



**VIRTUAL/TELECONFERENCE MEETING
RULES COMMITTEE
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
April 2, 2025**

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes of October 9, 2024 (3)

C. Administrative Matters (4-5)

1. Department, Staff and Committee Updates
2. **2025 Meeting Dates (4)**
3. **Election of Officers (5)**
4. Committee Membership
 - a. Committee Members:
 1. Cotharn, Kristine A. – Prof. Engineer Section
 2. Douglas, Gregory – Architect Section
 3. Fedderly, Daniel J. – Prof. Land Surveyor Section
 4. Hook, Steven J. – Public Member
 5. Myers, Dennis – Public Member
 6. Sina, Christopher – Landscape Architect Section
 7. Szeklinski, Genevieve D. – Registered Interior Designer Section
 8. Uselmann, Corissa – Public Member
 - b. Alternate Members
 1. Destree, Melissa – Registered Interior Designer Section Alternate
 2. Gersich, James – Architect Section Alternate
 3. Linck, Karl L. – Prof. Engineer Section Alternate
 4. Martin, Christina C. – Prof. Land Surveyor Section Alternate
 5. Tweed, Steven – Designer Section Alternate

D. Legislation and Policy Matters – Discussion and Consideration

E. Administrative Rule Matters – Discussion and Consideration (6-21)

1. Discussion of Adoption Order for A-E 2, 7, and 8 relating to Sealing and Stamping **(6-14)**
2. Discussion of Adoption Order for A-E 8 relating to Supervision **(15-18)**
3. Discussion of new scope statement on A-E 2, 3, 4, 5, 8 and 14 relating to Certificates of Authorization **(19-20)**
4. Pending or possible rulemaking items **(21)**

F. Public Comments

ADJOURNMENT

NEXT MEETING: OCTOBER 1, 2025

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 any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. 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
A-E RULES COMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
OCTOBER 9, 2024**

PRESENT: Gregory Douglas, Daniel Fedderly, Steven Hook, Karl Linck (*arrived at 10:10 a.m.*), Christopher Sina, Robin Stroebel, Steven Tweed, Corissa Uselmann

ABSENT: Kristine Cotharn, Dennis Myers

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

(Melissa Destree & Christina Martin were present at the meeting but did not attend as voting members.)

CALL TO ORDER

Daniel Fedderly, Chairperson, called the meeting to order at 10:01 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JUNE 20, 2024

MOTION: Douglas moved, seconded by Tweed, to adopt the Minutes from June 20, 2024, as published. Motion carried unanimously.

(Karl Linck arrived at 10:10 a.m.)

ADJOURNMENT

MOTION: Hook moved, seconded by Douglas, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:12 a.m.

**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS AND SECTIONS
2025 Meeting Dates**

Board/Section/Council	Meeting Date	Start time	Location	Agenda Item Deadline
AE Board	Wednesday, April 2, 2025	1:00 PM	Virtual	3/21/25
AE Board	Wednesday, October 1, 2025	1:00 PM	Virtual	9/19/25
AE Rules	Wednesday, April 2, 2025	10:00 AM	Virtual	3/21/25
AE Rules	Wednesday, October 1, 2025	10:00 AM	Virtual	9/19/25
AE: Architect Section	Tuesday, April 1, 2025	9:00 AM	Hybrid	3/20/25
AE: Architect Section	Tuesday, September 30, 2025	9:00 AM	Virtual	9/18/25
AE: Professional Engineer Section	Wednesday, March 19, 2025	9:00 AM	Virtual	3/7/25
AE: Professional Engineer Section	Wednesday, June 18, 2025	9:00 AM	Virtual	6/6/25
AE: Professional Engineer Section	Wednesday, September 17, 2025	9:00 AM	Virtual	9/5/25
AE: Professional Engineer Section	Wednesday, December 10, 2025	9:00 AM	Virtual	11/26/25
AE: Designer Section	Tuesday, March 18, 2025	9:00 AM	Virtual	3/6/25
AE: Designer Section	Wednesday, October 1, 2025	9:00 AM	Virtual	9/19/25
AE: Landscape Architect Section	Tuesday, March 11, 2025	9:00 AM	Virtual	2/27/25
AE: Landscape Architect Section	Tuesday, September 9, 2025	9:30 AM	Virtual	8/28/25
AE: Professional Land Surveyor Section	Wednesday, February 26, 2025	9:00 AM	Virtual	2/14/25
AE: Professional Land Surveyor Section	Wednesday, May 28, 2025	9:30 AM	Virtual	5/16/25
AE: Professional Land Surveyor Section	Wednesday, August 27, 2025	9:00 AM	Virtual	8/15/25
AE: Professional Land Surveyor Section	Wednesday, December 3, 2025	9:00 AM	Virtual	11/20/25
AE: Registered Interior Designer Section	Tuesday, March 18, 2025	9:00 AM	Virtual	3/6/25
AE: Registered Interior Designer Section	Tuesday, June 17, 2025	9:00 AM	Virtual	6/5/25
AE: Registered Interior Designer Section	Tuesday, September 16, 2025	9:00 AM	Virtual	9/4/25
AE: Registered Interior Designer Section	Tuesday, December 9, 2025	9:00 AM	Virtual	11/26/25

**A-E RULES COMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
2024 OFFICERS**

2024 OFFICERS	
Chairperson	Daniel Fedderly
Vice Chairperson	Christopher Sina
Secretary	Dennis Myers

**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: 3/21/25 <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: A-E Rules Committee													
4) Meeting Date: 4/2/25	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. Discussion of Adoption Order for A-E 2, 7, and 8 relating to Sealing and Stamping 2. Discussion of Adoption Order for A-E 8 relating to Supervision 3. Discussion of new scope statement on A-E 2, 4, and 8 relating to Certificates of Authorization 4. 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: -Adoption order for A-E 2, 7, and 8 -Adoption order for A-E 8 -New scope statement for A-E 2, 4, and 8 -AE Rules Chart													
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">11)</td> <td style="width: 60%; border: none; text-align: right;">Authorization</td> </tr> <tr> <td style="border: none;"><i>Jake Pelegrin</i></td> <td style="border: none; text-align: right;">3/21/25</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signature of person making this request</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Supervisor (if required)</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table>				11)	Authorization	<i>Jake Pelegrin</i>	3/21/25	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)	Authorization												
<i>Jake Pelegrin</i>	3/21/25												
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.													

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

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 24-028)

ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers to **repeal** A-E 2.02 (7) (a) and (b) 2. (Note); to **amend** A-E 2.02 (5), (7) (b), (8) (a), 2.04, 7.05 (8), 7.08 (3) (i) and (4) (c), 8.04 (1), (3), and (5), 8.05 (1) (a), (c), and (2), 8.06 (2) and (3), 8.08 (3), 8.10, and 8.11 (intro), (1), (2), and (4); to **repeal and recreate** A-E 2.02 (3) and (7) (b) 1. and 2.; and to **create** A-E 2.02 (7) (b) 3. relating to sealing and stamping of documents.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Sections 443.08 (4) (b), 443.11 (1) (b), 443.17, and 443.175, Stats.

Statutory authority:

Sections 15.08 (5) (b), 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. 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.”

Related statute or rule:

None.

Plain language analysis:

This rule provides clarification within code chapters A-E 2, 7, and 8 relating to sealing and signing and eliminates redundant words or sentences that might bring confusion to stakeholders. The words “stamp” or “stamping” are being removed and being replaced with “seal” or “sealing”, where it does not already exist. The rule makes clear that use of electronically applied seals and signatures are allowed. And the rule changes instances where “registrants”, “permit holders”, or “licensees” are used incorrectly, where the correct term is “credential holders”, because that term includes all professions covered by the A-E code.

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 seal requirement standards for architects [68 Ill. Adm. Code 1150], professional engineers [68 Ill. Adm. Code 1380.295], and professional land surveyors [68 Ill. Adm. Code 1270.58]. Licensed Architects and Professional Engineers must have a reproducible seal, which may be electronically affixed, or, at the licensed professional’s discretion, an original signature in the licensee's handwriting, a scanned copy of documents bearing an original signature, or a signature generated by a computer.

Land surveyors must have a reproducible seal or facsimile, which may be computer generated, the impression of which shall contain the name of the land surveyor, his or her place of business, the license number of the professional land surveyor, and the words "Professional Land Surveyor, State of Illinois." They may also provide an original signature in the licensee's handwriting, a scanned copy of the document bearing an original signature, or a signature generated by a computer.

Iowa:

Rules covering seal requirements for architects, engineers, professional land surveyors, and landscape architects are specified by the Iowa Architectural Examining Board [193B IAC 4.6], the Iowa Engineering and Land Surveying Examining Board [193C IAC 6.1(1) to 6.1(9)], and the Iowa Landscape Architectural Examining Board [193D IAC 4.1(7)]. Iowa currently does not have seal requirements for Interior Designers [193G IAC]. Architects, Landscape Architects and Professional Land Surveyors may provide seals presented as a legible rubber stamp, an electronic image or any other facsimile of the seal. The information requested in each information block must be typed or legibly printed in permanent ink or a secure electronic signature which has been defined in Iowa Code section 554D.103(14), which includes digital signature technology.

Michigan:

Rules of the Michigan Department of Licensing and Regulatory Affairs provide seal requirements for architects [Mich Admin Code, R 339.15404], professional engineers [Mich Admin Code, R 339.16031 to R 339.16034], professional surveyors [Mich Admin Code, R 339.17301], and landscape architects [Mich Admin Code, R 339.19041]. In the State of Michigan rules, there are no differences specified between the types of seals or stamps.

Minnesota:

The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design provide seal requirements for licensed architects, licensed professional engineers, licensed land surveyors, and licensed landscape architects [Minnesota Rules, part 1800.4300].

Within the State of Minnesota, professional certifications and signatures on plans, drawings, specifications, plats, reports, and other documents may be electronic, or provided via facsimile or digitally. Plans, specifications, plats, reports, and other documents may be stamped with the seal during the life of a licensee's license or certificate holder's certificate if it remains unrevoked, has not expired, or has not been suspended.

Summary of factual data and analytical methodologies:

The proposed rule was developed by conducting a comprehensive review of the provisions of chapters A-E 2, 7, and 8, reviewing professional sealing and signing provisions from surrounding states, and obtaining input and feedback from the Rules Committee of the A-E Board.

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

The proposed rules were posted for a period of 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 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 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.

TEXT OF RULE

SECTION 1. A-E 2.02 (3) is repealed and recreated to read:

A-E 2.02 (3) The registration seal may be an embossing seal, an ink stamp seal, a digitally printed seal, or digitally embedded seal in an electronic file.

SECTION 2. A-E 2.02 (5) is amended to read:

A-E 2.02 (5) If more than one sheet is bound together in a volume, the ~~registrant or permit~~ credential holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under the direction and control of another ~~registrant or permit~~ credential holder are signed, sealed and dated by the other ~~registrant or permit~~ credential holder.

SECTION 3. A-E 2.02 (7) (a) is repealed.

SECTION 4. A-E 2.02 (7) (b) is amended to read:

A-E 2.02 (7) (b) All seals ~~and stamps~~ on plans, drawings, documents, specifications, and reports to be filed as public documents shall be signed and dated by the ~~registered professional~~ credential holder in one of the following manners:

SECTION 5. A-E 2.02 (7) (b) 1. and 2. are repealed and recreated to read:

A-E 2.02 (7) (b) 1. Physical placement of a seal and a handwritten signature in permanent ink containing the name of the credential holder and date.

2. Digital placement of a seal and a handwritten signature in permanent ink containing the name of the credential holder and date.

SECTION 6. A-E 2.02 (7) (b) 2. (Note) is repealed.

SECTION 7. A-E 2.02 (7) (b) 3. is created to read:

A-E 2.02 (7) (b) 3. Digital placement of a seal and an electronic signature containing the name of the credential holder and date.

SECTION 8. A-E 2.02 (8) (a) is amended to read:

A-E 2.02 (8) (a) The plans, specifications and calculations shall have been prepared by or under the supervision of an architect or professional engineer licensed in some state of the United States, and shall bear the ~~signature and seal or stamp~~ and signature of the architect or professional engineer who prepared them or under whose supervision and control they were prepared.

SECTION 9. A-E 2.04 is amended to read:

A-E 2.04 Change of address. Every ~~registrant or permit~~ credential holder shall notify the board in writing of a change of address within 30 days of the change. The notice shall include the person's or firm's former and new addresses and each ~~registration or permit~~ credential number held.

SECTION 10. A-E 7.05 (8) is amended to read:

A-E 7.05 (8) The map shall bear the ~~stamp or seal, name, and address,~~ and signature of the professional land surveyor under whose direction and control the property survey was made with a statement certifying that the property survey complies with this chapter and is correct to the best of the professional land surveyor's knowledge and belief.

SECTION 11. A-E 7.08 (3) (i) is amended to read:

A-E 7.08 (3) (i) The ~~stamp and signature or~~ seal and signature of the professional land surveyor under whose direction and control the corner location was determined and a statement certifying that the U.S. public land survey monument record is correct and complete to the best of the professional land surveyor's knowledge and belief.

SECTION 12. A-E 7.08 (4) (c) is amended to read:

A-E 7.08 (4) (c) The ~~stamp and signature or~~ seal and signature of the professional land surveyor under whose direction and control the corner location was determined or witness monument established.

SECTION 13. A-E 8.04 (1), (3), and (5) are amended to read:

A-E 8.04 (1) Shall accurately and truthfully represent to a prospective client or employer the capabilities and qualifications which the ~~registrant or licensee~~ credential holder has to perform the services to be rendered.

(3) May not offer to perform, nor perform, services which the ~~registrant or licensee~~ credential holder is not qualified to perform by education or experience without retaining the services of another who is qualified.

(5) May not misrepresent the extent to which the performance of services will involve a partnership or association with another ~~registrant or licensee~~ credential holder or misrepresent the identity of a ~~registrant or licensee~~ credential holder with whom a partnership or association will be engaged in for the performance of services.

SECTION 14. A-E 8.05 (1) (a), (c), and (2) are amended to read:

A-E 8.05 (1) (a) Shall avoid conflicts of interest. If an unavoidable conflict of interest arises, the ~~registrant or licensee~~ credential holder shall immediately inform the client or employer of all the circumstances which may interfere with or impair the ~~registrant's or licensee's~~ credential holder's obligation to provide professional services. Under these circumstances a ~~registrant or licensee~~ credential holder may not proceed to provide professional services without the full approval and consent of the client or employer.

(c) May not agree to perform professional services for a client or employer if the ~~registrant or licensee~~ credential holder has a significant financial or other interest which would impair or interfere with the ~~registrant's or licensee's~~ credential holder's responsibility to faithfully discharge professional services on behalf of the client or employer.

(2) Nothing in these rules limits a ~~registrant's or a licensee's~~ credential holder's professional responsibility to an owner of a project when the ~~registrant or licensee~~ credential holder is employed by a person or firm under contract to construct and furnish design services for that project.

SECTION 15. A-E 8.06 (2) and (3) are amended to read:

A-E 8.06 (2) May not evade the professional or contractual responsibility which the ~~registrant or licensee~~ credential holder has to a client or employer.

(3) May not enter into an agreement which provides that a person not legally and actually qualified to perform professional services has control over the ~~registrant's or licensee's~~ credential holder's judgment as related to public health, safety or welfare.

SECTION 16. A-E 8.08 (3) is amended to read:

A-E 8.08 (3) Shall respond in a timely manner to a request by the board, a section of the board or the department for information in conjunction with an investigation of a complaint filed against a ~~registrant or licensee~~ credential holder. There is a rebuttable presumption that a ~~registrant or licensee~~ credential holder who takes longer than 30 days to respond to a request for information has not acted in a timely manner.

SECTION 17. A-E 8.10 is amended to read:

A-E 8.10 Plan ~~stamping~~ sealing.

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

A-E 8.10 (2) No professional land surveyor may ~~sign, seal or stamp~~ and sign any maps, plats, charts, or reports for professional land surveying practice which are not prepared by the professional land surveyor or under his or her personal direction and control.

A-E 8.10 (3) No architect, landscape architect, professional engineer, designer or professional land surveyor shall allow work performed by him or her or under his or her personal direction and control to be ~~signed, sealed or stamped~~ and signed by another except that an architect, landscape architect, professional engineer, designer or professional land surveyor working under the personal direction and control of another ~~registrant or licensee~~ credential holder may allow that ~~registrant or licensee~~ credential holder to ~~sign and seal or stamp~~ and sign the work.

SECTION 18. A-E 8.11 (intro), (1), (2), and (4) are amended to read:

A-E 8.11 Suspension of ~~registration~~ credential; effect. Any ~~registrant or licensee~~ credential holder whose ~~registration or license~~ credential has been suspended is prohibited during the term of the suspension from engaging in any of the following:

(1) Offering to perform any service which requires ~~registration or licensure~~ a credential.

(2) Performing any professional service which requires ~~registration or licensure~~ a credential.

(4) Entering into contracts the performance of which require ~~registration or licensure~~ a credential.

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.

(END OF TEXT OF RULE)

Dated _____

Chairperson
A-E Examining Board

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

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
SURVEYORS, AND REGISTERED	:	SURVEYORS, AND REGISTERED
INTERIOR DESIGNERS	:	INTERIOR DESIGNERS
DESIGNERS	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE 24-044)

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 Supervision.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

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

Statutory authority:

Sections 15.08 (5) (b), 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. 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 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.

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 following:

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

A-E 8.03 (5) (b) 6. Use of appropriate remote 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.

(END OF TEXT OF RULE)

Dated _____

Chairperson
A-E Examining Board

STATEMENT OF SCOPE

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

Rule No.: A-E 2, 3, 4, 5, 8, and 14

Relating to: Certificates of Authorization

Rule Type: Permanent

1. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is to clarify in administrative code the statutory requirements for certificates of authorization for architects, engineers, designers, registered interior designers, and firms that employ individuals in those professions.

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

Chapter 443 of the Wisconsin Statutes regulates professional architects, engineers, designers, registered interior designers, and firms, partnerships, or corporations that employ them. One requirement is that for an architect, engineer, designer, or registered interior designer to provide those services acting as an officer, employee, or agent of a firm, the firm must be granted a certificate of authorization by the applicable section of the examining board. This certificate of authorization allows the officer, employee, or agent of the firm to provide those services on behalf of the firm. The certificate of authorization must contain the name and information of all employees of the firm who will be in responsible charge of architecture, engineering, design, or interior design services in the state. The certificate of authorization must be kept up to date by the firm.

Currently, these requirements are in statute, but they are not present in the administrative code of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors and Registered Interior Designers. The board would like to consider adding these requirements into the administrative code. This will help increase awareness of the requirements and will bring the code in line with the statutes.

The alternative is not to update the code to include these requirements. The code would continue not reflecting these statutory requirements for the professions.

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

Section 15.08 (5) (b), Stats., provides that an 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 “[e]ach 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.”

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

80 hours

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

Professional architects, engineers, designers, registered interior designers, firms that employ individuals in those professions, and those seeking to enter the professions in Wisconsin.

6. 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.

7. 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 is likely to have minimal to no economic impact on small businesses and the state's economy as a whole.

Contact Person: Jake Pelegrin, Administrative Rules Coordinator, DSPSAdminRules@wisconsin.gov.

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Submitted

Date Submitted

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.	Legislative review.	Board approval of rule adoption order.
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.	Legislative review.	Board approval of rule adoption order.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	Preliminary rule drafting.	Board approval of preliminary rule draft.