

EXAMINING BOARD, ARCHITECTS, ETC.

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 as provided for in section A-E 1.20 of these rules.

History: Cr. Register, May, 1972, No. 197, eff. 6-1-72; am. (2), Register, June, 1977, No. 258, eff. 7-1-77.

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.

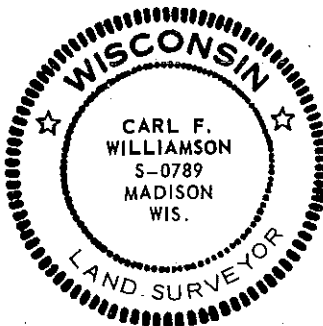
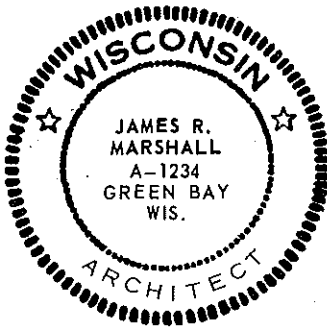
History: 1-2-56; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

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 1 5/8 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 s. 443.01, 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 more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide architectural or professional engineering services to the public, shall have in responsible charge of such services at each separate place of business a resident registered architect or professional engineer.

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

(3) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide design services, as defined in section A-E 1.001 (2), of these rules, shall have in responsible charge of such services at 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 place of business. A registered architect, professional engineer, land surveyor or designer can be the resident licensee at only one place of business at one time.

(5) Every firm, partnership or corporation, maintaining more than one place 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 (s) in responsible charge of such services at each separate 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; am. Register, June, 1974, No. 222, eff. 7-1-74.

A-E 1.07 Change of address. Whenever any person or corporation, after application and receipt of a license, certificate, permit or registration from the board, moves from the address named in his application or in the license, certificate, permit or registration issued to him, such person shall within 30 days thereafter notify the board in writing of his old and new address and of the number of any license then held by him.

History: Cr. Register, June, 1974, No. 222, eff. 7-1-74.

A-E 1.12 Education as an experience equivalent for registration as an Architect. (1) For the purpose of meeting experience requirements for registration as an architect, an applicant may claim certain education as equivalent to experience in architecture, as provided in s. 443.01 (6) (a) 4 Stats. To qualify as an education equivalent to architectural experience, such education must be obtained at a university, college or technical school approved by the architects' section of the examining board.

(2) Each 45 quarter hours or 30 semester hours of credit earned shall be equivalent to one year of work experience, except that the maximum educational equivalent experience shall be:

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| (a) NAAB Accredited Architectural Degree | 5 years |
| (b) Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Degree | 4 years |
| (c) Courses in Accredited Architecture Program Without Degree | 4 years |
| (d) Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Courses Without Degree | 3 years |
| (e) Other Bachelor Degrees | 3 years |
| (f) Other Courses Without Degree | 2 years |
| (g) Accredited Master of Architecture Degree Subsequent to Accredited Bachelor of Architecture Degree | Considered as 1/2 year of Practical Experience |

History: Cr. Register, June, 1977, No. 258, eff. 7-1-77.

A-E 1.13 Architectural experience. (1) To qualify as satisfactory experience in architectural work for the purpose of meeting registration requirements of s. 443.01 (6) (a) Stats. such experience shall include the

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application of architectural principles and data and shall demonstrate applicant's progressive development of competence to do architectural work.

(2) Satisfactory work experience shall consist of related practical training including at least one year of experience in the design and construction of buildings preferably under the supervision of a then registered architect, professional engineer, or exempt person as defined in s. 443.01 (9), Stats. prior or subsequent to acquisition of approved educational equivalents.

(3) To qualify as satisfactory architectural experience employment must consist of at least 2 or more continuous months.

(4) Full or partial credit may be allowed for part-time (20 hours/week minimum) work experience, and architectural related teaching or research (with degree) subject to review by the architects' section.

History: Cr. Register, June, 1977, No. 258, eff. 7-1-77.

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.* All applicants for registration as architects, except those applying under s. 443.01 (11) Stats. must complete an examination consisting of sections

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covering: Architectural Sciences and Technology (Structure, Construction, Environmental Control), Architectural Design, Product Development, Professional Administration, and Historical and Theoretical Context.

(b) *Time and place of examinations.* Examinations will be held at sites and on dates designated by the board.

(c) *Scope of examinations.* Examinations administered to applicants seek to determine the applicant's preparedness to exercise skills likely to be needed by an architect practicing architecture at the time of the examination. Each examination, prior to being offered by the examining board, is reviewed by the architects' section to determine that the examination is reasonably related to the skills likely to be needed by a practicing architect and that the examination tests the applicant's preparedness to exercise such skills. The examination will include material relating to the practice of architecture in the state of Wisconsin, with emphasis placed on Wisconsin law, including the registration law for architects, the board's rules, the design needs of people with physical disabilities and relevant statutes, codes and procedures of the department of industry, labor and human relations and other state agencies relating to the practice of architecture.

(d) *Requirements for entrance to the examination.* To be eligible to enter a scheduled examination, an applicant must have 4 years of qualifying academic credit or 4 years of qualifying architectural work experience or a combination of academic credit and architectural work experience which totals 4 years.

(5) WRITTEN EXAMINATIONS FOR ENGINEER-IN-TRAINING AND PROFESSIONAL ENGINEER. (a) *Examinations required.* 1. For certification as engineer-in-training—fundamentals examination. Total 1 day (8 hours).

2. For registration as professional engineer.

a. If certified as engineer-in-training—principles and practice examination. Total 1 day (8 hours).

b. If not certified as engineer-in-training—fundamentals examination and principles and practice examination. Total 2 days (16 hours).

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

(c) *Grading of written examinations, passing grades and retakes.* Experience ratings will not be weighed as a part of the examinations.

(d) *Scope of written examinations.* 1. Fundamentals examination — requires an understanding of the physical and mathematical sciences involved in the fundamentals of engineering.

2. Principles and practice examination—requires ability to apply engineering principles and judgment to problems in general engineering fields such as chemical, civil, electrical and mechanical fields. Questions involving economic analysis and the design needs of people with physical disabilities and relevant statutes and codes will be included.

(e) *Requirements for entrance to examinations.* 1. To be eligible to enter the "Fundamentals of Engineering" section of the examination, an applicant must have 4 years of qualifying engineering work experience, or a combination of academic credit or engineering work experience

which totals 4 years. Applicants who have obtained senior standing in an educational program of study of at least 4 years which leads to a baccalaureate degree in engineering or engineering technology may enter the "Fundamentals of Engineering" section of the examination.

2. To be eligible to enter the "Principles and Practice of Engineering" section of the examination, an applicant must have 3 years of qualifying engineering work experience, plus the requirement of the above paragraph.

(6) EXAMINATIONS FOR LAND SURVEYORS. (a) Satisfactory completion of 2 examinations is required for registration as a land surveyor. The 2 examinations are: "Fundamentals of Land Surveying" (1 day, 8 hours) and "Principles and Practice" (1 day, 8 hours).

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

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

(d) *Grading of written examinations, passing grades.* 1. Experience ratings will not be weighed as part of the examinations.

2. On each 8 hour examination the passing grade shall be at least 70%.

(e) *Scope of written examinations.* 1. *Fundamentals of Land Surveying:* Requires an understanding of mathematics, physics, surveying methods for measuring horizontal, vertical and angular values, topographic and photogrammetric mapping, notekeeping, property surveys, computations, descriptions and plats.

2. *Principles and Practice:* Requires ability to apply principles and judgment to problems involving the U.S. System of Public Land Surveys, Wisconsin plane coordinate surveys, the relocation of lost and obliterated corners, the legal essentials of resurveys, disputed boundaries, defective deed descriptions, riparian rights, adverse possession, the Wisconsin statutes relative to land surveying including the preparation and filing of plats, the writing and interpreting of land descriptions, the technical essentials of land surveying and subdivision of lands including practical problems requiring a knowledge of the basic theory and fundamental concepts of field astronomy, geometry of curves, topography and photogrammetry.

(f) *Requirements for entrance to examinations.* 1. To be eligible to enter the "Fundamentals of Land Surveying" section of the examination, an applicant must have completed at least 2 years of a course in land surveying as defined in s. A-E 1.18, or at least 4 years of practice in land surveying, or a combination of work or training in a course in land surveying and practice in land surveying which totals at least 4 years.

2. To be eligible to enter the "Principles and Practice of Land Surveying" section of the examination, an applicant must have completed at least 2 years of an approved course in land surveying as defined in s. A-E 1.18 and at least 2 years of approved practice in land surveying, or at least 5 years of approved practice in land surveying, or a combination of at least 5 years of approved work or training in a course in land surveying and practice in land surveying.

(7) WRITTEN EXAMINATIONS FOR DESIGNER OF ENGINEERING SYSTEMS.

(a) *Examinations required.* An examination is required for each field

and subfield thereunder, as designated in section A-E 1.20 (1), of these rules, in which an applicant seeks a designers' permit.

(b) *Place and time of examinations.* The examinations will be held at and on dates designated by the board.

(c) *Grading of written examinations.* Experience ratings will not be weighed as part of the examinations.

(d) *Scope of written examinations.* The examinations shall cover the application of the engineering technology related to the specific fields and subfields of engineering systems, as designated in section A-E 1.20 (1), of these rules.

(e) *Requirements for entrance to examinations.* 1. To be eligible to enter a written examination for a permit as a designer of engineering systems, an applicant must have 7 years of approved experience in specialized engineering design work, up to 4 years of which may be equivalent academic training or apprenticeship as provided in s. 443.01 (16) (a) 3, Stats.

History: 1-2-56; r. and recr. (3); am. (5) (e) 3., Register, February, 1961, No. 62, eff. 3-1-61; cr. (6), Register, August, 1965, No. 116, eff. 11-1-65; r. and recr. (3) (a), Register, November, 1966, No. 131, eff. 12-1-66; r. and recr. (4) (d), eff. 7-1-67; and r. and recr. (6), eff. 8-1-67; Register, April, 1967, No. 136; am. (5) (d) 2, (5) (f) 2 and (6) (a) 2, Register, July, 1968, No. 151, eff. 8-1-68; r. and recr. (5) (b) and (c) and (6) (b) and (c), Register, February, 1969, No. 158, eff. 3-1-69; am. (3), (6) (a) 2, and (7), Register, January, 1971, No. 181, eff. 2-1-71; r. and recr. (5), Register, September, 1971, No. 189, eff. 10-1-71; reprinted, Register, October, 1971, No. 190 to correct error; cr. (3), Register, May, 1972, No. 197, eff. 6-1-72; cr. (7), Register, December, 1972, No. 204, eff. 1-1-73; (4) (a), r. and recr. (4) (d), Register, March, 1973, No. 207, eff. 4-1-73; am. (4) (d) 1., Register, December, 1973, No. 216, eff. 1-1-74; r. and recr. (6) (a), (d) and (e), Register, July, 1974, No. 223, eff. 8-1-74; cr. (4) (e) and (f), Register, October, 1974, No. 226, eff. 11-1-74; am. (5) (d) 2, Register, November, 1975, No. 239, eff. 12-1-75; am. (4) (d) 2, Register, December, 1975, No. 240, eff. 1-1-76; emerg. r. and recr. (4), eff. 4-16-76; r. and recr. (4), Register, December, 1976, No. 252, eff. 1-1-77; am. (4) (a) and (c) 1, Register, June, 1977, No. 258, eff. 7-1-77; r. (5) (c) 2 and (7) (c) 2, Register, August, 1978, No. 272, eff. 9-1-78; r. and recr. (4) (a) to (c), cr. (5) (e), (6) (f) and (7) (e), Register, February, 1980, No. 290, eff. 3-1-80.

A-E 1.16 Education as an experience equivalent for registration as a professional engineer. (1) For the purpose of meeting experience requirements for registration as a professional engineer, an applicant may claim certain education as equivalent to experience in engineering as provided in s. 443.01 (6) (b) 4. The engineers' section grants an experience equivalent for education according to the table shown in (2).

(2) Table of Education and Experience Equivalents.

Education	Experience Equivalent with Degree	Experience Equivalent for Each Year of Education Without Degree
B.S. Engineering (ECPD accredited)	4 years	1 year
B.S. Engineering (Not accredited by Engineers Council for Professional Development-ECPD)	3½ years	¾ year
B.S. Engineering Technology (ECPD accredited)	3 years	¾ year
B.S. Engineering Related Sciences	3 years	¾ year

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(e.g. Physics, Chemistry, Math,
etc.)

B.S. Engineering Technology (non-ECPD accredited)	Not more than 2½ years	⅓ year
Other B.S. Degrees	Not more than 2 years	½ year
Engineering Experience in ob- taining M.S. in Engineering	1 year	N/A
Engineering Experience in ob- taining Ph.D. in Engineering or Engineering Related Programs	1 year	N/A
Co-op credit shall be determined upon submission of satisfactory evidence to this board	To be deter- mined upon sub- mission of a record showing co-op experience.	Individual Case

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77.