

## Chapter GHSS 1

### GENERAL REQUIREMENTS AND PROCEDURES

GHSS 1.01	Purpose.
GHSS 1.02	Definitions.
GHSS 1.03	Licensure seals.
GHSS 1.04	Change of address.

GHSS 1.05	Failure to renew a license.
GHSS 1.06	Wetlands mapping by non-licensee.
GHSS 1.07	Rule-making.

**Note:** Chapter GHSS 1 was created as an emergency rule effective May 15, 1999.

**GHSS 1.01 Purpose.** The purpose of this chapter is to specify general requirements and procedures which apply to all 3 sections of the board. Requirements specific to professional geologists, professional hydrologists and professional soil scientists are specified in chs. GHSS 2, 3 and 4. Rules of professional conduct for all licensees are specified in ch. GHSS 5.

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00.

**GHSS 1.02 Definitions.** In chs. GHSS 1 to 5:

(1) “Board” or “joint board” means the examining board of professional geologists, hydrologists and soil scientists.

(2) “Department” means the department of safety and professional services.

(3) “Licensee” means a person licensed as a professional geologist, professional hydrologist or professional soil scientist.

(4) “Section of the board” means either the professional geologist section, the professional hydrologist section or the professional soil scientist section.

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register January 2012 No. 673.

**GHSS 1.03 Licensure seals.** (1) Each professional geologist, hydrologist and soil scientist shall obtain a seal that complies with board specifications for licensure seals. The overall diameter may not be less than 1 5/8 inches nor more than 2 inches. Each seal shall include the licensee’s name, license or permit number and city.

(2) The following designs for licensure seals have been approved: *[Designs not included. See the seal design set forth at s. A-E 2.02]*

(3) A rubber stamp, identical in size, design and content to a board-approved seal, may be used as a substitute for a licensure seal.

(4) Each sheet of plans, drawings, documents, specifications and reports for professional geology, hydrology and soil science practice shall be signed, sealed and dated by the licensee who prepared, or directed and controlled preparation of, the written material, except as specified in sub. (5).

(5) If more than one sheet is bound together in a volume, the licensee who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets in the bound volume which are prepared by or under the direction and control of another licensee are signed, sealed and dated by the other licensee.

(6) Any addition, deletion or other revision to each sheet of plans, drawings, documents, specifications and reports prepared for professional geology, hydrology, or soil science practice which affects public health and safety or any state or local code requirements may not be made unless signed, sealed and dated by

the licensee who made or directed and controlled the making of the revision.

(7) All seals or stamps affixed to drawings to be filed as public documents shall be original. No stickers or electronically scanned images may be used. All seals and stamps on drawings shall be signed and dated by the licensed professional in permanent ink contrasting with both the seal and the background.

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00.

**GHSS 1.04 Change of address.** A licensee shall notify the board of a change of name or address as required under s. 440.11 (1), Stats. The notice shall include the person’s or firm’s former and new addresses and each license or certification number held.

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00.

**GHSS 1.05 Failure to renew a license.** (1) If a licensee who fails to renew his or her license by the established renewal date applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee specified in s. 440.08 (3), Stats.

(2) (a) If a licensee applies for renewal of his or her license more than 5 years after its expiration, the board shall determine whether the applicant is competent to practice under the license in this state. The inquiry shall include a review of the applicant’s practice within the previous 5 years, if any, in other licensing jurisdictions.

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

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00.

**GHSS 1.06 Wetlands mapping by non-licensee.** No license is required under s. 470.02, Stats., for persons publicly or privately engaged in wetlands mapping as described in s. 23.32 (2) (c), Stats., unless the person performing the wetlands mapping does one of the following:

(1) Engages in the practice of other than wetlands mapping for which a license is required under s. 470.02, Stats.; or

(2) Uses a title, or advertises or otherwise engages in a business practice tending to imply, represent or convey the impression he or she is engaged in the practice of professional geology, professional hydrology or professional soil science for which a license is required under s. 470.02, Stats.

**History:** Cr. Register, December, 1999, No. 528, eff. 1-1-00.

**GHSS 1.07 Rule-making.** (1) PROCEDURE. The board may approve and adopt rules proposed by any section of the board.

(2) RULES COMMITTEE. (a) A rules committee is created and shall be comprised of one professional member from each section and 2 public members. Each section shall appoint one profes-

sional member by majority vote. The board chair shall appoint the 2 public members from any of the 3 sections of the board.

(b) The rules committee may act for the board in rule-making proceedings except for final approval as specified in sub. (1).

**History:** CR 00-139: Cr. Register July 2001, No. 547 eff. 8-1-01.