

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: dsps@wi.gov
Website: <http://dsps.wi.gov>

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

DESIGNER SECTION

INSTRUCTION PACKET FOR A PERMIT AS A DESIGNER OF ENGINEERING SYSTEMS

Enclosed are the forms for applying for registration and a copy of the Wisconsin Statutes and Administrative Code relating to a permit as a Designer of Engineering Systems. NOTE: This is not the application you need if you want to apply for the examination.

FILING AN APPLICATION - All applicants for a permit as a designer of engineering systems must complete an "Application For a Permit as a Designer of Engineering Systems" (Form #1897). Please type or print all information.

The completed application must be mailed to the address listed above. Applications hand-delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

FEES - Please include with your application a check or money order made payable to the Department of Safety and Professional Services for the \$75.00 initial credential fee.

IMPORTANT NOTICE

FOR APPLICANTS WHO HAVE PREVIOUSLY SUBMITTED AN APPLICATION FOR THE DESIGNER OF ENGINEERING EXAMINATION (FORM #2100)

If you have previously submitted an application for the designer of engineering examination, please submit the following:

1. Application for permit as a Designer of Engineering Systems (Form #1897).
2. Initial credential fee.
3. Experience Record (Form #463) – update experience from time of exam application to the present.
4. References (Form #989) – submit three references only if previous references are more than one year old or if references were not previously submitted.
5. If transcripts were previously submitted, do not include transcripts.

DESIGNER APPLICANTS APPLYING ON THE BASIS THAT THEY HOLD A CURRENT WI MASTER PLUMBER LICENSE

– Applicants applying for a permit as a designer of engineering systems on the basis that they hold a current Wisconsin master plumber license are required to submit the "Application for Permit As A Designer of Engineering Systems" (Form #1897), the \$75 initial credential fee, "Convictions and Pending Charges" (Form #2252) with \$8.00 fee if applicable, and "Verification of Master Plumber Licensure" (Form #253). Complete Section I of the "Verification of Master Plumber Licensure" and forward it with your application.

EDUCATION - Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you. You must send the transcript to the Designers Section with your application. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**

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EXPERIENCE RECORD - When completing the "Experience Record" (Form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Include enough detail that a peer may judge the character of your work, listing your duties and degree of responsibility. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement.

REFERENCES - Provide replies from 3 references having personal knowledge of your experience using the enclosed "Designer Applicant Appraisal Form" (Form #989). Each reference should complete Form #989 and return it to you so that you can submit all 3 references with your application. It is required that one reference be a licensed architect, professional engineer or designer of engineering systems. Family members can act as supplemental references in support of an application, but not as one of the 3 required responses. Type or print your name on each form prior to distribution.

REVIEW DATES - Applications will be presented to the Designers' Section for evaluation when all required documents are received. Applications and all related documents must be received by the department no less than two weeks before the review board meets. You can find the date of the next meeting on the department's web site, here:

<http://dsps.wi.gov/Boards-Councils/Board-Council-Listing>

WISCONSIN STATUTES AND ADMINISTRATIVE CODE

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors is available on the web at <http://dsps.wi.gov/Licenses-Permits/DesignerofEngineeringSystems> or at most public libraries. If you wish to purchase a copy, contact Document Sales, Department of Administration, by calling 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.