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**LANDSCAPE ARCHITECTS SECTION MEETING**  
**Room 121A, 1400 E Washington Avenue, Madison**  
**Contact: Erin Karow (608) 266-2112**  
**January 25, 2018**

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

**AGENDA**

**9:00 A.M.**

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

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

**B. Approval of Minutes of September 5, 2017 (4-5)**

**C. Administrative Matters (6-11)**

- 1) Election of Officers
- 2) Appointment of Liaisons and Alternates
- 3) Delegation of Authorities
- 4) Department Updates

**D. Legislative and Administrative Rule Matters – Discussion and Consideration (12-14)**

- 1) 2017 Wisconsin Act 59 – Update on Budget Provisions
- 2) Update Regarding Assembly Bill 670
- 3) Update on Pending and Possible Rulemaking Projects

**E. Council of Landscape Architectural Registration Boards (CLARB) Update**

**F. Speaking Engagements, Travel, or Public Relations Requests (15)**

- 1) Report from Rosheen Styczynski on the 2017 CLARB Annual Meeting September 13-16, 2017 in Boise, ID
- 2) 2018 CLARB Annual Meeting – September 27-29, 2018 in Toronto, Ontario – Attendance Consideration

**G. Deliberation on Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Officer(s)
- 3) Appointment of Liaison(s)
- 4) Administrative Matters
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters

- 8) Legislation/Administrative Rule Matters
- 9) Liaison Reports
- 10) Informational Items
- 11) Disciplinary Matters
- 12) Presentations of Petitions for Summary Suspension
- 13) Petitions for Designation of Hearing Examiner
- 14) Presentation of Proposed Stipulations, Final Decisions and Orders
- 15) Presentation of Proposed Final Decisions and Orders
- 16) Presentation of Interim Orders
- 17) Petitions for Re-Hearing
- 18) Petitions for Assessments
- 19) Petitions to Vacate Orders
- 20) Requests for Disciplinary Proceeding Presentations
- 21) Motions
- 22) Petitions
- 23) Appearances from Requests Received or Renewed
- 24) Speaking Engagement(s), Travel, or Public Relation Request(s)

#### H. Public Comments

**CONVENE TO CLOSED SESSION to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

#### I. Deliberation on Division of Legal Services and Compliance (DLSC)

#### J. Credentialing Matters – Discussion and Consideration (16-17)

- 1) Application Reviews

#### K. Deliberation of Items Received After Printing of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Deliberation on Division of Legal Services and Compliance (DLSC)
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Motions
- 18) Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

**NEXT MEETING DATE: MARCH 6, 2018**

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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 at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**LANDSCAPE ARCHITECT SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
September 5, 2017**

**PRESENT:** Andrew Albright, Tim Garland, Rosheen Styczinski

**EXCUSED:** Kenneth Arneson, Michael Kinney

**STAFF:** Erin Karow, Executive Director; Helen Leong, Administrative Rule Coordinator; Nifty Lynn Dio, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Rosheen Styczinski, Chair, called the meeting to order at 9:00 a.m. A quorum of three (3) was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Andrew Albright moved, seconded by Tim Garland, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 7, 2017**

**MOTION:** Andrew Albright moved, seconded by Tim Garland, to approve the minutes of the March 7, 2017 meeting as published. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Andrew Albright moved seconded by Tim Garland, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Rosheen Styczinski read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Andrew Albright-yes; Tim Garland-yes; and Rosheen Styczinski-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:46 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Tim Garland moved, seconded by Andrew Albright, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:01 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Andrew Albright moved, seconded by Rosheen Styczinski, to affirm all votes taken in closed session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

## **CREDENTIALING MATTERS**

### **Application Reviews**

**MOTION:** Andrew Albright moved, seconded by Rosheen Styczinski, to approve the application for the Landscape Architect Registration to Daria Hutchinson, once all requirements are met. Motion carried. Abstained: Garland

**MOTION:** Andrew Albright moved, seconded by Rosheen Styczinski, to approve the application for the Landscape Architect Registration to Michael Marlin, once all requirements are met. Motion carried. Abstained: Garland

### **ADJOURNMENT**

**MOTION:** Andrew Albright moved, seconded by Tim Garland, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:03 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Laura Smith, Bureau Assistant, on behalf of Erin Karow, Executive Director		<b>2) Date When Request Submitted:</b>  11/24/17  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>  Landscape Architect Section			
<b>4) Meeting Date:</b>  1/25/2018	<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>  Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
<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>  <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>  1) The Section should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Section should review and then consider continuation or modification of previously delegated authorities			
<b>11) Authorization</b>			
<i>Laura Smith</i>		11/24/2017	
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.			

**2017 Election Results, Liaison Appointments, and Delegated Authorities**  
**Landscape Architect Section**

<b>2017 ELECTION RESULTS</b>	
<b>Board Chair</b>	Rosheen Styczinski
<b>Vice Chair</b>	Andrew Albright
<b>Secretary</b>	Michael Kinney
<b>2017 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaisons</b>	Andrew Albright Alternate – Rosheen Styczinski
<b>Professional Assistance Procedure (PAP) and Monitoring Liaison</b>	Andrew Albright Alternate – Rosheen Styczinski
<b>Administrative Rules Liaison</b>	Rosheen Styczinski
<b>Continuing Education Liaison</b>	Andrew Albright Alternate – Tim Garland
<b>Travel Liaison</b>	Rosheen Styczinski
<b>Screening Panel</b>	Michael Kinney

**MOTION:** Tim Garland moved, seconded by Michael Kinney, to affirm the Chair’s appointment of liaisons for 2017. Motion carried unanimously.

**DELEGATION MOTIONS**

*Delegated Authority for Urgent Matters*

**MOTION:** Andrew Albright moved, seconded by Tim Garland, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

*Delegated Authority for Application Denial Reviews*

**MOTION:** Tim Garland moved, seconded by Andrew Albright, that the Section counsel or another department attorney is formally authorized to serve as the Board’s designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Andrew Albright moved, seconded by Tim Garland, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

***Credentialing Authority Delegations***

**MOTION:** Tim Garland moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

***Continuing Education Liaison***

**MOTION:** Tim Garland moved, seconded by Michael Kinney, to delegate authority to the Continuing Education Liaisons to address all issues related to continuing education. Motion carried unanimously.

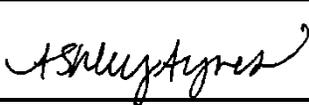
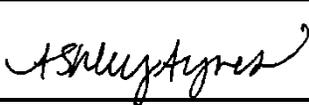
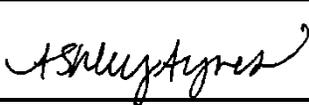
***Monitoring Delegation***

**MOTION:** Andrew Albright moved, seconded by Tim Garland, to adopt the ‘Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor’ document as presented. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Andrew Albright moved, seconded by Michael Kinney, to delegate authority to approve any Board Member travel to the Travel Liaison. Motion carried unanimously.

## AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  Ashley Ayres  Monitoring and Intake Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted:  December 18, 2017									
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>									
3) Name of Board, Committee, Council, Sections: Landscape Architect Section											
4) Meeting Date:  January 18, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Appointment of Monitoring Liaison and Delegated Authority Motion									
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:  Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet.											
11) <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <div style="text-align: center;">  </div> </td> <td style="width: 40%; border: none; text-align: center;">                     Authorization                       December 18, 2017                 </td> </tr> <tr> <td style="border: none;"> <hr/>                     Signature of person making this request                 </td> <td style="border: none; text-align: center;"> <hr/>                     Date                 </td> </tr> <tr> <td style="border: none;"> <hr/>                     Supervisor (if required)                 </td> <td style="border: none; text-align: center;"> <hr/>                     Date                 </td> </tr> <tr> <td style="border: none;"> <hr/>                     Executive Director signature (indicates approval to add post agenda deadline item to agenda)                 </td> <td style="border: none; text-align: center;"> <hr/>                     Date                 </td> </tr> </table>				<div style="text-align: center;">  </div>	Authorization  December 18, 2017	<hr/> Signature of person making this request	<hr/> Date	<hr/> Supervisor (if required)	<hr/> Date	<hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda)	<hr/> Date
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## **Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor**

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

### **Current Authorities Delegated to the Monitoring Liaison**

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. *(Except Pharmacy)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.
10. *(Except Pharmacy)* Grant Respondent’s petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison.
  - a. Year 1: 49 screens (including 1 hair test, if required by original order)
  - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
  - c. Year 3: 28 screens plus 1 hair test
  - d. Year 4: 28 screens plus 1 hair test
  - e. Year 5: 14 screens plus 1 hair test
11. *(Dentistry only)* – Ability to approve or deny all requests from a respondent.

## **Current Authorities Delegated to the Department Monitor**

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
  2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.
  3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
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## **Proposed (New) Delegations to the Monitoring Liaison**

The Monitoring Unit is proposing the following additions to the Monitoring Liaison's authority:

1. Board Monitoring Liaison may determine whether Respondent's petition is eligible for consideration by the full Board/Section.
2. Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Helen Leong, Administrative Rules Coordinator		<b>2) Date When Request Submitted:</b>  January 8, 2018 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Landscape Architects Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors			
<b>4) Meeting Date:</b>  January 18, 2018	<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>  1) 2017 Wisconsin Act 59, Update on Budget Provisions 2) Update Regarding Assembly Bill 670	
<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>  <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>	
<b>10) Describe the issue and action that should be addressed:</b>  SECTION 1904. 440.03 (4m) of the statutes is created to read: (4m) Except as otherwise permitted in chs. 440 to 480, the department may require a credential holder to submit proof of the continuing education programs or courses that he or she has completed only if a complaint is made against the credential holder.			
<b>11) Authorization</b>			
Signature of person making this request		Date	
<i>Helen Leong</i>		<i>January 8, 2018</i>	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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## Chapter A-E 11

### CONTINUING EDUCATION FOR LANDSCAPE ARCHITECTS

A-E 11.01	Authority and purpose.
A-E 11.02	Definitions.
A-E 11.03	Continuing education requirements.
A-E 11.04	Standards for approval.

A-E 11.05	Certificate of completion, proof of attendance.
A-E 11.06	Recordkeeping.
A-E 11.07	Waiver of continuing education.
A-E 11.08	Reciprocity.

**A-E 11.01 Authority and purpose.** The rules in this chapter are adopted under the authority in ss. 15.08 (5) (b), 227.11 (2) and 443.015, Stats., and govern biennial continuing education of landscape architect registrants.

**History:** CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.02 Definitions.** As used in this chapter:

(1) “Biennium” means a 2-year period beginning August 1 of each even numbered year.

(2) “Continuing education” means the planned, professional development activities designed to contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the registrant in the practice of landscape architecture for the benefit of the health, safety and welfare of the public.

(3) “Continuing education hour” means 50 minutes of instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity.

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

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

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

(c) Are aesthetically appealing.

(d) Function properly in all relevant respects.

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

**History:** CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.03 Continuing education requirements.**

(1) (a) Prior to the August 2012 biennial registration period and in each biennial registration period thereafter, unless granted a waiver under s. A-E 11.07, every registrant shall complete at least 24 hours of approved continuing education except that between initial registration and the first renewal period a new registrant is not required to comply with the requirements for the first renewal of registration.

(b) Continuing education shall be in the topics or subject areas of landscape architecture, building design, landscape design, environmental or land use analysis, life safety, landscape architectural programming, site planning, site and soils analyses, plant material, accessibility, lateral forces, selection of building systems and structural systems, construction methods, contract documentation and construction administration, or the Wisconsin statutes and rules regulating landscape architects.

(c) No less than 16 hours shall be in HSW topics.

(d) No less than 2 hours shall be in professional conduct and ethics.

(2) Continuing education activities that will meet the requirements of sub. (1) include the following:

(a) Online, correspondence, televised, videotaped, or other short courses or tutorials.

(b) A college or university course in the area of landscape architecture or related sciences. One college or university semester credit hour of course work is equivalent to 16 continuing education hours and one college or university quarter credit hour of course work is equivalent to 12 continuing education hours.

(c) Landscape architecture programs, seminars, tutorials, workshops, short courses or in-house courses conducted by an instructor where the student and instructor interact simultaneously in real-time, including traditional classroom or live events.

(d) Presentations at related technical or professional meetings at which at least one hour is spent discussing landscape architecture or attending a lecture on related topics, or both. Each qualified meeting may be awarded one continuing education hour.

(e) Teaching courses or programs on landscape architecture topics. Teaching credit may be counted for teaching a course for the first time only and does not apply to faculty in the performance of their regularly assigned duties. Three continuing education hours shall be awarded for every 50 minutes of teaching or presentation, not to exceed a total of 6 hours per biennium.

(f) Authoring landscape architecture related papers or articles that appear in circulated journals or trade magazines. One continuing education hour may be awarded for every 50 minutes spent in authoring a landscape architecture related paper or article which is published in a circulated journal, not to exceed a total of 6 hours per biennium.

(g) Serving as a jury panel member on a professional landscape architect work or design competition.

(h) Providing professional service to the public by serving as an officer or committee member of a technical or professional society, board, commission or other organization related to landscape architecture. Two continuing education hours shall be awarded for one full year of service, not to exceed a total of 2 hours per biennium.

(i) Educational tours of landscape architecturally significant projects which are sponsored by a college, professional organization or system supplier, not to exceed 8 continuing education hours per biennium.

(3) Continuing education hours shall be completed within the 2 year period prior to the registration renewal date.

(4) A landscape architect who fails to meet the continuing education requirements by the renewal date, as specified in s. 440.08 (2) (a) 38m., Stats., may not engage in the practice of landscape architecture until the registration is renewed based upon compliance with the continuing education requirements, unless granted a waiver under s. A-E 11.07.

**History:** CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.04 Standards for approval.** (1) To be approved for credit, a continuing education activity shall meet all of the following criteria:

(a) The activity constitutes an organized method of instruction which contributes directly to the professional competency of the registrant and pertains to subject matters which integrally relate to the practice of the profession.

(b) The activity is conducted by individuals who have specialized education, training or experience and are considered qualified concerning the subject matter of the program.

(c) The activity provides proof of attendance or completion by the registrant and fulfills pre-established goals and objectives.

(2) Approved providers of continuing education programs may include the following:

- (a) American Society of Landscape Architects.
- (b) Council of Landscape Architectural Registration Boards.
- (c) Urban Land Institute.
- (d) American Nursery and Landscape Association.
- (e) American Planning Association.
- (f) National Society of Professional Engineers.
- (g) National Recreation and Park Association.
- (h) American Institute of Architects.
- (i) Construction Specifications Institute.
- (j) State or federal training programs.
- (k) Colleges, universities or other educational institutions.

(3) The landscape architect section or its designee may make recommendations as to approval of continuing education hour value for activities and other methods of earning credit offered by providers not listed in sub. (2) (a) to (k).

History: CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.05 Certificate of completion, proof of attendance.** (1) Each registrant shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The landscape architect section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. If audited, a registrant shall provide evidence of compliance.

(3) The landscape architect section may require additional evidence demonstrating compliance with the continuing education requirements including a certificate of attendance or documentation of completion or credit for the courses completed.

(4) If a registrant appears to lack compliance with the continuing education requirements, the landscape architect section shall notify a registrant in writing and request submission of evidence of compliance within 30 days of the notice.

(5) The landscape architect section may require a registrant to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.

History: CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.06 Recordkeeping.** The registrant shall maintain records of continuing education for at least 4 years from the date of the program. The recordkeeping shall include all of the following:

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

History: CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.07 Waiver of continuing education.** (1) In this section, "extreme hardship" means an inability to fulfill the continuing education requirements during the applicable renewal period because of one of the following:

(a) Full-time service in the uniformed services of the United States of America for a period of one year during the biennium.

(b) An incapacitating illness documented by a statement from a licensed health care provider resulting in an inability to participate in a continuing education activity.

(c) A retirement from the occupation of landscape architecture whereby the renewal applicant no longer receives remuneration from providing landscape architecture services.

(d) Any other extenuating circumstances.

(2) A renewal applicant seeking renewal of registration without having fully complied with the continuing education requirements shall file a renewal application along with the required fee, and a statement setting forth the facts concerning non-compliance and requesting a waiver of the requirements. The request for waiver shall be submitted to the landscape architect section prior to the renewal date. Extreme hardship shall be determined on an individual basis by the landscape architect section. If the landscape architect section finds, based upon the affidavit or any other evidence submitted by the registrant that extreme hardship has been shown, the enforcement of the continuing education requirements for the applicable renewal period shall be waived or the time frame for completion extended.

(3) A renewal applicant who prior to the expiration of the license submits a request for a waiver, shall be deemed to be in good standing until the final decision on the application by the landscape architect section.

History: CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

**A-E 11.08 Reciprocity.** An applicant for registration from another state who applies for registration to practice landscape architecture under s. A-E 9.06, may receive credit for completion of continuing education obtained in another jurisdiction within the 2 years prior to application if the landscape architect section determines that the continuing education is substantially equivalent to the requirements of this chapter.

History: CR 09-081: cr. Register June 2010 No. 654, eff. 7-1-10.

