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**PROFESSIONAL ENGINEERS SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS  
Room 121A, 1400 East Washington Avenue, Madison  
Contact: Brittany Lewin (608) 266-2112  
February 16, 2016**

*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**

**8:30 A.M.**

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

- A) Adoption of Agenda**
- B) Approval of Minutes – January 28, 2016**
- C) Administrative Updates**
  - 1) Staff Updates
  - 2) Meeting Schedule
- D) Legislative and Administrative Rule Matters**
  - 1) Proposals to Amend A-E 13 Relating to Continuing Education
  - 2) Update on A-E 3, 4, 6, and 9 Relating to Requirements for Entrance to Examinations
  - 3) Update on Wisconsin Senate Bill 568 and Assembly Bill 726
  - 4) Update on Pending Legislation and Pending and Possible Rulemaking Projects
- E) NCEES Travel Report and Requests**
  - 1) NCEES Annual Meeting – August 24-27, 2016 in Indianapolis, Indiana
  - 2) NCEES Central Zone Interim Meeting – May 5-7, 2016 in Kansas City, Missouri
- F) Items Added After Preparation of Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Election of Section Officers
  - 3) Appointment of Section Liaisons
  - 4) Administrative Updates
  - 5) Education and Examination Matters
  - 6) Credentialing Matters
  - 7) Practice Matters
  - 8) Legislation/Administrative Rule Matters
  - 9) Liaison Reports
  - 10) Informational Items
  - 11) Disciplinary Matters

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

**G) Public Comments**

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

**H) Credentialing Matters**

- 1) Discipline Review
- 2) Application Review
- 3) Reinstatement Requests

**L) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Administrative Warning**
  - a) 15 ENG 069 – S.H.K.
- 2) **Proposed Stipulations, Final Decisions and Orders**
  - a) 15 ENG 059 – Alan P. Albee
  - b) 15 ENG 060 – Syed Ahmed
- 3) **Case Closures**
  - a) 15 ENG 050
  - b) 15 ENG 056

**M) Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Application Review
- 4) Disciplinary Matters
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petitions for Summary Suspensions
- 8) Petitions for Designation of Hearing Examiner
- 9) Proposed Stipulations, Final Decisions and Order
- 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) Proposed Interim Orders
- 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

N) Consulting with Legal Counsel

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

O) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

P) Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE – APRIL 21, 2016**

**PROFESSIONAL ENGINEER SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
January 28, 2016**

**PRESENT:** Kristine Cotharn, Steven Hook and Mark Mayer

**EXCUSED:** Joseph Eberle

**STAFF:** Brittany Lewin, Executive Director; and Nifty Lynn Dio, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Steven Hook, Vice Chair, called the meeting to order at 8:30 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Kristine Cotharn moved, seconded by Mark Mayer, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Mark Mayer moved, seconded by Kristine Cotharn, to approve the minutes of December 17, 2015 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

*Section Chair*

**NOMINATION:** Steven Hook nominated Mark Mayer for the Office of Section Chair.

Brittany Lewin called for nominations three (3) times.

Mark Mayer was elected as Chair by unanimous consent.

*Vice Chair*

**NOMINATION:** Kristine Cotharn nominated Steven Hook for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Steven Hook was elected as Vice Chair by unanimous consent.

*Secretary*

**NOMINATION:** Steven Hook nominated Kristine Cotharn for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Kristine Cotharn was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
<b>Section Chair</b>	Mark Mayer
<b>Vice Chair</b>	Steven Hook
<b>Secretary</b>	Kristine Cotharn

#### LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
<b>Continuing Education Liaison</b>	Mark Mayer, Kristine Cotharn
<b>Rules Committee</b>	Mark Mayer
<b>Screening Panel</b>	Mark Mayer, Kristine Cotharn
<b>Credentialing Liaisons</b>	Joseph Eberle
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Steven Hook
<b>Travel Liaison</b>	Mark Mayer

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

#### DELEGATION MOTIONS

##### *Delegated Authority for Urgent Matters*

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

##### *Delegated Authority for Application Denial Reviews*

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

##### *Document Signature Delegation*

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry

out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried unanimously.

### ***Credentialing Authority Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to delegate credentialing authority to the credentialing liaison for those submitted applications that meet the criteria of Rule and Statute, potential denials will go to the full Section. Motion carried unanimously.

### ***Monitoring Delegations***

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to affirm the Chair's appointment of Steven Hook as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

### ***Travel Delegation***

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to delegate authority to approve any Section Member travel to the Travel Liaison. Motion carried unanimously.

### **CLOSED SESSION**

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

The Section convened into closed session at 9:14 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to reconvene in Open Session. Motion carried unanimously.

Open session reconvened at 9:48 a.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to affirm all votes made in closed session. Motion carried unanimously.

## CREENTIALING MATTERS

### Discipline Review

#### *Wink Engineering, LLC*

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the Certificate of Authorization application of Wink Engineering, LLC once all requirements are met. Motion carried unanimously.

### Application Review

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant professional engineer registration for the following individuals once all requirements are met:

1. Beuning, Mark
2. Bingen, Zachary
3. Boelter, Brian
4. Boisvert, Korry
5. Bravo, Hector R.
6. Ciche, Jonathan B.
7. Clark, Timothy J.
8. Craig, Rachelle L.
9. Effinger, Justin
10. Ford, Daniel
11. Foster, Michael
12. Gallagher, James
13. Goodwin, Nicholas J.
14. Haas, Bryan
15. Heineck, Lindsey
16. Henderson, Colin
17. Joshi, Adhiraj
18. Kirst, Douglas
19. Koster, Jason A.
20. Kraus, Adam M.
21. Lancelle, Jessica
22. Lee, Benjamin O.
23. Marcum, Christopher
24. Matocky, Mathew
25. Mehta, Prathmesh
26. Mercier, Joshua
27. Misun, Mark
28. Nelson, Matthew R.
29. Nowak, David
30. Oberski, Nicholas
31. Ozimek, Timothy R.
32. Peterson, Brett A.
33. Phillips, Andrew
34. Quandt, Jacqueline
35. Rongstad, Tyler
36. Salami, Yunus

37. Scekcic, Lidija
38. Schmidt, David
39. Schweiger, Marc
40. Smith, Trevor M.
41. Smith, Trevor
42. Spaeth, Jeremy
43. Sparks, Jeremy
44. Stokdyk, Jeremiah
45. Stuckey, Paul
46. Vokes, Kari
47. Wagner, Kevin
48. Winters, Amanda
49. Wroblaski, Adam
50. Young, Kelly C.

Motion carried unanimously.

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to approve the application of Dimitros Panagiaris for EIT Certification once all requirements are met. Motion carried unanimously.

### **Reinstatement Request**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to grant the reinstatement of the Professional Engineer registration of Jayson Helsel, once all requirements are met. Motion carried unanimously.

## **DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

### **Administrative Warnings**

*15 ENG 003 – K.M.S.*

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to issue an Administrative Warning in the matter of DLSC case number 15 ENG 003 – K.M.S. Motion carried unanimously.

### **Proposed Stipulations, Final Decisions and Orders**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to adopt the Findings of Fact, Conclusions of Law and Order in the matters of disciplinary proceedings against the following:

1. 15 ENG 015 – Peter Szeszterniak
2. 15 ENG 022 – Victor Pipars
3. 15 ENG 026 – Veeraswami Naidu
4. 15 ENG 027 – James Mierke
5. 15 ENG 031 – Walter Lukitsch
6. 15 ENG 032 – Larry Londo
7. 15 ENG 034 – Donald Korbel
8. 15 ENG 036 – Fayiz Hadid
9. 15 ENG 037 – Kevin Gartley
10. 15 ENG 040 – Mark Donaldson

- 11. 15 ENG 041 – Ronald Demski
  - 12. 15 ENG 042 – Thomas Dega
  - 13. 15 ENG 043 – Richard Davies Jr.
  - 14. 15 ENG 045 – Brian Cooley
  - 15. 15 ENG 046 – John Christiansen
  - 16. 15 ENG 047 – Michael Carlson
  - 17. 15 ENG 049 – John Callan
  - 18. 15 ENG 051 – Russell Burnham
  - 19. 15 ENG 054 – Jeffrey Boldt
- Motion carried unanimously.

**Case Closings**

**MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

- 1. 15 ENG 007 – P.A.Y. for *Prosecutorial Discretion (P1)*
- 2. 15 ENG 023 – W.R.P. for *Prosecutorial Discretion (P1)*

Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Kristine Cotharn moved, seconded by Steven Hook, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:50 a.m.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dale Kleven Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>2/4/16</b>  Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Professional Engineer Section</b>			
4) Meeting Date:  <b>2/16/16</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. Proposals to amend A-E 13 Relating to Continuing Education</b> <b>2. Update on A-E 3, 4, 6, and 9 Relating to Requirements for Entrance to Examinations</b> <b>3. Update on Senate Bill 568/Assembly Bill 726 Relating to Renaming, Changing Membership and Eliminating Certain Professional Licensure Boards</b> <b>4. Update on Pending Legislation and Pending and Possible Rulemaking Projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i><b>Dale Kleven</b></i>		<i><b>February 4, 2016</b></i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Chapter A–E 13

## CONTINUING EDUCATION FOR PROFESSIONAL ENGINEERS

<p>A–E 13.01 Authority and purpose.  A–E 13.02 Definitions.  A–E 13.03 Continuing education requirements.  A–E 13.04 Examples of qualifying activities.  A–E 13.05 Standards for approval.</p>	<p>A–E 13.06 Certificate of completion; proof of attendance.  A–E 13.07 Recordkeeping.  A–E 13.08 Waiver of continuing education.  A–E 13.09 Comity.  A–E 13.10 Late renewal.</p>
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**A–E 13.01 Authority and purpose.** The rules in this chapter are adopted under the authority in ss. 15.08 (5) (b), 227.11 (2), and 443.015, Stats., and govern biennial continuing education for professional engineer registrants.

**History:** CR 11–014: cr. Register December 2011 No. 672, eff. 1–1–12.

**A–E 13.02 Definitions.** As used in this chapter:

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

(2) “College semester hour” means receiving credit for completing a regularly offered course in a school or college of engineering accredited by the EAC/ABET that has testing with a passing grade required and has provisions for additional out–of–class study requirements. Credit for college approved courses will be based upon course credit established by the college. One “college semester hour” equals 45 PDHs. Monitoring or auditing courses that do not require regular testing with a passing grade will only count the actual class contact hours.

(3) “College quarter hour” means receiving credit for completing a regularly offered course in a school or college of engineering accredited by the EAC/ABET that has testing with a passing grade required and has provisions for additional out–of–class study requirements. Credit for college approved courses will be based upon course credit established by the college. One “college quarter hour” equals 30 PDHs. Monitoring or auditing courses that do not require regular testing with a passing grade will only count the actual class contact hours.

(4) “Continuing education” means the planned, professional development activities designed to contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the registrant in the practice of professional engineering. Regular duties are not considered qualifying activities.

(5) “Continuing education unit” or “CEU” means a unit of credit customarily used for continuing education courses. One “continuing education unit” equals 10 PDHs.

(6) “Course” or “activity” means any qualifying “course” or “activity” with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the registrant’s practice of professional engineering.

(7) “EAC/ABET” means the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

(8) “Professional development hour” or “PDH” means a period of 50 minutes of actual instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity. “PDHs” should be rounded down to the nearest half hour and reported in increments of half hour with no activity of under a half hour being acceptable as qualifying for “PDH” credit. “PDHs” shall not exceed the actual contact clock hours of actual attendance.

**History:** CR 11–014: cr. Register December 2011 No. 672, eff. 1–1–12.

**A–E 13.03 Continuing education requirements.**

(1) (a) Beginning in the biennial registration period commencing

August 1, 2012 and ending July 31, 2014, unless granted a waiver under s. A–E 13.08, every registrant shall complete at least 30 hours of approved PDHs or equivalent continuing education units, pertinent to the practice of professional engineering, except that between initial registration and the first renewal period, a new registrant shall not be required to comply with the continuing education requirements for the first renewal of registration.

(b) During each biennial registration period, the registrant shall complete a minimum of 2 PDHs in the area of professional conduct and ethics.

(c) During each biennial registration period, credit for a minimum of 13 PDHs shall be obtained via courses where the registrant interacts in real time in a traditional classroom setting, computer conferencing, or interactive video conference where participants are present in the same room or logged in at the same time and can communicate directly with each other and ask questions of the instructor.

(d) If a registrant obtains more than 30 PDHs in a biennium, a maximum of 15 of the excess PDHs may be used toward the continuing education requirement in the next biennium. Excess credits cannot be used to satisfy the requirements of par. (b) or (c).

(2) Continuing education may be obtained through any of the following means:

(a) Completing courses taken at a school or college of engineering accredited by the EAC/ABET.

(b) Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet.

(c) Presenting or attending qualifying seminars, in–house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

(d) Teaching or instructing in pars. (a) to (c). PDHs may only be counted for the initial offering or presentation of a course or program. Full–time faculty may not claim PDHs for teaching done as part of their regular duties. For teaching in pars. (a) to (d), multiply the PDHs earned by a factor of 2.

(e) Authoring published papers, articles, or books in the registrant’s area of professional practice that has been published in book form or in circulated journals or trade magazines. Five PDHs will be granted in the biennium in which each publication occurred. For peer reviewed papers, articles, or books in the registrant’s area of professional practice, 10 PDHs will be granted in the biennium in which each publication occurred.

(f) Actively participating in professional and technical societies. A maximum of 2 PDHs will be awarded for active participation as an officer or committee member in any one society in any one year. A maximum of 4 PDHs may be obtained under this paragraph in any biennium. PDHs are not earned until the end of each year of service is completed.

(g) Attainment of a patent relevant to the registrant’s area of professional practice. Ten PDHs will be awarded for each patent.

(3) Except as provided in s. A–E 13.08, a professional engineer who fails to meet the continuing education requirements by the renewal date, as specified in s. 440.08 (2) (a) 35., Stats., may

not engage in the practice of professional engineering until the registration is renewed in accordance with ss. A-E 2.05 and 13.10.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.04 Examples of qualifying activities.** The following are examples of qualifying activities:

(1) Completing or attending courses, seminars, instruction, in-house programs, or training of engineering content related to the registrant's practice of professional engineering.

(2) Attending technical or professional society meetings when an engineering topic is presented as a principal part of the program.

(3) Teaching a course for the first time or teaching a course previously taught if substantial time was spent in updating material.

(4) Attending webinar courses where attendance is verified and program material meets the requirements.

(5) Completing correspondence courses on an engineering topic where lessons are prepared and returned for correction, grading, or both, and where testing at the end of the course is required.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.05 Standards for approval.** (1) To be approved for PDHs, a continuing education program shall meet all of the following criteria:

(a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the registrant and pertaining to subject matters which integrally relate to the practice of the profession.

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

(c) The program fulfills pre-established goals and objectives.

(d) The program provides attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(2) The professional engineer section has final authority with respect to acceptance of activities, courses, credit, PDH value for courses, and other methods of earning PDHs, except the following are examples of accepted providers for continuing education programs:

(a) Colleges, universities, or other EAC/ABET approved educational institutions approved by the professional engineer section.

(b) Continuing education courses meeting all the requirements of the International Association for Continuing Education and Training.

(c) Technical or professional societies or organizations as approved by the professional engineer section or its designee.

(d) Other providers as approved by the professional engineer section or its designee.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.06 Certificate of completion; proof of attendance.** (1) Each registrant shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The professional engineer section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise produce evidence of compliance.

(3) If a request for evidence of compliance is requested by the professional engineer section or its designee, the registrant shall submit the requested information or documentation within 30 days of receiving the written notice. Failure to do so will result in denial of registrant's application for renewal.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.07 Recordkeeping.** (1) A registrant shall maintain records of their continuing education units and PDHs earned for a minimum of the 3 most recent biennia on a form approved by the professional engineer section.

(2) Records required include but are not limited to attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

(3) If a continuing education course was awarded CEUs, the CEUs shall be converted by the applicant or registrant to PDHs for recordkeeping purposes.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12.

**A-E 13.08 Waiver of continuing education.** (1) A renewal applicant who is unable to fully comply with the continuing education requirements due to extreme hardship may submit a written request for a waiver. The professional engineer section or its designee will review the request, and in its sole discretion, may grant a full or partial waiver, or extension of time to comply with the requirements.

(2) In this section, "extreme hardship" means an inability to fulfill the continuing education requirements during the applicable renewal period because of one of the following:

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

(b) An incapacitating illness documented by a statement from a licensed physician.

(c) A physical inability to travel to the sites of approved programs documented by a licensed physician.

(d) Any other extenuating circumstances acceptable to the professional engineer section.

(3) A renewal applicant may not receive a waiver under sub. (2) (b) or (c) for 2 consecutive biennia.

(4) A renewal applicant who has maintained an active Wisconsin license for a minimum of 30 consecutive years may, at the discretion of the professional engineer section or its designee, receive a waiver upon request and certification that the applicant has retired from the profession and is no longer providing engineering services.

(5) A renewal applicant who receives a waiver under sub. (4) may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

(6) A renewal applicant, who prior to the expiration date of the license submits a request for a waiver, pays the renewal fee and provides a statement setting forth the facts concerning noncompliance and the basis of the request, shall be deemed to be in good standing until the final decision on the application is issued by the professional engineer section. If a finding of extreme hardship is not determined, an applicant may not engage in the practice of professional engineering until he or she meets the requirements of s. A-E 13.10.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12; CR 13-064; am. (4) Register June 2014 No. 702, eff. 7-1-14.

**A-E 13.09 Comity.** An applicant for registration from another state who applies for registration to practice professional engineering under s. A-E 4.08 (2), shall submit proof of completion of 30 PDHs of qualifying continuing education that complies with the requirements of ch. A-E 13 within the 2 year period prior to their application. However, an applicant by comity who has received his or her first license as a professional engineer within the last two years shall be exempt from meeting the 30 PDHs specified in s. A-E 13.03 (1) as required for continuing education requirements and shall not be required to comply with the continuing education requirements for their first renewal of registration.

**History:** CR 11-014; cr. Register December 2011 No. 672, eff. 1-1-12; CR 13-064; am. Register June 2014 No. 702, eff. 7-1-14.

**A-E 13.10 Late renewal.** A renewal applicant who has failed to renew his or her credential by the established renewal

date shall obtain all required PDHs and submit a record with information as specified under s. A-E 13.07 prior to the registrant's registration being renewed. If the total delinquent PDHs exceed 60 for all renewal periods since their last renewal, then 60 shall be the maximum required for late renewal. An applicant who has failed to be registered for a period greater than 5 years shall be subject to the provisions of s. A-E 2.05 (2).

**History:** CR 11-014: cr. Register December 2011 No. 672, eff. 1-1-12.