

# Wisconsin Department of Safety and Professional Services

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
 PROFESSIONALENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS

PROFESSIONAL ENGINEER SECTION - COMITY APPLICATION ONLY PDH TABLE

(This form is not for Renewal- please view [DSPS website's Renewal Page](#) for a separate Form/Table.)

**Name:**

**Email Address:**

**Phone Number:**    -

**Comity Application - Continuing Education (CE) Requirements for Professional Engineers (PEs):**

Submit proof of completing 30 hours of continuing education within the two-year period immediately prior to the application per [Wis. Admin. Code § A-E 13.09](#).

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 CE hours specified in Wis. Admin. Code § [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. All dates will be verified with the National Council of Examiners for Engineering and Surveying (NCEES) Council record or State verification (**Form #475**).

Pursuant to Wis. Admin. Code § A-E 13.03(1)(a), a total of 30 PDHs are required each biennium. Licensees shall have a minimum of 2 PDHs in the area of professional conduct and ethics (Wis. Admin. Code § 13.03 (1)(b)), a minimum of 13 PDHs must 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 (Wis. Admin. Code § A-E 13.03(1)(c)), and a maximum of 4 PDHs from actively participating in professional and technical societies (Wis. Admin. Code § A-E 13.03(2)(f)) per Wis. Stat. § **443.015**.

\*The second page of this document provides more specific information about the requirements and includes guidelines for completing this table to ensure accurate totals.\*

Date	Sponsoring Organization	Activity Location (city/state)	Course Title	Instructor's Name	PHDs Earned				
					A. A-E 13.03(1)(b) 2 PDHs (minimum)	B. A-E 13.03(1)(c) 13 PDHs (minimum)	C. A-E 13.03(2)(f) 4 PDHs (maximum)	D. Other	
<b>Print this document and submit it with your application for Professional Engineer Credential (Form #1736). You are not required to submit copies of your completion certificates with your licensure application, only if you are requested to do so by the Department or the Engineering Section.</b>					<b>Total A-E 13.03(1)(b)</b>	<b>Total A-E 13.03(1)(c)</b>	<b>Total A-E 13.03(2)(f)</b>	<b>Total Other</b>	<b>Grand Total</b>
				<b>E. Total PDHs Earned</b>					

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## Wis. Admin. Code § A-E 13.03 Continuing Education Requirements

- (a) Beginning in the biennial registration period commencing August 1, 2012 and ending July 31, 2014, unless granted a waiver under Wis. Admin. Code § 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).
- Continuing education may be obtained through any of the following means:  
Completing courses taken at a school or college of engineering accredited by the EAC/ABET.  
Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet.  
Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.  
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.  
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.

## Wis. Admin. Code § A-E 13.09 Comity

An applicant for registration from another state who applies for registration to practice professional engineering under Wis. Admin. Code § [A-E 4.08 \(2\)](#), shall submit proof of completion of 30 PDHs of qualifying continuing education that complies with the requirements of Wis. Admin. Code § [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 Wis. Admin. Code § [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.

## Guidelines for completing the table to ensure accurate totals

1. If you complete a 2-hour ethics course (column A) that also meets the requirements of column B on the table, insert 2 in both columns. This ensures accurate PDH subtotals for each column and the PDHs are only counted one time in the grand total.
2. If you complete a 4-hour course that meets the requirements of column B on the table and only 2 of the 4 hours count as ethics, insert 4 in column B and 2 in column A. This ensures accurate PDH subtotals for each column and the grand total will only count 4 hours in this example.