



**VIRTUAL/TELECONFERENCE
ARCHITECT 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
October 6, 2026**

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 (1-3)**
- B. Approval of Minutes of March 19, 2026 (4-7)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Board Members – Term Expiration Dates
 - a. Douglas, Gregory A. – 7/1/2027
 - b. Einwalter, Tim – 7/1/2027
 - c. Rohit Sant, Anuya – 7/1/2029
 - d. Wagner, Roy – 7/1/2027
- F. Administrative Rule Matters – Discussion and Consideration (8-16)**
 - 1. Rule Drafting for AE 3 and 12 relating to Architects Continuing Education
 - 2. Possible new rule projects on:
 - a. Architectural experience under s. A-E 3.03
 - b. Education equivalent to experience under s. A-E 3.04
 - c. Application contents under s. A-E 3.06
 - 3. Pending or Possible Rulemaking Projects
- G. Legislative and Policy Matters – Discussion and Consideration
- H. NCARB Competency Standard for Architects – Discussion (17-28)**
- I. Architect Appraisal Form – Review and Discussion (29-31)**
- J. Speaking Engagements, Travel, or Public Relations Requests, and Reports

- 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. Administrative Rule Matters
 10. Legislative and Policy 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. Presentations of Petitions for Summary Suspension
 16. Petitions for Designation of Hearing Examiner
 17. Presentation of Stipulations, Final Decisions and Orders
 18. Presentation of Proposed Final Decisions and Orders
 19. Presentation of Interim Orders
 20. Petitions for Re-Hearing
 21. Petitions for Assessments
 22. Petitions to Vacate Orders
 23. Requests for Disciplinary Proceeding Presentations
 24. Motions
 25. Petitions
 26. Appearances from Requests Received or Renewed
 27. Speaking Engagements, Travel, or Public Relation Requests, and Reports

L. Public Comments

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.).

M. Credentialing Matters

1. **Application Review**
 - a. T.E. (IA-1015585) **(32-125)**

N. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

1. **Case Closing(s)**
 - a. 21 ARC 009 – A.D.A.R.G. & D.T. **(126-146)**
 - b. 24 ARC 001 – D.G.B. **(147-150)**
 - c. 24 ARC 0010 – R.L.H. **(151-156)**
 - d. 25 ARC 0006 – S.K. **(157-160)**
2. **Administrative Warnings**
 - a. 24 ARC 0013 – D.J.L. **(161-164)**
3. **Proposed Stipulations, Final Decisions and Orders**
 - a. 24 ARC 0008 – Shane P. Fry **(165-170)**
 - b. 24 ARC 0011 – David R. Van Lanen **(171-177)**
 - c. 25 ARC 0002 – Terrence W. Martin **(178-184)**
 - d. 25 ARC 0004 – Bruce F. George **(185-190)**

O. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
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 Orders
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. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

P. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

R. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: TBD 2027

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://dps.wi.gov>. 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. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
ARCHITECT SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
MEETING MINUTES
MARCH 19, 2026**

PRESENT: Gregory Douglas, Tim Einwalter, Roy Wagner

ABSENT: Anuya Rohit Sant

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

CALL TO ORDER

Gregory Douglas, Chairperson, called the meeting to order at 9:02 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF SEPTEMBER 30, 2025

MOTION: Roy Wagner moved, seconded by Gregory Douglas, to approve the Minutes from September 30, 2025 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Recognition: James Gersich, Architect Member (Member since 2011)

MOTION: Roy Wagner moved, seconded by Gregory Douglas, to recognize and thank James Gersich for their years of dedicated service to the Section and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Roy Wagner nominated Gregory Douglas for the Office of Chairperson. Gregory Douglas accepted the nomination.

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

Gregory Douglas was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Gregory Douglas nominated Roy Wagner for the Office of Vice Chairperson. Roy Wagner accepted the nomination.

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

Roy Wagner was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Gregory Douglas nominated Tim Einwalter for the Office of Secretary. Tim Einwalter accepted the nomination.

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

Tim Einwalter was elected as Secretary by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Gregory Douglas
Vice Chairperson	Roy Wagner
Secretary	Tim Einwalter

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Gregory Douglas <i>Alternate:</i> Tim Einwalter
Education and Examination Liaison(s)	Gregory Douglas <i>Alternate:</i> Tim Einwalter
Monitoring Liaison(s)	Gregory Douglas <i>Alternate:</i> Roy Wagner
Professional Assistance Procedure Liaison(s)	Gregory Douglas <i>Alternate:</i> Roy Wagner
Legislative Liaison(s)	Gregory Douglas <i>Alternate:</i> Roy Wagner
Travel Authorization Liaison(s)	Gregory Douglas <i>Alternate:</i> Tim Einwalter
Optional Renewal Notice Liaison(s)	Gregory Douglas <i>Alternate:</i> Tim Einwalter
Website Liaison(s)	Tim Einwalter

	<i>Alternate: Anuya Rohit Sant</i>
A-E Rules Committee (Professional Member)	Gregory Douglas <i>Alternate: Tim Einwalter</i>
Screening Panel	Gregory Douglas, Roy Wagner <i>Alternate: Tim Einwalter</i>

Delegations of Authority

Pre-Screening Delegation of Authority When Credential Holder Has Failed to Respond to Allegations in Intake Complaint

MOTION: Tim Einwalter moved, seconded by Roy Wagner, 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). Motion carried unanimously.

Pre-Screening Delegation of Authority for Closing Cases

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to delegate pre-screening decision making authority to the DSPS screening attorney for closing cases where the only violation is that the credential holder was disciplined in another state for practice without a valid certificate of authorization as long as the credential holder holds a valid certificate of authorization in Wisconsin. Motion carried unanimously.

Pre-Screening Delegation of Authority for Opening Cases Practice Without Valid Authorization

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the only violation is that the credential holder was disciplined in another state for practice without a valid certificate of authorization and the credential holder also lacks a valid certificate of authorization in Wisconsin. Motion carried unanimously.

Pre-Screening Delegation of Authority for Opening Cases Based on Discipline in Another State

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases based on discipline in another state (other than the aforementioned exceptions regarding valid COAs). Motion carried unanimously.

Delegation of Authority to Credentialing Liaison

MOTION: Roy Wagner moved, seconded by Gregory Douglas, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department

and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

Review and Approval of 2025 Delegations including new modifications

MOTION: Gregory Douglas moved, seconded by Roy Wagner , to reaffirm all delegation motions made in 2025, as reflected in the March 19, 2026 agenda materials, which were not otherwise modified or amended during the March 19, 2026 meeting. Motion carried unanimously.

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS,
AND REPORTS**

**Consider attendance: NCARB Higher Education Symposium, June 24-26, 2026,
Minneapolis, MN**

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to designate Gregory Douglas to attend the NCARB High Education Symposium on June 24-26, 2026 in Minneapolis, MN. Motion carried unanimously.

**Consider attendance: NCARB Annual Business Meeting, June 25-27, 2026, Minneapolis,
MN**

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to designate Gregory Douglas to attend the NCARB Annual Business Meeting on June 25-27, 2026 in Minneapolis, MN. Motion carried unanimously.

ADJOURNMENT

MOTION: Roy Wagner moved, seconded by Tim Einwalter, to adjourn the meeting due to loss of quorum. Motion carried unanimously.

The meeting adjourned at 9:57 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: 9/24/26 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: Architects Section											
4) Meeting Date: 10/6/26	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Rule drafting for AE 3 and 12 relating to Architects Continuing Education 2. Possible new rule projects on: a. Architectural experience under s. A-E 3.03 b. Education equivalent to experience under s. A-E 3.04 c. Application contents under s. A-E 3.06 3. Pending or possible rulemaking items									
7) Place Item in: ☒ Open Session ☐ Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPP Staff)</i> ☐ Yes ☒ No	9) Name of Case Advisor(s), if required: N/A									
10) Describe the issue and action that should be addressed: Attachments: -Scope statement and proposed preliminary rule draft for AE 3 and 12 relating to Architects Continuing Education -Statutory requirements on proposed new rule topics -AE Rules Chart											
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 40%; border: none; text-align: right;"> Authorization 9/24/26 </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> Signature of person making this request </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;"> Date </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> Supervisor (if required) </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 9/24/26	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)	
11) <i>Jake Pelegrin</i>	Authorization 9/24/26										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda)											
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.											

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, DSPSAdminRules@wisconsin.gov.

Approved for publication:

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

04/01/2026
Date Submitted

Approved for implementation:

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

05/30/26
Date Submitted

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
SURVEYORS, AND REGISTERED	:	SURVEYORS, AND REGISTERED
INTERIOR DESIGNERS	:	INTERIOR DESIGNERS
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 *amend* A-E 12.03 (1) relating to architects continuing education.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Section 443.015 (1), Stats.

Statutory authority:

Sections 15.08 (5) (b), and 227.11 (2) (a), and 443.015 (1), Stats.

Explanation of agency authority:

Section 15.08 (5) (b), Stats., provides that each examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., provides that “Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

Section 443.015 (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.”

Related statute or rule:

None.

Plain language analysis:

The objective of the proposed rule is to add ethics training as a required subject matter for registered architects’ continuing education. Chapter A-E 12, Wis. Admin. Code, contains requirements for continuing education for architects. Under ch. 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 proposed rule adds another subject matter requirement that at least 2 of the 24 hours must be on the subject of professional ethics.

Summary of, and comparison with, existing or proposed federal regulation:

None.

Summary of public comments received on statement of scope:

None.

Comparison with rules in adjacent states:

Illinois:

Rules of the Illinois Department of Financial and Professional Regulation provide continuing education requirements for architects [68 Ill. Adm. Code 1150.105]. 24 total continuing education hours are required each biennium. A minimum of 16 core hours are required which must be relevant to safeguarding public health, safety, and welfare. Ethics training is not required as a specific subject matter in architects’ continuing education.

Iowa:

Continuing education requirements for architects are specified by the Iowa Architectural Examining Board [193B IAC 3.3]. A total of 24 continuing education hours are required each biennium and all must be on health, safety, and welfare subjects and must be

acquired in structured educational activities. Ethics training is not specified as a required subject matter.

Michigan:

Rules of the Michigan Department of Licensing and Regulatory Affairs provide continuing education requirements for architects [Mich. Admin. Code R 339.15501 to 339.15507]. A total of 24 continuing education hours are required each biennium and all must be on health, safety, and welfare subjects. Ethics training is not specified as a required subject matter.

Minnesota:

The Minnesota Statutes provide continuing education requirements for architects [Minnesota Statutes section 326.107]. Each biennium, 24 professional development hours are required. It does require that 2 of the total 24 hours are on the subject of professional ethics.

Summary of factual data and analytical methodologies:

The proposed rule was developed by the A-E Examining Board and Architects Section reviewing the provisions of chs. A-E 3 and 12 and determining where updates were needed.

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.

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 53708-0497; 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, Office of Chief Legal Counsel, 4822

Madison Yards Way, P.O. Box 14497, Madison, Wisconsin 53708-0497; or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before the public hearing to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. A-E 12.03 (1) is amended to read:

A-E 12.03 (1) During each biennial registration period, unless granted a waiver under s. A-E 12.08, every registrant shall complete at least 24 contact hours of continuing education, of which 16 contact hours shall be in HSW topics pertinent to the practice of architecture, and 2 contact hours shall be in professional ethics.

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.

(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 Legislature.

Dated _____ Agency _____

Chair
A-E Rules Committee

Wis. Stats. section [443.03](#):

443.03 Registration requirements for architects.

(1) An applicant for registration as an architect shall submit as satisfactory evidence to the architect section of the examining board all of the following:

(a) That he or she has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics.

(b) One of the following:

1m. A diploma of graduation, or a certificate, from an architectural school or college approved by the architect section as of satisfactory standing, **together with at least 2 years' practical experience** of a character satisfactory to the architect section in the design and construction of buildings.

2. A specific record of **7 or more years of experience in architectural work** of a character satisfactory to the architect section in the design and construction of buildings.

(2) Graduation in architecture from a school or college approved by the architect section as of satisfactory standing shall be considered **as equivalent to 5 years of experience**, and the completion satisfactory to the architect section of **each year of work in architecture in such school or college without graduation shall be considered equivalent to one year of experience**. Graduation in a course **other than architecture from a school or college approved by the architect section as of satisfactory standing shall be considered as equivalent to not more than 4 years of experience**.

[443.10\(2\)\(a\)](#) Applications for registration or for a certificate of record shall be on forms provided by the department and shall contain statements made under oath showing the applicant's education and detail summary of the applicant's technical work and not less than 5 references, of whom 3 or more shall have personal knowledge of the applicant's architectural, landscape architectural or engineering experience in the case of an application for registration or of the applicant's technical education or engineering work in the case of an application for a certificate of record. This paragraph does not apply to an application for registration as a Wisconsin registered interior designer.

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
25-082	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 effective July 1 st , 2026.	Rule effective July 1 st , 2026.
	078-25	5/24/2028	A-E 6	Examination Requirements. Considering updating Land Surveyor examination requirements with the new PLSS exam.	Rule drafting.	Section and rules committee approves the preliminary rule draft.
	029-26	11/11/2028	A-E 3 and 12	Architects Continuing Education. Considering adding required subject matter to architects' continuing education.	Rule drafting.	Section and rules committee approves the preliminary rule draft.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director		2) Date When Request Submitted: 09/24/2026 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: Architect Section															
4) Meeting Date: 10/06/2026	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? National Council of Architectural Registration Boards Matters – Discussion and Consideration NCARB Competency Standard for Architects - Discussion													
7) Place Item in: ☒ Open Session ☐ Closed Session ☐ Both	8) Is an appearance before the Board being scheduled? ☐ Yes (Fill out Board Appearance Request) ☒ No	9) Name of Case Advisor(s), if required:													
10) Describe the issue and action that should be addressed:															
11) Authorization <table style="width: 100%;"> <tr> <td style="width: 60%;">Will Johnson</td> <td style="width: 40%; text-align: right;">09/24/2026</td> </tr> <tr> <td>Signature of person making this request</td> <td style="text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td>Supervisor (if required)</td> <td style="text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td colspan="2">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Will Johnson	09/24/2026	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	
Will Johnson	09/24/2026														
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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Competency

STANDARD FOR ARCHITECTS

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Effective July 1, 2026. Please check NCARB's website, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the *Education Guidelines*, the *Architectural Experience Program® (AXP®) Guidelines*, the *Architect Registration Examination® (ARE®) Guidelines*, and the *NCARB Certification Guidelines*.

INTRODUCTION

The NCARB *Competency Standard for Architects* defines the knowledge, skills, abilities, and behaviors required for entry into the practice of architecture across NCARB's member jurisdictions. Together, the 16 competencies in this standard describe the capabilities necessary for an individual to effectively protect the public's health, safety, and welfare while practicing as an architect in collaboration with other design- and construction-related professionals. This standard establishes the level of proficiency needed in each of the 16 competencies to qualify an individual for initial licensure, as assessed by NCARB's programs.

COMMENTARY

Indicated by footnotes throughout the *Competency Standard*, commentary is provided to support understanding and consistent interpretation of key terms, concepts, and expectations. The commentary offers contextual explanations, illustrative guidance, and clarifications intended to help readers grasp how terminology is applied in practice. Please note: terms are defined only on their first reference.

The commentary is descriptive rather than prescriptive and serves as a reference to help readers understand the language and underlying intent of the *Competency Standard*. The examples, explanations, and references included in the commentary are representative, not comprehensive.

THE COMPETENCIES

The competencies are organized into three domains. Candidates for licensure must demonstrate their capabilities in each independent competency to earn a license in the jurisdiction(s) in which they practice. After becoming licensed, architects must ensure they maintain the capabilities described to remain competent. In addition, architects should strive to continually grow their competency in these and other areas to provide quality service and public protection.

Design & Documentation Domain

1. Assess regulatory design requirements.
2. Evaluate existing project conditions.
3. Develop a program that establishes project criteria.
4. Create design solutions that support public and environmental well-being.
5. Integrate socio-demographic considerations and universal design principles.
6. Create design solutions that address project requirements.
7. Create deliverables that convey a design solution.
8. Coordinate the integration of building systems into a project design.

Construction Administration Domain

9. Prepare and administer documentation of the construction phase.
10. Evaluate the progress of construction for conformance with contract documents and design intent.

Practice & Project Management Domain

11. Execute contracts for professional services.
12. Implement a work plan according to a project's scope, schedule, and budget.
13. Organize and coordinate an interdisciplinary project team.
14. Understand statutes and regulations that govern architectural practice within U.S. jurisdictions to provide services legally.
15. Understand ethical and professional standards that govern architectural practice.
16. Understand foundational business principles to operate a practice.

You can find more detailed descriptions of the 16 competencies, including the criteria necessary to obtain a license to practice architecture in an NCARB member jurisdiction, on the following pages.

Design & Documentation Domain

This domain encompasses the intelligent, creative, iterative, and culturally and environmentally responsive design processes. The design process involves research, analysis, and exploration of approaches, ideas, and alternative solutions that lead to a final design proposal. The final design must be cohesive, integrated, adequately described, and coordinated to achieve value objectives, cost objectives, and compliance with planning controls and construction codes.



1. Assess regulatory design requirements.

At the point of initial licensure, architects with this competency can determine the impact of regulatory requirements on a project. Individuals must be able to demonstrate their ability to:

- 1.1. Determine relevant authorities having jurisdiction (AHJ) that govern a project based on project type and location.
- 1.2. Determine the regulations, codes, rules, and standards¹ that apply to a project.
- 1.3. Determine the steps required for a project to gain regulatory approval.



2. Evaluate existing project conditions.

At the point of initial licensure, architects with this competency can evaluate project conditions, constraints, and site context. Individuals must be able to demonstrate their ability to:

- 2.1. Analyze existing structural integrity, functional performance, and safety of natural and built elements.²
- 2.2. Determine relevant community planning and zoning policies that will impact site and building design.
- 2.3. Determine relevant environmental factors.³
- 2.4. Identify and evaluate relevant existing project documentation.⁴
- 2.5. Analyze existing condition reports⁵ related to natural and built elements.
- 2.6. Identify constraints or restrictions in existing buildings or natural features that might impact the design of the project.
- 2.7. Document findings of the existing project conditions.

¹ **Regulations, code, rules, and standards:** Means through which authorities govern the practice of architecture, including (but not limited to) building and fire codes, zoning ordinances, accessibility standards, environmental regulations, historic preservation, design covenants, and deed restrictions that impact a project.

² **Natural and built elements:** Site features such as built structures, utilities, roads, topography, and vegetation.

³ **Environmental factors:** Factors such as climate (sun, wind, rain, temperature), site-specific geography (topography, soil), natural surroundings (flora, fauna), and ecological impacts (noise, pollution, habitat loss).

⁴ **Project documentation:** Materials defining project information such as drawings, specifications, permits, reports, and records.

⁵ **Existing condition reports:** Documents such as land surveys, geotechnical reports, building systems analyses, structural evaluations, and environmental and hazardous material reports that are provided by other professionals.



3. Develop a program that establishes project criteria.

At the point of initial licensure, architects with this competency can gather project requirements⁶ and goals and develop these criteria into a cohesive architectural program. Individuals must be able to demonstrate their ability to:

- 3.1. Analyze project requirements and goals to inform building and site spatial functions, adjacencies, and desired qualitative features and impact.
- 3.2. Determine preliminary/initial quantity and size of required building and site spaces, as well as total building area necessary to achieve project requirements and goals.
- 3.3. Research building precedents to determine applicability to the project.
- 3.4. Analyze feedback from clients, users, and/or community stakeholders⁷ to inform the program.



4. Create design solutions that support public and environmental well-being.⁸

At the point of initial licensure, architects with this competency can evaluate the impact of design choices on the well-being of project users, neighboring communities, and the environment. Individuals must be able to demonstrate their ability to:

- 4.1. Identify baseline criteria⁹ for public and environmental well-being.
- 4.2. Determine design strategies that address baseline criteria for public and environmental well-being.
- 4.3. Create design options that address public and environmental well-being criteria.
- 4.4. Evaluate design options against established baseline criteria.

⁶ **Project requirements:** The needs, objectives, conditions, and constraints that a project must fulfill (program criteria, design and code requirements, schedule, budget).

⁷ **Community stakeholders:** Individuals, groups, and organizations within or connected to the project context that are affected by, have an interest in, or may influence the planning, design, construction, and long-term impact of a project beyond the immediate client or owner.

⁸ **Public and environmental well-being:** Conditions that support and protect the collective physical, mental, social, and environmental health of individuals and communities by promoting health, comfort, resilience, and quality of life, while responsibly sustaining ecological systems, conserving natural resources, and minimizing long-term harm to the natural and social environment.

⁹ **Baseline criteria:** The principles and measurable requirements established for a project to guide design decisions. These criteria define the minimum performance expectations that design solutions must meet to sustain and promote occupant health and comfort, accessibility and inclusion, energy efficiency, resource conservation, environmental impact, and adaptability over time.



5. Integrate socio-demographic considerations¹⁰ and universal design principles.

At the point of initial licensure, architects with this competency can identify and incorporate social, equitable, accessibility, and universal design considerations as they relate to an architectural solution. Individuals must be able to demonstrate their ability to:

- 5.1. Identify opportunities to gather information from community stakeholders to inform design considerations.
- 5.2. Assess relevant socio-demographic factors and their potential impact on a project's design.
- 5.3. Assess universal design factors and their potential impact on a project's design.
- 5.4. Integrate socio-demographic design strategies into design options.
- 5.5. Integrate universal design strategies into design options.



6. Create design solutions that address project requirements.

At the point of initial licensure, architects with this competency can translate program and cost considerations into a constructable and comprehensive design solution that meets the project requirements and goals. Individuals must be able to demonstrate their ability to:

- 6.1. Assess feasibility of integrating existing natural and built elements into the design solution.
- 6.2. Determine options for site strategies¹¹ that address project requirements.
- 6.3. Determine site and building materials and systems that address project requirements.
- 6.4. Develop design options to inform a comprehensive solution.
- 6.5. Evaluate design options against project requirements and goals.
- 6.6. Refine a comprehensive design to conform with project requirements and goals.

¹⁰ **Socio-demographic considerations:** Factors such as age, gender, race/ethnicity, site context, marital status, household size, education level, occupation, income, and socioeconomic status.

¹¹ **Site strategies:** Design responses to the physical, environmental, social, and regulatory conditions of a project site such as site circulation and parking, stormwater management, building placement and orientation, and utility coordination.



7. Create deliverables that convey a design solution.

At the point of initial licensure, architects with this competency can create Instruments of Service based on the project criteria. Individuals must be able to demonstrate their ability to:

- 7.1. Develop graphic documentation¹² that communicates the design intent to clients and the project team.¹³
- 7.2. Develop graphic documentation that communicates the design intent and technical details to obtain regulatory approvals and permits, inform bidding and negotiation, and support construction.
- 7.3. Develop specifications that communicate detailed requirements such as material standards and quality, installation, submittal requirements, warranties, and acceptable standards.
- 7.4. Review project documentation for accuracy and completeness.
- 7.5. Update documentation based on project changes.



8. Coordinate the integration of building systems¹⁴ into a project design.

At the point of initial licensure, architects with this competency can coordinate with consultants¹⁵ to select and integrate building systems into the design, ensuring technical compatibility, performance, and constructability. Individuals must be able to demonstrate their ability to:

- 8.1. Identify building and site systems that need consultant input and provide relevant architectural requirements to consultants.
- 8.2. Collaborate with consultants to select and coordinate the design of each system within project requirements.
- 8.3. Determine architectural spatial requirements for system components based on consultant input.
- 8.4. Collaborate with consultants to facilitate the resolution of conflicts between building/site design and systems.
- 8.5. Review documentation across disciplines and project phases for constructability, coordination, and compatibility with the overall design.

¹² **Graphic documentation:** Graphic materials that illustrate the design intent, such as drawings, diagrams, plans, sections, elevations, details, and models.

¹³ **Project team:** The collective group of individuals, firms, and organizations engaged to plan, design, document, construct, and administer a project. The project team includes the owner, architect, consultants, contractors, and other participants whose roles, responsibilities, and relationships are defined through contractual agreements and coordinated professional services.

¹⁴ **Building systems:** Integrated components that make a project safe, functional, and habitable such as mechanical, electrical, plumbing, structural, fire protection, building envelope, acoustics, vertical transportation, telecom, and utilities.

¹⁵ **Consultants:** Design professionals or technical specialists retained to perform services related to the project that support, supplement, or extend the architect's own services who are not the architect of record.

Construction Administration Domain

This domain encompasses the services that support the process of project procurement and management of design delivery, review, and observation through construction. This may occur through a variety of building procurement methods and construction contracts.



9. Prepare and administer documentation of the construction phase.

At the point of initial licensure, architects with this competency can perform administrative functions throughout the project's bidding and construction phases, including advising the client and preparing and interpreting project documents. Individuals must be able to demonstrate their ability to:

- 9.1. Maintain project records related to the bidding and construction processes.
- 9.2. Administer documentation generated during construction.¹⁶
- 9.3. Document and maintain addenda and change order processes.
- 9.4. Review and act on a contractor's application for payment.



10. Evaluate the progress of construction for conformance with contract documents and design intent.

At the point of initial licensure, architects with this competency can evaluate the progress of construction for conformance with contract documents and design intent. Individuals must be able to demonstrate their ability to:

- 10.1. Understand contractual obligations during construction.
- 10.2. Understand common construction methods¹⁷ and sequencing.
- 10.3. Evaluate shop drawings, submittals, and reports for conformance with the contract documents.
- 10.4. Evaluate construction progress for alignment with design intent and schedule.
- 10.5. Document construction nonconformance, notify project team and relevant regulatory stakeholders,¹⁸ and assist in a resolution.
- 10.6. Perform project closeout procedures¹⁹ in accordance with the contract requirements.

¹⁶ **Documentation generated during construction:** Includes responses to Requests for Information (RFIs), submittal administration, Architect's Supplemental Instructions (ASIs), Construction Change Directives (CCDs), and project closeout documents.

¹⁷ **Common construction methods:** Widely used systems and methods of constructing a project such as wood framing, steel, concrete, masonry, and heavy and mass timber construction.

¹⁸ **Regulatory stakeholders:** Public agencies, authorities having jurisdiction (AHJs), and other governmental or quasi-governmental entities that establish, interpret, administer, and enforce laws, regulations, codes, standards, and policies affecting the planning, design, approval, construction, and occupancy of a project.

¹⁹ **Project closeout procedures:** The process by which construction is completed, contractual obligations are satisfied, and the project is transitioned from construction to owner occupancy, operation, and maintenance. Procedures relate to documentation such as record documents (as-builts), Operation and Maintenance (O&M) manuals, warranties and guarantees, test reports and certifications, substantial and final completion documentation, and training and turnover materials.

Practice & Project Management Domain

This domain encompasses an understanding of the profession and business of architecture, with the objective of providing value to clients, consultants, employees, and the public through timely and effective professional services in accordance with ethical and legal responsibilities.



11. Execute contracts for professional services.

At the point of initial licensure, architects with this competency can prepare professional service contracts in accordance with legal and ethical standards of care. Individuals must be able to demonstrate their ability to:

- 11.1. Understand common architectural contract risks and their implications.
- 11.2. Understand the contractual relationships of owner, client, architect, consultant, and contractor.
- 11.3. Describe the advantages and disadvantages of project delivery methods²⁰ to the client.
- 11.4. Negotiate terms and conditions²¹ of an architectural services contract.
- 11.5. Prepare the appropriate contracts for architectural services and architects' consultants.



12. Implement a work plan according to a project's scope, schedule, and budget.

At the point of initial licensure, architects with this competency can manage a professional services project work plan and coordinate resources to meet the project's scope, schedule, and budget. Individuals must be able to demonstrate their ability to:

- 12.1. Coordinate with the client and design team²² to develop and document a project's scope, schedule, and budget.
- 12.2. Develop a work plan that includes the list of tasks and resources required to complete the architectural services of a project on schedule.
- 12.3. Monitor work plan progress, identify issues, and address as needed.
- 12.4. Monitor project scope for alignment with the contract and identify any discrepancies.

²⁰ **Project delivery methods:** The organizational frameworks that define contractual relationships, roles, responsibilities, and sequence of services among the owner, architect, contractors, and other project participants such as design-bid-build, construction management, and design-build.

²¹ **Terms and conditions:** The contractual provisions that establish the rights, responsibilities, obligations, procedures, and limitations governing the professional, legal, and administrative relationships among the parties to an architectural project such as project scope, schedule, fees, budget, indemnification, insurance, technology, ownership of Instruments of Service, and dispute resolution procedures.

²² **Design team:** The group of individuals led by the architect who are responsible for developing, coordinating, and documenting the design of a project such as the architect's internal staff and design consultants.



13. Organize and coordinate an interdisciplinary project team.

At the point of initial licensure, architects with this competency can organize and coordinate an interdisciplinary project team for project delivery. Individuals must be able to demonstrate their ability to:

- 13.1. Identify and engage with appropriate consultants based on project scope.
- 13.2. Establish communication protocols and organize project meetings among relevant members of the project team.
- 13.3. Direct and facilitate the work of consultants so that they provide contracted services in coordination with the project work plan.



14. Understand statutes and regulations that govern architectural practice within U.S. jurisdictions²³ to provide services legally.

At the point of initial licensure, architects with this competency understand how to practice in accordance with architectural licensing statutes and regulations within a governing jurisdiction. Individuals must be able to demonstrate their ability to:

- 14.1. Understand jurisdictional statutory and regulatory requirements to lawfully practice architecture.
- 14.2. Understand continuing education and renewal requirements to maintain architectural licensure.
- 14.3. Identify the consequences of unlawfully practicing architecture.



15. Understand ethical and professional standards that govern architectural practice.

At the point of initial licensure, architects with this competency understand how to practice in accordance with ethical and professional standards of care. Individuals must be able to demonstrate their ability to:

- 15.1. Understand the duty of the architect to their client and the public.
- 15.2. Understand one's own professional competence and limits for a given project.
- 15.3. Identify and disclose potential conflicts of interest.
- 15.4. Identify, document, and communicate when an ethical or professional standard has been breached.

²³ **U.S. jurisdictions:** U.S. states, the District of Columbia, and U.S. territories that have legal responsibility for regulating the practice of architecture within their geographic boundaries through architectural registration boards.



16. Understand foundational business principles²⁴ to operate a practice.

At the point of initial licensure, architects with this competency understand business principles that relate to the operations of independent architectural practice. Individuals must be able to demonstrate their ability to:

- 16.1. Understand business principles necessary for sustaining an architectural practice.
- 16.2. Understand the different types of insurance relevant to architectural practice.
- 16.3. Identify the key differences between business entity options.²⁵
- 16.4. Identify common business risks²⁶ to architectural practice.
- 16.5. Identify business practices that minimize risks for clients, the firm, and projects.

²⁴ **Business principles:** Principles such as cash flow management, organizational structure, and legal compliance.

²⁵ **Business entity options:** Business structure options, including corporations, partnerships, LLC, and sole proprietorships that define the control, responsibility, and accountability for the practice of architecture allowed within a jurisdiction.

²⁶ **Business risks:** Inclusive of practices and situations that may threaten the ability to achieve a business's objectives and execute its strategies.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director		2) Date When Request Submitted: 09/24/2026 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: Architect Section																		
4) Meeting Date: 10/06/2026	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? Architect Appraisal Form – Review and Discussion																
7) Place Item in: ☒ Open Session ☐ Closed Session ☐ Both		8) Is an appearance before the Board being scheduled? ☐ Yes (Fill out Board Appearance Request) ☒ No	9) Name of Case Advisor(s), if required:															
10) Describe the issue and action that should be addressed:																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 40%; text-align: center;">Authorization</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td>Will Johnson</td> <td style="text-align: right;">09/24/2026</td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">Signature of person making this request</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">Supervisor (if required)</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> <tr> <td></td> <td colspan="2" style="border-top: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				11)	Authorization			Will Johnson	09/24/2026		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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Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: <https://license.wi.gov/>
Email: dsp@wisconsin.gov
Website: <http://dsp.wi.gov>

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

ARCHITECT APPLICANT APPRAISAL FORM

Applicant's Name:			
Date of Birth:	/ /	Application ID Number:	PAR-
Note to Applicant: Provide replies from five (5) references having personal knowledge of your experience, three (3) of whom must be registered as an Architect. Family members can act as supplemental references in support of an application, but not as one of the five (5) required responses. Type or print your name in the box at the top of each form prior to distribution. The individual serving as a reference must upload completed form into LicensE.			
ATTESTATION OF APPLICANT: I declare that I am the person referred to on this form and that all information required to be completed by me (the applicant for a credential), is complete and accurate to the best of my knowledge and belief. Furthermore, I declare that after completing the information that was required by me (and only that information) the form was forwarded to the relevant third-party for completion of the information asked of them. I also declare that to the best of my knowledge the completed form was provided to the Department of Safety and Professional Services by the relevant third-party (and not by me, the applicant). Finally, I declare that I understand that failure to provide the requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential may result in credential application processing delays; denial, revocation, suspension, or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. By signing below, I am signifying that I have read and understand the above declarations.			
Applicant Signature (If unable to provide a digital signature, please print and sign form.)			Date
			/ /

Instructions for Individual Providing Reference: The applicant named above has applied for registration as an Architect to practice in the State of Wisconsin. To assist the Board in reviewing the applicant, we would appreciate your appraisal of the applicant's proficiency as requested below. Complete this section for the above-named applicant and return directly to the Department using the LicensE Third-Party* Upload Portal at license.wi.gov. You will need the application number shown above. (*For form completion purposes, the term "Third-Party" refers to any non-applicant or non-DSPS individual or entity submitting required documentation in support of a credential application.)

1. I know this applicant: ☐ Very Well ☐ Well ☐ Slightly ☐ Not at all				
2. My contacts with the applicant extend:		From: / /	To: / /	
3. These contacts were: (check all that apply)				
☐ As an associate	☐ As a student in my classes	☐ Other (specify in box below):		
☐ In social or community affairs	☐ In professional societal activities			
4. I am familiar with the applicant's work at: (name of company)				
5. Describe the principal duties performed by the applicant:				
To qualify for registration, an applicant must have sufficient knowledge and experience. To assist the Board in evaluating this applicant, please indicate whether the applicant has entry level competence in each of the practice areas by placing an "X" in one of the three boxes, i.e., Yes, No, or UK (unknown).				
	<u>Yes</u>	<u>No</u>	<u>UK</u>	<u>Required Areas of Experience</u>
6.	☐	☐	☐	Programming, including client contact
7.	☐	☐	☐	Site and environmental analysis
8.	☐	☐	☐	Schematic design
9.	☐	☐	☐	Building cost analysis
10.	☐	☐	☐	Code research
11.	☐	☐	☐	Design development
12.	☐	☐	☐	Construction documents
13.	☐	☐	☐	Specifications and materials research
14.	☐	☐	☐	Documents checking and coordination
15.	☐	☐	☐	Bidding procedures
16.	☐	☐	☐	Construction phase: Office (Continued next page.)

Wisconsin Department of Safety and Professional Services

(Continued from Page 1.) To qualify for registration, an applicant must have sufficient knowledge and experience. To assist the Board in evaluating this applicant, please indicate whether the applicant has entry level competence in each of the practice areas by placing an "X" in one of the three boxes, i.e., Yes, No, or UK (unknown).

17. ☐ ☐ ☐ **Construction phase: Observation**

18. ☐ ☐ ☐ **Office procedures**

19. ☐ ☐ ☐ **Professional activities**

20. **List any other areas of architectural practice, which, in your opinion, provided the applicant with knowledge of architectural principles, and data equivalent to that which would be acquired by experience in the areas of practice listed on Page 1.**

21. **Describe related activities such as teaching, research, construction, or community services that the applicant has.**

22. **Provide information you have of the applicant's experience in the design and construction of buildings, including:**

Dates Work Performed: From: / / To: / /

Location Work Performed:

Name of Supervisor:

23. **Provide any information or knowledge that you have of this applicant that would assist the Board in determining the applicant's competency to practice architecture.** (Attach additional sheets if necessary.)

24. **In my opinion, this applicant is qualified to be registered as an Architect.** ☐ Yes ☐ No

ATTESTATION OF THIRD-PARTY PROVIDING INFORMATION RELATED TO APPLICANT I declare, on behalf of the third-party asked to provide information related to the applicant identified on this form, that the information provided is true and correct to the best of my knowledge and belief. I further declare that after completing the form I, or other third-party staff, will provide the completed form directly to the Wisconsin Department of Safety and Professional Services for review. By signing below, I am signifying that I have read, understand, and have complied with the above declarations.

25. **The information on this form is being submitted by:**

Name

Firm

Title/Position

Address (street, city, state, zip code)

Daytime Telephone Number

- -

Signature (If unable to provide a digital signature print and sign form.)

Date

/ /

Affix seal or

Indicate where registered, type of profession, and registration number below: (if applicable)