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**VIRTUAL/TELECONFERENCE  
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  
October 1, 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 April 2, 2025 (3-4)**

**C. Administrative Matters**

1. Department, Staff and Committee Updates
2. 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
  - b. Alternate Members
    1. Linck, Karl L. – Prof. Engineer Section Alternate
    2. Martin, Christina C. – Prof. Land Surveyor Section Alternate
    3. Rohit Sant, Anuya – Architect Section Alternate
    4. Stroebel, Robin – Registered Interior Designer Section Alternate
    5. Tweed, Steven – Designer Section Alternate

**D. Legislation and Policy Matters – Discussion and Consideration**

**E. Administrative Rule Matters – Discussion and Consideration (5-14)**

1. Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8 and 14 relating to Certificates of Authorization (6-10)

2. Discussion of New Scope Statement on A-E 6 Relating to Land Surveyor Examination Requirements **(11-12)**
3. Discussion of a Proposed New Scope Statement on Continuing Education for Architects **(13)**
4. Pending or possible rulemaking items **(14)**

**F. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: TBD (2026)**

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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 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  
APRIL 2, 2025**

**PRESENT:** Gregory Douglas, Daniel Fedderly, Karl Linck, Dennis Myers, Christopher Sina, Genevieve Szeklinski

**ABSENT:** Kristine Cotharn, Steven Hook, Steven Tweed, Corissa Uselmann

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

**CALL TO ORDER**

Daniel Fedderly, Chairperson, called the meeting to order at 10:01 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**MOTION:** Dennis Myers moved, seconded by Gregory Douglas, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 9, 2024**

**MOTION:** Gregory Douglas moved, seconded by Karl Linck, to adopt the Minutes from October 9, 2024, as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Slate of Officers*

**NOMINATION:** Dennis Myers nominated the 2024 slate of officers to continue in 2025. 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.

2025 OFFICERS	
Chairperson	Daniel Fedderly
Vice Chairperson	Christopher Sina

Secretary	Dennis Myers
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## ADMINISTRATIVE RULE MATTERS

### **Discussion of new scope statement on A-E 2, 3, 4, 5, 8 and 14 relating to Certificates of Authorization**

**MOTION:** Dennis Myers moved, seconded by Genevieve Szeklinski, to approve the scope statement revising rules A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization for submission to the Governor's Office and for publication in the Register. Additionally, the board authorizes the Chair to approve the scope statement for implementation no less than 10 days after publication. If the board is directed to hold a preliminary public hearing on the scope statement, the Chair is authorized to approve the required notice of hearing. Motion carried unanimously.

## ADJOURNMENT

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

The meeting adjourned at 10:24 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> <b>Jake Pelegrin</b> <b>Administrative Rules Coordinator</b>		<b>2) Date when request submitted:</b> <b>9/19/25</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>											
<b>3) Name of Board, Committee, Council, Sections:</b> A-E Rules Committee													
<b>4) Meeting Date:</b> <b>10/1/25</b>	<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 rule drafting for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization 2. Discussion of new scope statement on A-E 6 relating to Land Surveyor Examination Requirements 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: -Rule draft for A-E 2, 3, 4, 5, 8, and 14 -New scope statement for A-E 6 -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;">9/19/25</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>	9/19/25	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
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<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.													

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
LAND SURVEYORS, AND REGISTERED	:	SURVEYORS, AND
INTERIOR DESIGNERS	:	REGISTERED INTERIOR
	:	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 **create** A-E 2.03 (5), relating to Certificates of Authorization.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Sections 443.08 (2) (a) 1. and 2., (b) 1. and 2., (c) 1. and 2., (d) 1. and 2., and 443.08 (3) (a) 1. to 4., 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 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.”

**Related statute or rule:**

Sections 443.08 (2) and (3), Stats.

**Plain language analysis:**

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 proposed rule creates a new provision under Wis. Admin. Code s. A-E 2.03, Branch Offices, which makes a general statement of the requirements for certificates of authorization. The proposed rule also states an exception to the requirement where an individual architect, engineer, designer, or registered interior designer whose firm is a sole proprietorship does not need a certificate of authorization. The sole proprietorship must be under the same name as the individual architect, engineer, designer, or registered interior designer.

**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 require firm licensure for architects [68 Ill. Adm. Code 1150.80], professional engineers [68 Ill. Adm. Code 1380.290], structural engineers [68 Ill. Adm. Code 1480.200], and professional land surveyors [68 Ill. Adm. Code 1270.45]. The requirements for firm licensure are broadly similar to the requirements of Wisconsin’s certificates of authorization for firms, partnerships, or corporations. Illinois does not require firm licensure for registered interior designers.

**Iowa:**

Iowa does not require firm licensure for architecture, engineering, land surveying, landscape architecture, design, or interior design firms.

### **Michigan:**

The state of Michigan has a less formal requirement for firm licensure than those of Illinois and Wisconsin, but it does have requirements for architecture, professional engineering, or professional surveying firms [MCL 339.2010]. For a firm to practice those businesses in the state, at least two thirds of the principles of the firm must be licensed by the state in that practice. The firm must register with the state and attest to that fact. A non-licensed principal and the principal's firm may apply for approval to engage in that practice, subject to other rules of conduct. A firm must employ a person in responsible charge of the services offered at each place of business in the state, except at a field office which provides only a review of construction. The state of Michigan does not require firm licensure or any kind of registration for interior design firms.

### **Minnesota:**

Minnesota has extensive requirements for “professional firms” that are set out in the Minnesota Statutes, chapter 319B (the Professional Firms Act). The chapter authorizes practitioners of certain licensed professions to elect to be “professional firms” under any one of three different forms of organization: corporations (either for-profit or nonprofit); limited liability companies; and limited liability partnerships. In order to practice a profession in any form other than sole proprietorship or general partnership, professionals must comply with the Professional Firms Act (unless the rules of the respective licensing board provide otherwise).

In order to operate as a “professional firm”, a Minnesota entity must first be formed under the chosen statute: the Minnesota Business Corporation Act, the Minnesota Nonprofit Corporation Act, the Minnesota Limited Liability Company Act, or the Minnesota Limited Liability Partnership Act. Then, the firm must file with the Secretary of State language stating:

- that the firm elects to be covered by the Minnesota Professional Firms Act.
- that the firm acknowledges that it is subject to those sections.
- specifying the profession or professions to be practiced by the firm.

Architecture, engineering, land surveying, landscape architecture, geoscience, and interior design firms in Minnesota have the option to register and act as a “professional firm”; however, they are not currently required to. Firms offering architecture, engineering, land surveying, landscape architecture, geoscience, and interior design services can legally operate without being registered as a “professional firm”, but can only be a sole proprietorship or general partnership. As a “professional firm”, the firm must file periodic reports with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design and comply with other provisions of the Professional Firms Act.

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

The proposed rule was developed by the A-E Rules Committee and the A-E Examining Board conducting a review of the statutory requirements for certificates of authorization and determining where more clarification and specificity is needed in the board's code.

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

The proposed rules will be 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.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis will be attached upon completion.

**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](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, held on a date to be determined, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. A-E 2.03 (5) is created to read:

**A-E 2.03 (5) CERTIFICATES OF AUTHORIZATION.** No individual architect, professional engineer, designer, or registered interior designer may practice or offer to practice architecture, engineering, design, or interior design as a principal, officer, employee, or agent of a firm unless the firm has been issued a certificate of authorization under s. 443.08 (3) (a), Stats. This does not apply to an individual architect, professional engineer,

designer, or registered interior designer whose firm is a sole proprietorship. The sole proprietorship must be under the same name as the individual architect, professional engineer, designer, or registered interior designer.

SECTION 2. 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 the Legislature.

Dated \_\_\_\_\_

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

# STATEMENT OF SCOPE

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

Rule No.: A-E 6

Relating to: Examination Requirements

Rule Type: Permanent

**1. Finding/nature of emergency (Emergency Rule only):** N/A

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

The objective of the proposed rule is to discuss and consider updating or clarifying the examination requirements for professional land surveyor license applicants, which may include revisions to ch. A-E 6.

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

Education, examination, and experience requirements for those wishing to pursue a land surveyor license in Wisconsin are detailed in ch. A-E 6. Under A-E 6, applicants must take a fundamentals of land surveying examination, a principles and practice of land surveying examination, and the state jurisdictional examination of this state. Certain aspects of the nationally administered exams may change in coming years, so the board and the section may wish to update the code requirements accordingly.

The alternative is not to have the discussion and consider rule changes, which could lead to outdated examination requirements in the code.

**4. 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."

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

80 hours

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

Licensed land surveyors and those seeking to enter the profession in Wisconsin.

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

None.

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

The proposed rule 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](mailto:DSPSAdminRules@wisconsin.gov).

Approved for publication:

Approved for implementation:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Submitted

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Jim Gersich, Section Member</b>		<b>2) Date When Request Submitted:</b> 09/24/2025  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>													
<b>3) Name of Board, Committee, Council, Sections:</b> A-E Rules Committee															
<b>4) Meeting Date:</b>  <b>10/01/2025</b>	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Under Administrative Rule Matters Discussion of a proposed new scope statement on continuing education for Architects													
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>												
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<b>11) Authorization</b>  <table style="width: 100%;"> <tr> <td style="width: 60%;">Will Johnson</td> <td style="width: 40%; text-align: right;">09/24/2025</td> </tr> <tr> <td>Signature of person making this request</td> <td style="text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> <tr> <td>Supervisor (if required)</td> <td style="text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> <tr> <td colspan="2">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				Will Johnson	09/24/2025	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	
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**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.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
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.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
	101-23	05/20/2026	A-E 6	<b>Education.</b> Clarification of Land Surveyor education requirements.	Rule suspended, scope statement withdrawn.	None.
	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	<b>Certificates of Authorization.</b> Clarifying and adding detail to the statutory requirements for certificates of authorization.	Discussion of the rule draft with the sections, rules committee, and full board.	Draft approval for next steps.
			A-E 6	<b>Examination Requirements.</b> Considering updating Land Surveyor examination requirements.	Presentation of the scope statement to the rules committee and full board.	Scope approval for next steps.