



STATE OF WISCONSIN

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Governor Scott Walker Secretary Dave Ross

**JOINT BOARD CONTINUING EDUCATION SUBCOMMITTEE
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND LAND SURVEYORS
Room 121C, 1400 E. Washington Avenue, Madison
Contact: Angela Hellenbrand 608-261-5406
July 30, 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 and deliberations of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Executive Director Matters – Discussion and Consideration**
 - 1) Staff Updates
- C. Administrative Matters – Discussion and Consideration**
- D. Examination and Education Matters – Discussion and Consideration**
 - 1) A-E State Comparison of Continuing Education Requirements **(3-16)**
 - 2) Engineer CE Tracking Sheet **(17-20)**
 - 3) Continuing Education Audit Process **(21-22)**

- E. 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 and Administrative Rule Matters
 - 12) Liaison Report(s)
 - 13) Informational Item(s)
 - 14) Speaking Engagement(s), Travel or Public Relation Request(s)
- F. Public Comments

ADJOURNMENT

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

AGENDA REQUEST FORM

| | | | |
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| 1) Name and Title of Person Submitting the Request: Joshua Archiquette on behalf of Angela Hellenbrand | | 2) Date When Request Submitted: 7/24/13 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small> | |
| 3) Name of Board, Committee, Council, Sections: A-E Joint Board CE Subcommittee | | | |
| 4) Meeting Date: 7/30/13 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Examination and Education Matters A-E State Comparison of Continuing Education Requiriements | |
| 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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

| Architect | | | | | |
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| | Wisconsin <i>Wis. Stat. Ch. 443</i> <i>Chapter A-E 12</i> | Illinois <i>224 ILCS 305/16.5</i> <i>Title 68, Chapter VII, Subchapter b, Part 1150</i> | Iowa <i>272C.2 and 544A</i> <i>193B Architectural Examining Board</i> | Michigan <i>R 339.15101 (proposed rule revision--unclear if adopted)</i> | Minnesota <i>MN Statute 326.107</i> |
| Hours Required | 24 hours | 24 hours | 24 hours | 24 hours | 24 hours |
| Renewal Cycle | 2 years | 2 years | 2 years | 2 years | 2 years |
| Content Requirements | 16 hours shall be in "health, safety, and welfare" topics pertinent to the practice of architecture. | 16 hours must be public protection subjects, which are relevant to safeguarding public health, safety and welfare. | 16 CE hours in public protection subjects in structural educational activities. 8 hours may be in related practice subjects. 4 hours annually (4 biennially) may be claimed for serving as a mentor or sponsor for the NCARB Intern Development program. | | CE must consist of learning experiences which enhance and expand the skills, knowledge, and abilities of practicing professionals to remain current and render competent professional services to the public. Practitioners may pursue technical, nontechnical, regulatory, ethical, and business practice needs for a well-rounded education provided the education directly benefits the health, safety, or welfare of the public. |
| Method Requirements | Continuing education may be obtained by successful completion of any of the following: | The following types of activities may qualify to fulfill CE hours: | The following suggested list may be used by all registrants in determining the types of activities which may fulfill continuing education requirements: | Continuing education hours in HSW subjects may be earned as follows: | CE education activities include, but are not limited to, the following: |
| | 1. Structured educational activities in which the teaching methodology, either synchronous or asynchronous learning, consists primarily of the systemic presentation of information by qualified individuals or organizations which present identifiable technical and professional subjects in a planned manner. | CE hours in attendance at presentations on architectural subjects that are held in conjunction with meetings, conferences, or conventions of architect professional organizations recognized by the Division. <i>CE hours limited to the portion of the meeting, conference or convention that comprises the educational program.</i> OR structured architectural self-study courses, presented by correspondence, Internet, television, video or audio, ending with examination or other verification processes. <i>CE hours as recommended by the program sponsor.</i> | | Successfully completing a continuing education course. Participating in a company sponsored seminar or training that is designed to enhance professional development in the licensee's area of professional practice. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | |
| | 2. A college or university course in the area of architecture, related sciences and ethics. <i>1 semester cr= 15 CE hrs. 1 quarter cr =10 CE hrs.</i> | College or university credit courses dealing with architectural subjects or business practice. <i>1 semester cr = 15 CE hours. 1 quarter cr =10 CE hrs.</i> | College or university credit courses dealing with architectural subjects or business practice. <i>1 semester cr = 15 CE hours. 1 quarter cr = 10 CE hrs.</i> | Successfully completing a college course. <i>1 college semester cr hour = 45 CE hours, 1 college quarter cr hour = 30 hours</i> | Completing or auditing college-sponsored courses |
| | 3. Seminars, tutorials, monographs, lectures, presentations, workshops, short courses or in-house courses in person or via distance education by computer, video or telephone. | CE hours in attendance at short courses or seminars, dealing with architectural subjects and sponsored by colleges or universities. CE hours in attendance at short courses or seminars, relating to professional practice or new technology and offered by colleges, universities, professional organizations, or system suppliers. | CE hours in attendance at short courses or seminars, dealing with architectural subjects and sponsored by colleges or universities. CE hours in attendance at technical presentations on architectural subjects which are held in conjunction with conventions or at seminars related to materials use and function. Such presentations as those sponsored by the American Institute of Architects, Construction Specifications Institute, Construction Products Manufacturers council or similar organizations devoted to architectural education may qualify. CE hours in attendance at short courses or seminars, relating to business practice or new technology and offered by colleges, universities, professional organizations or system suppliers. | Successfully completing a distance education course. Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | Participation in seminars, tutorials, televised or videotaped courses, or short courses. Attending self-sponsored and prepared in-house educational programs. |

| Architect | | | | | |
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| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Method Requirements contd. | 4. Attending technical or professional membership meetings at which at least one contact hour is spent discussing architecture issues, attending a lecture on architecture-related issues, or both. <i>1 meeting = 1 CE hr</i> | | | | |
| | 5. Teaching or instructing an architectural course in the area of architecture, related sciences or professional ethics. Teaching credit may not apply to full-time faculty at a college, university or educational institution. <i>First time only. Does not apply to faculty in the performance of their regularly assigned duties. 1 semester cr = 15 CE hrs. 1 quarter cr = 10 CE hours</i> | Teaching or instructing an architectural course, seminar, lecture, presentation or workshop shall constitute <i>3 contact hours for each hour</i> spent in the actual presentation. | <i>3 CE hours for each hour of class</i> spent teaching architectural courses or seminars. College or university faculty may not claim credit for teaching regular curriculum courses. | Teaching, instructing, or presenting an acceptable course or activity. <i>First time only.</i> Course must not be associated with a licensee's regular duties as a member of faculty. <i>Teaching a college course, a continuing education course, distance learning course, or presenting = 45 hours</i> | Presenting or instructing qualifying courses or seminars. Professional development hours may be earned for preparation time for the initial presentation. |
| | 6. Serving as a member of a professional board, commission, committee of the state or its political subdivisions related to architectural matters, including planning commissions, building code advisory boards, urban renewal boards, code study committees or regulatory boards. <i>2 CE hours per year.</i> | | CE hours spent in professional service to the public which draws upon the registrant's professional expertise on boards and commissions, such as: serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees. | Serving as a member of the state board of architects or attending a state board of architect's meeting. <i>2 hours</i> | Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service. <i>Limit 10 CE hrs per renewal period.</i> |
| | | CE hours spent in architectural research that is published or is formally presented to the profession or the public. | CE hours spent in architectural research which is published or is formally presented to the profession or public. | | |
| | | Authoring published papers, articles, or books. <i>12 CE hrs maximum .</i> | | Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice. <i>6 hours</i> | Authoring published papers, articles, or books. Professional development hours earned my equal preparation time spent (claimed only following publication) and shall be given for authorship or publication, but not both. |
| | | Self-directed individually planned educational activities may count for a maximum of 8 CE hours . Examples: professional service such as planning commissions, code study committees or regulatory boards; hours served as a mentor for the Intern Development Program (IDP); hours spent in planned activities such as business and practice efficiency, personal improvement related to the practice of architecture; hours spent in unstructured self-study tours of architecturally significant projects; participating in a technical or professional society or organization <i>2 CE hrs per organization.</i> | CE hours spent in architectural self-study courses such as those sponsored by the American Institute of Architects, National Council of Architecture Registration Boards (NCARB), or similar organizations. Contact hours spent in educational tours of architecturally significant buildings, where the tour is sponsored by college, university or professional organizations. | | Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video or audio, ending with examination or other verification processes. |
| | | | | | Patents, after granted. <i>10 CE hours</i> |
| | | | | | Participating in professional examination grading or writing. <i>5 hour limit per renewal period.</i> |

| Architect | | | | | |
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| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Standards for Approval of CE Programs | To be approved for credit, a CE program shall meet all of the following criteria: 1. The program includes instruction in an organized method of learning contributing directly to the competency of the registrant and pertains to the subject matters which integrally relate to the practice of the profession. 2. The program is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program. 3. The program provides proof of attendance by the registrants and fulfills pre-established goals and objectives. | The content of public protection subjects acceptable for purposes of continuing education under subsection (e)(1) shall be limited to: 1. Codes, statutes, and administrative regulations, 2. Environmental issues, 3. Professional ethics, 4. State licensing law, 5. Design proficiency, 6. Interface with other design disciplines (eg planners, consultants, specialists, and financiers) other than through normal day-to-day contact., 7. Legal aspects of contracts, documents, insurance, bonds, project administration, etc., 8. Specialization in preservation, adaptive reuse or building types, 9. Construction documents and services, 10. Materials and methods, 11. Mechanical, plumbing, electrical, and life safety, 12. Structural technology, 13. Energy efficiency, 14. Project Administration, 15. Accessibility issues, 16. New/technical professional skills. | | HSW subjects may include any of the following: 1. Building design, 2. Environmental or land use analysis, 3. Life safety, 4. Architectural programming, 5. Site planning, 6. Site and soils analysis, 7. Accessibility, 8. Structural systems considerations, including lateral forces; hurricane or high wind safety and design, 9. Building codes, 10. Evaluation and selection of building systems, products, or materials, 11. Construction methods, 12. Contract documentation, 13. Construction administration, 14. Energy conservation, 15. Zoning and governance policies and procedures, 16. Sustainability, 17. Historic preservation, 18. Requirements for building coastal areas, 19. Mold or other hazardous material mitigation, 20. The impact of design on human physiology and neurology, 21. Other similar HSW subjects relevant to architecture. | CE courses must meet the following criteria: 1. There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge. 2. The content of each presentation must be well organized and presented in a sequential manner. 3. There must be evidence of preplanning which must include the opportunity for input by the target group to be served. 4. The presentation must be made by persons who are well qualified by education and experience. 5. There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting. |
| Acceptable providers specifically mentioned | The architect section may approve providers for continuing education programs including the following: 1. American Institute of Architects, 2. Construction Specifications Institute, 3. National Council of Architectural Registration Boards, 4. Accredited colleges, universities or other educational institutions and schools of architecture, 5. Other technical or professional societies or similar organizations devoted to architectural education, design or construction technology education. | Acceptable providers for structured educational activities shall include, but not be limited to: 1. American Institute of Architects (AIA), 2. National Council of Architectural Registration Boards (NCARB), 3. Construction Specifications Institute (CSI), 4. Association of Licensed Architects (ALA), 5. Colleges, universities or other educational institutions, 6. Other technical or professional societies or organizations. | | A sponsor offering continuing education may include any of the following: 1. National council of Architectural Registration Boards, 2. American Institute of Architects, 3. Construction Specifications Institute, 4. University of Michigan, 5. Lawrence Technological University, 6. University of Detroit Mercy, 7. Andrews University, 8. United State Green Building Council, 9. A college or university offering a course or activity relevant to architectural education, design, or construction technology education, 10. An organization offering a course or activity relevant to architectural education, design or construction technology education. | |
| Additional Information | | | | A maximum of 12 hours may be carried over into 1 subsequent renewal period. CE hours shall be granted once during a renewal period in which the hours were earned for the same course or activity that a licensee completed as a participant, instructor, or presenter. CE hours shall not be earned for any of the following activities: 1. Passing an examination to obtain licensure, 2. Completing a course that is not designed to bring licensees up to date on a particular area of knowledge or skills in the licensee's area of professional practice, 3. Attending a cultural performance, entertainment, or recreational meeting or activity, or participation in a travel group. | Carryover permitted from the previous year which must not exceed 50 percent of the biennial requirement |

| Architect | | | | | |
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| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Additional Information cont'd | | | | A licensee who holds a license for more than 12 months, but less than 24 months from the date of licensure shall obtain 12 hours of continuing education for the first renewal period. | |
| | | | | | Dual license or certificate holders who have obtained a license or certificate for two professions must earn professional development hours required by the license or certificate requiring the greatest number of professional development hours and must obtain in each profession a minimum of one-third of the total professional development hours required. The remaining one-third requirement may be obtained in either profession at the sole discretion of the licensee or certificate holder. |

| Professional Engineer | | | | | |
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| | Wisconsin <i>Wis. Stat. Ch. 443 Chapter A-E 13</i> | Illinois <i>225 ILCS 325/17.5 Title 68, Chapter VII, Subchapter b, Part 1380</i> | Iowa <i>272C and 542B 193C Engineering and Land Surveying</i> | Michigan <i>R 339.16001 (proposed rule revision-- unclear if adopted)</i> | Minnesota <i>MN Statute 326.107</i> |
| Hours Required | 30 hours | 30 hours | 30 hours | 30 hours | 24 hours |
| Renewal Cycle | 2 years | 2 years | 2 years | 2 years | 2 years |
| Content Requirements | During each biennial registration period, the registrant shall complete a minimum of 2 CE hours in the area of professional conduct and ethics and a minimum of 13 CE hours in courses where the registrant interacts in real time in the 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. If the registrant obtains more than 30 CE hours in a biennium, a maximum of 15 of the excess hours may be used toward the continuing education requirement in the next biennium | | | | |
| Method Requirements | Continuing education may be obtained through any of the following means: | CE activities shall include, but not be limited to: | List of allowable activities for CE includes (not all-inclusive): | Continuing education hours may be earned as follows: | CE education activities include, but are not limited to, the following: |
| | 1. Completing courses taken at a school or college of engineering accredited by the EAC/ABET. | Completion of college or university courses in the area of professional engineering, related sciences and engineering ethics. <i>1 semester hr = 15 CE hrs; 1 quarter hr = 10 CE hrs</i> | Successful completion of college courses/ continuing education courses. <i>1 college or unit semester hour = 45 CE hours, 1 college or unit quarter hour = 30 CE hours. 1 continuing education unit = 10 CE hours.</i> | Successfully completing a college course. <i>1 college semester cr hour = 45 CE hours, 1 college quarter cr hour = 30 hours</i> | Completing or auditing college-sponsored courses |
| | 2. Completing short courses or tutorials and distance education courses offered through correspondence, DVDs, or the internet. | On-line courses. Credit for self study courses only if an examination has been completed by the licensee and graded by the sponsor. | Successful completion of correspondence, televised, videotaped, and other short courses or tutorials. Successful completion of courses online via the Internet. Attendance at satellite down-link video courses. <i>1 contact hr = 1 CE hour</i> | Successfully completing a continuing education course. Successfully completing a distance learning course. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | Participation in televised or videotaped courses. |
| | 3. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions or conferences. | Professional engineering programs, seminars, tutorials, workshops, short courses, or in-house courses. Program presentations at related technical or professional meetings. | Active participation in seminars, in-house courses, workshops, technical committees of professional engineering organizations, and professional conventions. Attendance at engineering college graduate research seminars. <i>1 contact hour = 1 CE hour</i> | Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference. Participating in a company sponsored seminar or training that is designed to enhance professional development in the licensee's area of professional practice. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | Participation in seminars, tutorials, or short courses. Attending self-sponsored and prepared in-house educational programs. |
| | 4. Teaching or instructing parts 1-3. <i>First time only. 1 hr teaching = 2 CE hours</i> . Full-time faculty may not claim hours for teaching. | Teaching or instructing. <i>First time only. 1 hr teaching = 2 CE hours</i> . Does not apply to faculty in the performance of their regularly assigned duties. | Teaching or instructing in the activities set forth above if such teaching or instruction is outside of the licensee's regular employment duties and if the licensee can document such teaching activity or instruction was newly developed and presented for the first time. <i>1 hr teaching = 2 CE hours. Limit 10 CE hours per renewal period.</i> | Teaching, instructing or presenting an acceptable course or activity. <i>Teaching a college course, a continuing education course, distance learning course, or presenting = 45 hours</i> | Presenting or instructing qualifying courses or seminars. Professional development hours may be earned for preparation time for the initial presentation. |

Professional Engineer

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| Method Requirements cont'd | <p>5. 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. <i>Five CE hours</i> 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, <i>10 CE hours</i> will be granted in the biennium in which each publication occurred.</p> | <p>Authoring papers or articles that appear in nationally circulated journals or trade magazines or presented to a university, professional society or organization. <i>10 CE hours per paper or presentation, but not both, are allowed for this activity.</i></p> | <p>Authoring published papers, articles or books. <i>10 CE hours per publication</i></p> | <p>Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice. <i>6 hours</i></p> | <p>Authoring published papers, articles, or books. Professional development hours earned my equal preparation time spent (claimed only following publication) and shall be given for authorship or publication, but not both.</p> |
| | <p>6. Actively participating in professional and technical societies. Max <i>2 CE hours</i> awarded for active participation as an officer or committee member in any one society in any one year. Max <i>4 CE hours</i> in this category per biennium. CE hours not earned until the end of each year of service.</p> | <p>Active participation on a committee or holding an office in a professional or technical society. <i>2 CE hours per committee membership or office. Maximum 8 CE hours may be accepted per renewal period.</i></p> | <p>Participation on an NCEES examination development committee. <i>3 CE hours per committee participation. Limit 15 CE hours per renewal period.</i> Active participation in a professional or technical society. <i>2 CE hours per organization per renewal period.</i></p> | <p>Serving as a member of the state board of professional engineers or attending a state board of professional engineers meeting. <i>2 hours</i></p> | <p>Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service. <i>Limit 10 CE hrs per renewal period.</i></p> |
| | <p>7. Attainment of a patent relevant to the registrant's area of professional practice. <i>10 CE hours</i> awarded for each patent.</p> | <p>Receiving a patent within the renewal period. <i>10 CE hours per patent.</i></p> | <p>Obtaining patents. <i>10 CE hours per patent.</i></p> | <p>Obtaining patents related to engineering. <i>10 hours</i></p> | <p>Patents, after granted. <i>10 CE hours</i></p> |
| | | | <p>Independent study. Independent study must include a written evaluation process completed by the independent study provider, a certificate of satisfactory completion issued by the provider, an evaluation assessment issued to the licensee by the provider. <i>Limit 10 CE hours per renewal period.</i></p> | | <p>Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video or audio, ending with examination or other verification processes.</p> |
| | | | | <p>Serving as a mentor to an engineering student in a school-sponsored program. <i>4 hours</i></p> | |
| | | | | | <p>Participating in professional examination grading or writing. <i>5 hour limit per renewal period.</i></p> |
| Standards for Approval of CE Programs | <p>To be approved, a CE program shall meet all of the following criteria: 1. 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. 2. The program is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program. 3. The program fulfills pre-established goals and objectives. 4. The program provides attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.</p> | <p>All CE programs, activities, or courses shall: 1. Contribute to the advancement, extension, or enhancement of the professional skills and/or scientific knowledge of the licensee in practice of professional engineering; 2. Foster the enhancement of general or specialized practice and values of professional engineering, related sciences and engineering ethics; 3. Be developed and presented by persons with education and/or experience in the subject matter of the program.</p> | <p>CE activities that satisfy the CE criteria are those that relate to engineering or land surveying practice or management .</p> | | <p>CE courses must meet the following criteria: 1. There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge. 2. The content of each presentation must be well organized and presented in a sequential manner. 3. There must be evidence of preplanning which must include the opportunity for input by the target group to be served. 4. The presentation must be made by persons who are well qualified by education and experience. 5. There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting.</p> |

| Professional Engineer | | | | | |
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| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Acceptable providers specifically mentioned | The professional engineer section has final authority with respect to acceptance of activities, courses, credit, CE hours for courses, and other methods of earning CE hours, except the following are examples of accepted providers for continuing education programs: 1. Colleges, universities, or other EAC/ABET approved educational institutions approved by the professional engineer section, 2. Continuing education courses meeting all the requirements of the International Association for Continuing Education and Training, 3. Technical or professional societies or organizations as approved by the professional engineer section or its designee, 4. Other providers as approved by the professional engineer section or its designee. | Acceptable providers for structured educational activities shall include, but not be limited to: 1. National Council of Examiners for Engineering and Surveying (NCEES); 2. National Society of Professional Engineers (NSPE); 3. Illinois Society of Professional Engineers; 4. American Council of Engineering Companies of Illinois (ACEC-IL); 5. Technical or professional societies or organizations relating to professional engineering, such as the American Society of Civil Engineers (ASCE); 6. Colleges, universities, or other educational institutions; 7. Other technical or professional societies or organizations including manufacturers. | | | |
| Additional Information | | | The CE requirement for an individual who is active in both engineering and land surveying is 20 CE hours in engineering and 20 CE hours in land surveying. Can only carry over 10 CE hours into the next biennium for each profession. | a maximum of 15 hours may be carried over into 1 subsequent renewal period. | |
| | | | A new licensee shall satisfy on-half the biennial CE requirement at the first renewal following initial licensure. | CE hours shall be granted once during a renewal period in which the hours were earned for the same course or activity that a licensee completed as a participant, instructor, or presenter. | |
| | | | | CE hours shall not be earned for any of the following activities: 1. Passing an examination to obtain licensure, 2. Completing a course that is not designed to bring licensees up to date on a particular area of knowledge or skills in the licensee's area of professional practice, 3. Attending a cultural performance, entertainment, or recreational meeting or activity, or participation in a travel group. | |
| | | | | A licensee who holds a license for more than 12 months, but less than 24 months from the date of licensure shall obtain 12 hours of continuing education for the first renewal period. | |
| | | | A dual licensee shall obtain in each occupation a minimum of 10 CE hrs (1/3 of the total). The remaining 2/3 may be obtained in either occupation at the discretion of the licensee. | | |

| Land Surveyor | | | | | |
|-----------------------------|--|---|--|--|--|
| | Wisconsin <i>Wis. Stat. Ch. 443</i> <i>Chapter A-E 10</i> | Illinois <i>Title 68, Chapter VII, Subchapter b, Part 1270</i> | Iowa <i>272C and 542B</i> <i>193C Engineering and Land Surveying</i> | Michigan <i>R 339.17101 (proposed rule revision--unclear if adopted)</i> | Minnesota <i>MN Statute 326.107</i> |
| Hours Required | 20 hours | 20 hours | 30 hours | 30 hours | 24 hours |
| Renewal Cycle | 2 years | 2 years | 2 years | 2 years | 2 years |
| Content Requirements | Shall complete a minimum of 2 hours in each category: 1. Programs, courses or activities in the area of Wisconsin statutes and rules that regulate professional land surveyors, 2. Programs, courses, or activities in the area of professional conduct and ethics; 3. Programs, courses, or activities in the area of land surveying or related sciences. | Shall complete a minimum of 4 hours of programs, courses, or activities in the area of State of Illinois statutes and rules that regulate professional land surveyors and surveys (may not be online, distance or video courses), a minimum of 2 hours of programs, courses, or activities in the area of professional conduct, a minimum of 14 hours of programs, courses or activities in the area of land surveying or related sciences. No more than half (10) of the hours may be obtained from on-line, distance learning or video courses. | | | |
| Method Requirements | CE by approved providers shall include the following: | CE hours shall include, but are not limited to: | List of allowable activities for CE includes (not all-inclusive): | Continuing education hours may be earned as follows: | CE education activities include, but are not limited to, the following: |
| | 1. Successful completion of online, correspondence, televised, videotaped, or other short courses or tutorials. | | Successful completion of correspondence, televised, videotaped, and other short courses or tutorials. Successful completion of courses online via the Internet. | Successfully completing a distance learning course. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | Participation in televised or videotaped courses. |
| | 2. Successful completion of a college or university course in the area of land surveying, related sciences or surveying ethics (<i>1 semester cr = 20 CE cr. 1 quarter cr = 13.5 CE cr.</i>) | Successful completion of a college or university course in the area of land surveying, related sciences and surveying ethics. <i>1 semester cr hour = 15 CE hours, 1 quarter cr hour = 10 CE hours.</i> | Successful completion of college courses <i>1 college or unit semester hour = 45 CE hours, 1 college or unit quarter hour = 30 CE hours.</i> | Successfully completing a college course. <i>1 college semester cr hour = 45 CE hours, 1 college quarter cr hour = 30 hours</i> | Completing or auditing college-sponsored courses |
| | 3. Successful completion of land surveying courses or programs offering professional development hours on land surveying topics. | Successful completion of land surveying courses or programs offering professional development hours. | Successful completion of continuing education courses. <i>1 continuing education unit = 10 CE hours.</i> | Successfully completing a continuing education course. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | |
| | 4. Active participation in tutorials, workshops, short courses, or in-house courses. | Active participation and successful completion of land surveying programs, seminars, tutorials, workshops, short courses or in-house courses. | Active participation in seminars, in-house courses, workshops, technical committees of professional engineering organizations, and professional conventions. Attendance at engineering college graduate research seminars. <i>1 contact hour = 1 CE hour</i> | Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference. Participating in a company sponsored seminar or training that is designed to enhance professional development in the licensee's area of professional practice. <i>1 professional development unit in a course or seminar = 1 CE hour</i> | Participation in seminars, tutorials, or short courses. Attending self-sponsored and prepared in-house educational programs. |
| | 5. Attending program presentations at related technical or professional meetings at which at least 50 min is spent discussing surveying issues or attending a lecture on survey-related issues, or both. <i>One meeting = one CE hour</i> | Attending program presentations at related technical or professional meetings. | | | |

| Land Surveyor | | | | | |
|----------------------------|---|--|--|---|--|
| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Method Requirements cont'd | 6. Teaching or instructing courses or program on land surveying topic. (One time per class. 2 CE hours for 50 min of teaching). | Teaching or instructing. <i>First time only. 2 CE hours for each hour of teaching/presentation.</i> Does not apply to full-time faculty in the performance of their regularly assigned duties. | Teaching or instructing in the activities set forth above if such teaching or instruction is outside of the licensee's regular employment duties and if the licensee can document such teaching activity or instruction was newly developed and presented for <i>the first time.</i> 1 hr teaching = 2 CE hours. Limit 10 CE hours per renewal period. | Teaching, instructing or presenting an acceptable course or activity. <i>Teaching a college course, a continuing education course, distance learning course, or presenting = 45 hours</i> | Presenting or instructing qualifying courses or seminars. Professional development hours may be earned for preparation time for the initial presentation. |
| | 7. Authoring land surveying related papers or articles that appear in circulated journals or trade magazines. (5 hr max per renewal.) | Authoring papers or articles that appear in nationally circulated journals or trade magazines. 5 CE hours max per renewal. | Authoring published papers, articles or books. 10 CE hours per publication | Publishing a peer-reviewed paper, article, or book in the licensee's area of professional practice. 10 hours | Authoring published papers, articles, or books. Professional development hours earned my equal preparation time spent (claimed only following publication) and shall be given for authorship or publication, but not both. |
| | | | Obtaining patents. 10 CE hours per patent. | Obtaining patents related to engineering. 10 hours | Patents, after granted. 10 CE hours |
| | | | | Serving as a member of the state board of professional surveyors or attending a state board of professional surveyors meeting 2 hours | Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service. Limit 10 CE hrs per renewal period. |
| | | | | Serving as a mentor to an surveying student in a school-sponsored program. 4 hours | |
| | | | Participation on an NCEES examination development committee. 3 CE hours per committee participation. Limit 15 CE hours per renewal period. Active | | Participating in professional examination grading or writing. 5 hour limit per renewal period. |
| | | | Independent study. Independent study must include a written evaluation process completed by the independent study provider, a certificate of satisfactory completion issued by the provider, an evaluation assessment issued to the licensee by the provider. Limit 10 CE hours per renewal period. | | Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video or audio, ending with examination or other verification processes. |

| Land Surveyor | | | | | |
|--|---|--|------|----------|--|
| | Wisconsin | Illinois | Iowa | Michigan | Minnesota |
| Standards for Approval of CE Programs | To be approved for credit, a CE program must meet the following criteria: 1. Instruction in an organized method or learning contributing directly to the professional competency of the registrant and pertains to the subject matters which integrally related to the practice of the profession. 2. The program is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program. 3. The program provides proof of attendance by the registrants and fulfills pre-established goals and objectives. | All programs or courses shall: 1. Contribute to the advancement, extension, and enhancement of the professional skills and scientific knowledge of the licensee in the practice of land surveying; 2. Foster the enhancement of general or specialized practices and values of land surveying; 3. Be developed and presented by persons with education and/or experience in the subject matter of the program; and 4. Specify the course objectives and course content. | | | CE courses must meet the following criteria: 1. There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge. 2. The content of each presentation must be well organized and presented in a sequential manner. 3. There must be evidence of preplanning which must include the opportunity for input by the target group to be served. 4. The presentation must be made by persons who are well qualified by education and experience. 5. There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting. |
| Acceptable providers specifically mentioned | The land surveyor section may approve providers for continuing education programs including the following: 1. Wisconsin society of land surveyors, 2. National council of examiners for engineering and surveying, 3. National society of professional land surveyors, 4. American congress on surveying and mapping, 5. Colleges and universities or other educational institutions approved by the land surveyor section, 6. Other technical or professional societies and organizations. | Acceptable providers for structured educational activities shall include, but not be limited to: 1. Illinois Professional Land surveyor Association, 2. National Council of Examiners for Engineering and Surveying (NCEES); 3. National Society of Professional Land Surveyors; 4. American Congress on Surveying and Mapping (ACSM); 5. American Society of Civil Engineers (ASCE); Colleges, universities or other educational institutions; Other technical or professional societies or organizations. | | | |

| Landscape Architect | | | | | |
|-----------------------------|---|--|---|--|---|
| | Wisconsin <i>Wis. Stat. Ch. 443</i> <i>Chapter A-E 11</i> | Illinois <i>225 ILCS 315/12.5</i> <i>Title 68, Chapter VII, Subchapter b, Part 1275</i> | Iowa <i>17A and 544B</i> <i>193D Landscape Architectural Examiners</i> | Michigan | Minnesota <i>MN Statute 326.107</i> |
| Hours Required | 24 hours | at least 6 hours | 24 hours | | 24 hours |
| Renewal Cycle | 2 years | 2 years | 2 years | | 2 years |
| Content Requirements | Continuing education shall be in the topics or subject areas of landscape architecture, building design, landscape design, environmental or land use analysis, life safety, landscape architectural programming, site planning, site and soils analysis, plant material, accessibility, lateral forces, selection of building systems and structural systems, construction methods, contract documentation and construction administration, or the Wisconsin statutes and rules regulating landscape architects. No less than 16 hours shall be in "health, safety and welfare" topics. No less than 2 hours shall be in professional conduct and ethics. | Illinois code does not discuss continuing education requirements. | 24 contact hours must be in health, safety, welfare objects acquired in structural educational activities. Limit 6 hours in self-study activities. | Michigan code does not require continuing education. | |
| Method Requirements | <p>Continuing education activities that will meet the requirements include:</p> <ol style="list-style-type: none"> 1. Online correspondence, televised, videotaped, or other short courses or tutorials. 2. A college or university course in the area of landscape architecture or related science (<i>1 semester cr = 16 CE hrs. 1 quarter cr = 12 CE hrs</i>). 3. Landscape architectural programs [etc...] where the student and instructor interact simultaneously in real-time. 4. Presentations at related technical or professional meetings at which at least one hour is spent discussing landscape architecture or a lecture on related topics. <i>1 meeting = 1 CE hr.</i> 5. Teaching courses or programs on landscape architecture topics. (<i>First time only. 3 CE hours for 50 min teaching or presentation. Not more than 6 hrs per biennium</i>). 6. Authoring landscape architecture related papers or articles. (<i>1 CE hour for 50 min spent in authoring. No more than 6 hrs per biennium</i>). 7. Serving as a jury panel member on professional landscape architect work or design competition. | | <p>Continuing education activities that may fulfill the continuing education requirements:</p> <p>CE hours in attendance at short courses or seminars sponsored by colleges, universities or professional organizations.</p> <p>College or university courses dealing with landscape architectural subjects or business practice. <i>1 semester hr = 15 CE hrs. 1 quarter hr = 10 CE hrs.</i></p> <p>CE hours spent attending in-house educational programs, including dinner, luncheon, and breakfast meetings.</p> <p>Presenting or teaching courses or seminars in landscape architecture. <i>3 CE hours for each class hour.</i> College or university faculty members may not claim credit for regular curriculum courses.</p> <p>Contact hours spent in landscape architectural research which is published or formally presented to the profession or public.</p> | | <p>CE education activities include, but are not limited to, the following:</p> <p>Participation in televised or videotaped courses.</p> <p>Completing or auditing college-sponsored courses</p> <p>Participation in seminars, tutorials, or short courses. Attending self-sponsored and prepared in-house educational programs.</p> <p>Presenting or instructing qualifying courses or seminars. Professional development hours may be earned for preparation time for the initial presentation.</p> <p>Authoring published papers, articles, or books. Professional development hours earned my equal preparation time spent (claimed only following publication) and shall be given for authorship or publication, but not both.</p> |

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| Method Requirements cont'd | 8. Serving as an officer or committee member of a technical or professional society, board, commission or other organization related to landscape architecture. (2 CE cred. for 1 yr service. 2 hrs max per biennium). | | CE hours spent in professional service to the public which draws upon the licensee's professional expertise on boards and commissions. (planning commissions, building code advisory boards, urban renewal boards, code study commissions) | Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service. <i>Limit 10 CE hrs per renewal period.</i> |
| | | | Contact hours in self-study courses presented in written format or via the Internet, television, video, or audio. Courses must conclude with an examination or other verification of course completion. <i>Limit 6 CE hours per renewal period.</i> | Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video or audio, ending with examination or other verification processes. |
| | | | CE hours spent in educational tours or in areas significant in landscape architecture when the tour is sponsored by college, university, or professional organizations and verification of participation is provided by the tour sponsor. (self-guided tours do not qualify) | |
| | | | | Participating in professional examination grading or writing. <i>5 hour limit per renewal period.</i> |
| | | | | Patents, after granted. <i>10 CE hours</i> |
| Standards for Approval of CE Programs | To be approved for credit, a continuing education activity shall meet all of the following criteria: 1. The activity constitutes an organized method of instruction which contributes directly to the professional competency of the registrant and pertains to subject matters which integrally relate to the practice of the profession. 2. The activity is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program. 3. The activity provides proof of attendance or completion by the registrant and fulfills pre-established goals and objectives. | | | CE courses must meet the following criteria: 1. There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or certification or develop new and relevant skills and knowledge. 2. The content of each presentation must be well organized and presented in a sequential manner. 3. There must be evidence of preplanning which must include the opportunity for input by the target group to be served. 4. The presentation must be made by persons who are well qualified by education and experience. 5. There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting. |

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| Acceptable providers specifically mentioned | Approved providers of continuing education program may include the following: 1. American Society of Landscape Architects, 2. Council of Landscape Architectural Registration Boards, 3. Urban Land Institute, 4. American Nursery and Landscape Association, 5. National Society of Professional Engineers, 6. National Recreation and Park Association, 7. American Institute of Architects, 8. Construction Specifications Institute, 9. State or federal training programs. | | | | |
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|--|---|--|--|
| 1) Name and Title of Person Submitting the Request: Joshua Archiquette on behalf of Angela Hellenbrand | | 2) Date When Request Submitted: 7/24/13 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small> | |
| 3) Name of Board, Committee, Council, Sections: A-E Joint Board CE Subcommittee | | | |
| 4) Meeting Date: 7/30/13 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Examination and Education Matters ENG CE Tracking Sheet | |
| 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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

CONTINUING EDUCATION ATTENDANCE TABLE

ENGINEER 2012-2014 BIENNIUM CONTINUING EDUCATION RECORD

A–E 13.03 Continuing education requirements.

(1) (a) Beginning in the biennial registration period commencing August 1, 2012 and ending July 31, 2014, unless granted a waiver under s. A–E 13.08, every registrant shall complete at least 30 hours of approved PDHs or equivalent continuing education units, pertinent to the practice of professional engineering, except that between initial registration and the first renewal period, a new registrant shall not be required to comply with the continuing education requirements for the first renewal of registration.

(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).

(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.

(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.

Guidelines for completing the table to ensure accurate totals

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

2) If you complete a 4-hour course that meets the requirements of column b on the table and only 2 of the 4 hours count as ethics, you insert 4 in column b and 2 in column a. This ensures accurate PDH subtotals for each column and the grand total will only count 4 hours in this example.

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

AGENDA REQUEST FORM

| | | | |
|---|--|---|--|
| 1) Name and Title of Person Submitting the Request: Joshua Archiquette | | 2) Date When Request Submitted: 7/25/13 <small>Items will be considered late if submitted after 4:30 p.m. and less than 8 work days before the meeting.</small> | |
| 3) Name of Board, Committee, Council, Sections: A-E Joint Board CE subcommittee | | | |
| 4) Meeting Date: 7/30/13 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Examination and Education Matters General CE audit Process ENG | |
| 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? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: Consideration and Discussion of the CE audit process | | | |
| 11) Authorization | | | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive 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 Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

**Engineer Continuing Education (CE) Compliance Audit
General Procedures – Office of Education and Examinations (OEE)**

- Determine the percentage of licensees that will be audited; ten percent is standard.
- OEE staff consults with the Division of Legal Services and Compliance (DLSC) for a list of any disciplined licensees that should be audited in addition to the randomly selected list.
- A Section-appointed liaison is requested who will be consulted in situations in which staff is unable to determine compliance.
- Request a random list of licensees from IT which meets the audit parameters. NOTE: CE is not required during the biennium in which the license was first issued.
- Send audit notification letters or email messages to selected licensees, providing them with a 30 day deadline to submit verification of CE completion. If insufficient documentation is submitted, licensee will be notified via email of the reasons for non-compliance and will have an opportunity to submit additional documentation to bring them into compliance by the final audit deadline date (which will be 14 days from the date of the second notice letter).
- Send out second notice letters via certified mail to those licensees who have not submitted any documentation. The final deadline is 14 days from the date of the second notice letter.
- Final audit report is drafted and presented at the next available Section meeting. The report contains the following information: total number of licensees audited, number of licenses not in compliance, and the reasons for non-compliance.
- The Section refers non-compliant auditees to the DLSC for review.
- The final audit report with licensee specific information, is presented to DLSC along with audit documentation.
- DLSC works with the Section to determine disciplinary actions for those licensees not in compliance.