

Architect License Renewal – Continuing Education Requirements
Wisconsin Administrative Code [effective 7-1-10]

CHAPTER A-E 12
CONTINUING EDUCATION FOR ARCHITECTS

A-E 12.01 Authority and purpose. The rules in this chapter are adopted by the examining board of architects, landscape architects, professional engineers, designers and land surveyors pursuant to ss. 15.08 (5) (b), 227.11 (2) and 443.015, Stats., and govern the biennial continuing education requirements for architect registrants.

A-E 12.02 Definitions. As used in this chapter:

(1) “Asynchronous” means a process of learning where instructor-student interaction is delayed over time allowing the learners to participate intermittently according to their schedule, and be geographically separate from the instructor, and includes correspondence courses, e-learning, instructional television, or online courses.

(2) “Biennium” means a 2-year period beginning August 1 of each even-numbered year.

(3) “Contact hour” means 50 minutes of instruction or participation spent by the registrant in actual attendance or completion of an approved educational activity.

(4) “Continuing education” means professional educational activity designed to advance the professional skills and knowledge of a registrant in the practice of architecture for the improvement of the public health, safety and welfare.

(5) “Health, safety and welfare topic” or “HSW topic ” means technical or professional subjects which safeguard the public’s health, safety and welfare including building design; landscape design; environmental or land use analysis; life safety; architectural programming; site planning; site and soil analysis; plant material; accessibility; structural systems consideration; lateral forces; building codes; evaluation and selection of building systems, products or materials; construction methods; contract documentation; construction administration; energy conservation; zoning and governance policies and procedures; sustainability; mold mitigation; the impact of design on human physiology and neurology; state statutes, rules and ordinances that regulate architects or the practice of architecture; and professional conduct and ethics.

(6) “Synchronous” means a process of learning where the student and instructor interact simultaneously in real-time, including traditional classroom events, computer conferencing, interactive video conferences or online communications where participants are logged on at the same time and communicate directly with each other.

A-E 12.03 Continuing education requirements. (1) Prior to the August 2012 biennial registration period and the 2 year period preceding each biennial registration period, unless granted an exemption under s. A-E 12.08, every registrant shall complete at least 24 contact hours of continuing education, of which 16 contact hours shall be in HSW topics pertinent to the practice of architecture.

(2) Continuing education may be obtained by successful completion of any of the following:

- (a) 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.

- (b) A college or university course in the area of architecture, related sciences and ethics. One college or university semester credit hour is equivalent to 15 contact hours. One college or university quarter credit hour is equivalent to 10 contact hours.
- (c) Seminars, tutorials, monographs, lectures, presentations, workshops, short courses or in-house courses in person or via distance education by computer, video or telephone.
- (d) 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. Each qualified meeting will be awarded one contact hour.
- (e) 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. Teaching credit may be valid for the initial presentation only and claimed for credit only once. Teaching credit does not apply to faculty in the performance of their regularly assigned duties. One college or university semester credit hour of teaching is equivalent to 15 contact hours. One college or university quarter credit hour of teaching is equivalent to 10 contact hours.
- (f) 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. A maximum of 2 contact hours shall be awarded per year.

A-E 12.04 Compliance. (1) Continuing education shall be completed within the preceding biennium. Continuing education hours earned in excess of the minimum requirements for renewal of registration may be carried forward to the next renewal period but is limited to a maximum of 8 contact hours.

(2) A registrant who fails to meet the continuing education requirements by the renewal date, as specified in s. 440.08 (2) (a) 13., Stats., may not engage in the practice of architecture until the registration is renewed based upon proof of compliance with the continuing education requirements.

(3) A registrant who has a lapsed registration shall complete the minimum number of hours of continuing education required during the current biennium prior to renewal of the registration. Additional hours of continuing education may be required if a credential holder has failed to renew his or her registration within 5 years after its renewal date to demonstrate continued competence in the practice of architecture.

A-E 12.05 Standards for approval. (1) To be approved for credit, 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 pertains 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 provides proof of attendance or certificate of completion, which may include course completion examinations, to fulfill pre-established goals and objectives.

(2) The architect section may approve providers for continuing education programs including the following:

- (a) American Institute of Architects.

- (b) Constructions Specifications Institute.
- (c) National Council of Architectural Registration Boards.
- (d) Accredited colleges, universities or other educational institutions and schools of architecture.
- (e) Other technical or professional societies or similar organizations devoted to architectural education, design or construction technology education.

A-E 12.06 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.

(2) The architect section may require additional evidence demonstrating compliance with the continuing education requirements including a certificate of attendance or documentation of completion or credit for the courses completed.

(3) The architect section may conduct a random audit on a biennial basis of its registrants for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise provide evidence of compliance. A registrant may use the American Institute of Architects continuing education system transcript service to document and record his or her continuing education and as evidence of compliance with the continuing education requirements.

(4) If there appears to be a lack of compliance with the continuing education requirements, the architect section shall notify a registrant in writing and request submission of evidence of compliance within 30 days of notification.

(5) The architect section may require a registrant to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.

(6) If a registrant has failed to comply with the continuing education requirements, the registrant may request an extension of time from the architect section to acquire additional hours to satisfy the requirements.

A-E 12.07 Recordkeeping. A registrant shall maintain records of continuing education contact hours for at least 4 years from the date the certificate or statement of attendance is signed. A minimum of at least one contact hour is required for recordkeeping purposes, with increments of one-quarter contact hour allowed thereafter. The recordkeeping shall include all of the following:

- (1) The name and address of the sponsor or provider.
- (2) A brief statement of the subject matter and whether it involves HSW topics.
- (3) Printed program schedules, registration receipts, certificates of attendance, examination scores, or other proof of participation.
- (4) The date and place of the program.
- (5) The number of contact hours.

A-E 12.08 Exemption. (1) A registrant who holds a registration for less than 12 months from the date of initial registration or since the date of the last renewal shall not be required to report continuing education hours for the first renewal of registration.

(2) A registrant who holds a registration for more than 12 months from the date of initial registration or since the date of the last renewal shall be required to report 8 contact hours of continuing education for the first renewal of registration.

(3) A registrant seeking to renew a registration who demonstrates that compliance with the continuing education requirements shall create an extreme hardship may request an exemption from the continuing education requirements.

(4) In this subsection, “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 or temporary active duty in the uniformed services of the United States for a period of time exceeding 120 consecutive days during a biennium, where the duty restricts participation in a continuing education program.
- (b) An incapacitating disability or medical illness documented by a statement from a licensed health care provider which shows that participation in the active practice of architecture and a continuing education program was not possible.
- (c) Any other extenuating circumstances.

(5) A registrant who requests an exemption from the continuing education requirements for extreme hardship shall file a renewal application along with the required registration fee and submit an affidavit which describes the circumstances of the hardship and provide any supporting documentation. The request for an exemption shall be submitted prior to the renewal date.

(6) If the architect section finds from the affidavit or any other evidence submitted that extreme hardship has been shown for granting an exemption, the registrant shall be permitted to renew the registration without completing the continuing education requirements for the applicable renewal period.

(7) A registrant who receives an exemption from continuing education on the basis of extreme hardship due to an incapacitating disability, medical illness, active military duty or other extenuating circumstances may be required to complete continuing education upon his or her return to the active practice of architecture as determined necessary by the architect section to ensure the ability of the registrant to practice architecture in a safe and competent manner.

(8) A registrant shall be deemed to be in good standing until a final decision on the request for exemption has been made.

A-E 12.09 Reciprocity. An applicant for registration from another state or jurisdiction who applies for registration to practice architecture shall, in addition to the information required under s. A-E 3.06, submit proof of completion of continuing education obtained in another state or jurisdiction within the 2 years prior to application, including those recognized by the National Council of Architectural Registration Boards, Union of International Architects or Royal Institute of British Architects. The completion of continuing education in another state or jurisdiction shall be deemed to satisfy the continuing education requirements in this state provided that the other state or jurisdiction accepts the Wisconsin continuing education requirements as satisfying their continuing education requirements and those requirements are equal to or greater than the requirements in this state.