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**JOINT BOARD RULES COMMITTEE**  
**EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,**  
**PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS**  
**Room 121A, 1400 E. Washington Avenue, Madison**  
**Contact: Brittany Lewin 608-266-2112**  
**October 7, 2014**

*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 description of the actions of the Board.*

**AGENDA**

**1:00 P.M.**

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

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

**B. Approval of Minutes-April 22, 2014 (2-4)**

**C. Administrative Matters**

**D. Legislative/Administrative Rule Matters – Discussion and Consideration**

- 1) 165-A-E 3, 4, 6 and 9 – Entrance to Exams (5-9)

**E. Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Informational Item(s)
- 13) Speaking Engagement(s), Travel, or Public Relation Request(s)

**F. Public Comments**

**ADJOURNMENT**

**A-E RULES COMMITTEE  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
APRIL 22, 2014**

**PRESENT:** Joseph Eberle, Thomas Gasperetti, Matthew Janiak, James Mickowski, Lawrence Schnuck (GoToMeeting), Rosheen Styczinski

**EXCUSED:** Gary Kohlenberg

**STAFF:** Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant; Shawn Leatherwood, Rules Coordinator

**CALL TO ORDER**

Rosheen Styczinski, Committee Chair, called the meeting to order at 1:04 p.m. A quorum of seven (7) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Matthew Janiak moved, seconded by James Mickowski, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 8, 2013**

**MOTION:** Joseph Eberle moved, seconded by Steven Hook, to approve the minutes of October 8, 2013 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

**COMMITTEE CHAIR**

**NOMINATION:** Joseph Eberle nominated Rosheen Styczinski for the Office of Rules Committee Chair. Nomination carried by unanimous consent.

Executive Director Brittany Lewin called for other nominations three (3) times.

Rosheen Styczinski was elected as Rules Committee Chair.

**COMMITTEE VICE CHAIR**

**NOMINATION:** Steven Hook nominated Matthew Janiak for the Office of Rules Committee Vice Chair. Nomination carried by unanimous consent.

Executive Director Brittany Lewin called for other nominations three (3) times.

Matthew Janiak was elected as Vice Chair.

## COMMITTEE SECRETARY

**NOMINATION:** Matthew Janiak nominated Steven Hook for the Office of Committee Secretary. Nomination carried by unanimous consent.

Executive Director Brittany Lewin called for other nominations three (3) times.

Steven Hook was elected as Secretary.

**MOTION:** Joseph Eberle moved, seconded by Steven Hook, to reaffirm the election of officers. Motion carried unanimously.

2014 ELECTION RESULTS	
<b>AE Rules Committee Chair</b>	<b>Rosheen Styczinski</b>
<b>Vice Chair</b>	<b>Matthew Janiak</b>
<b>Secretary</b>	<b>Steven Hook</b>

## LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

### CR 13-020 Electronic Seals

**MOTION:** Joseph Eberle moved, seconded by Thomas Gasperetti, to approve the recommended language from the Joint Board Electronic Seals Task Force included in today's agenda packet and to authorize Joseph Eberle to review and approve the Legislative Report and final Draft of Clearinghouse Rule CR 13-020, Electronic Seals for submission to the Governor's Office and Legislature. The recommended language is:

SECTION 1. A-E 2.02 (7) (a) (intro.) is amended to read:

A-E 2.02 (7) (a) All seals or stamps affixed to ~~drawings and plans, drawings, documents, and specifications, and reports~~ to be filed as public documents shall be original. No stickers or electronically scanned images shall be allowed. Seals or stamps may be applied by crimp type, rubber stamp or by electronic means provided the electronic seal or stamp meets the requirements of subch. II of ch. 137 Stats., a security procedure is used, and electronic submissions are permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports.

SECTION 2. A-E 2.02 (7) (a) 1. is created to read:

**A-E 2.02 (7) (a) 1.** The stamp authorized by the Board must be one of crimp type, rubber stamp type, or computer generated.

SECTION 3. A-E 2.02 (7) (b) (intro.) is amended to read:

**A-E 2.02 (7) (b)** All seals and stamps on plans, drawings, documents, and specifications, and reports to be filed as public documents shall be signed and dated by the registered professional in one of the following manners:

SECTION 4. A-E 2.02 (7) (b) 2. is amended to read:

**A-E 2.02 (7) (b) 2.** Utilizing an electronic signature, meeting the requirements of ~~s. 137.06, Stats.,~~ subch. II ch. 137, Stats., a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, and specifications, and reports. A scanned image of an original signature shall not be used in lieu of an electronic signature with a security procedure as found in s. 137.11 (13), Stats.

SECTION 5. A-E 2.02 (7) (b) 2. (Note) is repealed and recreated to read:

**A-E 2.02 (7) (b) 2. (Note)** Section 137.11 (13), Stats., of the statutes reads as follows “ ‘Security procedure’ means a procedure employed for the purpose of verifying that an electronic signature, record or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes identifying words or numbers, encryption, callback, or other acknowledging procedures.”

Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Joseph Eberle moved, seconded by Matthew Janiak, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:47 p.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Shawn Leatherwood, Admin. Rule Coordinator		<b>2) Date When Request Submitted:</b> <b>September 25, 2014</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 08 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> <b>Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors –Rules Committee</b>			
<b>4) Meeting Date:</b> October 7, 2014	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Legislation and Administrative Rule Matters-Discussion and Consideration</b> <ul style="list-style-type: none"> <li>• 165-A-E 3, 4, 6, 9 Entrance to exams</li> </ul>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input type="checkbox"/> Yes by _____ (name) <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>  The Board will consider and discuss a draft of the 165-A-E 3, 4, 6, 9 Entrance to exams.  The Board will authorize the chair to approve of the revised draft relating to 165-A-E 3, 4, 6, 9 Entrance to exams for posting for EIA comments and for submission to the Clearinghouse.			
<b>11)</b> Shawn Leatherwood	Authorization		September 25, 2014
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director.</li> <li>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

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

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IN THE MATTER OF RULE-MAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS AND
DESIGNERS AND LAND SURVEYORS	:	LAND SURVEYORS
	:	ADOPTING RULE
	:	(CLEARINGHOUSE RULE )

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An order of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors to \*

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 440.071, Stats.

**Statutory authority:**

Sections 15.08 (5) (b) and 227.11 (2) (a), Stats., 2013 Wisconsin Act 114

**Explanation of agency authority:**

**Related statute or rule:**

None.

**Plain language analysis:**

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

**Comparison with rules in adjacent states:**

**Illinois:**

**Iowa:**

**Michigan:**

**Minnesota:**

**Summary of factual data and analytical methodologies:**

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

**Fiscal Estimate and Economic Impact Analysis:**

The department is currently soliciting information and advice from businesses, local government units and individuals in order to prepare the Economic Impact Analysis.

**Effect on small business:**

**Agency contact person:**

Shawn Leatherwood, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4438; email at [Shancethea.Leatherwood@wisconsin.gov](mailto:Shancethea.Leatherwood@wisconsin.gov).

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

Comments may be submitted to Shawn Leatherwood, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to [Shancethea.Leatherwood@wisconsin.gov](mailto:Shancethea.Leatherwood@wisconsin.gov). **Comments must be received on or before \* to be included in the record of rule-making proceedings.**

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TEXT OF RULE

SECTION 1. A-E 3.05 (2) and (3) are repealed.

SECTION 2. A-E 3.02 is repealed and recreated to read:

**A-E 3.02 Requirements for registration as an architect.** (1) An applicant for registration as an architect, in accordance with s. 443.03, Stats., shall submit all of the following:

(a) documentation certifying that the applicant has acquired a thorough knowledge of sound construction, building hygiene, architectural design and mathematics.

(b) One of the following:

1. A diploma of graduation, or a certificate, from an architectural school or college approved by the architect section as satisfactory standing, together with at least 2 years of practical experience as described in A-E 3.03 and of 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) An applicant who files an application but who does not comply with a request for information related to the application within one year from the date of the request shall file a new application and fee.

SECTION 3. A-E 4.07 (2) and (3) are repealed.

SECTION 4. A-E 6.025 is created to read:

**A-E 6.025 Licensure requirements for professional land surveyors.** (1) An applicant for a professional land surveyor licensure, in accordance with s. 443.06 (2), Stats., shall complete all of the following:

(a) Shall submit one of the following:

1. Documentary evidence of completion of a bachelor's degree in a course in the practice of professional land surveying or a related field that is approved by the professional land surveying section and the completion of at least 2 years of approved practice in professional land surveying.

2. Documentary evidence of completion of an associate degree in a course in the practice of professional land surveying or a related field of study that is approved by the professional land surveying section and the completion of at least 4 years of approved practice in professional land surveying.

3. Documentary evidence that the applicant has engaged in the practice of professional land surveying for at least 10 years prior to the application and has demonstrated that the applicant is competent to engage in the practice of professional land surveying as determined by the professional land surveying section. This subdivision applies to applicants who are applying after June 30, 2000 and July 1, 2019.

(b) Fundamentals of land surveying examination.

(c) Principles and practice of land surveying examination after completing all but one year of the required experience:

SECTION 5. A-E 6.04 (1) is amended to read:

**A-E 6.04 (1)** To meet the educational requirements of ~~s. 443.06 (2) (a) and (bm), Stats., s. 443.06 (2) (bm), Stats.~~, an applicant for registration as a land surveyor shall have satisfactorily completed at least 60 semester credits in civil engineering or land surveying curriculum including no less than 12 semester credits in land surveying which shall be in the following categories of study:

SECTION 6. A-E 6.05 (3), (4), and (5) are repealed.

SECTION 7. A-E 9.05 (2) and (3) are repealed.

SECTION 8. A-E 9.06 (1m) is created to read:

A-E 9.06 (1m) Documentary evidence of having met the requirement under ss. 443.035 (1) (a) or (b) and 443.09 (4m), Stats.

SECTION 9 EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

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