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**VIRTUAL/TELECONFERENCE**  
**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,**  
**PROFESSIONAL ENGINEERS, DESIGNERS, AND**  
**PROFESSIONAL LAND SURVEYORS**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Adam Barr (608) 266-2112**  
**October 6, 2021**

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

**AGENDA**

**11:00 A.M.**

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

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

**B. Approval of Minutes of April 14, 2021 (4-7)**

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

**D. Introductions, Announcements and Recognition**

- 1) Recognition of Michael Kinney, Landscape Architect Section Public Member
- 2) Introductions:
  - a. Steven Tweed, Designer Member (Replaces: Kelm) – 7/1/2024
  - b. Christopher Sina, Landscape Architect Member (Replaces: Garland) – 7/1/2025

**E. Administrative Matters**

- 1) Department, Staff and Board Updates
- 2) Board Members – Term Expiration Dates
  - a. Arneson, Ken – 7/1/2018
  - b. Cotharn, Kristine A. – 7/1/2021
  - c. Douglas, Gregory A. – 7/1/2023
  - d. Fedderly, Daniel J. – 7/1/2013
  - e. Gersich, A. James – 7/1/2015
  - f. Heberling, Michael J. – 7/1/2019
  - g. Hook, Steven J. – 7/1/2014
  - h. Linck, Karl L. – 7/1/2025
  - i. Martin, Christina C. 7/1/2019
  - j. Myers, Dennis – 7/1/2025
  - k. Scholl, Colleen M. – 7/1/2023
  - l. Sina, Christopher M. – 7/1/2025
  - m. Styczinski, Rosheen M. – 7/1/2013

- n. Tweed, Steven T. – 7/1/2024
- o. Vaughn, Nathan A. – 7/1/2024
- p. Wagner, Steven L. – 7/1/2021

**F. Section Reports**

- 1) Architect Section
- 2) Designer Section
- 3) Landscape Architect Section
- 4) Professional Engineer Section
- 5) Professional Land Surveyor Section

G. Legislative and Policy Matters – Discussion and Consideration

**H. Administrative Rule Matters – Discussion and Consideration (8)**

- 1) A-E 4 and 13, Relating to Engineer in Training Credential: Scope Statement **(9-10)**
- 2) A-E 2, 7, and 8, Relating to Sealing and Stamping of Documents: Scope Statement **(11-12)**
- 3) Pending or Possible Rulemaking Projects **(13-14)**

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) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Motions
- 16) Petitions
- 17) Appearances from Requests Received or Renewed
- 18) Speaking Engagements, Travel, or Public Relation Requests, and Reports

J. Public Comments

**ADJOURNMENT**

**NEXT MEETING: TO BE DETERMINED (2022)**

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for

the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreter services for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND  
PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
APRIL 14, 2021**

**PRESENT:** Kenneth Arneson, Kristine Cotharn, Gregory Douglas, Daniel Fedderly, James Gersich, Michael Heberling, Steven Hook, Karl Linck, Christina Martin, Dennis Myers, Colleen Scholl, Rosheen Styczinski, Nathan Vaughn, Steven Wagner

**EXCUSED:** Michael Kinney

**STAFF:** Adam Barr, Executive Director; Jameson Whitney, Legal Counsel; Kevyn Radcliffe, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department staff.

**CALL TO ORDER**

Rosheen Styczinski, Chairperson, called the meeting to order at 11:16 a.m. A quorum was confirmed with fourteen (14) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Under item "D. Administrative Matters; 4) Board Members – Term Expiration Dates", correct the expiration date of Rosheen Styczinski to 7/1/2013*

**MOTION:** Dennis Myers moved, seconded by Steven Hook, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 22, 2020**

**MOTION:** Dennis Myers moved, seconded by Michael Heberling, to approve the Minutes of April 22, 2020 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Slate of Officers*

**NOMINATION:** Christina Martin nominated the 2020 slate of officers to continue in 2021.

Adam Barr, Executive Director, called for nominations three (3) times.

The Slate of Officers were elected by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Rosheen Styczinski
<b>Vice Chairperson</b>	James Gersich
<b>Secretary</b>	Dennis Myers

**Appointment of Liaisons and Alternates**

<b>A-E JOINT BOARD APPOINTMENTS</b>	
<b>A-E Examining Board Rules Committee</b>	Kristine Cotharn, Michael Heberling, Steven Hook, Dennis Myers, Rosheen Styczinski, Steven Wagner, Daniel Fedderly
<b>Legislative Liaison</b>	Karl Linck
<b>Travel Liaison</b>	James Gersich

**Delegation of Authorities**

***Document Signature Delegations***

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

**MOTION:** Dennis Myers moved, seconded by Steven Hook, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

***Delegated Authority for Urgent Matters***

**MOTION:** James Gersich moved, seconded by Colleen Scholl, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member

in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

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

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

***Optional Renewal Notice Insert Delegation***

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

***Legislative Liaison(s) Delegation***

**MOTION:** James Gersich moved, seconded by Nathan Vaughn, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

***Travel Liaison(s) Delegation***

**MOTION:** James Gersich moved, seconded by Steven Hook, to delegate authority to the Travel Liaison(s) to approve any board member travel. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Adoption Orders**

***CR 19-151 – A-E 3, Relating to Architect Registration Examinations***

**MOTION:** Dennis Myers moved, seconded by James Gersich, to approve the Adoption Order for Clearinghouse Rule 19-151. Motion carried unanimously.

***CR 19-152 – A-E 9, Relating to Landscape Architect Registration Examinations***

**MOTION:** Colleen Scholl moved, seconded by Christina Martin, to approve the Adoption Order for Clearinghouse Rule 19-152. Motion carried unanimously.

***CR 19-153 – A-E 7, Relating to Minimum Standards for Property Surveys***

**MOTION:** Dennis Myers moved, seconded by Christina Martin, to approve the Adoption Order for Clearinghouse Rule 19-153. Motion carried unanimously.

***CR 20-009 – A-E 6 – Relating to Professional Land Surveyor Licensure***

**MOTION:** Daniel Fedderly moved, seconded by Christina Martin, to approve the Adoption Order for Clearinghouse Rule 20-009. Motion carried unanimously.

***CR 20-014 – A-E 5 – Relating to Designer Permits***

**MOTION:** Karl Linck moved, seconded by Colleen Scholl, to approve the Adoption Order for Clearinghouse Rule 20-014. Motion carried unanimously.

***CR 20-064 – A-E 1 to 13 – Relating to Retired Credential Status***

**MOTION:** Dennis Myers moved, seconded by Colleen Scholl, to authorize the Chairperson to approve the Adoption Order for Clearinghouse Rule 20-064. Motion carried unanimously.

**Pending and Possible Rulemaking Projects**

***Electronic Sealing and Stamping of Documents***

**MOTION:** Dennis Myers moved, seconded by Colleen Scholl, to request DSPS staff draft a Scope Statement A-E 2, 7, 8, relating to Sealing and Stamping of Document. Motion carried unanimously.

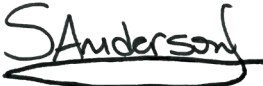
**ADJOURNMENT**

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

The meeting adjourned at 12:29 p.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 09/29/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors Examining Board			
<b>4) Meeting Date:</b> October 6, 2021	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rules Matters – Discussion and Consideration 1. A-E 4 and 13, Relating to Engineer In Training Credential: Scope Statement 2. A-E 2, 7, and 8, Relating to Sealing and Stamping of Documents: Scope Statement 3. Pending and Possible Rulemaking Projects	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Attachments: 1. Scope Statement for A-E 4 and 13, Relating to Engineer In Training Credential. 2. Scope Statement for A-E 2, 7, and 8, Relating to Sealing and Stamping of Documents. 3. October 2021 Board report.			
<b>11) Authorization</b> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">   <hr/>                 Signature of person making this request             </div> <div style="text-align: center;">                 09/29/2021  <hr/>                 Date             </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">                 Supervisor (if required)  <hr/> <i>Adam Barr</i> </div> <div style="text-align: center;">                 Date                  9/29/21             </div> </div> <hr/> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> Date			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



# STATEMENT OF SCOPE

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

Rule No.: A-E 4 and 13

Relating to: Engineer in Training and 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 board is interested in reviewing the administrative rules relating to requirements to obtain the engineer-in-training credential. Particularly, the board is considering providing greater clarity as to the required education to receive the credential.

Additionally, the board will review its current rules relating to professional engineering continuing education. The board will consider whether the current provisions specifying acceptable credentialing agencies for continuing education programs should be updated to include additional agencies.

### 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:

The relevant policies include ensuring that stakeholders have clarity as to the education required to obtain the engineer-in-training credential. Additionally, the board wants to ensure that its approved continuing education accreditors accurately encompasses the array of continuing education options available to the profession. The alternative to promulgating rules would be to not update the rules. This would result in stakeholders continuing to lack clarity as to the requirements to obtain the engineer-in-training credential, as well as what constitutes acceptable continuing education courses.

### 4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., “[e]ach 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., “[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...”

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.”

Section 443.05, Stats. provides authority to the professional engineer section to review and approve applicant education for the engineer-in-training credential.

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

Approximately 80 hours.

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

Applicants for the engineer-in-training credential, registered professional engineers, professional engineer continuing education accreditors and course providers.

**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):**

None to minimal.

**Contact Person:** Sofia Anderson, Administrative Rules Coordinator, [DSAdminRules@wisconsin.gov](mailto:DSAdminRules@wisconsin.gov); (608) 261-4463.

Approved for publication:

Approved for implementation:

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

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

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date Approved

# STATEMENT OF SCOPE

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

Rule No.: A-E 2, 7, and 8

Relating to: Sealing and Stamping of Documents

Rule Type: Permanent

### 1. Finding/nature of emergency (Emergency Rule only):

N/A

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

The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors (A-E Board) has determined that sections of A-E 2, 7, and 8 relating to sealing and stamping of documents need to be amended to ensure consistency with current standards of practice.

### 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:

The A-E Board will undertake a comprehensive review to evaluate A-E 2, 7, and 8 to provide clarification on the rules relating to seals and stamps and eliminate redundant words or sentences that might bring confusion to stakeholders.

The alternative to promulgating rules would be to not update the rules. This would result in stakeholders continuing to lack clarity as to the sealing and stamping of necessary documents.

### 4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., “[e]ach 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., “[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...”

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.”

Section 443.05, Stats. provides authority to the professional engineer section to review and approve applicant education for the engineer-in-training credential.

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

Approximately 80 hours.

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

Licensed Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors and the associated firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section.

**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):**

None to minimal.

**Contact Person:** Sofia Anderson, Administrative Rules Coordinator, [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov); (608) 261-4463.

Approved for publication:

Approved for implementation:

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

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Authorized Signature

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Date Approved

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Date Approved

**A-E Examining Board  
Rule Projects (updated 09/29/21)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
21-020	080-19	2/19/2022	A-E 2	General requirements and procedures. Amendments to ensure requirements are current with standards of practice and consistent with Statutes. Update to ensure compliance with 2017 Act 108.	Signed final rule draft, legislative report, and EIA were sent to Governor's office on 9/20/21.	Once we receive the Governor's approval, the final rule draft and legislative report will be sent to the chief clerks of both houses of the Legislature.
21-019	082-19	2/19/2022	A-E 8	Professional Conduct Update to ensure compliance with 2017 Act 108.	Signed final rule draft, legislative report, and EIA were sent to Governor's office on 9/20/21.	Once we receive the Governor's approval, the final rule draft and legislative report will be sent to the chief clerks of both houses of the Legislature.
			A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Scope was drafted and is ready to be presented at the October meeting.	If approved by the board at the October meeting, the Scope will be submitted to the Governor's office for approval.
			A-E 2, 7, and 8	Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Scope was drafted and is ready to be presented at the October meeting.	If approved by the board at the October meeting, the Scope will be submitted to the Governor's office for approval.
19-151	081-19	2/19/2022	A-E 3	Architect Registration Examination. In response to the Act 108 report, correcting outdated exam provisions	Rule effective 6/1/2021	

**A-E Examining Board**

19-152	024-19	9/4/2021	A-E 9	Landscape Architect Registration. Update to ensure compliance with 2017 Act 278.	Rule effective 6/1/2021	
19-153	009-18	8/12/2020	A-E 7	Minimum Standards for Property Surveys. Updating the chapter to provide clarification for licensees.	Rule effective 6/1/2021	
20-009	023-19	9/4/2021	A-E 6	Professional Land Surveyor Licensure. Updating the chapter to provide clarification on Wisconsin experience requirements.	Rule effective 6/1/2021	
20-014	022-19	9/4/2021	A-E 5	Designer Permits. Updating the chapter to provide clarification on experience requirements.	Rule effective 6/1/2021	
20-064	036-20	11/11/2022	A-E 1 to 13	Retired Credential Status. Establish retired credential status in compliance with 2019 Act 94.	Rule effective 6/1/2021	