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**HYBRID (IN-PERSON/VIRTUAL)**  
**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,**  
**PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS**  
**AND REGISTERED INTERIOR DESIGNERS**  
**N208, 4822 Madison Yards Way, Madison**  
**Contact: Will Johnson (608) 266-2112**  
**April 1, 2026**

*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. Be advised that board members may attend meetings designated as "Hybrid" in-person or virtually.*

**AGENDA**

**11:00 A.M.**

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

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

**B. Approval of Minutes of October 1, 2025 (4-5)**

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

**D. Introductions, Announcements and Recognition**

- 1) Introduction and Welcome: DSPPS Secretary Hereth and Deputy Secretary Garrett
- 2) Introductions
  - a. Tim Einwalter, Architect Member (Succeeds: James Gersich)
  - b. Patti Epstein, Interior Design Section Public Member (Succeeds: Uselmann)
  - c. David Kuchenbecker, Engineer Member (Succeeds: Linck)
  - d. John Liegeois, Engineer Member (Succeeds: Cotharn)
  - e. Scott Wheaton, Designer Member (Succeeds: Frasch)
- 3) Recognition
  - a. James Gersich, Architect Member (Replaced: 10/22/2025)
  - b. Karl Linck, Engineer Member (Replaced: 10/28/2025)
  - c. Kristine Cotharn, Engineer Member (Replaced: 10/28/2025)

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

- 1) Department, Staff and Board Updates
- 2) **2026 Meeting Dates (6)**
- 3) **Annual Policy Review (7-10)**
- 4) **Election of Officers, Appointment of Liaisons and Alternates (11-25)**
- 5) Board Members – Term Expiration Dates
  - a. Arneson, Ken – 7/1/2018
  - b. Delaney, Jennifer L. – 7/1/2028
  - c. Destree, Melissa M. – 7/1/2025

- d. Douglas, Gregory A. – 7/1/2027
- e. Einwalter, Tim – 7/1/2027
- f. Epstein, Patti K. – 7/1/2028
- g. Fedderly, Daniel J. – 7/1/2013
- h. Hook, Steven J. – 7/1/2014
- i. Kelly, Shawn T. – 7/1/2027
- j. Kuchenbecker, David G. – 7/1/2029
- k. Liegeois, John J. – 7/1/2027
- l. Martin, Christina C. – 7/1/2019
- m. Myers, Dennis – 7/1/2025
- n. Rohit Sant, Anuya – 7/1/2029
- o. Scholl, Colleen M. – 7/1/2027
- p. Sina, Christopher M. – 7/1/2029
- q. Stroebel, Robin A. – 7/1/2026
- r. Styczinski, Rosheen M. – 7/1/2013
- s. Szeklinski, Genevieve D. – 7/1/2028
- t. Tweed, Steven T. – 7/1/2028
- u. Vaughn, Nathan A. – 7/1/2028
- v. Wagner, Roy – 7/1/2027
- w. Wheaton, Scott R. – 7/1/2029

**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. Administrative Rule Matters – Discussion and Consideration (26-38)**

- 1) Discussion of Public Comments on Scope Statement A-E 6 relating to Land Surveyor Examination Requirements **(27-30)**
- 2) Discussion of Public Comments and Clearinghouse Report for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization **(31-35)**
- 3) Discussion of Proposed New Scope Statement on A-E 3 and 12 relating to Architects Continuing Education **(36-37)**
- 4) Pending or Possible Rulemaking Project **(38)**

**H. Josh Twitty, National Council of Examiners for Engineering and Surveying (39-54)**

**I. Zach Druga, Council of Landscape Architectural Registration Boards (55-97)**

**J. Legislative and Policy Matters – Discussion and Consideration**

**K. 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

**L. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 7, 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  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
MEETING MINUTES  
OCTOBER 1, 2025**

**PRESENT:** Melissa Destree, Gregory Douglas, Daniel Fedderly, James Gersich, Steven Hook, Shawn Kelly, Karl Linck, Christina Martin, Dennis Myers, Anuya Rohit Sant, Colleen Scholl, Robin Stroebel, Rosheen Styczinski, Genevieve Szeklinski, Nathan Vaughn, Roy Wagner

**ABSENT:** Kenneth Arneson, Kristine Cothran, Jennifer Delaney, Christopher Sina, Steven Tweed

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; and other Department staff.

**CALL TO ORDER**

James Gersich, Chairperson, called the meeting to order at 1:08 p.m. A quorum was confirmed with sixteen (16) members present.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES OF JULY 31, 2025**

**MOTION:** Shawn Kelly moved, seconded by Rosheen Styczinski, to approve the Minutes of July 31, 2025 as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**Recognition: Corissa Uselmann, Interior Design Section Public Member (Resigned: 7/15/2025, Member since 9/2022)**

**MOTION:** Melissa Destree moved, seconded by Robin Stroebel, to recognize and thank Corissa Uselmann for their years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

**REGISTERED INTERIOR DESIGNER SCOPE OF PRACTICE – DISCUSSION AND CONSIDERATION**

**MOTION:** Genevieve Szeklinski moved, seconded by Dennis Myers, to recommend that DSPS update the administrative code to permit Wisconsin Registered Interior Designers to perform Responsible Supervision of Construction

under Wis. Admin. Code §§ SPS 361.20 and SPS 361.40 for interior alterations or interior construction projects within the scope of a Wisconsin Registered Interior Designer as defined in Wis. Stat. § 443.01(5m). Motion carried unanimously.

### **ADJOURNMENT**

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

The meeting adjourned at 2:04 p.m.

DRAFT

**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,  
AND REGISTERED INTERIOR DESIGNERS AND SECTIONS  
2026 Meeting Dates**

<b>Board/Section/Council</b>	<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
AE Board	Wednesday, April 1, 2026	11:00 AM	Hybrid	3/20/26
AE Board	Wednesday, October 7, 2026	11:00 AM	Virtual	9/25/26
AE Rules	Wednesday, April 1, 2026	9:00 AM	Hybrid	3/20/26
AE Rules	Wednesday, October 7, 2026	9:00 AM	Virtual	9/25/26
AE: Architect Section	Thursday, March 19, 2026	9:00 AM	Hybrid	3/9/26
AE: Architect Section	Tuesday, October 6, 2026	9:00 AM	Virtual	9/24/26
AE: Professional Engineer Section	Tuesday, March 31, 2026	9:00 AM	Virtual	3/19/26
AE: Professional Engineer Section	Wednesday, June 17, 2026	9:00 AM	Virtual	6/5/26
AE: Professional Engineer Section	Thursday, September 17, 2026	11:00 AM	Virtual	9/7/26
AE: Designer Section	Thursday, March 19, 2026	11:00 AM	Virtual	3/9/26
AE: Designer Section	Thursday, October 1, 2026	11:00 AM	Virtual	9/21/26
AE: Landscape Architect Section	Thursday, March 26, 2026	9:00 AM	Virtual	3/16/26
AE: Landscape Architect Section	Thursday, October 1, 2026	9:00 AM	Virtual	9/21/26
AE: Professional Land Surveyor Section	Tuesday, March 31, 2026	11:00 AM	Virtual	3/19/26
AE: Professional Land Surveyor Section	Thursday, September 17, 2026	9:00 AM	Virtual	9/7/26
AE: Registered Interior Designer Section	Thursday, March 26, 2026	1:00 PM	Virtual	3/16/26
AE: Registered Interior Designer Section	Wednesday, June 17, 2026	1:00 PM	Virtual	6/5/26
AE: Registered Interior Designer Section	Tuesday, October 6, 2026	1:00 PM	Virtual	9/24/26

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

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
  - 2) Date When Request Submitted: 12/11/2025
  - 3) Name of Board, Committee, Council, Section: **All Boards**
  - 4) Meeting Date: **First Meeting of 2026**
- 

- 5) Attachments: **Yes**
  - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
  - 7) Place Item in: **Open Session**
  - 8) Is an appearance before the Board being scheduled? No
  - 9) Name of Case Advisor(s), if applicable: N/A
- 

10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



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**DATE: January 1, 2026**  
**TO: DSPS Board, Council, and Committee Members**  
**FROM: Division of Policy Development**  
**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
  - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
  - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## 8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## 7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## 5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

## 4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

### Agenda Item Examples:

- Open Session Items
  - Public Hearings and Administrative Rules Matters
  - Administrative Matters
  - Legislation and Policy Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
  - Monitoring Matters
  - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

## Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## 1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

## 5 business days after the Meeting

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).



**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
2025 OFFICERS AND LIAISONS**

<b>2025 OFFICER CHART</b>	
<b>Chairperson</b>	<i>Vacant</i>
<b>Vice Chairperson</b>	Daniel Fedderly
<b>Secretary</b>	Dennis Myers

<b>A-E EXAMINING BOARD APPOINTMENTS</b>	
<b>A-E Rules Committee Public Members (Appointed by A-E Chairperson)</b>	Steven Hook, Dennis Myers
<b>A-E Rules Committee Professional Members (Appointed by Sections)</b>	Daniel Fedderly, Christopher Sina, Gregory Douglas, Genevieve Szeklinski <i>Alternates:</i> Steven Tweed (DSN), Christina Martin (LSR), Robin Stroebe (RID), Anuya Rohit Sant (ARC)
<b>Website Liaison(s)</b>	Colleen Scholl <i>Alternate:</i> Nathan Vaughn
<b>Legislative Liaison</b>	<i>Vacant</i> <i>Alternate:</i> Dennis Myers
<b>Travel Authorization Liaison</b>	<i>Vacant</i> <i>Alternate:</i> Kenneth Arneson

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Joseph Ricker		2) Date when request submitted: 03/18/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: A-E Examining Board			
4) Meeting Date: 04/01/26	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Reaffirming 2025 delegations and new 2026 delegations	
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 <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: The Board members need to review and consider reaffirming 2025 delegations and new delegations for 2026.			
11) Authorization			
<i>Richanda Turner</i>		03/18/26	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



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

**DATE: January 1, 2026**

**TO: Board, Council, and Committee Members**

**FROM: Legal Counsel**

**SUBJECT: Liaison Definitions and Delegations Explanations**

### **Executive Summary**

This memorandum provides an overview of the liaison roles and common delegation authorities that enable DSPS Boards, Sections, and Committees to efficiently fulfill their statutory responsibilities. It explains the function of each liaison position, such as, Credentialing, Monitoring, PAP, Education and Examination, Legislative, Travel Authorization, and Communication Liaisons, as well as Screening Panel Members, and outlines how these roles support Board operations between meetings. This memorandum also includes model motions for liaisons, Department staff, and Department attorneys to ensure timely processing of credential applications, monitoring requests, disciplinary matters, and administrative tasks. The delegations promote consistency, reduce delays, and allow the Department and Boards to respond promptly to legal and operational needs while maintaining their responsibility to protect public health, safety, and welfare.

### **Overall Purpose of Liaison Appointments**

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. Further information on your Board's authority can be found in Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations and unprofessional conduct. In order to efficiently accomplish these tasks, Boards may appoint Liaisons. Liaisons assist with the operations of the Boards' purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

At the first Board meeting of each year, the Department asks the Boards to make Liaison appointments. Your practical knowledge and experience as an appointed member of a professional board are essential in making determinations regularly. The Liaison positions listed below assist

the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. However, these areas are determined through the delegation process. Please note a Liaison may also decide to send the delegated matter to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison and other Board functions.

## **Liaison Definitions**

**Credentialing Liaison:** The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain credential applications. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. The Credentialing Liaison serves a very important role in the credentialing process. If the Credentialing Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Monitoring Liaison:** The Monitoring Liaison is empowered by the Board to make decisions on any credential that is subject to Monitoring either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

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

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

**Legislative Liaison:** The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully. The Legislative Liaison is permitted to act and speak

on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. Please review Wis. Stat. ch. 13 for important reminders on lobbying.

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

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

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

## **Delegations Explanations**

### **CREDENTIALING DELEGATIONS**

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

#### **Delegation of Authority to Credentialing Liaison (Generic)**

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

PURPOSE: To allow a representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison

who has assisted with the credentialing process be able to effectuate decisions which require a signature.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

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

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application. This delegation greatly decreases the workload of Board members and cuts down processing time on applications.

### **Delegation of Authority for Predetermination Reviews**

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

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

### **Delegation of Authority for Conviction Reviews**

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

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

### **Delegation to DSPS When Applicant's Disciplinary History Has Been Previously Reviewed**

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

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

### **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

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

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

### **Delegation of Authority for Reciprocity Reviews**

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

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

### **Delegation of Authority for Military Reciprocity Reviews**

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

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military

reciprocity. This delegation permits Department attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Application Denial Reviews**

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

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

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

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

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

### **Delegation to Department Attorneys to Approve Prior Discipline**

MOTION EXAMPLE: to delegate authority to Department attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing.

PURPOSE: In order to continue improving processing application legal reviews in a timely matter, this delegation gives Department attorneys authority to approve prior professional discipline which meets all of the following criteria: (1) it is at least ten years old; (2) it resulted in a monetary penalty, remedial education, and/or reprimand; and (3) the previously disciplined credential is currently in good standing.

### **MONITORING DELEGATIONS**

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

## **Delegation of Authority to Department Monitor**

MOTION EXAMPLE: to delegate authority to the Department Monitor:

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

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

## **Delegation of Authority to Monitoring Liaison**

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

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board.

## **Education and Examination Delegations**

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

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

## **MISCELLANEOUS DELEGATIONS**

### **Document Signature**

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

MOTION EXAMPLE: in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the

Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

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

### **Urgent Matters**

MOTION EXAMPLE: in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

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

### **Delegation to Chief Legal Counsel-Due to Loss of Quorum**

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

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

### **Delegation to Chief Legal Counsel-Stipulated Resolutions**

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

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

## **Voluntary Surrenders**

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

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

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

## **DLSC Pre-screening**

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

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

## **Delegation to Handle Administrative Rule Matters**

MOTION EXAMPLE: to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

PURPOSE: In order to advance the administrative rules process, action may need to occur between meetings. This allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS  
AND REGISTERED INTERIOR DESIGNERS  
2025 DELEGATIONS  
APRIL 2, 2025**

*New Delegations for 2025*

**Delegation to Handle Administrative Rule Matters**

**MOTION:** Dennis Myers moved, seconded by Colleen Scholl, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

**Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Rosheen Styczinski moved, seconded by Daniel Fedderly, to reaffirm all delegation motions made in 2024, as reflected in the April 2, 2025 agenda materials, which were not otherwise modified or amended during the April 2, 2025 meeting. Motion carried unanimously.

*All Combined Delegations for 2025*

**Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Rosheen Styczinski moved, seconded by Daniel Fedderly, to reaffirm all delegation motions made in 2024, as reflected in the April 2, 2025 agenda materials, which were not otherwise modified or amended during the April 2, 2025 meeting. Motion carried unanimously.

**Document Signature Delegations**

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

**MOTION:** 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.

### **Delegated Authority for Urgent Matters**

**MOTION:** Steven Hook moved, seconded by Colleen Scholl, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### **Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies**

**MOTION:** Melissa Destree moved, seconded by Karl Linck, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

### **Optional Renewal Notice Insert Delegation**

**MOTION:** Steven Hook moved, seconded by Christopher Sina, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

### **Legislative Liaison Delegation**

**MOTION:** Colleen Scholl moved, seconded by Daniel Fedderly, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### **Travel Authorization Liaison Delegation**

**MOTION:** Melissa Destree moved, seconded by Dennis Myers, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

### **Website Liaison(s) Delegation**

**MOTION:** Robin Stroebel moved, seconded by Steven Hook, to authorize to the Website Liaison(s) to act on behalf of the Board in working with Department staff to identify and execute website updates. Motion carried unanimously.

## **Delegation to Handle Administrative Rule Matters**

**MOTION:** Dennis Myers moved, seconded by Colleen Scholl, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

**Review and Approval of 2025 Delegations including new modifications**

**MOTION:** [Section member name] moved, seconded by [Section member name], to reaffirm all delegation motions made in 2025, as reflected in the April 1, 2026 agenda materials, which were not otherwise modified or amended during the April 1, 2026 meeting. Motion carried [ ].

**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> 3/20/26 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 Rules Committee			
<b>4) Meeting Date:</b> 4/1/26	<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 public comments on scope statement A-E 6 relating to Land Surveyor Examination Requirements 2. Discussion of public comments and Clearinghouse Report for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization 3. Discussion of proposed new scope statement on A-E 3 and 12 relating to Architects Continuing Education 4. 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: -Scope statement for A-E 6 -Clearinghouse Report and rule draft for A-E 2, 3, 4, 5, 8, and 14 -Proposed new scope statement on A-E 3 and 12 -AE Rules Chart			
<b>11)</b> <i>Jake Pelegrin</i>		Authorization 3/20/26	
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.			

# 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, [DSAdminRules@wisconsin.gov](mailto:DSAdminRules@wisconsin.gov).

Approved for publication:

*Daniel J. Fedderly P.E.; P.L.S.*  
Authorized Signature

*D F10/08/2025*  
Date Submitted

Approved for implementation:

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

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



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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 **25-082**

AN ORDER to create A-E 2.03 (5), relating to certificates of authorization.

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

10-31-2025 RECEIVED BY LEGISLATIVE COUNCIL.

11-17-2025 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

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 25-082)

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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, that makes a general statement of the requirements for certificates of authorization. It also clarifies that 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 were posted for a period of 20 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, Office of Chief Legal Counsel, 4822 Madison Yards Way, P.O. Box 14497, Madison, Wisconsin 53708; 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, Office of Chief Legal Counsel, 4822 Madison Yards Way, P.O. Box 14497, Madison, WI 53708-0497, or by email to [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov). Comments must be received on or before the public hearing, scheduled for April 1, 2026, 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 shall 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 3 and 12

Relating to: Architects Continuing Education 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 adding new material to subject matter required as part of continuing education for registered architects, which may include revisions to chs. A-E 3 and 12.

**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:**

Chapter A-E 3, Wis. Admin. Code, contains requirements for initial registration of architects in Wisconsin. Chapter A-E 12 contains requirements for continuing education for architects. Under A-E 12, architects' continuing education is generally required to be educational activities designed to advance the professional skills and knowledge of a registrant in the practice of architecture for the improvement of public health, safety and welfare. At least 24 contact hours of continuing education are required each biennium. Currently, the only specific subject matter requirement is that at least 16 of the 24 hours must be on health, safety and welfare topics. These are defined as technical or professional subjects that safeguard the public's health, safety and welfare including building design, landscape design, environmental or land use analysis, life safety, and other listed topics.

The Architects Section and A-E Examining Board would like to discuss and consider updating the requirements for continuing education. One topic they would like to consider is ethics training for architects.

The alternative is not to implement this scope statement and not to have the discussion and consider rule changes. This would not allow the board to update the code for the purpose of improving public health, safety and welfare affected by the architecture industry and to maintain a high standard of ethics in the industry.

**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."

Section 443.015 (1), Stats., provides 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."

**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:**

Registered architects in Wisconsin and providers of continuing education for architects.

**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, [DSAdminRules@wisconsin.gov](mailto:DSAdminRules@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**

<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>
25-082	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.	Clearinghouse Report received, there were no Clearinghouse comments.	Hold public hearing at Rules Committee on April 1, 2026.
	078-25	5/24/2028	A-E 6	<b>Examination Requirements.</b> Considering updating Land Surveyor examination requirements.	Scope published.	Hold preliminary public hearing at Rules Committee on April 1, 2026.
			A-E 3 and 12	<b>Architects Continuing Education.</b> Considering adding required subject matter to architects' continuing education.	Drafting scope statement.	Presentation of the scope statement to the section, rules committee, and full board.

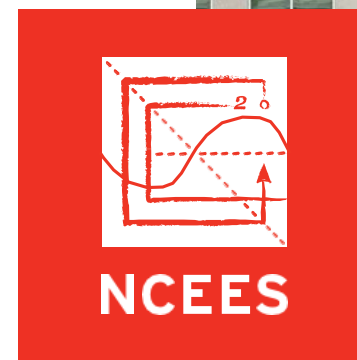
**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Will Johnson, Executive Director</b>		2) Date When Request Submitted: <b>03/20/2026</b>  Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others	
3) Name of Board, Committee, Council, Sections: <b>A-E Board</b>			
4) Meeting Date:  <b>04/01/2026</b>	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Josh Twitty, National Council of Examiners for Engineering and Surveying</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) <b>Authorization</b>			
Will Johnson		03/20/2026	
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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# ADVOCACY UPDATE





# 2026 SESSION TRENDS

Josh Twitty

# OVERVIEW



<u>Stance</u>	<u>Total</u>	<u>Percentage</u>	<u>YOY Change%</u>
Oppose	77	37%	+20.30%
Support	48	23%	+20%
Watching	82	40%	+30.10%
<b>Total</b>	<b>207</b>	<b>100%</b>	

# OVERVIEW



## Top 3 Issue Areas

Issue	Total	Percentage of Total	Key Bill
Board Procedural Reform	68	33%	KS SB30
Experience Reform	44	21%	NH HB1060
Practice Reform	28	13%	LA HB 387

# EXPERIENCE REFORM



- **Making experience timing more flexible:**
  - Decoupling from the 4-year requirement has resurged
- **Expansion of what is considered “acceptable experience” :**
  - Recognize broader types of engineering work
  - Clarify “progressive experience” requirements- Competency weighted
  - Allow credit for:
    - Graduate degrees (e.g., 1–2 years credit)
    - Different types of engineering roles
- **Increasing Access to the profession:**
  - Experience-only paths
  - ETAC Degree holders

# EDUCATION REFORM



- New efforts seek to define **how applicants without ABET-accredited degrees can qualify** for licensure
  - Weakens the “one-size-fits-all” 4-year degree requirement
  - Opens the door to:
    - Apprenticeship-style routes
    - Nontraditional or international degrees
    - Signals a shift toward skills + experience
  
- How do you allow for flexibility without condoning deregulation?

# ARTIFICIAL INTELLIGENCE



- 150% percent increase YOY
- Here's what has changed:
  - Regulation efforts have expanded beyond policing internet conduct
- Prohibits AI uses that result in:
  - Discrimination
  - Harmful or unsafe outcomes
- Engineers/surveyors must:
  - Maintain **direct control and supervision**
- AI creates a gray area:
- If AI generates a design or survey:
  - Who is in “responsible charge”?

# BOARD REFORM



- Concerns raised by practitioners:
  - Weakens peer-review oversight
  - Reduces technical expertise in disciplinary decisions
  - Politicization of licensing standards
  
- Common Reforms
  - Standardized complaint and feedback processes
  - Public reporting on board decisions
  - Data on licensing decisions

# LICENSURE REFORM



- Workforce Shortages and Infrastructure Demand
- Licensure Pathways Expansion
- Licensure Mobility
- Technological Transformation
- Public Protection/Access Balance

# LEGAL CHALLENGES



- There has been an uptick in legal challenges in recent years
  
- These legal cases have revolved around:
  - Freedom of speech versus conduct
  - Ambiguity around practice
  - Title challenges by petitioners
  - Public protection versus administrative bloat

# MILLS CASE SUMMARY



- Mills is an engineer who designs, analyzes, tests, and builds electronic circuits for consumer products through his consulting firm.
- The Arizona Board of Technical Registration (the “Board”) regulates several technical professions, including engineers. Under the applicable statutes, persons engaging in “engineering practice” must comply with the Board's qualifications and standards, including testing and registration.
  - 1. What Arizona constitutional standard applies to economic liberty claims?
  - 2. Are Plaintiffs not “similarly situated” to a statutorily benefitted group just because the statute excludes them?
  - 3. Does the restriction of Plaintiffs’ advertising implicate free speech rights?

# MILLS CASE UPDATE



- NCEES and The Board prepared Amici Curiae Briefs to respond to the challenges raised by Mills
- Some justices questioned whether every type of engineering work necessarily implicates **public health and safety**, which is the traditional justification for licensure
- **National Implications:**
  - What types of engineering work must be licensed?
  - Should independent consultants be regulated differently from employees?
  - Does this create a stricter restriction on scopes and expands exemptions?

# CONCLUSION



- You must be intentional when sharing your legislative wins!
- Educate yourself on what your neighbors do well
- If you are not at the table.....
- A.I. is a tool, not your replacement
- Some battles are worth fighting



$$M^0 L^0 T^0 = (LT^{-2})^x (ML^{-3})^y (L)^z$$

$$M: 0 = y$$

$$L: 0 = x - 3y + z + 1$$

$$T: 0 = -2x - 1 \quad -2x = 1$$

$$-\frac{1}{2} - 3(0) + z + 1 = 0$$

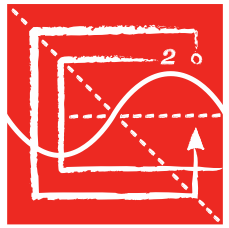
$$z = -\frac{1}{2} + \frac{1}{2} = -\frac{1}{2}$$

# QUESTIONS

$$\frac{1}{2} \quad \rho \quad D^{-1/2}$$

$$u_T$$

$$\pi_2 = u_T$$



**NCEES**

*advancing licensure for  
engineers and surveyors*

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

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<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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# CLARB

ADVANCING PROFESSIONAL STANDARDS  
IN LANDSCAPE ARCHITECTURE

# Agenda

About CLARB

Programs and Services

Key Initiatives

Inter-discipline Cooperation

Annual Meeting

# About CLARB

## Our mission

To design and promote landscape architectural standards.

## Our vision

The world's people, places and environment are protected by landscape architecture.

## Our preferred future

Agile standards with flexible education, experience and examination that enables borderless and diverse landscape architecture practice and is focused on the protection of health, safety and well-being (HSW), and considers emerging design, technical and societal trends.

## Our values

### LEAD WITH VISION

Planning for the future with creativity, wisdom and foresight.

### ACT WITH INTEGRITY

Operating with transparency and in alignment with our values and principles.

### DEMONSTRATE THOUGHT LEADERSHIP

Building trust and influence within our community.

### ASPIRE TO EXCELLENCE

Striving for continuous improvement through learning, growth and development.

### FOSTER INCLUSIVE COMMUNITY

Cultivating meaningful connections among our stakeholders.

### ENGAGE AS STEWARDS

Managing the organization's resources and mission with care and respect.

### DESIGN COLLABORATIVELY

Engaging stakeholders and partners to develop and achieve mutually beneficial outcomes.

# CLARB by the Numbers

Established in  
1970

501(c)(6) Trade  
Association

Headquartered  
in Reston, VA, US

Members = 56  
Licensing Boards

Customers =  
Exam Candidates  
and Licensees

Customer +  
Members Span  
20 Countries

Core Services:  
Exams, Records,  
Certification,  
Member Support

14 member staff-  
team

12 Volunteer  
Board Members  
Elected by  
Members

\$4.35 Million  
Annual Budget

3,873 Exams  
Administered

8129 Active  
Council Records

# Board of Directors



**Joel Kurokawa**  
President



**Brian Verardo**  
President-Elect



**Lea Ann Macknally**  
Past President



**Craig Coronato**  
Treasurer



**Emily Cronbaugh**  
Director



**Allison Fleury**  
Director



**Adriana Hernandez**  
Director



**Edward Kinney**  
Director



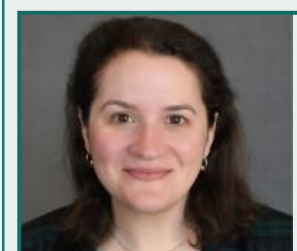
**Leehu Loon**  
Director



**Ramon Murray**  
Director

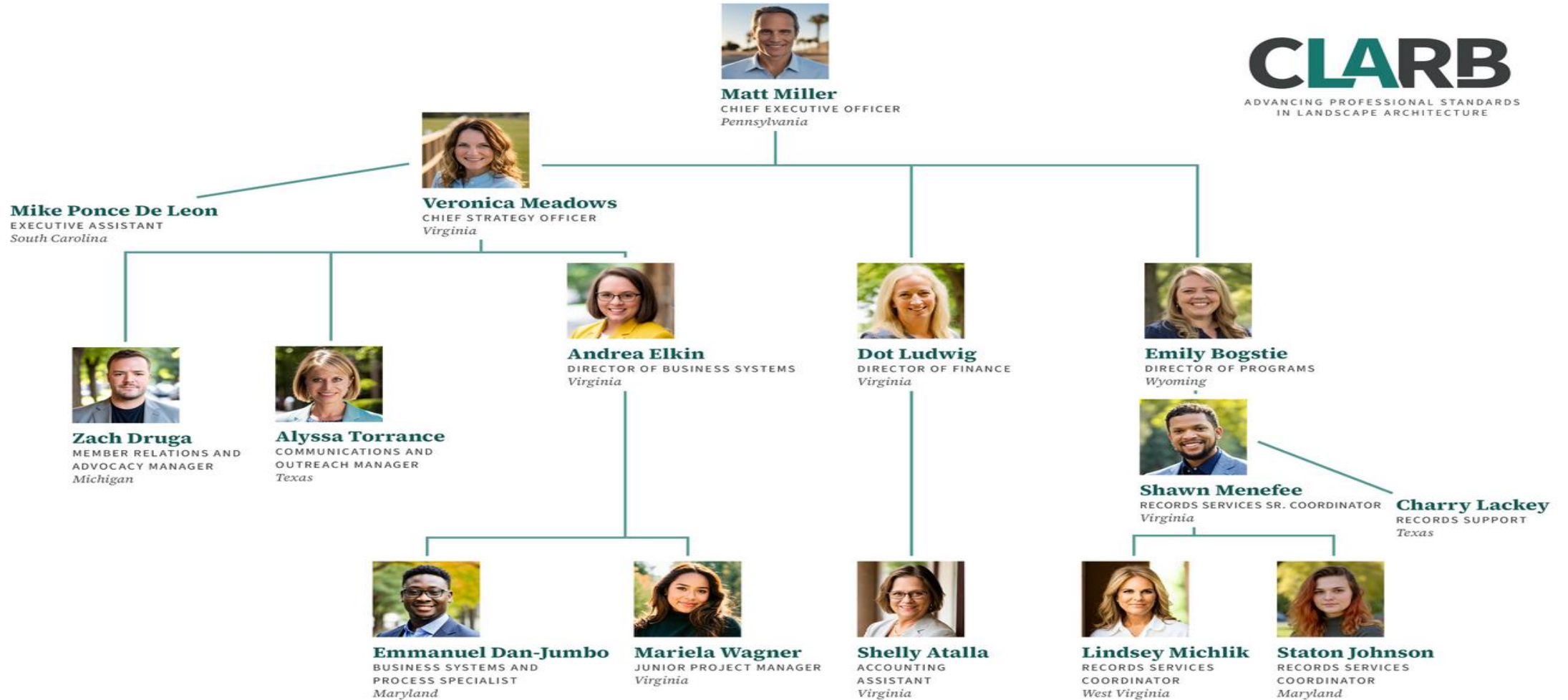


**Monica Pallares**  
Director



**Amy Stewart**  
Director

# Professional Staff



# Programs and Services

- 
- An aerial photograph of a modern landscape design. The scene features a winding, light-colored path that curves through various green spaces. There are several large, mature trees with dense foliage, some with reddish-brown leaves. The landscape is well-maintained, with clear boundaries between different areas. In the bottom right corner, there is a logo for 'JOHN FRENCH LANDSCAPE DESIGN' and the number '64'.
- The Landscape Architect Registration Examination
  - The Council Record
  - CLARB Certification
  - Model Licensure Policies/Standards
  - Licensure Defense and Advocacy



## Landscape Architect Registration Examination

CLARB prepares, administers and scores the L.A.R.E., which assesses the ability of prospective licensees to protect the public's health, safety and welfare. This four-part fully computerized examination is designed to determine whether applicants for landscape architectural licensure possess sufficient knowledge, skills and abilities to provide services without endangering the public.

# Examination Details

- Administered 3 times per year (April, August, December)
- Candidates can test in a testing center or via remote proctoring
- Preliminary scores are currently available for all sections



**Inventory,  
Analysis & Project  
Management**

**Construction  
Documentation  
& Administration**

**Planning  
and Design**

**Grading, Drainage  
& Stormwater  
Management**



## CLARB Council Record

Landscape architects document and verify their education, experience, examination and licensure history through our professional information system known as the CLARB Council Record.

### Benefits

- Valuable tool used throughout a landscape architect's career – from exam candidate to established professional – to streamline the licensure process.
- Includes access to CLARB webinars, professional development, research and advocacy efforts.
- Faster and more efficient overall for Record Holders and CLARB Member jurisdictions.
- Provides convenient, secure access to detailed records and lightens the administrative load.
- Helps reduce barriers to mobility by streamlining the initial and reciprocal licensure processes.
- Empowers candidates to be evaluated for CLARB Certification.



## CLARB Certification

CLARB Certification is a formal recognition that an individual's education, experience and examination meet or exceed the high standards approved by CLARB's Board of Directors. These standards are aligned with the CLARB Uniform Licensure Standard and are recommended internationally as the standard for licensure.

# CLARB Certification

## Benefits

- Serves as the profession's stamp of approval that a candidate meets the high standards set by CLARB.
- Unlocks the fast track by demonstrating adherence to recognized professional standards and accelerating the reciprocal licensure process.
- Gives a competitive edge to practitioners who use the title of "CLARB Certified Landscape Architect" and proudly display the logo on their website, social media platforms and marketing materials.
- Expands potential reach by empowering landscape architects to more easily pursue business opportunities and respond to requests across different jurisdictions.
- Recommends to the governing jurisdiction that the individual be granted licensure or registration without further review.



*“You will never know when an opportunity will present itself in a different jurisdiction. Being able to quickly apply for a reciprocal license may help you land a new project.”*

---

**BRANDON DOSS, PLA**  
*CLARB Certified since 2019*

**Design Studio Director**  
Blair Parker Design

# Model Licensure Policies/Standards

## **CLARB's Uniform Licensure Standard for Landscape Architecture**

CLARB's uniform standard, developed through its Rethink Regulation program, is a set of recommended uniform standards for licensure that landscape architectural licensure boards can adopt and implement to create common, consistent licensure requirements across jurisdictions. By utilizing this uniform standard, which incorporates requirements for education, experience and examination, licensure boards can reduce confusion and barriers to entry for candidates while creating consistency and defensibility, and encouraging mobility. If you have questions or interest in discussing implementation strategies for your jurisdiction, please reach out to Zach Druga at [zdruga@clarb.org](mailto:zdruga@clarb.org).

## **CLARB Model Law and Model Regulations**

CLARB's Law and Model Regulations provide guidelines for establishing and updating laws and rules/regulations that are common to all jurisdictions. Changes to statutes and rules/regulations are viewed favorably when they align with an international model(s) for the profession. The organization also provides these models in order to facilitate reciprocity with provisions that allow for continuous synchronization of requirements.

## **Model Continuing Education (CE) Standards**

Continuing education is the mechanism used by most Member boards to ensure that licensees remain current in the profession. While a definition of minimal competency is important for establishing criteria for entry into the profession, licensees must continue to learn and expand their skills in order to rise to higher levels of competency. CLARB provides boards with basic guidelines for establishing continuing education standards in their jurisdictions, as well as to help harmonize the requirements across all design disciplines.

## **Model Code of Professional Conduct**

A strong Professional Code of Conduct benefits the public by ensuring that licensed landscape architects will practice in the best interest of the client and the general public. CLARB's Model Code of Professional Conduct provides boards with uniform guidelines to follow, as well as structure for determining violations.

# Latest Experience Evaluation Guidance

- Direct Supervision
- Verification of Experience
- International Experience
- Unverified Experience
- Self-verified Experience for Reciprocal Licensure
- Administrative Approval for Licensure

# Proactively addressing licensure reform

We are committed to defending landscape architectural licensure in the public's interest, and we employ a range of strategies and partnerships to ensure that the practice of landscape architecture remains a licensed profession across the United States and Canada. Our goal is to safeguard public safety and well-being by maintaining rigorous professional standards, which helps ensure that only qualified professionals design outdoor spaces that protect people, communities and the environment.

## Reciprocal licensing

In 2024, many states considered Universal Licensing bills, which aim to make it easier for professionals licensed in one state to work in another. These bills generally require licensing boards to grant a license to someone who has been in good standing for at least one year in another jurisdiction.

CLARB's Uniform Standard can help address these bills by creating a consistent set of requirements across states and provinces, simplifying the process for professionals to get licensed no matter where they practice. However, Universal Licensing bills can sometimes create challenges, especially if they result in differences between how in-state and out-of-state applicants are treated. Our work helps minimize these differences, ensuring fair and equitable treatment for all applicants.

## Board consolidations

We continue to monitor legislative efforts to consolidate landscape architecture boards with other professions. For example, **Utah** recently merged its landscape architect board with the architect board, and similar proposals were introduced but not passed in **Iowa** and **New Hampshire**.

CLARB recognizes that there are benefits to both autonomous and combined boards, depending on the specific needs and contexts of each jurisdiction. We support our Member Boards by providing resources and insights to navigate these changes effectively.

## Executive orders and sunset reviews

Several state governors issued Executive Orders that reviewed licensing across various professions. CLARB partnered with our allies to help Member Boards respond to these reviews, ensuring that the needs of landscape architects were considered. During sunset reviews—regular evaluations to decide if a board should continue operating—in states like **Arizona, California** and **Washington**, CLARB worked alongside the American Society of Landscape Architects (ASLA) and other partners to secure continuations for landscape architecture licensure.

## Other trends

- Moving boards under a central licensing agency
- Shifting authority from boards to licensing agencies
- Reviewing and adjusting licensing requirements
- Monitoring proposed regulations affecting licensure

## Success stories

### LOUISIANA HB 959

This bill, as originally proposed, would have deregulated several professions, including landscape architecture. Thanks to a collaborative effort between CLARB, ASLA, and the Alliance for Responsible Professional Licensing (ARPL), significant changes were made to the bill, and all deregulatory provisions were removed. This was a critical win for landscape architecture in **Louisiana**, ensuring that the profession remains regulated. Continued regulation is vital because it upholds professional standards that protect public health, safety, and well-being (HSW), ensuring that outdoor spaces are safe, functional, and environmentally sustainable.

### ALABAMA SB 224

This bill sought to consolidate independent licensing boards, including the landscape architecture board, under a central state licensing agency in **Alabama**. CLARB and ASLA partnered to provide input on this proposal, focusing on how the shift could impact licensing processes and customer service.

CLARB recognizes the benefits of both autonomous and centralized models, and we remain committed to supporting our Member Boards in adapting to legislative changes while maintaining high standards for licensure of the profession.

# Key Initiatives – Uniform Standard

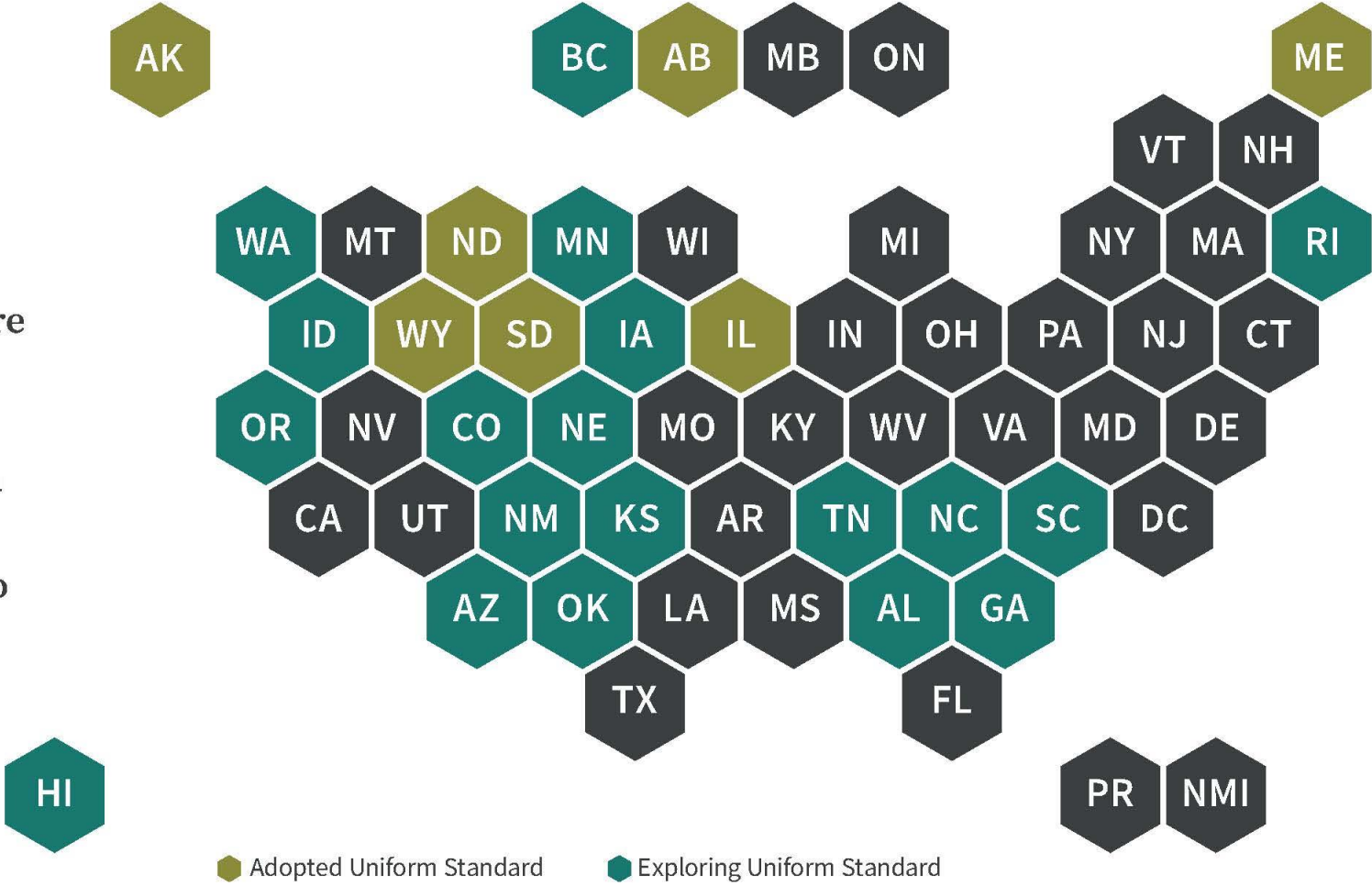
# Key initiatives

In addition to offering the licensure exam, managing professional records and defending licensure for the health, safety and welfare of the public, CLARB engaged in several strategic projects that support our mission to design and promote landscape architectural standards.

CLARB UNIFORM STANDARD

# Rethinking Regulation

We continuously explore and research the forces shaping landscape architecture licensure so that we can proactively address licensure reform, identify and reduce key friction points in the licensure process, and increase equitable access to licensure for all.



# Why a Uniform Standard

01

Achieve consistent licensure requirements across jurisdictions

02

Improve the landscape architecture mobility model

03

Provide for increased equity in and access to licensure

04

Increase defensibility of licensure requirements

05

Ensure the continued protection of the health, safety, and welfare of the public and the environment.

# Expansion of Uniform Requirements

Inclusive Education Pathways

Justifiable Experience Requirements

Accessible Licensure Examination\*\*\*

# Data and Information Inputs

Recommendations  
from ASLA on  
alternative  
educational paths /  
Inputs from CELA

Requirements for  
related design  
disciplines  
(architecture and  
engineering)

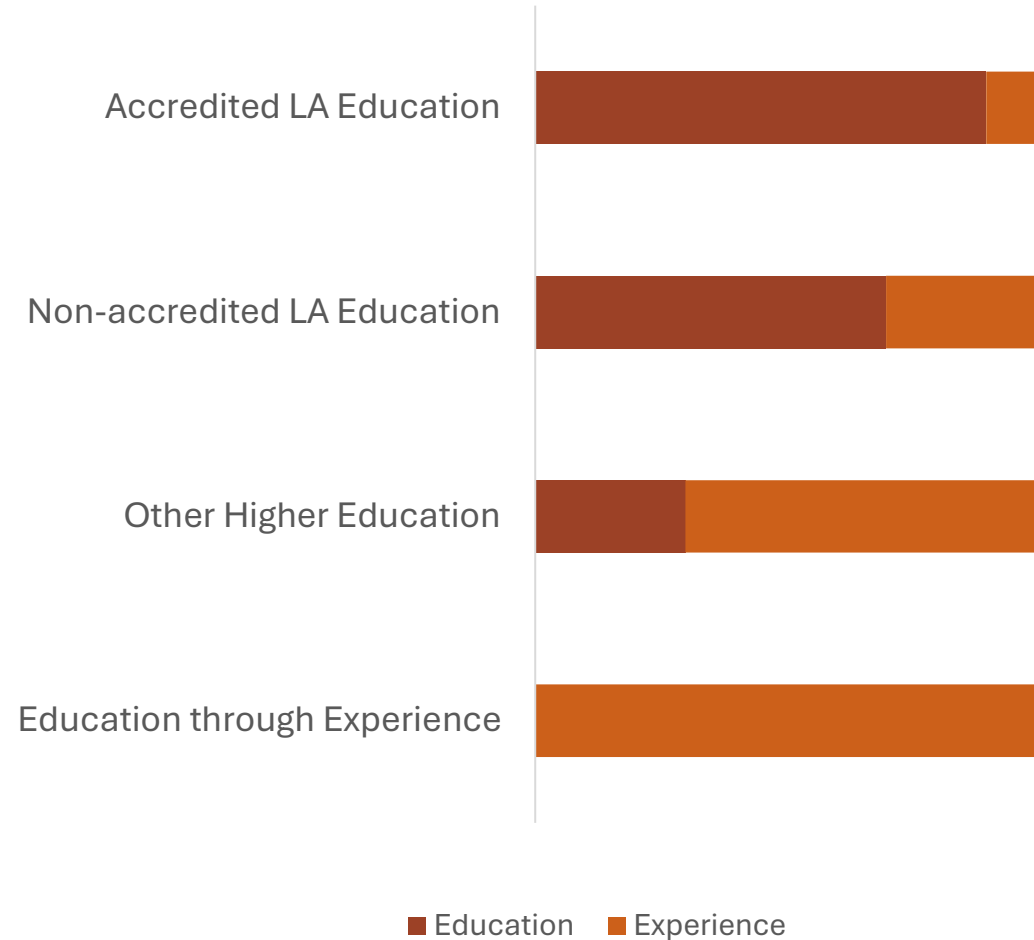
Correlations related to  
current member  
requirements

Correlations related to  
years of experience  
(and education type)  
and demonstration of  
competency

Input from the  
profession on when  
they felt competent to  
practice  
independently

# Approach

- *Prioritizes* accredited degree as the preferred path
- *Recognizes* alternative education paths
- *Provides* for an education through experience path
- *Balances* the interplay between education, experience and examination



# Education and Experience

DEGREE	YEARS OF WORK EXPERIENCE REQUIRED	Exam
<b>LAAB or LAAC Accredited Bachelor or Master of Landscape Architecture</b>	2	Pass the LARE
<b>Non-Accredited Bachelor of Landscape Architecture</b>	4	Pass the LARE
<b>2-Year Non-Accredited Master of Landscape Architecture</b>	6	Pass the LARE
<b>2-Year Certificate of Landscape Architecture</b>	6	Pass the LARE
<b>Other Bachelor Degree</b>	6	Pass the LARE
<b>2-Year Associate Degree</b>	7	Pass the LARE
<b>2-Year Certificate</b>	7	Pass the LARE
<b>No Secondary Degree</b>	8	Pass the LARE

# Wisconsin Requirements

A bachelor's degree in landscape architecture or a master's degree in landscape architecture and at least 2 years of practical experience in landscape architecture of a character satisfactory to the examining board, or a specific record of at least 7 years of training and experience in the practice of landscape architecture including at least 2 years of courses in landscape architecture approved by the examining board, and 4 years of practical experience in landscape architecture of a character satisfactory to the examining board.

## Elevating the profession around the world

Our vision for a unified, elevated profession includes intentional opportunities for international access, mobility and equity through the globalization of systems, processes and standards. Through partnership, research and collaboration, we continued to explore landscape architecture regulation around the world.



### EDUCATION

## LAAB / Universidad Nacional Autónoma de México Pilot

CLARB and LAAB explored ways to facilitate access to practice for internationally educated applicants. Together we launched a pilot program with the **Universidad Nacional Autónoma de México** (UNAM) for LAAB candidacy status. After years of rigorous preparations, the April 2024 candidacy visit to UNAM included interviews, campus tours and a presentation of initial findings — marking a significant milestone for UNAM and yielding valuable insights for LAAB and CLARB.

Pending the final report from LAAB, CLARB will consider recognizing the landscape architecture degree from UNAM as “equivalent” for meeting the requirements for CLARB Certification.

# Landscape Architecture Around the World: Results of the First Global Job Task Analysis

*December 12, 2023*

CLARB and IFLA conducted the first ever Global Job Task Analysis in 2022 to gain a better understanding of the profession across the globe. More than two thousand practitioners representing over one hundred countries and ten languages participated, informing a broader view of who is practicing landscape architecture and what the practice of landscape architecture entails.

In 2023 CLARB published the report and presented the findings at a December webinar. Presenters **Adrienne W. Cadle** of Professional Testing and CLARB's COO **Rebecca Moden** explored the similarities and differences in practice globally, regionally and nationally – as well as the potential impact to the future of the profession.



# Global Work Continued

- International Federation of Landscape Architects (IFLA)
- IFLA Africa
- IFLA Asia – Oceania
- Botswana
- Philippines

## Reframing landscape architecture



### Design Meets Dialogue

Along with our key partners in landscape architecture, CLARB and the Frameworks Institute worked to reframe landscape architecture's narrative and improve public understanding. We aimed to highlight practitioners' work, its methods and societal impact. By emphasizing that "landscape architecture engages and benefits people," we continue our work to dispel misconceptions, clarify the profession's scope and demonstrate its crucial role in outdoor spaces. CLARB hosted a three-part webinar series that explored the recommended strategies and shared helpful tools.



### Key framing strategies

- Lead with how landscape architecture benefits people.
- Appeal to the value of community cohesion to reinforce the value of the field for people and communities.
- Leverage what people know about building architecture to build a better understanding of what landscape architecture entails.
- Weave different examples and images into every communication to get the public to better understand that landscape architects connect people to their surroundings.

# Inter-discipline Coordination



# About ICOR



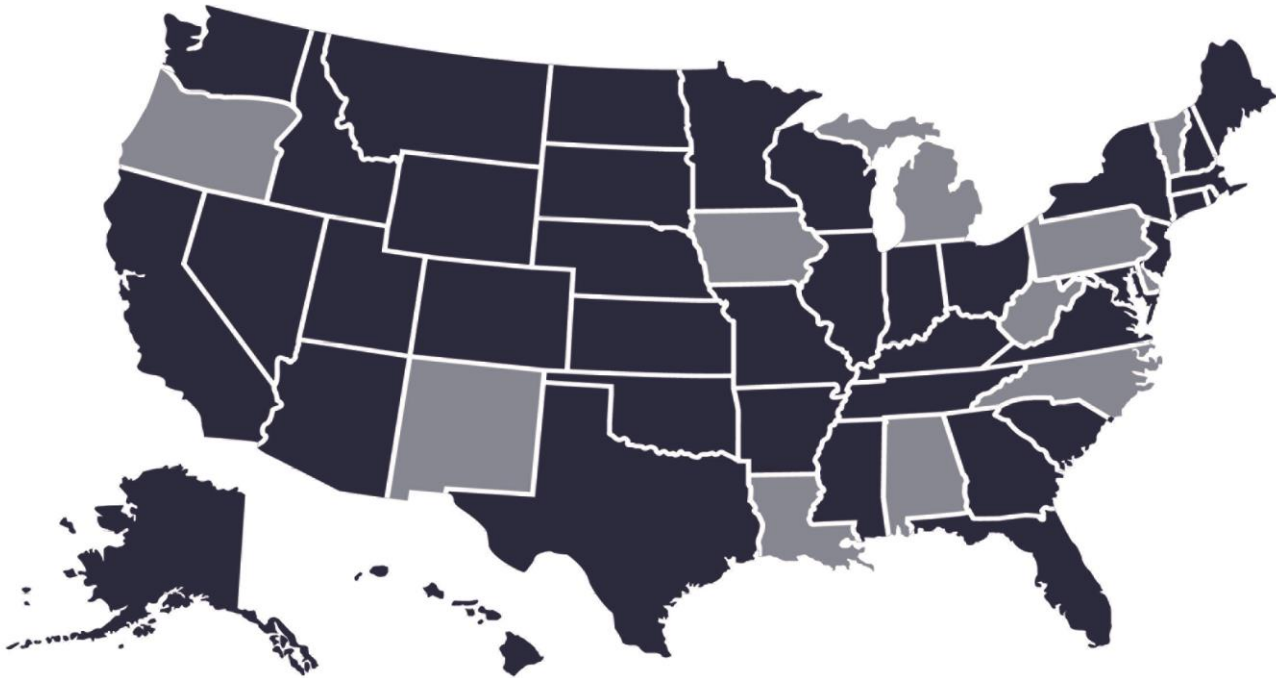
# About ICOR



## Interorganizational Council on Regulation



# Shared Members, Resources, Success



■ Member Boards shared by 2+ ICOR organizations



# ICOR Focus



Member board support



Best practices in  
regulation of design  
professions



Advocacy for licensure  
in the public's interest



Harmonizing licensure  
policies, processes and  
procedures



# ICOR Priorities



Practice Overlap Task Force

Member Orientation

Leadership Events

Additional Resources and Initiatives





# Addressing Practice Overlap

CLARB is a member of the Interorganizational Council on Regulation (ICOR), which works to harmonize policies, processes and procedures among the design professions: architecture, engineering, interior design, landscape architecture and surveying.

**PRACTICE OVERLAP INITIATIVE**

**PROBLEM**

- CONFUSION** for the public
- QUESTIONS** from code officials
- CONSTERNATION** between professionals
- FRICTION** among licensing boards

**HISTORY**

- '20 ICOR leadership discussion on incidental practice challenges
- '20 NCARB launched incidental practice task force
- '22 Recommendation from NCARB task force for ICOR-led effort
- '22 ICOR Practice Overlap task force launched
- '23 ICOR task force analysis of practice areas
- '24 ICOR task force development of guidance

**INPUTS**

- DEFINITION OF PRACTICE
- CURRICULUM
- EXAM DOMAINS
- EXPERIENCE AREAS
- MEMBERSHIP SURVEY

**128** PRACTICE AREAS

**BY THE NUMBERS**

- 38** licensed/certified subject matter experts
- 990+** combined years of experience
- 5** professions
- 27** across jurisdictions
- 6** formed workgroups
- 500+** contributing hours of work

**ANALYSIS**

- GROUP ONE: NO HSW, NO OVERLAP**
- GROUP TWO: ACCEPTABLE OVERLAP**
- GROUP THREE: PRACTICE BOUNDARIES**

**SOLUTION**

- Definitions of practice areas for each profession
- Guidance for Member Boards on areas of acceptable overlap and scope distinction

## Practice Overlap Initiative

We are working with our ICOR Partners (NCARB, NCEES and CIDQ) to develop uniform guidelines and definitions for competent overlap of practice between the design disciplines that will result in clear and shared definitions, guidelines or best practices. Professional licensing authorities – such as CLARB’s member boards – can use these tools to better regulate practice overlap.

Throughout 2024, representatives from the professions of architecture, engineering, interior design, landscape architecture and surveying shared progress updates, demonstrated the rigor of the work being done and gathered member feedback about the resources being developed.

# INTERORGANIZATIONAL

 COUNCIL ON REGULATION

# PRACTICE OVERLAP GUIDANCE

## Civil, Construction, Environmental, and Geotechnical Engineer & Landscape Architect

<b>Role of Civil, Construction, Environmental, and Geotechnical Engineer</b>	Civil, construction, environmental, and geotechnical engineers perform grading and drainage design for regional impacts that go beyond the specific project site. Engineers coordinate green roof design and onsite-water capture.
<b>Overlap</b>	Civil, construction, environmental, and geotechnical engineers and landscape architects create detailed designs of and coordinate site-specific grading, drainage, and stormwater management.
<b>Role of Landscape Architect</b>	Landscape architects design the biological and botanical elements of grading, drainage, and stormwater management.

# 2026 Annual Meeting



# 2026 CLARB Annual Meeting

August 27-29, 2026

Calgary, Alberta, Canada

Hyatt Regency Calgary