



STATE OF WISCONSIN

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Governor Scott Walker Secretary Dave Ross

**JOINT BOARD RULES COMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Angela Hellenbrand (608) 261-5406
October 8, 2013**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.

AGENDA

1:00 p.m.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes – April 23, 2013 (3-4)**
- C. Legislative and Administrative Rule Matters – Discussion and Consideration**
 - 1) Update regarding Status of Pending Rules **(5-6)**
 - a. Chapter A-E 2 Electronic Signatures
 - b. Chapter A-E 4 for Engineers
 - c. Chapter A-E 9 for Landscape Architects
 - d. Chapter A-E 7 for Land Surveyors
 - e. Chapter A-E 13 for Engineers
 - 2) Discussion of CHR 13-020 A-E 2.02 Electronic Seals **(7-12)**

- D. Items Added After Preparation of Agenda
- 1) Introductions, Announcements and Recognition
 - 2) Presentations of Petition(s) for Summary Suspension
 - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 4) Presentation of Final Decisions
 - 5) Disciplinary Matters
 - 6) Executive Director Matters
 - 7) Education and Examination Matters
 - 8) Credentialing Matters
 - 9) Class 1 Hearing(s)
 - 10) Practice Matters
 - 11) Legislation/Administrative Rule Matters
 - 12) Liaison Report(s)
 - 13) Informational Item(s)
 - 14) Speaking Engagement(s), Travel or Public Relation Request(s)
- E. Public Comments

ADJOURNMENT

**A-E RULES COMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DEISGNSERS AND LAND SURVEYORS
MEETING MINUTES
APRIL 23, 2013**

PRESENT: Gary Kohlenberg (by phone), Steven Hook, Matt Janiak, James Mickowski and Rosheen Styczinski

NOT PRESENT: Tom Gasperetti, Charles Kopplin, Larry Schnuck

STAFF: Tom Wightman, Executive Director; Angela Hellenbrand, Executive Director; David Carlson, Communications Specialist

Rosheen Styczinski, Committee Chair, called the meeting to order at 1:15 p.m. A quorum of five members was confirmed.

ADOPTION OF AGENDA

Amendment:

- Remove “and Land Surveyor” from Item B.1.c.

MOTION: Steven Hook moved, seconded by James Mickowski, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Steven Hook moved, seconded by Matt Janiak, to approve the minutes of October 9, 2012 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2013

CHAIR

NOMINATION: Matt Janiak nominated Rosheen Styczinski as Committee Chair, Tom Wightman called three times for other nominations for the offices of Committee Chair.

VICE CHAIR

NOMINATION: Rosheen Styczinski nominated Matt Janiak, as Committee Vice Chair, Tom Wightman called three times for other nominations for the offices of Committee Vice Chair.

SECRETARY

NOMINATION: Rosheen Styczinski nominated Steven Hook as Committee Secretary, Tom Wightman called three times for other nominations for the offices of Committee Secretary.

MOTION: Matt Janiak moved, seconded by James Mickowski to approve the slate of officers for 2013. Motion carried unanimously.

2013 ELECTION RESULTS	
Chair	Rosheen Styczinski
Vice Chair	Matt Janiak
Secretary	Steven Hook

ADJOURNMENT

MOTION: James Mickowski moved, seconded by Matt Janiak, to adjourn the meeting at 1:34 p.m. Motion carried unanimously.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Shawn Leatherwood		2) Date When Request Submitted: September 19, 2013 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 08 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Joint Board Rules Committee of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors			
4) Meeting Date: October 08, 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Update regarding status of pending rules	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Legislative/Administrative Rule Matters: 1) Update Regarding Status of Pending Rules a) Chapter A-E 2 Electronic Signatures b) Chapter A-E 4 for Engineers c) Chapter A-E 9 for Landscape Architects d) Chapter A-E 7 for Land Surveyors e) Chapter A-E 13 for Engineers			
11) Shawn Leatherwood <hr/> Signature of person making this request		Authorization September 19, 2013 <hr/> Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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

AGENDA REQUEST FORM

Name and Title of Person Submitting the Request: Shawn Leatherwood, Division of Policy Development		Date When Request Submitted: August 27, 2013	
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards 	
Name of Board, Committee, Council: A-E Joint Rules Committee of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors,			
Board Meeting Date: October 8, 2013	Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How should the item be titled on the agenda page? Discussion of CHR 13-020 A-E 2.02 Electronic Seals	
Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? Yes by _____ (name) <input type="checkbox"/> No	Name of Case Advisor(s), if required: N/A	
Describe the issue and action the Board should address: -The Board will discuss CHR 13-020 A-E 2.02 Electronic Seals including the Clearinghouse comments. The Board will accept or reject the amendments recommended by the Clearinghouse report. -The Board will review and discuss the public comments that have been received during the public hearing held on April 25, 2013. -The Board will approve the proposed rule draft as amended for filing with the legislature or appoint a designated member of the Board to approve the final draft for filing with the legislature. The Board may forward the draft back to the Engineering Section for additional review.			
If this is a "Late Add" provide a justification utilizing the Agenda Request Policy: _____			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Documents submitted to the agenda must be single-sided. 3. Only copies of the original document will be accepted. 4. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.			
Authorization:			
<i>Shancthea N. Leatherwood</i>		<i>August 27, 2013</i>	
Signature of person making this request		Date	
Supervisor signature (if required)		Date	
Bureau Director signature (indicates approval to add late items to agenda)		Date	

STATE OF WISCONSIN
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

IN THE MATTER OF RULE-MAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF ARCHITECTS,	:	ARCHITECTS, LANDSCAPE
LANDSCAPE ARCHITECTS,	:	ARCHITECTS, PROFESSIONAL
PROFESSIONAL ENGINEERS,	:	ENGINEERS, DESIGNERS AND
DESIGNERS AND LAND SURVEYORS	:	LAND SURVEYORS
	:	ADOPTING RULE
	:	(CLEARINGHOUSE RULE)

PROPOSED ORDER

The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors proposes and order to repeal A-E 2.02 (7) (b) 2. (Note); to amend A-E 2.02 (7) (a), 2.02 (7) (b) and 2.02 (7) (b) 2, relating to electronic seals and signatures.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

s. 443.17, Stats.

Statutory authority:

ss. 15.08 (5) (b), 227.11 (2) (a), and 443.17, Stats.

Explanation of agency authority:

The Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors has general power, pursuant to s. 15.08 (5) (b), Stats., to promulgate rules for guidance within its profession. The Board may also promulgate rules that interpret statutes they enforce or administer per s. 227.11 (2) (a), Stats. Section 443.17, Stats., regulates the use of seals and is administered by the Board. Therefore, the Board is authorized to promulgate rules that give guidance on the use of seals or signatures.

Related statute or rule:

Wis. Admin. Code 2.02

Plain language analysis:

Registration seals and signatures must be utilized in the production of plans, drawings, documents, specifications, and reports generated by architects, landscape architects, professional engineers, designers and land surveyors. The proposed rule would allow the afore mentioned professionals to use an electronic seal or signature on documents submitted to governmental agencies as long as the electronic seal or signature conformed to the requirements of subch. II, ch. 137, Stats. and the governmental agency accepts such documents.

Summary of, and comparison with, existing or proposed federal regulation:

There are no comparable or existing proposed federal regulations.

Comparison with rules in adjacent states:

The following comparisons are the result of various internet searches:

Illinois: Architects, Engineers and Land Surveyors must have a reproducible seal or facsimile, which may be computer generated. Ill. Admin. Code tit. 68 ss. 1150, 1380.295 and 1270.58 Illinois code expressly prohibits the use of signatures generated by computers. Illinois requires original signatures only.

Iowa: Professional Engineers and Professional Land Surveyors must use a certification block on original documents. The certification block requires a seal and a signature. A legible rubber stamp or facsimile of a seal may be used. 193C IAC 6.1 (3) (542B) Computer generated seals may be used on final documents. Iowa Professional Engineers and Professional Land Surveyor licensees may affix a handwritten or secure electronic signature to the certification block as long as the signature is protected by a procedure that is, "adequate to (1) verify the signature is that of a specific person and (2) detect any changes that may be made or attempted after the signature of the specific person is affixed." 193C IAC 6.9 (542B)

Michigan: Architects, professional engineers, and professional land surveyors may use an embossed seal or a rubber stamp and an original signature only. MICH. ADMIN. Code r.339.15301, 339.16024, 339.17301

Minnesota: Licensed architects, professional engineers, land surveyors, professional landscape architects, professional geologist, or professional soil scientists may use a seal on all plans, specifications, plats, and reports and other documents. Minn. R. 1800.4300 (2012) Furthermore, a signature is required for all plans, specifications, plats reports or other documents. The signature may be stamped, handwritten, or electronically created as long as it creates an accurate representation of the licensee's actual signature. Minn. Stats. Ann. § 326.12

Summary of factual data and analytical methodologies:

Both the Engineering Section and the A-E Rules committee reviewed similar rules in other states regarding electronic signatures and seals. Discussions were held regarding how to secure electronic seals and signatures in order to avoid misuse or misrepresentation and how to bring the rules in line with subch. II of chapter 137, Stats. regarding electronic signatures. The Board ensures the accuracy, integrity, objectivity and consistency of the data used in preparing the proposed rule and related analysis.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The proposed rule will not have any impact on small business as defined in s. 227.114 (1), Stats.

Fiscal Estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis are attached.

Effect on small business:

The proposed rules will not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Greg.Gasper@wisconsin.gov, or by calling (608) 266-8608.

Agency contact person:

Shawn Leatherwood, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4438; email at Shancethea.Leatherwood@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Shawn Leatherwood Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, WI 53708-8935, or by email to Shancethea.Leatherwood@wisconsin.gov. Comments must be received on or before April 25, 2013 to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. A-E 2.02 (7) (a) is amended to read:

A-E 2.02 (7) (a) All seals or stamps affixed to plans, drawings, documents, and specifications, and reports to be filed as public documents shall be original. No stickers or ~~electronically scanned images~~ shall be allowed. Seals or stamps may be electronic provided they meet the requirements of subch. II, of ch. 137 Stats., a security procedure is used, and the electronic signature is permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports.

SECTION 2. A-E 2.02 (7) (b) is amended to read:

A-E 2.02 (7) (b) All seals and stamps on plans, drawings, documents, and specifications, and reports to be filed as public documents shall be signed and dated by the registered professional in one of the following manners:

SECTION 3. A-E 2.02 (7) (b) 2. is amended to read:

A-E 2.02 (7) (b) 2. Utilizing an electronic signature, meeting the requirements of s. ~~137.06, Stats.,~~ subch. II, ch. 137, Stats., a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, and specifications, and reports.

SECTION 4. A-E 2.02 (7) (b) 2. (Note) is repealed.

SECTION 5. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)

Dated _____

Agency _____

Chairperson
Examining Board of Architects, Landscape
Architects, Professional Engineers,
Designers, and Land Surveyors

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