

## Chapter A-E 1

## REGISTRATION AND CERTIFICATION

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**A-E 1.001 Definitions.** (1) The terms "designer", and "designer of engineering systems", as used in these rules, means the holder of a current designer's permit granted by the examining board.

(2) Design services which may be performed by designers, within the meaning and intent of these rules, includes and is limited to the preparation of plans and specifications, and consultation, investigation and evaluation in connection with such preparation of plans and specifications, in the specific fields and subfields as provided for in section A-E 1.20 of these rules.

**History:** Cr. Register, May, 1972, No. 197, eff. 6-1-72.

**A-E 1.01 Approved curricula.** (1) The architects' section approves, in general, all curricula in architecture that are accredited by the national architectural accrediting board.

(2) The engineers' section approves, in general, all curricula in engineering that are accredited by the engineers' council for professional development.

**History:** 1-2-56; r. and recr., Register, April, 1967, No. 136, eff. 7-1-67; am. (1) and (2), Register, July, 1968, No. 151, eff. 8-1-68; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

**A-E 1.02 Applications for registration, certification, or permits.**

(1) Application blanks will be furnished to applicants on request.

(2) The application of any applicant who has not complied with or given satisfactory reasons for not complying with a written request of the board within a period of one year shall be considered denied. If the applicant desires registration, certification, or a permit, after his application has been so denied, he must submit a new application and make payment of the required fees of a new applicant.

**History:** 1-2-56; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

**A-E 1.03 Issuance of certificate.** The date of registration and date of issuance of a certificate is the date registration is granted by the board to the applicant unless a later date is established by the board. Failure to pay the final fee within a period of 2 months after notification of approval of application for registration shall cause registration to lapse unless the applicant submits satisfactory reasons for the delay to the board.

**A-E 1.04 Registration seals.** (1) Each registrant, as an architect, engineer or land surveyor as well as every designer holding a permit,

shall provide himself with a seal that complies with the specifications of the board. The overall diameter of such seal shall not be smaller than the commercially designated 1½ inches, nor shall it exceed the commercially designated 2 inches.

(2) (a) Such seal shall contain the registrant's name, registration number and city. The following designs have been adopted:



(b) Seals obtained prior to the adoption of this rule and which are in conformance with prior board rules are acceptable.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his option.

(4) (a) Each sheet of plans, drawings, documents, specifications and reports for architectural, engineering, or design practice, and of maps, plats, charts and reports for land surveying practice, shall be signed, sealed and dated by the registrant or permit holder preparing them, or in direction and control of their preparation.

(b) Where more than one sheet is bound together in one volume, the registrant or permit holder who prepared said volume, or under whose direction and control said volume was prepared, may sign, seal, and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound

volume, and provided that any of the other sheets which were prepared by, or under the direction and control of, another registrant or permit holder, be signed, sealed and dated by said other registrant or permit holder.

(c) Additions, deletions or other revisions affecting public health and safety or state and local codes shall not be made unless signed, sealed and dated by the registrant or permit holder who made the revisions or under whose direction and control said revisions were made.

**History:** 1-2-56; am. (2), Register, April, 1958, No. 28, eff. 5-1-58; r. and recr., Register, March, 1966, No. 123, eff. 4-1-66; am. (1), Register, November, 1966, No. 131, eff. 12-1-66; am. (1), (2)(a), (4)(a) and (b), Register, January, 1971, No. 181, eff. 2-1-71; am. (4) (a) and (b), cr. (c), Register, December, 1972, No. 204, eff. 1-1-73.

**A-E 1.05 Firm and partnership information reports.** When it appears to the board that any person or persons are practicing or offering to practice architecture or professional engineering through a firm or partnership, they shall, upon request, file with the board, on forms provided by the board, a list of the names and addresses of the members of said firm or partnership and a list of the names and addresses of all individuals who are registered architects or professional engineers in this state authorized to practice or offer to practice architecture or professional engineering on behalf of said firm or partnership, and any other information requested by the board which may be necessary to enable the board to determine whether or not such firm or partnership complies with the provisions of Section 443.01, Wis. Stats.

**History:** Cr. Register, November, 1967, No. 143, eff. 12-1-67; am. Register, January, 1971, No. 181, eff. 2-1-71

**A-E 1.06 Branch offices.** (1) Every firm, partnership or corporation maintaining one or more places of business in the state of Wisconsin, for the principal purpose of providing or offering to provide architectural or professional engineering services to the public, shall have in charge of each separate place of business a resident registered architect or professional engineer.

(2) Every firm, partnership or corporation maintaining one or more places of business in the state of Wisconsin, for the principal purpose of providing or offering to provide land surveying services to the public, shall have in charge of each separate place of business a resident registered land surveyor.

(3) Every firm, partnership or corporation maintaining one or more places of business in the state of Wisconsin, for the principal purpose of providing or offering to provide design services, as defined in section A-E 1.001 (2), of these rules, shall have in charge of each separate place of business a resident designer, holding a permit in the field and subfields that design services are provided or offered.

(4) "Resident", as used in this section, means one who spends a majority of his normal working time in said office.

(5) Every firm, partnership or corporation, maintaining one or more places of business in the state of Wisconsin, for the purpose of providing or offering to provide architectural, professional engineering, design, or land surveying services, shall inform the board

of the name of the resident individual in charge of each place of business it maintains in the state of Wisconsin.

**History:** Cr. Register, September, 1969, No. 165, eff. 10-1-69; r. and recr., Register, December, 1972, No. 204, eff. 1-1-73.

**A-E 1.15 Examinations. (1) ELIGIBILITY.** An applicant to be eligible to enter a scheduled examination must file his application for registration or certification or request for re-examination together with the required fees with the secretary 2 months before the scheduled date for the examination.

**(2) FORFEITURE OF FEES.** In the event an applicant has been notified in writing by the office of the secretary of the board that he has been assigned to a stated examination, and he fails to appear for such examination his fee shall not be refundable unless he has been excused from such obligation 10 days prior to such examination or unless he submits to the board ample proof that he was unable to be present. Such proof must be in the office of the board at least 2 months before a future examination which he may desire to take if his former fee is to be considered for use in connection with such examination.

**(3) EXAMINATION RETAKES.** An applicant who upon taking any portion of the board's architectural, engineering, design of engineering systems, or land surveying examinations for the first time fails a portion or all of that examination may, upon request and payment of the re-examination fee, retake all of it, or the portions of it failed, during any 3 of the 6 semi-annual examinations next following the first examination written. If the applicant fails to complete passing the entire examination during any 3 of the 6 semi-annual examinations next following the first examination written, the applicant shall;

(a) Be ineligible to take further examinations for a period of one year.

(b) Revert to the status of a new applicant and be required to take all portions of the examination unless otherwise approved in advance by the board.

(c) Be required to furnish proof that since his last failure he has further prepared himself by education work, or practical experience before being admitted to additional examinations.

**(4) EXAMINATIONS FOR ARCHITECTS. (a) Examination required.** The objective of the board is to conduct its examinations for registration as an architect in the manner prescribed by the national council of architectural registration boards. This procedure is of considerable value to one registered on the basis of having passed such an examination if, at some future date, he might find it necessary to obtain reciprocal registration as an architect in another state. Applicants for registration as an architect must take 2 examinations, an "equivalency examination" and a "professional examination" except that applicants who have graduated from a school with curriculum approved by the architects' section as provided in section A-E 1.01 are not required to take the equivalency examination.

(b) *Place of examinations.* The examinations will be held at sites designated by the board.

(c) *Time of examinations.* To be arranged.

(d) *Scope of examination.* 1. The 20 hour equivalency examination consists of 3 parts: Part I (construction, theory & practice); Part II

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