



**VIRTUAL/TELECONFERENCE MEETING
REGISTERED INTERIOR DESIGNER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS,
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
June 17, 2025**

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 record of the actions of the Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of March 18, 2025 (3-6)**
- C. Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Section Members – Term Expiration Dates
 - a. Delaney, Jennifer L. – 7/1/2028
 - b. Destree, Melissa M. – 7/1/2025
 - c. Stroebel, Robin – 7/1/2026
 - d. Szeklinski, Genevieve – 7/1/2028
 - e. Uselmann, Corissa D. – 7/1/2028
- F. Administrative Rule Matters – Discussion and Consideration (7-15)**
 - 1) Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8, and 14 Relating to Certificates of Authorization
 - 2) Pending and Possible Rulemaking Projects
- G. Scope of Practice – Discussion and Consideration (16)**
- H. Legislation and Policy Matters – Discussion and Consideration
- I. Discussion and Consideration of Items Added After Preparation of Agenda:
 - 1) Introductions, Announcements and Recognition

- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Public Health Emergencies
- 11) Administrative Rule Matters
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

J. Public Comments

ADJOURNMENT

NEXT MEETING: SEPTEMBER 16, 2025

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that 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.

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
MARCH 18, 2025**

PRESENT: Jennifer Delaney, Melissa Destree, Robin Stroebel, Genevieve Szeklinski, Corissa Uselmann

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

CALL TO ORDER

Melissa Destree, Vice Chairperson, called the meeting to order at 9:02 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Robin Stroebel moved, seconded by Jennifer Delaney, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 10, 2024

MOTION: Genevieve Szeklinski moved, seconded by Robin Stroebel, to approve the Minutes from December 10, 2024, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Robin Stroebel nominated Genevieve Szeklinski for the Office of Chairperson. Genevieve Szeklinski accepted the nomination.

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

Genevieve Szeklinski was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Melissa Destree nominated Jennifer Delaney for the Office of Vice Chairperson. Jennifer Delaney accepted the nomination.

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

Jennifer Delaney was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Melissa Destree nominated Corissa Uselmann for the Office of Secretary.
Corissa Uselmann accepted the nomination.

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

Corissa Uselmann was elected as Secretary by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	Genevieve Szeklinski
Vice Chairperson	Jennifer Delaney
Secretary	Corissa Uselmann

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Robin Stroebel <i>Alternate:</i> Genevieve Szeklinski
Education and Examination Liaison(s)	Genevieve Szeklinski <i>Alternate:</i> Melissa Destree
Monitoring Liaison(s)	Jennifer Delaney <i>Alternate:</i> Genevieve Szeklinski
Professional Assistance Procedure (PAP) Liaison(s)	Jennifer Delaney <i>Alternate:</i> Genevieve Szeklinski
Legislative Liaison(s)	Melissa Destree <i>Alternate:</i> Robin Stroebel
Website Liaison(s)	Corissa Uselmann <i>Alternate:</i> Melissa Destree
Travel Authorization Liaison(s)	Genevieve Szeklinski <i>Alternate:</i> Jennifer Delaney
A-E Rules Committee Designee (Professional Member) (A-E Examining Board Appoints Public Members)	Genevieve Szeklinski <i>Alternate:</i> Melissa Destree
Screening Panel	Corissa Uselmann <i>Alternate:</i> Jennifer Delaney

Delegation of Authorities

2025 Delegations

Delegation to Department Monitor

MOTION: Robin Stroebel moved, seconded by Genevieve Szeklinski, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder 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.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full-Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder.
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried unanimously.

Delegation to Department Attorneys to Approve Prior Discipline

MOTION: Melissa Destree moved, seconded by Jennifer Delaney, 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. Motion carried unanimously.

Review and Approval of 2024 Delegations including new modifications

MOTION: Robin Stroebel moved, seconded by Genevieve Szeklinski, to reaffirm all delegation motions made in 2024, as reflected in the March 18, 2025 agenda materials, which were not otherwise modified or amended during the March 18, 2025 meeting. Motion carried unanimously.

ADJOURNMENT

MOTION: Melissa Destree moved, seconded by Robin Stroebel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:54 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 6/5/25 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>											
3) Name of Board, Committee, Council, Sections: Interior Designers Section													
4) Meeting Date: 6/17/25	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Discussion of Rule Drafting for A-E 2, 3, 4, 5, 8, and 14 relating to Certificates of Authorization 2. Pending or possible rulemaking items											
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A											
10) Describe the issue and action that should be addressed: Attachments: -Rule draft and background materials -AE Rules Chart													
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;">11)</td> <td style="width: 60%; border: none; text-align: right;">Authorization</td> </tr> <tr> <td style="border: none;"><i>Jake Pelegrin</i></td> <td style="border: none; text-align: right;">6/5/25</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signature of person making this request</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Supervisor (if required)</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> </table>				11)	Authorization	<i>Jake Pelegrin</i>	6/5/25	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)	Date
11)	Authorization												
<i>Jake Pelegrin</i>	6/5/25												
Signature of person making this request	Date												
Supervisor (if required)	Date												
Executive Director signature (indicates approval to add post agenda deadline item to agenda)	Date												
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.													

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

IN THE MATTER OF RULEMAKING	:	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)

PROPOSED ORDER

An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers to, relating to Certificates of Authorization.

Analysis prepared by the Department of Safety and Professional Services.

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:

None.

Plain language analysis:

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

Chapter 443 of the Wisconsin Statutes regulates professional architects, engineers, designers, registered interior designers, and firms, partnerships, or corporations that employ them. One requirement is that for an architect, engineer, designer, or registered interior designer to provide those services acting as an officer, employee, or agent of a firm, the firm must be granted a certificate of authorization by the applicable section of the examining board. This certificate of authorization allows the officer, employee, or agent of the firm to provide those services on behalf of the firm. The certificate of authorization must contain the name and information of all employees of the firm who will be in responsible charge of architecture, engineering, design, or interior design services in the state. The certificate of authorization must be kept up to date by the firm. Currently, these requirements are in statute, but they are not present in the administrative code of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors and Registered Interior Designers. The board would like to consider adding these requirements into the administrative code. This will help increase awareness of the requirements and will bring the code in line with the statutes.

Summary of, and comparison with, existing or proposed federal regulation: None.

Summary of public comments received on statement of scope and a description of how and to what extent those comments and feedback were taken into account in drafting the proposed rule: 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 from the list of professions set forth above the profession or professions to be practiced by the firm.

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

Surveying, Landscape Architecture, Geoscience, and Interior Design and comply with other provisions of the Professional Firms Act.

Summary of factual data and analytical methodologies:

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

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

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals.

Fiscal Estimate and Economic Impact Analysis:

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

Effect on small business:

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

Agency contact person:

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

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

Comments may be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before the public hearing, held on a date to be determined, to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. A-E 2.02 (3):

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

(END OF TEXT OF RULE)

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

[443.08\(2\)\(d\)](#) No individual Wisconsin registered interior designer registered under this chapter may practice or offer to practice interior design as a principal, officer, employee, or agent of a firm, partnership, or corporation unless all of the following are satisfied:

1. All personnel who practice or offer to practice in its behalf as Wisconsin registered interior designers are registered under this chapter.
2. The firm, partnership, or corporation has been issued a certificate of authorization under sub. [\(3\) \(a\) 4](#).

[443.08\(3\)\(a\)4](#). A firm, partnership, or corporation desiring a certificate of authorization shall submit an application to the department on forms provided by the department, listing the names and addresses of all officers and directors and all individuals in its employment registered to practice interior design in this state who will be in responsible charge of interior design being practiced in this state through the firm, partnership, or corporation and other relevant information required by the registered interior designer section of the examining board. A similar type of form shall also accompany the renewal fee. If there is a change in any of these persons, the change shall be reported on the same type of form, and filed with the department within 30 days after the effective date of the change. The registered interior designer section shall grant a certificate of authorization to a firm, partnership, or corporation complying with this subsection upon payment of the initial credential fee determined by the department under s. [440.03 \(9\) \(a\)](#). This subdivision does not apply to firms, partnerships, or corporations exempt under s. [443.14 \(3\)](#) or [\(5\)](#).

A-E 2.03 Branch offices.

(1) Definitions. In this section,

(a) “Firm” means any sole proprietorship, partnership, corporation, limited liability company, or limited liability partnership located in this state which provides or offers to provide architectural, landscape architectural, professional engineering, design, professional land surveying, or registered interior design services to the public.

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

(2) Resident required; responsibilities. Every firm maintaining one or more places of business in Wisconsin shall have:

(a) A resident architect in each separate business location which provides or offers to provide architectural services.

(b) A resident professional engineer in each separate business location which provides or offers to provide professional engineering services.

(c) A resident designer in each separate business location which provides or offers to provide designing services.

(d) A resident professional land surveyor in each separate business location which provides or offers to provide professional land surveying services.

(e) A resident landscape architect in each separate business location which provides or offers to provide landscape architectural services.

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

(3) Notice. Upon written request from the board, a firm shall provide notification of at least one resident who is in charge of and responsible for each separate business location.

(4) Resident limitation. A resident may not be in charge of or responsible for services offered or provided from more than one business location.

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

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
CR 24-028	112-21	6/20/2024	A-E 2, 7, and 8	Sealing and Signing of Documents. Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
CR 24-044	071-22	2/22/2025	A-E 8	Supervision. Clarification on definitions of supervision to ensure requirements are current with standards of practice.	Rule effective 6/1/2025.	Rule effective 6/1/2025.
	101-23	05/20/2026	A-E 6	Education. Clarification of Land Surveyor education requirements.	The section has done a motion to recommend withdrawal of the scope statement.	Board approval of preliminary rule draft.
	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	Certificates of Authorization. Clarifying and adding detail to the statutory requirements for certificates of authorization.	Rule drafting.	Discussion of rule draft with the sections.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Genevieve Szeklinski, Chair		2) Date When Request Submitted: 06/11/2025 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 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: Registered Interior Designer Section			
4) Meeting Date: 06/17/2025	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Scope of Practice - Discussion and Consideration	
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 (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Will Johnson		06/11/2025	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.			