.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11, 443.075, and 443.10, Stats. The purpose of the rules in this chapter is to interpret basic requirements for registration as a registered interior designer as specified in ss. 443.075, and 443.10, Stats.

**A–E 14.02 Definitions.** In this chapter:

- (1) “Architect” has the meaning in s. 443.01 (1), Stats.
- (2) “Practice of interior design” has the meaning in s. 443.01 (5m) (a), Stats.
- (3) “Registered interior designer” has the meaning in s. 443.01 (9), Stats.

**A–E 14.03 Requirements for registration as a registered interior designer.**

(1) REGISTRATION BY EXAMINATION. An applicant for registration as a registered interior designer under s. 443.075 (1), Stats., shall submit all of the following:

- (a) Evidence of a passing score on the National Council for Interior Design Qualification Examination of the Council for Interior Design Qualification.
- (b) References from at least 3 individuals having personal knowledge of the applicant’s work in the practice of interior design, 2 of whom are registered interior designers, and 1 of whom is either a registered interior designer or a registered architect.
- (c) Any additional data, exhibits, or references showing the extent and quality of the applicant’s experience that may be required by the registered interior designer section.

(2) REGISTRATION FOR REGISTERED ARCHITECTS. An applicant for registration as a registered interior designer under s. 443.075 (2), Stats., shall submit all of the following:

- (a) Evidence of current registered status as an architect under s. 443.03, Stats.
- (b) Evidence that the applicant is a graduate of a 4-year architecture program.
- (c) Evidence of at least 6 years of demonstrated practical experience in the practice of interior design, including at least all of the following areas:
  1. Programming and pre-design.
  2. Schematic design.
  3. Design development.

4. Production of construction documents.

5. Construction administration.

(d) References from at least 3 individuals having personal knowledge of the applicant's work in the practice of interior design, 2 of whom are registered interior designers, and 1 of whom is either a registered interior designer or a registered architect.

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

## Chapter A-E 15

### CONTINUING EDUCATION FOR INTERIOR DESIGNERS

**A-E 15.01 Authority and Purpose.** The rules in this chapter are adopted under the authority in ss. 15.08 (5) (b), 227.11 (2) and 443.015, Stats., and govern biennial continuing education of registered interior designers.

**A-E 15.02 Definitions.** In this chapter:

(1) "Biennium" means a 2-year period beginning February 1 of each even-numbered year.

(2) "Continuing education" means the planned, professional development activities designed to contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the credential holder in the practice of registered interior design and for improvement of the safety and welfare of the public.

(3) "Health, safety and welfare" or "HSW" means any topics or subjects related to the practice of registered interior design which are deemed appropriate to safeguard the public health, safety, and welfare, including the proper planning, design, and construction of buildings, structures, infrastructures, and the spaces within and surrounding buildings and structures that meet the following criteria:

(a) Minimize the risk of injury to persons or property and comply with applicable building and safety codes.

(b) Are durable, environmentally friendly, cost effective, and conserve resources.

(c) Are aesthetically appealing.

(d) Function properly in all relevant respects.

(e) Enhance the public's sense of well-being, harmony, and integration with the surrounding environment.

(4) "Continuing education hour" means 50 minutes of instruction or participation spent by the credential holder in actual attendance or completion of an approved educational activity.

**A-E 15.03 Continuing Education Requirements.**

(1) During each biennial registration period, every credential holder shall complete at least 15 continuing education hours pertinent to the practice of registered interior design. At

least 10 of the required 15 hours shall be in subjects related to the practice of registered interior design that safeguard the public's health, safety, and welfare.

(2) Continuing education activities that meet the requirements of sub. (1) include any continuing education course or program approved by any of the following:

- (a) International Design Continuing Education Council.
- (b) American Institute of Architects.
- (c) Green Business Certification Inc.

**A-E 15.04 Exemption for Retired Credential Status.** Notwithstanding s. A-E 15.03, the continuing education requirements under this chapter do not apply to the renewal of a credential classified as retired status under s. A-E 2.045.

**A-E 15.05 Certificate of completion, proof of attendance.**

(1) Each credential holder shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

**Note:** Instructions for renewal applications can be found on the website of the department of safety and professional services at <http://dsps.wi.gov>.

(2) The registered interior designer section may require additional evidence demonstrating compliance with the continuing education requirements, including a certificate of attendance or documentation of completion or credit for the courses completed.

(3) If a credential holder appears to lack compliance with the continuing education requirements, the registered interior designer section shall notify a credential holder in writing and request submission of evidence of compliance within 30 days of the notice.

(4) The registered interior designer section may require a credential holder to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.

**A-E 15.06 Recordkeeping.** A credential holder shall maintain records of continuing education activities for at least 2 bienniums from the date the certificate or statement of attendance is signed. The recordkeeping shall include all of the following:

- (1) The name and address of the sponsor or provider.
- (2) A brief statement of the subject matter.
- (3) Printed program schedules, registration receipts, certificates of attendance, or other proof of participation.
- (4) The number of hours attended in each program and the date and place of the program.

**A-E 15.07 Reciprocity.** An applicant for registration from another state who applies for registration to practice interior design under s. 443.10 (1) (e), Stats., shall submit proof of completion of continuing education obtained in another jurisdiction within the 2 years prior to application.

SECTION 19. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
A-E Rules Committee

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

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	<b>Sealing and Signing of Documents.</b> 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	<b>Supervision.</b> Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Clearinghouse Report received from the Legislature, public hearing set for next meeting of A-E Rules Committee.	Hold public hearing and discuss Clearinghouse comments.
	038-23	12/5/2025	A-E 3	<b>Architect Registration.</b> Clarification of Architect Registration language and practices	Rule discontinued; we withdrew the scope statement.	
CR 24-001	028-23	11/1/2025	A-E 1 to 15	<b>Registered Interior Designers.</b> 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.	The Legislature's jurisdiction over the Final Rule Draft ends on approximately 6/15/2024.	If the Legislature approves the Final Rule Draft, we can do the Adoption Order at the next A-E Rules Committee.
	101-23	05/20/2026	A-E 6	<b>Education.</b> Clarification of Land Surveyor education requirements.	Rule drafting.	Board approval of Preliminary Rule Draft.