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Wisconsin Laws and Rules for Engineers

by

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Course Outline:

[Wisconsin Statutes](#)

[Laws of the Board](#)

[Wisconsin Administrative Code](#)

[Rules of the Board](#)

[State Board](#)

[Practice of Professional Engineering](#)

[Engineering Disciplines and Competence](#)

[Responsible Charge](#)

[Sign and Seal Requirements](#)

[Professional Conduct and Ethics](#)

[Continuing Education](#)

[Helpful References](#)

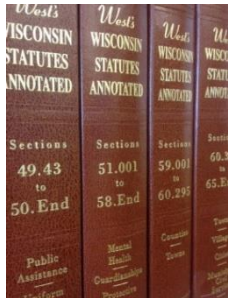
Examination



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Wisconsin Statutes

State laws (called statutes) are enacted by the Wisconsin Legislature (called the General Assembly), which is a bicameral body made up of the State Senate and State Assembly. When a bill has passed, it is transmitted to the Governor for signature and then becomes law. If the Governor vetoes the bill, the Legislature must override a veto with a 2/3 majority vote in both the State Senate and State Assembly for the bill to become law.



Passed bills (acts) from each legislative session are published chronologically in Session Laws. Next, the laws (called statutes) are added to the *Wisconsin Statutes* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes. Annotations are also added such as notes and references, and the resulting publication is often termed the *Wisconsin Statutes Annotated*. The codified laws are cited as Wis. Stat.

The Wisconsin Statutes is divided into dozens of chapters. Laws with relevance to engineering are in Chapter 443, which is cited as Wis. Stat. 443 and informally called the Laws of the Board. The organization is as follows:

Wisconsin Statutes

- Chapter 443: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers
 - Sections 01 to 20
 - Paragraphs: Various

See the “Helpful Resources” section for the website addresses with the latest laws, rules, and Board information. The laws and rules in this course are current as of November 2024.



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Laws of the Board

The law dedicated to the practice of engineering (and several other professions) is Wis. Stat. 443, known as the “Laws of the Board”. The Laws of the Board gives authority to the *Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers* (Board) to enact the laws and manage licensing. The following is the contents with **bold** sections being of particular importance for practicing professional engineers.

Wis. Stat. 443: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

443.01 Definitions.

443.015 Examining board to establish continuing education requirements; promulgate rules.

443.02 Practice requirements and registration: general provisions.

443.03 Registration requirements for architects.

443.035 Registration requirements for landscape architects.

443.04 Registration requirements for professional engineers.

443.05 Certification of engineers-in-training.

443.06 Licensure requirements for professional land surveyors.

443.07 Permit requirements: designers of engineering systems.

443.075 Registration requirements for interior designers.

443.08 Registration requirement: firms, partnerships and corporations.

443.09 Examinations and experience requirements for architect, landscape architect and engineer applicants.

443.10 Applications, certificates, licenses, rules, and roster.

443.11 Disciplinary proceedings against architects, landscape architects, engineers, and registered interior designers.

443.12 Disciplinary proceedings against professional land surveyors.

443.13 Disciplinary proceedings against designers of engineering systems.

443.134 Exception for photogrammetry and construction surveying.

443.14 Exempt persons.

443.15 Exempt buildings.

443.16 Change of name.

443.17 Seal or stamp; aiding unauthorized practice.

443.175 Submission of documents; interior designers.



Wisconsin Laws and Rules for Engineers
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443.18 Penalties; law enforcement.

443.20 Indemnification in civil contracts.



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Wisconsin Administrative Code

State laws are often high-level and lack details required for implementation. The Wisconsin General Assembly delegates state agencies to manage the implementation of laws and to create rules and regulations that complement the laws. The compilation of agency regulations is called the *Wisconsin Administrative Code* and is normally cited as WAC. The regulations are enforceable just like state statutes.



Recently adopted rules are published each month in the Wisconsin Administrative Register.

The WAC is grouped into different state agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is under agency A-E. This is cited as WAC A-E, and referred to as “Rules of the Board” in this course.

The organization is as follows:

WAC

- Agency A-E: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers
 - Chapters 1 to 15
 - Sections: Various
 - Paragraphs: Various



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Rules of the Board

WAC A-E is known as the “Rules of the Board”. It covers the professional engineering and a few other professions. The following are the contents with sections in **bold** of particular importance for practicing professional engineers.

WAC A-E - Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Chapter A-E 1 - Authority

Chapter A-E 2 - General Requirements And Procedures

Chapter A-E 3 - Architect Registration

Chapter A-E 4 - Professional Engineer Registration

Chapter A-E 5 - Designer Permit

Chapter A-E 6 - Professional Land Surveyor Licensure

Chapter A-E 7 - Minimum Standards For Property Surveys

Chapter A-E 8 - Professional Conduct

Chapter A-E 9 - Landscape Architect Registration

Chapter A-E 10 - Continuing Education For Professional Land Surveyors

Chapter A-E 11 - Continuing Education For Landscape Architects

Chapter A-E 12 - Continuing Education For Architects

Chapter A-E 13 - Continuing Education For Professional Engineers

Chapter A-E 14 - Interior Designer Registration

Chapter A-E 15 - Continuing Education For Interior Designers



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State Board

The state agency for professional engineering is the *Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers*. The Board is under the Department of Safety and Professional Services.



The Board regulates individuals and firms for the following professions:

- Architects
- Landscape Architects
- Professional Engineers
- Designers
- Professional Land Surveyors
- Registered Interior Designers

The Board oversees over 19,000 professional engineers. The Board has the authority to manage and further regulate professional engineering. The Board can make modifications to Rules of the Board (WAC A-E).

Department of Safety and Professional Services
 EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS,
 DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS



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Board Website



State of Wisconsin

Department of Safety and Professional Services



Self-Service Professions Programs ▾ Boards/Councils ▾ Rules/Statutes ▾ News/Media About DSPPS ▾



Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors and Registered Interior Designers

The board website < <https://dsps.wi.gov/Pages/RulesStatutes/AE.aspx> > contains the following topics:

- | | |
|----------------------|-----------------------------------|
| Self-Service | Exam Information |
| Professions | Professional Engineer Section |
| Programs | Orders and Disciplinary Actions |
| Boards/Councils | Conviction Self Report |
| Rules/Statutes | Professional Assistance Procedure |
| News/Media | Monitoring |
| About DSPPS | File a Complaint |
| Continuing Education | Other Forms |





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Practice of Professional Engineering

The following is a copy-paste of the relevant laws and rules that help define the practice of professional engineering:

Laws of the Board

443.01 Definitions. In this chapter, unless the context provides otherwise:

(1) “Architect” means a person who is legally qualified to practice architecture.

(1m) “Construction surveying” means surveying or mapping that is performed in support of infrastructure design, in support of improvements related to private and public boundary lines, or in support of construction layout or historic preservation, and establishing any postconstruction documentation related to that surveying or mapping.

(2) “Engineer-in-training” means a person who is a graduate in an engineering curriculum of 4 years or more from a school or college approved by the professional engineer section of the examining board as of satisfactory standing, or a person who has had 4 years or more of experience in engineering work of a character satisfactory to the professional engineer section; and who, in addition, has successfully passed the examination in the fundamental engineering subjects prior to the completion of the requisite years in engineering work, as provided in s. 443.05, and who has been granted a certificate of record by the professional engineer section stating that the person has successfully passed this portion of the professional examinations.

(3) “Examining board” means the examining board of architects, landscape architects, professional engineers, designers, professional land surveyors, and registered interior designers.

...

(6) “Practice of professional engineering” includes any professional service requiring the application of engineering principles and data, in which the public welfare or the safeguarding of life, health or property is concerned and involved, such as consultation, investigation, evaluation, planning, design, or responsible supervision of construction, alteration, or operation, in connection with any public or private utilities, structures, projects, bridges, plants and buildings, machines, equipment, processes and works. A person offers to practice professional engineering if the person by verbal claim, sign, advertisement, letterhead, card or in any other way represents himself or herself to be a professional engineer; or who through the use



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of some other title implies that he or she is a professional engineer; or who holds himself or herself out as able to practice professional engineering.

...

(7) “Professional engineer” means a person who by reason of his or her knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, is qualified to engage in engineering practice as defined in sub. (6).

...

(8) “Responsible supervision of construction” means a professional service, as distinguished from superintending of construction, and means the performance, or the supervision thereof, of reasonable and ordinary on-site observations to determine that the construction is in substantial compliance with the approved drawings, plans and specifications.

...

443.02 Practice requirements and registration: general provisions.

(1) Any person practicing or offering to practice architecture or professional engineering in this state shall comply with this chapter.

(2) No person may practice architecture, landscape architecture, or professional engineering in this state unless the person has been duly registered, is exempt under s. 443.14 or has in effect a permit under s. 443.10 (1) (d).

(3) Except as provided under s. 443.015 (1m) (c), no person may offer to practice architecture, landscape architecture, or professional engineering or use in connection with the person’s name or otherwise assume, use or advertise any title or description tending to convey the impression that he or she is an architect, landscape architect, or professional engineer or advertise to furnish architectural, landscape architectural, or professional engineering services unless the person has been duly registered or has in effect a permit under s. 443.10 (1) (d).

(4) Except as provided under s. 443.015 (1m) (c), no person may engage in or offer to engage in the practice of professional land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a professional land surveyor unless the person has been granted a license under this chapter to engage in the practice of professional land surveying.

(5) No person may use the title “Wisconsin registered interior designer,” use any title or description that implies that he or she is a Wisconsin registered interior designer, or represent himself or herself to be a Wisconsin registered interior designer unless the person is registered as a Wisconsin registered interior designer under this chapter.



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443.07 Permit requirements: designers of engineering systems.

(1) An applicant for a permit as a designer shall submit as evidence satisfactory to the designer section of the examining board one of the following to indicate that he or she is competent to be in charge of such work:

(a) A specific record of 8 years or more of experience in specialized engineering design work and the satisfactory completion of a written examination in the field or branch, as determined by the designer section, in which certification is sought.

(b) A specific record of 12 years of experience by any person at least 35 years of age who was actively engaged in this state in the preparation of plans, specifications, designs and layouts in specific fields or branches as designated under sub. (3). Such a person may be granted a permit to offer and perform services in the designated field or branch.

(2) Completion of technological academic training or apprenticeship program approved by the board may be considered equivalent to experience, but should not exceed a total of 4 years. The successful completion of each year of academic work without graduation shall be equivalent to one year of experience. Graduation from a course other than engineering technology shall be equivalent to 2 years of experience under this subsection.

(3) Permits shall be granted, designated, and limited to the fields and subfields of technology as are determined by the designer section and recognized in engineering design practice. Any person holding a permit may prepare plans and specifications and perform consultation, investigation, and evaluation in connection with the making of plans and specifications, within the scope of the permit, notwithstanding that such activity constitutes the practice of architecture or professional engineering under this chapter.

(4) A master plumber's license under ch. 145 shall be considered equivalent to the work experience and satisfactory completion of a written examination in the field of plumbing systems, and the holder of a master plumber's license shall be issued a permit as a designer of plumbing systems upon the making of an application and the payment of the permit fee.

(5) The permit shall, on its face, restrict the holder thereof to the specific field and subfields of designing in which the permittee acquired his or her experience in designing. If qualified in more than one type of designing, persons may receive permits for more than one field or subfield of designing as may be determined by the designer section.



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(6) The renewal date for permits under this section is specified under s. 440.08 (2) (a), and the fee for renewal of such permits is determined by the department under s. 440.03 (9) (a).

443.11 Disciplinary proceedings against architects, landscape architects, engineers, and registered interior designers.

(1) The appropriate section of the examining board may reprimand an architect, landscape architect, professional engineer, or Wisconsin registered interior designer or limit, suspend, or revoke the certificate of registration of any registrant, and the certificate of record of any engineer-in-training, who is found guilty of:

(a) Fraud or deceit in obtaining a certificate of registration or a certificate of record.

(b) Signing or impressing his or her seal or stamp upon documents not prepared by him or her or under his or her control or knowingly permitting his or her seal or stamp to be used by any other person.

(c) Knowingly aiding or abetting the unauthorized practice of architecture or professional engineering by persons not registered under this chapter.

(d) Any gross negligence, incompetency or misconduct in the practice of architecture as a registered architect, of landscape architecture as a registered landscape architect or of professional engineering as a registered professional engineer, or in the professional activity of a holder of a certificate of record as engineer-in-training.

(dm) Any gross negligence or misconduct, or any gross incompetence, in the practice of interior design as a Wisconsin registered interior designer.

(e) Any violation of the rules of professional conduct adopted and promulgated by that section of the examining board.

(f) Conviction of a felony, subject to ss. 111.321, 111.322 and 111.335, or adjudication of mental incompetency by a court of competent jurisdiction, a certified copy of the record of conviction or adjudication of incompetency to be conclusive evidence of such conviction or incompetency.

...

443.14 Exempt persons. The following persons, while practicing within the scope of their respective exemptions, shall be exempt from this chapter:

(1)

(a) An employee of a person holding a certificate of registration in architecture under s. 443.10 who is engaged in the practice of architecture and an employee of a person temporarily exempted from registration in architecture under this section, if the practice of the employee does not include responsible charge of architecture practice.



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(b) An employee of a person holding a certificate of registration in professional engineering under s. 443.10 who is engaged in the practice of professional engineering and an employee of a person temporarily exempted from registration in professional engineering under this section, if the practice of the employee does not include responsible charge of professional engineering practice.

(2) Officers and employees of the federal government while engaged within this state in the practice of architecture, landscape architecture or professional engineering for the federal government.

(3) A public service company and its regular employees acting in its behalf where the professional engineering services rendered are in connection with its facilities which are subject to regulation, supervision and control by a commission of this state or of the federal government.

(4)

(a) Any person who practices architecture, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation architectural services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one architect who is registered under this chapter in responsible charge of the company's or corporation's architectural work in this state.

(b) Any person who practices professional engineering, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation professional engineering services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one professional engineer who is registered under this chapter in responsible charge of the company's or corporation's professional engineering work in this state.

(5) A person engaged in the manufacture of a product or unit, including laboratory research affiliates of the person, where the services performed are the design, assembly, manufacture, sale or installation of that product or unit. "Product or unit" does not include any building.

(6) Notwithstanding any other provision of this chapter, contractors, subcontractors or construction material or equipment suppliers are not required to register under this chapter to perform or undertake those activities which historically and customarily have been performed by them in their respective trades and specialties, including, but not limited to, the preparation and use of drawings, specifications or layouts within a construction firm or in construction operations, superintending of construction, installation and alteration of equipment, cost estimating, consultation



Wisconsin Laws and Rules for Engineers
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with architects, professional engineers or owners concerning materials, equipment, methods and techniques, and investigations or consultation with respect to construction sites, provided all such activities are performed solely with respect to the performance of their work on buildings or with respect to supplies or materials furnished by them for buildings or structures or their appurtenances which are, or which are to be, erected, enlarged or materially altered in accordance with plans and specifications prepared by architects or professional engineers, or by persons exempt under subs. (1) to (5) while practicing within the scope of their exemption.

(7) This chapter does not require manufacturers or their material or equipment suppliers to register under this chapter in order to enable them to perform engineering in the design, assembly, manufacture, sale or installation of their respective products.

(8) An employee of a professional land surveyor, while doing surveying work under the supervision of the employer, if the employee is not in responsible charge of the practice of professional land surveying.

(8m)

(a) Subject to par. (b), an employee or contractor of any of the following while engaged in land surveying is exempt from the provisions of this chapter:

1. The provider of a broadcast service, as defined in s. 196.01 (1m).
2. The provider of a cable service, as defined in s. 196.01 (1p).
3. A commercial mobile radio service provider, as defined in s. 196.01 (2g).
4. A public utility, as defined in s. 196.01 (5).
5. A telecommunications provider, as defined in s. 196.01 (8p).
6. A video service provider, as defined in s. 196.01 (12r).
7. A cooperative association organized under ch. 185 for the purpose of producing or furnishing heat, light, power, or water to its members only.

(b) The exemption under par. (a) applies only if the employee or contractor is engaged in services described in s. 443.01 (6s) (a) 3., (c), (d), or (f) for or on behalf of the provider or cooperative.

(9) A license shall not be required for an owner to survey his or her own land for purposes other than for sale.

(10) Any person employed by a county or this state who is engaged in the planning, design, installation or regulation of land and water conservation activities under ch. 92 or s. 281.65 and who is certified under s. 92.18.

(11) Any professional land surveyor licensed under s. 443.06 who is engaged in the planning, design, installation, or regulation of land and water conservation activities under ch. 92 or s. 281.65.



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(12m) A driller who is licensed under s. 280.15 (2m), or an employee of a drilling business that is registered under s. 280.15 (1), who is engaged in well drilling, as defined in s. 280.01 (8), or heat exchange drilling, as defined in s. 280.01 (2c).

(13) A professional engineer who, while engaged in the practice of professional engineering in accordance with this chapter, collects, investigates, interprets or evaluates data relating to soil, rock, groundwater, surface water, gases or other earth conditions, or uses that data for analysis, consultation, planning, design or construction.

(14) A person who, while engaged in the practice of professional geology, hydrology or soil science as defined in s. 470.01 (2), (3) or (4), practices professional engineering, if the acts that involve the practice of professional engineering are also part of the practice of professional geology, hydrology or soil science.

(15) A person employed by the federal government who is engaged in this state in the practice of landscape architecture for the federal government.

(16) A person who performs services related to natural resources management if any map that is prepared as a part of those services contains the following statement: "This map is not a survey of the actual boundary of any property this map depicts." In this subsection, "natural resources management" includes all of the following:

(a) The management of state lands under ss. 23.09, 23.11, 27.01, and 28.04.

(b) The control of invasive species, as defined in s. 23.22 (1) (c).

(c) The cultivation or harvesting of raw forest products, as defined in s. 26.05 (1).

(d) The management of county forests under s. 28.11.

(e) The practice of forestry, as defined in s. 77.81 (2), including sustainable forestry, as defined in s. 28.04 (1) (e); any services provided in connection with an order, or the preparation of an application for an order, under subch. I or VI of ch. 77; and any forestry operation, as defined in s. 823.075 (1) (c).

(17) A person who prepares a map that depicts temporary trails, easements, or other uses of lands if the map contains the following statement: "This map is not a survey of the actual boundary of any property this map depicts."

(18) An employee or agent of the department of natural resources, department of agriculture, trade and consumer protection, department of transportation, public service commission, board of commissioners of public lands, or department of military affairs who creates a geographic information systems map if done within the scope of his or her employment or agency.



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443.15 Exempt buildings.

(1) Nothing in this chapter prevents any person from advertising and performing services, including consultation, investigation, evaluation, in connection with and making plans and specifications for, or supervising the erection, enlargement or alterations of any of the following buildings:

(a) Dwellings for single families, and outbuildings in connection with single-family dwellings, including, but not limited to, barns and private garages.

(b) Apartment buildings used exclusively as the residence of not more than 2 families.

(c) Buildings used exclusively for agricultural purposes.

(d) Temporary buildings or sheds used exclusively for construction purposes, not exceeding 2 stories in height, and not used for living quarters.

(2) Nothing in this chapter prevents any person, firm or corporation from making plans and specifications for or supervising the erection, enlargement or alteration of any new building containing less than 50,000 cubic feet total volume or addition to a building which by reason of such addition results in a building containing less than 50,000 cubic feet total volume or structural alteration to a building containing less than 50,000 cubic feet total volume. Nothing in this chapter prevents any person, firm or corporation from making repairs or interior alterations to buildings which do not affect health or safety.

(3) Any multiple family building having a common roof and party walls shall be deemed a single building for purposes of this section.

(4) This section does not apply to inspection and service work done by employees of insurance rating bureaus, insurance service bureaus, insurance companies or insurance agents.

443.16 Change of name. No person may practice architecture, landscape architecture, professional engineering, or interior design in this state under any other given name or any other surname than that under which the person was originally licensed or registered to practice in this or any other state, in any instance in which the examining board, after a hearing, finds that practicing under the changed name operates to unfairly compete with another practitioner or to mislead the public as to identity or to otherwise result in detriment to the profession or the public. This section does not apply to a change of name resulting from marriage or divorce.



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Engineering Disciplines and Competence

An engineers initial area of practice (a.k.a. area of competency, discipline, or branch) is typically identified through NCEES P.E. examination and initial licensure. A licensee can take additional exams to gain qualifications in multiple disciplines. The Board does not make special designations for disciplines nor track a licensee's qualified disciplines. Discipline names are not listed on seals.

Licensees should only undertake assignments in which they are competent in the specific technical fields, as **qualified by education or experience**, and should only certify (sign and seal) documents with subject matter in which they have **technical competence**.

The Board issues permits to “designers of engineering systems” for specific fields of technology, such as plumbing systems, as detailed in Wis. Stat. 443.07. Such “designers” are limited to practicing within the field granted.

Rules of the Board

A-E 8.04 Offers to perform services shall be truthful.

...

(3) May not offer to perform, nor perform, services which the registrant or licensee is not **qualified to perform by education or experience** without retaining the services of another who is qualified.

A-E 8.06 Professional obligations. An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

- (1)** Shall use reasonable care and **competence** in providing professional services.
- (2)** May not evade the professional or contractual responsibility which the registrant or licensee has to a client or employer.
- (3)** May not enter into an agreement which provides that a person not legally and actually **qualified** to perform professional services has control over the registrant's or licensee's judgment as related to public health, safety or welfare.



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Responsible Charge

Engineering design work must be prepared under a registrant's "**direct, personal, active supervision and control**". This is referred to as having "**responsible charge**" for the engineering work. The engineer with **responsible charge** signs and seals documents produced under their **responsibility**, and is often referred to as the "engineer of record", although that term is not used in Wisconsin laws and rules. A typical project has multiple responsible engineers, one for each design discipline (civil, structural, mechanical, electrical, etc.).

Responsible charge also refers to the management of a field of engineering practice within an organization.

Laws of the Board

443.14 Exempt persons. The following persons, while practicing within the scope of their respective exemptions, shall be exempt from this chapter:

...

(4) (b) Any person who practices professional engineering, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation professional engineering services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one professional engineer who is registered under this chapter in **responsible charge** of the company's or corporation's professional engineering work in this state.

Rules of the Board

A-E 8.03 Definitions. ...

(5)

(a) "Supervision," "direct supervision," "**responsible charge**," and "direction and control," mean **direct, personal, active supervision and control** of the preparation of plans, drawings, documents, specifications, reports, maps, plats and charts.

(b) The terms in par. (a) include the following:

1. Selection or development of standards, methods and materials to be used.
2. Selection of alternatives to be investigated and the comparison of alternatives for the professional work.



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3. Testing to evaluate materials or completed works, either in new or existing projects.
 4. Knowledge of applicable codes and professional standards.
 5. Knowledge of the technical capabilities of the personnel they rely upon to perform the professional work.
- (c) The terms in par. (a) do not include the following:
1. Indirect or casual supervision.
 2. Delegation of any decision requiring professional judgment.
 3. Casual review or inspection of prepared plans, drawings, specifications, maps, plats, charts, reports or other documents.
 4. Mere assumption by an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer of responsibility for work without having control of the work.
 5. Assuming charge, control, or direct supervision of work in which the architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer does not have technical proficiency.

NSPE

Responsible charge is also defined in a National Society of Professional Engineers (NSPE) reference document, and copied below for convenience.

NSPE Position Statement No. 10-1778

- Defines “**responsible charge**” as the direct control and personal supervision of engineering work.
- The professional engineer in **responsible charge** is actively engaged in the engineering process, from conception to completion.
- Engineering decisions must be personally made by the professional engineer or by others over which the professional engineer provides supervisory direction and control authority.
- Reviewing drawings or documents after their completion without involvement in the design and development process appears not to satisfy the definition of **responsible charge**.

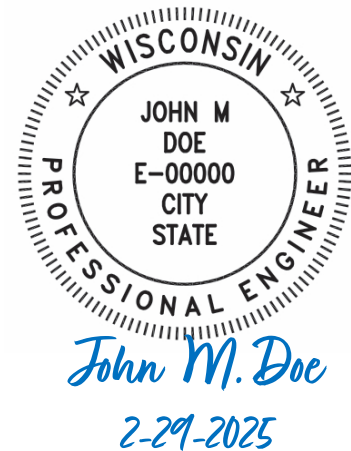


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Sign and Seal Requirements

Engineering seal and signature requirements are found in Laws and Rules of the Board. Here are highlights that may differ from requirements in other states:

- Seal outer diameter of 1-5/8" to 2"
- Sign and date location not specified
- Signature ink must contrast with seal color
- Multipage document can be sealed on the title or index page that indicates all responsible sheets or sections
- For multiple P.E.'s, indicate sheets or sections responsible for each P.E.
- Acceptable forms of signature:
 - Original hand sign and seal with rubber ink stamp, embossed (crimped, impression), or printed image
 - Digital/electronic signature
 - Digital seal image with digital signature
 - Security procedure using algorithms or other codes
 - Capable of verification
 - Detects or prevents changes
 - Only attaching a scanned image of a signature is NOT acceptable
 - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable



Laws and Rules

The following is a copy-paste of the relevant laws and rules:

Laws of the Board

443.17 Seal or stamp; aiding unauthorized practice.

(1) No person who is registered under this chapter to practice architecture, landscape architecture or professional engineering may impress his or her seal or stamp upon documents which have not been prepared by the person or under his or her direction and control, knowingly permit his or her seal or stamp to be used by any other person or in any other manner knowingly aid or abet the unauthorized practice of architecture or professional engineering or the unauthorized use of the title "landscape architect" by persons not authorized under this chapter.

(2)



Wisconsin Laws and Rules for Engineers
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- (a) The registered interior designer section of the examining board shall promulgate rules establishing specifications for seals and stamps used by Wisconsin registered interior designers.
- (b) No Wisconsin registered interior designer may impress his or her seal or stamp upon a document unless the seal or stamp satisfies the specifications established by rule under par. (a).
- (3) A Wisconsin registered interior designer who is responsible for preparing an interior technical submission for delivery to any person or for a public record shall date, sign, and impress his or her seal or stamp upon the interior technical submission and any other related documents prepared by the Wisconsin registered interior designer.
- (4) No Wisconsin registered interior designer may impress his or her seal or stamp upon a document that has not been prepared by the Wisconsin registered interior designer or knowingly permit his or her seal or stamp to be used by any other person.

Rules of the Board

A-E 2.02 Registration seals.

- (1) Each architect, landscape architect, professional engineer, designer, professional land surveyor, and registered interior designer shall obtain a seal that complies with board specifications for registration seals. The overall diameter may not be less than 1 5/8 inches nor more than 2 inches. Each seal shall include the credential holder's name, credential number and city.
- (2) The following designs for registration seals have been approved:





Wisconsin Laws and Rules for Engineers
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- (3) A rubber stamp, identical in size, design and content to a board-approved seal, may be used as a substitute for a registration seal.
- (4) Each sheet of plans, drawings, documents, specifications, and reports for architectural, landscape architectural, professional engineering, design, professional land surveying, and registered interior design practice shall be signed, sealed, and dated by the credential holder who prepared, or directed and controlled preparation of, the written material, except as specified in sub. (5).
- (5) If more than one sheet is bound together in a volume, the registrant or permit holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under the direction and control of another registrant or permit holder are signed, sealed and dated by the other registrant or permit holder.
- (6) Any addition, deletion or other revision to each sheet of plans, drawings, documents, specifications and reports for architectural, landscape architectural, professional engineering, design, professional land surveying, or registered interior design practice which affects public health and safety or any state or local code



Wisconsin Laws and Rules for Engineers
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requirements may not be made unless signed, sealed and dated by the credential holder who made or directed and controlled the making of the revision.

(7)

(a) All seals or stamps affixed to plans, drawings, documents, specifications, and reports to be filed as public documents shall be original. No stickers 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 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.

1. The stamp authorized by the Board must be one of crimp type, rubber stamp type, or computer generated.

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

1. In a permanent ink contrasting with the seal and the background.

2. Utilizing an electronic signature, meeting the requirements of ch. 137, Stats., a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, 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.

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.

(c) If other standards for signatures or seals are prescribed by statute, the statutes shall govern.

(8) Plans, specifications and calculations for buildings and structures not exempt under s. 443.15, Stats., which have been prepared by an architect, professional engineer, or registered interior designer other than the Wisconsin registered architect, engineer, or registered interior designer who is submitting the plans, specifications and calculations for filing as public documents, may be submitted if all of the following conditions are satisfied:



Wisconsin Laws and Rules for Engineers
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- (a)** The plans, specifications and calculations shall have been prepared by or under the supervision of an architect, professional engineer, or registered interior designer credentialed in some state of the United States, and shall bear the signature and seal or stamp of the architect, professional engineer, or registered interior designer who prepared them or under whose supervision and control they were prepared.
- (b)** A certificate, dated, signed, and sealed by the Wisconsin registered architect, professional engineer, or registered interior designer who is submitting the plans, specifications, and calculations for filing as public documents, shall be attached to the plans, specifications, and calculations. The certificate shall indicate that the plans, specifications and calculations were prepared by an architect, professional engineer, or registered interior designer other than the submitting registered architect, professional engineer, or registered interior designer; shall describe the work performed by the submitting registered architect, professional engineer, or registered interior designer; and shall include statements to the effect that the plans and specifications have been reviewed and comply with all applicable local and state building codes, and that the reviewing registered architect, professional engineer, or registered interior designer will be responsible for the supervision of construction in accordance with the requirements of the state, and of the county and municipality where the building or structure is to be erected. If the registered architect, professional engineer, or registered interior designer who originally prepared the plans, specifications and calculations was registered in Wisconsin at the time they were prepared, the certificate shall also specify why the original architect, professional engineer, or registered interior designer is not submitting the plans, specifications, and calculations for approval.

A-E 2.04 Change of address. Every registrant or permit holder shall notify the board in writing of a change of address within 30 days of the change. The notice shall include the person's or firm's former and new addresses and each registration or permit number held.

A-E 2.045 Retired credential status.

(1) The holder of a credential under ch. 443, Stats., may apply to the appropriate section of the board to classify the credential as retired status. The section shall classify the credential as retired status if all of the following requirements are met:

- (a)** The credential holder completes an application on a form provided by the board.
- (b)** The credential holder meets one of the following requirements:



Wisconsin Laws and Rules for Engineers
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1. The credential holder is at least 65 years of age.
 2. The credential holder has actively maintained the credential issued by the section for at least 20 years, which need not be consecutive.
- (c) The credential holder certifies he or she has retired from and no longer engages in any activity in this state that requires a credential issued by the section. The certification under this paragraph is not required to be notarized.
- (2) Notwithstanding s. A-E 2.05, an individual who previously held a credential under ch. 443, Stats., and failed to renew the credential prior to the renewal date, may apply to the appropriate section of the board to renew the credential with retired status. A credential shall be renewed with retired status if all of the following requirements are met:
- (a) The individual completes an application on a form provided by the board.
 - (b) The individual pays the fee under s. 443.015 (1m) (d), Stats.
 - (c) The individual meets one of the following requirements:
 1. The individual is at least 65 years of age.
 2. The individual had actively maintained the credential issued by the section for at least 20 years, which need not be consecutive.
 - (d) The individual certifies he or she has retired from and no longer engages in any activity in this state that requires a credential issued by the section. The certification under this paragraph is not required to be notarized.
- (3) The holder of a credential classified as retired status under sub. (1) or (2) may apply to the appropriate section of the examining board to remove the retired status classification. The section shall remove the retired status classification if the applicant satisfies the reinstatement requirements under s. A-E 2.05 (2).
- (4) A credential classified as retired status under sub. (1) or (2) shall be renewed upon payment of the fee under s. 443.015 (1m) (d), Stats.

A-E 2.05 Failure to be registered.

(1) If an individual who fails to renew a credential by the established renewal date applies for renewal of the credential less than 5 years after its expiration, the credential shall be renewed upon payment of the renewal fee specified in s. 440.08, Stats.

(2)

(a) If an individual applies for renewal of a credential more than 5 years after its expiration, the applicable section of the board shall determine whether the applicant is competent to practice under the credential in this state. The inquiry shall include a



Wisconsin Laws and Rules for Engineers
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review of the applicant's practice within the previous 5 years, if any, in other licensing jurisdictions.

(b) After inquiry, the applicable section of the board shall impose any reasonable conditions on reinstatement of the credential as the section deems appropriate, including a requirement that the applicant complete any current requirement for original licensure.



Wisconsin Laws and Rules for Engineers
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Professional Conduct and Ethics

The following laws and rules help define professional conduct and ethical requirements.

Rules of the Board

A-E 8.01 Authority. The rules of conduct in this chapter are adopted under authority of ss. 15.08 (5) (b), 227.11 and ch. 443, Stats.

A-E 8.02 Intent. The intent of the examining board in adopting this chapter is to establish rules of professional conduct for the professions of architecture, landscape architecture, professional engineering, designing, professional land surveying, and registered interior design. A violation of any standard specified in this chapter may result in disciplinary action under ss. 443.11 to 443.13, Stats.

A-E 8.03 Definitions. In ch. 443, Stats., and chs. A-E 1 to 9, and 14:

(1) “Gross negligence in the practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design” means the performance of professional services by an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer which does not comply with an acceptable standard of practice that has a significant relationship to the protection of health, safety or public welfare and is performed in a manner indicating that the professional knew or should have known, but acted with indifference to or disregard of, the accepted standard of practice.

(2) “Incompetency in the practice of architecture, landscape architecture, professional engineering, designing, land surveying, or registered interior design” means conduct which demonstrates any of the following:

(a) Lack of ability or fitness to discharge the duty owed by an architect, landscape architect, professional engineer, designer, land surveyor, or registered interior designer to a client or employer or to the public.

(b) Lack of knowledge of the fundamental principles of the profession or an inability to apply fundamental principles of the profession.

(c) Failure to maintain competency in the current practices and methods applicable to the profession.

(3) “Misconduct in the practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design”



Wisconsin Laws and Rules for Engineers
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means an act performed by an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer in the course of the profession which jeopardizes the interest of the public, including any of the following:

- (a) Violation of federal or state laws, local ordinances or administrative rules relating to the practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design.
- (b) Preparation of deficient plans, drawings, maps, specifications or reports.
- (c) Engaging in conduct which evidences a lack of trustworthiness to transact the business required by the profession.
- (d) Misrepresentation of qualifications such as education, specialized training or experience.
- (4) "Responsible supervision of construction" is defined in s. 443.01 (8), Stats.

...

A-E 8.04 Offers to perform services shall be truthful. When offering to perform professional services, an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

- (1) Shall accurately and truthfully represent to a prospective client or employer the capabilities and qualifications which the registrant or licensee has to perform the services to be rendered.
- (2) Shall represent the costs and completion times of a proposed project to a client or prospective client as accurately and truthfully as is reasonably possible.
- (3) May not offer to perform, nor perform, services which the registrant or licensee is not qualified to perform by education or experience without retaining the services of another who is qualified.
- (4) May not use advertising or publicity which is fraudulent or deceptive.
- (5) May not misrepresent the extent to which the performance of services will involve a partnership or association with another registrant or licensee or misrepresent the identity of a registrant or licensee with whom a partnership or association will be engaged in for the performance of services.
- (6) May not collect a fee for recommending the services of another unless written notice is first given to all parties concerned.
- (7) May not practice under a firm name that misrepresents the identity of those practicing in the firm or misrepresents the type of services which the individuals, firm or partnership is authorized and qualified to perform.



Wisconsin Laws and Rules for Engineers
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A-E 8.05 Conflicts of interest.

(1) An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

(a) Shall avoid conflicts of interest. If an unavoidable conflict of interest arises, the registrant or licensee shall immediately inform the client or employer of all the circumstances which may interfere with or impair the registrant's or licensee's obligation to provide professional services. Under these circumstances a registrant or licensee may not proceed to provide professional services without the full approval and consent of the client or employer.

(b) Shall notify the employer or client and withdraw from employment at any time if it becomes apparent that it is not possible to faithfully discharge the responsibilities and duties owed to the client or employer.

(c) May not agree to perform professional services for a client or employer if the registrant or licensee has a significant financial or other interest which would impair or interfere with the registrant's or licensee's responsibility to faithfully discharge professional services on behalf of the client or employer.

(d) May not accept payment from any party other than a client or employer for a particular project or may not have any direct or indirect financial interest in a service or phase of a service to be provided as part of a project unless the employer or client approves.

(e) May not solicit or accept anything of value from material or equipment suppliers in return for specifying or endorsing a product.

(f) May not violate the confidences of a client or employer, except as otherwise required by rules in this chapter.

(g) May not perform services for a client or employer while a full-time employee of another employer without notifying all parties concerned.

(2) Nothing in these rules limits a registrant's or a licensee's professional responsibility to an owner of a project when the registrant or licensee is employed by a person or firm under contract to construct and furnish design services for that project.

A-E 8.06 Professional obligations. An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

(1) Shall use reasonable care and competence in providing professional services.

(2) May not evade the professional or contractual responsibility which the registrant or licensee has to a client or employer.



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(3) May not enter into an agreement which provides that a person not legally and actually qualified to perform professional services has control over the registrant's or licensee's judgment as related to public health, safety or welfare.

A-E 8.07 Unauthorized practice. An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

(1) Shall assist in enforcing laws which prohibit the unlicensed practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, and registered interior design by reporting violations to the board.

(2) May not delegate professional responsibility to unlicensed persons and may not otherwise aid or abet the unlicensed practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design.

A-E 8.08 Maintenance of professional standards. An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

(1) Shall furnish the board with information indicating that any person or firm has violated provisions in ch. 443, Stats., rules in this chapter or other legal standards applicable to the profession.

(2) May not discuss with any individual board member any disciplinary matter under investigation or in hearing.

(3) Shall respond in a timely manner to a request by the board, a section of the board or the department for information in conjunction with an investigation of a complaint filed against a registrant or licensee. There is a rebuttable presumption that a registrant or licensee who takes longer than 30 days to respond to a request for information has not acted in a timely manner.

(4) Shall notify the department in writing if the credential holder has been disciplined for unprofessional conduct in other states where the credential holder holds a credential or has violated federal or state laws, local ordinances or administrative rules, not otherwise reportable under s. SPS 4.09 (2), which are related to the practice of an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer. The notification shall be submitted within 48 hours of the disciplinary finding or violation of law and shall include copies of the findings, judgments, and orders so that the department may



Wisconsin Laws and Rules for Engineers
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determine whether the circumstances are substantially related to the practice of the credential holder.

A-E 8.09 Adherence to statutes and rules. An architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer:

(1) Shall comply with the requirements in ch. 443, Stats., rules in this chapter and all other federal, state, and local codes which relate to the practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, and registered interior design.

(2) May not engage in conduct that may adversely affect his or her fitness to practice architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design.

A-E 8.10 Plan stamping.

(1) No architect, landscape architect, professional engineer, designer, or registered interior designer may sign, seal or stamp any plans, drawings, documents, specifications or reports for architectural, landscape architectural, professional engineering, design, or registered interior design practice which are not prepared by the registrant or under his or her personal direction and control.

(2) No professional land surveyor may sign, seal or stamp any maps, plats, charts, or reports for professional land surveying practice which are not prepared by the professional land surveyor or under his or her personal direction and control.

(3) No architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer shall allow work performed by him or her or under his or her personal direction and control to be signed, sealed or stamped by another except that an architect, landscape architect, professional engineer, designer, professional land surveyor, or registered interior designer working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work.

A-E 8.11 Suspension of registration; effect. Any registrant or licensee whose registration or license has been suspended is prohibited during the term of the suspension from engaging in any of the following:

(1) Offering to perform any service which requires registration or licensure.

(2) Performing any professional service which requires registration or licensure.



Wisconsin Laws and Rules for Engineers
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- (3)** Signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of architecture, landscape architecture, professional engineering, designing, professional land surveying, or registered interior design.
- (4)** Entering into contracts the performance of which require registration or licensure.
- (5)** Engaging in responsible supervision of construction as defined in s. 443.01 (8), Stats.



Wisconsin Laws and Rules for Engineers
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Continuing Education

Per Rules of the Board WAC A-E 13.03, the following continuing education is required every 2-year renewal period, where PDH is a professional development hour:

- Minimum 30 PDH total
- Minimum 2 PDH in the area of professional conduct and ethics
- Minimum 13 PDH in activities with real-time interaction, such as in-person events or live webinars with an ability to ask questions
- Courses must be 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
- Board does NOT pre-approve providers or specific courses for engineering
- Board created PDH tracking log available and required if audited
- Maximum 15 PDH can carry forward for next renewal
 - Carryover cant be used to satisfy ethics and real-time PDH requirements
- Retain PDH records for 6 years
- Renewal date is July 31 of even years

Laws and Rules

Here is a copy-paste of the relevant laws and rules:

Rules of the Board

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.

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.
- (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.



Wisconsin Laws and Rules for Engineers
A SunCam online continuing education course

- (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.

A-E 13.03 Continuing education requirements.

(1)

(a) During each biennial registration period, 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.



Wisconsin Laws and Rules for Engineers
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(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 based upon compliance with the continuing education requirements under this chapter.

A-E 13.035 Exemption for retired credential status. Notwithstanding s. A-E 13.03 (1), the continuing education requirements under this chapter do not apply to the renewal of a credential classified as retired status under s. A-E 2.045 (1) or (2).

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.



Wisconsin Laws and Rules for Engineers
A SunCam online continuing education course

- (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.

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.
 - (1m) The professional engineer section may approve any of the following providers for continuing education programs:
 - (a) A school of engineering approved by the educational approval program.
 - (b) Colleges, universities, and other degree granting institutions approved by an accrediting agency recognized by the United States department of education.
 - (c) National Council of Examiners for Engineering and Surveying or its affiliates.
 - (d) National Society of Professional Engineers or its affiliates.
 - (e) National Council of Structural Engineers Association or its affiliates.
 - (f) American Council of Engineering Companies or its affiliates.
 - (g) American Society of Civil Engineers or its affiliates.
 - (h) American Society of Mechanical Engineers or its affiliates.
 - (i) American Society of Plumbing Engineers or its affiliates.
 - (j) American Society of Heating, Refrigerating, and Air-Conditioning Engineers or its affiliates.
 - (k) Occupational safety and health administration training institute education centers.
 - (L) Federal highway administration.
 - (m) Federal emergency management agency.



Wisconsin Laws and Rules for Engineers
A SunCam online continuing education course

- (n) National highway institute.
- (o) Homeland Security Systems Engineering and Development Institute.
- (p) National Fire Protection Association.
- (q) Institute of Electrical and Electronics Engineers.
- (r) American Water Works Association.
- (s) Water Environment Federation.
- (t) Any other provider approved by the professional engineer section or its designee.
- (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.

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.
- (1m) The professional engineer section may require additional evidence demonstrating compliance with the continuing education requirements under this chapter, including a certificate of attendance or documentation of completion or credit for the courses completed.
- (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.

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.

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



Wisconsin Laws and Rules for Engineers
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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.

(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 the registration is renewed based upon compliance with the continuing education requirements under this chapter.

A-E 13.09 Reciprocity. The professional engineer section may require an applicant for registration from another state who applies for registration to practice professional engineering under s. A-E 4.08 (2) to submit proof of completion of 30 PDHs of qualifying continuing education that complies with the requirements of this chapter within the 2 year period prior to their application. However, an applicant by reciprocity 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.



Wisconsin Laws and Rules for Engineers
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Board Website

30 hours of approved Professional Development Hours (PDHs) or equivalent continuing education units, pertinent to the practice of professional engineering. The required 30 PDHs must include a minimum of two (2) PDHs in the area of professional conduct and ethics.

Registrants must obtain a minimum of 13 PDHs, per biennium, 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.

Courses, providers, and activities do not need to be pre-approved to meet the continuing education requirements. Also, the Professional Engineer Section does not pre-approve any courses, activities, or providers for continuing education. It is up to each licensee to become familiar with the rules and statutory requirements and to determine for themselves whether or not a particular course or activity meets those requirements.

The Professional Engineer Section has final discretion as to whether a course provider or activity meets the criteria.

Per A-E 13.07(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".

Please Note: Licensees are not required to submit the Continuing Education Tracking Form and copies of completion certificates for license renewal; the Continuing Education Tracking Form and copies of completion certificates only must be submitted if/when specifically requested by the Department or the Engineer Section.

The Section strongly recommends that licensees maintain with their records, sufficient information to support their determination that courses, activities, or providers meet the rules and statutory requirements for continuing education.



Wisconsin Laws and Rules for Engineers
A SunCam online continuing education course

Helpful References

Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Board website:	https://dsps.wi.gov/Pages/RulesStatutes/AE.aspx
Address Change:	https://license.wi.gov/
Renewal:	https://dsps.wi.gov/Pages/Professions/EngineerProfessional/Default.aspx
Laws & Rules:	https://dsps.wi.gov/Pages/RulesStatutes/AE.aspx
Laws of the Board:	https://docs.legis.wisconsin.gov/statutes/statutes/443
Rules of the Board:	https://docs.legis.wisconsin.gov/code/admin_code/a_e
Cont. Ed.:	https://dsps.wi.gov/Pages/Professions/EngineerProfessional/CE.aspx